
IMPORTANT INSTRUCTIONS

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.

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.

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 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. If yours are different, either your system needs updating or your system calls them something else. Check with your system administrator for clarification.

LICENSURE

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[agency name]

Report Writing Manual

v.1.1

[insert badge]



Table of Contents

I.	PREFACE	3
II.	POLICY STATEMENT	4
	A. Report Writing.....	4
	B. Report review and approval.....	6
	1. Police supervisors.....	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 REPORTS DO I WRITE?	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	18
	1. Group A Offense List.....	19
	2. Group B Offense List	24
	3. Special Circumstances.....	25
VIII.	REQUIRED NIBRS DATA ELEMENTS AS APPLICABLE	26

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.

Why NIBRS? The FBI has mandated all law enforcement agencies switch from the Uniform Crime Report Program's Summary Reporting System (SRS) to the National Incident Based Reporting System (NIBRS) by 2021.

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.

NIBRS is simply a national program which governs the way crime data is collected and submitted to the FBI. It does not govern how to conduct criminal investigations or what to charge someone with

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, it 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

It is the goal of the [agency name] to produce reports which are *accurate, error-free* and *well-written*. All reports will be thoroughly reviewed first by [sergeants] and then by records personnel. The reporting error-rate, defined as the percentage of mistakes that are identified by records personnel during the quality control process, should be 4% or less. An error is defined as any element of a report which is not compliant with NIBRS standards and the requirements contained in this manual.

1. All reports will be submitted to a supervisor, reviewed and corrected as needed by the end of your shift.
2. All reports will be written utilizing proper grammar, punctuation and spelling. This includes writing in the first person. Phrases such as "this officer" are not to be utilized.
3. All reports should be written in a manner that factually describes all elements of the incident and the investigation. Narratives should describe the incident chronologically including the "who, what, when, where, why and how". Examples include:

"I was dispatched to {address} regarding a {incident type}. Upon arrival I first met with {person} who stated the following..."

"While on routine patrol at {location}, I observed {describe incident} and proceeded to {action taken}..."

4. All persons, vehicles and property items described in a narrative should be listed in full in the corresponding persons, vehicle and property sections of the report.
5. Officers should make persons requesting a copy of a report aware that:
 - a. It generally takes [# of] business days to process a report.
 - b. Copies are available at the [unit name] during regular business hours.
 - c. There is a fee for requesting copies of reports.
 - d. There are some statutory limitations as to what can be released to the general 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
 - c. An injury or death occurs
 - d. A fire occurs and a report is deemed appropriate
 - e. City/County property is damaged, destroyed, missing or stolen
 - f. Information is obtained on a scene that may assist in another investigation
 - g. Action is taken while assisting another agency (merely being on the scene does not constitute action)
 - h. A supervisor determines that a report should be written

7. When entering names into a report and minimal information is available about the person's identity, a minimum of any combination of two of the following identifiers is required. If the information cannot be determined, explain why in the narrative and enter the person into the [suspect or other appropriate box]. **Do not duplicate names that are already in the system.**
 - a. First name
 - b. Middle name
 - c. Last name
 - d. Gender
 - e. Address
 - f. Age
 - g. Date of birth
 - h. Physical descriptors
 - i. Email address
 - j. Phone number

8. When writing an arrest, the narrative should include the elements of the crime and a description of the probable cause established for the arrest and how it was obtained.

9. Do not include juvenile names in the narrative of a report. Refer to them as "Juvenile-1", "Juvenile-2", etc.

10. Do not include victims of sexual assault crimes in the narrative of a report. Refer to them as "Victim-1", etc.

11. For all names in narratives of reports, use the following naming convention:
 - 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.

1. Police Supervisors

- a. Supervisors will review, reject/correct as needed, and submit reports to Records by the end of the shift.
- b. Supervisors will thoroughly review reports to verify the entry and accuracy of the following:
 - (1.) Case number, time, date, address, MO, location type, occurrence times include a range of dates/times, report written time/date;
 - (2.) All persons, property and vehicles have been entered in entirety including descriptors, status, values, types, etc.;
 - (3.) The narrative thoroughly describes the incident and aligns with the title/offenses for the incident/offense;
 - (4.) Grammar, punctuation, spelling, sentence structure and logical thought;
 - (5.) Proper application of the [Time and Place Rule](#);
 - (6.) Proper application of the [Acting in Concert Rule](#);
 - (7.) Proper application of the [Hotel Rule](#);
 - (8.) Case status and disposition;
 - (9.) Arrest reports include the elements of the crime and description of probable cause.
 - (10.) Supplements include all pertinent facts and a description of what the correct classification and case status should be as a sentence at the end of the narrative. For example: "This case should be changed to cleared by arrest".

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 correction. If a report has not been resubmitted within 24 hours (excluding days off), notify the officer and the supervisor via email of the late report. If necessary, a second notification should be submitted via memorandum to the [shift commander, etc].
- c. Records personnel will run a daily report to identify all case numbers which have been pulled and require a report. This list will be reconciled against [RMS/report writing system] to identify any reports which are late or missing. [some systems have a built in feature to run this report automatically].
- d. Records personnel will thoroughly review reports to verify the entry and accuracy of the following:
 - (1.) Case number, time, date, location, MO, location type, occurrence times include a range of dates/times, report written time/date;
 - (2.) All persons, property and vehicles have been entered in entirety including descriptors, status, values, types, etc. based on what is described in the narrative;
 - (3.) The narrative thoroughly describes the incident and aligns with the title/offenses for the incident/offense;
 - (4.) Grammar, punctuation, spelling, sentence structure and logical thought;
 - (5.) Proper application of the [Time and Place Rule](#);
 - (6.) Proper application of the [Acting in Concert Rule](#);
 - (7.) Proper application of the [Hotel/Motel rule](#);
 - (8.) Case status and disposition
 - (9.) UCR validation/error-check is completed
 - (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
2. Identifying personnel with high error-rates
3. Identifying supervisors with high report approval error-rates

The key to a successful quality control process is ensuring the consistency of reports across the spectrum of entities which receive them. As reports are corrected, it is imperative that the final version of the report is the one provided to and used by the agency (case file, detective's file), the courts, the prosecutor's office, the jail, the media, and by other applications (Laserfiche, joint RMS systems, Linx, etc).

Error-tracking

On a daily basis, Records personnel will maintain an electronic log listing all reports which contain an error with the following information:

1. Reporting officer's name
2. Approving supervisor' name
3. Date of the report
4. Description of the error

At the end of each month, this list will be used to calculate the total number of reports written per officer and the number of errors per officer, and the total number of reports approved per supervisor and the number of reports approved containing errors. A monthly report will be issued to police supervisors and management personnel listing the following key performance indicators:

1. Per-officer error-rate
2. Per-supervisor error-rate
3. Agency overall reporting error-rate

There are two types of errors including 1) UCR/NIBRS compliance errors and 2) agency business rule errors.

NIBRS errors are those related to NIBRS reporting requirements. Business rule errors are those deemed to be an error as per the [agency name] reporting requirements. See the chart on the following page for details.

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]
Incorrect offense type	Missing phone numbers
Incorrect location type	No M.O.
Incorrect property type	Missing email address
Incorrect vehicle type	Missing agency required data
No property/vehicle value	
Incorrect weapon type	
Missing LEOKA data	
Missing hate crime data	
Hotel/motel rule not followed	
Time and Place rule not followed	
Acting in Concert rule not followed	
Incorrect person/property/vehicle status	
Incorrect exceptional clearance status	

Error Resolution

Report errors should be corrected immediately upon notification of the error. Records personnel are authorized to correct certain agency-approved types of errors to provide for the most efficient and timely processing and approval of reports. If a correction to a report occurs after it has been submitted to outside agencies, ensure the final approved version is resubmitted. Errors corrected by Records personnel must be entered on the monthly error list.

There are two types of corrections to a report:

Non-material items: those which are not material to the crime or investigation and include errors which are mechanical in nature or NIBRS related.

Material items: those which are material to the crime or investigation and if changed by anyone other than the officer could be challenged in court. They are specific to what the officer is conveying in his/her report about the incident and investigation.

Draft Reports

It is the policy of the [agency name] that all reports are considered a draft until final approved by records personnel upon completion of the full quality control process. It is during this status 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.

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) [Insert agency approved items]	MATERIAL ITEMS (should only be corrected by the officer)
<ul style="list-style-type: none"> • Incorrect address of incident (wrong spelling or listing of an address) • Incorrect dates • Incorrect gender of involved persons • Incorrect persons, property, vehicle types • Incorrect case status or disposition • Grammar, punctuation, spelling errors • Incorrect case numbers • Incorrect incident location type 	<ul style="list-style-type: none"> • Incorrect report classification • Missing arrest or supplement forms • Missing persons/property/vehicle entries • Missing vehicle and property values • Incorrect persons/vehicle/property status (missing, stolen, recovered, impounded, etc.)

[fill in the chart according to agency-approved policy]

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 agency's crime statistics.

Remember that the requirements herein are based on NIBRS compliant crime reporting and may not align with what state statute indicates. The classification of your incident/offense report should be based on the NIBRS reporting criteria. Arrests will be based on state statute.

For example, when reporting burglaries, you should not report a Larceny/Theft and/or Trespassing as a separate offense if it is associated with the unlawful entry of a structure. In NIBRS these are lesser included offenses of the crime of Burglary. However, you might charge the offender with these other crimes if appropriate per law.

- Time and Place rule not followed; more than one report is written for an incident that should be documented on one report. [See here.](#)
- Time and Place rule not followed: only one report is written when more than one is required. [See here.](#)
- **Assaults:** Aggravated Assaults and Simple Assaults are conflated. An Assault is aggravated if it involves:
 - 1) serious bodily injury and/or,
 - 2) use of, or threatened use or display of, a weapon or,
 - 3) use of an item which, as used, could have caused severe bodily injury.

To determine if an assault is aggravated or simple in difficult situations, determine the intent of the offender. If intent was to cause death or severe bodily injury, it is aggravated.

All assault report narratives should begin with a description of the following three elements:

1. *Was a weapon used and if so, enter description:*
2. *Describe the extent of the injury in detail:*
3. *Describe the intent of the offender:*

- **State statute criminal enhancements.** Many states make certain crimes automatic 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 are not burglaries in NIBRS. Entry to the curtilage of a property where something is stolen is not a burglary; it is a theft.
- The Forced Entry field should be completed for burglaries only.
- The Location Type field should accurately reflect the options provided by NIBRS standards herein.
- The victim relationship to offender field should be completed for all victims. Businesses, Society, and Governments are not applicable to this field.
- An Offender needs to be entered if there is anything known about the person who committed the offense. Otherwise it should be left blank. Suspects are only individuals that are suspected of committing an offense.
- Report titles need to be scrutinized. Pay careful attention to Assaults, Burglaries, and Robbery offenses.
- Vehicle value is only necessary for Stolen, Recovered or Arson statuses.
- Damaged vehicles due to criminal mischief are listed as OTHER; the damaged item (i.e., hood) should be listed in the property section.
- "Damaged" is not a status that should be used for vehicles.
- Property Codes need to be correctly selected. Not everything is "Miscellaneous".
- Correct property descriptions need to be provided for property item entries.
- When someone is seen committing an offense, they are the Offender, not a Suspect. Someone who is arrested is the [defendant or arrestee].

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 how many reports to write for complex cases involving multiple victims, offenders, and crimes by counting the number of victims, number of items stolen, or any factor other than the following:

One report should be written if it meets the definition of an "incident" as follows:

An incident is one or more offenses committed by the same offender, or group of offenders acting in concert, at the same time and place.

Time and Place Rule

When a person or group of persons commits more than one crime and the time and space intervals separating them are insignificant, all of the crimes make up a single incident and should be written under one case number. Use the following for guidance:

1. The crimes all happened at the same location or within immediate proximity to one another, including within line of sight.
2. The crimes all happened during the same time frame (minutes or several hours).
3. The crimes all involve the same M.O.
4. The crimes appear to be related and committed by the same suspect(s).

Note however, there are occasions in which multiple crimes are committed at different times and places but should still be written on one report, when these factors exist:

1. The crimes committed were all committed by the same suspect.
2. The crimes committed all involve the same particular offense.
3. The victim is the same person/business in all of the crimes.

An example is a person who is sexually assaulted by the same suspect numerous times at different places and on different occasions. This can be documented on one report.

Acting in Concert

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. Why?

If the offenders did not act in concert but were to be listed on one report, and one of them is caught and arrested, the cleared by arrest status on the case would incorrectly count all the crimes as solved. Each crime therefore should be reported separately when the offenders do not act together.

NIBRS considers all of the offenders in an incident to have committed all of the offenses in an incident. The arrest of any offender will clear all the offenses in a report involving multiple crimes.

Hotel/Motel Rule

The Hotel Rule applies to burglaries of hotels, motels, lodging houses, or other places where lodging of transients is the main purpose and multiple rooms are burglarized. One report should be written, and the appropriate number of rooms burglarized should be entered in the "# of premises entered" field when all the burglaries occurred as part of an incident.

Lesser Included Offenses

A lesser included offense is one in which it is an element of another offense and cannot be reported as having happened to the victim along with the other offenses.

Examples include the following (remember, this is for NIBRS, not as per state statute; what you charge someone with should be based on state statute):

Robbery, Assault and Theft: assault and theft are elements of robbery and should not be reported as a second offense in a report. However, an assault could be added if it occurs against someone else apart from the robbery.

Burglary, Theft and Trespassing: theft and trespassing are elements of a burglary and should not be reported as secondary offenses in an incident.

Criminal Mischief and Burglary: A criminal mischief/damage should only be reported 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 shoots two people. One survives, and one dies. On the way out of the home he is confronted by a concerned neighbor in the front yard. The offender points the gun at the neighbor and tells him to "mind his own business".	<ul style="list-style-type: none"> Burglary Murder Aggravated Assault (2) 	Yes	N/A	1
An offender abducts a women, forcing her into his car, and commits a rape. He then continues driving, pulls over a while later and commits a robbery of a passerby.	<ul style="list-style-type: none"> Kidnapping Rape Robbery 	No	N/A	2 The abduction and rape are same "time and place". A separate robbery occurred.
Two offenders enter a bar and hold up all of the patrons at gunpoint for their wallets. One of them enters the restroom unbeknownst to the other and commits a rape of a female victim.	<ul style="list-style-type: none"> Robbery Rape 	Yes	No	2
Sometime between 12am-7am, a subject steals 4 outside, unsecured commercial air conditioning units behind an apartment building. All of the apartments are within the same building on the first floor. All of the a/c units were located outside, behind the building and were positioned directly behind each apartment, approximately 15 feet apart from one another. Each a/c unit was individually owned by the apartment owners.	Larceny	Yes	N/	Larceny This incident involves a theft during which 4 items were stolen. Ownership and victimization has nothing to do with how many reports to write; just time and place.

<p>Sometime between 4pm and 6pm, 4 consecutive apartments on the first floor of an apartment building were broken into.</p>	<ul style="list-style-type: none"> • Burglary 	<p>No. Each apartment is a different location with a different address.</p>	<p>N/A</p>	<p>4</p> <p>This involves 4 distinct burglaries at different apartments.</p>
<p>Sometime between 12am and 4am, 27 cars were broken into in the 100 and 200 block of Main Street. The following four circumstances were present:</p> <ol style="list-style-type: none"> 1) They all occurred within the same time frame; 2) They all occurred at the same or adjoining location; 3) They all involved the same M.O.; 4) They appear to have been committed by the same offender. 	<ul style="list-style-type: none"> • Theft from Motor Vehicle 	<p>Yes</p>	<p>N/A</p>	<p>1</p>

VI. How Crimes Are Counted in NIBRS

In addition to the number of reports written for any given incident, the number of statistics generated for crimes is based on whether they are crimes against persons, property or society.

NIBRS Offenses

Crimes Against Persons	Crimes Against Property	Crimes Against Society
A stat is generated for each victim.	A stat is generated for each incident, regardless of the number of victims involved.	A stat is generated for each violation of law.
Group A Offenses		
Assault Homicide Offenses Human Trafficking Kidnapping/Abduction Sex Offenses	Arson Bribery Burglary Counterfeiting/Forgery Vandalism Embezzlement Extortion/Blackmail Fraud Offenses Larceny/Theft Offenses Motor Vehicle Theft Robbery* Stolen Property Offenses *In NIBRS, Robbery is a property crime. One stat will generate regardless of the number of people robbed (if at same time and place).	Animal Cruelty Drug Offenses Gambling Offenses Pornography Prostitution Weapons Violations
Group B Offenses (these are counted for arrests only)		
	Bad Checks	Curfew/Loitering Disorderly Conduct DUI Drunkenness Family Offenses Non-violent Liquor Law Violations Peeping Tom Trespassing All Other Offenses

VII. Offenses

Enter All Applicable Offenses

The NIBRS program collects statistics on all offenses that occur in an incident (up to 10). Unlike the UCR Summary Reporting System which counted only the most serious crime in an incident, NIBRS scores them all.

For each report, enter all applicable offenses based on what was reported to the police in combination with the findings of the investigation. Reports should be classified (titled) based on what was reported by the victim/reporter, unless the investigation determines the reported crime was something different than what was committed. Then the appropriate title should be selected.

In situations in which it is difficult to determine if a crime actually happened, it should be classified as it was reported. Probable cause is not the standard by which reports are written. For example, if a rape is reported and the victim cannot recall the details of the incident in full or is not clear about what happened but feels a rape occurred, a rape report must be written unless evidence proves otherwise.

"Suspicious Incident" reports or "Information" reports should only be titled as such when it is certain an actual crime did not occur.

Unfounded Cases

When a crime is reported but the investigation determines that either 1) no crime actually occurred or 2) the crime occurred outside of [enter name of jurisdiction], it should be titled according to the reported crime, with a status of "unfounded". In this way, the agency documents a crime was reported, the crime was investigated, and a determination was made that it did not occur (either at all or somewhere else). An offense is not counted when it is unfounded.

NOTE:

The offense list on the following page describes the NIBRS offense definitions, not state law definitions. It is important to understand these definitions in order to ensure reports are classified/coded correctly for NIBRS purposes. Officers shall enter sufficient information in report narratives to help Records personnel confirm the proper NIBRS classification of reports.

1. GROUP A OFFENSE LIST

720 Animal Cruelty

Intentionally, knowingly, or recklessly taking an action that mistreats or kills any animal without just cause, such as torturing, tormenting, mutilation, maiming, poisoning, or abandonment.

200 Arson

To unlawfully and intentionally damage or attempt to damage any real or personal property by fire or incendiary device

13A Aggravated Assault

An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

13B Simple Assault

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

13C Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

510 Bribery

The offering, giving, receiving, or soliciting of anything of value (e.g., a bribe, gratuity, or kickback) to sway the judgment or action of a person in a position of trust or influence.

220 Burglary/Breaking and Entering

The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

250 Counterfeiting/Forgery

The altering, copying, or imitation of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or, the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.

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.

35A Drug/Narcotic Violations

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

35B Drug Equipment Violations

The unlawful manufacture, sale, purchase, possession, or transportation of equipment or devices utilized in preparing and/or using drugs or narcotics.

270 Embezzlement

The unlawful misappropriation by an offender to his/her own use or purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control.

210 Extortion/Blackmail

To unlawfully obtain money, property, or any other thing of value, either tangible or intangible, through the use or threat of force, misuse of authority, threat of criminal prosecution, threat of destruction of reputation or social standing, or through other coercive means.

26A False Pretenses/Swindle/Confidence Game

The intentional misrepresentation of existing fact or condition or the use of some other deceptive scheme or device to obtain money, goods, or other things of value.

26B Credit Card/Automated Teller Machine Fraud

The unlawful use of a credit (or debit) card or automated teller machine for fraudulent purposes.

26C Impersonation

Falsely representing one's identity or position and acting in the character or position thus unlawfully assumed to deceive others and thereby gain a profit or advantage, enjoy some right or privilege, or subject another person or entity to an expense, charge, or liability that would not have otherwise been incurred.

26E Wire Fraud

The use of an electric or electronic communications facility to intentionally transmit a false and/or deceptive message in furtherance of a fraudulent activity.

26F Identity Theft

Wrongfully obtaining and using another person's personal data (e.g., name, date of birth, Social Security number, driver's license number).

26G Hacking/Computer Invasion

Wrongfully gaining access to another person's or institution's computer software, hardware, 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.

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 Gambling Equipment Violations

To unlawfully manufacture, sell, buy, possess, or transport equipment, devices, and/or goods used for gambling purposes.

39D Sports Tampering

To unlawfully alter, meddle in, or otherwise interfere with a sporting contest or event for the purpose of gaining a gambling advantage.

09A Murder and Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

09B Negligent Manslaughter

The killing of another person through negligence.

09C Justifiable Homicide (Not counted as a crime)

The killing of a perpetrator of a serious criminal offense by a peace officer in the line of duty, or the killing, during the commission of a serious criminal offense, of the perpetrator by a private individual.

64A Human Trafficking, Commercial Sex Acts

Inducing a person by force, fraud, or coercion to participate in commercial sex acts, or in which the person induced to perform such act(s) has not attained 18 years of age.

64B Human Trafficking, Involuntary Servitude

The obtaining of a person(s) through recruitment, harboring, transportation, or provision, and subjecting such persons by force, fraud, or coercion into involuntary servitude, peonage, debt bondage, or slavery (not to include commercial sex acts).

100 Kidnapping/Abduction

The unlawful seizure, transportation, and/or detention of a person against his/her will or of a minor without the consent of his/her custodial parent(s) or legal guardian.

23A Pocket-picking

The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.

23B Purse-snatching

The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.

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 theft from within a building which is either open to the general public or to which the offender has legal access.

23E Theft from Coin-Operated Machine or Device

A theft from a machine or device that is operated or activated by the use of coins.

23F Theft From Motor Vehicle (except Theft of Motor Vehicle Parts or Accessories)

The theft of articles from a motor vehicle, locked or unlocked.

23G Theft of Motor Vehicle Parts or Accessories

The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle or necessary for its operation.

23H All Other Larceny

All thefts that do not fit any of the definitions of the specific subcategories of Larceny/Theft listed previously.

240 Motor Vehicle Theft

The theft of a motor vehicle which is self-propelled.

370 Pornography/Obscene Material

The violation of laws or ordinances prohibiting the manufacture, publishing, sale, purchase, or possession of sexually explicit material, e.g., literature or photographs.

40A Prostitution

To engage in commercial sex acts for anything of value.

40B Assisting or Promoting Prostitution

To solicit customers or transport persons for prostitution purposes; to own, manage, or operate a dwelling or other establishment for the purpose of providing a place where prostitution is performed; or to otherwise assist or promote prostitution.

40C Purchasing Prostitution

To purchase or trade anything of value for commercial sex acts.

120 Robbery

The taking or attempting to take anything of value under confrontational circumstances from 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.

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 Sodomy

Oral or anal sexual intercourse with another 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.

11C Sexual Assault with An Object

To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another 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.

11D Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, 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.

36A Incest

Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

36B Statutory Rape

Non-Forcible sexual intercourse with a person who is under the statutory age of consent.

280 Stolen Property Offenses

Receiving, buying, selling, possessing, concealing, or transporting any property with the knowledge that it has been unlawfully taken, as by burglary, embezzlement, fraud, larceny, robbery, etc.

520 Weapon Law Violations

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

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 nonexistent funds.

90B Curfew/Loitering/Vagrancy Violations

The violation of a court order, regulation, ordinance, or law requiring the withdrawal of persons from the streets or other specified areas; prohibiting persons from remaining in an area or place in an idle or aimless manner; or prohibiting persons from going from place to place without visible means of support.

90C Disorderly Conduct

Any behavior that tends to disturb the public peace or decorum, scandalize the community, or shock the public sense of morality.

90D Driving Under the Influence

Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.

90E Drunkenness (except Driving Under the Influence)

To drink alcoholic beverages to the extent that one's mental faculties and physical coordination are substantially impaired.

90F Family Offenses, Nonviolent

Unlawful, nonviolent acts by a family member (or legal guardian) that threaten the physical, mental, or economic well-being or morals of another family member and that are not classifiable as other offenses, such as Assault, Incest, and Statutory Rape.

90G Liquor Law Violations (except Driving Under the Influence and Drunkenness)

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

90H Peeping Tom

To secretly look through a window, doorway, keyhole, or other aperture for the purpose of voyeurism.

90J Trespass of Real Property

To unlawfully enter land, a dwelling, or other real property.

90Z All Other Offenses

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

Offense/Incident reports have five main sections as follows:

HEADER	PERSONS	PROPERTY	VEHICLES	CASE MANAGEMENT
<ul style="list-style-type: none"> •Time, date, location •Case number •Title/classification •Location type •MO 	<ul style="list-style-type: none"> •Enter all persons involved and relative identifiers, status and involvements 	<ul style="list-style-type: none"> •Enter all property involved and relative descriptions, status and involvements 	<ul style="list-style-type: none"> •Enter all vehicles involved, identifiers, status and description 	<ul style="list-style-type: none"> •Select the appropriate case status and disposition at the time of the report

All fields for which information from the investigation is available should be populated. Reports should be completed utilizing the tab key to help ensure no fields are missed.

Special Circumstances

LEOKA

When an officer is assaulted or killed in the line of duty, the *Law Enforcement Officer Killed or Assaulted* report must be completed. Complete all applicable fields and enter the victim officer in the name section with victim type "L".

Cargo Theft

When an offense is cargo theft related, additional information must be completed. Cargo theft is *“the criminal taking of any cargo including, but not limited to, goods, chattels, money, or baggage that constitutes, in whole or in part, a commercial shipment of freight moving in commerce, from any pipeline system, railroad car, motor truck, or other vehicle, or from any tank or storage facility, station house, platform, or depot, or from any vessel or wharf, or from any aircraft, air terminal, airport, aircraft terminal or air freight station, warehouse, freight distribution facility, or freight consolidation facility”*.

For purposes of this definition, cargo shall be deemed as moving in commerce at all points between the point of origin and the final destination, regardless of any temporary stop while awaiting shipment or otherwise.

Hate Crimes

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 Elements	Description
1. Originating Agency Identifier	Enter agency ORI# if applicable
2. Case number	Verify case number
2a. Cargo Theft	<p>Indicates whether or not the incident involved a cargo theft. Select: yes, no, or blank for not a cargo-related offense. Cargo-related offenses may include:</p> <ul style="list-style-type: none"> • Robbery • Extortion/Blackmail • Burglary/Breaking and Entering • Theft From Building • Theft From Motor Vehicle • All Other Larceny • Motor Vehicle Theft • False Pretenses/Swindle/Confidence Game • Credit Card/Automated Teller Machine Fraud • Impersonation • Wire Fraud • Identity Theft • Hacking/Computer Invasion • Embezzlement • Bribery
3. Incident occurred dates & report date.	Enter the dates and time between which the offense occurred. Enter the date and time the report was written. The default data from CAD may need to be overwritten.

<p>4. Exceptionally cleared</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 cause)</p> <p>C = In Custody of Other Jurisdiction (includes extradition denied)</p> <p>D = Victim Refused to Cooperate (in the prosecution)</p> <p>E = Juvenile/No Custody (the handling of a juvenile without taking him/her into custody, but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense, such as petty larceny)</p> <p>N= Not Applicable (not cleared exceptionally)</p> <p>To clear a case by exception all of the following conditions must be met:</p> <ol style="list-style-type: none"> 1. The investigation must have clearly and definitely established the identity of at least one offender. 2. There must be sufficient probable cause to support arresting, charging, and prosecuting the offender. 3. You must know the exact location of the offender so you could make an arrest if it were possible. 4. There must be a reason outside your control preventing the arrest, charging, and prosecution.
<p>5. Exceptional clearance date</p>	<p>Enter the date the case is exceptionally cleared.</p>
<p>6. NIBRS offense code</p>	<p>Enter all applicable offenses/codes.</p>
<p>7. Offense attempted or completed</p>	<p>Select attempted or completed. Note: assaults cannot be attempted and must always be reported as completed.</p>
<p>8. Offender suspected of using...</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>

	<p>A = Alcohol C = Computer Equipment (Handheld Devices); used for negligent vehicle manslaughter cases. D = Drugs/Narcotics N = Not Applicable (Mutually Exclusive)</p>
<p>8a. Bias motivation</p>	<p>Used to indicate whether or not an offense was motivated by the offender's bias and, if so, what type. Enter all that apply.</p> <p>Bias Categories Race/Ethnicity/Ancestry 11 = Anti-White 12 = Anti-Black or African American 13 = Anti-American Indian or Alaska Native 14 = Anti-Asian 15 = Anti-Multiple Races, Group 16 = Anti-Native Hawaiian or Other Pacific Islander 31= Anti-Arab 32= Anti-Hispanic or Latino 33= Anti-Other Race/Ethnicity/Ancestry Religion 21 = Anti-Jewish 22 = Anti-Catholic 23 = Anti-Protestant 24 = Anti-Islamic (Muslim) 25 = Anti-Other Religion 26 = Anti-Multiple Religions, Group 27 = Anti-Atheism/Agnosticism 28= Anti-Mormon 29= Anti-Jehovah's Witness 81= Anti-Eastern Orthodox (Greek, Russian, etc.) 82= Anti-Other Christian 83= Anti-Buddhist 84= Anti-Hindu 85= Anti-Sikh Sexual Orientation 41 = Anti-Gay (Male) 42 = Anti-Lesbian (Female) 43 = Anti-Lesbian, Gay, Bisexual, or Transgender (Mixed Group) 44 = Anti-Heterosexual 45 = Anti-Bisexual Version 1.0, 3/22/2018 77 Disability 51 = Anti-Physical Disability</p>

	52 = Anti-Mental Disability Gender 61 = Anti-Male 62 = Anti-Female Gender Identity 71 = Anti-Transgender 72 = Anti-Gender Non-Conforming None/Unknown 88 = None (no bias) (Mutually Exclusive) 99 = Unknown (offender’s motivation not known) (Mutually Exclusive)	
9. Location type	01 = Air/Bus/Train Terminal	Airports; bus, boat, ferry, or train stations and terminals
	02 = Bank/Savings and Loan	Financial institutions, whether in a separate building or inside of another store. Note: This data value does not include payday-lender type businesses (see data value 24).
	03 = Bar/Nightclub	Establishments primarily for entertainment, dancing, and the consumption of beverages
	04=Church/Synagogue/Temple/Mosque	Buildings for public religious activities, meetings, or worship
	05 = Commercial/Office Building	Establishments that pertain to commerce and trade
	06 = Construction Site	All buildings/locations that are under some type of construction
	07 = Convenience Store	Establishments primarily for convenience shopping, e.g., stores that include the sale of other items as well as gasoline
	08 = Department/Discount Store	Establishments that are considered department stores and that sell a wide range of goods, etc.
	09 = Drug Store/Doctor’s Office/Hospital	Medical supply companies and buildings; stores that are primarily considered pharmacies; veterinary practices, veterinary hospitals, and medical practices
	10 = Field/Woods	Areas that are

	primarily open fields or wooded areas Note: This data value does not include parks.
11=Government /public buildings	Buildings primarily used for local, state, or federal offices.
12 = Grocery/Supermarket	Establishments used primarily for buying/selling food items.
13=Highway/Road/Alley/Street/Sidewalk	Open public ways for the passage of vehicles, people, and animals
14 = Hotel/Motel/Etc.	Used when temporary lodging of transients is the main purpose Note: This data value does not include campgrounds or recreational vehicle parks.
15= Jail/Prison	Places for the confinements of persons in lawful detention
16 = Lake/Waterway/Beach	Shorelines, lakes, streams, canals, or bodies of water other than swimming pools
17 = Liquor Store	Establishments primarily used for buying and selling alcoholic beverages
18 = Parking/Drop Lot/Garage	Areas primarily used for parking motorized vehicles and/or trailers, usually but not always commercial in nature. Continued... A garage that is attached to or detached from a residence should be reported as <i>residence</i> as a more specific location.
19 = Rental Storage Facility	Mini-storage and/or self-storage buildings
20 = Residence/Home	Apartments, condominiums, townhouses, nursing homes, residential driveways, residential yards; extended/continuous care facilities.

		Note: This data value refers to permanent residences.
	21 = Restaurant	Establishments that serve meals or refreshments; cafeterias
	22 = School/	Institutions for the instruction of children from preschool through 12th grade and institutions for the higher education of individuals, which gives instruction in specialized fields; community colleges; trade schools. Note: This data value was replaced by the following new location codes and is to be used <i>only</i> by agencies that have not adopted the new codes: 52 = School – College/University 53 = School – Elementary/Secondary
	23 = Service/Gas Station	Establishments where motor vehicles are serviced and gasoline, oil, etc., are sold
	24 = Specialty Store	Fur stores, jewelry stores, music stores, dress shops, and clothing stores, etc.; payday-lender type businesses
	25 = Other/Unknown	Any location that does not fit one of the other data values, or is unknown.
	37 = Abandoned/Condemned Structure	Buildings or structures that are completed but have been abandoned by the owner and are no longer being used. Note: This data value does not include vacant rental property.

		Agencies should use the data value that best describes the property in question, e.g., vacant rental house should be classified as 20 = Residence/Home, vacant convenience store that is for rent should be classified as 07 = Convenience Store, etc.
	38 = Amusement Park	Indoor or outdoor, permanent or temporary, movie theaters, arcade, commercial enterprises that offer rides, games, and other entertainment
	39 = Arena/Stadium/Fairgrounds/Coliseum	Open-air or enclosed amphitheater-type areas designed and used for the presentation of sporting events, concerts, assemblies, etc.
	40 = ATM Separate from bank	Machines that provide the ability to make deposits and/or withdrawals using a bank card; ATM located inside a mall or store. Note: Agencies should use 02 = Bank/Savings and Loan if the ATM is located at a banking facility.
	41= Auto dealership new/used	Businesses designed for selling new and used vehicles. NOTE: this value also includes parking lots and garages of these facilities.
	42 = Camp/Campground	Areas used for setting up camps, including tent and recreational vehicle campsites
	44 = Daycare	Facilities that provide short-term supervision, recreation,

		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
	45 = Dock/Wharf/Freight/Modal Terminal	separate facility with platforms at which trucks, ships, or trains load or unload cargo Note: This data value does not include cargo bays attached to a department store or shopping mall. Classify these as 08=Department/Discount Store or 55 = Shopping Mall, respectively.
	46 = Farm Facility	Facilities designed for agricultural production or devoted to the raising and breeding of animals, areas of water devoted to aquaculture, and/or all building or storage structures located there; grain bins Note: Classify the house on a farm as 20 = Residence/Home.
	47 = Gambling Facility/Casino/Race track	Indoor or outdoor facilities used to legally bet on the uncertain outcome of games of chance, contests, and/or races
	48 = Industrial Site	Active manufacturing locations, factories, mills, plants, etc., specifically designed for the manufacturing of goods Note: This data value does not include abandoned facilities. agencies should classify these as 37 = Abandoned/Condemned Structure.
	49 = Military Installation	Locations specifically designed 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 can stop
	52= School- College/University	Institutions for the higher education of individuals, which gives instruction in specialized fields; community colleges; trade schools
	53= School- Elementary/Secondary	Institutions for the instruction of children from preschool through 12th grade
	54= Shelter- Mission/Homeless	Establishments that provide temporary housing for homeless individuals and/or families; venues set up as temporary shelters (i.e., a shelter set up in a church or school during a storm)
	55= Shopping mall	Indoor or outdoor shopping areas and/or centers with multiple (two or more) stores and/or businesses; strip malls Note: use the data value that best describes the location in question.
	56 = Tribal lands	Native American reservations, communities, and/or trust lands Note: The National UCR Program intends that non-tribal agencies will primarily use this data value. Tribal agencies should use the data value that best describes the location in question.
	57= Community center	Public locations where members of a community 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; Jewish community center; youth clubs, etc.
	58= Cyberspace	A virtual or internet-based network of two or more computers in separate locations which communicate either through wireless or wire connections.
10. # of Premises entered	Used for burglaries only involving multiple storage units or when the Hotel Rule applies.	
11. Method of entry	Used for burglaries only. Enter: F= Force N=No force	
12. Type criminal activity/Gang Info	<p>Criminal Activity Options: Enter the type of criminal activity of offenders in incidents involving the following offenses: 250 = Counterfeiting/Forgery 280 = Stolen Property Offenses 35A = Drug/Narcotic Violations 35B = Drug Equipment Violations 370 = Pornography/Obscene Material 39C = Gambling Equipment Violations 520 = Weapon Law Violations 720 = Animal Cruelty</p> <p>A = Simple/Gross Neglect (unintentionally, intentionally, or knowingly failing to provide food, water, shelter, veterinary care, hoarding, etc. for Animal Cruelty only) B = Buying/Receiving C = Cultivating/Manufacturing/Publishing (i.e., production of any type) D = Distributing/Selling E = Exploiting Children F = Organized Abuse (Dog Fighting and Cock Fighting- animal cruelty) I = Intentional Abuse or Torture (tormenting, mutilating, maiming, poisoning, or abandonment; Animal Cruelty only) O = Operating/Promoting/Assisting P = Possessing/Concealing S = Animal Sexual Abuse (Bestiality; Animal Cruelty only).</p>	

	<p>T = Transporting/Transmitting/Importing U = Using/Consuming</p> <p>Gang Info Options Use this data element to describe the type, or lack of presence, of an offender's gang activity for incidents involving the following offenses: 09A = Murder and Non-Negligent Manslaughter 09B = Negligent Manslaughter 100 = Kidnapping/Abduction 120 = Robbery 11A = Rape 11B = Sodomy 11C = Sexual Assault With An Object 11D = Fondling 13A = Aggravated Assault 13B = Simple Assault 13C = Intimidation</p> <p>Options G = Other Gang (membership is predominantly 18 years of age or older) J = Juvenile Gang (membership is predominantly juvenile [under 18 years of age]) N = None/Unknown (Mutually Exclusive)</p>
<p>13. Type weapon/Force involved</p>	<p>Indicate up to three types of weapons or force used by the offender in incidents involving the following offenses:</p> <p>09A = Murder and Non-Negligent Manslaughter 09B = Negligent Manslaughter 09C = Justifiable Homicide 100 = Kidnapping/Abduction 11A = Rape 11B = Sodomy 11C = Sexual Assault With An Object 11D = Fondling 120 = Robbery 13A = Aggravated Assault 13B = Simple Assault 210 = Extortion/Blackmail 520 = Weapon Law Violations 64A = Human Trafficking, Commercial Sex Acts 64B = Human Trafficking, Involuntary Servitude</p> <p>Options 11 = Firearm</p>

	<p>12 = Handgun 13 = Rifle 14 = Shotgun 15 = Other Firearm 20 = Knife/Cutting Instrument (knives, razors, hatchets, axes, cleavers, scissors, glass, broken bottles, ice picks, etc.) 30 = Blunt Object (baseball bats, butt of handgun, clubs, bricks, jack handles, tire irons, bottles, etc.) 35 = Motor Vehicle/Vessel 40 = Personal Weapons (hands, fist, feet, arms, teeth, etc.) 50 = Poison 60 = Explosives 65 = Fire/Incendiary Device 70 = Drugs/Narcotics/Sleeping Pills 85 = Asphyxiation 90 = Other (BB guns, pellet guns, tasers, pepper spray, stun guns, etc.) 95 = Unknown 99 = None (Mutually Exclusive)</p>	
<p>14. Type property loss/etc.</p>	<p>Used to describe the type(s) of property loss, recovery, seizure, etc., that occurred in an incident. Agencies should report separate property information for each type of loss/etc., when the incident involved Kidnapping/Abduction, Crimes Against Property, Drug/Narcotic Offenses, and Gambling Offenses.</p> <p>1 = None 2 = Burned (includes damage caused in fighting the fire) 3 = Counterfeited/Forged 4 = Destroyed/Damaged/Vandalized 5 = Recovered (to impound property that was previously stolen) 6 = Seized (to impound property that was not previously stolen) 7 = Stolen/Etc. (includes bribed, defrauded, embezzled, extorted, ransomed, robbed, etc.) 8 = Unknown</p>	
<p>15. Property description</p>	<p>01 = Aircraft</p>	<p>Report descriptions of the property that was burned, counterfeited/forged, destroyed/damaged/vandalized, recovered, seized, stolen, bribed, defrauded, embezzled, extorted, ransomed, robbed, etc., as a result of the incident. Use your best judgment in reporting the property description.</p> <p>Machines or devices capable of atmospheric flight; airplanes, helicopters, dirigibles, gliders, ultra-lights, hot air balloons, blimps, etc. Note: This data value does not include toy planes; Classify these as 19 = Merchandise or 77=Other</p>

	02 = Alcohol	Any intoxicating liquors containing alcohol used for human consumption; alcoholic beverages, i.e., beer, wine, and liquor Note: Denatured alcohol can be classified as either 45 = Chemicals or 64 = Fuel depending on how it was used in the incident. Agencies should classify rubbing alcohol as 08 = Consumable Goods.
	03 = Automobiles	Any passenger vehicles designed for operation on ordinary roads and typically having four wheels and a motor with the primary purpose of transporting people other than public transportation; sedans, taxicabs, minivans, sport-utility vehicles, limousines, and other similar motor vehicles
	04 = Bicycles	Vehicles usually propelled by pedals, connected to the wheel by a chain, and have handlebars for steering and a saddle-like seat; tandem bicycles, unicycles, and tricycles
	05 = Buses	Motor vehicles specifically designed, but not necessarily used, to transport groups of people on a commercial basis; trolleys, school/coach/tourist/double-decker buses, commercial vans, etc.
	06 = Clothes/Furs	Garments for the body, articles of dress, wearing apparel for human use; accessories such as belts, shoes, scarves, ties, etc.; eyewear/glasses, hearing aids, etc.
	07 = Computer Hardware/Software	Electrical components making up a computer system, written programs/procedures/rules/associated documentation pertaining to the 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®

	08 = Consumable Goods	Expendable items used by humans for nutrition, enjoyment, or hygiene; food, non-alcoholic beverages, grooming products, cigarettes, firewood, etc.
	09 = Credit/Debit Cards	Cards and/or the account number associated with the cards that function like a check and through which payments or credit for purchases or services are made electronically to the bank accounts of participating establishments directly from the cardholders' accounts; automated teller machine (ATM) cards, electronic benefit transfer (EBT) cards Note: This data value does not include gift cards; classify these as 77 = Other.
	10 = Drugs/Narcotics	Substances such as narcotics or hallucinogens that affect the central nervous system causing changes in behavior and often addiction; prescription, over-the-counter, legal, and illegal drugs
	11 = Drug/Narcotic Equipment	unlawful articles, items, products, etc. used to prepare and consume drugs or narcotics; glass pipes, bongs, pop cans, methamphetamine (meth) labs, etc.
	12 = Farm Equipment	any kind of machinery used on a farm to conduct farming; tractors, combines, etc.
	13 = Firearms	Weapons that fire a projectile by force of an explosion; handguns, rifles, shotguns, assault rifles, semiautomatics, homemade guns, flare guns, etc. Note: This data value does not include "BB," pellet, or gas-powered guns. Agencies should classify these as 80 = 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-drilling rigs, backhoes, excavators, etc.
	16 = Household Goods	Items normally used to furnish a residence; furniture, appliances, utensils, air conditioning/heating equipment, mailboxes, household lighting, etc. Note: This data value does not include radios, televisions, digital video disc (DVD) or compact disc (CD) players, etc.; Agencies should classify these as 26 = Radios/TVs/VCRs/DVD Players and the media for such devices as 27 = Recordings – Audio/Visual.
	17 = Jewelry/Precious Metals/Gems	Articles made of gold, silver, precious stones, etc. used for personal adornment; bracelets, necklaces, rings, watches, platinum, loose gems, etc.
	18= Livestock	Domesticated animals raised for home use or profit; cattle, chickens, hogs, horses, sheep, bees, household pets such as dogs and cats if commercially raised for profit, animals raised and/or used for illegal gambling, e.g., dogs, roosters, etc.
	19 = Merchandise	Items/goods which are exposed or held for sale
	20 = Money	Any circulating medium of exchange, legal tender, currency; coins, paper money, demand deposits, etc.; counterfeited currency
	21 = Negotiable Instruments	Documents, other than currency, that are payable without restriction; an unconditional 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

		endorsed), endorsed money orders, endorsed traveler's checks, bearer checks, and bearer bonds
	22 = Non-Negotiable Instruments	Documents requiring further action to become negotiable; unendorsed checks, money orders, traveler's checks, stocks, bonds, blank checks, etc.
	23 = Office-type Equipment	Items normally used in an office/business setting; calculators, cash registers, copying machines, facsimile machines, shredders, etc. Note: Agencies should use a more specific data value whenever possible.
	24= Motor vehicles	Motorized vehicles that do not fit the definition of automobile, bus, truck, or recreational vehicle; motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, motorized golf carts, motorized wheelchairs, all-terrain vehicles, go-carts, Segways®, etc.
	25 = Purses/Handbags/Wallets	Bags or pouches used for carrying articles such as money, credit/debit cards, keys, photographs, and other miscellaneous items; briefcases, fanny packs, and backpacks when used as a purse/wallet
	26 = Radios/TVs/VCRs/DVD Players	Items used to transmit audible signals and visual images of moving and stationary objects; high fidelity and stereo equipment, CD players, MP3 players, cable boxes, etc. Note: This data value does not include radios/stereos installed in vehicles; Agencies should classify these as 38 = Vehicle Parts/ Accessories.
	27= Recordings- Audio/Visual	Phonograph records or blank or recorded tapes or discs upon which the user records sound and/or visual images; compact discs (CDs), digital video discs (DVDs), cassettes, VHS tapes, etc.
	28 = Recreational Vehicles	Motor vehicles that are specifically

		designed, but not necessarily used, to transport people and also provide them temporary lodging for recreational purposes; motor homes
	29 = Structures	Buildings occupied by single families, individuals, or housemates, commonly referred to as houses, mobile homes, townhouses, duplexes, etc.
	30 = Structures – Other Dwellings	Any other residential dwellings not meeting the definition of 29 = Structures – Single Occupancy Dwellings; apartments, tenements, flats, boarding houses, dormitories; temporary living quarters such as hotels, motels, inns, bed and breakfasts
	31 = Structures – Other Commercial/Business	Buildings designated for or occupied by enterprises engaged in the buying and selling of commodities or services, commercial trade, or forms of gainful activity that have the objective of supplying commodities; stores, office buildings, restaurants, etc.
	32 = Structures – Industrial/Manufacturing	Buildings designated for or occupied by enterprises engaged in the production or distribution of goods, refined and unrefined, for use by industry; factories, plants, assembly lines, etc.
	33 = Structures – Public/Community	Buildings used by a group of people for social/cultural/group/recreational activities, common interests, classes, etc.; colleges, hospitals, jails, libraries, meeting halls, passenger terminals, religious buildings, schools, sports arenas, etc.
	34 = Structures - Storage	Buildings used for storing goods, belongings, merchandise, etc.; barns, garages, storehouses, warehouses, sheds, etc.

	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 constructions, etc.
	36 = Tools	Hand-held implements that are used in accomplishing work; hand and power tools
	37 = Trucks	Motor vehicles which are specifically designed, but not necessarily used, to transport cargo on a commercial basis, or vehicles designed for transporting loads
	38 = Vehicle Parts/Accessories	Items attached to the inside or outside of a vehicle; motor vehicle batteries, engines, transmissions, heaters, hubcaps, tires, radios, CD/DVD players, automotive global positioning system (GPS) navigation systems, Radar Device, etc.
	39 = Watercraft	Vehicles used in the water, propelled by a motor, paddle, or sail; motorboats, sailboats, canoes, fishing boats, jet skis, etc.
	41 = Aircraft Parts/Accessories	Parts or accessories of an aircraft, whether inside or outside Note: This data value does not include aircrafts that are intact or model/toy planes; Agencies should classify complete aircraft as 01 = Aircraft and model/toy planes as 77 = Other.
	42 = Artistic Supplies/Accessories	Items or equipment used to create or maintain paintings, sculptures, crafts, etc.; frames, oil paints, clay
	43 = Building Materials	Items used to construct buildings; lumber, concrete, gravel, drywall, bricks, plumbing supplies, uninstalled windows, uninstalled doors, etc. Note: This data value does not include items stolen from a completed building. Agencies should classify copper wire, aluminum, etc.,

		as 71 = Metals, Non-Precious.
	44 = Camping/Hunting/Fishing Equipment/Supplies	Items, tools, or objects used for recreational camping, hunting, or fishing; tents, camp stoves, fishing poles, sleeping bags, etc. Note: Agencies should classify rifles, pistols, and shotguns as 13 = Firearms.
	45 = Chemicals	Substances with distinct molecular compositions that are produced by or used in chemical processes; herbicides, paint thinner, insecticides, industrial or household products, solvents, fertilizers, lime, mineral oil, antifreeze, etc. Note: Agencies should classify chemicals used in conjunction with illegal drug activity as 10 = Drugs/Narcotics or 11 = Drug/Narcotic Equipment, as appropriate.
	46 = Collections/Collectibles	Objects that are collected because they arouse interest due to being novel, rare, bizarre, or valuable; art objects, stamp/ baseball/comic book collections Note: use a more specific data value whenever possible. For example, a collection of old guns should be classified as 13 = Firearms.
	47 = Crops	Cultivated plants or agricultural produce grown for commercial, human, or livestock consumption and use that is usually sold in bulk; grains, fruits, vegetables, tobacco, cotton Note: This data value does not include crops that yield illegal substances. Agencies should classify crops used in conjunction with illegal drug activity as 10 = Drugs/ Narcotics or 11 = Drug/Narcotic Equipment, as 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 Note: This data value does not include identity documents (65 = Identity Documents)
	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 Note: This data value does not include identity documents (65 = Identity Documents)
	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 Note: This data value does not include identity documents (65 = Identity Documents)
	49 = Explosives	Devices that explode or cause an explosion; bombs, dynamite, Molotov cocktails, fireworks, ammunition, etc.
	59 = Firearm Accessories	Items used in conjunction with a firearm to improve ease of use or maintenance; gun belts, cases, cleaning tools/equipment, targets, aftermarket stocks, laser sights, rifle/spotting/handgun scopes
	64 = Fuel	Products used to produce energy, coal, gas, biodiesel, natural gas, oil
	65 = Identity Documents	Formal documents and/or their numbers that provide proof pertaining to a specific individual's identity; passports, visas, driver's licenses, Social Security cards, alien registration cards, voter registration cards, etc.
	66 = Identity – Intangible	Sets of characteristics or behavioral or 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. Note: This data value does not include firearms. Cont...</p> <p>Agencies should classify firearms as 13 = Firearms and should select the most appropriate motor vehicle or other mobile property data value when applicable, e.g., 01 = Aircraft, 39 = Watercraft, 24 = Other Motor Vehicles.</p>
	68 = Lawn/Yard/Garden Equipment	<p>Equipment used for maintaining and decorating lawns and yards; mowers, line trimmers, tools, tillers, etc. Note: This data value does not include plants, trees, fountains, bird baths, etc.</p>
	69 = Logging Equipment	<p>Equipment specifically used by logging industry personnel during the performance of their duties; choker cables, binders, blocks, etc.</p>
	70 = Medical/Medical Lab Equipment	<p>Equipment specifically used in the medical field; X-ray machines, testing equipment, MRI (magnetic resonance imaging) machines, ultrasound machines, wheelchairs, stethoscopes, etc.</p>
	71 = Metals, Non-Precious	<p>Base metals or alloys possessing luster, malleability, ductility, and conductivity of electricity and heat; ferrous and non-ferrous metals such as iron, steel, tin, aluminum, copper, brass, copper wire, copper pipe, etc.</p>
	72 = Musical Instruments	<p>Instruments relating to or capable of producing music; percussion, brass, woodwind, and string instruments, etc.; guitar strings, picks, drum sticks, etc.</p>
	73 = Pets	<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	Equipment used to take photographs and/or relating to the science of optics or optical equipment; cameras, camcorders, telescopes, lenses, prisms, optical scanners, binoculars, monoculars, etc. Note: This data value does not include camera phones. Agencies should classify these as 75 = Portable Electronic Communications.
	75 = Portable Electronic Communications	Electronic devices used to communicate audible or visual messages; cell phones, camera phones, pagers, personal digital assistants (PDAs), BlackBerrys®, Gameboy®, iPads®, iPods®, Kindles®, Nooks®, etc.
	76 = Recreational/Sports Equipment	Equipment and materials used for recreational purposes, or during sports activities; skis, balls, gloves, weights, nets, bats, rackets, team uniforms, etc.
	77 = Other	All other property not fitting the specific descriptions of the data values identified
	78 = Trailers	Transportation devices designed to be hauled by a motor vehicle; truck trailers, semi-trailers, utility trailers, farm trailers, etc.
	79 = Watercraft Equipment/Parts/Accessories	watercraft equipment or accessories that are used for the crafts' maintenance or operation; buoys, life preservers, paddles, sails Note: This data value does not include accessories for water sports. Agencies should classify these as 76 = Recreational/Sports Equipment.
	80 = Weapons - Other	Weapons not classified under other categories; knives, swords, nunchakus, brass knuckles, crossbows, bows and arrows, pepper spray, tasers, sling shots, "BB" guns, pellet guns, gas-powered guns, paintball guns, etc.
	88 = Pending Inventory	Items whose property description is unknown until the inventory.

<p>16. Value of Property</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>An agency should report only the value of the property stolen in its jurisdiction. Likewise, the agency that originally reported the property stolen should report the value of the property as recovered, regardless of whether another agency recovered the property. This procedure applies to all stolen property, including motor vehicles. (Some agencies find it valuable to maintain separate records on property they recover for other jurisdictions.)</p> <p>If the value of a property is unknown, the agency should enter the value one dollar (\$1), which means unknown.</p> <p>Drugs When you seize drugs or narcotics in a drug case, report no value for this data element. Instead, report the estimated quantity of the drugs/narcotics. Therefore, when the offense is 35A = Drug/Narcotic Violations, the data value of 6 = Seized should be entered into Data Element 14 (Type Property Loss/Etc.) and 10 = Drugs/Narcotics should be entered into Data Element 15 (Property Description). The agency should enter no value into this data element; instead, agencies should use Data Element 20 (Suspected Drug Type), Data Element 21 (Estimated Drug Quantity), and Data Element 22 (Type Drug Measurement).</p> <p>When drugs or narcotics are involved in other types of crime (e.g., they were stolen through burglary, robbery, theft, etc., or destroyed by arson) their value should be entered into this data element, and Data Elements 20, 21, and 22 should be left blank.</p>
<p>17. Date Recovered</p>	<p>If you recover property previously stolen in our jurisdiction, report the month, day, and year of its recovery in Data Element 17. Accordingly, this data element should be used only if data value 5 = Recovered is entered into Data Element 14 (Type Property Loss/Etc.). If the recovery date is unknown, enter the date of the report.</p>
<p>18. Number of vehicles stolen</p>	<p>Enter the number of motor vehicles that were stolen in a Motor Vehicle Theft incident. Do not report motor vehicles taken as the proceeds of other offenses (i.e., Burglary, Fraud, Embezzlement, etc.) List the vehicles in the property section.</p>
<p>19. Number of recovered stolen vehicles</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>

<p>20. Suspected drug type</p>	<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.</p> <p>Do not use this data element when you find drugs or narcotics burned, stolen, etc., in connection with other offenses, such as arson, burglary/breaking and entering, or larceny/theft.</p> <p>Options</p> <p>A = Crack Cocaine B = Cocaine (all forms except Crack) C = Hashish D = Heroin E = Marijuana F = Morphine G = Opium H = Other Narcotics: Codeine; Demerol; Dihydromorphinone or Dilaudid; Hydrocodone or Percodan; Methadone; Pentazocine; Propoxyphene or Darvon; etc. I = LSD J = PCP K = Other Hallucinogens: MDMA or White Acid; DMT; MDA; MDMA; Mescaline or Peyote; Psilocybin; STP; Spice; Dronabinol or Marinol; etc. L = Amphetamines/Methamphetamines (includes Methcathinone) M = Other Stimulants: Adipex, Fastine, and Ionamin (Derivatives of Phentermine); Benzedrine; Didrex; Khat; Bath Salts; Methylphenidate or Ritalin; Phenmetrazine or Preludin; Tenuate; etc. N = Barbiturates O = Other Depressants: Glutethimide or Doriden, Methaqualone or Quaalude, or Talwin; etc. P = Other Drugs: Antidepressants (Elavil, Triavil, Tofranil, etc.); Aromatic Hydrocarbons; Tranquilizers (Chlordiazepoxide or Librium, Diazepam or Valium, etc.); Steroids; etc. U = Unknown Type Drug X = Over 3 Drug Types</p>
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<p>21. Estimated drug quantity</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>Do not use this data element when you find drugs or narcotics, connected with other offenses, e.g., Arson, Burglary/Breaking and Entering, Larceny-Theft.</p>
<p>22. Drug measurement</p>	<p>Enter measurement type (weight, capacity, units); i.e. ounce, kilo, millimeter, number of plants.</p>
<p>23. Victim sequence number</p>	<p>Used to assign each victim in an incident a sequence number.</p> <p>Some assault situations can pose difficulties in distinguishing victims. If a number of persons are involved in a dispute or disturbance and LE investigations cannot establish the aggressors from the victims, record all persons involved as both victims and offenders. (Such situations can occur with domestic disputes, barroom brawls, etc.)</p>
<p>24. Victim connected to UCR code</p>	<p>Used to link each victim to up to the ten most serious (as determined by the reporting agency) Group A offenses that were perpetrated against him/her during the incident. NOTE: remember the rule about mutually exclusive offenses.</p>
<p>25. Type of victim</p>	<p>Enter the type of victim for each offense:</p> <p>B = Business F = Financial Institution G = Government I = Individual L = Law Enforcement Officer (valid for offenses 09A, 13A, 13B, and 13C) O = Other R = Religious Organization S = Society/Public U = Unknown</p>
<p>26. Age of Victim</p>	<p>Enter the exact age or age range of the victim(s). Make sure the RMS is automatically updating the age as time passes (for any person listed in reports).</p> <p>Options</p> <p>01 – 98 = Years Old NN = Under 24 Hours NB = 1 – 6 Days Old BB = 7 – 364 Days Old 99 = Over 98 Years Old 00 = Unknown</p>

27. Gender of victim	F = Female M = Male U = Unknown
28. Race of victim	W = White B = Black or African American I = American Indian or Alaska Native A = Asian P = Native Hawaiian or Other Pacific Islander U = Unknown
29. Ethnicity of victim	H = Hispanic or Latino N = Not Hispanic or Latino U = Unknown
30. Resident status of victim	<p>Used to identify whether individuals are residents or nonresidents of our jurisdiction. This field enables agencies/locales having a high transient population to show their population at risk is actually higher than their official resident population.</p> <p>A resident is a person who maintains his/her permanent home for legal purposes in the locality (town, city, or community) where the crime took place. Reporting agencies should base their determinations of residency on the town, city, or community where the crime occurred rather than their broader geographical jurisdictions.</p> <p>In regard to university/college campuses, only persons living on campus (in dormitories, etc.) would be considered residents if victimized within the confines of the school property; a campus agency should report the crime.</p> <p>N = Nonresident R = Resident U = Unknown</p>
31. Aggravated Assault/Homic. Circumstances	<p>Used to describe the circumstances of either an Aggravated Assault or a Homicide.</p> <p>Traffic fatalities associated with driving under the influence, distracted driving (using a cell/smartphone, and reckless driving traffic fatalities are included as negligent manslaughters.</p> <p>Accidental traffic fatalities, accidental deaths (not resulting from gross negligence), or deaths of persons due to their own negligence are not to be included as Negligent Manslaughters.</p> <p><u>Valid Data Values for 13A = Aggravated Assault and 09A = Murder and Non-Negligent Manslaughter:</u></p>

	<p>You can enter up to two circumstances per victim segment:</p> <p>01 = Argument 02 = Assault on Law Enforcement Officer 03 = Drug Dealing 04 = Gangland (Organized Crime Involvement) 05 = Juvenile Gang 06 = Lovers' Quarrel (This data value will become "Domestic Violence" on January 1, 2019). 07 = Mercy Killing (Not applicable to Aggravated Assault) 08 = Other Felony Involved 09 = Other Circumstances 10 = Unknown Circumstances</p> <p><u>Valid Data Values for 09B = Negligent Manslaughter</u> You can enter one circumstance per victim segment:</p> <p>30 = Child Playing With Weapon 31 = Gun-Cleaning Accident 32 = Hunting Accident 33 = Other Negligent Weapon Handling 34 = Other Negligent Killing</p> <p>Note: When Negligent Manslaughter offenses are reported due to the offender driving under the influence, driving distracted while using a cell/smartphone, or driving recklessly, the data value 33 = Other Negligent Weapon Handling should be used.</p> <p><u>Valid Data Values for 09C = Justifiable Homicide:</u> You can enter one circumstance per victim segment:</p> <p>20 = Criminal Killed by Private Citizen 21 = Criminal Killed by Police Officer</p>
<p>32. Additional Justifiable Homicide Circumstances</p>	<p>Used to further describe the circumstances of a Justifiable Homicide:</p> <p>A = Criminal Attacked Police Officer and That Officer Killed Criminal B = Criminal Attacked Police Officer and Criminal Killed by Another Police Officer C = Criminal Attacked a Civilian D = Criminal Attempted Flight From a Crime E = Criminal Killed in Commission of a Crime F = Criminal Resisted Arrest G = Unable to Determine/Not Enough Information</p>
<p>33. Type injury</p>	<p>When victim of offense is an "I"= individual, enter type of injury if applicable:</p>

	<p>Options N = None B = Apparent Broken Bones I = Possible Internal Injury L = Severe Laceration M = Apparent Minor Injury O = Other Major Injury T = Loss of Teeth U = Unconsciousness</p>
<p>34. Offender number to be related</p>	<p>Enter the Offender Sequence Number (found in Data Element 36) of each offender to be identified in Data Element 35 (Relationship of Victim to Offender).</p> <p>Enter 00 = Unknown when Data Element 36 (Offender Sequence Number) is 00 = Unknown Offender.</p> <p>When more than ten offenders are identified, enter the ten most closely related to the victim.</p> <p>This data element is mandatory when one or more of the offenses reported in Data Element 24 (Victim Connected to UCR Offense Code) is a Crime Against Person or Property:</p> <p>Options 01 – 99 00 = Unknown Offender</p>
<p>35. Relationship of victim to offender</p>	<p>Enter the relationship of the victim to the offender(s) who perpetrated a Crime Against Person or Property:</p> <p>(NOTE: use the "Victim Was Offender" category when a participant in the incident was a victim and offender in the incident, such as domestic disputes where both husband and wife are charged with assault, double murders (two people kill each other), or barroom brawls where many participants are arrested.)</p> <p>Options <u>Within Family</u> SE = Victim Was Spouse CS = Victim Was Common-Law Spouse PA = Victim Was Parent SB = Victim Was Sibling (brother or sister) CH = Victim Was Child GP = Victim Was Grandparent</p>

	<p>GC = Victim Was Grandchild IL = Victim Was In-law SP = Victim Was Stepparent SC = Victim Was Stepchild SS = Victim Was Stepsibling (stepbrother or stepsister) OF = Victim Was Other Family Member</p> <p><u>Outside Family But Known to Victim</u> AQ = Victim Was Acquaintance FR = Victim Was Friend NE = Victim Was Neighbor BE = Victim Was the Baby/Child in the care of a Babysitter BG = Victim Was Boyfriend/Girlfriend CF = Victim Was Child of Boyfriend or Girlfriend XS = Victim Was Ex-Spouse EE = Victim Was Employee ER = Victim Was Employer OK = Victim Was Otherwise Known XR = Ex-Relationship (Ex-boyfriend/ex-girlfriend)</p> <p><u>Not Known by Victim</u> RU = Relationship Unknown ST = Victim Was Stranger</p> <p><u>Other</u> VO = Victim Was Offender</p>
36. Offender sequence number	<p>Enter a sequence number from 01 to 99 for each offender. If the you know nothing about the offender(s), enter 00 = Unknown Offender.</p> <p>Options 01 – 99 00 = Unknown Offender</p>
37. Age of offender	<p>01 – 98 = Years Old 99 = Over 98 Years Old 00 = Unknown</p>
38. Gender of offender	<p>F = Female M = Male U = Unknown</p>
39. Race of offender	<p>W = White B = Black or African American I = American Indian or Alaska Native A = Asian P = Native Hawaiian or Other Pacific Islander</p>

	U = Unknown
39a. Ethnicity of offender	H = Hispanic or Latino N = Not Hispanic or Latino U = Unknown
40. Arrestee sequence number	Assign each arrestee a sequence number from 01 to 99.
41. Arrest transaction number	Assign an Arrest Transaction Number to an arrest report to uniquely identify the arrest report. The Arrest Transaction Number may be the incident number of the previously reported incident relating to the arrest or a separate arrest transaction number. The number may be up to 12 characters in length. For Group B offenses, you can report data about multiple arrestees under the same Arrest Transaction Number. The FBI will use ORI, Arrest Transaction Number, and the Arrestee Sequence Number to uniquely identify the arrestees.
42. Arrest date	Enter date of arrest
43. Type of arrest	Indicate the type of apprehension (at the time of initial contact with the arrestee). Options Enter only one per arrestee: O = On-View Arrest (apprehension without a warrant or previous incident report) S = Summoned/Cited (not taken into custody) T = Taken Into Custody (based on a warrant and/or previously submitted incident report)
44. Multiple Arrestee Segments Indicator	Enter "C = Count Arrestee" for one incident in the Multiple Arrestee Segments Indicator and "M = Multiple in this data element for all of the remaining incidents". If a suspect's arrest did not clear additional incidents, the entry should be N = Not Applicable. Options Enter only one per arrestee per incident: C = Count Arrestee M = Multiple N = Not Applicable Example: 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>
45. UCR offense code	<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>If you apprehend an arrestee for more than one offense, you must determine the most serious offense and enter it as the arrest offense.</p> <p>An agency can report a Group B offense for Group A Incident Reports, as long as you determine that the Group B offense was the most serious arrest offense.</p> <p>Any arrest (regardless of arrest offense reported) made in connection with a Group A incident will result in its clearance.</p> <p>Example 1 If you arrest an offender for both Robbery and Murder, county 09A = Murder and Non-Negligent Manslaughter, the more serious offense.</p> <p>Example 2 You arrest an offender for DUI, a Group B offense. You subsequently determined the arrestee had been involved in a previously reported Robbery and arrest him. You should report the arrest offense for the <u>Robbery</u> as 90D = Driving Under the Influence. The agency would not have to submit a Group B Arrest Report.</p>
46. Arrestee armed with	<p>Used to indicate whether you arrested an offender in possession of a commonly known weapon at the time of his/her arrest.</p> <p>Options You may enter up to two: 01 = Unarmed 11 = Firearm (type not stated) 12 = Handgun 13 = Rifle 14 = Shotgun 15 = Other Firearm 16 = Lethal Cutting Instrument (e.g., switchblade knife or martial arts stars) 17 = Club/Blackjack/Brass Knuckles</p> <p>Note: If the weapon was an automatic firearm, an A should be reported in the Automatic Weapon Indicator, e.g., 13A = Automatic Rifle. Do not include semi-automatic as an automatic weapon.</p>
47. Age of arrestee	<p>01 – 98 = Years Old 99 = Over 98 Years Old</p>

	00 = Unknown
48. Gender of arrestee	F = Female M = Male
49. Race of arrestee	W = White B = Black or African American I = American Indian or Alaska Native A = Asian P = Native Hawaiian or Other Pacific Islander U = Unknown
50. Ethnicity of arrestee	H = Hispanic or Latino N = Not Hispanic or Latino U = Unknown
51. Resident status of arrestee	Enter whether the arrestee was a resident or nonresident of the jurisdiction that the incident occurred. Options N = Nonresident R = Resident U = Unknown
52. Disposition of arrestee under 18 YOA	Used to report the nature of an arrestee's detention if the arrestee was 17 years of age or younger at the time of the arrest. The word <i>arrest</i> as it applies to juveniles is intended to mean the LE handling of those juveniles who have committed a crime and are taken into custody under such circumstances that, if the juvenile were an adult, an arrest would have been reported. Agencies should not record incidents of police contacts with juveniles where no offense has been committed (e.g., instructing children to move their ballgame from the street to the playground) and instances where juveniles are taken into custody for their own protection (i.e., the juvenile's welfare is endangered). Options H = Handled Within Department (released to parents, released with warning, etc.)