



# UCR Reporting Guide

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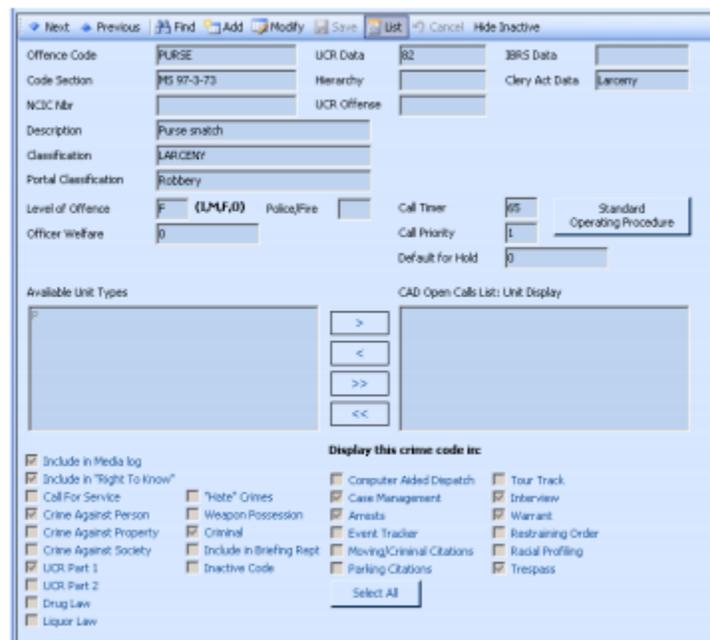
## I. User Setup

The ARMS Solution comes equipped to handle Standard UCR reporting. This is primarily accomplished through Administrator maintenance of Setup Menu codes. There are two main code items that require maintenance: Crime/Incident Codes, UCR Code List Values.



### Crime/Incident Codes:

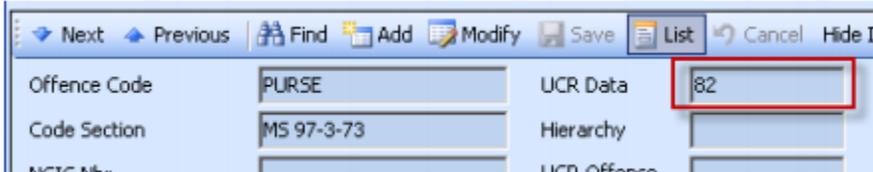
The Crime/Incident Code screen contains many items that allow the user to pick exactly how and where each code is displayed throughout the software and various reports:



The screenshot shows the 'Crime/Incident Code' configuration screen. It includes the following fields and options:

- Offence Code: PURSE
- Code Section: MS 97-3-73
- NCIC Nbr: [Empty]
- Description: Purse snatch
- Classification: LARCENY
- Portal Classification: Robbery
- Level of Offence: F (LMP,0) Police/Fire
- Officer welfare: 0
- UCR Data: 82
- Hierarchy: [Empty]
- UCR Offense: [Empty]
- Call Timer: 95
- Call Priority: 1
- Default for Hold: [Empty]
- 39RS Data: [Empty]
- Clery Act Data: Larceny
- Standard Operating Procedure: [Selected]
- Available Unit Types: [Empty list]
- CAD Open Calls List: Unit Display: [Empty list]
- Display this crime code in:
  - Include in Media log
  - Include in "Right To Know"
  - Call For Service
  - Crime Against Person
  - Crime Against Property
  - Crime Against Society
  - UCR Part 1
  - UCR Part 2
  - Drug Law
  - Liquor Law
  - "Hate" Crimes
  - Weapon Possession
  - Criminal
  - Include in Briefing Rept
  - Inactive Code
  - Computer Aided Dispatch
  - Case Management
  - Arrests
  - Event Tracker
  - Moving/Criminal Citations
  - Parking Citations
  - Select All
  - Tour Track
  - Interview
  - Warrant
  - Restraining Order
  - Racial Profiling
  - Trespass

For UCR purposes, the fields that require attention are the UCR Data field along with the UCR Part1/2 Checkboxes.



This field will be populated with the appropriate UCR Data code for the, in this case, Purse Snatching.

**Data Code List Part II**

Data Code	Description
81	Larceny – Pocket Picking
82	Larceny – Purse Snatch
83	Larceny – Shoplifting 1st
84	Larceny – Taking Items From Auto
85	Larceny – Auto Parts & Accessories
86	Larceny - Bicycles
87	Larceny – From Building
88	Larceny – Coin Operated Machine
89	Larceny – All Other

These codes are the UCR Part 2 offenses and are all various Larceny codes. If the offense is a UCR Part 1 Offense (non-larceny) the offense code can be found in the Part 1 list:

### Data Code List

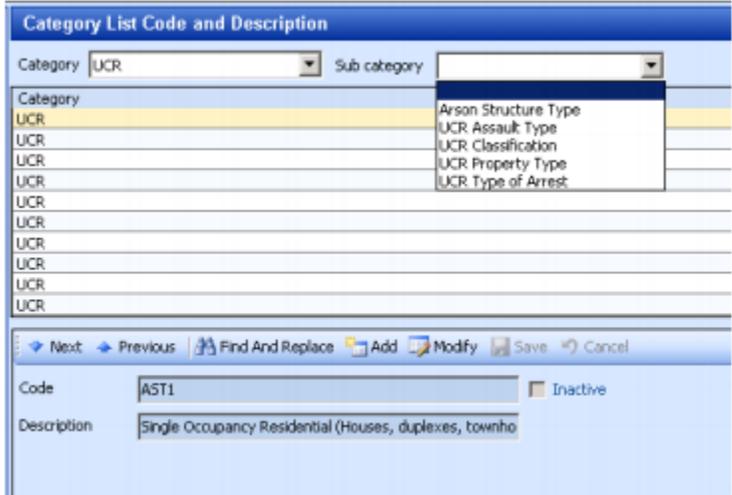
Data Code	Description	Data Code	Description
11	Murder & Non-negligent Manslaughter	45	Other Assault – Simple
12	Manslaughter by Negligence	51	Burglary – Forcible Entry
21	Rape by Force	52	Burglary – No Force Entry
22	Attempts to commit forcible rape	53	Burglary – Attempted Force
31	Robbery – Armed	71	Motor Vehicle Theft - Auto
32	Robbery – Knife	72	Motor Vehicle Theft - Truck Bus
33	Robbery – Dangerous Weapon	73	Motor Vehicle Theft - Other
34	Robbery – Strong Arm		
41	Aggravated Assault – Firearm		
42	Agg. Assault – Knife		
43	Agg. Assault – Dangerous Weapon		
44	Agg Assault –Hands, Fist, Feet		

The UCR Part 1 and 2 Checkboxes are used to delineate the codes for several reports that report just UCR Part 1 or 2 Crimes.

- Include in Media log
- Include in "Right To Know"
- Call For Service
- Crime Against Person
- Crime Against Property
- Crime Against Society
- UCR Part 1
- UCR Part 2
- Drug Law
- Liquor Law

**Code List:**

All of the code list values for UCR are contained under the Category of "UCR".



These will be populated with the standard codes:

**UCR Classification Codes**

Only Used for Burglary, Robbery and Motor Vehicle Theft  
No other values are necessary

Code	Description
31	Robbery – Highway
32	Robbery – Other Commercial
33	Robbery – Gas or Service Station
34	Robbery – Chain Store
35	Robbery – Residence
36	Robbery – Bank
37	Robbery – Miscellaneous
51	Burglary – Residence Night
52	Burglary – Residence Day
53	Burglary – Residence Unknown Time
54	Burglary – Non-Residence Night
55	Burglary – Non-Residence Day
56	Burglary – Non-Residence Unknown Time
91	Stolen Locally and Recovered Locally
92	Stolen Locally and Rec. other Jurisdiction
93	Stolen out of Town, Recovered Locally

**Arrest Codes**

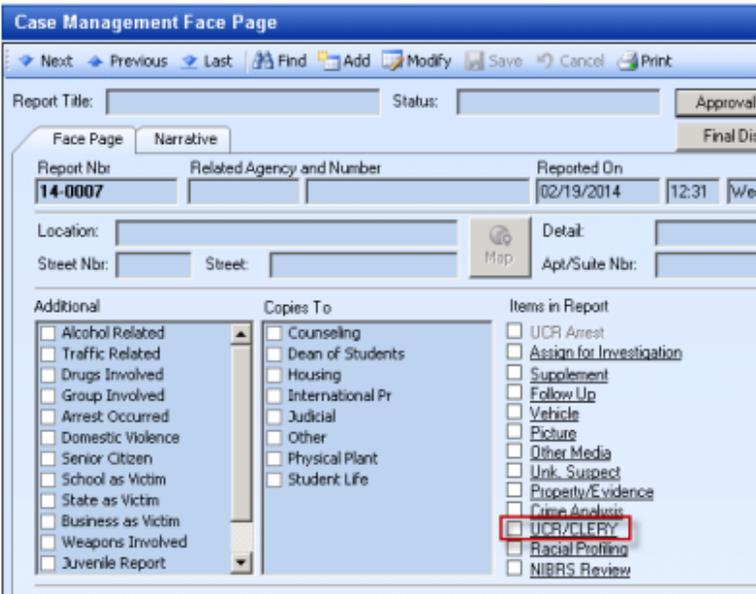
UCR Arrest Codes are not the same as the data codes for the other UCR reports  
Only use valid UCR arrest codes  
These codes can be found by printing the UCR Arrest Report

UCR Arrest Code	Description	UCR Arrest Code	Description	UCR Arrest Code	Description
01A	Murder, Manslaughter	14	Vandalism	19	Gambling
01B	Manslaughter by Negligence	15	Weapons, Carrying, Possession	19A	Bookmaking
02	Forcible Rape	16	Prostitution	19B	Gambling – Numbers & Lottery
03	Robbery	17	Sex Offenses (Except Rape)	19C	Gambling – All Other
04	Aggravated Assault	18A	Manufacturing Opium, Cocaine	20	Offense Against the Family
05	Burglary, B & E	18B	Manufacturing Marijuana	21	Driving Under the Influence
06	Larceny - Theft	18C	Manufacturing of Synthetic Narc.	22	Liquor Laws
07	Motor Vehicle Theft	18D	Manufacturing of Other Dangerous Narc.	23	Drunkenness
08	Other Assaults	18E	Possession Opium, Cocaine	24	Disorderly Conduct
09	Arson	18F	Possession Marijuana	25	Vagrancy
10	Forgery & Counterfeiting	18G	Possession of Synthetic Narc.	26	All Other Offenses
11	Fraud	18H	Possession of other dangerous Narcotics	27	Suspicion
12	Embezzlement				
13	Stolen Property				

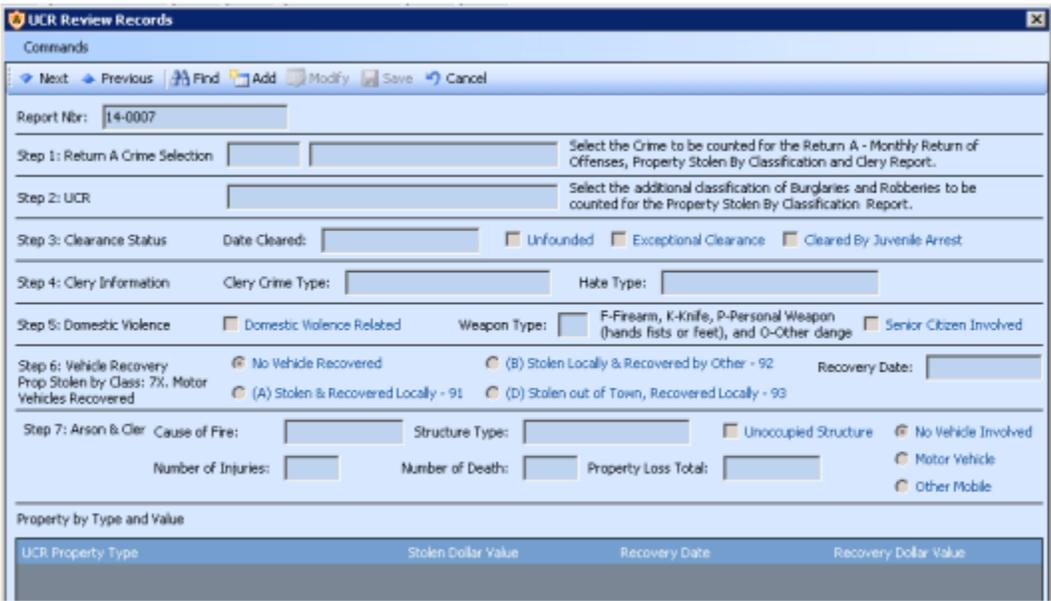
## II. UCR Review

The UCR Review process is the sequence a data entry that must be performed on each case report in order to ensure it reports correctly on your required reports.

The UCR Review Window can be accessed underneath the "Items in Report" heading located in Case Management:



Selecting this will open the UCR Review record for this case:





Step 1: Selecting the appropriate Crime Code/UCR Data code

Step 1: Return A Crime Selection   Select the Crime to be counted for the Return A - Monthly Return of Offenses, Property Stolen By Classification and Clergy Report.

Step 2: Pick the appropriate UCR Classification for Burglaries and Robberies

Step 2: UCR  Select the additional classification of Burglaries and Robberies to be counted for the Property Stolen By Classification Report.

Step 3: If case has been cleared, check appropriate box and input date of clearance

Step 3: Clearance Status Date Cleared:   Unfounded  Exceptional Clearance  Cleared By Juvenile Arrest

Step 6: Click the appropriate radio button if a vehicle was recovered.

Step 6: Vehicle Recovery Prop Stolen by Class: 7X. Motor Vehicles Recovered  No Vehicle Recovered  (B) Stolen Locally & Recovered by Other - 92  (A) Stolen & Recovered Locally - 91  (D) Stolen out of Town, Recovered Locally - 93 Recovery Date:

Step 7: In case of fire, fill out appropriate fields in Step 7.

Step 7: Arson & Cler Cause of Fire:  Structure Type:   Unoccupied Structure  No Vehicle Involved  
 Number of Injuries:  Number of Death:  Property Loss Total:   Motor Vehicle  Other Mobile

In case of fire, fill out appropriate fields in Step 7.

Step 8:

Property by Type and Value			
UCR Property Type	Stolen Dollar Value	Recovery Date	Recovery Dollar Value

Select the appropriate UCR Property Type (If you don't see the correct one, or are missing codes entirely this means that your Code List needs administering) along with the value and possible recovery dates of the property.

### III. UCR Audit Reports

The Code Comparison Report is great for outlining which cases have UCR Review Records attached to them, but even more so, the user is able to see which Case Reports lack UCR Review Records.

**UNIVERSITY OF END2END**  
**Department of Police & Campus Safety**  
**UCR Code Comparison**

Start Date : 10/01/2013

End Date : 10/31/2013

Case	Date Reported	Description	UCR Code	UCR Review Record	UCR	Loss	Recovery
13-0161	10/01/2013	Simple Assault, causing bodily injury	45	Simple Assault, causing bodily injury	45		
13-0162	10/04/2013	Agg. Assault with Knife or cutting	42	Agg. Assault with Knife or cutting inst.	42		
13-0165	10/07/2013	Simple Assault, Fear of bodily	45	Simple Assault, Fear of bodily harm	45		
13-0164	10/08/2013	Motor Vehicle Theft - Auto	71				
13-0166	10/10/2013	Agg. Assault with Knife or cutting	42	Agg. Assault with Knife or cutting inst.	42		
13-0167	10/13/2013	Simple Assault, causing bodily injury	45	Simple Assault, causing bodily injury	45		
13-0163	10/22/2013	Strong-Arm (hands, Fists,	34				

**UNIVERSITY OF END2END**  
**Department of Police & Campus Safety**  
**UCR Data Code List**

CR Nbr	Date	Crime Code	Ret A Code	Prop by Classification Code
13-0162	10/04/2013	AGGKNI ASSAULT Agg. Assault with Knife or cutting inst.	42	
13-0166	10/10/2013	AGGKNI ASSAULT Agg. Assault with Knife or cutting inst.	42	
2 Sub Total for AGGKNI				
13-0161	10/01/2013	SIMANW ASSAULT Simple Assault, causing bodily injury	45	
13-0167	10/13/2013	SIMANW ASSAULT Simple Assault, causing bodily injury	45	
2 Sub Total for SIMANW				
13-0165	10/07/2013	SIMPAS ASSAULT Simple Assault, Fear of bodily harm	45	
1 Sub Total for SIMPAS				
<b>5 Sub Total for ASSAULT</b>				

The UCR Data Code List report is a simple report to see a list of your current UCR output while totaling and subtotaling each crime code and crime classification. This makes finding an incorrectly coded UCR Review record much easier.

**UNIVERSITY OF END2END**  
**Department of Police & Campus Safety**  
**UCR Return A Validation**

Case Report #	Date	Offense Classification	UCR Data Code	Date Cleared	Unfounded	Cleared by Arrest or Exceptional	Cleared by Juvenile
13-0161	10/01/2013	ASSAULT	45		No	No	No
13-0162	10/04/2013	ASSAULT	42		No	No	No
13-0165	10/07/2013	ASSAULT	45		No	No	No
13-0166	10/10/2013	ASSAULT	42		No	No	No
13-0167	10/13/2013	ASSAULT	45		No	No	No
<b>Totals:</b>	<b># Reported Offenses:</b>	<b>5</b>	<b># Cleared by Arrest</b>	<b>0</b>			
	<b># Unfounded</b>	<b>0</b>	<b># Cleared by Juvenile</b>	<b>0</b>			
	<b># Cleared</b>	<b>0</b>					

The UCR Return A Validation screen outlines the specific fields found in the full Return A Yearly report. This report can be used track down specific inaccuracies in the full Return A report.

University of End2End  
 Department of Police & Campus Safety  
 UCR Property by Type and Value Verification

	<u>Property Type</u>	<u>Date Assigned</u>	<u>CaseNbr</u>	<u>Loss Value</u>	<u>Recovery Value</u>
A	A	01/02/2012	12-0003	100	0
	A	01/05/2012	12-0010	100	0
	A	01/05/2012	12-0010	100	0
	A	02/02/2012	12-0116	60	0
	A	02/07/2012	12-0153	150	0
	A	02/22/2012	12-0228	200	0
	A	02/23/2012	12-0234	140	0
	A	02/28/2012	12-0275	50	0
	A	02/28/2012	12-0276	30	0
B	B	01/25/2012	12-0062	400	400
	B	02/27/2012	12-0266	75	0
C	C	01/02/2012	12-0003	50	0
	C	01/26/2012	12-0063	100	0
	C	01/26/2012	12-0063	130	0
	C	01/26/2012	12-0064	20	0
	C	02/02/2012	12-0116	20	0
	C	02/03/2012	12-0122	25	0
	C	02/04/2012	12-0133	40	0
	C	02/07/2012	12-0153	80	0
	C	02/07/2012	12-0153	30	0
	C	02/07/2012	12-0154	70	0
	C	02/13/2012	12-0188	20	0
	C	02/23/2012	12-0234	50	0
	C	02/27/2012	12-0266	25	0
	C	02/27/2012	12-0266	25	0
	C	02/27/2012	12-0266	80	80
E	E	01/12/2012	12-0023	1,998	0
	E	01/24/2012	12-0053	500	0
	E	01/26/2012	12-0064	700	0
	E	02/03/2012	12-0122	1,700	0
	E	02/04/2012	12-0133	1,300	0
F	F	01/02/2012	12-0004	400	0
	F	01/02/2012	12-0004	300	0

Moving into the property reports, this report will break down all the property cases grouped by the UCR Property Classification if a small discrepancy is found.

University of End2End  
 Department of Police & Campus Safety  
 UCR Property Validation- Grouped by case number

<u>CaseNbr</u>	<u>Classification</u>	<u>UCR Date</u>	<u>Prop Type</u>	<u>Stolen Date</u>	<u>Value</u>	<u>Recovery Date</u>	<u>RecoveryValue</u>	<u>In City Limits</u>
<b>12-0001</b>								
12-0001	MOVING VIOLATION DUI				0		0	Yes
					<b>0.00</b>		<b>0.00</b>	
<hr/>								
<b>12-0003</b>								
12-0003	LARCENY	89	C	01/02/2012	50		0	Yes
12-0003	LARCENY	89	K	01/02/2012	0		0	Yes
12-0003	LARCENY	89	K	01/02/2012	0		0	Yes
12-0003	LARCENY	89	K	01/02/2012	0		0	Yes
12-0003	LARCENY	89	A	01/02/2012	100		0	Yes
12-0003	LARCENY	89	K	01/02/2012	20		0	Yes
					<b>170.00</b>		<b>0.00</b>	
<hr/>								
<b>12-0004</b>								
12-0004	BURGLARY	52	F	01/02/2012	400		0	Yes
12-0004	BURGLARY	52	F	01/02/2012	300		0	Yes
12-0004	BURGLARY	52	F	01/02/2012	100		0	Yes
					<b>800.00</b>		<b>0.00</b>	
<hr/>								
<b>12-0009</b>								
12-0009	FRAUD				0		0	Yes
					<b>0.00</b>		<b>0.00</b>	
<hr/>								
<b>12-0010</b>								
12-0010	LARCENY	84	A	01/05/2012	100		0	Yes
12-0010	LARCENY	84	A	01/05/2012	100		0	Yes
12-0010	LARCENY	84	K	01/05/2012	83		0	Yes
12-0010	LARCENY	84	K	01/05/2012	94		0	Yes
					<b>377.00</b>		<b>0.00</b>	
<hr/>								
<b>12-0012</b>								
12-0012	DRUGS				0		0	Yes

Similar to the previous report, this Property Validation report will group based on Report Number rather than Property Classification. This report also provides the user with a per case total.

## IV. UCR Reports

Below are some examples of reports you will be able to run when properly utilizing UCR reporting.

University of EndEnd Property Stolen by Classification			
CLASSIFICATION	DATA ENTRY CODE	NUMBER OF ACTUAL OFFENSES	VALUE OF PROPERTY STOLEN (DOLLARS)
1. MURDER AND NONNEGLIGENT MANSLAUGHTER	12	0	0
2. FORCIBLE RAPE(TOTAL)	20	0	0
3. ROBBERY			
(A)HIGHWAY(STREETS,ALLEYS,ETC)	31	0	0
(B)COMMERCIAL HOUSE(EXCEPT C,D & F)	32	0	0
(C)GAS OR SERVICE STATION	33	0	0
(D)CHAIN STORE	34	0	0
(E)RESIDENCE(ANYWHERE ON PREMISES)	35	0	0
(F)BANK	36	0	0
(G)MISCELLANEOUS	37	0	0
TOTAL ROBBERY	30	0	0
4. ASSAULT (NOT APPLICABLE)			
5. BURGLARY - BREAKING OR ENTERING			
(A)RESIDENCE (DWELLING)			
(1)NIGHT (6 P.M. - 6 AM)	51	2	80
(2)DAY (6 A.M. - 6 P.M.)	52	0	0
(3)UNKNOWN	53	4	4150
(B)NON-RESIDENCE (STORE,OFFICE,ETC)			
(1)NIGHT (6 P.M. - 6 AM)	54	0	0
(2)DAY (6 A.M. - 6 P.M.)	55	0	0
(3)UNKNOWN	56	0	0
TOTAL BURGLARY	50	6	4230
6. LARCENY-THEFT(EXCEPT VEHICLE)			
(A)\$200 and Over	61	27	18846
(B)\$50 TO \$200	62	9	1006
(C)Under \$50	63	5	95
TOTAL LARCENY(SAME AS ITEM 6X)	60	41	19947
7. MOTOR VEHICLE THEFT(INCLUDING ALLEGED JOYRIDE)			
(A) MOTOR VEHICLE THEFT AUTO	71	0	0
(B) TRUCKS AND BUSES	72	0	0
(C) OTHER VEHICLES	73	0	0
TOTAL MOTOR VEHICLE	70	0	0
GRAND TOTAL - ALL ITEMS	77		24177
ADDITIONAL ANALYSIS OF LARCENY AND MOTOR VEHICLE THEFT(6X AND 7X)			
6X. NATURE OF LARCENIES UNDER ITEM 6			
(A)POCKET-PICKING	81	0	0
(B)PURSE-SNATCHING	82	0	0
(C)SHOPLIFTING	83	0	0
(D)FROM MOTOR VEHICLE(EXCEPT E)	84	5	1332
(E)MOTOR VEHICLE PARTS AND ACCESSORIES	85	3	205
(F)BICYCLES	86	4	578
(G)FROM BUILDINGS(EXCEPT C AND H)	87	0	0
(H)FROM ANY COIN-OP. MACHINES(PARKING METERS,ETC.)	88	0	0
(I)ALL OTHERS	89	29	17832
TOTAL LARCENIES(SAME AS ITEM 6)	80	41	19947
7X. MOTOR VEHICLES RECOVERED			
(A)STOLEN LOCALLY AND RECOVERED LOCALLY	91	0	
(B)STOLEN LOCALLY AND RECOVERED BY OTHER JURISDICTION	92	0	
(C)TOTAL LOCALLY STOLEN MOTOR VEHICLE RECOVERED	90	0	
(D)STOLEN OUT OF TOWN, RECOVERED LOCALLY	93	0	

**Texas - Return A-Monthly Return Of-Offenses**

FORWARD BY 7TH AFTER CLOSE OF MONTH TO :	<b>UNIFORM CRIME REPORTING</b> <b>Department of Police &amp; Campus Safety</b> <b>PO BOX 4143      AUSTIN TX 78765-4143</b>
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1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 Offenses Reported or Known to Police (include "Unfounded" and attempted)	3 Unfounded, i.e., false or baseless complaints	4 Number of Actual Offenses (Column 2 minus Column 3 Include Attempts)	5 Total offenses cleared by arrest or exceptional means (includes Col. 6)	6 Number of Clearances involving only persons under 18 years of age
<b>1. CRIMINAL HOMICIDE</b>						
a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11	0	0	0	0	0
b. MANSLAUGHTER BY NEGLIGENCE	12	0	0	0	0	0
<b>2. FORCIBLE RAPE</b>	<b>TOTAL</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
a. RAPE BY FORCE	21	0	0	0	0	0
b. ATTEMPTS TO COMMIT FORCIBLE RAPE	22	0	0	0	0	0
<b>3. ROBBERY</b>	<b>TOTAL</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
a. FIREARMS	31	0	0	0	0	0
b. KNIFE OR CUTTING INSTRUMENTS	32	0	0	0	0	0
c. OTHER DANGEROUS WEAPONS	33	0	0	0	0	0
d. STRONG-ARMS (HANDS, FISTS, FEET, ETC.)	34	0	0	0	0	0
<b>4. ASSAULT</b>	<b>TOTAL</b>	<b>40</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>
a. FIREARMS	41	0	0	0	0	0
b. KNIFE OR CUTTING INSTRUMENTS	42	0	0	0	0	0
c. OTHER DANGEROUS WEAPONS	43	1	0	1	0	0
d. HANDS, FISTS, FEET, ETC. - AGGRAVATED INJURY	44	0	0	0	0	0
e. OTHER ASSAULT - SIMPLE, NOT AGGRAVATED	45	2	0	2	0	0
<b>5. BURGLARY</b>	<b>TOTAL</b>	<b>50</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>
a. FORCIBLE ENTRY	51	0	0	0	0	0
b. UNLAWFUL ENTRY - NO FORCE	52	6	0	6	0	0
c. ATTEMPTED FORCIBLE ENTRY	53	0	0	0	0	0
<b>6. LARCENY - THEFT</b> (EXCEPT MOTOR VEHICLE THEFT)	<b>60</b>	<b>41</b>	<b>0</b>	<b>41</b>	<b>0</b>	<b>0</b>
<b>7. MOTOR VEHICLE THEFT</b>	<b>TOTAL</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
a. AUTOS	71	0	0	0	0	0
b. TRUCKS AND BUSES	72	0	0	0	0	0
c. OTHER VEHICLES	73	0	0	0	0	0
<b>GRAND TOTAL</b>		<b>77</b>	<b>50</b>	<b>0</b>	<b>50</b>	<b>0</b>

80	NUMBER OF LAW ENFORCEMENT OFFICERS KILLED FOR ASSAULTED THIS MONTH		Feb 28, 2014
NUMBER OF OFFICERS KILLED		NUMBER OF OFFICERS ASSAULTED	Date
BY FALONIEOUS ACT	BY ACCIDENTAL OR NEGLIGENT ACT		
Submit completed law enforcement officers killed or assaulted form if any officer was assaulted or killed this month.			Prepared By

Prepared By Michael Bryant Chief, Commissioner, Sheriff or Superintendent	Title  Date MS0360200 Agency Identifier
---	---

January 2012  
 Month and year of report  
 University of End2End Department of Police & Campus Safety, TX  
 Agency and state

HAVE YOU HAD ANY ARRESTS THIS MONTH?	
UNDER 18	YES <input type="checkbox"/> NO <input type="checkbox"/>
18 AND OVER	YES <input type="checkbox"/> NO <input type="checkbox"/>
HAVE YOU HAD ANY HATE CRIME INCIDENTS THIS MONTH?	
YES <input type="checkbox"/> NO <input type="checkbox"/>	

DO NOT USE THIS SPACE	
RECORDED	INITIALS
EDITED	
PUNCHED	
VERIFIED	
ADJUSTED	

University of End2End  
 Department of Police & Campus Safety  
 UCR Arrests by Age-Adult-With Ethnic Origins

Classification Of Offenses	Sex	Age																	Race					
		18	19	20	21	22	23	24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65 & Over	Total	White	Black	Am. Ind. Native	Asian/Pac. Islder.	Hispanic	Not Specified
Murder, Manslaughter	01A Male																							
	Female																							
Manslaughter by Negligence	01B Male																							
	Female																							
Forcible Rape	02 Male																							
	Female																							
Robbery	03 Male																							
	Female																							
Aggravated Assault	04 Male			1														1	1					
	Female																							
Burglary, B&E	05 Male																							
	Female																							
Larceny-Theft	06 Male	1																1	1					
	Female																							
Motor Vehicle Theft	07 Male																							
	Female																							
Other Assaults	08 Male			1														1	1					
	Female																							
Arson	09 Male																							
	Female																							
Forgery & Counterfeiting	10 Male																							
	Female																							
Fraud	11 Male																							
	Female																							
Embezzlement	12 Male																							
	Female																							
Stolen Property	13 Male																							
	Female																							
Vandalism	14 Male			1														1	1					
	Female																							
Weapons, Carrying, Poss.	15 Male																							
	Female																							