

# PREVIEW

## IMPORTANT INSTRUCTIONS

# PREVIEW

This document is intended to be edited by your department to align with existing policies and procedures. Be sure to read it in entirety and edit as is appropriate. Add what you would like, and remove anything that is not applicable.

# PREVIEW

We also recommend updating the document according to your state's NIBRS reporting requirements. Some states issue state-specific updates and requirements periodically.

You may want to add screenshots of your RMS and further information regarding navigating your report writing/RMS software.

# PREVIEW

Once the manual is finalized, consider making it formal policy for your department. If you're not familiar with policy development procedure, research how to incorporate references to this manual in existing policy.

**NOTE:** Section VIII includes the standard FBI NIBRS Data Elements and the options for each. Data elements are simply the different types of information collected for

# PREVIEW

NIBRS purposes. Think of them as the different fields in a report which officers fill in. Note, it is important to reconcile these with the drop-down options in your current system. Yours are different, or the your system needs updating, or your system call them something else. Check with your system administrator for clarification.

### LICENSURE

# PREVIEW

A license is hereby granted by PRI Management Group to your department for use and customization of this report writing manual. It is not to be reproduced or shared with any other entity outside of your department unless required by law. This manual includes copyrighted material. License to this manual is not authorized by vendors/private entities.

PREVIEW

PREVIEW

PREVIEW

PREVIEW

[insert badge]

[agency name]

Report Writing Manual

v.1.1

PREVIEW



[agency name]

Report Writing Manual v .1.1

PREVIEW

# PREVIEW

- I. PREFACE..... 3
- II. POLICY STATEMENT ..... 4
  - A. Report Writing..... 4
  - B. Report review and approval..... 6
    - 1. Policy requirements..... 6
    - 2. Records personnel..... 7
  - C. Error-tracking and Resolution..... 8
    - 1. Error tracking..... 8
    - 2. Error resolution..... 9
- III. COMMON ERROR LIST ..... 11
- IV. HOW MANY OFFENSES DO I HAVE? ..... 13
  - A. Time and Place Rule..... 13
  - B. Acting in Concert..... 13
  - C. Hotel Rule..... 13
  - D. Lesser included offenses..... 14
- V. SCENARIOS ..... 15
- VI. HOW CRIMES ARE COUNTED IN NIBRS ..... 17
- VII. OFFENSES ..... 19
  - 1. Group A Offense List..... 19
  - 2. Group B Offense List ..... 24
  - 3. Special Circumstances..... 25
- VIII. REQUIREMENTS DATA ELEMENTS AS APPLICABLE ..... 26

# PREVIEW

# I. PREFACE

This manual serves to establish [agency name] report writing standards and guidance to all personnel in the proper writing, review, submission and approval of police reports.

Reports serve to document incidents requiring police intervention, describe the facts of an investigation, assist with criminal investigations, and to provide statistical data regarding when, where and what types of crimes are occurring. To this end, crime statistics enable our agency and our constituents to determine the proper allocation of resources and to analyze the volume of crime on a local, state and national level.

NIBRS? The FBI has mandated all law enforcement agencies switch from the Uniform Crime Reporting Programs Summary Reporting System (SRS) to the National Incident Based Reporting System (NIBRS) by 2012.

## Crime Data

*Schools report student data, health care providers report disease data, and law enforcement reports*

*crime data. These measures enable effective strategies to combat industry-specific problems.*

when they are arrested. It does however have specific reporting standards that all agencies must follow. This enables the ability to correctly measure crime across the country. As such, [agency name] maintains its own definitions of criminal offenses, regardless of state statutes.

Switching to NIBRS reporting requires changes in the amount and types of information that must be collected by reporting officers. NIBRS also governs the [number of reports that should be written](#) for multiple crime incidents.

The lead officer writing a report serves as the preliminary investigator of a crime. The report should reflect a thorough description of all elements and actions taken in the investigation with an eye toward assisting the detective who will be assigned to the case, if applicable. Your report may be used in a trial and should assist in helping you to recall what happened.

The [agency name] maintains stringent report writing standards. Complete, accurate, well written reports are the basis for successful investigation and prosecution of cases. Reports are reviewed by a wide audience including other agencies, attorneys, judges, crime victims and media personnel. The quality of a report is a reflection upon the reporting officer, the department and our profession. All new officers are to review this manual thoroughly as part of the Field Training program.

## II. POLICY STATEMENT

It is the policy of the [agency name] that all reports meet the following standards:

### A. Report Writing



and  
ords  
are  
An  
and

the

This  
d.

the  
ally

**PREVIEW**

full

al

public or to persons involved in an incident. Questions should be directed to the [unit name].

e. Reports cannot be released by anyone other than approved personnel.

6. Situations requiring a police report include, but are not limited to, the following:

- a. A crime has occurred in our jurisdiction
- b. A traffic accident in our jurisdiction



- a. Victims: V-1 (last name)
- b. Witnesses: W-1 (last name)
- c. Etc. etc. [insert agency/system appropriate abbreviations]

## B. Report Review and Approval

Incident, arrest and supplemental reports will undergo a two-tiered quality control process in which police supervisors and records personnel will review reports on a daily basis and ensure errors are corrected in a timely manner.



s by

the

de a

ding

uses

able

rect  
tive.

PREVIEW

## 2. Records Personnel

- a. Records personnel will identify daily all new reports which have been submitted and complete their review or rejection for correction by the end of the shift.
- b. Records personnel will identify daily all reports which have been rejected for



off),  
y, a  
der,  
  
have  
port  
ems  
  
y of  
  
de a  
  
ding  
the  
  
uses

(10.)Supplements include all pertinent facts and a description of what the correct classification and case status should be. Case updates are made as appropriate.

### C. Error-tracking and Resolution

NIBRS compliance and certification requires a 3% or less reporting error-rate. The [agency name] will track errors in reports for the purposes of:

1. Ensuring a 3% or less agency-wide reporting error-rate



ross  
that  
file,  
ther

hich

orts  
orts  
thly  
ving

ency

are  
the

The below list of errors serves to orient you to the types of errors that can occur in a report and should not be considered an exhaustive list of all possible errors.

NIBRS Errors	Agency Business Rule Errors [list agency specific rules]
Inco	
Inco	
Inco	
Inco	
No p	
Inco	
Mis:	
Mis:	
Hot	
Tim	
Acti	
Inco	
Inco	

**Erro**

Rep  
pers  
mos  
afte  
resu

Thei

**Draf**

It is  
by r

that reports may be corrected. If a report requires correction after it has been approved by Records, a supplement should be written describing the error and its resolution.

**PREVIEW**

ords  
the  
curs  
n is  
ist.

and

d by  
the

ved  
atus

These are sample error types listed according to whether they can be corrected by records personnel or by the reporting officer only.

NON-MATERIAL ITEMS (can be corrected by Records personnel)	MATERIAL ITEMS (should only be corrected by the officer)
<ul style="list-style-type: none"> <li>• Ir</li> <li>sp</li> <li>• Ir</li> <li>• Ir</li> <li>• Ir</li> <li>• Ir</li> <li>• G</li> <li>• Ir</li> <li>• Ir</li> </ul>	<p style="text-align: right;">S</p> <p style="text-align: right;">IS</p>

[fill in]

**PREVIEW**

### III. Common Error List

The below list of items includes the most commonly occurring errors in reports and report writing in general. These are issues which can have serious consequences related to the accuracy of the information reported.

**Remember**  
may  
report  
stat

**and**  
**ense**  
**tate**

**For**  
Tres  
NIBRS  
the

d/or  
e. In  
arge

PREVIEW

at

t is

the  
it is

iree

atic

re felonies or aggravated crimes due to the type of victim involved (i.e. victim is pregnant, a police officer, or an elderly person). FOR NIBRS PURPOSES DO NOT CODE OFFENSES based on these statutory enhancements. For example, an assault/battery on a pregnant female would be "aggravated" only if a weapon was used or she suffered severe bodily injury.

- **Burglaries:** to classify an offense as a Burglary in NIBRS, the structure entered must be a permanent structure that is capable of being secured/enclosed. It does not have to be locked or closed. It can be open, closed, unlocked, and empty or abandoned. So long as the investigation determined that entry was unlawful for the purposes of committing a crime therein, it is a burglary. Thefts from open/publicly accessible areas

ig is

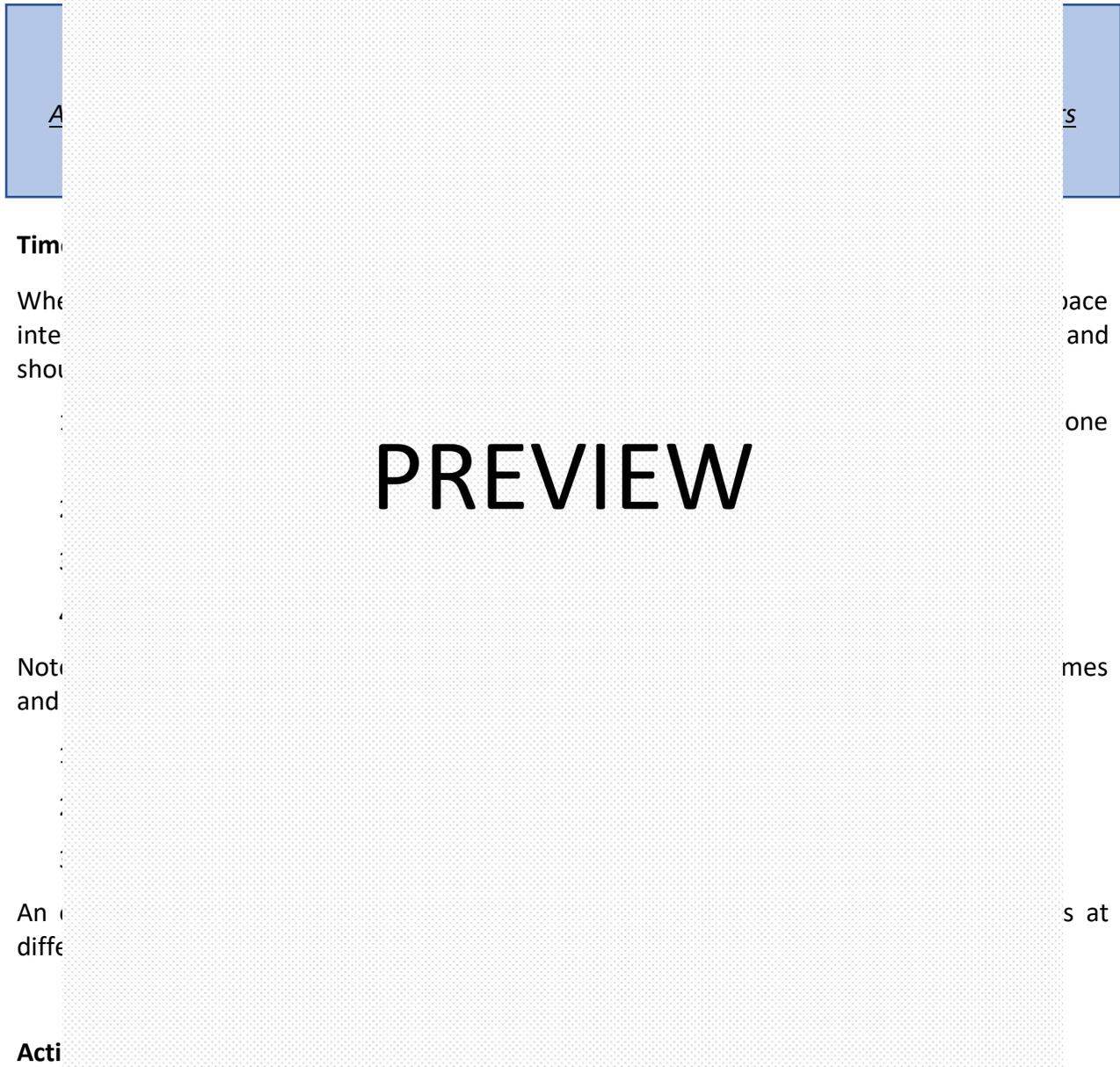
no  
ily

d

# PREVIEW

## IV. How Many Reports Do I Write?

How many reports that should be written for any given incident is determined **solely** by following the *Time and Place Rule*, *Hotel Motel Rule* and the *Acting in Concert* rule. Do not decide criminal follow and the



It is also necessary to determine in cases involving multiple offenses and suspects whether the suspects were acting together to commit all of the involved crimes.

*Acting in Concert* applies when more than one offender (suspect) is involved in the commission of more than one crime. When all of the offenders actually commit or assist in the commission of all of the crimes in an incident, then one report should be written (if they occurred at the same time and place). The offenders must be aware of, and consent to, the commission of all the offenses; or even if nonconsenting, their actions assist in the commission of all of the offenses.

If the offender is caught, the report should be written for each crime committed. If the offender is not caught, the report should be written for each crime committed.

NIBRS requires a separate report for each incident involving multiple offenders.

#### Hotels

The report should be written for each lodging establishment where the offense occurred. The report should be written for each "hot spot" or area within the establishment where the offense occurred.

# PREVIEW

#### Lessons

A separate report should be written for each crime committed by the offender.

Examine the charges and determine if the offender is charged with a crime that is not covered by the report.

not report if it is not a crime under the law.

and the report should be written for each crime committed.

reported for each crime committed.

with a burglary if the damage that occurred as part of the burglary is considered substantial.

## V. SCENARIOS

Scenarios	NIBRS Offenses Involved	Same Time and Place?	Acting in Concert?	# of Reports to Write
An offender breaks into a home and steals property from one of the units by a/the offender the resident to "report".				
An owner of a car, who is not the driver, pulls out a handgun and passes it to a driver.				nd ". d.
Two patrol officers enter an unoccupied apartment and find a handgun.				
Sometime between 7am and 8am, a car is stolen from an apartment building. The car was owned by one of the units. The car was stolen by the offender. The offender was seen in the area of the building. The offender was seen in the area of the building. The offender was seen in the area of the building.				s /
apart from one another. Each a/c unit was individually owned by the apartment owners.				; reports to write; just time and place.

PREVIEW

<p>Sometime between 4pm and 6pm, 4 consecutive apartments of apartments were</p>		<p>No. Each apartment is a different</p>		<p>4 This involves 4</p>
<p>Som and brok 200 follo were  1) 1 t  2) 1 s l  3) 1 s  4) 1 k s</p>	<h1>PREVIEW</h1>			



## VII. Offenses

### Enter All Applicable Offenses

The NIBRS program collects statistics on all offenses that occur in an incident (up to 10). Unlike the NIBRS, the NIBRS does not collect statistics on offenses that occur in an incident that are not reported to the police.

For each offense, you must select the appropriate offense code from the list of offenses. The offense code is used to determine the type of offense and the severity of the offense. The offense code is also used to determine the type of incident and the type of victim.

In some cases, the offense code may be different from the one listed in the manual. For example, the offense code for "Aggravated Assault" may be different from the one listed in the manual. In these cases, you should use the offense code that is listed in the manual.

"Suspected" offenses are those offenses that are suspected to have occurred but have not been confirmed by the police. It is important to report suspected offenses so that the police can investigate them.

# PREVIEW

Unfounded offenses are those offenses that are reported to the police but are not investigated. When an offense is unfounded, the police do not have any evidence to support the charge. Unfounded offenses are not reported to the NIBRS.

### NOT

The law  
defi are  
clas n in  
repe of  
repe

# 1. GROUP A OFFENSE LIST

## 720 Animal Cruelty

Intentionally, knowingly, or recklessly taking an action that mistreats or kills any animal without just

### 200

To use a firearm or other deadly weapon to threaten or harm another person by

### 13A

An act that causes physical injury to another person or the death of another person, or the

### 13B

An act that causes the death of another person or the death of a pet animal, or the death of a

### 13C

To threaten or harm another person or the death of another person, or the death of a pet animal,

### 510

The use of a firearm or other deadly weapon to threaten or harm another person, or the death of another

### 220

The use of a firearm or other deadly weapon to threaten or harm another person, or the death of another

### 250

The use of a firearm or other deadly weapon to threaten or harm another person, or the death of another

## 290 Destruction, Damage, Vandalism of Property (Except Arson)

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

PREVIEW

**35A Drug/Narcotic Violations**

The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

**35B**

The devi t or

**270**

The ney, proq

**210**

To u ible, thro at of dest

**26A**

The ther dec

**26B**

The lent purp

**26C**

Fals thus unla ight or p ould not

**26E**

The also and,

**26F**

Wrc icial Sec

**26G**

Wrc e, or networks without authorized permissions or security clearances.

**39A Betting/Wagering**

To unlawfully stake money or something else of value on the happening of an uncertain event or on the ascertainment of a fact in dispute.



**PREVIEW**

**39B Operating/Promoting/Assisting Gambling**

To unlawfully operate, promote, or assist in the operation of a game of chance, lottery, or other gambling activity.

**39C**

To l  
usec

ods

**39D**

To l  
purp

the

**09A**

The

**09B**

The

**09C**

The  
the  
indi

, or  
vate

**64A**

Indu  
the

high

**64B**

The  
subj  
bon

and  
debt

**100**

The  
min

of a

**23A**

The  
usu

ctim

**23B**

The  
person.

ther

PREVIEW

**23C Shoplifting**

The theft by someone other than an employee of the victim of goods or merchandise exposed for sale.

**23D Theft From Building**

A th... the  
offe

**23E**

A th

**23F**

The

**23G**

The ... in a  
mar ... its  
ope

**23H**

All t ... heft  
liste

**240**

The

**370**

The ... e, or  
pos

**40A**

To e

**40B**

To s ... rate  
a dv ... n is  
perf

**40C**

To p

**120**

The ... rom  
the control, custody, or care of another person by force or threat of force or violence and/or by  
putting the victim in fear of immediate harm.

PREVIEW

**11A Rape (except Statutory Rape)**

The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**11B**

Oral  
inclu  
beca

tim,  
e or

**11C**

To u  
open  
whe  
tem

anal  
nces  
/her

**11D**

The  
with  
cons  
phys

tion,  
ving  
l or

**36A**

Non  
degr

the

**36B**

Non

**280**

Rec  
know  
robb

the  
eny,

**520**

The  
poss  
devi

tion,  
liary

PREVIEW

## 2. GROUP B OFFENSE LIST

### 90A Bad Checks (except Counterfeit Checks or Forged Checks)

Knowingly and intentionally writing and/or negotiating checks drawn against insufficient or non-

### 90B

The  
from  
plac  
with

### 90C

Any  
shoc

### 90D

Driv  
the

### 90E

To d  
are :

### 90F

Unla  
mer  
clas:

### 90G

The  
poss

### 90H

To s  
voye

### 90J

To u

### 90Z

All crimes that are not Group A offenses and not included in one of the specifically named Group B crime categories listed previously.

PREVIEW

Offense/Incident reports have five main sections as follows:

HEADER	PERSONS	PROPERTY	VEHICLES	CASE MANAGEMENT
•Time, date,	•Enter all	•Enter all	•Enter all	•Select the

All f  
sho

orts

**LEO**

Whe  
Assc  
in th

d or  
ficer

# PREVIEW

Carg

Whe  
is "t  
bag,  
com  
tank  
any  
disti

heft  
, or  
g in  
any  
rom  
ight

For  
betw  
awa

ints  
hile

Hate

A hate or bias crime is one that is motivated in whole or in part, by the offender's bias(es) against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity. When a crime is motivated by bias, select the appropriate option in the bias field and provide all pertinent details.

## VIII. Required NIBRS Data Elements as Applicable

Required Data	Description
<b>1. C</b> A I	
<b>2. C</b>	
<b>2a. C</b>	<p style="text-align: right;">yes, may</p> <p style="text-align: center; font-size: 2em; font-weight: bold;">PREVIEW</p>
<b>3. I</b> C C I	<p style="text-align: right;">the need</p>

	<p>Indicate if the crime is cleared by exception with one of the following:</p> <p>A = Death of Offender</p> <p>B = Prosecution Declined (by the prosecutor for other than lack of probable</p>
<p>4. E C</p>	<p>/her ents etty</p>
<p>5. E C C</p>	<p>et:</p>
<p>6. F C</p>	<p>ake</p>
<p>7. C a C</p>	<p>t,</p>
<p>8. <b>Offender suspected of using...</b></p>	<p>Indicate whether any of the offenders in the incident were suspected of consuming alcohol or using drugs/narcotics during or shortly before the incident, or using computer equipment to perpetrate the crime. Select one of the following (select up to 3):</p>

PREVIEW

A = Alcohol  
C = Computer Equipment (Handheld Devices); used for negligent vehicle manslaughter cases.  
D = Drugs/Narcotics  
N = Not Applicable (Mutually Exclusive)

the

8a. I  
mot

PREVIEW

45 = Anti-Bisexual  
Version 1.0, 3/22/2018 77  
**Disability**  
51 = Anti-Physical Disability

52 = Anti-Mental Disability

**Gender**

61 = Anti-Male

62 = Anti-Female

**Gender Identity**



9. 1

er  
ide

not

(4).

d  
ges

hip  
to

are

of  
line

are  
pres  
e of

and

09 = Drug Store/Doctor's Office/Hospital

primarily considered  
pharmacies; veterinary  
practices, veterinary hospitals,  
and medical practices

10 = Field/Woods

Areas that are

		<p>primarily open fields or wooded areas  <b>Note:</b> This data value does not include parks.</p>
		<p>Buildings primarily used for</p> <p>S.</p> <p>ily</p> <p>S.</p> <p>ng</p> <p>ue</p> <p>nds</p> <p>S.</p> <p>of</p> <p>ed</p> <p>olic</p> <p>not</p> <p>e.</p> <p>or</p> <p>S,</p> <p>S,</p>
	<p>20 = Residence/Home</p>	<p>residential driveways,  residential yards;  extended/continuous care facilities.</p>

		<b>Note:</b> This data value refers to permanent residences.
	21 = Restaurant	Establishments that serve meals or refreshments; cafeterias
 <h1 data-bbox="597 1010 1024 1094">PREVIEW</h1>		
	37 = Abandoned/Condemned Structure	abandoned by the owner and are no longer being used. <b>Note:</b> This data value does not include vacant rental property.

		<p>Agencies should use the data value that best describes the property in question, e.g., vacant rental house should be classified as 20 =</p>
<h1>PREVIEW</h1>		<p>r 07 = ent rs, ises  5,  ing E: ing</p>
	42 = Camp/Campground	<p>... use code for setting up camps, including tent and recreational vehicle campsites</p>
	44 = Daycare	<p>Facilities that provide short-term supervision, recreation,</p>

		and/or meals for adults or children during the daytime or at night; respite care facilities for seniors or for physically or mentally challenged individuals
<div style="text-align: center; border: 1px solid black; padding: 20px;"> <h1>PREVIEW</h1> </div>		ms ins This  ng ore
		of re, e ain e
		s of ces ons,
		te: . se
	49 = Military Installation	essions, especially, assigned and used for military operations
	50 = Park/Playground	Areas of land set aside for public use usually maintained

		for recreational or ornamental purposes; soccer fields, baseball fields
	51 = Rest Area	Designated areas, usually along a highway, where motorists
 <p><b>PREVIEW</b></p>		
	57= Community center	gather for group activities, social activities, public information, and other purposes; they may sometimes be open for the whole

community or for a specialized group within the greater community;  
Christian community center;  
Islamic community center;

te  
/ire

10. #  
€

otel

11. #  
€

# PREVIEW

12. #  
€  
I

poisoning, or abandonment; Animal Cruelty only)  
O = Operating/Promoting/Assisting  
P = Possessing/Concealing  
S = Animal Sexual Abuse (Bestiality; Animal Cruelty only).

T = Transporting/Transmitting/Importing

U = Using/Consuming

**Gang Info Options**

Use this data element to describe the type, or lack of presence, of an



**PREVIEW**

13.1

v  
€

64B = Human Trafficking, Involuntary Servitude

**Options**

11 = Firearm

12 = Handgun  
13 = Rifle  
14 = Shotgun  
15 = Other Firearm  
20 = Knife/Cutting Instrument (knives, razors, hatchets, axes, cleavers,



# PREVIEW

14.7  
I

15.1  
C

01 = Aircraft

lights, hot air balloons, blimps, etc.  
**Note:** This data value does not include toy planes; Classify these as 19 = Merchandise or 77=Other

		<p>Any intoxicating liquors containing alcohol used for human consumption; alcoholic beverages, i.e., beer, wine, and liquor</p> <p><b>Note:</b> Denatured alcohol can be</p>
 <h1 data-bbox="597 1010 1024 1094">PREVIEW</h1>		<p>or</p> <p>ld</p> <p>r</p> <p>ilic</p> <p>r</p> <p>S,</p> <p>nd a</p> <p>d,</p> <p>ort</p> <p>r</p> <p>ise;</p> <p>ated</p>
	<p>Hardware/Software</p>	<p>operation of a computer system stored in read/write memory; computers, printers, storage media, video games, software packages, video consoles such as Wii®, PlayStation®, and Xbox®</p>

	08 = Consumable Goods	Expendable items used by humans for nutrition, enjoyment, or hygiene; food, non-alcoholic beverages, grooming products, cigarettes, firewood, etc.
<div style="text-align: center; font-size: 48px; font-weight: bold; margin-top: 100px;">PREVIEW</div>		Cards and/or the account number
		Agencies should classify these as (C) = Weapons – Other.
	14 = Gambling Equipment	any equipment or devices used to produce, manufacture, or perpetrate gambling; slot machines, keno, card

		tables, poker chips, bingo, raffles, lottery tickets, etc.
	15 = Heavy Construction/Industrial Equipment	large-scale equipment used in the construction of buildings, roads, etc.; cranes, bulldozers, steamrollers, oil- etc.
		
		7 = us ngs, . ime s lly l/or ,
		e,
		at
	21 = Negotiable Instruments	conditional promise or order of payment to a holder upon issue, possession, on demand, or at a specific time; endorsed checks (including forged checks that have been



		<p>designed, but not necessarily used, to transport people and also provide them temporary lodging for recreational purposes; motor homes</p>
		<p>Buildings occupied by single families, only es, ; d ng ces, ful ce d , / : for s, es,</p>
	<p>34 = Structures - Storage</p>	<p>Buildings used for storing goods, belongings, merchandise, etc.; barns, garages, storehouses, warehouses, sheds, etc.</p>

# PREVIEW

	35 = Structures – Other	any other types of structures not fitting descriptions of the previous types of structures listed (i.e., in Data Values 29 through 34); outbuildings, monuments, buildings under
 <h1 data-bbox="597 1010 1024 1094">PREVIEW</h1>		
	43 = Building Materials	windows, uninstalled doors, etc. <b>Note:</b> This data value does not include items stolen from a completed building. Agencies should classify copper wire, aluminum, etc.,

		as 71 = Metals, Non-Precious.
		Items, tools, or objects used for recreational camping, hunting, or
		ls,
		or
		es,
		l,
		otic
		ok ic
		s.
		rd is,
		/ al cs s
		appropriate.
	48 = Documents/Personal or Business	Includes affidavits, applications, certificates, credit card documents, savings account books, titles, deposit

		slips, pawn shop slips, patents, blueprints, bids, proposals, personal files, and U.S. mail <b>Note:</b> This data value does not include identity documents (65 = Identity Documents)
<h1>PREVIEW</h1>		sit il ts) sit il ts) :ov tc. oal, ing ion l or
	66 = Identity – Intangible	personal traits by which an entity or person is recognized or known; damaged reputation, disclosed confidential information, etc.
	67 = Law Enforcement Equipment	Anything specifically used by LE

		<p>personnel during the performance of their official duties; vests, uniforms, handcuffs, flashlights, nightsticks, badges, etc.; canines (K-9s), horses, Tasers, etc. <b>Note:</b> This data value does</p>
<h1>PREVIEW</h1>		<p>; 13 ost</p> <p>cles. nd rs,</p> <p>d</p> <p>ing</p> <p>ng ce</p> <p>es,</p> <p>ster, vity</p> <p>eel, er</p> <p>of</p> <p>cs,</p>
	<p>73 = Pets</p>	<p>animals kept for pleasure or companionship, other than livestock; cats, dogs, household birds, fish, rodents, reptiles, and exotic animals raised as pets and not for profit</p>

	74 = Photographic/Optical	Equipment used to take photographs and/or relating to the science of optics or optical equipment; cameras, camcorders, telescopes, lenses, prisms, optical scanners,
		<p>ole</p> <hr/> <p>®,</p> <hr/> <p>orts s, etc.</p> <hr/> <p>ues</p> <hr/> <p>be</p> <hr/> <p>s</p> <hr/> <p>fe</p> <hr/> <p>i. =</p> <hr/> <p>cus, id</p>
		shots, pepper spray, lasers, sting
	88 = Pending Inventory	Items whose property description is unknown until the inventory.

<p>16. \</p> <p>f</p>	<p>Enter the total dollar value (in whole dollars) of the property burned (including damage caused in fighting the fire), counterfeited, destroyed/damaged/vandalized, recovered, seized, stolen, etc., as a result of an incident.</p> <p style="text-align: right;">of s to  er  e  is  re d a  / n) s  is f  ther re</p> <p style="text-align: center; font-size: 2em; font-weight: bold;">PREVIEW</p>
<p>17. f</p> <p>f</p>	
<p>18. f</p> <p>\</p> <p>s</p>	
<p><b>19. Number of recovered stolen vehicles</b></p>	<p>Enter the number of motor vehicles recovered in a motor vehicle theft incident. Do not enter a number for motor vehicles that were taken as the proceeds of other offenses. Enter the vehicle in the property section.</p>

This is used for entering the types of drugs or narcotics **seized** in a drug case, or flushed down a toilet, swallowed by an offender, or that were used as part of an undercover investigation.

Do not use this data element when you find drugs or narcotics burned,

20. S  
C

t;  
or

**PREVIEW**

tc.

ie

or

<p><b>21. Estimated</b></p>	<p>Enter the quantity of drugs or narcotics seized in a drug case. Do not report a monetary value when you seize the drugs or narcotics in connection with drug/ narcotic violations. However, in order to obtain some measure of the drug problem, report the estimated quantity of seized drugs or narcotics for each Drug/Narcotic Violation.</p>
<p><b>22. I</b></p>	
<p><b>23. \</b></p>	
<p><b>24. \</b></p>	
<p><b>25. 1</b></p>	
<p><b>26. /</b></p>	<p>NB = 1 – 6 Days Old  BB = 7 – 364 Days Old  99 = Over 98 Years Old  00 = Unknown</p>



<b>27. Gender of victim</b>	F = Female M = Male U = Unknown
<b>28. F</b>	W = White B = Black or African American
<b>29. F</b> \	
<b>30. F</b> s \	<div style="text-align: center; font-size: 48px; font-weight: bold; opacity: 0.5;">PREVIEW</div>
<b>31. A</b> A C C	
	<p>included as Negligent Manslaughters.</p> <p><b><u>Valid Data Values for 13A = Aggravated Assault and 09A = Murder and Non-Negligent Manslaughter:</u></b></p>

You can enter up to two circumstances per victim segment:

01 = Argument

02 = Assault on Law Enforcement Officer

03 = Drug Dealing

04 = Gangland (Organized Crime Involvement)

PREVIEW

32. /  
J  
I  
(

G = Unable to Determine/Not Enough Information

**33. Type injury**

When victim of offense is an "I"= individual, enter type of injury if applicable:

**Options**

N = None

B = Apparent Broken Bones

I = Possible Internal Injury

L = Severe Laceration

34. C  
r  
r

**PREVIEW**

35. F  
C  
C

PA = Victim Was Parent

SB = Victim Was Sibling (brother or sister)

CH = Victim Was Child

GP = Victim Was Grandparent

GC = Victim Was Grandchild  
IL = Victim Was In-law  
SP = Victim Was Stepparent  
SC = Victim Was Stepchild  
SS = Victim Was Stepsibling (stepbrother or stepsister)

# PREVIEW

10W

36. C  
S  
r

37. A  
C

38. C  
C

39. Race of  
offender

B = Black or African American  
I = American Indian or Alaska Native  
A = Asian  
P = Native Hawaiian or Other Pacific Islander

	U = Unknown
<b>39a. Ethnicity of offender</b>	H = Hispanic or Latino N = Not Hispanic or Latino U = Unknown
40. / s r	 <p style="font-size: 48pt; margin: 0;">PREVIEW</p>
41. / t r	
42. /	
43. /	
44. / s l	
	<b>Example:</b> After apprehending a robbery suspect, you learn that the suspect was also responsible for five additional robberies within the our jurisdiction. Enter C = Count Arrestee for the robbery and M = Multiple in

	<p>this data element for all of the remaining robberies.</p> <p>The field identifies the offense for which you arrested an offender. You can arrest an offender for any of the Group A or Group B offenses with the exception of 09C = Justifiable Homicide.</p>
<p>45. <b>Offense</b></p>	<p>s</p> <p>with</p> <p>ive</p> <p>ars)</p> <p>in</p>
<p>46. <b>Weapon</b></p>	<p>the Automatic Weapon Indicator, e.g., 13A = Automatic Rifle. Do not include semi-automatic as an automatic weapon.</p>
<p>47. <b>Age of arrestee</b></p>	<p>01 – 98 = Years Old</p> <p>99 = Over 98 Years Old</p>

	00 = Unknown
<b>48. Gender of arrestee</b>	F = Female M = Male
<b>49. Race</b>	W = White B = Black or African American
<b>50. Age</b>	
<b>51. Sex</b>	
<b>52. Date</b>	

# PREVIEW