

ANNEX

INTRODUCTION

Chapters I through VII of the *Manual for the Development of a System of Criminal Justice Statistics* have set out a general framework for the development of a national system of criminal justice statistics. In doing so, they have attempted to identify and address the broad concerns inherent in the creation of a system of criminal justice statistics. To help highlight some of the more practical issues related to the design and creation of a sound data-collection system, the present annex presents a set of sample data-collection forms and supporting material.

As an extension of the *Manual*, the annex provides concrete examples to illustrate key design issues. For each major component of the justice system (police, courts and corrections), it offers the following:

- Sample data-collection forms for both aggregate and unit record data collection, showing the types of variables that may be collected and possible layouts for the different forms;
- Sample tables showing various methods of presenting data, highlighting the different types of data that can be produced using aggregate and unit record collection methods.

In addition, the annex provides:

- Examples of a standard offence classification scheme and of a most serious offence scoring rule;
- Examples of data analysis using crime, courts and corrections statistics.

It should be emphasized that the materials that follow are not recommendations, but are samples of forms, tables and data processing tools and instruments. They are not ready-to-apply solutions; rather, they provide a good starting point for countries to begin thinking of data-collection instruments appropriate to their own environment. It is assumed that each country will develop its data-collection approach to reflect the specific characteristics of its criminal justice system. As countries improve their capacity for data collection and dissemination, they will increase their understanding of crime and the operation of the criminal justice system and enhance their ability to track trends and identify emerging patterns in criminal behaviour.

The annex also includes instruments used in the two international data-collection activities pertaining to crime and criminal justice described in chapter VIII, namely:

- The United Nations Survey of Crime Trends and Operations of Criminal Justice Systems;
- The International Crime Victim Survey.

The international survey instruments serve as models for countries embarking on similar types of data collection. As more countries undertake these types of data collection and participate in international data-collection activities, it will become increasingly possible to build a global picture of the crime situation and to make international and regional comparisons regarding differing experiences with crime and crime prevention.

A. KEY DESIGN ISSUES IN THE COLLECTION OF CRIME STATISTICS

At the point when work actually begins on designing a specific data-collection instrument, it is essential to address several basic questions. Keeping in mind all of the points covered in chapters I-VIII, the following five key issues must be addressed in designing a good data-collection instrument:

1. Does the data being collected strike a balance between relevance and respondent burden?
2. Should the instrument be collecting aggregate or unit record data?
3. Is the data-collection method manual or automated?
4. Does the design of the data-collection instrument promote data integration?
5. Are units of count consistently defined and applied?

Each of these issues is elaborated below.

1. Balancing relevance and respondent burden

The statistics produced by a data-collection instrument must be as relevant as possible to data users. This is vital because data collection and reporting require the participation and support of a wide range of criminal justice personnel. If the information collected by the data-collection instrument is not relevant, the burden on the criminal justice system will be greater than the benefit received, and critical support for the effort will not be sustained. Consequently, when designing a justice statistics program, decision makers must be sensitive to the fact that collecting data places a real burden on respondents. Every effort must be made to minimize the size of the burden and to ensure that the information that is collected is of the highest possible value to the greatest number of users. Only by balancing respondent burden with data relevance can a viable statistical programme succeed in the long term.

2. Aggregate versus unit record data collection

The term “aggregate data” refers to data that summarize the attributes of a given population according to a predefined set of indicators. For example, if the population consists of the number of cases heard in court, aggregate data might be the total number of cases heard by offence category, the total number resulting in a finding of guilt, the total number requiring more than one year to complete or the total number resulting in a prison sentence. As such, collecting aggregate data involves defining a limited set

of information categories and then counting the number of cases that fall into each category over the course of a given time period. Information provided by such a collection scheme is limited to the specific categories defined in the instrument. It is not possible to manipulate or reprocess the data to answer questions involving categories more detailed than those defined, or to do cross-tabulations not predetermined by the instrument.

Unit record data collection, on the other hand, collects a predefined set of variables for each member of a specified population. If the population is defined as cases heard in court, a unit record data-collection scheme would collect a separate record for each case heard by the court. For example, it might collect the following variables: date of offence, type of offence, date of first court appearance, date of disposition, type of disposition, type of sentence and length of sentence. As this method of data collection stores a separate record for each case as well as information about each variable for each case, it can be cross tabulated or otherwise manipulated to analyze and answer questions related to any of the variables it collects. The inherent ability to answer ad hoc questions at the individual case level offers considerable flexibility and utility.

Aggregate data collection has often been used in situations where data volumes are very large, or where information requirements have been narrowly defined or are not subject to change over a short or medium period of time. In these situations, the potential for lower cost (often associated with aggregate data collection) outweighs the inherent loss of analytical flexibility. However, in situations where complex processes are being described or where data volumes are relatively low, unit record data collection has a distinct advantage.

In low data volume environments, moreover, aggregate data collection may not always result in a meaningful reduction in costs. Both aggregate and unit record data collection require a base level of administrative support. Generally, the smaller the data volume, the smaller the differences in administrative support between the two approaches. Thus, in many cases, the potential savings realized through aggregate data collection may not outweigh the potential loss in data flexibility and utility.

Unit record data collection has the further advantage of facilitating data verification and data quality assessment. This is an important consideration for ensuring the reliability of statistics. Experience

gained in the collection of data from many jurisdictions shows that data suppliers and users must have a high level of confidence in the data. The best mechanism to promote confidence is to facilitate data verification and analysis at the most detailed level possible.

3. Manual versus automated data collection

Many criminal justice operations rely on hardcopy case files for detailed case information and employ a manual data-collection method. Manual data collection usually implies the creation of a standardized collection form to capture information for each new case. These forms can be used to transfer information from existing operational documents or tally sheets, or they can be placed in each case file as it is opened and updated as each step of the operational process occurs. When the case is completed or transferred to the next component of the criminal justice system, the form can be submitted for data-collection purposes. Manual forms can be used to collect either aggregate or unit record data, but the structure and content of the two types of forms are quite different and will be examined further when sample data-collection forms are described.

Manual collection of aggregate data can be undertaken with a fairly modest level of resources, regardless of case volumes. In contrast, in a manual unit record data-collection environment, the number of variables collected has a large impact on the cost of data collection. Generally, the larger the number of variables, the greater the level of resources needed to capture these data. However, the degree to which this relationship holds true is dependent on data volumes.

In locations with small or medium case volumes, the manual collection of unit record data may be undertaken with a fairly modest level of resources. As suggested earlier, the establishment and maintenance of a data-collection programme requires a base level of administrative support irrespective of data volumes. In this context, each additional variable adds marginally to data-collection costs. To a certain point, the benefit gained from the addition of each additional variable outweighs the cost of collecting that variable. This is true because each new variable that is added to a unit record collection scheme creates opportunities for the creation of a wider range of statistics. The scope and design of a data-collection programme must seek to balance costs and benefits with information requirements and utility. Thus, the output from the data collection must be sufficiently useful to as many users as possible to justify the base level of resources used in its creation and maintenance.

An example of the differences between aggregate and unit record approaches to data collection

Perhaps the best way to compare aggregate and unit record data is to look at a specific example: for instance, what information would be available from each database if we wanted to know about case elapsed time in the court system. With an aggregate data collection approach, counts would be available on how many cases fell into predetermined elapsed-time categories. For the purposes of this example, let us say that three elapsed time categories were defined: less than six months, six months to one year, and greater than one year. With these three categories, it is possible to determine the distribution of case elapsed times according to the time frames defined by the categories. That is, there would be a count of the total number of cases that took less than six months to complete, but it would not be possible to identify how many took one month, or how many took 5 months to complete. Similarly, there would be a count of the total number of cases that took more than one year to complete, but it would not be possible to identify how many took two years or how many took three years to complete.

In contrast to aggregate data, unit record data are available at the individual record level. Continuing with the example of case elapsed time, a unit record data-collection approach would collect information on the date of first court appearance and date of case disposition. With these two dates available for all cases heard in court, it is possible to calculate elapsed time for each case and then to total up the number of cases for any specified time frame. It is simply a matter of defining which time frames are of interest, and then querying the database to find out how many cases fall into each category. For example, if information were needed on the distribution of cases that were disposed of within six months, a database query could be performed to show the number of cases completed within one month, two months, three months, four months, five months and six months. If still greater detail were needed, a modified query could show the number of cases disposed of in five days, ten days, 15 days and so on.

In a high case-volume environment, each additional variable collected in a manual data-collection scheme can add substantially to overall data-collection costs. With very large data volumes, the cost of collecting a large number of unit record variables can become prohibitive. At this point, the number of variables must be reduced, or automation becomes essential to data collection.

Automated data-collection systems can be used to collect aggregate or unit record information. For automated criminal justice data-collection to occur, automated operational systems must be in place. Where such systems exist, it is possible to write special computer programs to extract required data elements and generate specified statistics automatically. These types of programs usually reside in the operational system or a management information subsystem. Once installed, the only human intervention required is to invoke the program at specified time periods to generate machine-readable outputs that can be sent to a central data-collection location on tape or diskette, or by electronic means.

4. Data integration

Data integration refers to the degree to which data from different sources and data-collection programs can be used in combination to create a new and enhanced understanding of a given subject. Integration is especially important in the field of justice, in which the three main components of a justice system (police, courts and corrections) often function independently of each other. When designing a justice statistics programme, every effort should be made to incorporate data integration concepts.

To promote the notion of integrated data, the sample materials presented in the annex include a number of attributes related to integration. For example, the aggregate data-collection forms all incorporate the use of a “standard offence classification scheme”, wherein the offence categories used and their definitions are the same for each component of the justice system. In concert with the common offence classification categories, they feature a common offence severity classification method to determine the most serious offence in cases with more than one infraction.

All of the sample data-collection instruments presented in sections B to D of the annex feature a

person-based unit of count that permits counting the number of persons processed by the system. A person-based approach is recommended because persons can be more consistently defined across different components of the justice system, and the person-based unit of count facilitates the analysis of flow from one component of the justice system to another. As part of a person-based statistics program, all of the unit record data include an integrated file number (IFN) or its equivalent. An IFN is a unique identifier attached to each accused individual entering the criminal justice system. The purpose of an IFN is to create a global file number that can be used by police, courts and corrections to track an accused individual through each component of the system.

5. Consistent primary units of count

As mentioned in section D of chapter III, one of the most formidable obstacles to obtaining and maintaining comparable national-level statistics is the problem of unit of count. The major problem concerning the comparability of some units of count stems from significant variations in the way they are defined from one location to another. For example, police agencies often use “incident” as a primary unit of count. The definition of an incident can, however, vary widely among police agencies. In one location, an incident might include all of the offences committed by a single offender in the same time period, while in another location an incident might include all offences committed by one or more offenders in the same time period. In some locations, there will be a separate incident count for each victim, whereas in other locations the number of victims will not affect the incident count. When more than one offence is included in an incident, a most serious offence (MSO) rule will be applied. Variations in the way these MSO rules are defined and used in different locations further hinder national comparability of crime statistics.

Data comparability problems also exist regarding the definition of court “cases”. For instance, some courts define a case as all of the charges for one or more offenders stemming from a single incident. In other court locations, a case might include only charges for a single offender, producing a separate case for each offender, with no relation to the number of incidents. In still other locations, each charge or offence might be counted as a case, with no reference to the number of offenders or incidents. Again, such variations in the definition of primary unit of count significantly reduce the comparability of data between different court locations.

B. EXAMPLES OF POLICE SECTOR INFORMATION REPORTING

Data-collection systems for police-reported crime statistics are usually designed to have local law enforcement agencies as respondents or providers of data. (This section does not include the victimization surveys described in chapter VII). The counting process is initiated when a crime comes to the attention of the police. Those investigating the incident complete an “occurrence report” that forms the basis of the collection system. The information in the occurrence report is then used to determine the nature of the criminal incident, the number of violations of the law, the number of offenders involved, the date and location of the incident, a unique case identifier for each offender and the basic characteristics of the offenders.

Summarizing the information contained in occurrence reports for eventual incorporation into national or subnational level statistics can be accomplished in a variety of ways, including the following:

- Sending copies of occurrence reports to a designated statistical office where the contents can be captured to create an aggregate or unit record crime database;
- Using occurrence reports to produce tally sheets that can be sent to a statistical office where the contents can be captured to create an aggregate crime database;
- Using occurrence reports to fill out unit record collection forms that can be sent to a statistical office where the contents can be captured to create a unit record crime database;
- Automating the occurrence report and collecting crime data using special data-collection computer programs to provide aggregate or unit record data to a statistical office.

Most crime reporting systems will be based on one, or some combination, of the above approaches. As indicated in chapter IV, the choice of data-collection method depends on the intended use of the data and the availability of resources.

Section B offers two manual data-collection forms as examples of the structure and content that should be considered when designing a crime reporting system. The first form is an example of the content in an aggregate data-collection process; the second, in a unit record data-collection process.

1. *Collecting aggregate crime statistics*

Collecting aggregate crime data requires each local police respondent to tally, on a regular basis, statistics on criminal activity in their area. This is most easily accomplished by creating tally sheets for each information category on the data-collection form and ticking off appropriate categories each time an occurrence report is filed. At the end of each month or quarter (or whatever predetermined time frame is used), the information on the tally sheets is summarized and transferred to the manual crime reporting form, and sent to a designated statistical office. At the statistical office, data from other local police forces are added together to create regional and national crime totals.

Figure A.1 presents a sample collection form for aggregate crime data. It contains the basic fields necessary for a person-based aggregate statistics program. A person-based statistical programme includes the collection of one or more primary units of count based on the number of persons being processed by the system. Such an approach is recommended because persons can be more consistently identified across different components of the justice system, and the person-based unit of count facilitates the analysis of flow from one component of the justice system to another. (For more detail on this, please see the paragraphs on “unit of count” in section D of chapter III).

The sample aggregate crime data-collection form includes a range of fields that provide a general overview of police-reported crime. It includes some general fields to identify the respondent (e.g., the local police force that is reporting the crime information), a time period for data collection and respondent contact information to facilitate follow-up activities. The form collects four specific data elements: (a) offences reported; (b) offences cleared (by charge and otherwise); (c) adults charged (by sex); and (d) youths charged (by sex).

When a crime is reported to police, it is recorded as a “reported offence” in the month that it was reported. Unfounded offences should not be included in reported offence totals. When an incident includes more than one crime, only the most serious offence is recorded.

Figure A.1. Sample form for aggregate crime data collection — police sector

CRIME STATISTICS COLLECTION FORM										
Name of police force						Location				
Address										
Statistics for month of					Year					
Statistics compiled by						Phone No.				
Offence	OFFENCES REPORTED	OFFENCES CLEARED			PERSONS CHARGED					
		Total	By charge	Other -wise	Adults			Youths		
					Total	Male	Fem.	Total	Male	Fem.
Violent crimes total										
Homicide										
Attempted murder										
Robbery										
Kidnapping										
Sexual assault										
Sexual abuse										
Major assault										
Common assault										
Abduction										
Property crimes total										
Break-and-enter										
Arson										
Fraud										
Theft										
Possession of stolen property										
Mischief										
Other crimes total										
Weapons										
Public order										
Morals –sexual										
Gaming										
Administration of justice										
Other crimes										
Traffic offences total										
Impaired driving										
Other traffic offences										
Drug offences total										
Drug trafficking										
Drug possession										
Other offences total										

Offences can be cleared by charge or otherwise. If a criminal investigation results in someone being charged, that offence is recorded as “cleared by charge”. Sometimes, however, the police cannot file a charge even though they have identified the offender and have enough evidence to charge that individual. This happens, for example, if the case involves diplomatic immunity, the victim refuses to sign a complaint or the offender dies before a charge can be filed. Such cases are considered to be solved, but are recorded as “cleared otherwise”. Offences cleared are reported in the month that they are cleared.

The “persons charged” field reflects the number of people against whom charges were filed, but does not count the number of charges filed. Consequently, a person who is simultaneously charged with more than one offence is counted only once, against the most serious offence. If the same offender is charged later in the year for a different incident, he or she is counted again. Persons charged are subdivided into adults and youth, and male or female. Classification of offenders as “adult” or “youth” is as defined by local legislation.

All of the above data elements are reported against one of the offence categories listed in the far left column of the form. When an incident includes multiple offences, the most serious offence is reported. The reader should note that the offence categories shown in the aggregate crime data-collection form are illustrative and derived from a sample offence classification scheme that is also applied to the sample court form and the sample corrections form. Using a standard offence classification scheme facilitates data analysis across components of the justice system. (See section E for the content of the sample standard offence classification scheme used and a most serious offence scoring rule.)

2. *Collecting unit record crime statistics*

The process for collecting unit record crime data is quite different from the aggregate approach. Crime information is still recorded by local police agencies, but because data are collected on the characteristics of individual cases, tally sheets cannot be used. Instead, a separate form must be filled out for each incident. Further, when there is more than one accused in an incident, a separate form must be completed for each offender.

Figure A.2 shows a sample form for the collection of unit record crime data. The form has four sections: (a) incident information; (b) victim information; (c) offender information; and (d) ad hoc data collection. Each section contains case-specific

information relating to a single crime incident identified by the “incident number” field. The incident number links incident information with information on victims and offenders.

The “incident information” section of the form attempts to capture the main characteristics of each criminal incident known to the police. It identifies the source of data, such as the name of the police force reporting the incident and the location of the police force. It asks for the type of offence reported, the date of the incident, the date the incident was reported, the incident clearance status and the date the incident was cleared, as well as the total number of offenders and victims associated with the incident. “Type of offence reported” requires a short description of the offence and may be guided by a standard classification scheme. (See section E for an example of a standard offence classification scheme.) “Date of incident” is the date on which the incident occurred, or is believed to have occurred. If an incident was not reported, the date reported would be the date the incident became known to the police.

The incident information section also asks for the location where the incident occurred, the type of weapon present, the property stolen if applicable, and the target of the incident. In identifying the type of weapon present, the weapon does not have to be used to be counted. “Property stolen” is asked in all incidents involving theft. “Target of incident” identifies the target in property damage, robbery and theft offences.

The “victim information” section of the form captures information relating to victims in incidents with violence. On the form, each victim is assigned a sequential reference number. For each victim, the form lists the name, age, sex, relation to the offender and level of injury at the time of the incident. The sample form has space to record information for four victims, but additional forms can be attached if there are more than four victims in a single incident. On each of these additional forms, the name and location of the police force, incident number and page number should be recorded in the incident information section.

The “offender information” section of the unit record crime form records information about each offender involved in the incident. When there are multiple offenders in an incident, a separate form must be completed for each offender. Since individual offenders are linked to a specific incident by the incident number located in the incident information section of the form, it is important to record this information, as well as the name and location of the police force. The offender information section of the form records the offender’s name, date of birth and sex.

Figure A.2. Sample form for unit record crime data collection — police sector

CRIME DATA COLLECTION FORM								
INCIDENT INFORMATION								
Name of police force		Location			Incident Number		Page ___ of ___	
Type of offence reported		Date of incident Day Month Year			Date incident reported Day Month Year			
Incident clearance status <input type="checkbox"/> Unfounded <input type="checkbox"/> Cleared by charge <input type="checkbox"/> Not cleared <input type="checkbox"/> Cleared otherwise		Date incident cleared Day Month Year			Total number of offenders		Total number of victims	
Weapon(s) present <input type="checkbox"/> Firearm <input type="checkbox"/> Knife <input type="checkbox"/> Club <input type="checkbox"/> Explosive <input type="checkbox"/> Fire <input type="checkbox"/> Other—specify (_____)		Location of incident <input type="checkbox"/> House <input type="checkbox"/> Business <input type="checkbox"/> Parking lot <input type="checkbox"/> School <input type="checkbox"/> Street <input type="checkbox"/> Other—specify (_____)		Property stolen <input type="checkbox"/> Vehicle <input type="checkbox"/> Firearm <input type="checkbox"/> Boat <input type="checkbox"/> Identification <input type="checkbox"/> Money <input type="checkbox"/> Passport <input type="checkbox"/> Jewelry <input type="checkbox"/> Stocks/bonds <input type="checkbox"/> Office equipment <input type="checkbox"/> Bicycle <input type="checkbox"/> Household item <input type="checkbox"/> Other—specify (_____)			Target of incident <input type="checkbox"/> Person <input type="checkbox"/> House <input type="checkbox"/> Vehicle <input type="checkbox"/> Bank <input type="checkbox"/> Gas station <input type="checkbox"/> Convenience store <input type="checkbox"/> Other—specify (_____)	
VICTIM INFORMATION								
No.	Name	Age	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Relation to offender <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Business relation <input type="checkbox"/> Ex-spouse <input type="checkbox"/> Other family <input type="checkbox"/> Acquaintance <input type="checkbox"/> Parent <input type="checkbox"/> Friend <input type="checkbox"/> Stranger			Level of injury <input type="checkbox"/> No injury <input type="checkbox"/> Major injury <input type="checkbox"/> Minor injury <input type="checkbox"/> Death	
No.	Name	Age	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Relation to offender <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Business relation <input type="checkbox"/> Ex-spouse <input type="checkbox"/> Other family <input type="checkbox"/> Acquaintance <input type="checkbox"/> Parent <input type="checkbox"/> Friend <input type="checkbox"/> Stranger			Level of injury <input type="checkbox"/> No injury <input type="checkbox"/> Major injury <input type="checkbox"/> Minor injury <input type="checkbox"/> Death	
No.	Name	Age	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Relation to offender <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Business relation <input type="checkbox"/> Ex-spouse <input type="checkbox"/> Other family <input type="checkbox"/> Acquaintance <input type="checkbox"/> Parent <input type="checkbox"/> Friend <input type="checkbox"/> Stranger			Level of injury <input type="checkbox"/> No injury <input type="checkbox"/> Major injury <input type="checkbox"/> Minor injury <input type="checkbox"/> Death	
No.	Name	Age	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Relation to offender <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Business relation <input type="checkbox"/> Ex-spouse <input type="checkbox"/> Other family <input type="checkbox"/> Acquaintance <input type="checkbox"/> Parent <input type="checkbox"/> Friend <input type="checkbox"/> Stranger			Level of injury <input type="checkbox"/> No injury <input type="checkbox"/> Major injury <input type="checkbox"/> Minor injury <input type="checkbox"/> Death	
OFFENDER INFORMATION								
Last name				First name				
Date of birth Day Month Year			Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Integrated file number			
CHARGES FILED								
Charge No.	Date filed Day Month Year	Offence description		Statute violated	Section	Subsection	Para.	Counts
Charge No.	Date filed Day Month Year	Offence description		Statute violated	Section	Subsection	Para.	Counts
Charge No.	Date filed Day Month Year	Offence description		Statute violated	Section	Subsection	Para.	Counts
Charge No.	Date filed Day Month Year	Offence description		Statute violated	Section	Subsection	Para.	Counts
Charge No.	Date filed Day Month Year	Offence description		Statute violated	Section	Subsection	Para.	Counts
AD HOC DATA COLLECTION								

It also asks for an integrated file number (IFN) for each offender. In cases where the offender is not found, the offender section of the form is left blank.

As part of a person-based unit record statistics program, an integrated file number is a unique identifier attached to each offender entering the criminal justice system. The purpose of the IFN is to create a global file number, which can be used by police, courts and corrections to follow each offender through the various components of the justice system. To be successful, agreement must be reached among the different components of the system on the technical and operational specifications of this field. However, since the police are the initial point of contact for the system, it is they who will have to assign this identifier. Once established, this identifier will permit record linkage across the criminal justice system and create a powerful analytical tool for understanding the flow of offenders through the system.

The second part of the offender information section collects information on the charges filed against the offender in an incident. For each charge filed against the offender, a sequential reference number is assigned, and information entered on the date the charge was filed, a brief description of the offence, the statute violated, the section, subsection and paragraph of the statute under which the charge was filed, and the number of counts against the offender for that charge. The form has space to record five different charges, but additional forms may be attached if the offender is charged with more than five different offences. These additional forms should contain information that will tie them to the appropriate incident and offender, such as name and location of police force, incident number and integrated file number.

To illustrate, if a single incident had three offenders who all participated in a robbery that included an assault, a separate form would be filled out for each offender. The incident number at the top of each form would be the same for all three offenders in the incident, but the offender information section of each form would be filled out to record the specific characteristics of each offender. If each offender was charged with one count of robbery, this information would be recorded in the "charges filed" section of each form. However, if only one of the offenders was charged with the assault, this charge information would be recorded only in the charges filed section of the form for that offender. By so doing, it is possible to link each incident, and each accused person within an incident, to the specific charges flowing from the incident.

The "ad hoc data collection" section of the form provides space to record extra data to be appended to regularly collected crime statistics. These data can be used to answer special research questions, test specification changes or add new data elements.

3. Sample tables

To help highlight the kinds of information that can be produced from the sample data-collection forms, the following pages present sample tables that can be generated from aggregate and unit record data. The reader should note that the aggregate data-collection approach allows the production of only such tables as those shown in the aggregate sample tables. On the other hand, the unit record approach allows the generation of tables such as those illustrated under both the sample aggregate tables or unit record tables, plus a wide range of others not shown.

(a) Sample tables from aggregate crime data

TABLE A.1. OFFENCES REPORTED AND CLEARED, BY TYPE OF OFFENCE, 2001

Type of offence	Offences reported		Offences cleared					
	Number	Rate (per 100,000 population)	Total		By charge		Otherwise	
			Number	Rate (per 100,000 population)	Number	Rate (per 100,000 population)	Number	Rate (per 100,000 population)
Total								
Violent crimes								
Property crimes								
Traffic offences								
Drug offences								
Other								

TABLE A.2. ADULTS CHARGED, BY TYPE OF OFFENCE AND SEX, 2001

Type of offence	Adults charged					
	Total		Male		Female	
	Number	Rate (per 100,000 population)	Number	Rate (per 100,000 male population)	Number	Rate (per 100,000 female population)
Total						
Violent crimes						
Property crimes						
Traffic offences						
Drug offences						
Other						

TABLE A.3. YOUTHS CHARGED, BY TYPE OF OFFENCE AND SEX, 2001

Type of offence	Youths charged					
	Total		Male		Female	
	Number	Rate (per 100,000 youth population)	Number	Rate (per 100,000 male youth population)	Number	Rate (per 100,000 female youth population)
Total						
Violent crimes						
Property crimes						
Traffic offences						
Drug offences						
Other						

TABLE A.4. OFFENCES REPORTED, BY TYPE OF OFFENCE: 1999, 2000 AND 2001

<i>Type of offence</i>	<i>Offences reported</i>					
	<i>1999</i>		<i>2000</i>		<i>2001</i>	
	<i>Number</i>	<i>Rate (per 100,000 population)</i>	<i>Number</i>	<i>Rate (per 100,000 population)</i>	<i>Number</i>	<i>Rate (per 100,000 population)</i>
Total						
Violent crimes						
Property crimes						
Traffic offences						
Drug offences						
Other						

TABLE A.5. PERSONS CHARGED, BY SEX, TYPE OF OFFENCE AND REGION, 2001

<i>Sex of person charged and type of offence</i>	<i>Persons charged</i>							
	<i>Total</i>		<i>Region 1</i>		<i>Region 2</i>		<i>Region ...</i>	
	<i>Number</i>	<i>Rate (per 100,000 population)</i>	<i>Number</i>	<i>Rate (per 100,000 population)</i>	<i>Number</i>	<i>Rate (per 100,000 population)</i>	<i>Number</i>	<i>Rate (per 100,000 population)</i>
<i>Both sexes</i>								
Total								
Violent crimes								
Property crimes								
Traffic offences								
Drug offences								
Other								
<i>Male</i>								
Total								
Violent crimes								
Property crimes								
Traffic offences								
Drug offences								
Other								
<i>Female</i>								
Total								
Violent crimes								
Property crimes								
Traffic offences								
Drug offences								
Other								

(b) Sample tables from unit record crime data

TABLE A.6. VICTIMS OF VIOLENT CRIME, BY SEX, LEVEL OF INJURY AND TYPE OF WEAPON PRESENT AT INCIDENT, 2001

<i>Victim's sex and level of injury</i>	<i>Type of weapon present at incident</i>						
	<i>Total</i>	<i>Firearm</i>	<i>Knife</i>	<i>Club</i>	<i>Explosive</i>	<i>Fire</i>	<i>Other</i>
<i>Both sexes</i>							
Total							
No injury							
Minor injury							
Major injury							
Death							
<i>Male</i>							
Total							
No injury							
Minor injury							
Major injury							
Death							
<i>Female</i>							
Total							
No injury							
Minor injury							
Major injury							
Death							

TABLE A.7. OFFENCES REPORTED, BY TYPE OF OFFENCE AND LOCATION OF INCIDENT, 2001

<i>Type of offence</i>	<i>Location of incident</i>						
	<i>Total</i>	<i>House</i>	<i>Business</i>	<i>Parking lot</i>	<i>School</i>	<i>Street</i>	<i>Other</i>
Total							
Violent crimes							
Property crimes							
Traffic offences							
Drug offences							
Other							

TABLE A.8. VICTIMS OF VIOLENT CRIME, BY SEX, LEVEL OF INJURY AND RELATIONSHIP TO ACCUSED, 2001

<i>Victim's sex and level of injury</i>	<i>Relationship of victim to accused</i>									
	<i>Total</i>	<i>Spouse</i>	<i>Ex - spouse</i>	<i>Parent</i>	<i>Child</i>	<i>Other family</i>	<i>Friend</i>	<i>Business relation</i>	<i>Acquaintance</i>	<i>Other</i>
<i>Both sexes</i>										
Total										
No injury										
Minor injury										
Major injury										
Death										
<i>Male</i>										
Total										
No injury										
Minor injury										
Major injury										
Death										
<i>Female</i>										
Total										
No injury										
Minor injury										
Major injury										
Death										

TABLE A.9. VICTIMS OF VIOLENT CRIME, BY LEVEL OF INJURY, SEX AND AGE, 2001

<i>Level of injury</i>	<i>Sex and age of victim</i>																	
	<i>Total</i>					<i>Male</i>					<i>Female</i>							
	<i>Total</i>	<i><18</i>	<i>18- 24</i>	<i>25- 39</i>	<i>40- 54</i>	<i>55 +</i>	<i>Total</i>	<i><18</i>	<i>18- 24</i>	<i>25- 39</i>	<i>40- 54</i>	<i>55 +</i>	<i>Total</i>	<i><18</i>	<i>18- 24</i>	<i>25- 39</i>	<i>40- 54</i>	<i>55 +</i>
Total																		
No injury																		
Minor injury																		
Major injury																		
Death																		

TABLE A.10. ACCUSED PERSONS, BY TYPE OF OFFENCE, SEX AND AGE, 2001

<i>Type of offence</i>	<i>Sex and age of accused person</i>																	
	<i>Total</i>					<i>Male</i>					<i>Female</i>							
	<i>Total</i>	<i><18</i>	<i>18-24</i>	<i>25-39</i>	<i>40-54</i>	<i>55+</i>	<i>Total</i>	<i><18</i>	<i>18-24</i>	<i>25-39</i>	<i>40-54</i>	<i>55+</i>	<i>Total</i>	<i><18</i>	<i>18-24</i>	<i>25-39</i>	<i>40-54</i>	<i>55+</i>
Total	24	39	54	+		24	39	54	+			24	39	54	+			
Violent crimes																		
Property crimes																		
Traffic offences																		
Drug offences																		
Other																		

TABLE A.11. REPORTED ROBBERY OFFENCES, BY TYPE OF WEAPON PRESENT AT INCIDENT AND TARGET OF OFFENCE, 2001

<i>Type of weapon present</i>	<i>Target of offence</i>							
	<i>Total</i>	<i>Person</i>	<i>House</i>	<i>Vehicle</i>	<i>Bank</i>	<i>Gas station</i>	<i>Convenience store</i>	<i>Other</i>
Total								
Firearm								
Knife								
Club								
Explosive								
Other								

TABLE A.12. SELECTED REPORTED PROPERTY CRIMES, BY TYPE OF CRIME AND PROPERTY STOLEN, 2001

<i>Type of property crime</i>	<i>Property stolen</i>									
	<i>Total</i>	<i>Money</i>	<i>Jewelry</i>	<i>Firearm</i>	<i>Passport</i>	<i>Bicycle</i>	<i>Vehicle</i>	<i>...</i>	<i>Other</i>	
Theft										
Break and enter										
Possession of stolen property										
Other										

C. EXAMPLES OF COURT INFORMATION REPORTING

Data-collection systems for court statistics are generally designed to have local courts as respondents. The counting process is initiated when an individual enters the court to have one or several charges dealt with. Usually, court staff will open a file for each new case initiated. The information contained in each case file forms the basis of data collection. Ideally, court case files should contain information on the number of charges (by type of offence) for each offender, the date the court file was opened, the first court appearance date, the date of each subsequent court appearance, the date on which the case was disposed of, the type of disposition, the type of sentence given and its magnitude, and a unique case identifier for each offender, as well as the basic characteristics of each offender (e.g., age and sex).

As with police-reported crime data, court data can be summarized for national or subnational level statistics in a variety of ways. These include:

- Using the contents of case files to produce “tally sheets” that can be sent to a statistical office where the contents can be captured to create an aggregate court database;
- Using case files to fill out unit record collection forms that can be sent to a statistical office where the contents can be captured to create a unit record court database;
- Automating the content of case files and collecting court data using special data-collection computer programs to provide aggregate or unit record data to a statistical office.

Court statistical reporting systems can be based on one or some combination of the above approaches. The choice of data-collection method depends on the intended use of the data and the availability of resources.

This section presents two manual data-collection forms as examples of the structure and content that should be considered when designing a court statistical reporting system. One form is intended to show the content of an aggregate collection process and the other, a unit record collection approach.

1. Collecting aggregate court statistics

Although the process of collecting aggregate court information is similar to collecting police-reported crime information, important differences exist. While all or most crime information can be obtained

from a single document (occurrence report), court statistics require information from a variety of documents that are generated at various stages of the court process. This can complicate the data-collection task by creating the need to track case-specific information across a range of processes and documents. However, if aggregate court data collection is based on cases disposed of, the process can be made fairly straightforward. By counting cases only when they are disposed of, files for completed cases can be reviewed once, at the end of the case, to obtain all necessary information. Like crime statistics, these data can be recorded on tally sheets that are sent to a statistical office each month. At the statistical office, data from other court locations are added together to produce regional and national court information tables.

Figure A.3 presents a sample collection form for aggregate court data. It contains several general fields to identify the respondent (i.e., specific court location reporting the information), the type of court (e.g., municipal court, provincial or state court, superior court, appeals court), whether the court hears adult or youth cases, whether data are for male or female and adult or youth, the time period for data collection and respondent contact information. Data for each type of court must be reported on separate forms. Likewise, youth cases should be reported on a different form from adult cases, and males separately from females.

The sample aggregate court statistics form collects information on three topics: (a) cases; (b) charges; and (c) sentences. Cases refer to the number of cases disposed of by the court during the reference period. A case is defined as all of the charges against one person, where the charges are disposed of in the same court on the same date. This creates a person-based aggregate statistics programme that can track, in broad terms, the flow of persons through the justice system. Cases are reported against a standard offence classification scheme that is also used for crime and corrections data collection. In situations where a person is charged with more than one offence, cases must be reported against the most serious offence (see section E below for the content of the sample standard offence classification scheme used and a most serious offence scoring method).

The aggregate court data-collection form also collects information on the total number of charges disposed of by the court in each reference period and the number of these charges resulting in a conviction. Since information is collected on each charge, the most serious offence rule does not apply to the charges fields.

Figure A.3. Sample form for aggregate court data collection

COURT STATISTICS COLLECTION FORM							
Court location			Court I.D. No.		Court type		
Address					Data for: Male [] Female [] Adult [] Youth []		
Statistics for month of				Year			
Statistics compiled by					Phone No.		
Offence	CASES	CHARGES		SENTENCES			
		Disposed	Convicted	Prison	Probation	Fine	Other
Violent crimes total							
Homicide							
Attempted murder							
Robbery							
Kidnapping							
Sexual assault							
Sexual abuse							
Major assault							
Common assault							
Abduction							
Property crimes total							
Break-and-enter							
Arson							
Fraud							
Theft							
Possession of stolen property							
Mischief							
Other crimes total							
Weapons							
Public order							
Morals –sexual							
Gaming							
Administration of justice							
Other crimes							
Traffic offences total							
Impaired driving							
Other traffic offences							
Drug offences total							
Drug trafficking							
Drug possession							
Other offences total							

To be counted, an offence must have at least one appearance in court and a final disposition. A charge is considered to be disposed of under any of the following conditions: (a) the accused is acquitted or found guilty and sentenced; (b) the accused is transferred to another court; (c) the accused is found unfit to stand trial; or (d) the charge is stayed, withdrawn or dismissed. All cases are reported by standard offence classification.

For each charge resulting in a conviction, the aggregate form collects information on the sentence received. When there is more than one sentence given for a charge, the most serious sentence is recorded. Sentences are ranked from most serious to least serious as follows: (a) prison; (b) probation; (c) fine; (d) other. All sentences are reported by standard offence classification.

2. *Collecting unit record court statistics*

As mentioned above, the process of collecting court statistics is complicated by the need to track case-specific information from a variety of different documents that are generated at various stages of the court process over an extended period of time. This is especially true for unit record data, which require a separate form to be filled out for each case. Perhaps the most efficient way to gather such information is to place the data-collection form in the case file when it is opened and capture the various data elements as they become available during the court process. Once the case is disposed of, the data-collection form may be removed from the file and sent to the appropriate statistical office.

Figure A.4 shows a sample form for the collection of unit record criminal court data. It is composed of three sections: (a) case information; (b) charge information; and (c) ad hoc data collection. Since a court case is defined as all of the charges against one offender, a separate form must be filled out for each offender who enters the court system, regardless of the number of persons who might be involved in the same criminal incident. Defining cases in this way allows the creation of a person-based statistics programme that can be used to track the flow of persons through the justice system.

The case information section of the court unit record form asks for information on the date the case file was opened, the court location, court type and court file number. The date the file was opened refers to the date on which a court file was opened for the person named on the collection form. The court file number is a local file number used by the court to identify and

administer each case. This section then records the last and first names, date of birth and sex of the accused. This information is used in combination to uniquely identify each accused so that all charges against that individual may be linked to the same case.

The case information section also asks for the date of first court appearance, the total number of court appearances and whether there was representation by counsel. The date of first court appearance of the accused may be used in combination with the date of decision to calculate the elapsed time for a case. Total number of court appearances for an accused includes appearances for bail hearings, fitness hearings, preliminary inquiry hearings, trials and sentencing hearings. For trials, each day in court is counted as one appearance. Representation by counsel is considered as “yes” if a lawyer or agent was representing the accused during any part of the case.

As with the unit record crime form, an integrated file number is requested. As described above, the IFN is a global file number that can be used by police, courts and corrections to uniquely identify each offender that enters the system. The use of an IFN permits record linkage across different components of the criminal justice system. The sample form does not ask for language spoken, marital status, education, employment status, ethnic background or occupation. However, these and other similar offender characteristics considered to be appropriate may be added to this or any other form, subject to the feasibility of collecting such items.

The charge information section of the unit record form collects information on all charges against each offender. For every charge disposed of by the court, a sequential reference number is assigned and the following information is collected: the date of offence; a description of the offence; the statute violated; and the section, subsection and paragraph of the statute. Also included for each charge is information on the plea entered by the accused; an indicator of whether a trial was ordered; and if so, whether it was with or without a jury. In terms of court proceedings, the unit record form records the court decision for each charge (e.g., guilty, not guilty, guilty of a lesser offence, etc.), the date of the decision and, for each charge resulting in a conviction, the sentence given and the date of sentencing. In the block for the sentence given, the nature of the sentence is recorded, as well as the length of the prison term and of the probation order, and the amount of fine or restitution to be paid by the offender. Each unit record form has space to record the information for three charges. If the number of charges against an individual exceeds three, additional forms

Figure A.4. Sample form for unit record court data collection

CRIMINAL COURT DATA COLLECTION FORM									
CASE INFORMATION									
Date file opened Day Month Year			Court location		Court type		Court file number		Page ___ of ___
Offender's last name				Offender's first name					
Offender's date of birth Day Month Year			Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of first court appearance Day Month Year				
Representation by counsel (at any appearance) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown				Integrated file number			Number of court appearances		
CHARGE INFORMATION			CHARGE INFORMATION			CHARGE INFORMATION			
Charge No.	Date of offence Day Month Year		Charge No.	Date of offence Day Month Year		Charge No.	Date of offence Day Month Year		
Description of offence			Description of offence			Description of offence			
Statute violated <input type="checkbox"/> Criminal code <input type="checkbox"/> Other-specify <input type="checkbox"/> Drug statutes (_____)			Statute violated <input type="checkbox"/> Criminal code <input type="checkbox"/> Other-specify <input type="checkbox"/> Drug statutes (_____)			Statute violated <input type="checkbox"/> Criminal code <input type="checkbox"/> Other-specify <input type="checkbox"/> Drug statutes (_____)			
Section	Subsection	Paragraph	Section	Subsection	Paragraph	Section	Subsection	Paragraph	
Plea <input type="checkbox"/> Guilty <input type="checkbox"/> Not guilty <input type="checkbox"/> Guilty of lesser offence <input type="checkbox"/> No plea			Plea <input type="checkbox"/> Guilty <input type="checkbox"/> Not guilty <input type="checkbox"/> Guilty of lesser offence <input type="checkbox"/> No plea			Plea <input type="checkbox"/> Guilty <input type="checkbox"/> Not guilty <input type="checkbox"/> Guilty of lesser offence <input type="checkbox"/> No plea			
Trial ordered <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Jury			Trial ordered <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Jury			Trial ordered <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Jury			
COURT PROCEEDINGS			COURT PROCEEDINGS			COURT PROCEEDINGS			
Decision on charge <input type="checkbox"/> Guilty <input type="checkbox"/> Not guilty <input type="checkbox"/> Guilty of a lesser offence <input type="checkbox"/> Proceedings stayed <input type="checkbox"/> Charges withdrawn <input type="checkbox"/> Other-specify (_____)			Decision on charge <input type="checkbox"/> Guilty <input type="checkbox"/> Not guilty <input type="checkbox"/> Guilty of a lesser offence <input type="checkbox"/> Proceedings stayed <input type="checkbox"/> Charges withdrawn <input type="checkbox"/> Other-specify (_____)			Decision on charge <input type="checkbox"/> Guilty <input type="checkbox"/> Not guilty <input type="checkbox"/> Guilty of a lesser offence <input type="checkbox"/> Proceedings stayed <input type="checkbox"/> Charges withdrawn <input type="checkbox"/> Other-specify (_____)			
Date of decision Day Month Year			Date of decision Day Month Year			Date of decision Day Month Year			
Sentence given Days Months <input type="checkbox"/> Prison <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> or <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Concurrent <input type="checkbox"/> Yes <input type="checkbox"/> No			Sentence given Days Months <input type="checkbox"/> Prison <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> or <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Concurrent <input type="checkbox"/> Yes <input type="checkbox"/> No			Sentence given Days Months <input type="checkbox"/> Prison <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> or <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Concurrent <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Probation <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> or <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/> Probation <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> or <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/> Probation <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> or <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<input type="checkbox"/> Fine \$ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/> Fine \$ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/> Fine \$ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<input type="checkbox"/> Restitution \$ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/> Restitution \$ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/> Restitution \$ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<input type="checkbox"/> Absolute/conditional discharge <input type="checkbox"/> Suspended sentence <input type="checkbox"/> Other-specify (_____)			<input type="checkbox"/> Absolute/conditional discharge <input type="checkbox"/> Suspended sentence <input type="checkbox"/> Other-specify (_____)			<input type="checkbox"/> Absolute/conditional discharge <input type="checkbox"/> Suspended sentence <input type="checkbox"/> Other-specify (_____)			
Date of sentencing Day Month Year			Date of sentencing Day Month Year			Date of sentencing Day Month Year			
AD HOC DATA COLLECTION									

may be attached to capture information on these charges. These additional forms should include information that will tie them to the appropriate case, such as the court location, court file number and integrated file number.

The “ad hoc data collection” section of the form is designed to allow the collection of additional data not collected as part of the ongoing collection effort, such as special study questions or new data elements to be tested.

3. Sample tables

To help highlight the kinds of information that can be produced from the sample court data-collection forms, the following pages present a selection of sample tables that can be generated from aggregate and unit record data. As noted in the sample police tables, the aggregate data-collection approach allows only production of tables such as those included in the aggregate sample tables, while the unit record approach enables production of all the data views shown in both the sample aggregate and unit record tables, as well as a wide variety of views not shown.

(a) Sample tables from aggregate court data

TABLE A.13. ADULTS WHOSE CHARGES ARE DISPOSED, BY TYPE OF OFFENCE AND SEX OF THE ACCUSED, 2001

<i>Type of offence</i>	<i>Total</i>		<i>Male</i>		<i>Female</i>	
	<i>Number</i>	<i>Rate (per 100,000 cases)</i>	<i>Number</i>	<i>Rate (per 100,000 male cases)</i>	<i>Number</i>	<i>Rate (per 1,000 female cases)</i>
Total						
Violent crimes						
Property crimes						
Traffic offences						
Drug offences						
Other						

TABLE A.14. YOUTHS WHOSE CHARGES ARE DISPOSED, BY TYPE OF OFFENCE AND SEX OF THE ACCUSED, 2001

<i>Type of offence</i>	<i>Total</i>		<i>Male</i>		<i>Female</i>	
	<i>Number</i>	<i>Rate (per 100,000 youth cases)</i>	<i>Number</i>	<i>Rate (per 100,000 male youth cases)</i>	<i>Number</i>	<i>Rate (per 100,000 female youth cases)</i>
Total						
Violent crimes						
Property crimes						
Traffic offences						
Drug offences						
Other						

TABLE A.15. PERSONS WHOSE CHARGES ARE DISPOSED AND PERSONS CONVICTED, BY TYPE OF OFFENCE, WHETHER ADULT OR YOUTH, AND SEX, 2001

<i>Type of offence</i>	<i>Persons whose charges are disposed</i>						<i>Persons convicted</i>					
	<i>Adults</i>			<i>Youths</i>			<i>Adults</i>			<i>Youths</i>		
	<i>Total</i>	<i>Male</i>	<i>Fem.</i>	<i>Total</i>	<i>Male</i>	<i>Fem.</i>	<i>Total</i>	<i>Male</i>	<i>Fem.</i>	<i>Total</i>	<i>Male</i>	<i>Fem.</i>
Total												
Violent crimes												
Property crimes												
Traffic offences												
Drug offences												
Other												

TABLE A.16. ADULTS CONVICTED BY TYPE OF OFFENCE, SEX AND MOST SERIOUS SENTENCE RECEIVED, 2001

<i>Type of offence</i>	<i>Total</i>				<i>Male</i>				<i>Female</i>			
	<i>Total</i>	<i>Prison</i>	<i>Pro - Fine</i>	<i>Other</i>	<i>Total</i>	<i>Prison</i>	<i>Pro - Fine</i>	<i>Other</i>	<i>Total</i>	<i>Prison</i>	<i>Pro - Fine</i>	<i>Other</i>
	<i>bation</i>				<i>bation</i>				<i>bation</i>			
Total												
Violent crimes												
Property crimes												
Traffic offences												
Drug offences												
Other												

TABLE A.17. PERSONS WHOSE CHARGES ARE DISPOSED, BY TYPE OF OFFENCE AND COURT REGION, 2001

<i>Type of offence</i>	<i>Total</i>		<i>Region 1</i>		<i>Region 2</i>		<i>Region ...</i>	
	<i>Number</i>	<i>Rate (per 100,000 population)</i>	<i>Number</i>	<i>Rate (per 100,000 population)</i>	<i>Number</i>	<i>Rate (per 100,000 population)</i>	<i>Number</i>	<i>Rate (per 100,000 population)</i>
Total								
Violent crimes								
Property crimes								
Traffic offences								
Drug offences								
Other								

(b) Sample tables from unit record court data

TABLE A.18. ACCUSED PERSONS WHOSE CASES ARE DISPOSED, BY TYPE OF OFFENCE AND AGE, 2001

<i>Type of offence</i>	<i>Age of accused</i>						
	<i>Total</i>	<i>Under 18</i>	<i>18-24</i>	<i>25-34</i>	<i>35-44</i>	<i>45-54</i>	<i>55 +</i>
Total							
Violent crimes							
Property crimes							
Traffic offences							
Drug offences							
Other							

TABLE A.19. ACCUSED PERSONS WHOSE CASES ARE DISPOSED, BY TYPE OF OFFENCE, SEX AND NUMBER OF COURT APPEARANCES, 2001

<i>Type of offence</i>	<i>Total</i>					<i>Male</i>					<i>Female</i>							
	<i>Total</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5+</i>	<i>Total</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5+</i>	<i>Total</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5+</i>
Total																		
Violent crimes																		
Property crimes																		
Traffic offences																		
Drug offences																		
Other																		

TABLE A.20. CASES DISPOSED, BY TYPE OF OFFENCE AND ELAPSED TIME FROM FIRST COURT APPEARANCE TO FINAL DECISION, 2001

<i>Type of offence</i>	<i>Case elapsed time (in days)</i>						
	<i>Total</i>	<i>1-30</i>	<i>31-90</i>	<i>91-180</i>	<i>181-270</i>	<i>271-365</i>	<i>365 +</i>
Total							
Violent crimes							
Property crimes							
Traffic offences							
Drug offences							
Other							

TABLE A.21. PERSONS CONVICTED, BY TYPE OF OFFENCE, PLEA ENTERED AND SEX, 2001

<i>Type of offence</i>	<i>Plea entered</i>														
	<i>Total</i>			<i>Guilty</i>			<i>Not guilty</i>			<i>Guilty of lesser offence</i>			<i>No plea</i>		
	<i>Total</i>	<i>Male</i>	<i>Fem.</i>	<i>Total</i>	<i>Male</i>	<i>Fem.</i>	<i>Total</i>	<i>Male</i>	<i>Fem.</i>	<i>Total</i>	<i>Male</i>	<i>Fem.</i>	<i>Total</i>	<i>Male</i>	<i>Fem.</i>
Total															
Violent crimes															
Property crimes															
Traffic offences															
Drug offences															
Other															

TABLE A.22. CHARGES DISPOSED BY OFFENCE, PLEA ENTERED AND COURT DECISION ON CHARGE, 2001

<i>Offence and plea entered</i>	<i>Court decision on charge</i>					<i>Other decision</i>
	<i>Total</i>	<i>Guilty</i>	<i>Not guilty</i>	<i>Proceedings stayed</i>	<i>Charge withdrawn</i>	
<i>Homicide</i>						
Total						
Guilty						
Not guilty						
Guilty of lesser charge						
No plea						
<i>Attempted murder</i>						
Total						
Guilty						
Not guilty						
Guilty of lesser charge						
No plea						
<i>Robbery</i>						
Total						
Guilty						
Not guilty						
Guilty of lesser charge						
No plea						
<i>Etc.</i>						

TABLE A.23. PERSONS FOUND GUILTY, BY TYPE OF OFFENCE, SEX AND SENTENCE RECEIVED, 2001

<i>Type of offence</i>	<i>Total</i>				<i>Male</i>				<i>Female</i>			
	<i>Total</i>	<i>Prison</i>	<i>Pro - bation</i>	<i>Fine Other</i>	<i>Total</i>	<i>Prison</i>	<i>Pro - bation</i>	<i>Fine Other</i>	<i>Total</i>	<i>Prison</i>	<i>Pro - bation</i>	<i>Fine Other</i>
Total												
Violent crimes												
Property crimes												
Traffic offences												
Drug offences												
Other												

TABLE A.24. PERSONS SENTENCED TO PRISON, BY TYPE OF OFFENCE, SEX AND LENGTH OF PRISON SENTENCE, 2001

<i>Type of offence</i>	<i>Male</i>							<i>Female</i>						
	<i>To- tal</i>	<i>1-30 days</i>	<i>31- 90 days</i>	<i>91- 180 days</i>	<i>181- 365 days</i>	<i>1-2 yrs</i>	<i>...</i>	<i>To- tal</i>	<i>1-30 days</i>	<i>31- 90 days</i>	<i>91- 180 days</i>	<i>181- 365 days</i>	<i>1-2 yrs</i>	<i>...</i>
<i>Total</i>														
<i>Violent crimes</i>														
Homicide														
Attempted murder														
Robbery														
...														
<i>Property crimes</i>														
Break-and-enter														
Arson														
...														
<i>Traffic offences</i>														
...														
...														

TABLE A.25. PERSONS SENTENCED TO PROBATION, BY SEX, AGE AND LENGTH OF COURT -ORDERED PROBATION SENTENCE, 2001

<i>Sex and age of person sentenced</i>	<i>Length of probation sentence (in months)</i>						
	<i>Total</i>	<i>3 or less</i>	<i>> 3 to 6</i>	<i>> 6 to 12</i>	<i>> 12 to 24</i>	<i>> 24 to 36</i>	<i>> 36</i>
<i>Both sexes</i>							
Total							
Under 18							
18-24							
25-34							
35-44							
45-54							
55+							
<i>Male</i>							
Total							
Under 18							
18-24							
25-34							
35-44							
45-54							
55+							
<i>Female</i>							
Total							
Under 18							
18-24							
25-34							
35-44							
45-54							
55+							

D. EXAMPLES OF CORRECTIONAL INFORMATION REPORTING

Data-collection systems for correctional statistics are designed to have each prison location as the respondent (issues concerning community corrections are not covered in the annex). The counting process is initiated when an individual enters the prison on remand or to serve a jail term order by a court. A file is opened for each new prisoner who enters a correctional facility. The information contained in each prisoner file can address most correctional information requirements, but not all. For example, information on actual-in counts is best obtained by counting the number of prisoners on a given date. Correctional case files contain information on charges resulting in conviction for each prisoner, the date of admission, the sentence length and a unique case identifier for each prisoner, as well as the basic characteristics of each prisoner (e.g., age and sex).

Correctional data can be summarized for national or subnational level statistics in a variety of ways. These include:

- Using the contents of case files, in combination with monthly actual-in counts, to produce “tally sheets” that can be sent to a statistical office where the contents can be captured to create an aggregate corrections database;
- Using case files to fill out unit record collection forms that are sent to a statistical office where the contents can be captured to create a unit record court database;
- Automating the content of case files and collecting data using special data-collection computer programs to provide aggregate or unit record data to a statistical office.

Statistical reporting systems in the corrections area can be based on one or some combination of the above approaches, with the choice of data-collection method depending on the intended use of the data and the availability of resources.

This section presents two manual data-collection forms as examples of the structure and content that should be considered when designing a correctional statistical reporting system. One form shows the content of an aggregate collection process and the other, a unit record data-collection approach.

1. Collecting aggregate correctional statistics

Collecting aggregate corrections data requires each prison facility to tally, on a regular basis, key

statistics of correctional activity in their facility. For most indicators, this can be achieved by creating tally sheets for each information category on the data-collection form and ticking off appropriate categories each time an offender is admitted or released. At the end of each month, the information on the tally sheets is summarized, transferred to the manual corrections reporting form and sent to a designated statistical office. At the statistical office, data from other prison facilities are added together to create regional and national totals. This approach does not, however, apply to actual-in counts. To obtain accurate actual-in counts, it is necessary to count all of the offenders present in the facility at the time a head count is taken.

Figure A.5 presents a sample collection form for aggregate corrections data. It contains a number of general fields to identify the specific prison location that is providing information on the data-collection form, the type of prison (e.g., police lock-up, remand/awaiting trial facility, youth detention facility, maximum security prison, etc.), whether the prison houses male or female offenders, adults or youths, whether data are for male, female, adult or youth, the time period for data collection and respondent contact information. Data for male and female prisoners should always be reported on separate forms. This is also true of data for adult and youth prisoners, even if they are housed in the same facility. Each form collects information on four topics: (a) actual-in counts, (b) admissions, (c) releases, and (d) sentence lengths for new admissions.

The actual-in count refers to a count of offenders who are legally required to be at a correctional facility and are present at the time a headcount is taken. While many facilities take prisoner counts every day, the headcount reported on the collection form is the one taken on the last day of each month. The actual-in count is split into two categories: sentenced and awaiting trial.

The sample aggregate correctional statistics form collects information on the number of admissions and releases during the reference period. Admission and release data describe and measure the changing case flow of correctional facilities over time. However, these data do not indicate the number of unique individuals using correctional services since the same person can be admitted and released several times in a single year.

An admission is defined as a new offender who enters a prison facility, and includes both sentenced and awaiting-trial admissions. This unit of

Figure A.5. Sample form for aggregate corrections data collection

CORRECTIONAL STATISTICS COLLECTION FORM										
Prison location					Prison type					
Address					Houses: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Both <input type="checkbox"/> Adult <input type="checkbox"/> Youth <input type="checkbox"/> Both					
Statistics for month of				Year		Data for: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Adult <input type="checkbox"/> Youth				
Statistics compiled by					Phone No.					
ACTUAL-IN COUNT										
Total			Sentenced				Awaiting trial			
Offence	ADMISSIONS		RELEASES		SENTENCE LENGTH (DAYS)					
	Sen- tenced	Awaiting trial	Sen- tenced	Awaiting trial	1-30	31- 90	91- 180	181- 365	366- 730	730+
Violent crimes total										
Homicide										
Attempted murder										
Robbery										
Kidnapping										
Sexual assault										
Sexual abuse										
Major assault										
Common assault										
Abduction										
Property crimes total										
Break-and-enter										
Arson										
Fraud										
Theft										
Possession of stolen property										
Mischief										
Other crimes total										
Weapons										
Public order										
Morals –sexual										
Gaming										
Administration of justice										
Other crimes										
Traffic offences total										
Impaired driving										
Other traffic offences										
Drug offences total										
Drug trafficking										
Drug possession										
Other offences total										

count supports a person-based aggregate statistics programme that can track, in broad terms, the flow of persons through the justice system. “Sentenced admissions” refers to prisoners that have been convicted of a crime and ordered to serve a prison term. “Awaiting-trial admissions” refers to persons ordered by the court to be held in custody while awaiting a further court appearance. These individuals have not been convicted and can be held for a variety of reasons (e.g., there is a risk that they won’t appear for their court date, there is a risk that they will re-offend, or they are a danger to themselves or others).

Releases are reported according to whether they are releases of offenders sentenced or awaiting trial. Persons who are released after serving a prison sentence ordered by a court are counted as sentenced releases. Persons released to appear in court, prior to a conviction, are counted as awaiting-trial releases.

All admissions and releases are reported against a standard offence classification scheme that is also used for crime and court data collection. In situations where an offender is admitted on more than one conviction, admissions and releases must be reported against the most serious offence. (See section E for an example of the content of a sample standard offence classification scheme and a most serious offence scoring rule.)

For each sentenced admission during the reference period, the aggregate form collects information on the length of prison sentence to be served, which is reported against a standard offence classification. When the sentence is for more than one offence, the aggregate sentence length, representing the sum of all consecutive sentences imposed on an offender, should be reported against the most serious offence.

2. *Collecting unit record correctional statistics*

Collecting unit record correctional statistics involves recording case-specific information for each admission or release. As with unit record crime and court data collection, a separate form must be filled out for each individual that enters the system. One possible approach to this task would involve placing the data-collection form in the offender file at the time of admission and then capturing the data in two stages. The first stage would involve capturing all relevant case and admission data. A copy of the form would be sent to the statistical office, where admission information could be summarized and reported. The second stage of data collection would occur when the offender is

released. At that point, release information could be added to the collection form and a final, completed copy of the form sent to the statistical office. A two-stage process is necessary because of the long duration of many incarcerations. If the collection form were not sent to the statistical office until after the release of each offender, the admission information on many forms would be completely out of date and of little value.

Figure A.6 shows a sample form for the collection of unit record corrections data. It is composed of four sections: (a) case information; (b) admission information; (c) release information, and (d) ad hoc data collection. A separate form must be filled out for each offender admitted to the prison system on one or more charges. Admission-based data collection enables the creation of a person-based statistics program.

The “case information” section of the form contains information on the date the case file was opened, the prison location, prison type (e.g., police lock-up, youth detention facility, remand facility, maximum security prison, women’s prison), the prisoner’s name, the prisoner file number and his/her date of birth and sex. “Date case file was opened” refers to the date on which the prison opened a file on the offender. The “prisoner file number” is the number used by the prison to identify and administer each case. As with the unit record crime and court forms, an integrated file number is also requested. As defined above, the IFN is a global file number that can be used by police, courts and corrections to uniquely identify each offender that enters the system. The use of an IFN permits record linkage across different components of the criminal justice system.

The case information section of the form also asks whether the offender has had any previous sentenced admissions and, if so, the number of prior such admissions. It then records some information about the most recent prior admission: the date, the offence committed and length of incarceration.

The “admissions” section of the unit record form collects information for each admission to a prison facility, including the offender’s date of admission, the admission status (e.g., sentenced, awaiting trial, etc.) and, for sentenced admissions, the date of sentencing and the aggregate sentence length. The admissions section of the form also asks for information on the specific offences the prisoner has been convicted of. Each offence is assigned a sequential reference number, and a brief offence description is given, as well as the statute violated, including the statute section,

Figure A.6. Sample form for unit record corrections data collection

CORRECTIONAL DATA COLLECTION FORM																													
CASE INFORMATION																													
Date file opened			Day		Month		Year		Prison location		Prison type		Page ___ of ___																
Prisoner's last name				Prisoner's first name				Prisoner file number																					
Date of birth			Day		Month		Year		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Integrated file number		Prior admissions <input type="checkbox"/> Yes <input type="checkbox"/> No		No. of prior admissions														
Date of most recent prior admission			Day		Month		Year		Offence committed for most recent prior admission				Length of most recent prior incarceration																
ADMISSION INFORMATION																													
Date of admission			Day		Month		Year		Admission status <input type="checkbox"/> Sentenced <input type="checkbox"/> Awaiting trial <input type="checkbox"/> Police lock-up <input type="checkbox"/> Other-specify (_____)			Date of sentencing			Day		Month		Year		Aggregate sentence length								
OFFENCES CONVICTED OF																													
Offence No.		Offence description			Statute violated		Sect.	Subsect.		Para.	Counts		Sentence length		Sentence type <input type="checkbox"/> Consecutive <input type="checkbox"/> Concurrent <input type="checkbox"/> Not applicable														
Offence No.		Offence description			Statute violated		Sect.	Subsect.		Para.	Counts		Sentence length		Sentence type <input type="checkbox"/> Consecutive <input type="checkbox"/> Concurrent <input type="checkbox"/> Not applicable														
Offence No.		Offence description			Statute violated		Sect.	Subsect.		Para.	Counts		Sentence length		Sentence type <input type="checkbox"/> Consecutive <input type="checkbox"/> Concurrent <input type="checkbox"/> Not applicable														
Offence No.		Offence description			Statute violated		Sect.	Subsect.		Para.	Counts		Sentence length		Sentence type <input type="checkbox"/> Consecutive <input type="checkbox"/> Concurrent <input type="checkbox"/> Not applicable														
Offence No.		Offence description			Statute violated		Sect.	Subsect.		Para.	Counts		Sentence length		Sentence type <input type="checkbox"/> Consecutive <input type="checkbox"/> Concurrent <input type="checkbox"/> Not applicable														
RELEASE INFORMATION																													
Aggregate sentence expiry date				Day		Month		Year		Parole eligibility date				Day		Month		Year		Date of release				Day		Month		Year	
AD HOC DATA COLLECTION																													

subsection and paragraph, the number of counts, the length of the sentence associated with the offence and the type of sentence given (e.g., consecutive or recurrent). If an offender is admitted on more than five different offences, another form may be attached to capture this additional offence information. As is the case for crime and court unit records, additional forms for the same offender should carry the information that links the additional offences to the offender, such as prison location, prisoner file number and integrated file number in the case information section of the form.

The “release” section of the unit record collection form asks for the sentence expiry date, the parole eligibility date and the actual date of release. For all three release fields, the information requested is in relation to the aggregate prison sentence (the sum of all consecutive sentences imposed).

The “ad hoc data collection” section of the form permits the collection of information not obtained through regular ongoing collection, e.g., special study data or new data elements.

3. Sample tables

To help highlight the kinds of information that can be produced from the corrections data-collection forms, the following pages present a selection of sample tables generated from aggregate and unit record data. Again, it is important to note that the aggregate data-collection approach can produce only information such as those shown in the aggregate sample tables, while the unit record data can produce all of the data views shown in both the sample aggregate and unit record tables, plus a variety of views not shown.

(a) *Sample tables from aggregate corrections data*

TABLE A.26. ACTUAL-IN COUNT BY REGION AND ADMISSION STATUS, 31 DECEMBER 1999, 2000 AND 2001

<i>Region</i>	<i>31 December 1999</i>			<i>31 December 2000</i>			<i>31 December 2001</i>		
	<i>Total</i>	<i>Sentenced</i>	<i>Awaiting trial</i>	<i>Total</i>	<i>Sentenced</i>	<i>Awaiting trial</i>	<i>Total</i>	<i>Sentenced</i>	<i>Awaiting trial</i>
Total									
Region 1									
Region 2									
Region 3									
Region 4									
Region...									

TABLE A.27. PRISON ADMISSIONS BY TYPE OF OFFENCE AND SEX OF OFFENDER, 2001

<i>Type of offence</i>	<i>Total</i>		<i>Male</i>		<i>Female</i>	
	<i>Number</i>	<i>Rate (per 100,000 population)</i>	<i>Number</i>	<i>Rate (per 100,000 male population)</i>	<i>Number</i>	<i>Rate (per 100,000 female population)</i>
Total						
Violent crimes						
Property crimes						
Traffic offences						
Drug offences						
Other						

TABLE A.28. PRISON ADMISSIONS AND PRISON RELEASES BY ADMISSION STATUS AND SEX OF OFFENDER, 2001

<i>Admission status</i>	<i>Prison admissions</i>			<i>Prison releases</i>		
	<i>Both sexes</i>	<i>Male</i>	<i>Female</i>	<i>Both sexes</i>	<i>Male</i>	<i>Female</i>
Total						
Sentenced						
Awaiting trial						

TABLE A.29. SENTENCED ADMISSIONS BY TYPE OF OFFENCE, SEX AND LENGTH OF AGGREGATE SENTENCE, 2001

<i>Type of offence and sex of offender</i>	<i>Length of aggregate sentence</i>						
	<i>Total</i>	<i><30 days</i>	<i>1 to <3 months</i>	<i>3 to <6 months</i>	<i>6 to <12 months</i>	<i>1 to <2 years</i>	<i>2+ years</i>
<i>Total</i>							
Both sexes							
Male							
Female							
<i>Violent crimes</i>							
Both sexes							
Male							
Female							
<i>Property crimes</i>							
Both sexes							
Male							
Female							
<i>Traffic offences</i>							
Both sexes							
Male							
Female							
<i>Drug offences</i>							
Both sexes							
Male							
Female							
<i>Other offences</i>							
Both sexes							
Male							
Female							

(b) Sample tables from unit record corrections data

TABLE A.30. SENTENCED ADMISSIONS BY OFFENCE AND AGE OF OFFENDER, 2001

<i>Offence</i>	<i>Age of offender</i>						
	<i>Total</i>	<i>< 18</i>	<i>18-24</i>	<i>25-34</i>	<i>35-44</i>	<i>45-54</i>	<i>55 +</i>
Homicide							
Attempted murder							
Robbery							
Sexual assault							
Major assault							
Common assault							
Other							

TABLE A.31. PRISON ADMISSIONS BY SEX, AGE AND NUMBER OF PRIOR ADMISSIONS, 2001

<i>Sex and age</i>	<i>Number of prior admissions</i>							
	<i>Total</i>	<i>None</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6+</i>
<i>Both sexes</i>								
<18								
18-19								
20-24								
25-29								
30-34								
35-39								
40-44								
45-54								
55+								
<i>Male</i>								
<18								
18-19								
20-24								
25-29								
30-34								
35-39								
40-44								
45-54								
55+								
<i>Female</i>								
<18								
18-19								
20-24								
25-29								
30-34								
35-39								
40-44								
45-54								
55+								

TABLE A.32. PRISON ADMISSIONS AWAITING TRIAL, BY SEX, AGE AND LENGTH OF DETENTION,
2001

<i>Sex and age</i>	<i>Length of detention</i>						
	Total	>2 days	2-4 days	5-9 days	10-19 days	20-30 days	>30 days
<i>Both sexes</i>							
<18							
18-19							
20-24							
25-29							
30-34							
35-39							
40-44							
45-54							
55+							
<i>Male</i>							
<18							
18-19							
20-24							
25-29							
30-34							
35-39							
40-44							
45-54							
55+							
<i>Female</i>							
<18							
18-19							
20-24							
25-29							
30-34							
35-39							
40-44							
45-54							
55+							

E. SAMPLE OFFENCE CLASSIFICATION AND OFFENCE SCORING RULE

1. Example of a standard offence classification scheme

Shown below is an example of a hierarchical offence classification scheme (see fig. 3 in chapter III) designed to be used by each component of the criminal

justice system. The number of offence categories and their definitions are the same for the police, court and corrections components; consequently, data integration capabilities, including comparative analysis of data from different parts of the system, are greatly enhanced.

TABLE A.33. SAMPLE STANDARD OFFENCE CLASSIFICATION SCHEME

<i>Offence category</i>	<i>Definition</i>
(a) Violent crimes	
Homicide	First-degree murder, second-degree murder, manslaughter, infanticide
Attempted murder	Attempted murder
Robbery	Robbery with firearms, robbery with other offensive weapons, other robbery
Kidnapping	Kidnapping, forcible confinement, hostage-taking
Sexual assault	Rape, aggravated sexual assault, sexual assault with a weapon, sexual assault causing bodily harm
Sexual abuse	Sexual interference, sexual exploitation, incest, bestiality
Major assault	Aggravated assault, assault with a weapon or causing bodily harm, discharging firearm with intent, unlawfully causing bodily harm, assault of police officer
Common assault	Minor assaults with no injuries
Abduction	Abduction in contravention of a custody order, abduction where there is no custody order, abduction of a person under 16, abduction of a person under 14
(b) Property crimes	
Break-and-enter	Break and enter business premises or residence, other break-and-enter
Arson	All arson offences
Fraud	Fraud with cheques, credit cards, counterfeiting, other fraud
Theft	Theft of motor vehicles, theft from motor vehicles, shoplifting, other theft
Possession of stolen property	Possession of stolen property
Mischief	Mischief to property, property damage, mischief with data
(c) Other crimes	
Weapons	Possession of explosives, pointing a firearm, use of a firearm in committing offence, careless use, storage or handling of a firearm, possession of prohibited, restricted or other offensive weapons
Public order offences	Causing a disturbance, obstructing a peace officer, trespassing at night
Morals–sexual	Keeping a bawdy house, procuring, other prostitution-related offences, indecent acts, other public morals offences
Gaming	Keeping betting house, gaming house, other gaming and betting offences
Administration of justice	Bail violations, failure to appear or comply with a summons or appearance notice, breach of recognizance, unlawfully at large, escape custody, breach of probation
Other crimes	All other criminal offences not specified elsewhere

TABLE A.33. SAMPLE STANDARD OFFENCE CLASSIFICATION SCHEME (CONT.)

<i>Offence category</i>	<i>Definition</i>
(d) Traffic offences	
Criminal code traffic	Dangerous operation of motor vehicle, vessel or aircraft, dangerous operation causing death or bodily harm, failure to stop at scene of an accident, operation of motor vehicle while disqualified
Impaired driving	Impaired driving, impaired driving causing death or bodily harm, failure to provide a breath sample
(e) Drug offences	
Drug trafficking	Trafficking in drugs, including heroin, cocaine, and cannabis
Drug possession	Possession of drugs, including heroin, cocaine and cannabis
(f) Other offences	
	Income tax, bankruptcy, immigration, environmental protection, other

2. Example of a most serious offence scoring rule

One type of a scoring rule that may be used to select the most serious offence when there is more than one offence in an incident or case is the severity index. There are many possible methods for creating a severity index; the one shown below is based on court sentencing data. This approach has the advantages of reflecting what is actually happening in the system and of being easy to update and maintain.

To create a severity index, the standard offence classification categories have been ranked from

most serious to least serious. The ranking is based on a weighted severity score. To calculate the weighted severity score, the incarceration rate (total convictions resulting in a prison sentence/ total convictions) for each offence category was multiplied by the average prison sentence length (in days) for that offence category.

Again, what is shown below is an illustration, not a recommendation. Individual countries may use different scoring methods, and the resulting rank order of offences may be widely different from the example seen below.

TABLE A.34. SAMPLE OFFENCE SCORING RULE

<i>Rank order</i>	<i>Standard offence classification category</i>	<i>Incarceration rate</i>	<i>Average sentence length (days)</i>	<i>Weighted severity score</i>
1	Homicide	0.90	2555	2300
2	Attempted murder	0.90	2111	1900
3	Robbery	0.92	1175	1081
4	Kidnapping	0.82	849	696
5	Sexual assault	0.64	549	351
6	Sexual abuse	0.72	454	327
7	Break-and-enter	0.75	375	281
8	Drug trafficking	0.79	323	255
9	Arson	0.60	344	206
10	Weapons	0.41	261	107
11	Major assault	0.55	176	97
12	Fraud	0.44	199	88
13	Possession of stolen property	0.51	159	81

TABLE A.34. SAMPLE OFFENCE SCORING RULE (CONT.)

<i>Rank order</i>	<i>Standard offence classification category</i>	<i>Incarceration rate</i>	<i>Average sentence length (days)</i>	<i>Weighted severity score</i>
14	Abduction	0.40	169	68
15	Criminal code traffic	0.56	87	49
16	Theft	0.34	137	47
17	Administration of justice	0.57	53	30
18	Property damage	0.27	96	26
19	Common assault	0.27	72	19
20	Public order offences	0.29	57	17
21	Impaired driving	0.23	69	16
22	Morals –sexual	0.18	86	15
23	Drug possession	0.18	66	12
24	Gaming	0.01	200	2

F. EXAMPLES OF DATA ANALYSIS AND PRESENTATION

A wide range of information about crime and the criminal justice system is produced throughout the world. To help producers of criminal justice data disseminate the vast amount of information they collect in ways that are useful to administrative planners and policy makers as well as informative and interesting to the general public, this section provides some examples of answers that can be derived from criminal justice statistics and other data sources on crime through simple data analysis. The information is presented as answers to questions that are frequently asked by the criminal justice community, the media and members of the public concerning crime and the justice system. Questions addressed by the examples include the following:

- Is crime really decreasing?
- How many homes are being broken into?
- How many people are victimized by strangers?
- Who is victimizing children?
- Is the public satisfied with police services?
- Are courts “softer” on youth?
- Who is in prison?

The illustrative examples are from Canada. One of the examples includes data for other countries to provide a comparative perspective.

1. Is crime really decreasing?

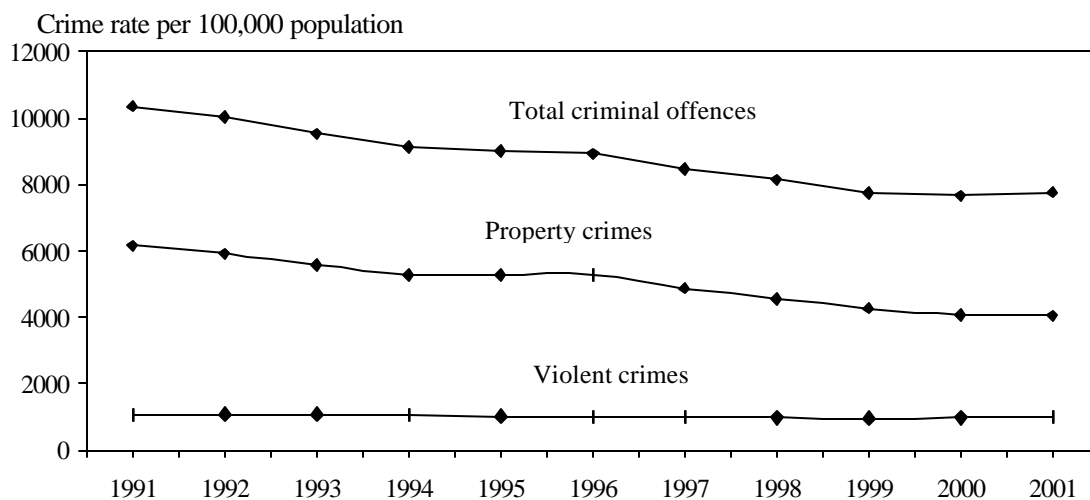
After peaking in 1991, Canada’s crime rate had been falling steadily until 2001 when the police

reported the first overall increase (by one per cent) in a decade. From 1991 to 2000, the total crime rate dropped from 10,342 per 100,000 population to 7,646 per 100,000 population, representing an overall decline of 26 per cent over the nine-year period (figure A.7). During this time, violent crimes decreased by seven per cent while property crimes decreased by 34 per cent. It is too early to tell if the observed increase in 2001 is the start of a new trend or simply a blip in the longer-term downward trend.

Although many factors, such as changes in reporting rates to police by the public, affect the rate of police-reported crime, the declines seen during the 1990s appear to be real. One factor pointing to this conclusion is that the more serious crimes, which are less prone to non-reporting to police or by police, declined during this time period. For example, between 1991 and 2001, the homicide rate dropped 34 per cent; attempted murders were down 38 per cent and robberies declined by 26 per cent.

One possible explanation for the falling crime rates is the ageing of the population. Studies of criminal behaviour suggest that young people have a higher propensity than the general population for criminal activity, and that the prevalence of offending increases to a peak in the teenage and early adult years and then begins to decline. In Canada, the relative size of the high-propensity population is declining. Since the early 1980s the share of the population aged 35 and older has steadily increased their while that of the group aged 15–24 years has declined. Other factors may also

Figure A.7. Trends in police-reported crime rate, Canada, 1991 to 2001



Source: Canadian Centre for Justice Statistics, Statistics Canada, “Crime Statistics in Canada, 2001”. *Juristat*, vol. 22, No. 6.

contribute to declines in crime rates, including economic factors, public attitudes and other social conditions.¹

2. How many homes are being broken into?

According to the 2000 International Crime Victim Surveys, 29 per cent of Canadian residents considered it likely that someone will break into their home in the coming year.²

In 2001, about 280,000 incidents of break-ins were reported to the police, with the majority (167,000 or 59%) occurring at private residences. This is the equivalent of about one break-in for every 70 homes. Another 29 per cent of break-ins occurred at business locations, and the remaining 12 per cent at other places such as sheds and storage facilities.³

Residential break-in rates have generally been falling since 1991, and registered a six per cent decrease in 2001. Given the number of break-ins relative to the total number of property crimes, a decrease of this magnitude in the number of break-ins has a major impact on the total property crime rate as well as on the overall crime rate.

Youths (12- to 17-year-olds) account for a relatively high proportion of those charged with residential break-ins. In 2001, of the 32,382 persons charged with break-ins, 37 per cent were youths and 63 per cent were adults. The proportion of youths in break-and-enter incidents was quite high in comparison to other offences. For example, youths accounted for only 12 per cent of persons charged with theft under \$5,000 and 15 per cent of those charged with common assault.⁴

3. How many people are victimized by strangers?

Victims of violent crime usually know the perpetrator in some way. Over two thirds (70%) of the victims of violent crime in 2001 knew the perpetrator of the crime committed against them. For 28 per cent of victims the perpetrator was a family member, while for 42 per cent the perpetrator was a friend or an

acquaintance. For the remaining 30 per cent of victims the perpetrator was a stranger. Two violent offences showed much higher than average proportions of stranger victimization: robbery (88%) and criminal negligence causing death (58%).⁵

In general, females were less likely than males to be victimized by a stranger. Over three quarters (82%) of female victims knew the perpetrator, compared with less than two thirds (59%) of male victims. Much of this difference was due to the high proportion of female victims who were victimized by their spouse (30%); in comparison, only six per cent of male victims were victimized by their spouse.⁶

4. Who is victimizing children?

In 2001, children under the age of 12 accounted for 6 per cent of all victims of violent crime.⁷ The proportion of child victims was low in comparison to their proportion in the general population (15%).

Children were much more likely than youths (12–17 year-olds) or adults (persons aged 18 or more years) to be victimized by someone they knew. Eighty-four percent of child victims of violent crime knew their perpetrator: 39 per cent were victimized by a family member (including 25 per cent who were victimized by a parent) and 45 per cent were victimized by a friend or an acquaintance (table A.35). In comparison, about 70 per cent of both youth and adult victims of violent crime knew their perpetrator.

TABLE A.35. PERCENTAGE DISTRIBUTION OF CHILD VICTIMS OF VIOLENT CRIME, BY PERPETRATOR'S RELATIONSHIP TO VICTIM, 2001

<i>Perpetrator's relationship to victim</i>	<i>Distribution of child victims (%)</i>
Total	100
Family member	39
Parent	25
Other family member	14
Friend or acquaintance	45
Stranger	16

Source: Canadian Centre for Justice Statistics, Statistics Canada, Revised Uniform Crime Reporting Survey, Special Run, 2002.

¹ Johnson, H. and L. Stratyckuck (2002). "Why are crime rates down? An exploration of crime patterns in Canada", Draft research paper (Canadian Centre for Justice Statistics, Statistics Canada).

² Canadian Centre for Justice Statistics, Statistics Canada, "Criminal victimization: An international perspective". *Juristat* vol. 22, No. 4.

³ Canadian Centre for Justice Statistics, Statistics Canada, Revised Uniform Crime Reporting Survey, Special Run, 2002.

⁴ Ibid.

⁵ Ibid.

⁶ Ibid.

⁷ Ibid.

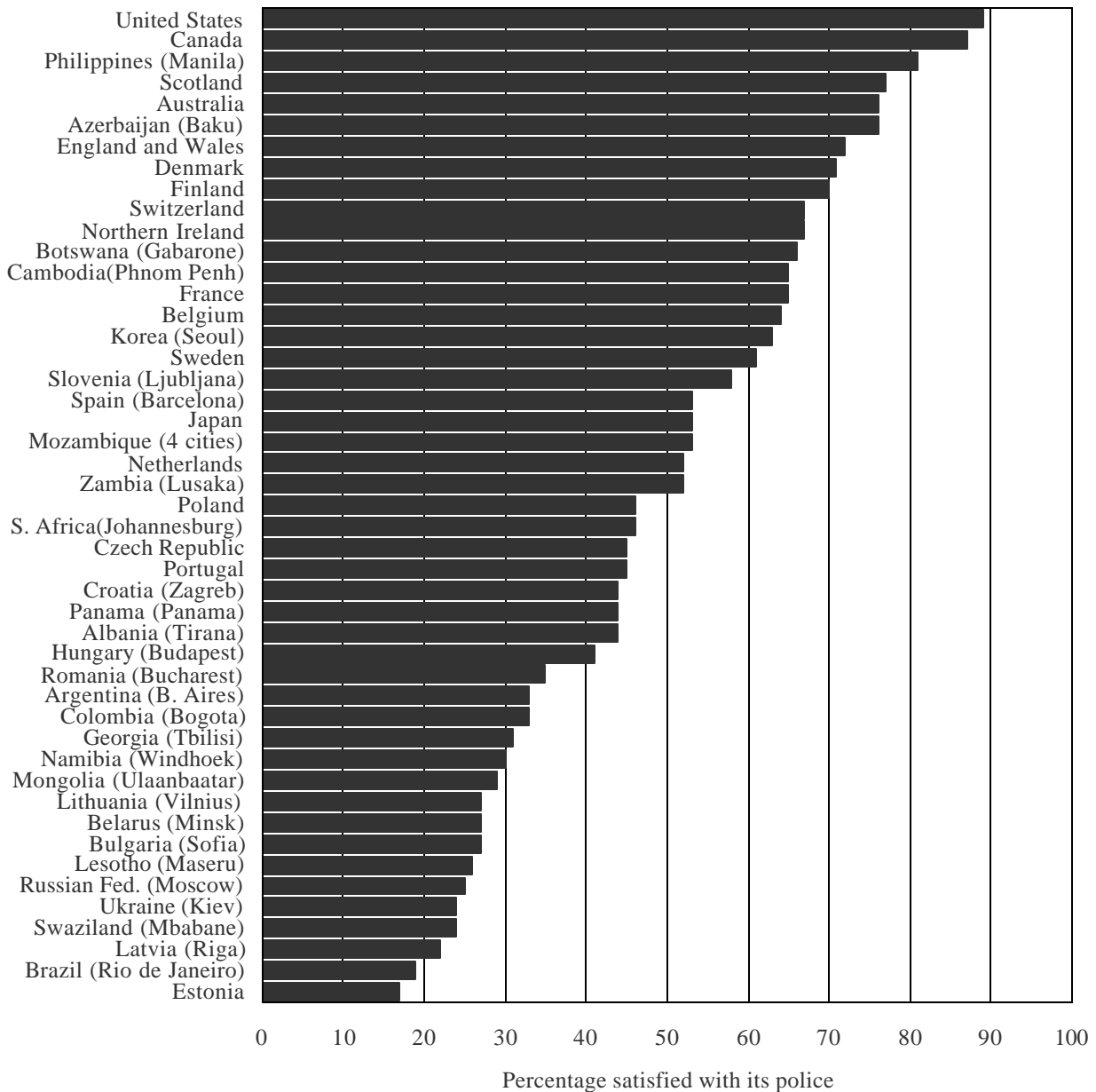
5. Is the public satisfied with police services?

Among the more than 40 countries (or areas) participating in the 2000 International Crime Victim Surveys (ICVS), Americans and Canadians were the most satisfied with their police (figure A.8). When asked if the police in their area did a good job at controlling crime, 89 per cent of Americans responded that the police did a very good or fairly good job. Closely following the United States was Canada, where

87 per cent of the population indicated satisfaction with its police.

Cities in developing countries and countries in transition (the ICVS covered only the major cities in these countries) generally had a lower satisfaction with their police compared to the more developed countries. For example, less than a quarter of the population was satisfied with its police in Estonia, Rio de Janeiro, Riga (Latvia), Mbabane (Swaziland) and Kiev (Ukraine).

Figure A.8. Percentage of the population satisfied with its police in the area of crime control, 1999



Source: UNICRI, The 2000 International Crime Victim Surveys.

6. Are courts “softer” on youth?

Many factors can influence the sentence that is given to an offender, including criminal history, a guilty plea and demonstration of remorse. Differences in sentences between adults and youths may be partly explained by the longer and more varied criminal histories of adults.

The majority of cases heard in both youth and adult courts result in conviction. In 2000–2001, 60 per cent of youth court cases resulted in a conviction. A similar proportion (61%) of adult cases resulted in a conviction.⁸

For most violent and property crimes, youths were slightly less likely than adults to be sentenced to custody upon conviction for an offence. For example, in 2000–2001, for the offence of common assault, youths were sentenced to custody in 25 per cent of convictions while adults were sentenced to prison in 28 per cent of convictions. Similarly for theft, 26 per cent of youth convictions and 38 per cent of adult convictions resulted in a custody sentence. Overall, for both violent and property offences, convicted youths were sentenced to custody in 31 per cent of cases compared to 39 per cent for adults (table A.36).

Robbery, a violent offence, and breaking-and-entering, a property offence, carry a maximum term of three years custody for youths and life imprisonment for adults in Canada. In 2000–2001, the median length of custody in youth court cases for a robbery offence was four months. For adult cases, the median term of imprisonment was 18 months. For breaking-and-entering, the median length of custody ordered in youth cases was three months. For adult cases, the median length of imprisonment was six months.

7. Who is in prison?

There are two types of prisons for adults: federal penitentiaries, which house inmates sentenced to a term of two years or longer, and provincial or territorial prisons, which house inmates sentenced to less than two years. Provincial or territorial prisons may also house persons who are charged with a criminal offence and are being detained (on remand) while awaiting further court appearances.

On an average day in 2000–2001 there were 31,500 adults (18 years or older) being held in Canadian prisons. This average daily count is three per cent higher than in 1991–1992; however, it represents a

TABLE A.36. PERCENTAGE DISTRIBUTIONS OF YOUTH AND ADULT CONVICTIONS BY MOST SERIOUS SENTENCE RECEIVED, BY TYPE OF OFFENCE, 2000–2001

Offence	Youth				Adult			
	Total	Custody	Probation	Other	Total	Prison	Probation	Other
<i>Violent crimes</i>	100	32	59	9	100	38	49	13
Homicide	100	94	6	0	100	85	6	9
Robbery	100	53	42	4	100	77	17	6
Sexual assault	100	30	63	7	100	53	29	18
Major assault	100	35	58	7	100	48	39	13
Common assault	100	25	63	12	100	28	59	13
<i>Property crimes</i>	100	30	55	14	100	40	38	22
Break-and-enter	100	38	56	6	100	61	31	8
Theft	100	26	55	19	100	38	35	27
Possession of stolen property	100	37	49	14	100	46	30	23
Mischief	100	21	61	18	100	24	53	22
<i>Drug offences</i>	100	19	56	24	100	23	19	58

Sources: Canadian Centre for Justice Statistics, Statistics Canada, “Youth Court Statistics, 2000/01”. *Juristat*, Vol. 22, No. 3; and “Adult Criminal Court Statistics, 2000/01”. *Juristat*, Vol. 22, No. 2.

⁸ Canadian Centre for Justice Statistics, Statistics Canada, “Youth Court Statistics, 2000/01”. *Juristat*, vol. 22, No. 3; and “Adult Criminal Court Statistics, 2000/01”. *Juristat*, vol. 22, No. 2.

6.5 per cent decrease since 1996–1997. Compared to the previous year, the average daily count has remained the same in 2000–2001.⁹

In 2000–2001, more than half (60%) of the inmates were held in provincial or territorial facilities, consistent with previous years. The majority of inmates in sentenced custody were male. Males represented 91% of the 80,900 admissions to provincial or territorial prisons and 95 per cent of the 4,300 admissions to federal penitentiaries. These percentages have remained relatively stable over the last few years.

Inmates in provincial or territorial sentenced custody are typically in their early thirties at the time of admission. The median age of persons admitted to provincial or territorial custody in 2000–2001 ranged from 29 to 35 years of age. Inmates under the age of 30 represented 48 per cent of the incarcerated population, down from 55 per cent in 1991–1992. In the federal system, the median age of sentenced offenders was 32 years of age. Forty-three per cent of inmates were under the age of 30, down from 51 per cent in 1991–1992.

The increasing age of inmates in part reflects the general ageing of the population. Furthermore, the increased use of conditional sentences as an alternative to prison for younger offenders with less serious offences also pushed up the median age of inmates.

Incarceration in provincial or territorial prisons is usually for short periods of time. In 2000–2001, 48

per cent of admissions to custody were sentences of less than one month's duration and 38 per cent were between one and six months. The median length of custody ranged from 28 to 119 days across the provinces.

Periods of incarceration at the federal level are by definition longer, as they all must be two years or longer in duration. In 2000–2001, 80 per cent of all federal inmates were sentenced to terms of less than five years. Excluding life sentences, the average sentence length in 2000–2001 at the federal level was 42 months. Offenders sentenced to imprisonment for life accounted for four per cent of all admissions.

A census of inmates in all adult correctional facilities that was conducted in October 1996 provides some additional information on adult inmates. In looking at how the prison population compares to that of the general population, three notable differences emerge. First, inmates are less educated. The percentage of inmates with an education of grade 9 or less was 37 per cent compared to 19 per cent for the general adult population. Second, at the time of admission to prison, offenders had a significantly higher rate of unemployment (52%) than did the general adult population (10%). Finally, at the time of admission to the correctional facility, only 31 per cent of inmates were married, compared to 63 per cent of the adult population. More specifically, provincial or territorial inmates were less likely to be married than were federal inmates (24% compared to 41%).¹⁰

⁹ Canadian Centre for Justice Statistics, Statistics Canada, "Adult Correctional Services in Canada, 2000/01". *Juristat* vol. 22, No. 10.

¹⁰ Canadian Centre for Justice Statistics, Statistics Canada, "A one-day snapshot of inmates in Canada's adult correctional facilities". *Juristat* vol. 18, No. 8.

G. QUESTIONNAIRE FOR THE SEVENTH UNITED NATIONS SURVEY OF CRIME TRENDS
AND OPERATIONS OF CRIMINAL JUSTICE SYSTEMS,
COVERING THE PERIOD 1998–2000

Centre for International Crime Prevention
Office for Drug Control and Crime Prevention
and
Statistics Division
Department of Economic and Social Affairs,
United Nations

Country name: _____

The officer responsible for coordinating the collection of the data for the entire questionnaire should return all sections of the completed questionnaire no later than **1 October 2001** to the Centre for International Crime Prevention, Office for Drug Control and Crime Prevention, P.O. Box 500, A-1400, Vienna, Austria, or to the Statistics Division, United Nations, New York, N.Y. 10017, United States of America.

This questionnaire is being distributed through the Statistics Division network.

In order to facilitate any clarification of the data provided, information about the coordinating officer should be given below and on the first page of each of the sections of the questionnaire.

Coordinating officer's name: _____
Functional title: _____
Agency: _____
Street: _____

City/state/country: _____
Telephone (including country code and city code): _____
Fax (including country code and city code): _____
E-mail: _____

Introduction

A. Objectives of the Seventh United Nations Survey of Crime Trends and Operations of Criminal Justice Systems

1. The Economic and Social Council, in its resolution 1984/48 of 25 May 1984, requested the Secretary-General to maintain and develop the United Nations crime-related database by continuing to conduct surveys of crime trends and operations of criminal justice systems.
2. The main goal of the Seventh United Nations Survey of Crime Trends and Operations of Criminal Justice Systems, covering the period 1998–2000, is to collect data on the incidence of reported crime and the operations of criminal justice systems with a view to improving the analysis and dissemination of that information throughout the world. The results of the Seventh Survey will provide an overview of crime trends and relationships between various parts of the criminal justice system and promote informed decision-making in administration, at the national and international levels.
3. The data gathered by the Seventh Survey will benefit both the international community as a whole and each responding Government. The information will be used in determining crime trends and problem areas for intervention in the form of technical cooperation, in preparing reports such as the *Global Report on Crime and Justice*¹ and in comparing the crime situation in one country with that of another country in a similar position.
4. The questionnaire for the Seventh Survey consists of a series of questions designed to elicit responses in the form of data, primarily statistical data, on the main components of criminal justice systems for the period 1998–2000. The questionnaire for the Seventh Survey closely resembles the questionnaire for the Sixth United Nations Survey of Crime Trends and Operations of Criminal Justice Systems, which covered the period 1995–1997. The instructions in the paragraphs below should be carefully studied before the questionnaire is completed. Partial replies should be reviewed by the central responding office to ensure that the jurisdictions to which the data refer (for example, national or federal jurisdictions) are clearly defined and that the data are statistically valid. It is important to review the replies in all parts of the questionnaire for consistency.

B. Instructions for completing the questionnaire

5. The questionnaire is compiled in such a way that it can be divided up between different agencies and reassembled in the central responding office before it is returned.
6. Respondents completing the tables are requested to keep the following in mind:
 - (a) If figures provided in one table differ significantly from one year to the next, the discrepancy should be explained in notes to the table;
 - (b) If it is not possible to provide data as classified or defined in a table, an attempt should be made to adjust the data as far as possible and to describe the steps involved in notes to the table or on the facing page;
 - (c) If data are not yet available, provisional data or estimates may be inserted and noted accordingly;
 - (d) If a table can be completed only in part, it should be explained in a note in the appropriate section that the rest of the data are “not available”;
 - (e) If no data at all are available, the words “not yet available”, “not tabulated” or “not collected” as the case may be, should be written in the appropriate space;
 - (f) In most cases, the calendar year should be used as the reporting period. Where some other annual period is used, such as a fiscal year not corresponding to the calendar year, that fact should be noted;
 - (g) Statistics on such matters as criminal justice personnel, court action and the prison population should include data from all levels of government, that is, from the national, state and local authorities.
7. Requests for any clarification or further information in respect of this questionnaire should be addressed to the Director, Centre for International Crime Prevention, Office for Drug Control and Crime Prevention, P.O. Box 500, A-1400 Vienna, Austria. Such requests can also be sent by fax (43-1-26060-5898) or by e-mail (wrhomberg@cicp.un.or.at).

¹ *Global Report on Crime and Justice*, Graeme Newman, Ed. (New York, Oxford University Press, 1999).

I. Police

Definition of terms

1. The definitions below are applicable to many legal codes.
2. “Intentional homicide” may be understood to mean death deliberately inflicted on a person by another person, including infanticide.
3. “Non-intentional homicide” may be understood to mean death not deliberately inflicted on a person by another person. That includes the crime of manslaughter but excludes traffic accidents that result in the death of persons.
4. “Assault” may be understood to mean physical attack against the body of another person, including battery but excluding indecent assault. Some criminal or penal codes distinguish between aggravated assault and simple assault, depending on the degree of resulting injury. If such a distinction is made in your country, please provide the relevant data for aggravated assault under the category “Major assault”. Under the category “Total assault” should be included data on both aggravated assault (i.e., major assault) and simple assault. Please provide the main criterion for distinguishing between aggravated assault and simple assault if such a distinction is made in your country.
5. “Rape” may be understood to mean sexual intercourse without valid consent. Please indicate whether statutory rape is included in the data provided. If, in your country, a distinction is made between sexual assault and actual penetration, please provide relevant information.
6. “Robbery” may be understood to mean the theft of property from a person, overcoming resistance by force or threat of force.
7. “Theft” may be understood to mean the removal of property without the property owner’s consent. “Theft” excludes burglary and housebreaking as well as theft of a motor vehicle. Some criminal and penal codes distinguish between grand and petty theft, depending on the value of the goods and property taken from their rightful owner. If such a distinction is made in your country, please provide the relevant data for grand theft under the category “Major theft”. The category “Total theft” should include data on both grand theft (i.e., major theft) and petty theft. Please provide the main criterion for distinguishing between grand theft and petty theft if such a distinction is made in your country.
8. “Automobile theft” may be understood to mean the removal of a motor vehicle without the consent of the owner of the vehicle.
9. “Burglary” may be understood to mean unlawful entry into someone else’s premises with the intention to commit a crime.
10. “Fraud” may be understood to mean the acquisition of another person’s property by deception. Please indicate whether the fraudulent obtaining of financial property is included in the data provided.
11. “Embezzlement” may be understood to mean the wrongful appropriation of another person’s property that is already in the possession of the person doing the appropriating.
12. “Drug-related crimes” may be understood to mean intentional acts that involve the cultivation, production, manufacture, extraction, preparation, offering for sale, distribution, purchase, sale, delivery on any terms whatsoever, brokerage, dispatch, dispatch in transit, transport, importation, exportation and possession of internationally controlled drugs. Where applicable, reference may be made to the provisions of the Single Convention on Narcotic Drugs of 1961¹ and other regulations adopted in pursuance of the provisions of the Convention on Psychotropic Substances of 1971² and/or the United Nations Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances of 1988.³

¹ United Nations, *Treaty Series*, vol. 520, No. 7515.

² *Ibid.*, vol. 1019, No. 14956.

³ *Official Records of the United Nations Conference for the Adoption of a Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances, Vienna, 25 November-20 December 1988*, vol. I (United Nations publication, Sales No. E.94.XI.5).

13. "Bribery and/or corruption" may be understood to mean requesting and/or accepting material or personal benefits, or the promise thereof, in connection with the performance of a public function for an action that may or may not be a violation of law and/or promising as well as giving material or personal benefits to a public officer in exchange for a requested favor.
14. "Recorded crimes" may be understood to mean the number of penal code offences or their equivalent (i.e., various special law offences), but excluding minor road traffic offences and other petty offences, brought to the attention of the police or other law enforcement agencies and recorded by one of those agencies.
15. "Police personnel or law enforcement personnel" may be understood to mean personnel in public agencies whose principal functions are the prevention, detection and investigation of crime and the apprehension of alleged offenders. If the police are part of the national security force in your country, please try to focus your replies as much as possible on the civil police rather than on the national guard or local militia. If there are many local forces, please provide data on those forces if possible. If police or law enforcement personnel fulfill prosecutorial functions, that fact should be noted in the space below table 1. Data concerning support staff (secretaries, clerks etc.) should be excluded from your replies.
16. If the categories given in paragraphs 2-13 above are not fully compatible with the legal code in your country, please try to adjust the data as far as possible. Alternatively, you may indicate in the space below the table concerned or on the facing page what kinds of crime are included in your statistics that might be comparable to the categories suggested or how the comparable types of crime are defined in your country.

Table 1
Police personnel,¹ by sex, and financial resources, 1998 – 2000

<i>Category</i>	<i>As at 31 December²</i>		
	1998	1999	2000
1.1 Total police personnel			
1.2 Females			
1.3 Males			
1.4 Total police budget/ financial resources (millions of local currency units) ³			

Comments Table 1

¹ Please see the definition of the term “police personnel” in paragraph 15 on page 92.

² If some alternative reference date has to be used, please indicate that date here: _____

³ Total police budget/financial resources should include all monies allocated to the civil police function at the national level, including salaries and fixed assets. When calculating salaries, please include total monies spent on every individual employed in the given area. When calculating fixed assets, please include all monies invested in non-personnel assets, such as buildings, automobiles and office equipment.

Table 2

Crimes recorded in criminal (police) statistics, by type of crime including attempts to commit crimes, 1998 – 2000

<i>Type of crime</i> ⁴	1998	1999	2000
2.1 Total recorded crimes, regardless of type ⁵			
2.2 Intentional homicide: Committed			
2.3 Attempted			
2.4 Committed with a firearm			
2.5 Non-intentional homicide			
2.6 Assault: Major assault			
2.7 Total assault			
2.8 Rape			
2.9 Robbery			
2.10 Theft: Major theft			
2.11 Total theft			
2.12 Automobile theft			
2.13 Burglary			
2.14 Fraud			
2.15 Embezzlement			
2.16 Drug-related crime			
2.17 Bribery and/or corruption			

Source(s) of the data provided in this table: _____

Comments Table 2

⁴ Please see the definitions of the terms in paragraphs 2-13 on pages 91-92.

⁵ Please note that the total number of recorded crimes may be greater than the sum of the numbers given for the individual types of crime listed in the table. The total should not include minor road traffic offences.

Table 3

Persons brought into initial formal contact with the police and/or the criminal justice system, by type of crime, where initial formal contact might include being suspected, arrested, cautioned etc., 1998 – 2000

<i>Type of crime</i> ⁶	1998	1999	2000
3.1 Total persons brought into initial formal contact with the police and/or the criminal justice system, regardless of the type of crime ⁷			
3.2 Intentional homicide: Committed			
3.3 Attempted			
3.4 Committed with a firearm			
3.5 Non-intentional homicide			
3.6 Assault: Major assault			
3.7 Total assault			
3.8 Rape			
3.9 Robbery			
3.10 Theft: Major theft			
3.11 Total theft			
3.12 Automobile theft			
3.13 Burglary			
3.14 Fraud			
3.15 Embezzlement			
3.16 Drug-related crime			
3.17 Bribery and/or corruption			

Source(s) of the data provided in this table: _____

Comments Table 3

⁶ Please see the definition of the terms in paragraphs 2-13 on pages 91- 92.

⁷ Please note that the total number of persons brought into formal contact with the criminal justice system may be greater than the sum of the numbers given for the individual types of crime listed in the table.

Table 4

Persons brought into formal contact with the criminal justice system, by sex and age group, where formal contact might include being suspected, arrested, cautioned etc., 1998 – 2000

<i>Category</i>	1998	1999	2000
4.1 Females			
4.2 Males			
4.3 Adults			
4.4 Female adults			
4.5 Male adults			
4.6 Juveniles			
4.7 Female juveniles			
4.8 Male juveniles			

Source(s) of the data provided in this table: _____

Please provide the definitions of “adult” and “juvenile” that are used in the national criminal justice system:

Adult: _____

Juvenile: _____

Comments Table 4

If, in your opinion, there are some additional explanations that might contribute to a better understanding of the data that you have entered in this part of the questionnaire, please provide those explanations in the space below or on an attached sheet.

II. Prosecution

Definition of terms

1. The definitions below are applicable to many legal codes.
2. “Intentional homicide” may be understood to mean death deliberately inflicted on a person by another person, including infanticide. Please indicate whether certain categories of attempted homicide are charged or prosecuted as “aggravated assault”.
3. “Non-intentional homicide” may be understood to mean death not deliberately inflicted on a person by another person. That includes the crime of manslaughter but excludes traffic accidents that result in the death of persons.
4. “Assault” may be understood to mean physical attack against the body of another person, including battery but excluding indecent assault. Some criminal or penal codes distinguish between aggravated assault and simple assault, depending on the degree of resulting injury. If such a distinction is made in your country, please provide the relevant data for aggravated assault under the category “Major assault”. Under the category “Total assault” should be included data on both aggravated assault (i.e., major assault) and simple assault. Please provide the main criterion for distinguishing between aggravated assault and simple assault if such a distinction is made in your country.
5. “Rape” may be understood to mean sexual intercourse without valid consent. Please indicate whether statutory rape is included in the data provided. If, in your country, a distinction is made between sexual assault and actual penetration, please provide relevant information.
6. “Robbery” may be understood to mean the theft of property from a person, overcoming resistance by force or threat of force.
7. “Theft” may be understood to mean the removal of property without the property owner’s consent. “Theft” excludes burglary and housebreaking as well as theft of a motor vehicle. Some criminal and penal codes distinguish between grand and petty theft, depending on the value of the goods and property taken from their rightful owner. If such a distinction is made in your country, please provide the relevant data for grand theft under the category “Major theft”. The category “Total theft” should include data on both grand theft (i.e., major theft) and petty theft. Please provide the main criterion for distinguishing between grand theft and petty theft if such a distinction is made in your country.
8. “Automobile theft” may be understood to mean the removal of a motor vehicle without the consent of the owner of the vehicle.
9. “Burglary” may be understood to mean unlawful entry into someone else’s premises with the intention to commit a crime.
10. “Fraud” may be understood to mean the acquisition of another person’s property by deception. Please indicate whether the fraudulent obtaining of financial property is included in the data provided.
11. “Embezzlement” may be understood to mean the wrongful appropriation of another person’s property that is already in the possession of the person doing the appropriating.
12. “Drug-related crimes” may be understood to mean intentional acts that involve the cultivation, production, manufacture, extraction, preparation, offering for sale, distribution, purchase, sale, delivery on any terms whatsoever, brokerage, dispatch, dispatch in transit, transport, importation and exportation of internationally controlled drugs. Where applicable, reference may be made to the provisions of the Single Convention on Narcotic Drugs of 1961¹ and other regulations adopted in pursuance of the provisions of the Convention on

¹ United Nations, *Treaty Series*, vol. 520, No. 7515.

Psychotropic Substances of 1971² and/or the United Nations Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances of 1988.³

13. “Bribery and/or corruption” may be understood to mean requesting and/or accepting material or personal benefits, or the promise thereof, in connection with the performance of a public function for an action that may or may not be a violation of law and/or promising as well as giving material or personal benefits to a public officer in exchange for a requested favor.
14. “Prosecution personnel” may be understood to mean a government official whose duty is to initiate and maintain criminal proceedings on behalf of the state against persons accused of committing a criminal offence. In some countries, a prosecutor is a member of a separate agency; in others, a prosecutor is a member of the police or judiciary. Please indicate the title of the agency in your country under which the prosecutor functions. If more than one criminal justice system operates in your country (e.g., federal/provincial systems or civilian/martial systems) please provide separate information about prosecutorial functions in each system. Data concerning support staff (secretaries, clerks etc.) should be excluded.
15. “Persons prosecuted” may be understood to mean alleged offenders prosecuted by means of an official charge, initiated by the public prosecutor or the law enforcement agency responsible for prosecution.
16. If the definitions given in paragraphs 2-13 above are not fully compatible with the legal code in your country, please try to adjust the data as far as possible. Alternatively, you may indicate below the table concerned or on the facing page what kinds of crime are included in your statistics that might be comparable to the categories suggested or how the comparable types of crime are defined in your country.

² Ibid., vol. 1019, No. 14956.

³ *Official Records of the United Nations Conference for the Adoption of a Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances, Vienna, 25 November-20 December 1988*, vol. I (United Nations publication, Sales No. E.94.XI.5).

Table 5
Prosecution personnel,⁸ by sex, and financial resources, 1998 – 2000

<i>Category</i>	<i>As at 31 December⁹</i>		
	1998	1999	2000
5.1 Total prosecution personnel			
5.2 Females			
5.3 Males			
5.4 Total prosecution budget/ financial resources (millions of local currency units) ¹⁰			

Comments Table 5

⁸ Please see the definition of the term “prosecution personnel” in paragraph 14 on page 98.

⁹ If some alternative reference date has to be used, please indicate that date here: _____

¹⁰ Total prosecution budget/financial resources should include all monies allocated to the prosecution function at the national level, including salaries and fixed assets. When calculating salaries, please include total monies spent on every individual employed in the given area. When calculating fixed assets, please include all monies invested in non-personnel assets, such as buildings, automobiles and office equipment.

Table 6
Persons prosecuted, by type of crime, 1998 – 2000

<i>Type of crime</i> ¹¹	1998	1999	2000
6.1 Total persons prosecuted for any type of crime ¹²			
6.2 Intentional homicide: Committed			
6.3 Attempted			
6.4 Committed with a fire arm			
6.5 Non-intentional homicide			
6.6 Assault: Major assault			
6.7 Total assault			
6.8 Rape			
6.9 Robbery			
6.10 Theft: Major theft			
6.11 Total theft			
6.12 Automobile theft			
6.13 Burglary			
6.14 Fraud			
6.15 Embezzlement			
6.16 Drug-related crime			
6.17 Bribery and/or corruption			

Source(s) of the data provided in this table: _____

Comments Table 6

¹¹ Please see the definitions of the terms in paragraphs 2-13 on pages 97-98.

¹² Please note that the total number of persons prosecuted may be greater than the sum of the numbers given for the individual types of crime listed in the table.

Table 7
Persons prosecuted, by sex and age group, 1998 – 2000

<i>Category</i>	1998	1999	2000
7.1 Females			
7.2 Males			
7.3 Adults			
7.4 Female adults			
7.5 Male adults			
7.6 Juveniles			
7.7 Female juveniles			
7.8 Male juveniles			

Source(s) of the data provided in this table: _____

Please provide the definitions of “adult” and “juvenile” that are used in the national criminal justice system:

Adult: _____

Juvenile: _____

Comments Table 7

If, in your opinion, there are some additional explanations that might contribute to a better understanding of the data that you have entered in this part of the questionnaire, please provide those explanations in the space below or on an attached sheet.

III. Courts

Definition of terms

1. The definitions below are applicable to many legal codes.
2. “Intentional homicide” may be understood to mean death deliberately inflicted on a person by another person, including infanticide. Please indicate whether certain categories of attempted homicide are charged or prosecuted as “aggravated assault”.
3. “Non-intentional homicide” may be understood to mean death not deliberately inflicted on a person by another person. That includes the crime of manslaughter but excludes traffic accidents that result in the death of persons.
4. “Assault” may be understood to mean physical attack against the body of another person, including battery but excluding indecent assault. Some criminal or penal codes distinguish between aggravated assault and simple assault, depending on the degree of resulting injury. If such a distinction is made in your country, please provide the relevant data for aggravated assault under the category “Major assault”. Under the category “Total assault” should be included data on both aggravated assault (i.e., major assault) and simple assault. Please provide the main criterion for distinguishing between aggravated assault and simple assault if such a distinction is made in your country.
5. “Rape” may be understood to mean sexual intercourse without valid consent. Please indicate whether statutory rape is included in the data provided. If, in your country, a distinction is made between sexual assault and actual penetration, please provide relevant information.
6. “Robbery” may be understood to mean the theft of property from a person, overcoming resistance by force or threat of force.
7. “Theft” may be understood to mean the removal of property without the property owner’s consent. “Theft” excludes burglary and housebreaking as well as theft of a motor vehicle. Some criminal and penal codes distinguish between grand and petty theft, depending on the value of the goods and property taken from their rightful owner. If such a distinction is made in your country, please provide the relevant data for grand theft under the category “Major theft”. The category “Total theft” should include data on both grand theft (i.e., major theft) and petty theft. Please provide the main criterion for distinguishing between grand theft and petty theft if such a distinction is made in your country.
8. “Automobile theft” may be understood to mean the removal of a motor vehicle without the consent of the owner of the vehicle.
9. “Burglary” may be understood to mean unlawful entry into someone else’s premises with the intention to commit a crime.
10. “Fraud” may be understood to mean the acquisition of another person’s property by deception. Please indicate whether the fraudulent obtaining of financial property is included in the data provided.
11. “Embezzlement” may be understood to mean the wrongful appropriation of another person’s property that is already in the possession of the person doing the appropriating.
12. “Drug-related crimes” may be understood to mean intentional acts that involve the cultivation, production, manufacture, extraction, preparation, offering for sale, distribution, purchase, sale, delivery on any terms whatsoever, brokerage, dispatch, dispatch in transit, transport, importation and exportation of internationally controlled drugs. Where applicable, reference may be made to the provisions of the Single Convention on Narcotic Drugs of 1961 and other regulations adopted in pursuance of the provisions of the Convention on

¹ United Nations, *Treaty Series*, vol. 520, No. 7515.

Psychotropic Substances of 1971² and/or the United Nations Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances of 1988³.

13. "Bribery and/or corruption" may be understood to mean requesting and/or accepting material or personal benefits, or the promise thereof, in connection with the performance of a public function for an action that may or may not be a violation of law and/or promising as well as giving material or personal benefits to a public officer in exchange for a requested favor.
14. "Persons convicted" may be understood to mean persons found guilty by any legal body duly authorized to pronounce them convicted under national law, whether the conviction was later upheld or not. If persons are convicted by any agency other than the courts, please state which agency and provide statistical details in the space provided after tables 10 and 11. In those tables the total number of persons convicted includes the number convicted of serious special law offences but excludes the number convicted of minor road traffic offences and other petty offences.
15. "Professional judges or magistrates" may be understood to mean both full-time and part-time officials authorized to hear civil, criminal and other cases, including in appeal courts, and make dispositions in a court of law. Please include in that category associate judges and magistrates, who may be authorized as above.
16. "Lay judges or magistrates" may be understood to mean persons who perform the same functions as professional judges or magistrates but who do not regard themselves, and are not normally regarded by others, as career members of the judiciary. Data concerning support staff (secretaries, clerks etc.) should be excluded.
17. If the categories given in paragraphs 2-13 above are not fully compatible with the legal code in your country, please try to adjust the data as far as possible. Alternatively, you may indicate below the table concerned or on the facing page what kinds of crime are included in your statistics that might be comparable to the categories suggested or how the comparable types of crime are defined in your country.

² Ibid., vol. 1019, No. 14956.

³ *Official Records of the United Nations Conference for the Adoption of a Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances, Vienna, 25 November-20 December 1988*, vol. I (United Nations publication, Sales No. E.94.XI.5).

Table 8
**Judges, by status and sex, and financial resources, including in appeal courts,
 1998 – 2000**

Category	As at 31 December ¹³		
	1998	1999	2000
8.1 Total professional judges or magistrates ¹⁴			
8.2 Females			
8.3 Males			
8.4 Total lay judges or magistrates ¹⁵			
8.5 Females			
8.6 Males			
8.7 Total court budget/ financial resources (millions of local currency units) ¹⁶			

Comments Table 8

¹³ If some alternative reference date has to be used, please indicate that date here: _____

¹⁴ Please see the definition of the term “professional judges or magistrates” in paragraph 15 on page 103.

¹⁵ Please see the definition of the term “lay judges or magistrates” in paragraph 16 on page 103.

¹⁶ Total court budget/financial resources should include all monies allocated to the judiciary at the national level, including salaries and fixed assets. When calculating salaries, please include total monies spent on every individual employed as a judge in the criminal justice system. When calculating fixed assets, please include all monies invested in non-personnel assets, such as buildings, automobiles and office equipment.

Table 9
Persons brought before the criminal courts, 1998 – 2000

<i>Category</i>	1998	1999	2000
9.1 Total persons brought before the criminal courts			
9.2 Convicted			
9.3 Acquitted			
9.4 Other (please specify): _____ _____ _____			

Comments Table 9

Table 10
Persons convicted in the criminal courts, by type of crime, 1998 – 2000

<i>Type of crime</i> ¹⁷	1998	1999	2000
10.1 Total persons convicted of any type of crime ¹⁸			
10.2 Intentional homicide: Committed			
10.3 Attempted			
10.4 Committed with a firearm			
10.5 Non-intentional homicide			
10.6 Assault: Major assault			
10.7 Total assault			
10.8 Rape			
10.9 Robbery			
10.10 Theft: Major theft			
10.11 Total theft			
10.12 Automobile theft			
10.13 Burglary			
10.14 Fraud			
10.15 Embezzlement			
10.16 Drug-related crime			
10.17 Bribery and/or corruption			

Source(s) of the data provided in this table: _____

Comments Table 10

¹⁷ Please see the definitions of the terms in paragraphs 2-13 on pages 102-103.

¹⁸ Please note that the total number of persons convicted may be greater than the sum of the figures given for the individual types of crime listed in the table.

Table 11
Adults convicted of any type of crime, by number and type of sentence, 1998 – 2000

<i>Type of sentence</i> ¹⁹	1998	1999	2000
11.1 Total adults ²⁰ convicted, regardless of type of sentence			
11.2 Death penalty ²¹			
11.3 Corporal punishment ²²			
11.4 Life imprisonment ²³			
11.5 Deprivation of liberty ²⁴			
11.6 Control in freedom ²⁵			
11.7 Warning or admonition ²⁶			
11.8 Fine ²⁷			
11.9 Community service order ²⁸			

Comments Table 11

¹⁹ If there is more than one sentence per adult convicted, please count the most severe sentence.

²⁰ See definition of adult on table 12.

²¹ “Death penalty” may be understood to mean any sentence in which the convicted person is to be legally deprived of life. The death penalty may be carried out by any one of a variety of means, including electrocution, hanging, firing squad, lethal injection or stoning.

²² “Corporal punishment” may be understood to mean any sentence in which the convicted person’s body is to be subjected to physical pain, such as, among other things, flogging, mutilation, electric shock or branding.

²³ “Life imprisonment” may be understood to mean any sentence in which the convicted person is to be deprived of liberty in an institution of any kind for the duration of his or her natural life.

²⁴ “Deprivation of liberty” may be understood to mean various forms of detention, including security measures, combined or split sentences (where at least one part of the sentence involves deprivation of liberty) or any other sanction in which the person is forced to stay at least one night in an institution of any kind, whereby the period of detention is fixed at some interval short of the natural life span of the convicted person (i.e., a determinate sentence).

²⁵ Including probation orders, electronic monitoring, conditional sentences with additional supervision requirements and other forms of so-called controlled liberty (i.e., where the person is required to fulfill special requirements with regard to supervision).

²⁶ Including suspended sentences, conditional sentences, findings of guilt without sanctions, formal admonitions, formal warnings, imposing of duties without control, conditional dismissals, and conditional discharges.

²⁷ “Fines” may be understood to mean all sentences that involve paying a sum of money and may include punitive measures as well as compensation and restitution.

²⁸ “Community service orders” may be understood to mean sentences in which the convicted person is expected to perform some activity that provides some benefit to the community.

Table 12
Persons convicted in the criminal courts, by sex and age group, 1998 – 2000

<i>Category</i>	1998	1999	2000
12.1 Females			
12.2 Males			
12.3 Adults			
12.4 Female adults			
12.5 Male adults			
12.6 Juveniles			
12.7 Female juveniles			
12.8 Male juveniles			

Source(s) of the data provided in this table: _____

Please provide the definitions of “adult” and “juvenile” that are used in the national criminal justice system:

Adult: _____

Juvenile: _____

Comments Table 12

If, in your opinion, there are some additional explanations that might contribute to a better understanding of the data that you have entered in this part of the questionnaire, please provide those explanations in the space below or on an attached sheet.

IV. Prisons/penal institutions

Definition of terms

1. The definitions below are applicable to many legal codes.
2. “Prisons, penal institutions or correctional institutions” may be understood to mean all public and privately financed institutions where persons are deprived of their liberty. The institutions may include, but are not limited to, penal, correctional, or psychiatric facilities under prison administration.
3. “Prison staff” may be understood to mean all individuals employed in penal or correctional institutions, including management, treatment, custodial and other (maintenance, food service etc.) personnel.
4. If the categories given in paragraphs 2 and 3 above are not fully compatible with the legal code in your country, please try to adjust the data as far as possible. Alternatively, you may indicate below the table concerned or on the facing page what kinds of crime are included in your statistics that might be comparable to the categories suggested or how the comparable types of crime are defined in your country.

Table 13
Adult prisons, penal institutions or correctional institutions , 1998 – 2000

<i>Item</i>	<i>As at 31 December</i> ²⁹		
	1998	1999	2000
13.1 Adult prisons, penal institutions or correctional institutions ³⁰ (excluding temporary jail lock-ups)			
13.2 Places (beds) available			

Comments Table 13

Table 14
Juvenile prisons, penal institutions or correctional institutions , 1998 – 2000

<i>Item</i>	<i>As at 31 December</i> ³¹		
	1998	1999	2000
14.1 Juvenile prisons, penal institutions or correctional institutions ³⁰ (excluding temporary jail lock-ups)			
14.2 Places (beds) available			

Comments Table 14

²⁹ If some alternative reference date has to be used, please indicate that date here: _____

³⁰ Please see the definition of the term “prisons and penal or correctional institutions” in paragraph 2 on page 109.

³¹ If some alternative reference date has to be used, please indicate that date here: _____

Table 15

Staff of adult or juvenile prisons, penal institutions or correctional institutions³², by sex, and financial resources, 1998 – 2000

<i>Category of prison staff³³ members</i>	<i>As at 31 December³⁴</i>		
	1998	1999	2000
15.1 Total staff of adult prisons			
15.2 Females			
15.3 Males			
15.4 Total staff of juvenile prisons			
15.5 Females			
15.6 Males			
15.7 Total prison budget/ financial resources, for adult and juvenile institutions (millions of local currency units) ³⁵			

Comments Table 15

³² Please see the definition of the term “prisons and penal or correctional institutions” in paragraph 2 on page 109.

³³ Please see the definition of the term “prison staff” in paragraph 3 on page 109.

³⁴ If some alternative reference date has to be used, please indicate that date here: _____

³⁵ Total prison budget/financial resources should include all monies allocated to prison staff in both adult and juvenile facilities, including salaries and fixed assets. When calculating salaries, please include total monies spent on every individual employed as a prison staff member in the criminal justice system. When calculating fixed assets, please include all monies invested in non-personnel assets, such as buildings, automobiles and office equipment.

Table 16
Persons incarcerated, by category of incarceration, selected day, 1998 – 2000

<i>Category of incarceration</i>	<i>Selected day of the year³⁶:</i> _____		
	1998	1999	2000
16.1 Total persons incarcerated ³⁷			
16.2 Awaiting first trial or adjudication ³⁸			
16.3 Sentenced			
16.4 Administrative detention			
16.5 For non-payment of penal fine			
16.6 Civil law incarceration			

Comments Table 16

³⁶ The population of incarcerated persons awaiting trial or adjudication and/or imprisoned offenders on one selected day should be given, preferably a day that may be considered typical for the year.

³⁷ The total number of persons incarcerated should not include the number of persons detained due to public intoxication. Please note that the total number of persons incarcerated may be greater than the sum of the figures given for the other categories of incarceration listed in the table.

³⁸ Please indicate whether the figure in the category “Awaiting first trial or adjudication” includes persons who were sentenced in the court of first instance but appealed the verdict: Yes____No_____.

Table 17

Adult prisoners: time spent in prison awaiting trial, 1998 – 2000

<i>Length of detention (months)</i>	1998	1999	2000
17.1 Average length of time spent in months in prison awaiting trial ³⁹ , for all offences.			

Comments Table 17

Table 18

Adult prisoners: time actually served in prison after conviction, 1998 – 2000

<i>Length of detention (months)</i>	1998	1999	2000
18.1 Average length of time in months actually served in prison			

Comments Table 18

³⁹ “Time spent in prison awaiting trial” may be understood to mean the time spent in custody (e.g., police custody, remand prison) between the time of arrest or apprehension and the time of pronouncement of guilt or innocence by a criminal court or other legal body duly authorized to make such a finding by national law, irrespective of whether the decision was later upheld or not.

Table 19
Persons on probation⁴⁰, by age group, selected day, 1998 – 2000

<i>Category</i>	<i>Selected day of the year⁴¹: _____</i>		
	1998	1999	2000
19.1 Total persons on probation			
19.2 Adults			
19.3 Juveniles			

Comments Table 19

Table 20
Persons on parole⁴², by age group, selected day, 1998 – 2000

<i>Category</i>	<i>Selected day of the year⁴³: _____</i>		
	1998	1999	2000
20.1 Total persons on parole			
20.2 Adults			
20.3 Juveniles			

Comments Table 20

⁴⁰ “Probation” may be understood to mean a procedure whereby an individual found guilty of a crime is released by the court without imprisonment and is placed under the supervision of an official.

⁴¹ The population of persons on probation on one selected day should be given, preferably a day that may be considered typical for the year.

⁴² “Parole” may be understood to mean conditional release of a prisoner whereby the individual is allowed to serve the remainder of the sentence outside the prison, assuming that all the terms of that release are met.

⁴³ The population of persons on parole on one selected day should be given, preferably a day that may be considered typical for the year.

Table 21
Convicted prisoners, by sex and age group, selected day, 1998 – 2000

<i>Category</i>	<i>Selected day of the year⁴⁴:</i> _____		
	1998	1999	2000
21.1 Total convicted Females			
21.2 Total convicted Males			
21.3 Adult convicted prisoners			
21.4 Female adults			
21.5 Male adults			
21.6 Juvenile convicted prisoners			
21.7 Female juveniles			
21.8 Male juveniles			
21.9 Convicted prisoners who are citizens of other countries			

Please provide the definitions of “adult” and “juvenile” that are used in the national criminal justice system:

Adult: _____

Juvenile: _____

Comments Table 21

If, in your opinion, there are some additional explanations that might contribute to a better understanding of the data that you have entered in this part of the questionnaire, please provide those explanations in the space below or on an attached sheet.

⁴⁴ The population of persons on parole on one selected day should be given, preferably a day that may be considered typical for the year.

H. Questionnaire for the 2000 International Crime Victim Survey

(Version used in face-to-face interview)

UNICRI
UNITED NATIONS INTERREGIONAL CRIME AND JUSTICE RESEARCH INSTITUTE

The International Crime Victim Survey Questionnaire

Cities: Main survey (2000)

INTERVIEWER OBSERVATIONS

City
Size (population)

RESPNUM |_|_|_|_|

CODE INTERVIEWER |_|_|

REGION |__|_|_|

AREA

- (1) Higher status residential area
- (2) Middle status residential area
- (3) Lower status residential area

TYPE OF DWELLING

- (1) Flat/apartment/maisonette
- (2) House
- (3) "Shanties"
- (4) Institution (hospital,
house for the elderly)
- (5) Other

SEX OF INTERVIEWER

- (1) Male
- (2) Female

SUMMARY INFORMATION ABOUT RESPONDENT SELECTION AND PARTICIPATION

<<INTERVIEWER: TO BE FILLED IN EITHER AFTER COMPLETION OF THE INTERVIEW
OR UPON REFUSAL/IMPOSSIBILITY TO CARRY IT OUT>>

NUMBER OF VISITS (insert actual number) |__|

DECISION TO PARTICIPATE IN THE INTERVIEW

- (1) yes ----> GO TO MOTIVATION
- (2) no ----> GO TO REFUSED INTERVIEW

REFUSED INTERVIEW: REASONS FOR NOT PARTICIPATING

- (1) the address does not exist
- (2) no household address
- (3) nobody at home
- (4) household: refused because of lack of time
- (5) household: refused because of previous bad experiences
- (6) household: refused because does not participate in interviews
in general
- (7) household: refused this interview because of the subject
- (8) other reasons (SPECIFY)

<<INCLUDE CASES WHETHER THE INTERVIEW WAS TERMINATED BEFORE
ITS COMPLETION>>

MOTIVATION FOR PARTICIPATION

- (1) very good
 - (2) good
 - (3) bad
-

INTERVIEWER INTRODUCTION

- A. I am an interviewer from We are holding a survey at the request of the United Nations about the problems of crime.

The survey is part of an international project which is being done in many major countries. May I ask you a few questions? This interview won't take much of your time. Your answers will, of course, be treated confidentially and anonymously.

- B. << INT.: IF RESPONDENT IS SUSPICIOUS OR DOUBTFUL >>

If you want to check whether this survey is done for the United Nations or if you would like more information, I can give you the phone-number of someone at my office or at the office of the Police/Police Commissioner.

- C. << INT.: IF RESPONDENT ASKS FOR THAT NUMBER >>

His/her telephone is

- D. In order to determine which person in your household I should interview, I would like to know how many people there are in your household.

<< INT.: YOU MUST INCLUDE RESPONDENT AND ANY CHILDREN. NOTE THAT A HOUSEHOLD IS DEFINED AS PERSONS SHARING SAME ADDRESS AND EATING FROM THE SAME KITCHEN)

- | | |
|---------------|-------------------------|
| (1) 1 person | (6) 6 persons |
| (2) 2 persons | (7) 7 persons |
| (3) 3 persons | (8) 8 persons |
| (4) 4 persons | (9) 9 persons |
| (5) 5 persons | (10) 10 persons or more |
-

- E. And how many of these are aged 16 or over?

- | | |
|---------------|-------------------------|
| (1) 1 person | (6) 6 persons |
| (2) 2 persons | (7) 7 persons |
| (3) 3 persons | (8) 8 persons |
| (4) 4 persons | (9) 9 persons |
| (5) 5 persons | (10) 10 persons or more |
-

- F. Could I now interview the person in your household aged 16 or more whose birthday is next?

<< INT.: IF PERSON AVAILABLE: NOTE DOWN SEX OF SELECTED RESPONDENT >>

- (1) male
(2) female

<< INT.: IF SAME PERSON AVAILABLE GO TO QUESTION 1 >>

IF DIFFERENT PERSON, GO TO QUESTION H

IF OTHER PERSON, BUT HE/SHE IS NOT AVAILABLE AT THIS MOMENT, GO TO QUESTION G

- G. << INT.: IF NOT AVAILABLE >>

Can you tell me at what time I have the best chance of getting him/her?

<< INT.: IF SELECTED RESPONDENT IS DIFFERENT FROM THE FIRST PERSON CONTACTED IN THE HOUSEHOLD >>

- H. I am an interviewer from We are holding a survey at the request of the United Nations about the problems of crime.

This survey is part of an international project which is being done in all major countries. May I ask you a few general questions? This interview won't take much of your time. Your answers will, of course, be treated confidentially and anonymously.

1. To start with, could you give me a little information about yourself and your household. This is to help us understand better the results of the survey. First of all, could you Tell me the year in which you were born?
<< INT.: RECORD YEAR >>

19 | _ | _ |

2. How long have you yourself lived in this area?
(1) less than one year
(2) one year - less 5 years
(3) 5 years - less 10 years
(4) 10 years or more

3. May I ask your marital status?
(1) single
(2) married
(3) living with someone as a couple
(4) divorced/separated
(5) widow/widower

4. How would define your level of education?
(1) no education ---> GO TO Q5
(2) less than primary
(3) primary
(4) secondary
(5) college
(6) higher education/university

4a. How many years of formal school and any higher education did you have?
<< INT.: RECORD NUMBER OF YEARS >>
<< INT.: COUNT PRIMARY SCHOOL, SECONDARY SCHOOL, COLLEGE AND UNIVERSITY COURSES >>

| _ | _ |

5. How would you describe your current occupational position. Are you working, keeping house, going to school or college? Or are your retired, unemployed but looking for work?
(1) working
(2) looking for work (unemployed)
(3) keeping home (homemaker)
(4) retired, disabled
(5) going to school/college
(6) other (SPECIFY)

6. Could you please tell me whether the income of your whole household, after deductions for tax etc., is below or above <median income - xxx>.
<< INT.: TAKE INTO ACCOUNT THE NET INCOME, I.E., THE AMOUNT PEOPLE GET ON THEIR PAYCHECK >>
(1) below xxx ---> GO TO Q6a
(2) above xxx ---> GO TO Q6b
(3) don't know ---> GO TO Q6c

6a. Is it higher or lower than <bottom 24% limit - yyy>?
(1) higher than yyy ---> GO TO Q6d
(2) lower than yyy ---> GO TO Q6d
(3) don't know ---> GO TO Q6d

6b. Is it higher or lower than <upper 24% limit - zzz>?

- (1) higher than zzz ----> GO TO Q6d
 - (2) lower than zzz ----> GO TO Q6d
 - (3) don't know ----> GO TO Q6d
-

6c. Could I ask you how well-off your household is. Do you consider the household to be:
<< INT. READ OUT >>

- (1) considerably/a lot better off than most households
 - (2) slightly better off than most households
 - (3) slightly worse off than most households
 - (4) considerably/a lot worse off than most households
-

6d. How do you feel about the level of your household income.
Are you satisfied with it, fairly satisfied, dissatisfied or very dissatisfied?

- (1) satisfied
 - (2) fairly satisfied
 - (3) dissatisfied
 - (4) very dissatisfied
-

7. To what religious group do you consider yourself to belong?

- (1) religious group 1
 - (2) religious group 2
 - (3) religious group 3
 - (4) religious group 4
 - (5) religious group 5
 - (6) religious group 6
 - (7) religious group 7
 - (8) religious group 8
 - (9) religious group 9
 - (10) religious group 0
 - (11) other
 - (12) none
-

8. I now want to turn to the subject of crime. Has the topic of crime come up in any conversation you have had with your family, friends or colleagues in the last two weeks?

- (1) yes ----> GO TO Q8a
 - (2) no ----> GO TO Q9
-

8a. What was it that you talked about?

.....
.....
.....

I now want to ask you about crimes you or your household may have experienced during the past five years.
Please note I am only interested in offences which you and people who live with you have experienced.
It is sometimes difficult to remember such incidents so I will read the questions slowly and I would like you to think carefully about them. I shall start with some questions about crimes involving cars, and so I need to ask you about car ownership.

OWNERSHIP OF CARS

9. Over the past five years, has anyone in your household had for private use any car, van or truck?
- (1) yes ---> GO TO Q9a
(2) no ---> GO TO Q13

- 9a. IF YES. How many most of the time?
<< INT.: COUNT TOTAL NUMBER OF VEHICLES OWNED AT THE SAME TIME >>
- (1) one
(2) two
(3) three
(4) four
(5) five or more

THEFT OF CARS

10. << INT.: IF CARS/VAN/TRUCKS >>
Over the past five years have you or other members of your household had any of their cars/vans/trucks stolen? Please take your time to think about it.
- (1) yes ---> GO TO Q10a
(2) no ---> GO TO Q11
(3) don't know ---> GO TO Q11

- 10a. When did this happen? Was this ... << INT.: READ OUT >>
- (1) this year ---> GO TO Q11
(2) last year (1999) ---> GO TO Q10b
(3) before then ---> GO TO Q11
(4) don't know/can't remember ---> GO TO Q11

- 10b. << INT.: IF 1999 >> How often did it happen in 1999?
- (1) once
(2) twice
(3) three times
(4) four times
(5) five times or more
(6) don't know

THEFT FROM CARS

11. Over the past five years have you or have members of your household been the victim of a theft of a car radio, or something else which was left in your car, or theft of a part of the car, such as a car mirror or wheel?
<<INT.: VANDALISM MUST NOT BE REPORTED HERE, BUT UNDER QUESTION 12; IF THE CAR ITSELF WAS STOLEN AS WELL AS THINGS FROM THE CAR, THESE THEFTS MUST NOT BE REPORTED HERE >>
- (1) yes ---> GO TO Q11a
(2) no ---> GO TO Q12
(3) don't know ---> GO TO Q12

11a. When did this happen? Was this ... << INT.: READ OUT >>

- (1) this year ---> GO TO Q12
 - (2) last year (1999) ---> GO TO Q11b
 - (3) before then ---> GO TO Q12
 - (4) don't know/can't remember ---> GO TO Q12
-

11b. << INT.: IF 1999 >> How often did it happen in 1999?

- (1) once
 - (2) twice
 - (3) three times
 - (4) four times
 - (5) five times or more
 - (6) don't know
-

CAR VANDALISM

12. Apart from thefts, have parts of any of the cars/vans/trucks belonging to your household been deliberately damaged (vandalized) over the past five years?

<< INT.: IF PERSON THINKS THE DAMAGE WAS DELIBERATE, IT WILL COUNT.
TRAFFIC ACCIDENTS SHOULD NOT BE REPORTED >>

- (1) yes ---> GO TO Q12a
 - (2) no ---> GO TO Q13
 - (3) don't know ---> GO TO Q13
-

12a. When did this happen? Was this ... << INT.: READ OUT >>

- (1) this year ---> GO TO Q13
 - (2) last year (1999) ---> GO TO Q12b
 - (3) before then ---> GO TO Q13
 - (4) don't know/can't remember ---> GO TO Q13
-

12b. << INT.: IF 1999 >> How often did it happen in 1999?

- (1) once
 - (2) twice
 - (3) three times
 - (4) four times
 - (5) five times or more
 - (6) don't know
-

OWNERSHIP OF MOTORCYCLES

13. Has anyone in your household owned a moped, motor scooter, or motorcycle over the past five years?

- (1) yes ---> GO TO Q13a
 - (2) no ---> GO TO Q15
-

13a. IF YES. How many most of the time?

<< INT.: COUNT TOTAL NUMBER OF MOTORCYCLES OWNED AT THE SAME TIME >>

- (1) one
 - (2) two
 - (3) three
 - (4) four
 - (5) five or more
-

THEFT OF MOPED, MOTOR SCOOTER, MOTORCYCLE

14. Over the past five years have you or other members of your household had any of their mopeds/scooters/motorcycles stolen?
- (1) yes ---> GO TO Q14a
 - (2) no ---> GO TO Q15
 - (3) don't know ---> GO TO Q15
-

- 14a. When did this happen? Was this ... << INT.: READ OUT >>
- (1) this year ---> GO TO Q15
 - (2) last year (1999) ---> GO TO Q14b
 - (3) before then ---> GO TO Q15
 - (4) don't know/can't remember ---> GO TO Q15
-

- 14b. << INT.: IF 1999 >> How often did it happen in 1999?
- (1) once
 - (2) twice
 - (3) three times
 - (4) four times
 - (5) five times or more
 - (6) don't know
-

OWNERSHIP OF BICYCLES

15. Has anyone in your household owned a bicycle over the past five years?
- (1) yes ---> GO TO Q15a
 - (2) no ---> GO TO Q17
-

- 15a. IF YES. How many most of the time?
<< INT.: COUNT TOTAL NUMBER OF BICYCLES OWNED AT THE SAME TIME >>
- (1) one
 - (2) two
 - (3) three
 - (4) four
 - (5) five or more
-

THEFT OF BICYCLES

16. Over the past five years have you or other members of your household had any of their bicycles stolen?
<< INT.: INCLUDE CHILDREN'S BICYCLES >>
- (1) yes ---> GO TO Q16a
 - (2) no ---> GO TO Q17
 - (3) don't know ---> GO TO Q17
-

- 16a. When did this happen? Was this ... << INT.: READ OUT >>
- (1) this year ---> GO TO Q17
 - (2) last year (1999) ---> GO TO Q16b
 - (3) before then ---> GO TO Q17
 - (4) don't know/can't remember ---> GO TO Q17
-

- 16b. << INT.: IF 1999 >> How often did it happen in 1999?
- (1) once
 - (2) twice
 - (3) three times
 - (4) four times
 - (5) five times or more
 - (6) don't know
-

ALL RESPONDENTS

BURGLARY

17. Over the past five years, did anyone actually get into your house or flat without permission and steal or try to steal something? I am not including here thefts from garages, sheds or lock-ups.

<< INT.: INCLUDE CELLARS, DO NOT COUNT BURGLARIES IN SECOND HOUSES >>

- (1) yes ---> GO TO Q17a
 - (2) no ---> GO TO Q18
 - (3) don't know ---> GO TO Q18
-

17a. When did this happen? Was this ... << INT.: READ OUT >>

- (1) this year ---> GO TO Q18
 - (2) last year (1999) ---> GO TO Q17b
 - (3) before then ---> GO TO Q18
 - (4) don't know/can't remember ---> GO TO Q18
-

17b. << INT.: IF 1999 >> How often did it happen in 1999?

- (1) once
 - (2) twice
 - (3) three times
 - (4) four times
 - (5) five times or more
 - (6) don't know
-

ATTEMPTED BURGLARY

18. Apart from this, over the past five years, do you have any evidence that someone tried to get into your house or flat unsuccessfully. For example, damage to locks, doors or windows, or scratches around the lock?

- (1) yes ---> GO TO Q18a
 - (2) no ---> GO TO Q19
 - (3) don't know ---> GO TO Q19
-

18a. When did this happen? Was this ... << INT.: READ OUT >>

- (1) this year ---> GO TO Q19
 - (2) last year (1999) ---> GO TO Q18b
 - (3) before then ---> GO TO Q19
 - (4) don't know/can't remember ---> GO TO Q19
-

18b. << INT.: IF 1999 >> How often did it happen in 1999?

- (1) once
 - (2) twice
 - (3) three times
 - (4) four times
 - (5) five times or more
 - (6) don't know
-

ALL RESPONDENTS

Next I want to ask you some questions about what may have happened to you personally. Things that you have mentioned already or which happened to other members of your household must not be mentioned now.

ROBBERY

19. Over the past five years has anyone taken something from you, by using force, or threatening you? Or did anyone try do to so?

<< INT.: PICKPOCKETING MUST BE REPORTED UNDER Q20 >>

- (1) yes ---> GO TO Q19a
 - (2) no ---> GO TO Q20
 - (3) don't know ---> GO TO Q20
-

19a. When did this happen? Was this ... << INT.: READ OUT >>

- (1) this year ---> GO TO Q20
 - (2) last year (1999) ---> GO TO Q19b
 - (3) before then ---> GO TO Q20
 - (4) don't know/can't remember ---> GO TO Q20
-

19b. << INT.: IF 1999 >> How often did it happen in 1999?

- (1) once
 - (2) twice
 - (3) three times
 - (4) four times
 - (5) five times or more
 - (6) don't know
-

PERSONAL THEFTS

<< INT.: READ SLOWLY >>

20. Apart from theft involving force, there are many other types of theft of personal property, such as pick pocketing or the theft of a purse, wallet, clothing, jewellery, sports equipment at one's work, at school, in a pub, on public transport, on the beach or in the street. Over the past five years, have you personally been the victim of any of these thefts?

- (1) yes ---> GO TO Q20a
 - (2) no ---> GO TO Q21
 - (3) don't know ---> GO TO Q21
-

20a. When did this happen? Was this ... << INT.: READ OUT >>

- (1) this year ---> GO TO Q21
 - (2) last year (1999) ---> GO TO Q20b
 - (3) before then ---> GO TO Q21
 - (4) don't know/can't remember ---> GO TO Q21
-

20b. << INT.: IF 1999 >> How often did it happen in 1999?

- (1) once
 - (2) twice
 - (3) three times
 - (4) four times
 - (5) five times or more
 - (6) don't know
-

ALL RESPONDENTS

I would now like to ask you some questions about crimes of violence of which you personally may have been the victim.

SEXUAL OFFENCES

WOMEN ONLY, MEN GO TO Q22

21. First, a rather personal question. People sometimes grab, touch or assault others for sexual reasons in a really offensive way. This can happen either at home or elsewhere, for instance in a pub, the street, at school, on public transport, in cinemas, on the beach or at one's workplace.

Over the past five years has anyone done this to you? Please take your time to think about it.

<< INT.: INCLUDE DOMESTIC SEXUAL ABUSE >>

- | | | |
|----------------|-----|------------|
| (1) yes | --- | GO TO Q21a |
| (2) no | --- | GO TO Q22 |
| (3) don't know | --- | GO TO Q22 |

21a. When did this happen? Was this ... << INT.: READ OUT >>

- | | | |
|-------------------------------|-----|------------|
| (1) this year | --- | GO TO Q22 |
| (2) last year (1999) | --- | GO TO Q21b |
| (3) before then | --- | GO TO Q22 |
| (4) don't know/can't remember | --- | GO TO Q22 |

21b. << INT.: IF 1999 >> How often did it happen in 1999?

- | |
|------------------------|
| (1) once |
| (2) twice |
| (3) three times |
| (4) four times |
| (5) five times or more |
| (6) don't know |

ASSAULTS/THREATS

ALL RESPONDENTS

22. Apart from the incidents just covered, have you over the past five years been personally attacked or threatened by someone in a way that really frightened you either at home or elsewhere, such as in a pub, in the street, at school, on public transport, on the beach, or at your workplace?

<< INT.: INCLUDE HERE DOMESTIC ASSAULTS AND SEXUAL VIOLENCE AGAINST MEN, IF MENTIONED BY RESPONDENT >>

- | | | |
|----------------|-----|------------|
| (1) yes | --- | GO TO Q22b |
| (2) no | --- | GO TO Q22a |
| (3) don't know | --- | GO TO Q22a |

-
- 22a. Take your time to consider. An incident of this sort might also have involved your partner, family member or a close friend. So apart from incidents already covered, have you in the past five years been personally attacked or threatened by someone you know in a way that really frightened you?

- | | | | |
|----|------------|-----|-----------------|
| 1) | Yes | --- | GO TO Q22b |
| 2) | No | --- | TO CODING SHEET |
| 3) | don't know | --- | TO CODING SHEET |
| 4) | refusal | --- | TO CODING SHEET |
-

22b. When did this happen? Was this ... << INT.: READ OUT >>

- | | | |
|-------------------------------|-----|-----------------|
| (1) this year | --- | TO CODING SHEET |
| (2) last year (1999) | --- | GO TO Q22c |
| (3) before then | --- | TO CODING SHEET |
| (4) don't know/can't remember | --- | TO CODING SHEET |

22c. << INT.: IF 1999 >> How often did it happen in 1999?

- (1) once
- (2) twice
- (3) three times
- (4) four times
- (5) five times or more
- (6) don't know

<< INT.: GO TO INTERVIEWER OFFENCE CODING SHEET >>

INTERVIEWER:

CHECK EACH OFFENCE ONE BY ONE AND NOTE DOWN ON OFFENCE CODING SHEET.

IF VICTIM WITHIN 5 YEARS, GO TO QUESTION AS INDICATED IN LAST COLUMN.

e.g., If victim of car theft, go to Q 23.

IF VICTIM WITHIN LAST FIVE YEARS OF MORE THAN ONE OFFENCE, WORK THROUGH QUESTIONS IN ORDER

e.g., If victim of bicycle theft and a robbery, go to Q27 and work through to Q27b.
Then, checking this sheet again, go to Q30 and work through to Q30p.

AFTER CHECKING ALL THROUGH THIS CODING SHEET AND COMPLETING DETAILS OF ALL OFFENCES,
GO TO Q34.

Could I now go back to ask you about the crimes you said that happened to you or your household.

VICTIMS OF THEFT OF CAR (yes at Q10)

<< INT.: IF VICTIM MORE THAN ONCE, ASK ABOUT THE LAST TIME WITHIN THE PAST FIVE YEARS THAT THIS EVER HAPPENED >>

23. First of all you mentioned the theft of a car within the last five years. (The last time) did this incident happen at your own home, near your own home, at work, elsewhere in your city or local area, elsewhere in the country or abroad?

<< INT. IF VICTIM MORE THAN ONCE IN THE PAST FIVE YEARS, ASK ABOUT THE LAST TIME IT HAPPENED>>

<< INT. INCLUDE INCIDENTS THAT TOOK PLACE IN GARAGES, SHEDS, DRIVEWAYS, ETC. AS CODE 1 >>

- 1) at home
- 2) near own home
- 3) at the workplace
- 4) elsewhere in the city or local area
- 5) elsewhere in the country
- 6) abroad
- 7) don't know

23a. (The last time) was the car/van ever recovered?

- (1) yes
- (2) no
- (3) don't know

23b. (The last time) did you or anyone else report the incident to the police?

- (1) yes
- (2) no
- (3) don't know

23c. Taking everything into account, how serious was the incident for you or your household. Was it very serious, somewhat serious, or not very serious?

- (1) very serious
 - (2) somewhat serious
 - (3) not very serious
- CHECK OFFENSE
CODING SHEET

VICTIMS OF THEFT FROM CAR (yes at Q11)

<< INT.: IF VICTIM MORE THAN ONCE, ASK ABOUT THE LAST TIME WITHIN THE PAST FIVE YEARS THAT THIS EVER HAPPENED >>

24. You said you had been the victim of a theft from a car within the last five years. (The last time) did this incident happen at your own home, near your own home, at work, elsewhere in your city or local area, elsewhere in the country or abroad?

<< INT. IF VICTIM MORE THAN ONCE IN THE PAST FIVE YEARS, ASK ABOUT THE LAST TIME IT HAPPENED>>

<< INT. INCLUDE INCIDENTS THAT TOOK PLACE IN GARAGES, SHEDS, DRIVEWAYS, ETC. AS CODE 1 >>

- 1) at home
 - 2) near own home
 - 3) at the workplace
 - 4) elsewhere in the city or local area
 - 5) elsewhere in the country
 - 6) abroad
 - 7) don't know
-

24a. (The last time) did you or anyone else report that incident to the police?

- (1) yes ---> GO TO 24b
- (2) no ---> GO TO Q24e
- (3) don't know ---> GO TO Q24f

<< INT. IF YES, NOTE WHETHER THE REPORT WAS MADE BY THE RESPONDENT OR SOMEBODY ELSE AND ADJUST QUESTION ACCORDINGLY>>

24b. << INT.: IF YES >> Why did you (they) report it to the police?

<< INT.: MULTIPLE RESPONSES ALLOWED >>

<< INT.: IF NO CLEAR ANSWER: Can you tell me a little more?

- (1) To recover property
- (2) For insurance reasons
- (3) Crimes should be reported/serious event
- (4) Wanted offender to be caught/punished
- (5) To stop it happening again
- (6) To get help
- (7) To get compensation from the offender
- (8) Other

24c. On the whole, were you (were they) satisfied with the way the police dealt with your (their) report?

- (1) yes (satisfied) ---> GO TO Q24f
- (2) no (dissatisfied) ---> GO TO Q24d
- (3) don't know ---> GO TO Q24f

24d. << INT.: IF DISSATISFIED (Q24c = 2)

For what reason were you (they) dissatisfied? You can give more than one reason.

- (1) didn't do enough
- (2) were not interested
- (3) didn't find or apprehend the offender
- (4) didn't recover my property (goods)
- (5) didn't keep me properly informed
- (6) didn't treat me correctly/were impolite
- (7) were slow to arrive
- (8) other reasons (PLEASE SPECIFY)
-
- (9) don't know

GO TO Q24f

24e. << INT.: IF NOT >> Why didn't you or no-one else report it?

<< INT.: MULTIPLE RESPONSES ALLOWED >>

<< INT.: IF NO CLEAR ANSWER: Can you tell me a little more?

- (1) not serious enough/no loss/kid's stuff
- (2) solved it myself/perpetrator known to me
- (3) inappropriate for police/police not necessary
- (4) reported to other public or private agencies
- (5) my family solved it
- (6) no insurance
- (7) police could do nothing/lack of proof
- (8) police won't do anything about it
- (9) fear/dislike of the police/no involvement wanted with police
- (10) didn't dare (for fear of reprisal)
- (11) other reasons (SPECIFY)
-
- (12) don't know

24f. Taking everything into account, how serious was the incident for you or your household.
Was it very serious, somewhat serious, or not very serious?

- (1) very serious
 - (2) somewhat serious
 - (3) not very serious
- CHECK OFFENSE
CODING SHEET
-

VICTIMS OF DAMAGE/VANDALISM TO CAR (yes at Q12)

<< INT.: IF VICTIM MORE THAN ONCE, ASK ABOUT THE LAST TIME WITHIN THE PAST FIVE YEARS THAT THIS EVER HAPPENED >>

25. The damage that you mentioned was done to your vehicle in the last five years.
(The last time) did this incident happen at your own home, near your own home, at work, elsewhere in your city or local area, elsewhere in the country or abroad?

<< INT. IF VICTIM MORE THAN ONCE IN THE PAST FIVE YEARS, ASK ABOUT THE LAST TIME IT HAPPENED >>

<< INT. INCLUDE INCIDENTS THAT TOOK PLACE IN GARAGES, SHEDS, DRIVEWAYS, ETC. AS CODE 1 >>

- 1) at home
 - 2) near own home
 - 3) at the workplace
 - 4) elsewhere in the city or local area
 - 5) elsewhere in the country
 - 6) abroad
 - 7) don't know
-

25a. (The last time) did you or anyone else report the incident to the police?

- (1) yes
 - (2) no
 - (3) don't know
-

25b. Taking everything into account, how serious was the incident for you or your household?
Was it very serious, somewhat serious, or not very serious?

- (1) very serious
 - (2) somewhat serious
 - (3) not very serious
- CHECK OFFENSE
CODING SHEET
-

VICTIMS OF THEFT OF MOTOR SCOOTERS/ MOTORCYCLES (yes at Q14)

<< INT.: IF VICTIM MORE THAN ONCE, ASK ABOUT THE LAST TIME WITHIN THE PAST FIVE YEARS THAT THIS EVER HAPPENED >>

26. You mentioned that you have been the victim of a theft of a motor scooter/ motorcycle within the past five years.
(The last time) did this incident happen at your own home, near your own home, at work, elsewhere in your city or local area, elsewhere in the country or abroad?

<< INT. IF VICTIM MORE THAN ONCE IN THE PAST FIVE YEARS, ASK ABOUT THE LAST TIME IT HAPPENED >>

<< INT. INCLUDE INCIDENTS THAT TOOK PLACE IN GARAGES, SHEDS, DRIVEWAYS, ETC. AS CODE 1 >>

- 1) at home
 - 2) near own home
 - 3) at the workplace
 - 4) elsewhere in the city or local area
 - 5) elsewhere in the country
 - 6) abroad
 - 7) don't know
-

26a. (The last time) did you or anyone else report the incident to the police?

- (1) yes
 - (2) no
 - (3) don't know
-

26b. Taking everything into account, how serious was the incident for you or your household?
Was it very serious, somewhat serious, or not very serious?

- (1) very serious
 - (2) somewhat serious
 - (3) not very serious
- CHECK OFFENSE
CODING SHEET

VICTIMS OF THEFT OF BICYCLES (yes at Q16)

<< INT.: IF VICTIM MORE THAN ONCE, ASK ABOUT THE LAST TIME WITHIN THE PAST FIVE YEARS THAT THIS EVER HAPPENED >>

27. The bicycle theft that you mentioned over the past five years.
(The last time) did this incident happen at your own home, near your own home, at work, elsewhere in your city or local area, elsewhere in the country or abroad?

<< INT. IF VICTIM MORE THAN ONCE IN THE PAST FIVE YEARS, ASK ABOUT THE LAST TIME IT HAPPENED>>

<< INT. INCLUDE INCIDENTS THAT TOOK PLACE IN GARAGES, SHEDS, DRIVEWAYS, ETC. AS CODE 1 >>

- 1) at home
- 2) near own home
- 3) at the workplace
- 4) elsewhere in the city or local area
- 5) elsewhere in the country
- 6) abroad
- 7) don't know

27a. (The last time) did you or anyone else report the incident to the police?

- (1) yes
- (2) no
- (3) don't know

27b. Taking everything into account, how serious was the incident for you or your household?
Was it very serious, somewhat serious, or not very serious?

- (1) very serious
 - (2) somewhat serious
 - (3) not very serious
- CHECK OFFENSE
CODING SHEET

VICTIMS OF BURGLARY (yes at Q17)

<< INT.: IF VICTIM MORE THAN ONCE, ASK ABOUT THE LAST TIME WITHIN THE PAST FIVE YEARS THAT THIS EVER HAPPENED >>

28. You said a burglar got into your home without permission in the last five years.
(The last time) was anything actually stolen?

- (1) yes
 - (2) no
- > GO TO Q28a
----> GO TO Q28c

28a. What was stolen? << INT.: RECORD >>

.....

.....

.....

.....

28b. (If something stolen) What do you estimate roughly was the value of the property stolen?
<< INT.: WRITE IN COST, EVEN IF ONLY A ROUGH ESTIMATE - IF THE RESPONDENT IS UNCLEAR, ASK FOR THE REPLACEMENT VALUE >>

.....

28c. (The last time) was there any damage done?

- (1) yes ---> GO TO Q28d
- (2) no ---> GO TO Q28e

28d. (If something damaged) What do you estimate roughly was the value of the property damaged?
<< INT.: WRITE IN COST, EVEN IF ONLY A ROUGH ESTIMATE >>

.....

28e. (The last time) did you or anyone else report the incident to the police?

- (1) yes ---> GO TO Q28f
- (2) no ---> GO TO Q28i
- (3) don't know ---> GO TO Q28j

<< INT. IF YES, NOTE WHETHER THE REPORT WAS MADE BY THE RESPONDENT OR SOMEBODY ELSE AND ADJUST QUESTION ACCORDINGLY>>

28f.<< INT.: IF YES >> Why did you (they) report it to the police?

<< INT.: MULTIPLE RESPONSES ALLOWED >>

<< INT.: IF NO CLEAR ANSWER: Can you tell me a little more?

- (1) To recover property
- (2) For insurance reasons
- (3) Crimes should be reported/serious event
- (4) Wanted offender to be caught/punished
- (5) To stop it happening again
- (6) To get help
- (7) To get compensation from the offender
- (8) Other

28g. On the whole, were you (were they) satisfied with the way the police dealt with your (their) report?

- (1) yes (satisfied) ---> GO TO Q28j
- (2) no (dissatisfied) ---> GO TO Q28h
- (3) don't know ---> GO TO Q28j

28h.<< INT.: IF DISSATISFIED (Q28g = 2)

For what reason were you (they) dissatisfied? You can give more than one reason.

- (1) didn't do enough
- (2) were not interested
- (3) didn't find or apprehend the offender
- (4) didn't recover my property (goods)
- (5) didn't keep me properly informed
- (6) didn't treat me correctly/were impolite
- (7) were slow to arrive
- (8) other reasons (PLEASE SPECIFY)
-
- (9) don't know

GO TO Q28j

28i. << INT.: IF NOT >> Why didn't you or no-one else report it?
<< INT.: MULTIPLE RESPONSES ALLOWED >>
<< INT.: IF NO CLEAR ANSWER: Can you tell me a little more?

- (1) not serious enough/no loss/kid's stuff
- (2) solved it myself/perpetrator known to me
- (3) inappropriate for police/police not necessary
- (4) reported to other public or private agencies
- (5) my family solved it
- (6) no insurance
- (7) police could do nothing/lack of proof
- (8) police won't do anything about it
- (9) fear/dislike of the police/no involvement wanted with police
- (10) didn't dare (for fear of reprisal)
- (11) other reasons (SPECIFY)
.....
- (12) don't know

28j. Taking everything into account, how serious was the incident for you or your household?
Was it very serious, somewhat serious, or not very serious?

- (1) very serious
- (2) somewhat serious
- (3) not very serious

28k. In some countries, agencies have been set up to help victims of crime by giving information, or practical or emotional support. Did you get help from such a specialised agency?

- (1) yes --> GO TO CODING SHEET
- (2) no --> GO TO Q281

28l. Do you feel the services of a specialised agency to help victims of crime would have been useful for you?

- (1) no, not useful
- (2) yes, useful
- (3) don't know

CHECK OFFENSE
CODING SHEET

VICTIMS OF ATTEMPTED BURGLARY (yes at Q18)

<< INT.: IF VICTIM MORE THAN ONCE, ASK ABOUT THE LAST TIME WITHIN THE PAST FIVE YEARS THAT THIS EVER HAPPENED >>

29. You said a burglar tried to get into your home in the last five years.
(The last time) did you or anyone else report the incident to the police?

- (1) yes
- (2) no
- (3) don't know

29a. Taking everything into account, how serious was the incident for you or your household?
Was it very serious, somewhat serious, or not very serious?

- (1) very serious
- (2) somewhat serious CHECK OFFENSE
- (3) not very serious CODING SHEET

VICTIMS OF ROBBERY (yes at Q19)

<< INT.: IF VICTIM MORE THAN ONCE, ASK ABOUT THE LAST TIME WITHIN THE PAST FIVE YEARS THAT THIS EVER HAPPENED >>

30. The theft involving force that had happened to you in the last five years. (The last time) did this incident happen in your own home, near your own home, at work, elsewhere in your city or local area, elsewhere in the country or abroad?

<< INT. IF VICTIM MORE THAN ONCE IN THE PAST FIVE YEARS, ASK ABOUT THE LAST TIME IT HAPPENED>>

- 1) in own home
 - 2) near own home
 - 3) at the workplace
 - 4) elsewhere in the city or local area
 - 5) elsewhere in the country
 - 6) abroad
 - 7) don't know
-

30a. (The last time) How many people were involved in committing this offence?

- (1) one person
 - (2) two people
 - (3) three or more people
 - (4) don't know
-

30b. (About the last incident) Did you know the offender(s) by name or by sight?

<< INT.: IF MORE THAN ONE OFFENDER, COUNT AS KNOWN, IF AT LEAST ONE KNOWN >>

- (1) did not know offender(s)
 - (2) known by sight only
 - (3) know by name
 - (4) did not see offender
-

30c. Did (any of) the offender(s) have a knife, a gun, another weapon or something used as a weapon?

- | | | |
|----------------|-----|------------|
| (1) yes | --- | GO TO Q30d |
| (2) no | --- | GO TO Q30g |
| (3) don't know | --- | GO TO Q30g |
-

30d. (If weapon) What was it? << INT.: READ OUT >>

- | | | |
|--------------------------------|-----|------------|
| (1) knife | --- | GO TO Q30f |
| (2) gun | --- | GO TO Q30e |
| (3) other weapon/stick | --- | GO TO Q30f |
| (4) something used as a weapon | --- | GO TO Q30f |
| (5) don't know | --- | GO TO Q30f |
-

30e. Was it a handgun or a long gun?

<<INT. LONG GUNS INCLUDE SHOTGUNS, RIFLES OR MACHINEGUNS>>

- 1) handgun
 - 2) long gun (shotgun, rifle, machinegun)
 - 3) don't know
-

30f. Was the weapon actually used?

- (1) yes
 - (2) no
 - (3) don't know
-

30g. Did the offender actually steal something from you?

- (1) yes
- (2) no

30h. (The last time) did you or anyone else report the incident to the police?

- (1) yes ---> GO TO Q30i
- (2) no ---> GO TO Q30l
- (3) don't know ---> GO TO Q30n

<< INT. IF YES, NOTE WHETHER THE REPORT WAS MADE BY THE RESPONDENT OR SOMEBODY ELSE AND ADJUST QUESTION ACCORDINGLY>>

30i. Why did you (they) report it to the police?

<< INT.: MULTIPLE RESPONSES ALLOWED >>

<< INT.: IF NO CLEAR ANSWER: Can you tell me a little more?

- (1) To recover property
- (2) For insurance reasons
- (3) Crimes should be reported/serious event
- (4) Wanted offender to be caught/punished
- (5) To stop it happening again
- (6) To get help
- (7) To get compensation from the offender
- (8) Other

30j. On the whole, were you (were they) satisfied with the way the police dealt with your (their) report?

- (1) yes (satisfied) ---> GO TO Q30n
- (2) no (dissatisfied) ---> GO TO Q30k
- (3) don't know ---> GO TO Q30n

30k.<< INT.: IF DISSATISFIED (Q30j = 2)

For what reasons were you (they) dissatisfied? You can give more than one reason.

- (1) didn't do enough
- (2) were not interested
- (3) didn't find or apprehend the offender
- (4) didn't recover my property (goods)
- (5) didn't keep me properly informed
- (6) didn't treat me correctly/were impolite
- (7) were slow to arrive
- (8) other reasons (PLEASE SPECIFY)
-
- (9) don't know

GO TO Q30n

30l. << INT.: IF NOT >> Why didn't you report it?

<< INT.: MULTIPLE RESPONSES ALLOWED >>

<< INT.: IF NO CLEAR ANSWER: Can you tell me a little more?

- (1) not serious enough/no loss/kid's stuff
- (2) solved it myself/perpetrator known to me
- (3) inappropriate for police/police not necessary
- (4) reported to other public or private agencies
- (5) my family solved it
- (6) no insurance
- (7) police could do nothing/lack of proof
- (8) police won't do anything about it
- (9) fear/dislike of the police/no involvement wanted with police
- (10) didn't dare (for fear of reprisal)
- (11) other reasons (SPECIFY)
.....
- (12) don't know

30m. Can I just check then, (the last time) did you or anyone else report it to any public or private agency?

- (1) yes
- (2) no
- (3) don't know

30n. Taking everything into account, how serious was the incident for you?
Was it very serious, somewhat serious, or not very serious?

- (1) very serious
- (2) somewhat serious
- (3) not very serious

30o. In some countries, agencies have been set up to help victims of crime by giving information, or practical or emotional support. Did you get help from such a specialised agency?

- (1) yes --> GO TO CODING SHEET
- (2) no --> GO TO Q30p

30p. Do you feel the services of a specialised agency to help victims of crime would have been useful for you?

- (1) no, not useful
- (2) yes, useful
- (3) don't know

CHECK OFFENSE
CODING SHEET

VICTIMS OF THEFT OF PERSONAL PROPERTY (yes at Q20)

<< INT.: IF VICTIM MORE THAN ONCE, ASK ABOUT THE LAST TIME WITHIN THE PAST FIVE YEARS THAT THIS EVER HAPPENED >>

31. The theft of personal property that you mentioned that happened to you in the last five years.

(The last time) did this incident happen in your own home, near your own home, at work, elsewhere in your city or local area, elsewhere in the country or abroad?

<< INT. IF VICTIM MORE THAN ONCE IN THE PAST FIVE YEARS, ASK ABOUT THE LAST TIME IT HAPPENED>>

- 1) in own home
 - 2) near own home
 - 3) at the workplace
 - 4) elsewhere in the city or local area
 - 5) elsewhere in the country
 - 6) abroad
 - 7) don't know
-

31a. (The last time) Were you holding or carrying what was stolen (e.g., was it a case of pick pocketing?)

- (1) yes
 - (2) no
-

31b. (The last time) did you or anyone else report that incident to the police?

- (1) yes
 - (2) no
 - (3) don't know
-

31c. Taking everything into account, how serious was the incident for you.
Was it very serious, somewhat serious, or not very serious?

- (1) very serious
- (2) somewhat serious
- (3) not very serious

CHECK OFFENSE
CODING SHEET

VICTIMS OF SEXUAL OFFENCES (yes at Q21)

(WOMEN ONLY)

<< INT.: IF VICTIM MORE THAN ONCE, ASK ABOUT THE LAST TIME WITHIN THE PAST FIVE YEARS THAT THIS EVER HAPPENED).

32. You mentioned that you had been a victim of a sexual offence in the past five years.
Could I ask you, (The last time) did this incident happen in your own home, near your own home, at work, elsewhere in your town or city or local, area, elsewhere in the country or abroad?

- (1) in own home
 - (2) near own home
 - (3) at the workplace
 - (4) elsewhere in the city or local area
 - (5) elsewhere in the country
 - (6) abroad
 - (7) don't know
-

32a. (The last time) How many people were involved in committing the offence?

- (1) one person
 - (2) two people
 - (3) three or more people
 - (4) don't know
-

32b. (About the last incident) Did you know the offender(s) by name or by sight?

<< INT.: IF MORE THAN ONE OFFENDER, COUNT AS KNOWN, IF AT LEAST ONE KNOWN >>

- (1) did not know offender(s) ---> GO TO Q32d
 - (2) known by sight only ---> GO TO Q32d
 - (3) known by name ---> GO TO Q32c
 - (4) did not see offender(s) ---> GO TO 32d
-

32c. (Only if known by name)

Were any of them your spouse, ex-spouse, partner, ex-partner, boyfriend, ex-boyfriend, a relative or a close friend or was it someone you work with?

<< INT. MEANS RELATIONSHIP AT TIME OF THE OFFENCES>>

<<IF UNCLEAR, PROBE WHETHER EX-SPOUSE, EX-PARTNER, EX-BOYFRIEND AT TIME OF THE OFFENCE >>

<< MULTIPLE ANSWERS ALLOWED >>

- 1) spouse, partner, (at the time)
- 2) ex-spouse, ex-partner, (at the time)
- 3) boyfriend (at the time)
- 4) ex-boyfriend (at the time)
- 5) relative
- 6) close friend
- 7) someone they work with
- 8) none of these
- 9) refuses to say

32d. Did any of the offender(s) have a knife, a gun, another weapon or something used as a weapon?

- | | | |
|----------------|-----|--------------|
| (1) yes | --- | > GO TO Q32e |
| (2) no | --- | > GO TO Q32g |
| (3) don't know | --- | > GO TO Q32g |

32e. (If weapon) What was it? << INT.: READ OUT >>

- (1) knife
- (2) gun
- (3) other weapon/stick
- (4) something used as a weapon
- (5) don't know

32f. Was the weapon actually used?

- (1) yes
- (2) no
- (3) don't know

32g. Taking everything into account, how serious was the incident for you?
Was it very serious, somewhat serious, or not very serious?

- (1) very serious
- (2) somewhat serious
- (3) not very serious

32h. Would you describe the incident as a rape (forced intercourse), an attempted rape, an indecent assault, or as just behaviour which you found offensive?

- (1) a rape
 - (2) an attempted rape
 - (3) indecent assault
 - (4) offensive behaviour
 - (5) don't know
-

32i. Do you regard the incident as a crime?

- (1) yes
- (2) no
- (3) don't know

32j. (The last time) did you or anyone else report that incident to the police?

- (1) yes ---> GO TO Q32k
- (2) no ---> GO TO Q32n
- (3) don't know ---> GO TO Q32p

<< INT. IF YES, NOTE WHETHER THE REPORT WAS MADE BY THE RESPONDENT OR SOMEBODY ELSE AND ADJUST QUESTION ACCORDINGLY>>

32k.<< INT.: IF YES >> Why did you (they) report it to the police?

<< INT.: MULTIPLE RESPONSES ALLOWED >>

<< INT.: IF NO CLEAR ANSWER: Can you tell me a little more?

- (1) To recover property
- (2) For insurance reasons
- (3) Crimes should be reported/serious event
- (4) Wanted offender to be caught/punished
- (5) To stop it happening again
- (6) To get help
- (7) To get compensation from the offender
- (8) Other

32l. On the whole, were you (were they) satisfied with the way the police dealt with your (their) report?

- (1) yes (satisfied) ---> GO TO Q32p
- (2) no (dissatisfied) ---> GO TO Q32m
- (3) don't know ---> GO TO Q32p

32m. << INT.: IF DISSATISFIED (Q32l = 2)

For what reasons were you (they) dissatisfied? You can give more than one reason.

- (1) didn't do enough
- (2) were not interested
- (3) didn't find or apprehend the offender
- (4) didn't recover my property (goods)
- (5) didn't keep me properly informed
- (6) didn't treat me correctly/were impolite
- (7) were slow to arrive
- (8) other reasons (PLEASE SPECIFY)
-
- (9) don't know

GO TO Q32p

32n. << INT.: IF NOT >> Why didn't you report it?

<< INT.: MULTIPLE RESPONSES ALLOWED >>

<< INT.: IF NO CLEAR ANSWER: Can you tell me a little more?

- (1) not serious enough/no loss/kid's stuff
- (2) solved it myself/perpetrator known to me
- (3) inappropriate for police/police not necessary
- (4) reported to other public or private agencies
- (5) my family solved it
- (6) no insurance
- (7) police could do nothing/lack of proof
- (8) police won't do anything about it
- (9) fear/dislike of the police/no involvement wanted with police
- (10) didn't dare (for fear of reprisal)
- (11) other reasons (SPECIFY)
.....
- (12) don't know

32o. Can I just check then, (the last time) did you or anyone else report it to any public or private agency?

- (1) yes
- (2) no
- (3) don't know

32p. In some countries, agencies have been set up to help victims of crime by giving information, or practical or emotional support. Did you get help from such a specialised agency?

- (1) yes --> GO TO CODING SHEET
- (2) no --> GO TO Q32q

32q. Do you feel the services of a specialised agency to help victims of crime would have been useful for you?

- (1) no, not useful
- (2) yes, useful
- (3) don't know

CHECK OFFENSE
CODING SHEET

VICTIMS OF ASSAULT/THREATS (yes at Q22)

<< INT.: IF VICTIM MORE THAN ONCE, ASK ABOUT THE LAST TIME WITHIN THE PAST FIVE YEARS THAT THIS EVER HAPPENED >>

33. The assault or threat you mentioned that happened to you in the last five years. (The last time) did this incident happen in your own home, near your own home, at work, elsewhere in your town or city or local, area, elsewhere in the country or abroad?

- (1) in own home
- (2) near own home
- (3) at the workplace
- (4) elsewhere in the city or local area
- (5) elsewhere in the country
- (6) abroad
- (7) don't know

33a. (The last time) How many people were involved in committing the offence?

- (1) one person
 - (2) two people
 - (3) three or more people
 - (4) don't know
-

33b. (About the last incident) Did you know the offender(s) by name or by sight?
<< INT.: IF MORE THAN ONE OFFENDER, COUNT AS KNOWN, IF AT LEAST ONE KNOWN >>

- (1) did not know offender(s) ----> GO TO Q33d
 - (2) known by sight only ----> GO TO Q33d
 - (3) know by name ----> GO TO Q33c
 - (4) did not see offender ----> GO TO Q33d
-

33c. (Only if known by name) Were any of them your spouse, ex-spouse, partner, ex-partner, boyfriend, ex-boyfriend, a relative or a close friend or was it someone you work with?

<< INT. MEANS RELATIONSHIP AT TIME OF THE OFFENCES>>

<<IF UNCLEAR, PROBE WHETHER EX-SPOUSE, EX-PARTNER, EX-BOYFRIEND AT TIME OF THE OFFENCE >>

<< MULTIPLE ANSWERS ALLOWED >>

- 1) spouse, partner, (at the time)
 - 2) ex-spouse, ex-partner, (at the time)
 - 3) boyfriend (at the time)
 - 4) ex-boyfriend (at the time)
 - 5) relative
 - 6) close friend
 - 7) someone they work with
 - 8) none of these
 - 9) refuses to say
-

33d. (The last time) can you tell me what actually happened, were you threatened, or was force used?

- (1) just threatened
 - (2) force used
 - (3) don't know
-

33e. Did (any of) the offender(s) have a knife, a gun, another weapon or something used as a weapon?

- (1) yes ----> GO TO Q33f
 - (2) no ----> GO TO Q33h
 - (3) don't know ----> GO TO Q33h
-

33f. (If weapon) What was it? << INT.: READ OUT >>

- (1) knife
 - (2) gun
 - (3) other weapon/stick
 - (4) something used as a weapon
 - (5) don't know
-

33g. Was the weapon actually used?

- (1) yes
 - (2) no
 - (3) don't know
-

33h. Did you suffer an injury as a result?

- (1) yes ----> GO TO Q33i
 - (2) no ----> GO TO Q33j
-

33i. (If injury) Did you see a doctor or a healer as a result?

- (1) yes
 - (2) no
-

33j. (The last time) did you or anyone else report that last incident to the police?

- (1) yes ---> GO TO Q33k
- (2) no ---> GO TO Q33n
- (3) don't know ---> GO TO Q33p

<< INT. IF YES, NOTE WHETHER THE REPORT WAS MADE BY THE RESPONDENT OR SOMEBODY ELSE AND ADJUST QUESTION ACCORDINGLY>>

33k. Why did you (they) report it to the police?

<< INT.: MULTIPLE RESPONSES ALLOWED >>

<< INT.: IF NO CLEAR ANSWER: Can you tell me a little more?

- (1) To recover property
- (2) For insurance reasons
- (3) Crimes should be reported/serious event
- (4) Wanted offender to be caught/punished
- (5) To stop it happening again
- (6) To get help
- (7) To get compensation from the offender
- (8) Other

33l. On the whole, were you (were they) satisfied with the way the police dealt with your (their) report?

- (1) yes (satisfied) ---> GO TO Q33p
- (2) no (dissatisfied) ---> GO TO Q33m
- (3) don't know ---> GO TO Q33p

33m.<< INT.: IF DISSATISFIED (Q314i2 = 2)

For what reasons were you (they) dissatisfied? You can give more than one reason.

- (1) didn't do enough
- (2) were not interested
- (3) didn't find or apprehend the offender
- (4) didn't recover my property (goods)
- (5) didn't keep me properly informed
- (6) didn't treat me correctly/were impolite
- (7) were slow to arrive
- (8) other reasons (PLEASE SPECIFY)
-
- (9) don't know

GO TO Q33p

33n. << INT.: IF NOT >> Why didn't you report it?

<< INT.: MULTIPLE RESPONSES ALLOWED >>

<< INT.: IF NO CLEAR ANSWER: Can you tell me a little more?

- (1) not serious enough/no loss/kid's stuff
- (2) solved it myself/perpetrator known to me
- (3) inappropriate for police/police not necessary
- (4) reported to other public or private agencies
- (5) my family solved it
- (6) no insurance
- (7) police could do nothing/lack of proof
- (8) police won't do anything about it
- (9) fear/dislike of the police/no involvement wanted with police
- (10) didn't dare (for fear of reprisal)
- (11) other reasons (SPECIFY)
-
- (12) don't know

33o. Can I just check, (the last time) did you or anyone else report it to any public or private agency?

- (1) yes
 - (2) no
 - (3) don't know
-

33p. Taking everything into account, how serious was the incident for you?
Was it very serious, somewhat serious, or not very serious?

- (1) very serious
- (2) somewhat serious
- (3) not very serious

33q. Do you regard the incident as a crime?

- (1) yes
- (2) no
- (3) don't know

33r. In some countries, agencies have been set up to help victims of crime by giving information, or practical or emotional support. Did you get help from such a specialised agency?

- (1) yes --> GO TO CODING SHEET
- (2) no --> GO TO Q33s

33s. Do you feel the services of a specialised agency to help victims of crime would have been useful for you?

- (1) no, not useful
- (2) yes, useful
- (3) don't know

CHECK OFFENSE
CODING SHEET

CONSUMER FRAUD

ALL RESPONDENTS

34. Now changing the subject a little. Last year (in 1999), were you the victim of a consumer fraud?
In other words, has someone when selling something to you or delivering a service cheated you in terms of quantity or quality of the goods/service?

- (1) yes ---> GO TO Q34a
- (2) no ---> GO TO Q35
- (3) don't know ---> GO TO Q35

<< INT.: IF MORE THAN ONCE, ASK ABOUT THE LAST TIME >>

34a. << INT.: IF YES >> (The last time) how did this fraud take place? Was it to do with ...
<< INT.: READ OUT >>

- (1) construction or repair work
- (2) work done by a garage
- (3) a hotel, restaurant or pub
- (4) a shop of some sort
- (5) some other things (PLEASE SPECIFY)
.....
- (6) <don't know> DON'T READ OUT

34b. (The last time), did you or anyone else report this consumer fraud to the police?

- (1) yes ---> GO TO Q35
- (2) no ---> GO TO Q34c
- (3) don't know ---> GO TO Q35

34c. (The last time) did you or anyone else report it to any public or private agency?

- (1) yes ----> GO TO Q34d
- (2) no ----> GO TO Q35
- (3) don't know ----> GO TO Q35

34d. <<IF YES>> Who did you report it to?

.....

CORRUPTION

35. In some areas there is a problem of corruption among government or public officials. During 1999, has any government official, for instance a customs officer, police officer or inspector in your own country, asked you or expected you to pay a bribe for his service?

- (1) yes ----> GO TO Q35a
- (2) no ----> GO TO Q35i
- (3) don't know ----> GO TO Q35i

<< INT.: IF MORE THAN ONCE, ASK ABOUT THE LAST TIME >>

35a. << INT.: IF YES >> (The last time) What type of official was involved (the last time)?

- (1) government official
- (2) customs officer
- (3) police officer
- (4) inspector
- (5) elected municipal councilors
- (6) municipal officials
- (7) tax/revenues officials
- (8) doctors / nurses
- (9) teachers / professors
- (10) officials in courts
- (11) private sector
- (12) other (PLEASE SPECIFY)
-
-

35b. (The last time), did you or anyone else report this to the police?

- (1) yes ----> GO TO Q35e
- (2) no ----> GO TO Q35c
- (3) don't know ----> GO TO Q35i

35c. (The last time) did you or anyone else report it to any public or private agency?

- (1) yes ----> GO TO Q35d
- (2) no ----> GO TO Q35h
- (3) don't know ----> GO TO Q35h

35d. <<IF YES>> Who did you report it to?

.....

continue with Q35h

35e. (if reported) Why did you report it?
<<INT. IF RESPONDENT DID NOT REPORT PERSONALLY, ASK ABOUT REASONS WHY OTHER PERSON REPORTED == MULTIPLE RESPONSE >>

- 1) Considered it as a crime that should be reported/ serious event
- 2) Wanted offender to be caught/ punished
- 3) To recover the money
- 4) To stop the plight of corruption
- 5) To get help
- 6) To get compensation from the offender
- 7) Other reason

Continue with question 35f

35f. On the whole, were you satisfied with the way the police dealt with your report?

- 1) yes (satisfied) ---> GO TO Q35i
 - 2) no (dissatisfied) ---> GO TO Q35g
 - 3) don't know ---> GO TO Q35i
-

35g. For what reasons were you dissatisfied? You can give more than one reason.
<< INT. MULTIPLE ANSWERS ALLOWED >>

- 1) didn't do enough
- 2) were not interested
- 3) didn't treat me correctly/were impolite
- 4) didn't find or apprehend the offender
- 5) didn't keep me properly informed about investigation
- 6) other reasons
- 7) don't know

Continue with question 35i

35h. (if not reported) Why didn't you report it to the police?
<< INT. IF NO CLEAR ANSWER: >> Can you tell me a little more?
<< INT. MULTIPLE ANSWERS ALLOWED >>

- 1) Because this way I solved my problem
- 2) police were involved
- 3) didn't dare for fear of reprisals from the official involved
- 4) not worth reporting
- 5) perpetrator known to me/long standing relationship
- 6) police wouldn't have done anything / wouldn't have been interested
- 7) didn't want the incident publicly known
- 8) reported to other authorities instead
- 9) fear/dislike of the police/no involvement wanted with police
- 10) lack of time / too much trouble
- 11) other reasons
- 12) don't know

Continue with question 35i

ALL RESPONDENTS

35i. It is known that in some countries the problem of corruption among government or public officials is highly perceived by citizens. Imagine a person who needs something that is entitled to him/her by law. Is it likely or not likely that this person would have to offer money, a present or a favour (i.e., more than official charge), to get help from:

	Category	1) Likely	2) Not likely	3) Don't know
1	Members of Parliament			
2	Officials in the ministries			
3	Elected municipal councilors			
4	Municipal officials			
5	Customs officials			
6	Police officers			
7	Tax/revenues officials			
8	Doctors / nurses			
9	Inspectors			
10	Teachers / Professors			
11	Officials in courts			
12	Private sector			

Continue with question 35j

35j. In comparison to ten years ago, is now easier or more difficult...

		1) Easier	2) More difficult	3) Don't know
1	To find the right official who will deal with your problem			
2	To get fair treatment			
3	To get a given official to do you a favour			

Continue with question 36

36. Now I would like to ask some questions about your area and about your opinion of crime in your area.
 In some areas, people do things together and try and help each other, while in other areas people mostly go their own way. In general, what kind of area would you say you live in. Is it one where people mostly help each other, or where people mostly go their own way?

- (1) mostly help each other
- (2) mostly go their own way
- (3) mixture
- (4) don't know

37. How safe do you feel walking alone in your area after dark? Do you feel very safe, fairly safe, a bit unsafe, or very unsafe?

<< INT.: IF RESPONDENT SAYS NEVER GOES OUT, STRESS "HOW SAFE WOULD YOU FEEL" >>

- (1) very safe
- (2) fairly safe
- (3) bit unsafe
- (4) very unsafe

38. How safe do you feel when you are home alone after dark?

Do you feel very safe, fairly safe, a bit unsafe or very unsafe.

- 1) very safe
- 2) fairly safe
- 3) bit unsafe
- 4) very unsafe

39. What would you say are the chances that over the next twelve months someone will try to break into your home? Do you think this is very likely, likely or not likely?

- (1) very likely
- (2) likely
- (3) not likely
- (4) don't know

40. Taking everything into account, how good do you think the police in your area is in controlling crime?
Do you think they do a very good job, a fairly good job, a fairly poor job or a very poor job?

- (1) very good job
- (2) fairly good job
- (3) fairly poor job
- (4) very poor job

41. And what about the helpfulness of the police. How far would you agree that the police do everything they can to help people and be of service? Would you fully agree, tend to agree, tend to disagree or fully disagree?

- (1) fully agree
- (2) tend to agree
- (3) tend to disagree
- (4) fully disagree

42. People have different ideas about the sentences which should be given to offenders. Take for instance the case of a man of 20 years old who is found guilty of burglary for the second time.

This time, he has stolen a colour TV. Which of the following sentences do you consider the most appropriate for such a case?

<< INT.: READ OUT - REPEAT IF NECESSARY >>

- (1) fine ---> GO TO Q43
- (2) prison ---> GO TO Q42a
- (3) community service ---> GO TO Q43
- (4) suspended sentence ---> GO TO Q43
- (5) any other sentence
(PLEASE SPECIFY)
.....
..... ---> GO TO Q43
- (6) <don't know> (DO NOT READ) ---> GO TO Q43

42a. << INT.: IF PRISON - Q42 = 2 >>

For how long do you think he should go to prison?

- (1) 1 month or less
- (2) 2 - 6 months
- (3) 6 months - 1 year
- (4) 1 year
- (5) 2 years
- (6) 3 years
- (7) 4 years
- (8) 5 years
- (9) 6-10 years

- (10) 11-15 years
- (11) 16-19 years
- (12) 20-24 years
- (13) more than 24 years
- (14) life sentence
- (15) don't know

43. I now want to finish by asking a few more questions about yourself and your household. How often do you personally go out in the evening for recreational purposes, for instance to a pub, restaurant, cinema or to see friends? Is this almost every day, at least once a week, at least once a month or less?

- (1) almost every day
 - (2) at least once a week
 - (3) at least once a month
 - (4) less often
 - (5) never
 - (6) don't know
-

<< OPTIONAL >>

43a. During the last week, how often were you visited by the following people who live in your neighbourhood: immediate neighbours, other neighbours, relatives not living with you, or friends.

Was this

- (1) three or more times
 - (2) twice
 - (3) once
 - (4) not at all
 - (5) don't know/can't remember
-

44. In order to help us understand why some homes are more at risk of crime than others, could I ask you a few questions about the security of your houses? Is your house protected by the following...

<<INT. ASSURE RESPONDENT THAT THESE DATA WILL BE TREATED CONFIDENTIALLY AND ANONYMOUSLY>>

<< INT. READ OUT>>

<<INT. MULTIPLE ANSWERS ALLOWED>>

- (1) a burglar alarm
 - (2) special door locks
 - (3) special window or door grilles
 - (4) a dog that would detect a burglar
 - (5) a high fence
 - (6) a caretaker or security guard
 - (7) a formal neighbourhood watch scheme
 - (8) friendly arrangements with neighbours to watch each other's houses.
 - (9) not protected by any of these
 - (10) respondent refuses to answer
-

<< OPTIONAL >>

45. Do you rent your house, or do you own it?

- (1) house is rented ---> GO TO Q45a
 - (2) house is owned ---> GO TO Q46
 - (3) other ---> GO TO Q46
 - (4) don't know ---> GO TO Q46
-

<< OPTIONAL >>

45a. << INT.: IF RENTED >>

Is it rented from a private landlord, or from a local authority or public housing agency?

- (1) private landlord
 - (2) local authority
 - (3) public housing agency
 - (4) other landlord
-

46. There is much concern about crime committed by young people. Would you like to say what you think would be the most effective way of reducing crime by young people? You can give up to three ways if you wish.

<< INT. CODE UP TO THREE ANSWERS >>

- 1) Better discipline by parents / better parenting/family upbringing to give better respect for the law
 - 2) More discipline in school / better education
 - 3) Reducing poverty / increasing employment levels
 - 4) Better policing / more police
 - 5) Increasing sentences for crime / making sentences tougher
 - 6) Other answers
-

47. Do you or someone else in your household own a handgun, shotgun, rifle or air rifle?

- | | |
|----------------|------------------|
| (1) yes | ----> GO TO Q47a |
| (2) no | ----> GO TO Q48 |
| (3) refused | ----> GO TO Q48 |
| (4) don't know | ----> GO TO Q48 |
-

47a. Could you tell me which sort of gun or guns you own?

<< INT.: MULTIPLE ANSWER POSSIBLE - CODE ALL GUNS IF MORE THAN ONE MENTIONED >>

- (1) handgun
 - (2) shotgun
 - (3) rifle
 - (4) air rifle
 - (5) other rifle
 - (6) don't know
 - (7) refused to say
-

47b. For what reason do you own the gun (guns)?

<< INT.: MULTIPLE ANSWER >>

- (1) for hunting
 - (2) target shooting (sports)
 - (3) as part of a collection (collector's item)
 - (4) for crime prevention/protection
 - (5) in armed forces or the police
 - (6) because it has always been in our family/home
 - (7) refused to answer
-

48. Is your house insured against burglary?

- (1) yes
 - (2) no
 - (3) don't know
-

Thank you very much for you co-operation in this survey. We realize that we have been asking you some difficult questions. So if you like, I can give you again a telephone number of a person in my office if you want to check.

INTERVIEWER OFFENCE CODING SHEET

	(1)	(2)	(3)	
	Non-vehicle owner	Non-victim	Victim 5 years	
			Yes at Q	
			GO TO Q	
Theft of cars			10	23
Theft from cars			11	24
Car damage/vandalism			12	25
Theft of motor scooters/cycles			14	26
Theft of bicycle			16	27
Burglary	xxx		17	28
Attempted burglary	xxx		18	29
Robbery	xxx		19	30
Personal thefts	xxx		20	31
Sexual offences	xxx		21	32
Assaults/threats	xxx		22	33

INTERVIEWER:

CHECK EACH OFFENCE ONE BY ONE. IF VICTIM WITHIN 5 YEARS, GO TO QUESTION AS INDICATED IN LAST COLUMN.

e.g., If victim of car theft, go to Q 23.

FOR VEHICLE OFFENCES: IF NON-VEHICLE OWNERS TICK FIRST COLUMN

IF VICTIM WITHIN LAST FIVE YEARS OF MORE THAN ONE OFFENCE, WORK THROUGH QUESTIONS IN ORDER

e.g., If victim of bicycle theft and a robbery, go to Q27 and work through to Q27b. Then, checking this sheet again, go to Q30 and work through to Q30p.

VICTIMS:

AFTER CHECKING ALL THROUGH THIS SHEET AND COMPLETING DETAILS OF ALL OFFENCES, GO TO Q34.

NON-VICTIMS:

IF NOT VICTIM OF ANY OFFENCE IN LAST 5 YEARS, GO TO Q34