

# THE UNIVERSITY OF TEXAS SYSTEM POLICE

## YEARLY REPORT FORM INSTRUCTIONS (DP FORM 31)



**GENERAL INSTRUCTIONS  
FOR COMPLETION OF THE ANNUAL REPORT  
DP FORM #31**

These instructions are designed to assist with the completion of the Annual Report, DP Form #31. This information is compiled, along with other data, and utilized in the ODOP Board of Regents Report, as well as yearly reporting on the ODOP website. This is a data collection instrument for internal use only. Additional assistance in completing these forms, especially in defining and compiling the necessary information for Group A and Group B Crimes, is found in the National Incident-Based Reporting System (NIBRS).

Due to the transition from UCR to NIBRS, the DP 31 monthly report was altered to accommodate NIBRS and its nuances and will be submitted annually.

- I. The name of the component institution and the year covered by each report should be inserted in the space provided at the top of page 1.

Example:

**The University of Texas at**

should be:

**The University of Texas at Arlington**

**January 2022**

- II. GROUP A CRIMES SECTION:

- A. Group A Crimes are generally regarded as the more serious crimes, either by their very nature, or due to the volume in which they occur. This section has five columns; these columns are described as follows:
  1. Column 1 -- lists the major classification and sub-classifications of Group A Crimes.
  2. Column 2 -- lists the **NIBRS Offense Code** to facilitate organizing the crime stats and classifications.
  3. Column 3 -- the "**TOTAL REPORTED**" column. In this column record the number of offenses that are reported or known to the police for each classification and sub-classification of offenses. Include all attempted and unfounded offenses. This number is the total for the year.
  4. Column 4 -- the "**TOTAL UNFOUNDED**" column. In this column record the number of reported offenses that were determined, through investigation, to be false or baseless. In reality, the offense reported did not actually occur. This number is the total for the year.
  5. Column 5 -- the "**CLEARANCES**" column. In this column record the number of clearances of ALL types (arrest, exceptionally, administratively) that occurred.

B. Clearances: An offense may be cleared in two ways -- either by **ARREST** or **EXCEPTIONAL MEANS**.

1. Arrest:

a. An offense is "**CLEARED BY ARREST**" for reporting purposes when at least one person has been:

- (1) Arrested;
- (2) Charged with the commission of the offense; and
- (3) Turned over to the court for prosecution.

b. A clearance by arrest can be claimed when the offender is a juvenile (under Texas law) and was:

- (1) Released to his/her parent(s) or guardian, and charges will be followed through;
- (2) Given written notice to appear in juvenile court; or
- (3) Placed in a juvenile detention facility.

**NOTE:** This clearance can be taken even though no custodial arrest was made.

c. Examples of Cleared by Arrest:

- (1) A person commits murder and is arrested, charged, and turned over to the court. You record one offense of Homicide -- cleared.
- (2) You identify a suspect involved in five burglaries. You arrest and charge the suspect with the five offenses. These five offenses are cleared by the arrest of one person.
- (3) A suspect is apprehended while attempting to steal a vehicle. The suspect is charged and turned over to the court. Record one offense of Auto Theft and one offense of Auto Theft cleared.

2. Exceptionally Cleared:

a. If the questions listed below can **all** be answered "**yes**" the offense can be "**EXCEPTIONALLY CLEARED**" in column 5 (**CLEARED**):

- (1) *Has the investigation definitely established the identity of the offender?*
- (2) *Is there enough information to support an arrest, a charge, and turning the case over to the court for prosecution?*
- (3) *Do you know the exact location of the offender so that you could take the offender into custody now?*
- (4) *Is there some reason outside police controls that prevents you from arresting, charging, and prosecuting the offender?*

b. Examples of Exceptional Clearances:

- (1) Suicide of the offender (the person responsible is dead).

- (2) Double murder (two persons kill each other).
- (3) Deathbed confession (the person responsible dies after making the confession).
- (4) The offender is killed.
- (5) A confession by an offender already in custody or serving a sentence (this is actually a variation of a true clearance by arrest; you would not "apprehend" the offender, but in most situations like this, the offender would be prosecuted on a new charge).
- (6) An offender prosecuted in another city for a different offense by State and local authorities or prosecuted in another city or State by the Federal Government for an offense that may be the same (you attempt to return the offender for prosecution, but the other jurisdiction will not release the offender).
- (7) Extradition is denied.
- (8) The victim refuses to cooperate in the prosecution of the offender (this does not unfound the offense and the answer must still be "yes" to the first three questions above) and the prosecutor declines to prosecute the case.
- (9) For some reason outside your control, an offender is prosecuted for a less serious charge other than that for which the offender was arrested (such as a charge of reckless driving for a negligent manslaughter offense -- the offense on DP Form #31 remains the same).
- (10) The handling of a juvenile offender either verbally or by written notice to parents in instances involving minor offenses such as Class C theft. No referral is made to juvenile court as a matter of accepted police policy.

**NOTE:** It is recognized that policy in police departments permits the discontinuance of an investigation and the closing administratively of cases in which all investigation has been completed (Inactive). The administrative closing of a case by departmental policy does not permit the clearance of an offense by "exceptionally cleared" unless the answer to all four questions is "yes" in the "exceptionally cleared" test. The recovery of stolen property, such as an automobile, **DOES NOT** "clear" a case.

C. Totals:

1. There are twenty-five (25) major classifications of Group A Crimes and there are over forty (40) sub-classifications. Incidents should be recorded in the main classification if there is no sub-classification; otherwise record it in the appropriate sub-classification. It should be noted that the FBI occasionally updates and add crimes to categories; if there is a change, notify ODOP so the change may be reflected in the DP 31.

2. The total number of Group A Crimes is then added and reported in the final row at the bottom of the Group A Crimes Section.

**NOTE:** All attempted offenses will be recorded as though the offense actually occurred. One exception is attempted murder or criminally attempted homicide, which is recorded as an aggravated assault and placed in the proper sub-classifications.

The University of Texas at		Year			
	GROUP A	NIBRS OFFENSE CODE	TOTAL REPORTED	TOTAL UNFOUNDED	CLEARANCES (ALL TYPES)
1	<b>Animal Cruelty</b>	720			
2	<b>Arson</b>	200			
3	<b>Assault Offenses</b>				
	a.) Aggravated Assault	13A			
	b.) Simple Assault	13B			
	c.) Intimidation	13C			
4	<b>Bribery</b>	510			
5	<b>Burglary/Breaking &amp; Entering</b>	220			
6	<b>Counterfeiting/Forgery</b>	250			
7	<b>Destruction/Damage/Vandalism of Property</b>	290			
8	<b>Drug/Narcotic Offenses</b>				
	a.) Drug/Narcotic Violations	35A			
	b.) Drug Equipment Violations	35B			
9	<b>Embezzlement</b>	270			
10	<b>Extortion/Blackmail</b>	210			
11	<b>Fraud Offenses</b>				
	a.) False Pretenses/Swindle/Confidence Game	26A			
	b.) Credit Card/ATM Fraud	26B			
	c.) Impersonation	26C			
	d.) Welfare Fraud	26D			
	e.) Wire Fraud	26E			
	f.) Identity Theft	26F			
	g.) Hacking/Computer Invasion	26G			
	h.) Money Laundering	26H			
12	<b>Fugitive Offenses</b>				
	Harboring Escapee/Concealing from arrest	49A			
	Flight to Avoid Persecution	49B			
	Flight to Avoid Deportation	49C			
13	<b>Gambling Offenses</b>				
	a.) Betting/Wagering	39A			
	b.) Operating/Promoting /Assisting Gambling	39B			
	c.) Gambling Equipment Violation	39C			

	d.) Sports Tampering	39D			
<b>14</b>	<b>Homicide Offenses</b>				
	a.) Murder and Non-Negligent Manslaughter	09A			
	b.) Negligent Manslaughter	09B			
	c.) Justifiable Homicide	09C			
<b>15</b>	<b>Human Trafficking</b>				
	a.) Human Trafficking, Commercial Sex Acts	64A			
	b.) Human Trafficking, Commercial Servitude	64B			
<b>16</b>	<b>Immigration Violations</b>				
	Illegal Entry into the United States	30A			
	False Citizenship	30B			
	Smuggling Aliens	30C			
	Re-entry after Deportation	30D			
<b>17</b>	<b>Kidnapping/Abduction</b>	100			
<b>18</b>	<b>Larceny/Theft Offenses</b>				
	a.) Pocket Picking	23A			
	b.) Purse-snatching	23B			
	c.) Shoplifting	23C			
	d.) Theft From Building	23D			
	e.) Theft from Coin Operated Machine/Device	23E			
	f.) Theft From Motor Vehicle	23F			
	g.) Theft of Motor Vehicle Parts or Accessories	23G			
	h.) All Other Larceny	23H			
<b>19</b>	<b>Motor Vehicle Theft</b>	240			
<b>20</b>	<b>Pornography/Obscene Material</b>	370			
<b>21</b>	<b>Prostitution Offenses</b>				
	a.) Prostitution	40A			
	b.) Assisting or Promoting Prostitution	40B			
	c.) Purchasing Prostitution	40C			
<b>22</b>	<b>Robbery</b>	120			
<b>23</b>	<b>Sex Offenses</b>				
	a.) Rape	11A			
	b.) Sodomy	11B			
	c.) Sexual Assault with An Object	11C			
	d.) Fondling	11D			
	e.) Incest	36A			
	f.) Statutory Rape	36B			
	g.) Failure to Register as a sex offender	360			
<b>24</b>	<b>Stolen Property Offenses</b>	280			
<b>25</b>	<b>Weapon Law Violations</b>	520			

III. GROUP B CRIMES SECTION:

- A. Group B Crimes encompass all other crime classifications outside those defined as Group A Crimes.
- B. The list of Group B Crimes is self-explanatory with the exception of entry #9 entitled "All Other Offenses."
  - 1. Most Traffic Offenses are not included.
  - 2. Included offenses are "Bad Checks", Disorderly conduct, Driving under the influence, etc. In some locations, intoxicated people may be taken to a local "sobering center"; these should be counted as "REPORTED" not as an "ARREST".
  - 3. The number "Reported" may not add up to the number of "Arrests"
- C. The same general rules for completion of the Group A Crimes Section of DP Form #31 applies for the completion of the Group B Crimes Section. The instructions from the National Incident-Based Reporting System (NIBRS) should be used, including their definition of all other offenses.

The University of Texas at		Year		
	GROUP B	NIBRS OFFENSE CODE	REPORTED	CLEARANCES (ALL TYPES)
1	Bad Checks	90A		
2	Curfew/Loitering/Vagrancy Violations	90B		
3	Disorderly Conduct	90C		
4	Driving Under the Influence	90D		
	Drunkness	90E		
5	Family Offenses, Nonviolent	90F		
6	Liquor Law Violations	90G		
7	Peeping Tom	90H		
8	Trespass of Real Property	90J		
9	All Other Offenses	90Z		

IV. ARREST SECTION:

A. Custodial Arrests

1. This section compiles data on persons arrested and physically taken into custody within your jurisdiction.
2. Students Arrested:
  - a. Record the number of persons who are students that were arrested within your jurisdiction.
  - b. Only include students that are registered at any institution of The University of Texas System.
3. Non-students Arrested:
  - a. Record the number of persons arrested who are not students at any institution of The University of Texas System.
4. Total:
  - a. Record the number of persons who are arrested within your jurisdiction.
  - b. The total number is arrived at by adding the number of students and non-students arrested.
5. Number of persons arrested under 17 years of age:
  - a. Record the number of persons arrested under the age of 17, whether students or non-students.
  - b. This number is already included in the total number of persons arrested and should not be added into the "Total" of students and non-students arrested.

B. Non-custodial Arrests

1. This section compiles data on persons that are arrested but are not taken into physical custody within your jurisdiction.
2. A court appearance or Class 'C' Misdemeanor citation is issued instead of taking the person into custody.
3. Follow the same procedures for recording this information as with Custodial Arrests.

ARREST SECTION				
Custodial Arrests	#/Year		Non-Custodial Arrests	#/Year
Number of Students			Number of Students	
Number of Non-Students			Number of Non-Students	
<b>Total</b>			<b>Total</b>	
Number Under 17 y.o.a.			Number Under 17 y.o.a.	

V. PERSONNEL SECTION:

- A. This section reflects the strength, distribution, and separation of personnel in the department at the end of each reporting period.

The columns in this section reflect the personnel to be listed:

**"Officer"** -- represents licensed peace officers only;

**"Public Safety Officer/Guard"** -- represents PSOs/guards and police cadets; include part time guards or the full-time equivalents for the part-time positions;

**"TCO/Other"** -- represents telecommunication operators and other uniformed personnel, including parking controllers, etc.; include part-time employees or the full-time equivalents for the part time positions; and;

**"Civilian"** -- represent non-uniformed employees of the department include part-time employees or the full-time equivalents for the part time positions;

- B. Number Authorized -- record the number for each category, as authorized by the component institution administration, during the reporting period.
- C. Actual Number -- record the number for each category that are on the payroll on the last day of the reporting period.

Each Actual Number total will equal the sum of the Day, Evening and Night Shifts totals for each classification listed in Subsection A.

- D. Number on Day, Evening, and Night Shifts -- record the number for each classification assigned to each shift, regardless of duties. The total of these three shifts should equal the actual strength of the department.

For reporting purposes:

The day shift hours are 6:00 AM to 2:00 PM or 7:00 AM to 3:00 PM;  
Evening shift hours are 2:00 PM to 10:00 PM or 3:00 PM to 11:00 PM;  
Night shift hours are 10:00 PM to 6:00 AM or 11:00 PM to 7:00 AM.

In the event of overlapping shifts or special situations involving an employee working an irregular shift, the employee should be recorded on the shift during which the greater percentage of time is spent.

- E. Number of Separations -- record the number for each classification who resigned, transferred to another component police department, or were terminated.
- F. The "**Total**" column is self-explanatory.

PERSONNEL SECTION					
	Officer	PSO/Guard	TCO/Other	Civilian	Total
Number Authorized					
Actual Number					
Number on Day Shift					
Number on Evening Shift					
Number on Night Shift					
Separations During Year					
<b>Prepared By:</b>		<b>Date:</b>		<b>Approved By:</b>	

VI. SUBMITTING ANNUAL REPORTS:

- A. All reports should be typed before submitting the report. The person preparing the report should sign in the space provided.

<b>Prepared By:</b>	<b>Date:</b>	<b>Approved By:</b>
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- B. It is suggested that each department retain a copy of the report in its files.
- C. If after submitting an annual report an error is detected, the Chief of Police or designee should immediately notify the Office of the Director of Police by telephone and a corrected copy of the annual report should then be submitted.
- D. Annual reports shall be submitted no later than the **thirty-first** day of January for the calendar year that just ended.

**NOTE:** Submit all offense reports according to Policy I-74-5 to the Office of the Director of Police within the prescribed time.