

§ 13:57-1.1 Law enforcement agencies defined

- (a) Law enforcement agencies include all law enforcement agencies created by the governing municipal body and promulgated by statute:
1. Municipal full-time police department:
 - i. At least one member of said agency employed full-time, minimum 40 hours per week, with person(s) primary occupation being law enforcement officer;
 - ii. Said agency responsible for and providing 24-hour police service when requested.
 2. County law enforcement agencies:
 - i. County prosecutor;
 - ii. Sheriff;
 - iii. Park police; and
 - iv. County police agencies in Bergen, Hudson, and Union Counties.
 3. State law enforcement agencies:
 - i. Department of Law and Public Safety:
 - (1) Division of State Police;
 - (2) Division of Criminal Justice; and
 - (3) Office of Weights and Measures of the Division of Consumer Affairs.
 - ii. Department of Environmental Protection:
 - (1) Division of Fish and Wildlife;
 - (2) Division of Parks and Forestry.
 - iii. Department of Corrections.
 - iv. Department of Human Services.
 - v. Palisades Interstate Park Commission.
 - vi. New Jersey Transit Police Department.
 4. Part-time municipal police departments:
 - i. Said departments having no full-time police officer (40 hours per week), whose primary occupation is other than law enforcement officer, and department is not committed or able to provide 24-hour service.

§ 13:57-1.2 Reports to Attorney General (State Police to act as collecting agency); types of forms; by whom; when submitted

- (a) Municipal full-time police department as defined in these rules will submit on a monthly basis and forward by the seventh day following the close of the reporting period, the following enumerated reports:
1. Return A--Monthly Count of Offenses Known to Police (N.J.- UCR 365);
 2. Return A--Supplement, page 1 (N.J.- UCR 366);
 3. Return A--Supplement, page 2 (N.J.- UCR 366A);
 4. Age, Sex, Race and Ethnic Origin of Persons Arrested (18 years of age and over) (N.J.- UCR 370);
 5. Age, Sex, Race and Ethnic Origin of Persons Arrested (under 18 years of age) (N.J.- UCR 370A);
 - i. The following reports will be submitted only when the specific offenses involved have occurred in the jurisdiction of a municipal full-time police department:
 - (1) Supplementary Homicide Report, 1a Murder (N.J.- UCR 367);
 - (2) Supplementary Homicide Report, 1b Manslaughter (N.J.- UCR 367A);
 - (3) Police Officers Killed or Assaulted Monthly Supplement (N.J.- UCR 369A);
 - (4) Supplementary Arson Report (N.J.- UCR 373);
 - (5) Monthly Count of Criminal Offenses Involving Assault Firearms (S.P. 662).
 - ii. The following report shall be submitted annually, but no later than November 7 in each reporting year:
 - (1) Number of Full-time Department Employees as of October 31 of Reportable Year (N.J.- UCR 369).
 6. Offense data received from other agencies:
 - i. All part I offenses, part I and part II arrests and dispositions, and all other allied supplementary information (including offense clearance data) that is received by

municipal full-time police departments, either from a State or county law enforcement (except Essex County park police) or quasi law enforcement agency, which shall include private, State and county college police agencies and bi-state port authority police agencies (except the Port Authority of New York and New Jersey police), will be reported in their municipal crime data when submitted on the prescribed monthly UCR forms.

7. The foregoing reports shall be filed by all municipal full-time police departments whether or not the activity required by the foregoing forms has occurred.

(b) County law enforcement agencies rules include:

1. As defined in these rules, county law enforcement agencies (except Essex County park police) will submit on a monthly basis and forward by the seventh day following the close of reporting period the following enumerated reports:
 - i. Police Officers Killed or Assaulted Monthly Supplement (N.J.- UCR 369A);
 - ii. Age, Sex, Race, and Ethnic Origin of Persons Arrested (18 years of age and over) (N.J.- UCR 370);
 - iii. Age, Sex, Race, and Ethnic Origin of Persons Arrested (Under 18 years of age) (N.J.- UCR 370A);
 - iv. Supplementary Homicide Report and Report of Police Officers Killed in the Line of Duty (S.P. 46). This report shall only be submitted by the offices of the county prosecutors;
 - v. Monthly Count of Criminal Offenses Involving Assault Firearms (S.P. 662). This report shall be submitted only when investigating a criminal offense involving an assault firearm;
 - vi. The following report shall be submitted annually, but not later than November 7 in each reporting year:
 - (1) Number of Full-time Police Department Employees as of October 31 of reportable year (N.J.- UCR 369).
 - vii. The foregoing reports shall be filed by all county law enforcement agencies whether or not the activity required by the foregoing forms has occurred;
 - viii. The following county law enforcement agencies, that is, prosecutors, sheriffs, Bergen, Hudson, and Union County police agencies, county park police (except Essex County park police), shall for UCR submitting purposes report in a timely manner all part I offenses (murder, rape, robbery, assault, burglary, larceny-theft, motor vehicle theft, and arson) investigated by or reported to their respective agency, and all allied part I supplementary information (including offense clearance, arrest and disposition data) to the jurisdictional full-time municipal police department, or if no full-time department, shall report to the Division of State Police at the State Police station having jurisdiction in that municipality.

(c) State law enforcement agencies rules are:

1. As defined in these rules, State law enforcement agencies (except Division of State Police, Palisades Interstate Park Commission and New Jersey Transit Police Department) will submit on a monthly basis and forward by the seventh day following the close of the reporting period the following enumerated reports:
 - i. Police Officers Killed or Assaulted Monthly Supplement (N.J.- UCR 369A);
 - ii. Age, Sex, Race, and Ethnic Origin of Persons Arrested (18 years of age and over) (N.J.- UCR 370);
 - iii. Age, Sex, Race, and Ethnic Origin of Persons Arrested (under 18 years of age) (N.J.- UCR 370A);
 - iv. The following report shall be submitted annually, but no later than November 7 in each reporting year:
 - (1) Number of Full-time Police Department Employees as of October 31 of Reportable Year (N.J.- UCR 369).

- v. The foregoing reports shall be filed by all State law enforcement agencies whether or not the activity required by the foregoing forms has occurred;
- vi. The following State law enforcement agencies, that is, Division of Criminal Justice, Office of Weights and Measures, Division of Fish and Wildlife, Division of Parks and Forestry, Department of Corrections, and the Department of Human Services, (except Division of State Police, Palisades Interstate Park Commission and New Jersey Transit Police Department), shall for UCR submitting purposes report all part I offenses (murder, rape, robbery, assault, burglary, larceny-theft, motor vehicle theft, and arson) investigated by or reported to their respective agency, and all allied part I supplementary information (including offense clearance, arrest, and disposition data) to the jurisdictional full-time municipal police department, or if no full-time department, shall report to the Division of State Police at the State Police station having jurisdiction in that municipality.

(d) Part-time municipal police departments rules are:

- 1. As defined in these rules, part-time municipal police departments will submit on a monthly basis and forward by the third day following the close of the reporting period, to the Division of State Police at the State Police station having jurisdiction in that municipality, the following enumerated reports:
 - i. Special Police Report of Part I Offenses and Persons Arrested (S.P. 27-UCR).

(e) Other police and security agencies rules are:

- 1. Bi-state port authorities (except the Port Authority of New York and New Jersey police), bi-state agencies, colleges, universities and all other State, county and private educational facilities employing police or security personnel shall report all part I offenses (that is, murder, rape, robbery, assault, burglary, larceny-theft, motor vehicle theft, and arson) investigated by or reported to their respective agency, and all allied supplementary information (including offense clearance data and all part I and part II arrest and disposition data) to the full-time municipal police department where offense(s) occurred, or where no full-time police department exists, the offense and all part I and part II arrest and disposition data shall be reported to the jurisdictional State Police station responsible for enforcement in that municipality.
- 2. In addition to the notification of State or municipal police agencies on certain offense(s), arrest(s) and disposition(s), the agencies in (e)1 above shall, when requested by the Attorney General or the Division of State Police, submit on reports specified by the State Police Uniform Crime Reporting Unit all offense and arrest data occurring in their respective facilities and/or jurisdictions. These reports shall be forwarded to the Division of State Police, Uniform Crime Reporting Unit.
- 3. The agencies in (e)1 above will submit, directly to the Uniform Crime Reporting Unit, and forward by the seventh day following the close of the reporting period the following enumerated report:
 - i. Monthly Count of Criminal Offenses Involving Assault Firearms (S.P. 662). Each agency enumerated above will submit one report outlining, by municipality, all criminal offenses involving assault firearms investigated by said agency.

(f) A law enforcement agency shall submit its UCR data and reports either electronically through data entry in the Division's E-UCR website or through an electronic interface between the law enforcement agency's records management system (RMS) and the Division's E-UCR website. If the electronic interface option is unavailable the agency shall submit the UCR data collected through its RMS system to the Division for entry into E-UCR.

§ 13:57-1.3 Exceptions

(a) Exceptions concerning county law enforcement agencies include:

1. In order to evaluate the volume and types of offense data investigated by county park agencies, the Essex County park police shall submit on a monthly basis and forward by the seventh day following the close of the reporting period the following enumerated reports:
 - i. Return A--Monthly Count of Offenses Known to Police (N.J.- UCR 365):
 - (1) Report will be submitted for each individual municipality wherein a part I offense occurred.
 - ii. Return A--Supplement, page 1 (N.J.- UCR 366):
 - (1) Report will be submitted for each individual municipality wherein a part I offense occurred. Report will be submitted for each individual municipality wherein property was stolen or recovered in connection with part I offenses.
 - iii. Return A--Supplement, page 2 (N.J.- UCR 366A):
 - (1) Report will be submitted for each individual municipality wherein analysis of part I offenses and stolen property data is listed.
 - iv. Age, Sex, Race, and Ethnic Origin of Persons Arrested (18 years of age and over) (N.J.- UCR 370):
 - (1) All adult arrests made within the county jurisdictional boundaries will be submitted on one arrest report.
 - v. Age, Sex, Race, and Ethnic Origin of Persons Arrested (under 18 years of age) (N.J.- UCR 370A):
 - (1) All juvenile arrests made within the county jurisdictional boundaries will be submitted on one arrest report.
 - vi. Monthly Count of Criminal Offenses Involving Assault Firearms (S.P. 662):
 - (1) One report will be submitted outlining, by municipality, all criminal offenses involving assault firearms investigated by Essex County Park Police. This report will only be submitted when the agency investigates a criminal offense involving an assault firearm.
 - vii. The following reports will be submitted for each municipality only when those specific offense(s) occur:
 - (1) Supplementary Homicide Report, 1a Murder (N.J.- UCR 367);
 - (2) Supplementary Homicide Report, 1b Manslaughter (N.J.- UCR 367A);
 - (3) Police Officers Killed or Assaulted Monthly Supplement (N.J.- UCR 369A);
 - (4) Supplementary Arson Report (N.J.- UCR 373).
 - viii. The following report shall be submitted annually, but no later than November 7 in each reporting year:
 - (1) Number of Full-time Police Department Employees as of October 31 of Reportable Year (N.J.- UCR 369).

(b) Exceptions concerning State law enforcement agencies include:

1. Division of State Police: State Police having jurisdiction on toll roads, interstate highways and all other highways where the State Police have the primary enforcement responsibility will be the reporting agency for all UCR offense, arrest and disposition data. Where no full-time municipal police department exists, it will be the responsibility of the jurisdictional State Police station to report all offense, arrest and disposition data occurring in that municipality.
2. Palisades Interstate Park Commission: It is the responsibility of the Palisades Interstate Park Commission to submit on a monthly basis and forward by the seventh day following the close of the reporting period the following enumerated reports:
 - i. Return A--Monthly Count of Offenses Known to Police (N.J.- UCR 365):
 - (1) Report will be submitted for each individual municipality wherein a part I offense occurred within the jurisdiction of the Commission.
 - ii. Return A--Supplement, page 1 (N.J.- UCR 366):
 - (1) Report will be submitted for each individual municipality wherein a part I offense occurred within the jurisdiction of the Commission. Report will be submitted for each individual municipality wherein property was stolen or

recovered in connection with part I offenses which have occurred within the jurisdiction of the Commission.

- iii. Return A--Supplement, page 2 (N.J.- UCR 366A):
 - (1) Report will be submitted for each individual municipality wherein analysis of part I offenses and stolen property are listed which have occurred within the jurisdiction of the commission.
 - iv. Age, Sex, Race, and Ethnic Origin of Persons Arrested (18 years of age and over) (N.J.- UCR 370):
 - (1) All adult arrests made within the county jurisdictional boundaries of the commission will be submitted on one arrest report.
 - v. Age, Sex, Race, and Ethnic Origin of Persons Arrested (under 18 years of age) (N.J.- UCR 370A):
 - (1) All juvenile arrests made within the county jurisdictional boundaries of the commission will be submitted on one arrest report.
 - vi. Monthly Count of Criminal Offenses Involving Assault Firearms (S.P. 662). One report will be submitted outlining, by municipality, all criminal offenses involving assault firearms that were investigated by the Commission during the reporting period.
 - vii. The following reports will be submitted for each municipality only when those specific offense(s) occur within the jurisdiction of the commission:
 - (1) Supplementary Homicide Report, 1a Murder (N.J.- UCR 367);
 - (2) Supplementary Homicide Report, 1b Manslaughter (N.J.- UCR 367A);
 - (3) Police Officers Killed or Assaulted Monthly Supplement (N.J.- UCR 369A);
 - (4) Supplementary Arson Report (N.J.- UCR 373).
 - viii. The following report shall be submitted annually, but no later than November 7 of each reporting year:
 - (1) Number of Full-time Police Department Employees as of October 31 of Reportable Year (N.J.- UCR 369).
3. New Jersey Transit Police Department: It is the responsibility of the New Jersey Transit Police Department to submit on a monthly basis and forward by the seventh day following the close of the reporting period the following enumerated reports:
- i. Return A--Monthly County of Offenses Known to Police (N.J.- UCR 365):
 - (1) Report will be submitted for each individual municipality wherein a part I offense occurred within the jurisdiction of the Transit Police.
 - ii. Return A--Supplement, page 1 (N.J.- UCR 366):
 - (1) Report will be submitted for each individual municipality wherein a part I offense occurred within the jurisdiction of the Transit Police. Report will be submitted for each individual municipality wherein property was stolen or recovered in connection with part I offenses which have occurred within the jurisdiction of the Transit Police.
 - iii. Return A--Supplement, page 2 (N.J.- UCR 366A):
 - (1) Report will be submitted for each individual municipality wherein analysis of part I offenses and stolen property are listed which have occurred within the jurisdiction of the Transit Police.
 - iv. Age, Sex, Race, and Ethnic Origin of Persons Arrested (18 years of age and over) (N.J.- UCR 370):
 - (1) All adult arrests made within the county jurisdictional boundaries of the Transit Police will be submitted on one arrest report.
 - v. Age, Sex, Race, and Ethnic Origin of Persons Arrested (under 18 years of age) (N.J.- UCR 370A):
 - (1) All juvenile arrests made within the county jurisdictional boundaries of the Transit Police will be submitted on one arrest report.

- vi. Monthly Count of Criminal Offenses Involving Assault Firearms (S.P. 662). One report will be submitted outlining, by municipality, all criminal offenses involving assault firearms that were investigated by the Transit Police during the reporting period.
- vii. The following reports will be submitted for each municipality only when those specific offense(s) occur within the jurisdiction of the Transit Police:
 - (1) Supplementary Homicide Report, 1a Murder (N.J.- UCR 367);
 - (2) Supplementary Homicide Report, 1b Manslaughter (N.J.- UCR 367A);
 - (3) Police Officers Killed or Assaulted Monthly Supplement (N.J.- UCR 369A);
 - (4) Supplementary Arson Report (N.J.- UCR 373).
- viii. The following report shall be submitted annually, but no later than November 7 of each reporting year:
 - (1) Number of Full-time Police Department Employees as of October 31 of Reportable Year (N.J.- UCR 369).

(c) Exceptions concerning bi-state port authorities include:

- 1. It is the responsibility of the Port Authority of New York and New Jersey to submit on a monthly basis and forward by the seventh day following the close of the reporting period the following enumerated reports:
 - i. Return A--Monthly Count of Offenses Known to Police (N.J.- UCR 365);
 - (1) Report will be submitted for each individual municipality wherein a part I offense occurred.
 - ii. Return A--Supplement, page 1 (N.J.- UCR 366):
 - (1) Report will be submitted for each individual municipality wherein a part I offense occurred. Report will be submitted for each individual municipality wherein property was stolen or recovered in connection with part I offenses.
 - iii. Return A--Supplement, page 2 (N.J.- UCR 366A):
 - (1) Report will be submitted for each individual municipality wherein analysis of part I offenses and stolen property data is listed.
 - iv. Age, Sex, Race, and Ethnic Origin of Persons Arrested (18 years of age and over) (N.J.- UCR 370):
 - (1) All adult arrests made within each county jurisdictional boundary will be submitted on one arrest report.
 - v. Age, Sex, Race, and Ethnic Origin of Persons Arrested (under 18 years of age) (N.J.- UCR 370A):
 - (1) All juvenile arrests made within each county jurisdictional boundary will be submitted on one arrest report.
 - vi. Monthly Count of Criminal Offenses Involving Assault Firearms (S.P. 662):
 - (1) One report will be submitted outlining, by municipality, all criminal offenses involving assault firearms investigated by the Port Authority of New York and New Jersey Police. This report will only be submitted when the agency investigates a criminal offense involving an assault firearm.
 - vii. The following reports will be submitted for each municipality only when those specific offense(s) occur:
 - (1) Supplementary Homicide Report, 1a Murder (N.J.- UCR 367);
 - (2) Supplementary Homicide, 1b Manslaughter (N.J.- UCR 367A);
 - (3) Police Officers Killed or Assaulted Monthly Supplement (N.J.- UCR 369A);
 - (4) Supplementary Arson Report (N.J.- UCR 373).
 - viii. The following report shall be submitted annually, but no later than November 7 in each reporting year:
 - (1) Number of Full-time Police Department Employees assigned to New Jersey as of October 31 of Reportable Year (N.J.- UCR 369).

- (d) The uniform crime report forms identified and described in [N.J.A.C. 13:57-1.2](#) and [1.3](#) shall be used by the Uniform Crime Reporting Unit of the Division of State Police for purposes of compliance with the provisions of [N.J.S.A. 52:17B-1](#) et seq., and such working documents shall be maintained as confidential by the Division of State Police and are not public records.
- (e) Nothing in these regulations shall preclude the Attorney General or Division of State Police for requiring the submission or deletion of any information that may be deemed necessary to maintain a viable and current uniform crime reporting system.
- (f) The Attorney General or the Division of State Police shall have the right to choose the manner in which this information will be reported and submitted to the Uniform Crime Reporting Unit.

§ 13:57-1.4 Failure to report

- (a) Law enforcement agencies that fail to submit the reports required by [N.J.A.C. 13:57-1.2](#) shall be subject to the following actions:
 - 1. The Division of State Police Uniform Crime Reporting (UCR) Unit shall make every effort to contact the head of the agency to ascertain reasons for the delinquency and to assist with possible solutions to any identified problems, as follows:
 - i. On the 15th day following the close of the reporting period, an electronic notice of delinquency shall be sent to the law enforcement agency's UCR reporter;
 - ii. If the report is not received by the 22nd day following the close of the reporting period, an electronic notice of delinquency shall be sent to the head of the law enforcement agency and other administrative workstations within the law enforcement agency; and
 - iii. If the report is not received by the 30th day following the close of the reporting period, an electronic notice of delinquency shall be sent to the respective county prosecutor and the UCR representative of the New Jersey State Association of Chiefs of Police;
 - 2. If a resolution to the delinquent reporting is not attained, the UCR Unit head shall forward a notice of the delinquency to the Office of Attorney General for review and appropriate action;
 - 3. In the discretion of the Attorney General, appropriate action may include, but shall not be limited to, suspension or termination of eligibility to receive forfeiture moneys and/or award of grant funds provided to the law enforcement agency by or through the Department of Law and Public Safety, and additional notice of such action may be sent to the respective county prosecutor's office, including authorizing the prosecutor to exercise direct oversight, as well as the governing body or chief executive of the municipality or other government entity; and
 - 4. At the time of compilation of any of the annual Uniform Crime Report, a reporting agency that has not supplied the necessary information after being contacted by the UCR Unit, shall be noted as "DID NOT REPORT" in the annual publication.