

## Instructions: Law Enforcement Sexual Violence Data Collection Form

The easiest way to complete this form accurately is to know when a question calls for counting *incidents* and when a question calls for counting *people* involved in the incidents. To aid your understanding of what is to be counted in each question an “I” (counting incidents) or a “P” (counting people) is written in bold after each question number. In brief, questions 3, 4, 11a, 11b, 11c, 12, 13, 14a, 14b, 15a, 15b, 17-25 count *incidents*. Conversely, questions 5a, 5b, 6, 7, 8a, 8b, 9, 10, 16a, and 16b count *people* (such as victims, offenders, children, etc.)

<p><b>Questions 1 thru 17 are about Criminal Sexual Penetration (CSP) crimes only</b></p>
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q1. *Agency Name*

Enter the name of your law enforcement agency

q2. *Quarter Reporting*

Check the box that represents the quarter of the year for which you are reporting. For example, for year 2015, the quarters are as follows: 1<sup>st</sup> quarter (1/1/15 –3/31/15); 2<sup>nd</sup> quarter (4/1/15-6/30/15); 3<sup>rd</sup> quarter (7/1/02/15-9/30/15); 4<sup>th</sup> quarter (10/1/02/15-12/31/15).

q3. **(I)** *Total Number of criminal sexual penetration (CSP) incidents*

Add all criminal sexual penetration incidents. This means that all offense incident reports where the reporting officer documents state statute 30-9-11 or state statute 30-10-3 as the offense, should be counted and the number entered on the line provided. This includes all cases of male and female victims of criminal sexual penetration of all ages.

q3 **(I)** *part 2. If the offense incident report your officers use does not document sexual crimes by state statute, enter instead, the total number of CSP incidents perpetrated*

Sometimes individual law enforcement agencies find it easier to use their own in-house codes that parallel the state statutes. In this case, count all the offense incident reports that documented codes that parallel the criminal sexual penetration statutes listed above (30-9-11 and/or 30-10-3).

q4. **(I)** *If known, of the number of CSP incidents counted in q3., how many were: a) sodomy b) with an object c) incest d) gang related*

Of the number of CSP incidents you entered in question 3, count how many involved *sodomy*. Enter the number on the line provided. Of the number of CSP incidents you entered in question 3, count how many involved an *object* for penetration. Enter the number on the line provided. Of the number of CSP incidents you entered in question 3, count how many involved *incest*. Enter the number on the line provided. Of the number of CSP incidents you entered in question 3, count how many were related to a *gang* activity. Enter the number on the line provided.

*q5a. (P) Of the number of CSP incidents counted in q3, how many victims were there?*

Of the number of CSP incidents identified in question 3, count how many *total victims* there were. Enter this number on the line provided. For instance, you may have 4 incidents of criminal sexual penetration, but 6 victims from these crimes. Therefore, the number of victims may be, and is generally, higher than the number of CSP incidents.

*q5b. (P) Of these, how many were: a) female victims b) male victims*

Of the number of CSP victims identified in question 5a, count how many were *female* victims and how many were *male* victims and enter the numbers in the appropriate spaces provided. The sum of the male and female numbers you enter should equal the total number of victims you entered in q5a.

*q6. (P) Of the total number of CSP victims in question 5a, give the number per age group*

Of the *victims* identified in question 5a, count how many are in each age grouping listed on the form, and enter that number on the appropriate line provided. If the age of some victims is not known, enter the number of victims with an unknown age on the line provided. The sum of the numbers you enter for all age groupings, should equal the total number of victims you entered in q5a.

*q7. (P) Of the total number of CSP victims in q.5a, give the number of each ethnicity:*

*Of the victims identified in question 5a, count how many are in each ethnic group listed on the form, and enter that number on the appropriate line provided. When a victim's ethnicity is not known, count how many victims whose ethnicity is not known and enter that number on the appropriate line provided.* The sum of the numbers you enter for all ethnic/race groupings, should equal the total number of victims you entered in q5a.

*q8a. (P) Of the number of CSP incidents counted in q.3, how many total offenders were there?*

Count the total number of offenders documented on the offense incident reports of criminal sexual penetration identified in question 3. Enter this number on the space provided. For instance, you may have 4 incidents of criminal sexual penetration, but 3 offenders perpetrated these 4 offenses. Therefore, the number of offenders may be different from the number of CSP incidents.

*q8b. (P) Of these, how many were: a) female offenders b) male offenders*

Of the number of offenders in q.8a, count the number of *male offenders* and *female offenders* and enter these numbers on the appropriate lines provided. The sum of the male and female numbers you enter should equal the total number of offenders you entered in q8a.

*q9. (P) Of the number of CSP offenders in q.8a, give the number per age group:*

Of the *offenders* identified in question 8a, count how many are in each age grouping listed on the form, and enter that number on the appropriate line provided. If the age of some offenders is not known, enter the number of offenders with an unknown age on the line provided. The sum of the numbers you enter for all age groupings, should equal the total number of offenders you entered in q8a.

*q10. (P) Of the number of CSP offenders in q.8a, give the number of each ethnicity:*

Of the *offenders* identified in question 8a, count how many are in each ethnic group listed on the form, and enter that number on the appropriate line provided. When an offender's ethnicity is not known, count how many offenders whose ethnicity is not known and enter that number on the appropriate line provided. The sum of the numbers you enter for all ethnic/race groupings, should equal the total number of offenders you entered in q8a.

*q11a. (I) Of the number of CSP incidents in question 3, how many were perpetrated by a stranger to the victim?*

Count the number of CSP *incidents* in question 3 that were perpetrated by a stranger (rather than by someone the victim knew) and enter the number on the line provided.

*q11b. (I) How many CSP incidents in q.3 were perpetrated by someone who knew the victim?*

Count the number of CSP incidents in question 3 that were perpetrated by someone who knew the victim. This would include acquaintances, friends, employers, etc. and family members. Enter this number on the line provided.

*q11c. (I) Of the number in 11b, how many were a relative?*

Of the number of CSP incidents perpetrated by someone known to the victim identified in q11b, count how many were perpetrated by a relative. For instance, there may have been 12 incidents and 8 of these incidents the offender may have been known to their victims, and 3 of these incidents the offender may have been the victim's relative. In this case, the numbers entered for q11b would be 8, and for q11c would be 3.

*q12. (I) Of the number of CSP incidents in question 3, how many involved a weapon # weapon use unknown*

Of the number of CSP incidents identified in question 3, count how many *incidents* involved a weapon and enter the number on the line provided. Next, count the number of incidents in which it is unclear by the offense report whether a weapon was used or not, and enter the number on the line provided.

*q13. (I) Of the number of CSP incidents in q.3, how many involved injury to the victim? # injury unknown*

Of the number of CSP incidents identified in question 3, count how many incidents involved injury to the victim and enter the number on the line provided. Next count the number of incidents in which it is unclear by the offense report whether a victim was injured or not, and enter the number on the line provided "# injury known".

*q14a. (I) Of the number of CSP incidents in q.3, how many involved drugs/alcohol use?*

Of the number of CSP incidents in question 3, count how many *incidents* involved alcohol and/or drug use by the offender or the victim or both and enter the number on the line provided. Do not count how many *people* in these incidents used alcohol/drugs, just count the *incidents* in which someone used alcohol/drugs.

*q14b. (I) Of these, how many involved: Offender use only Victim use only Offender and Victim Use*

Of the number of CSP incidents in question q14a, count how many *incidents* involved alcohol/drug use by the *offender only* and enter the number on the line provided. Next, count the number of incidents that involved alcohol/drug use by the *victim only* and enter the number on the line provided. Next, count the number of incidents that involved alcohol/drug use by both the *offender and the victim*, and enter the number on the line provided. The sum of the three lines in q14b must be equal to the number entered on line 14a.

*q.15a. (I) Of the number of CSP incidents in q.3, in how many of these did at least one child witness the event?*

It is important to answer question 15a so that we know how many CSP *incidents* had at least one child present. Of the offense incident reports identified in question 3, count the number of *incidents* in which at least one child was present during the offense, and enter the number on the line provided. (Be sure to count offense reports, not children). For example, if there was 20 CSP incidents, and 15 of these had at least one child present as documented by the officers who completed the reports, than you would enter 15 on the line provided.

*q15b. (I) Number of CSP incidents in q.3 where it is unknown if a child was present*

Of the number of CSP incidents in question 3, count the number of incidents where it is unclear by the offense report whether a child was present or not, and enter the number on the line provided.

*16a. (P) What is the total number of children who witnessed the CSP incidents counted in q.3?*

Count all the children from each offense incident report identified in question 3 and enter the number on the line provided. To continue the above example, if there were 20 CSP incidents, and 15 of these had at least one child present, count the total number of children present at these 15 incidents, and enter the total on the line provided.

*q16b. (P) Of these, number per age group:*

Of the number of children in 16a, count how many are in each age grouping listed on the form and enter that number in the appropriate space provided. Sometimes the age of the children present is not documented. For example, if there were a total of 30 children who were present at the 15 incidents that had at least one child present, and the ages of 5 of these 30 children were unknown, than enter “5” in the space provided next to “unknown”. The sum of the numbers you enter for all age groupings, should equal the total number of children you entered in q16a.

*q17. (I) Of the number of CSP incidents in q.3, how many included a suspect arrest?*

Of the number of CSP incidents in question 3, count how many incidents resulted in at least one suspect getting arrested and enter the number on the line provided. Do not count the number of arrested suspects, just the number of *incidents* which resulted in a suspect arrest.

**Questions 18 thru 26 are about Non-criminal sexual penetration crimes**

*q18. (I) Number of incidents of criminal sexual contact (statute 30-9-12)*

All offense incident reports for the quarter documenting the offense committed as statute 30-9-12 should be counted and the number entered on the line provided.

*q19. (I) Number of incidents of criminal sexual contact of a minor (statute 30-9-13)*

All offense incident reports for the quarter documenting the offense committed as statute 30-9-13 should be counted and the number entered on the line provided.

*q20. (I) Number of incidents of indecent exposure (statute 30-9-14 and 30-9-14.3)*

All offense incident reports for the quarter documenting the offense committed as statutes 30-9-14 or 30-9-14.3 should be counted and the number entered on the line provided.

*q21. (I) Number of incidents of sexual exploitation of children (30-6A-3 and 30-6A-4)*

All offense incident reports for the quarter documenting the offense committed as statutes 30-6A-3 or 30-6A-4 should be counted and the number entered on the line provided.

*q22. (I) Number of incidents of enticement of child (statute 30-9-1)*

All offense incident reports for the quarter documenting the offense committed as statute 30-9-1 should be counted and the number entered on the line provided.

*q23. (I) Number of incidents of prostitution (statute 30-9-2 through 30-9-4.1)*

All offense incident reports for the quarter documenting the offense committed as statutes 30-9-2 through 30-9-4.1 should be counted and the number entered on the line provided.

*q24. (I) Number of incidents of human trafficking (statute 30-52-1)*

All offense incident reports for the quarter documenting the offense committed as statute 30-52-1 should be counted and the number entered on the line provided.

*q25. (I) Number of incidents of child solicitation by electronic communication device (statute 30-37-3.2)*

All offense incident reports for the quarter documenting the offense committed as statute 30-37-3.2 should be counted and the number entered on the line provided.

*q26. (I) Number of incidents of kidnapping (statute 30-4-1)*

All offense incident reports for the quarter documenting the offense committed as statute 30-4-1 should be counted and the number entered on the line provided.