

WISCONSIN

INCIDENT BASED REPORTING SYSTEM

Revised: January 2005

Wisconsin Office of Justice Assistance
Statistical Analysis Center
1 South Pinckney Street, Suite 600
Madison, WI 53702
(608) 266-3323

*This document is purposely **NOT COPY PROTECTED**. You are expected to make as many copies of this document as you need. Vendors and local agencies are encouraged to make copies both within and outside of their agencies whenever the need arises.*

The Statistical Analysis Center

The Wisconsin Statistical Analysis Center is a program of the Wisconsin Office of Justice Assistance. The Center collects, analyzes, interprets and disseminates criminal justice data in Wisconsin.

It operates the State's Uniform Crime Reporting Program, and a Juvenile Detention Information System, which collects and analyzes information on secure detention of juveniles in the state.

Besides operating these programs, the Center provides technical assistance to local criminal justice agencies. Further, it provides state and local government with access to federal criminal justice statistical information. The Center also promotes the coordination and development of criminal justice statistical systems in Wisconsin.

The Wisconsin Incident Based Reporting System is a publication of the Wisconsin Office of Justice Assistance, Statistical Analysis Center. This report was supported by Grant # 87-BJ-CX-K021, the Wisconsin Incident Based Reporting System Project, from the U.S. Department of Justice, Bureau of Justice Statistics, Office of Justice Programs. This grant provided 100 percent federal funding of \$97, 864 over 18 months for the implementation of an Incident Based Reporting System.

Table of Contents

I.	Overview.....	6
A.	Purpose and Goals.....	6
B.	Benefits of Participation.....	6
C.	Requirements For Participation.....	6-7
D.	Major Differences Between NIBRS and the Traditional UCR System.....	7
1.	NIBRS Uses Incident Based Versus Summary Reporting.....	7
a.	Traditional UCR Reporting.....	7
b.	NIBRS Reporting.....	7-8
2.	NIBRS Involves Expanded Offense Reporting.....	8
a.	Offenses Reported in the Summary Reporting System.....	8-9
b.	Offenses Reported in NIBRS.....	9
3.	Group "A" Offenses.....	9-10
4.	Group "B" Offenses.....	10-11
5.	NIBRS Uses Revised and New Offense Definitions.....	11
6.	NIBRS Uses New UCR Offense Code.....	11
7.	NIBRS Does Not Use the "Hierarchy Rule".....	12
8.	NIBRS Provides Greater Specificity in Reporting.....	12
9.	NIBRS Has a New Scoring Category Called "Crimes Against Society".....	12-13
10.	NIBRS Provides a Means for Distinguishing "Attempted" Versus "Completed" Crimes.....	13
11.	More Correlation Between Offenses, Property, Victims, Offenders, and Arrestees.....	13
12.	Expanded Victim - to - Offender Relationship Data.....	13-14
13.	NIBRS Has Increased "Circumstances" Reporting.....	14
14.	NIBRS Expands the Application of the "Hotel Rule".....	14
E.	Miscellaneous Features of NIBRS.....	14
1.	Contents of Group "A" Incident Reports.....	14
2.	Clearing Records in NIBRS.....	15
3.	The "Concept of Time and Place" As Used In NIBRS.....	15-16
4.	NIBRS Update Policy.....	16-17
5.	NIBRS Emphasis on Drug Offenses.....	17
6.	NIBRS Accounts for "Computer Crime".....	17
7.	Quality Assurance.....	17-18

II.	Offenses.....	18
A.	Reasons For Distinguishing Between Group "A" And Group "B" Offenses.....	18
B.	Group "A" Offense Definitions.....	18-30
C.	Group "B" Offense Definitions.....	30-33
III.	Offense Lookup Table.....	33
A.	Description Of Lookup Table.....	33
B.	How to Classify Offenses Of General Applicability.....	33-34
C.	Offense Lookup Table.....	34-45
IV.	Offense Codes.....	45
A.	Group "A" Offense Codes.....	45-46
B.	Group "B" Offense Codes.....	46
C.	Offense Lookup Table.....	46-49
V.	Data Elements and Data Values.....	49
A.	Definition of an Incident.....	49
B.	Definition of an Arrest.....	49-50
C.	Data Linkages.....	50-51
D.	Data Elements.....	51
	Level 1: Administrative Segment.....	51-52
	Level 2: Offense Segment.....	52-53
	Level 3: Property Segment.....	54-56
	Level 4: Victim Segment.....	56-58
	Level 5: Offender Segment.....	58-59
	Level 6: Arrestee Segment.....	59-61
	Level 7: Group B Incident Segment.....	61-62
	Level 0: Zero-Reporting Segment.....	62
E.	Tables.....	62
	1. Cleared Exceptionally.....	62-63
	2. Location Type.....	63
	3. Description of Criminal Activity.....	64
	4. Type of Weapon/Force Involved.....	64
	5. Hate/Bias Indicator.....	64-65
	6. Type of Property Loss.....	65
	7. Property Description.....	65-67
	8. Suspected Drug Type.....	67-68
	9. Type of Drug Measurement.....	68
	10. Victim Type.....	68
	11. Age.....	68-69
	12. Aggravated Assault/Homicide Circumstances.....	69
	13. Additional Justifiable Homicide Circumstances.....	70
	14. Type of Injuries.....	70
	15. Relationship(s) of Victim to Offender(s).....	70-71
	16. Officer Assignment.....	71

17. Officer Activity.....	71-72
18. Arrested with Weapon.....	72
19. Law Enforcement Agency Action.....	72
VI. Data Submission Instructions.....	72
1. Magnetic Media Specifications.....	72
2. Overview of Segments to be Submitted.....	73-75
3. Linkages and Sequence of Segments.....	75-76
4. Creation of Monthly Data Submissions.....	76-78
5. Current Year Cut-off.....	78
6. Determining Amount of Data to be Submitted.....	78-79
A. Time-Window.....	79-82
B. Software Logic Rules.....	82-85
VII. Global Edits.....	85-89

I. OVERVIEW

The following information is furnished to provide an overall description of both the Wisconsin Incident Based Uniform Crime Reports, to be called the State IBR and the National Incident Based Uniform Crime Reports, to be called NIBRS. The information includes both programs' purpose, goals, development, and major features. It is important to note that the State IBR is a "Super-Set" of NIBRS, that is, it encompasses all of NIBRS plus items specific to the state of Wisconsin.

A. Purpose and Goals

Since the establishment of the Uniform Crime Reporting (UCR) Program in 1930, the volume, diversity, and complexity of crime steadily increased while the UCR Program remained virtually unchanged. Recognizing the need to address crime's growing challenge, the law enforcement community in the late 1970's called for a thorough study of the UCR Program with the objective of revising the Program to meet law enforcement's needs into the 21st Century. NIBRS is the result of that study, and its purpose is to satisfy those needs.

In order to ensure that it fulfills its purpose, NIBRS has adopted the following goals:

1. To enhance the quantity, quality, and timeliness of crime statistical data collected by the law enforcement community.
2. To improve the methodology used for compiling, analyzing, auditing, and publishing the collected crime data.

B. Benefits of Participation

An indispensable tool in the war against crime is the ability to identify with precision when and where crime takes place, what form it takes, and the characteristics of its victims and perpetrators. Armed with such information, law enforcement can better make its case to acquire the resources it needs to fight crime; and, after obtaining those resources, use them in the most efficient and effective manner. NIBRS provides law enforcement with that tool because it is capable of producing more detailed, accurate, and meaningful data than produced by the traditional UCR Program.

C. Requirements for Participation

Full participation in the State IBR necessitates that an agency have the data processing and other resources needed to meet all of the State's IBR requirements. Participation should not place any significant new burden on officers preparing incident and arrest reports as most of the data required for the State IBR is already being entered into such reports. On the other hand, because the data to be extracted from the reports for state and national purposes are more detailed in the State IBR than in the traditional UCR Program, increased data entry and data processing burdens

are involved. Therefore, agencies wishing to participate should have sufficient data processing and other resources to fulfill all requirements, outlined by the state and federal guidelines.

The State IBR is to be generated as a by-product of local incident-based systems. This means that a local agency may build its Incident Based Reporting system to suit its individual needs, i.e., it can have a different file structure than that used by the State or National UCR Program and include additional data elements and data values. However, when it is time to report to the State, the local agency should extract from its Incident Based Reporting system only the data required by the State IBR and record it onto magnetic media in an acceptable format for submission to the State.

Before an agency begins submitting data to the State, it will be asked to demonstrate its ability to meet the reporting requirements by submitting test runs. An agency may participate only through the state. The FBI will not accept data directly from you.

D. Major Differences Between NIBRS and the Traditional UCR System

NIBRS differs from the traditional UCR Program in the following significant ways:

1. NIBRS Uses "Incident Based" versus "Summary" Reporting: The biggest difference between NIBRS and the traditional UCR system is the increased detail in reporting.

A. Traditional UCR Reporting: In the traditional system, law enforcement agencies tally the number of occurrences of Part I offenses, as well as arrest data for both Part I and Part II offenses, and submit aggregate counts of the collected data in monthly summary reports to the State. There is no requirement to tie arrests and exceptional clearances back to previously submitted incident reports. Therefore, the traditional UCR Program can be described as a "summary reporting" system.

The types of data tallied include the numbers of offenses, clearances, types and values of stolen and recovered property, and the age, sex, race, and ethnic origin of persons who are arrested. Expanded data are collected on homicides (i.e., Murder and Non-negligent Manslaughter, Manslaughter by Negligence, and Justifiable Homicide) through the use of "Supplementary Homicide Reports." Expanded data are also collected on Sexual Assaults in Wisconsin.

B. NIBRS Reporting: In NIBRS, law enforcement agencies collect detailed data regarding individual crime incidents and arrests and submit them in separate "reports" using prescribed data elements and data values to describe each incident and arrest. Therefore, NIBRS involves "incident-based reporting."

1. Group "A" Incident Report: Incident reports are submitted on what are called "Group 'A' Offenses." Group "A" Incident Reports are made up of six (6) segments as follows:

1. Administrative Segment

2. Offense Segment
3. Property Segment
4. Victim Segment
5. Offender Segment
6. Arrestee Segment

Unlike the Summary Reporting System, in NIBRS, arrests and exceptional clearances relating to previously submitted Group "A" Incident Reports are submitted as "updates" to those reports.

2. Group "B" Incident Report: "Group 'B' Incidents" are reported only when an arrest is involved; and, then, only an arrest report is submitted. The Group "B" Incident Report only uses data elements which describe the arrestee and the circumstances of the arrest.
3. Data Elements and Data Values Used in NIBRS Reports: As shown above, there are data elements used in NIBRS to describe the victims, offenders, arrestees, and circumstances of crimes.

There are two types of data elements, i.e., "Mandatory" and "Optional." Data must be entered into "Mandatory" data elements in reports submitted to the State or the reports will be rejected by the State's computer as containing an error. For example, a number must be entered into Incident Number. Whether data are entered into "Optional" data elements is up to the discretion of the submitting agency, so the absence of data in them will not cause rejections. For example, no entry is required for Ethnicity of Victim.

Data values are the specific codes which are allowed to be entered into the data elements in reports submitted to the State. For example, the allowed data values for Sex of Victim are "M" = Male, "F" = Female, or "U" = Unknown. If a different data value is entered, it will be rejected by the State's system as an error.

Local Incident Based Reporting systems may include additional data elements and data values to satisfy their local needs; however, only those prescribed in these guidelines are to be submitted to the state level for State IBR reporting purposes.

2. NIBRS Involves Expanded Offense Reporting

- A. Offenses Reported in the Summary Reporting System: In the Summary Reporting System, counts are collected on the number of criminal incidents involving the following eight (8) "Crime Index" offenses (Part I offenses):

1. Murder and Non-negligent Manslaughter
2. Forcible Rape

3. Robbery
4. Aggravated Assault
5. Burglary
6. Larceny-Theft
7. Motor Vehicle Theft
8. Arson

Numerical counts are also collected on persons arrested for both Part I (Crime Index) Offenses and Part II (most other) Offenses. These counts are broken down by crime categories and the age, sex, and race of the arrestees.

- B. Offenses Reported in NIBRS: There are two categories of offenses reported in NIBRS, Group "A" and Group "B." It is important to determine which category an offense belongs to because, depending on whether a crime is a Group "A" or "B" Offense, either a "Group 'A' Incident Report" or a "Group 'B' Arrest report" is to be submitted.

3. Group "A" Offenses: These are the offenses which are reported in "Group 'A' Incident Reports." There are 22 Group "A" crime categories and they are made up of 46 offenses:

1. 200 Arson
2. Assault Offenses
 - 13A Aggravated Assault
 - 13B Simple Assault
 - 13C Intimidation
3. 510 Bribery
4. 220 Burglary/Breaking and Entering
5. 250 Counterfeiting/Forgery
6. 290 Destruction/Damage/Vandalism of Property
7. Drug/Narcotic Offenses
 - 35A Drug/Narcotics Violations
 - 35B Drug Equipment Violations
8. 270 Embezzlement
9. 210 Extortion/Blackmail
10. Fraud Offenses
 - 26A False Pretenses/Swindle/Confidence Game
 - 26B Credit Card/Automated Teller Machine Fraud
 - 26C Impersonation
 - 26D Welfare Fraud
 - 26E Wire Fraud
11. Gambling Offenses
 - 39A Betting/Wagering
 - 39B Operating/Promoting/Assisting Gambling
 - 39C Gambling Equipment Violations
 - 39D Sports Tampering

- 12. Homicide Offenses
 - 09A Murder and Non-negligent Manslaughter
 - 09B Negligent Manslaughter
 - 09C Justifiable Homicide
- 13. 100 Kidnapping/Abduction
- 14. Larceny/Theft Offenses
 - 23A Pocket-picking
 - 23B Purse-snatching
 - 23C Shoplifting
 - 23D Theft From Building
 - 23E Theft From Coin-Operated Machine or Device
 - 23F Theft From Motor Vehicle
 - 23G Theft of Motor Vehicle Parts or Accessories
 - 23H All Other Larceny
- 15. 240 Motor Vehicle Theft
- 16. 370 Pornography/Obscene Material
- 17. Prostitution Offenses
 - 40A Prostitution
 - 40B Assisting or Promoting Prostitution
- 18. 120 Robbery
- 19. Sex Offenses, Forcible
 - 11A Forcible Rape
 - 11B Forcible Sodomy
 - 11C Sexual Assault With An Object
 - 11D Forcible Fondling
 - 11E Ejaculate/Excrete Upon Victim
- 20. Sex Offenses, Non-forcible
 - 36A Incest
 - 36B Statutory Rape
- 21. 280 Stolen Property Offenses (Receiving, etc.)
- 22. 520 Weapon Law Violations

4. Group "B" Offenses: These are the offenses which are reported in "Group 'B' Arrest Reports." They include all offenses which are not Group "A" Offenses, except for most "Traffic Offenses," Group "B" Offenses are to be reported using the following 14 crime categories:

- 1. 90A Bad Checks
- 2. 90B Curfew/Loitering/Vagrancy Violations
- 3. 90C Disorderly Conduct
- 4. 90D Driving Under the Influence
- 5. 90E Drunkenness
- 6. 90F Family Offenses, Nonviolent
- 7. 90G Liquor Law Violations
- 8. 90H Peeping Tom

- 9. 90I Runaway
- 10. 90J Trespass of Real Property
- 11. 90Z All Other Offenses

5. NIBRS Uses Revised and New Offense Definitions

The definitions for the eight (8) Crime Index offenses used in the Summary Reporting System are set forth in the Uniform Crime Reporting Handbook. Those definitions are still to be used when classifying offenses for reports in the summary system.

Several of the definitions for the Crime Index offenses had to be revised for NIBRS reporting purposes. For example, the definition of "Rape" in the Uniform Crime Reporting Handbook is: "The carnal knowledge of a female forcibly and against her will." NIBRS' definition is: "The carnal knowledge of a person, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity."

Furthermore, many new definitions had to be devised for offenses which had not been previously defined for UCR reporting purposes, e.g., the definitions for "Forcible Fondling."

6. NIBRS Uses New UCR Offense Codes

No official UCR Offense Codes have been established for the Summary Reporting System. However, the numbers 1 through 29, with or without alphabetic suffixes, are used in the Uniform Crime Reporting Handbook to enumerate offense categories. For example, "1.A" stands for "Murder and Non-negligent Manslaughter" and "29" for "Runaways-(persons under 18)". In NIBRS, 60 three-character "UCR Offense Codes" have been established.

Forty-six (46) of the codes are for the 46 Group "A" Offenses in NIBRS. These codes are based on the four-digit National Crime Information Center (NCIC) Uniform Offense Classification Codes in order to facilitate interrelating offense data between the NCIC and UCR systems. This was accomplished by using the first two characters of the NCIC code followed by either a zero (0) or an alphabetical letter (A,B, etc.) referencing a subcategory of the crime category. For example, the NCIC Code for Simple Assault is "1313," while the UCR Code is "13B."

Fourteen (14) of the codes are for the 14 Group "B" crime categories in NIBRS. A separate "900" series was assigned to the Group "B" crime categories to clearly distinguish them from the Group "A" Offenses. For example, the NCIC Offense Code for Bad Checks is "2606," while the UCR Code is "90A."

7. NIBRS Does Not Use the "Hierarchy Rule"

In the Summary Reporting System, offense reporting is governed by the "Hierarchy Rule" which works in the following manner: If more than one crime was committed by the same person or group of persons and the time and space intervals separating the crimes were insignificant, then the crime highest in the Crime Index hierarchy is the only one reported. Consequently, in multiple-crime incidents, the lower listed, less serious Part I offenses are not reported.

The Hierarchy Rule is NOT used in NIBRS. Therefore, if more than one crime was committed by the same person or group of persons and the time and space intervals separating them were insignificant, all of the crimes are reported as offenses within the same incident.

Since in NIBRS all offenses occurring in an incident are to be reported, care must be taken to identify all of the offenses involved in an incident. For example, a rape case might also involve the crime of Motor Vehicle Theft and Kidnapping, and they should all be reported. Care must also be taken to ensure that each offense which is reported is a separate, distinct crime, rather than just a part of another offense. For example, every robbery includes some type of assault; but, because the assault is an element which makes up the crime of Robbery, only Robbery should be reported. On the other hand, if during a robbery the victim is forced to engage in sexual relations, both Robbery and Forcible Rape should be reported, as forced sexual intercourse is not an element of robbery.

8. NIBRS Provides Greater Specificity in Reporting

Because the Summary Reporting System collects most of its crime data in the form of categories (e.g., age groupings, property value groupings, etc.), it provides very little capability to break down the resulting data into specific subcategories.

On the other hand, because NIBRS collects the details of crime incidents, it allows much greater specificity in reporting. For example, breakdowns can be made between: crimes against individuals, businesses, financial institutions, government, religious organizations, society/public, and other entities; crimes committed by and against residents versus nonresidents; and crimes involving various types of weapons and injuries. Furthermore, because NIBRS collects the specific values of stolen and recovered property, many more monetary value breakdowns can be made.

9. NIBRS Has a New Scoring Category Called "Crimes Against Society"

In the Summary Reporting System, there are two scoring categories: "Crimes Against Persons" (e.g., Aggravated Assault, Murder, Forcible Rape, etc.) where one offense is counted for each victim; and "Crimes Against Property" (e.g., Burglary, Larceny-Theft, Robbery, etc.) where one offense is counted for each distinct operation (except Motor Vehicle Theft, where one offense is counted for each stolen vehicle).

In NIBRS, it was necessary to add a new scoring category to account for crimes such as Drug/Narcotic Offenses, Gambling Offenses, Pornography/Obscene Material, and Prostitution Offenses. They are not "Crimes Against Persons" as they do not actually involve a "victim," nor are they "Crimes Against Property" because property is not the real object of the crimes. Since these crimes represent society's prohibitions on engaging in certain types of activity, a new scoring category of "Crimes Against Society" was created. One offense is to be counted for each Crime Against Society.

10. NIBRS Provides a Means for Distinguishing "Attempted" Versus "Completed" Crimes

In the Summary Reporting System, there is no way to report whether most crimes were completed or only attempted. Therefore, many "attempted" crimes are reported as though they were completed. Exceptions are: 1. "Attempts to Commit Forcible Rape"; and 2. "Assault to Murder" and "Attempt to Murder" which are both classified as Aggravated Assault instead of Murder.

In NIBRS each offense is designated as "A" = Attempted, "C" = Completed, "O" = Ongoing, or "T" = Threat of Force in Offense Attempted/Completed/ Ongoing. However, as in the Summary Reporting System, an "Assault to Murder" or an "Attempted Murder" is still reported as Aggravated Assault.

11. More Correlation Between Offenses, Property, Victims, Offenders, and Arrestees

The Summary Reporting System provides limited capability to correlate the data which is collected. For example, only in homicides can the age, sex, race, and ethnicity of offenders be correlated with the age, sex, race and ethnicity of their victims.

NIBRS employs both "explicit" (specifically coded) and "implied" (non-coded but connected by virtue of proximity) linkages. Explicit linkages are used to connect offenses, property, victims, offenders, and arrestees to the incident, and to connect victims to the offenses committed against them. One of the implied linkages is between the offenders and victims within an incident. Because all of the offenders must have participated in some way in the commission of all of the offenses included in the incident, all of the offenders have an implied linkage to all of the victims. These explicit and implied linkages provide the capability to generate reports reflecting a multitude of interrelationships of the collected data.

12. Expanded Victim-to-Offender Relationship Data

In the Summary Reporting System, the victim's relationship (e.g., the victim was the husband, wife, employer, employee, etc., of the offender) is reported only for homicides (i.e., Murder and Non-negligent Manslaughter, Manslaughter by Negligence, and Justifiable Homicide).

In NIBRS, the victim's relationship to the offender(s) is reported when the victim was the object of a "Crime Against Person," i.e., Assault Offense, Homicide Offense, Kidnapping/Abduction, Forcible Sex Offense, or Non-forcible Sex Offense. Victim-to-offender relationship data are also reported for Robbery (a "Crime Against Property") because one of its elements is an assault, which makes it a violent crime.

13. NIBRS Has Increased "Circumstances" Reporting

In the Summary Reporting System, "circumstances" data are collected only for homicides.

In NIBRS, circumstances data are collected on aggravated assaults, as well as homicides. Furthermore, up to two circumstance codes can be entered for each aggravated assault or murder.

14. NIBRS Expands the Application of the "Hotel Rule"

In the Summary Reporting System, the "Hotel Rule" is used to reduce the burden of reporting burglaries of temporary lodgings.

The Hotel Rule States: If a number of dwelling units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants, the burglary should be scored as one offense.

In NIBRS, this rule has been expanded to include rental storage facilities (i.e., "Mini-Storage" and "Self-Storage" buildings). In addition, apartment building storage facilities should be included in this category. In order to determine the number of structures or enclosures which were burglarized, the number of rooms, units, suites, storage compartments, etc., which were broken into is to be reported in Number of Premises Entered.

E. Miscellaneous Features of NIBRS

1. Contents of Group "A" Incident Reports

Each "Group 'A' Incident Report" can contain up to 10 types of offenses (e.g., Arson, Burglary, Forcible Rape, etc.), 999 victims, 99 offenders, and 99 arrestees. Ten (10) different types of property (e.g., "Automobiles," "Bicycles," "Clothes/Furs," etc.) can be entered for each of six types of property loss, etc. (i.e., "Burned," "Counterfeited/ Forged," "Destroyed/Damaged/Vandalized," "Recovered," "Seized," or "Stolen" (includes bribed, defrauded, embezzled, extorted, ransomed, robbed, etc.).

2. Clearing Records in NIBRS

In NIBRS, clearances are performed at the incident level rather than on an individual offense basis. This means that a clearance by arrest or exceptional means of one offense in a multiple-offense incident will clear the entire incident. The first Arrestee Segment reported in connection with an incident will automatically clear the incident. An incident cannot be cleared by exceptional means if it was already cleared by arrest, i.e., an Arrestee Segment was previously submitted.

3. The "Concept of Time and Place" As Used in NIBRS

The "Concept of Time and Place" provides: If more than one crime was committed by the same person or group of persons and the time and space intervals separating them were insignificant, all of the crimes make up a single incident.

In the Summary Reporting System, the concept is used to determine whether the Hierarchy Rule is to be applied to a group of crimes; and if so, the crime which is highest in the hierarchy is the only one reported.

In NIBRS, although the Hierarchy Rule is not used, the Concept of Time and Place is still applied to determine whether a group of crimes constitute a single incident. This is of crucial importance since the application of the concept will determine whether the crimes are to be reported as individual incidents or as a single incident comprised of multiple offenses.

Because of the emphasis in NIBRS on reporting all of the crimes involved in an incident, additional clarification of the Concept of Time and Place, as it applies in NIBRS, is provided below:

An "incident" is defined for NIBRS reporting purposes as one or more offenses committed by the same offender, or group of offenders acting in concert, at the same time and place.

"Acting in Concert" requires that the offenders actually commit or assist in the commission of the crime(s). The offenders must be aware of, and consent to, the commission of the crime(s); or, even if non-consenting, their actions assist in the commission of the offense(s). This is important because all of the offenders in the incident are considered to have committed all of the offenses in the incident. If one or more of the offenders did not act in concert, then there is more than one incident involved.

"Same time and place" means that the time interval between the offenses and the distance between the locations where they occurred were insignificant. Normally, the offenses must have occurred during an unbroken time duration and at the same or adjoining locations(s). However, incidents can also be comprised of offenses which by their nature involve continuing criminal activity by the same offender(s) at different times and places, as long as the activity is deemed to constitute a single criminal transaction. (See Example 3, for an illustration of a "continuing" offense.)

Because it is not possible to provide instructions which will cover all of the possible fact situations which might occur, in some cases the reporting agency will have to use its own judgment in determining how many incidents were involved.

The following examples illustrate how the Concept of Time and Place is applied in NIBRS:

Example 1: Two offenders robbed a bar. The bartender was forced at gun point to give over money from the cash register. The robbers also took money and jewelry from three customers. One of the robbers, in searching for more customers to rob, found a female customer in the rest room and raped her there outside of the view of the other offender. When the rapist returned, both robbers left. There were two (2) incidents, i.e., one involving Robbery and the other involving Forcible Rape, because the offenders weren't "acting in concert" in both offenses.

Example 2: Same fact situation as Example 1, except that the rape occurred in the bar and the other offender told the rapist to stop and only rob the victim. There was only one incident with two offenses, i.e., Robbery and Forcible Rape. Although the other robber did not consent to the rape, by displaying a gun he prevented someone coming to the victim's assistance and thereby assisted in the commission of the crime.

Example 3: Over a period of 18 months, a computer programmer working for a bank manipulated the bank's computer so that he could systematically embezzle \$70,000. This continuing criminal activity constituted a single "incident" involving the crime of Embezzlement.

4. NIBRS Update Policy

The State UCR Program's Update Policy is: A report is required to be updated only if the change would substantially alter the report's statistical significance. Circumstances giving rise to the need to update include: finding out that a serious error was made in originally entering the report or the occurrence of a subsequent event, which materially affects the report.

Examples of circumstances requiring updating are: the discovery of an additional unreported offense, victim, and/or offender; a subsequent arrest or exceptional clearance; discovery of a significant amount of unreported property loss; the recovery of stolen property; or the incorrect entry of important data, such as the offense code, the victim's or arrestee's sex or race, etc.

Example of circumstances not requiring updating are: the exact age of the offender (e.g., 22) is learned after an age range (e.g., 20-25) was reported; the true value of stolen property is learned (e.g., \$958) after the approximate value (e.g., \$1,000) was reported; or it is learned that, besides suffering a severe laceration which was reported, the victim suffered internal injury.

An agency participating in the State IBR may, of course, perform more updating than is required by the State UCR Program's policy. Therefore, as a general rule, if a participant updates a record in its Incident Based Reporting system, the record should also be updated in the State file.

5. NIBRS Emphasis on Drug Offenses

In response to the nation's serious drug problem, special emphasis has been given in NIBRS to Drug/Narcotic Offenses. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance is to be reported. The unlawful manufacture, sale, purchase, possession, or transportation of drug equipment (paraphernalia) is also to be reported. If the offenders are suspected of having used drugs or narcotics during or shortly before the commission of the crime(s), this is also to be reported.

6. NIBRS Accounts for "Computer Crime"

The advent of computers was closely followed by the emergence of "Computer Crime," i.e., crimes directed at, and perpetrated through the use of, computers and related equipment. As the use of computers has increased, so has the incidence of Computer Crime. Faced with this growing problem, several states have enacted statutes specifically addressing Computer Crime. Therefore, the question arises as to how Computer Crime should be treated in NIBRS.

It is the National UCR Program's position that Computer Crime actually involves the historical common-law offenses of larceny, embezzlement, trespass, etc., which are being perpetrated through the use of a new "tool," the computer. Therefore, if larcenies, embezzlements, trespasses relating to computers were to be reported under a new classification called "Computer Crime," the National UCR Program's traditional time series relating to such crimes would be distorted.

To avoid such a result, NIBRS provides the capability to indicate whether a computer was the object of the crime by entering "07" = Computer Hardware/Software into Property Description and to indicate whether the offenders used computer equipment to perpetrate a crime by entering "C" = Computer Equipment into Offenders Suspected of Using. This ensures the continuance of the traditional crime statistics and at the same time "flags" incidents which involve Computer Crime.

7. Quality Assurance

Expanded quality assurance standards and measures are being developed for NIBRS.

Data quality standards will be established for crime data which are submitted to NIBRS and the State IBR. These standards are to be used for two purposes:

1. To assess the completeness and accuracy of data being submitted to the National UCR Program
2. To provide a precise basis for making adjustments to the national statistics to account for any broad-based discrepancies which are identified.

II. OFFENSES

A. Reasons For Distinguishing Between Groups "A" And "B" Offenses

The Wisconsin Incident-Based Reporting System compiles detailed reports on two types of offenses: "Group 'A' Incident Reports" and "Group 'B' Offenses". The two groupings are based on the amount of reporting required for each. Both incidents and arrests are to be reported for Group "A" Offenses, i.e., "Group 'A' Incident Reports" are submitted on them. Only arrests are to be reported for Group "B" Offenses, i.e., "Group 'B' Arrest Reports" are submitted on them.

The difference in reporting treatment recognizes the inherent qualities of offenses which dictate that some are appropriate indicators of the dimensions and trends in crime on a national scale (i.e., Group "A" Offenses), while others are not (i.e., Group "B" Offenses).

The following criteria were used in deciding whether a crime was to be designated as a Group "A" Offense: (1) The seriousness or significance of the offense; (2) the frequency or volume of its occurrence; (3) how widespread the offenses occur in the United States; (4) whether the offense will come to the attention of law enforcement; (5) whether law enforcement is the best channel for collecting data regarding the offense; (6) the burden placed on law enforcement in collecting data on the offense; (7) the national statistical validity and usefulness of the collected data; and (8) the National UCR Program's responsibility to make crime data available not only to law enforcement but to others having a legitimate interest in it.

B. Group "A" Offense Definitions

There are 22 Group "A" crime categories made up of 46 Group "A" Offenses. The crime categories are listed below in alphabetical order for ease of looking them up rather than in the order of their importance.

Immediately following the name of each crime category is an indication of whether it involves a "Crime Against Person," "Crime Against Property," or "Crime Against Society." The crimes are to be scored as follows: For a Crime Against Person, count one offense for each victim. Count one offense for each Crime Against Property. Also, count one offense for each Crime Against Society.

1. ARSON (Crime Against Property)

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

Note: The type of property burned is to be entered into Property Description. The following property categories will be derived by the National UCR Program from those entries:

Structures-Single Occupancy Dwellings: houses, townhouses, duplexes, mobile homes, or other private dwellings which are occupied by a single person, family, housemates, or other group.

Structures - Other Dwellings: any other residential dwellings not meeting the definition of "Single Occupancy Dwellings," such as apartments, tenements, flats, boarding houses, or dormitories, as well as temporary living quarters, such as hotels, motels, inns, etc.

Structures - Storage: barns, garages, storehouses, warehouses, etc.

Structures - Industrial/Manufacturing: factories, plants, assembly lines, etc.

Structures - Other Commercial/Business: stores, office buildings, restaurants, etc.

Structures - Community/Public: colleges, hospitals, jails, libraries, meeting halls, passenger terminals, religious buildings, schools, sports arenas, etc.

Structures - Other: any other structures not meeting the above definitions, such as outbuildings, monuments, buildings under construction, etc.

Mobile - Motor Vehicles: automobiles, buses, trucks, recreational vehicles, and other motor vehicles (includes motorcycles, motor scooters, mopeds, snowmobiles, trail bikes, golf carts, etc.)

Mobile - Other Mobile Property: aircraft; watercraft; and heavy construction/industrial equipment (includes farm, oil-field, and other heavy mobile equipment)

Other Property: any other property not specifically described above as "Structures" or "Mobile".

2. ASSAULT OFFENSES (Crimes Against Persons)

Definition: An unlawful attack by one person upon another.

Note: By definition there can be no "attempted" assaults. Therefore, "C" = Completed or an "O" = Ongoing is to be entered into Offense Attempted/Completed for all Assault Offenses. Alternatively, a "T" = Threat of Force can be entered into Offense Attempted/Completed for any Aggravated Assault Offense.

A. Aggravated Assault

Definition: 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.

Note: The type of weapon or force involved is to be entered into Type Weapon/Force Involved. For the purposes of the above definition, a "weapon" is a commonly known weapon (a gun, knife, club, etc.) or any other item (tire iron, baseball bat, etc.) which, although not usually thought of as a weapon, becomes one when used in a manner that could cause the types of severe bodily injury described in the above definition. If violence was threatened but not intended to be used (e.g. wanted to frighten the victim but was not going to harm them physically,) a "T" = Threat of Force can be entered into Offense Attempted/Completed.

"Personal Weapons" can only be the weapons of an aggravated assault when they cause the types of injuries described in the definition of aggravated assault. If personal weapons are "threatened" the offense must be scored as Intimidation. There must be a weapon involved (e.g. gun, knife, frying pan, etc.) for a "Threat of Force" to be scored in an Aggravated Assault.

A "severe laceration" is one which should receive medical attention.

A "loss of consciousness" must be the direct result of force inflicted on the victim by the offender.

The circumstances of an Aggravated Assault are to be entered into Aggravated Assault/Homicide Circumstances.

B. Simple Assault

Definition: 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.

C. Intimidation

Definition: 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.

3. BRIBERY (Except "Sports Bribery") (Crime Against Property)

Definition: The offering, giving, receiving, or soliciting of any thing of value (i.e., a bribe, gratuity, or kickback) to sway the judgement or the action of a person in a position of trust or influence.

Note: If the bribery involves changing the outcome of a sporting contest or event, it should be reported under Gambling Offenses as Sports Tampering, NOT Bribery.

4. BURGLARY/BREAKING AND ENTERING (Crime Against Property)

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

Note: The method of entry is to be reported in Method of Entry as either "F" = Force or "N" = No Force. If both forced and unforced entries are involved, enter "F" = Force. A forced entry is where force of any degree, or a mechanical contrivance of any kind (e.g., a passkey or skeleton key), is used to unlawfully enter a building or other structure. An unforced entry is one where the unlawful entry is achieved without force through an unlocked door or window.

When a hotel, motel, inn, or other temporary lodging, or a rental storage facility is burglarized, the number of premises (i.e., rooms, suites, units, storage compartments, etc.) entered is to be reported in Number of Premises Entered.

Incidental damage resulting from a Burglary (e.g., a forced door, broken window, hole in wall, dynamited safe, etc.) is to be reported under the offense category "Destruction / Damage / Vandalism of Property" when the loss is thought to be substantial. When the loss is minimal (e.g. \$5 - \$10) the local agency may chose to disregard the loss due to damage to property. If any loss to incidental damage is going to be reported, the agency must report a "Destruction / Damage / Vandalism of Property" offense as well as the "Burglary" offense.

5. COUNTERFEITING/FORGERY (Crime Against Property)

Definition: 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.

Note: The type of property altered, counterfeited, or forged is to be entered into Property Description.

The type of activity (e.g., publishing, distributing, selling, buying, possessing, transporting, etc.) is to be entered into Type of Criminal Activity.

6. DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY (Except "Arson") (Crime Against Property)

Definition: 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.

Note: This offense is to be reported for the value of any property damaged. The offense includes a broad range of destruction of property at one extreme to mischievous, less extensive damage at the other extreme. It does not include destruction or damage to property caused by the crime of Arson.

Incidental damage (e.g., a forced door, broken window, hole in wall, dynamited safe, etc.) resulting from another offense (e.g., Burglary, Assault, Homicide, Larceny, Robbery, etc.) is also to be reported in this offense category when the loss is thought to be substantial by the reporting agency. However, for the crime of Arson, incidental damage resulting from fighting the fire should be included as part of the loss caused by burning.

7. DRUG/NARCOTIC OFFENSES (Except "Driving Under the Influence") (Crimes Against Society)

Definition: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

Note: The type of activity (i.e., cultivating, manufacturing, distributing, selling, buying, using, possessing, transporting, or importing) is to be entered into Type of Criminal Activity.

A. Drug/Narcotic Violations:

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

Note: The type of drug or narcotic is to be entered into Suspected Drug Type.

While determining the "street value" of drugs or narcotics seized in Drug/Narcotic Violations can be difficult, the State desires to collect this information, along with the quantity.

B. Drug Equipment Violations

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

8. EMBEZZLEMENT (Crime Against Property)

Definition: 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.

Note: The type of victim is to be entered into Type of Victim . This will allow the State and National UCR Program to derive breakdowns of: (a) from a "Financial Institution"; (b) from "Other Type Business"; (c) from a "Governmental Entity"; (d) from an "Individual"; (e) from a "Religious Organization"; (f) from "Society/Public"; and (g) from "Other" entities.

9. EXTORTION/BLACKMAIL (Crime Against Property)

Definition: 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.

Note: If the thing gained from Extortion/Blackmail is intangible, it should be reported as "77" = Other in Property Description.

10. FRAUD OFFENSES (Except "Counterfeiting/Forgery" and "Bad Checks") (Crime Against Property)

Definition: The intentional perversion of the truth for the purpose of inducing another person, or other entity, in reliance upon it, to part with something of value or to surrender a legal right.

Note: The most specific subcategory of fraud should be reported whenever the circumstances fit the definition of more than one of the subcategories listed below. For example, most frauds would fit the definition of False Pretenses/Swindle/Confidence Game. But if a credit card was used to perpetrate the fraud, the offense would be classified as Credit Card/Automatic Teller Machine Fraud.

A. False Pretenses/Swindle/Confidence Game

Definition: 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.

B. Credit Card/Automatic Teller Fraud

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

C. Impersonation:

Definition: 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 which would not have otherwise been incurred.

D. Welfare Fraud

Definition: The use of deceitful statements, practices or devices to unlawfully obtain welfare benefits.

E. Wire Fraud

Definition: The use of an electric or electronic communications facility to intentionally transmit false and/or fraudulent activity.

11. GAMBLING OFFENSES (Crimes Against Society)

Definition: To unlawfully bet or wager money or something else of value; assist, promote, or operate a game of chance for money or some other stake; possess or transmit wagering information; manufacture, sell, purchase, possess, or transport gambling equipment, devices, or goods; or tamper with the outcome of a sporting event or contest to gain a gambling advantage.

Note: If a seizure is involved, enter the type of property seized (e.g., "Money," "Gambling Equipment," etc.) into Property Description and its value into Value of Property.

A. Betting/Wagering

Definition: 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.

B. Operating/Promoting/Assisting Gambling

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

Note: This includes bookmaking, numbers running, transmitting wagering information, etc.

C. Gambling Equipment Violations

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

Note: The type of activity (i.e., manufacturing, selling, buying, possessing, or transporting) is to be entered into Type of Criminal Activity.

D. Sports Tampering

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

Note: This offense includes engaging in bribery for gambling purposes. For example, if a jockey was bribed to lose a horse race, it would be reported as Sports Tampering, not Bribery.

12. HOMICIDE OFFENSES (Crimes Against Persons)

Definition: The killing of one human being by another.

Note: The circumstances of a homicide are to be reported in Aggravated Assault/Homicide Circumstances.

A. Murder and Non-negligent Manslaughter

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

Note: "Assault to Murder" and "Attempted Murder" are to be reported as Aggravated Assault.

B. Negligent Manslaughter

Definition: The killing of another person through negligence.

Note: This offense does not include "Vehicular Manslaughter" which is a Group "B" Offense reportable as "90Z All Other Offenses."

C. Justifiable Homicide

Definition: 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.

Note: A "serious criminal offense" is a felony or high misdemeanor. Additional circumstances regarding a Justifiable Homicide are to be reported in Additional Justifiable Homicide Circumstances.

13. KIDNAPPING/ABDUCTION (Crime Against Person)

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

Note: Kidnapping/Abduction includes hostage-taking.

14. LARCENY/THEFT OFFENSES (Crimes Against Property)

Definition: The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

Note: Enter the type of property which was the object of the theft into Property Description.

A. Pocket-picking:

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

B. Purse-snatching

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

Note: If more force was used than actually necessary to wrench the purse from the grasp of the person, then a strong-arm Robbery occurred, rather than Purse-snatching.

C. Shoplifting

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

D. Theft From Building

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

E. Theft From Coin-Operated Machine or Device

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

F. Theft From Motor Vehicle (Except "Theft of Motor Vehicle Parts or Accessories")

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

G. Theft of Motor Vehicle Parts or Accessories

Definition: 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.

Note: If a motor vehicle part or accessory was stolen, enter code "38" = Vehicle Parts/Accessories into Property Description.

H. All Other Larceny

Definition: All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

Note: This subcategory includes thefts from fenced enclosures, boats, and airplanes. Thefts of animals, lawnmowers, lawn furniture, hand tools, and farm and construction equipment are also included where no break-in of a structure was involved.

15. MOTOR VEHICLE THEFT (Crime Against Property)

Definition: The theft of a motor vehicle.

Note: A "motor vehicle" is a self-propelled vehicle that runs on the surface of land and not on rails, and which fits one of the following property descriptions:

Automobiles: sedans, coupes, station wagons, convertibles, taxicabs, or other similar motor vehicles which serve the primary purpose of transporting people.

Buses: motor vehicles which are specifically designed (but not necessarily used) to transport groups of people on a commercial basis.

Recreational Vehicles: motor vehicles which are specifically designed (but not necessarily used) to transport people and also provide them temporary lodging for recreational purposes.

Trucks: motor vehicles which are specifically designed (but not necessarily used) to transport cargo on a commercial basis.

Other Motor Vehicles: any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, golf carts, etc.

The type of motor vehicle is to be entered into Property Description of the Property Segment using the above property categories.

16. PORNOGRAPHY/OBSCENE MATERIAL (Crime Against Society)

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

Note: Enter the type of activity (i.e., manufacturing, publishing, selling, buying, or possessing) into Type of Criminal Activity.

17. PROSTITUTION OFFENSES (Crimes Against Society)

Definition: To unlawfully engage in or promote sexual activities for profit.

A. Prostitution

Definition: To unlawfully engage in or promote sexual relations for profit.

Note: This includes both male and female prostitutes.

B. Assisting or Promoting Prostitution

Definition: 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.

18. ROBBERY (Crime Against Property)

Definition: 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.

Note: The type of weapon/force used (or threatened) and the resulting injury are to be entered into Type Weapon/Force Involved and Type Injury.

An element of the crime of robbery is some type of assault, therefore, an assault should not be reported as a separate crime as long as it was performed in furtherance of the robbery. However, if the injury results in death, a Homicide Offense must also be reported.

The "victims" of a robbery include not only those persons and other entities (businesses, financial institutions, etc.) from whom property was taken (or was attempted to be taken), but also those persons toward whom the robber(s) directed force or threat of force in perpetrating the offense. Therefore, although the primary victim in a bank robbery would be the "Financial Institution," the teller toward whom the robber pointed a gun and made a demand should also be reported as a victim.

19. SEX OFFENSES, FORCIBLE (Crimes Against Persons)

Definition: Any sexual act directed against another person, forcibly and/or against their will; or, against the person's will where the victim is incapable of giving consent.

A. Forcible Rape (Except "Statutory Rape")

Definition: The carnal knowledge of a person, forcibly and/or against that person's will; and/or forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

Note: If force was used or threatened, the crime should be classified as Forcible Rape regardless of the age of the victim. If no force was used or threatened and the victim was under the statutory age of consent, the crime should be classified as Statutory Rape.

B. Forcible Sodomy

Definition: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; and/or forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault With An Object

Definition: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will; and/or forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Note: An "object" or "instrument" is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.

D. Forcible Fondling

Definition: The touching of the private body parts of another person for the purpose of sexual gratification or victim humiliation, forcibly and/or against that person's will; or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental/ physical incapacity.

Note: Forcible Fondling includes "Indecent Liberties" and "Child Molesting." Because Forcible Fondling is an element of Forcible Rape, Forcible Sodomy, and Sexual Assault With An Object, it should be reported only if it is the sole Forcible Sex Offense committed against the victim.

E. Ejaculate/Excrete Upon Victim

Definition: Intentional penile ejaculation of ejaculate or intentional emission of urine or feces by the defendant upon any part of the body clothed or unclothed of the complainant if that ejaculation or emission is wither for the purpose of sexually degrading or sexually humiliating the complainant or for the purpose of sexually arousing or gratifying the defendant.

20. SEX OFFENSES, NONFORCIBLE (Except "Prostitution Offenses") (Crimes Against Persons)

Definition: Unlawful, non-forcible sexual intercourse.

A. Incest

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

B. Statutory Rape

Definition: on-forcible sexual intercourse with a person who is under the statutory age of consent.

Note: If force was used or threatened, or the victim was very young (e.g. under 12,) the offense must be classified as Forcible Rape, not Statutory Rape.

21. STOLEN PROPERTY OFFENSES (Crimes Against Property)

Definition: 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.

Note: The type of activity (i.e., receiving, buying, selling, possessing, concealing, and/or transporting) is to be entered into Type of Criminal Activity.

22. WEAPON LAW VIOLATIONS (Crimes Against Society)

Definition: 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.

Note: The type of weapon is to be entered into Type Weapon/Force Involved.

The type of activity (i.e., manufacturing, selling, buying, transporting, possessing, concealing, or using) is to be entered into Type of Criminal Activity.

C. Group "B" Offense Definitions

There are fourteen (14) Group "B" crime categories. They encompass all of the crimes which are not Group "A" Offenses. The Group "B" crime categories are listed below in alphabetical order for ease of looking them up rather than in the order of their importance.

1. BAD CHECKS (Except "Counterfeited Checks" or "Forged Checks") (Crime

Against Property)

Definition: Knowingly and intentionally writing and/or negotiating checks drawn against insufficient or nonexistent funds.

Note: This offense includes "Fraudulent Checks" and "Insufficient Funds Checks," but not "Counterfeited Checks" or "Forged Checks."

2. CURFEW/LOITERING/VAGRANCY VIOLATIONS (Crimes Against Society)

Definition: 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.

Note: This offense includes "Begging" and "Vagabondage." Persons prosecuted on charges of being a "Suspicious Character," "Suspicious Person," etc., are also to be included.

3. DISORDERLY CONDUCT (Crime Against Society)

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

Note: This offense includes "Affray," "Blasphemy," "Profanity," "Obscene Language," "Desecrating the Flag," "Disturbing the Peace," and "Public Nuisance."

4. DRIVING UNDER THE INFLUENCE (Crime Against Society)

Definition: 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.

Note: This offense includes "Driving While Intoxicated."

5. DRUNKENNESS (Except for "Driving Under the Influence") (Crime Against Society) (A Crime in NIBRS, does not apply to WI)

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

Note: This offense includes "Drunk and Disorderly," "Common Drunkard," "Habitual Drunkard," and "Intoxication."

6. FAMILY OFFENSES, NONVIOLENT (Crimes Against Persons and Society)

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

Note: This offense includes: "Abandonment"; "Desertion"; "Neglect"; "Nonsupport"; and "Nonviolent Abuse" and "Nonviolent Cruelty" to other family members. It also includes the nonpayment of court-ordered alimony, as long as it is not considered to be "Contempt of Court" within the reporting jurisdiction. Do not include victims of these offenses who are merely taken into custody for their own protection.

7. LIQUOR LAW VIOLATIONS (Except "Driving Under the Influence" and "Drunkness") (Crimes Against Society)

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

8. PEEPING TOM: (Crime Against Society)

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

9. RUNAWAY: (Persons Under Age 18) (Not A "Crime")

Definition: A person under 18 years of age who has left home without the permission of his/her parent(s) or guardian.

Note: While running away does not constitute a criminal offense, each "handling" of a runaway should be reported using the "Group 'B' Arrest Report" format.

10. TRESPASS OF REAL PROPERTY (Crime Against Society)

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

11. ALL OTHER OFFENSES (Crimes Against Persons, Property, and Society)

Definition: All crimes which are not Group "A" Offenses and not included in one of the specifically named Group "B" crime categories listed above.

Note: "Traffic Offenses" are excluded except for "Driving Under the Influence"

III. OFFENSE LOOKUP TABLE

A. Description of Lookup Table

This offense lookup table has been compiled to assist in determining whether a crime is a Group "A" or Group "B" Offense. This is an important distinction because both incidents and arrests involving Group "A" offenses are to be reported using "Group 'A' Incident Reports," and arrests (only) involving Group "B" Offenses are to be reported using "Group 'B' Arrest Reports."

The table should not be used to determine (classify) what offenses were involved in a criminal incident. Such a determination must have already been made. After the offense have been classified, the table is to be used to ascertain whether the offenses are Group "A" or Group "B" offenses. The table does not include all of the offenses which can possibly occur, therefore, it should be used as a "General Guide."

Care should be taken to identify all of the offenses involved in a particular criminal incident. For example, Forcible Rape might be accompanied by the crimes of Motor Vehicle Theft and Kidnapping. A notational reminder of "Other offenses may have been committed" has been included for some of the crimes which are most likely to involve companion offenses.

Care must also be taken to ensure that each offense which is reported is a separate, distinct crime and not just a part of another offense. For example, every robbery includes some type of assault; but, because the assault is an element which makes up the crime of Robbery, only Robbery should be reported. However, if during a robbery the victim was forced to engage in sexual relations, both Robbery and Forcible Rape should be reported, as forced sexual intercourse is not an element of the crime of Robbery.

B. How to Classify Offenses of General Applicability

When an offense is prefixed by:

Accessory Before/After the Fact,
Aiding/Abetting
Conspiracy to Commit,
Facilitation of,
Solicitation to Commit,
Threat to Commit,
etc., it should be reported as the substantive offense.

For example, "Conspiracy to Commit Robbery" is to be reported as Robbery. "Attempts to Commit" (i.e., attempted crimes are also to be reported the same as the substantive offense, with the data value "A" = Attempted in Offense Attempted/Completed/Ongoing.

C. Offense Lookup Table

Various types of crime have been listed below, followed by whether they are a Group "A" or Group "B" Offense. This is followed by the IBR crime category covering them.

For example, the crime of "Abduction" is listed as a Group "A" Offense covered by the crime category "Kidnapping - Abduction." As the list does not include all of the crimes which can occur, the determination of whether an unlisted crime is a Group "A" or "B" Offense will be a judgment call by the reporting agency.

OFFENSE GROUP COVERED BY A OR B

-A-

Abandonment	B	Family Offenses, Nonviolent
Abduction	A	Kidnapping/Abduction
Abortion	B	All Other Offenses
Abuse, Nonviolent	B	Family Offenses, Nonviolent or All Other Offenses
Accessory After the Fact		Classify same as substantive offense
Accessory Before the Fact		Classify same as substantive offense
Accosting	B	All Other Offenses
Adulterated Food, Drugs, or Cosmetics	B	All Other Offenses (Other offenses may have been committed, e.g., Homicide; Aggravated or Simple Assault; Fraud; etc.)
Adultery	B	All Other Offenses
Affray	B	Disorderly Conduct
Aiding and Abetting		Classify as substantive offense
Aiding Prisoner to Escape	B	All Other Offenses
Air Piracy/Hijacking	B	All Other Offenses (Other offenses may have been committed, e.g., Aggravated Assault; Extortion; Robbery; Kidnapping; etc.)
Alcoholic Beverage Control (ABC) Laws	B	Liquor Law Violations
Antitrust Law Violations	B	All Other Violations
Arson	A	Arson
Assault	A	Assault Offenses
Assault, Aggravated	A	Assault Offenses
Assault and Battery	A	Assault Offenses
Assault, Minor	A	Assault Offenses
Assault, Sexual	A	Forcible Sex Offenses
Assault, Simple	A	Assault Offenses
Assembly, Unlawful	B	All Other Offenses
Automatic Teller Machine Fraud	A	Fraud Offenses

-B-

Bad Checks	B	Bad Checks
Battery	A	Assault Offenses
Begging	B	Curfew/Loitering/Vagrancy

Bestiality	B	Violations
Betting, Unlawful	A	All Other Offenses
Bigamy	B	Gambling Offenses
Blackmail	A	All Other Offenses
Blasphemy	A	Extortion/Blackmail
Blue Law Violations	B	Disorderly Conduct
Boating Law Violations	B	All Other Offenses
Bomb Threat	B	All Other Offenses
Bombing Offenses	A	Assault Offenses (Aggravated Assault)
		(Classify same as substantive offense, e.g. Homicide; Aggravated Assault;
		Destruction/Damage/Vandalism of Property; Weapon Law Violations; etc.)
Bookmaking	A	Gambling Offenses
Breaking and Entering (B&E)	A	Burglary/B&E
Bribery	A	Bribery
Bribery, Sports	A	Gambling Offenses (Sports Tampering)
Buggery (Consensual Sodomy)		Classify as appropriate Forcible or Non-forcible Sex Offense if any of the participants is below the age of consent, else score as All Other Offenses
Burglary	A	Burglary/B&E
Burglary Tools, Possessing	B	All Other Offenses
Buying Stolen Property	A	Stolen Property Offenses
-C-		
Canvassing, Illegal	B	All Other Offenses
Card Game, Unlawful	A	Gambling Offenses
Carrying Concealed Weapon	A	Weapon Law Violations
Checks, Bad	B	Bad Checks
Checks, Fraudulent	B	Bad Checks
Checks, Insufficient Funds	B	Bad Checks
Child Abuse, Nonviolent	B	Family Offenses, Nonviolent
Child Abuse, Violent	A	Assault Offenses
Child Cruelty, Nonviolent	B	Family Offenses, Nonviolent
Child Cruelty, Violent	A	Assault Offenses
Child Molesting	A	Sex Offenses, Forcible
Child Neglect	B	Family Offenses, Nonviolent
Civil Rights Violations	B	All Other Offenses
Combinations in Restraint of Trade	B	All Other Offenses

Commercialized Sex		Classify as Prostitution Offenses; Pornography/Obscene Materials; or All Other Offenses
Commercialized Vice		Classify as Prostitution Offenses; Pornography/Obscene Materials; or All Other Offenses
Common Drunkard	B	Drunkenness
Compounding a Felony or Misdemeanor	B	All Other Offenses
Computer Crime		Classify same as substantive offense
Concealed Weapon	A	Weapon Law Violations
Conditional Release Violation	B	All Other Offenses
Confidence Game	A	Fraud Offenses
Conflict of Interest	B	All Other Offenses
Consensual Sodomy		Classify as appropriate Forcible or Non-forcible Sex Offense if participant(s) are under age of consent, else as All Other Offenses
Conservation (Environment or Ecology)	B	All Other Offenses Laws
Conspiracy to Commit		Classify same as substantive offense
Contempt of Court	B	All Other Offenses
Contract Fraud	A	Fraud Offenses
Contributing to the Delinquency of a Minor	B	All Other Offenses (Other offenses may have been committed, e.g., Pornography/Obscene Materials; Prostitution; Liquor Law Violations; etc.)
Conversion		Classify as Embezzlement; Trespass of Property; etc.
Corrupt Conduct By Juror	B	All Other Offenses (Other offenses may have been committed, e.g., Bribery; False Statement; etc.)
Counterfeiting	A	Counterfeiting-Forgery
Credit Card Fraud	A	Fraud Offenses
Criminal Defamation	B	All Other Offenses
Criminal Libel	B	All Other Offenses
Criminal Slander	B	All Other Offenses
Cruelty to Animal(s)	B	All Other Offenses
Cruelty to Children, Nonviolent	B	Family Offenses, Nonviolent; or All Other Offenses
Cruelty to Children, Violent	A	Assault Offenses
Curfew Violations	B	Curfew/Loitering/Vagrancy Violations
-D-		
Damage Property	A	Destruction/Damage/Vandalism of

Deception	A	Property
Defamation, Criminal	B	Fraud Offenses
Desecrating the Flag	B	All Other Offenses
Desertion	B	Disorderly Conduct
Destroying Evidence	B	Family Offenses, Nonviolent
Detention, Forcible	A	All Other Offenses
Detention, Unlawful	A	Kidnapping/Abduction
Dice Game, Unlawful	B	Kidnapping/Abduction
Disinterment, Unlawful	B	Gambling Offenses
Disorderly Conduct	B	All Other Offenses
Disturbing the Peace	B	Disorderly Conduct
Driving Under the Influence(DUI)	B	Disorderly Conduct
Driving While Intoxicated(DWI)	B	Driving Under the Influence
Drug Equipment Violation	A	Driving Under the Influence
Drug Offenses	A	Drug/Narcotic Offenses
Drug Paraphernalia	A	Drug/Narcotic Offenses
Drunk	B	Drug/Narcotic Offenses
Drunk and Disorderly	B	Drunkenness
Drunkard, Common	B	Drunkenness
Drunkard, Habitual	B	Drunkenness
Drunkenness	B	Drunkenness

-E-

Eavesdropping	B	All Other Offenses
Ecology Law Violations	B	All Other Offenses
Ejaculate/Excrete Upon Victim	A	Sex Offenses, Forcible
Election Law Violation	B	All Other Offenses
Embezzlement	A	Embezzlement
Entry, Forcible	A	Burglary/B&E
Entry, Non-forcible	A	Burglary/B&E
Environment Law Violations	B	All Other Offenses
Equipment, Drug	A	Drug/Narcotic Offenses
Equipment, Gambling	A	Gambling Offenses
Escape(Flight)	B	All Other Offenses
Espionage	B	All Other Offenses (Other offenses may have been committed, e.g., Burglary, Larceny/Theft; etc.)
Exhibitionism	B	All Other Offenses
Explosives Offenses	A	Classify same as substantive offense, e.g., Homicide; Aggravated Assault; Destruction/Damage/Vandalism; Weapon Law Violations; etc.
Extortion	A	Extortion/Blackmail

-F-

Facilitation of		Classify same as substantive offense
Failure to Appear	B	All Other Offenses
False Arrest	B	All Other Offenses
False Citizenship	B	All Other Offenses
False Fire Alarm	B	All Other Offenses
False Pretenses	A	Fraud Offenses
False Report or Statement	A	Fraud Offenses
False Report or Statement	B	All Other Offenses
Family Offenses, Nonviolent	B	Family Offenses, Nonviolent
Family Offenses, Violent	A	Assault Offenses; Homicide Offenses; Forcible Sex Offenses, etc.
Fish and Game Law Violations	B	All Other Offenses
Flight to Avoid Confinement, Custody,	B	All Other Offenses Giving Testimony, or Prosecution
Fondling, Forcible	A	Sex Offenses, Forcible
Forcible Detention	A	Kidnapping/Abduction
Forcible Entry	A	Burglary/ B&E
Forcible Rape	A	Sex Offenses, Forcible
Forgery	A	Counterfeiting/Forgery
Fornication (consensual)		Classify as appropriate Forcible or Non-forcible Sex Offense if participant(s) are under age of consent, else as All Other Offenses
Fraud	A	Fraud Offenses
Fraud, Automatic Teller Machine(ATM)	A	Fraud Offenses
Fraud, Contract	A	Fraud Offenses
Fraud, Procurement	A	Fraud Offenses
Fraud, Telephone	A	Fraud Offenses
Fraud, Welfare	A	Fraud Offenses
Fraud, Wire	A	Fraud Offenses
Fraudulent Checks	B	Bad Checks
Frequenting a House of Prostitution	B	All Other Offenses
Fugitive	B	All Other Offenses

-G-

Gambling	A	Gambling Offenses
Gambling Devices	A	Gambling Offenses
Gambling Equipment Offenses	A	Gambling Offenses
Gambling Goods, Possession of	A	Gambling Offenses
Gambling Paraphernalia, Possession of	A	Gambling Offenses
Gaming Offenses	A	Gambling Offenses

-H-

Habitual Drunkard	B	Drunkenness
Harassment	B	All Other Offenses
Harboring	B	All Other Offenses
Hate Crime	B	Classify same as substantive offense
Health and Safety Laws	B	All Other Offenses (Other offenses may have been committed, e.g., Homicide; Aggravated or Simple Assault; Fraud; etc.)
Hijacking/Air Piracy		Report the substantive offenses committed, e.g., Aggravated Assault; Extortion; Robbery; Kidnapping; etc.
Hit and Run	B	All Other Offenses (Other offenses may have been committed, e.g., Driving Under the Influence; Vehicular Manslaughter; etc.)
Homicide	A	Homicide Offenses
Homicide, Justifiable	A	Homicide Offenses
Homosexual Act or Conduct	B	All Other Offenses
Hostage-Taking	A	Kidnapping/Abduction
House of Prostitution, Frequenting	B	All Other Offenses
House of Prostitution, Operating	A	Prostitution Offenses

-I-

Immigration Law Violations	B	All Other Offenses
Impersonation	A	Fraud Offenses
Incendiary Device Offenses	A	Report substantive offenses committed
Incest	A	Sex Offenses, Non-forcible
Indecent Exposure	B	All Other Offenses
Indecent Liberties	A	Sex Offenses, (Forcible Fondling)
Influence Peddling	A	Bribery
Insufficient Funds Checks	B	Bad Checks
Intimidation	A	Assault Offenses
Intoxicated	B	Drunkenness
Invasion of Privacy	B	All Other Offenses
Involuntary Manslaughter	A	Homicide Offenses (Negligent Manslaughter)

-J-

Jury Tampering	B	All Other Offenses (Other offenses may have been committed, e.g., Bribery; Extortion/Blackmail;
----------------	---	---

Justifiable Homicide	A	Intimidation; etc.) Homicide Offenses
-K-		
Kickback	A	Bribery
Kidnapping	A	Kidnapping/Abduction
Kidnapping/Parental Killing	A	Kidnapping/Abduction
	A	Homicide Offenses
-L-		
Larceny	A	Larceny/Theft Offenses
Leaving the Scene of an Accident	B	All Other Offenses (Other offenses may have been committed, e.g., Vehicular Manslaughter; Driving Under the Influence; etc.)
Libel, Criminal	B	All Other Offenses
Liquor Law Violations	B	Liquor Law Violations
Littering	B	All Other Offenses
Loitering	B	Curfew/Loitering/Vagrancy Violations
Looting	A	Classify as either Burglary or Larceny, as appropriate
Lottery, Unlawful	A	Gambling Offenses
-M-		
Mail Fraud	A	Fraud Offenses
Malicious Mischief	A	Destruction/Damage/Vandalism of Property
Mandatory Release Violation	B	All Other Offenses
Manslaughter, Negligent	A	Homicide Offenses
Manslaughter, Non-negligent	A	Homicide Offenses
Manslaughter, Vehicular	B	All Other Offenses
Military Law Violations	B	All Other Offenses
Minor Assault	A	Assault Offenses
Misappropriation	A	Embezzlement
Missing Person		Should not be reported as it is not an "Offense"
Molesting, Child	A	Sex Offenses, Forcible
Monopoly in Restraint of Trade	B	All Other Offenses
Moonshining	B	Liquor Law Violations
Motor Vehicle Theft	A	Motor Vehicle Theft
Murder	A	Homicide Offenses

-N-

Narcotic Offenses	A	Drug/Narcotic Offenses
Neglect of Family	B	Family Offenses, Nonviolent
Negligent Manslaughter	A	Homicide Offenses
Nonpayment of Alimony	B	Family Offenses, Nonviolent; or All Other Offenses (if treated as Contempt of Court)
Nonsupport	B	Family Offenses, Nonviolent
Numbers	A	Gambling Offenses

-O-

Obscene Communication	B	All Other Offenses
Obscene Language, Use of	B	Disorderly Conduct
Obscene Material	A	Pornography/Obscene Materials
Obscene Telephone Call	B	All Other Offenses
Obstructing Criminal Investigation	B	All Other Offenses
Obstructing Justice	B	All Other Offenses
Obstructing Police Officer(s)	B	All Other Offenses
Operating a House of Prostitution	A	Prostitution Offenses

-P-

Pandering	A	Prostitution Offenses
Paraphernalia Offenses, Drug	A	Drug/Narcotic Offenses
Paraphernalia Offenses, Gambling	A	Gambling Offenses
Parental Kidnapping	A	Kidnapping/Abduction
Parole Violation	B	All Other Offenses
Passing Bad Checks	B	Bad Checks
Patronizing a House of Prostitution	B	All Other Offenses
Patronizing a Prostitute	B	All Other Offenses
Peeping Tom	B	Peeping Tom
Perjury, Subornation of	B	All Other Offenses (Other offenses may have been committed, e.g., Bribery; Extortion/Blackmail; Intimidation; etc.)
Pickpocket	A	Larceny/Theft Offenses
Pimping	A	Prostitution Offenses
Polygamy	B	All Other Offenses
Pornography	A	Pornography/Obscene Materials
Possession of Burglary Tools	B	All Other Offenses
Possession of Drug Equipment	A	Drug/Narcotic Offenses
Possession of Gambling Equipment	A	Gambling Offenses
Possession of Stolen Property	A	Stolen Property Offenses
Privacy, Invasion of	B	All Other Offenses

Probation Violation	B	All Other Offenses	
Procurement Fraud	A	Fraud Offenses	
Procuring for Prostitution	A	Prostitution Offenses	
Profanity	B	Disorderly Conduct	
Prostitution	A	Prostitution Offenses	
Prostitution, Soliciting for	A	Prostitution Offenses	
Prostitution, Transporting Persons for	A	Prostitution Offenses	
Prowler	B	All Other Offenses	
Public Nuisance	B	Disorderly Conduct	
Purse-Snatching	A	Larceny/Theft Offenses	-Q-
 -Q-			
Quarantine	B	All Other Offenses	
 -R-			
Racketeering		Classify same as substantive offenses, e.g., Bribery; Extortion/Blackmail; Larceny/Theft Offenses; etc.	
Rape, Forcible	A	Sex Offenses, Forcible	
Rape By Instrumentation	A	Sex Offenses, Forcible	
Rape, Statutory	A	Sex Offenses, Nonforcible	
Receiving Stolen Property	A	Stolen Property Offenses	
Reckless Endangerment	B	All Other Offenses	
Reckless Manslaughter (non-vehicular)	A	Homicide Offenses (Negligent Manslaughter)	
Reckless Operation of Aircraft	B	All Other Offenses	
Release Violation, Conditional	B	All Other Offenses	
Release Violation, Mandatory	B	All Other Offenses	
Resisting Officer	A	Assault Offenses	
Restraint, Unlawful	A	Kidnapping/Abduction	
Revenue Law Violations	B	All Other Offenses	
Riot	B	All Other Offenses (Other offenses may have been committed, e.g., Arson; Destruction / Damage / Vandalism of Property etc.)	
Robbery	A	Robbery	
Rout	B	All Other Offenses (Other offenses may have been committed)	
Runaway	B	Runaway	
 -S-			
Sabotage	B	All Other Offenses (Other offenses	

		may have been committed, e.g., Arson; Destruction / Damage / Vandalism of Property etc.)
Sanitation Law Violations	B	All Other Offenses
Scalping, Ticket(s)	B	All Other Offenses
Sedition	B	All Other Offenses
Seduction	B	All Other Offenses
Sex, Commercialized		Classify as Prostitution Offenses; Pornography/Obscene Materials; or All Other Offenses
Sex Offenses, Forcible	A	Sex Offenses, Forcible
Sex Offenses, Non-forcible	A	Sex Offenses, Non-forcible
Sexual Assault With An Object	A	Sex Offenses, Forcible
Shoplifting	A	Larceny/Theft Offenses
Simple Assault	A	Assault Offenses
Slander, Criminal	B	All Other Offenses
Smuggling Alien	B	All Other Offenses
Smuggling Contraband	B	All Other Offenses (Other offenses may have been committed, e.g., Drug/Narcotic Offenses; etc.)
Sodomy, Consensual		Classify as appropriate Forcible or Non-forcible Sex Offense if any of the participants is below the age of consent, else as All Other Offenses
Sodomy, Forcible	A	Sex Offenses, Forcible
Solicitation to Commit Felony		Classify same as substantive offense Stolen Property/Buying, Receiving, or Possessing A Stolen Property Offenses
Stripping Motor Vehicle	A	Larceny/Theft Offenses
Strong-arm Robbery	A	Robbery
Subornation of Perjury	B	All Other Offenses (Other offenses may have been committed, e.g., Bribery; Extortion/Blackmail; Intimidation; etc.)
Suicide		Should not be reported as an "offense"
Suspicion		Should not be reported as an "offense"
Swindle	A	Fraud Offenses
-T-		
Tax Law Violations	B	All Other Offenses
Telephone Call, Threatening	A	Assault Offenses (Intimidation)
Telephone Fraud	A	Fraud Offenses

Terrorism		Classify same as substantive offense, e.g., Assault; Murder; Destruction/Damage/Vandalism of Property; etc.
Theft	A	Larceny/Theft Offenses
Theft From Building	A	Larceny/Theft Offenses
Theft From Coin-Operated Machine	A	Larceny/Theft Offenses
Theft From Motor Vehicle	A	Larceny/Theft Offenses
Theft of Motor Vehicle	A	Motor Vehicle Theft
Theft of Motor Vehicle Parts/Accessories	A	Larceny/Theft Offenses
Theft of Vehicles or Equipment Other Than Motor Vehicles	A	Larceny/Theft Offenses
Threatening Behavior	A	Assault Offenses (Intimidation)
Threatening Conduct	A	Assault Offenses (Intimidation)
Threatening Gesture	A	Assault Offenses (Intimidation)
Threatening Telephone Call	A	Assault Offenses (Intimidation)
Threatening Words or Statement	A	Assault Offenses (Intimidation)
Traffic Violations		Do not report except for: Driving Under the Influence(DUI); Driving While Intoxicated (DWI); Hit and Run; Vehicular Manslaughter; Operating after Revocation (OAR); and Operating after Suspension (OAS)
Transmitting Wagering Information	A	Gambling Offenses
Transporting Persons For Prostitution	A	Prostitution Offenses
Treason	B	All Other Offenses (Other offenses may have been committed, e.g., Burglary; Larceny; etc.)
Trespass of Personal Property	B	All Other Offenses
Trespass of Real Property	B	Trespass of Real Property
-U-		
Unlawful Assembly	B	All Other Offenses
Unlawful Entry	A	Burglary - B&E
Unlawful Restraint	A	Kidnapping/Abduction
Unlicensed Weapon	A	Weapon Law Violations
Unregistered Weapon	A	Weapon Law Violations
-V-		
Vagabondage	B	Curfew/Loitering/Vagrancy Violations
Vagrancy	B	Curfew/Loitering/Vagrancy Violations

Vandalism	A	Destruction/Damage/Vandalism of Property
Vehicular Manslaughter Vice, Commercialized	B	All Other Offenses Classify as Prostitution Offenses; Pornography/Obscene Material; or All Other Offenses
Violation of Quarantine	B	All Other Offenses
Violation of Restraining Order	B	All Other Offenses

-W-

Wagering, Unlawful	A	Gambling Offenses
Weapon, Concealed	A	Weapon Law Violations
Weapon, Unlicensed	A	Weapon Law Violations
Weapon, Unregistered	A	Weapon Law Violations
Weapon Law Violations	A	Weapon Law Violations
Welfare Fraud	A	Fraud Offenses
Wire Fraud	A	Fraud Offenses
Wiretapping, Illegal	B	All Other Offenses

IV. OFFENSE CODES

There are a total of 60 three-digit Uniform Crime Reporting (UCR) offense codes for the Group "A" and Group "B" Offenses used in the State Incident Based Reporting System (IBR).

A. Group "A" Offense Codes

There are 22 Group "A" crime categories and they are consist of 46 Group "A" Offenses. Therefore, there are 46 Group "A" Offense Codes.

The Group "A" Offense Codes were derived from the four-digit National Crime Information Center (NCIC) Uniform Offense Classification Codes in order to facilitate interrelating offense data between the NCIC and UCR systems. This was accomplished by using in the UCR Offense Codes the same first two characters as used in the NCIC coding system. The third character of the UCR Code is either a zero (0) or an alphabetical letter (A,B,etc.) referencing a subcategory of the crime category. For example, the NCIC Code for Simple Assault is "1313," while the UCR Code is "13B"

There are two exceptions: (1) the NCIC Offense Code for Statutory Rape is "1116," while the UCR Code is "36B"; and (2) the NCIC Code for Forcible Fondling (of child) is 3601, "while the UCR Code is "11D." These exceptions resulted from the fact that NCIC includes Statutory Rape in "Sexual Assaults," while UCR includes it in "Non-

forcible Sex Offenses"; and NCIC includes "Child-Fondling" in "Sex Offenses," while UCR includes it in "Forcible Sex Offenses."

B. Group "B" Offense Codes

A separate "900" offense code numbering series has been assigned to the 14 Group "B" crime categories. For example, the NCIC Offense Code for Bad Checks is "2606," while the UCR Code is "90A."

The different numbering series was established to assist in distinguishing Group "B" Offenses from Group "A" Offenses. The distinction is important because of the difference in reporting requirements between the two types of offenses. Incidents and arrests involving Group "A" Offenses are reported using "Group 'A' Incident Reports," while arrests (only) involving Group "B" Offenses are reported using "Group 'B' Arrest Reports."

Offense Code Lookup Table

The 60 UCR offense codes, as well as their NCIC counterparts, are listed below under their respective "Group 'A' Offenses" and "Group 'B' Offenses" captions:

GROUP "A" OFFENSES

<u>UCR OFFENSE</u>	<u>NCIC CODE</u>	<u>UCR CODE</u>
ARSON	2001-2009; 2099	200
ASSAULT OFFENSES		
Aggravated Assault	1301-1312; 1314-1315	13A
Simple Assault	1313	13B
Intimidation	1316; 5215-5216	13C
BRIBERY	5101-5113; 5199	510
BURGLARY/BREAKING & ENTERING	2201-2205; 2207; 2299	220
COUNTERFEITING /FORGERY	2501-2507; 2509; 2510; 2589; 2599	250
DESTRUCTION / DAMAGE / VANDALISM OF PROPERTY	2901-2906; 2999	290
DRUG / NARCOTIC OFFENSES		
Drug/Narcotic Violations	3501-3505; 3510-3513; 3520-3523; 3530-3533; 3540-3543; 3560-3564;	35A

	3570-3573; 3580-3583; 3599	
Drug Equipment Violations	3550	35B
EMBEZZLEMENT	2701-2705; 2799	270
EXTORTION/BLACKMAIL	2101-2105; 2199	210
FRAUD OFFENSES		
False Pretenses / Swindle/ Confidence Game	2601-2603; 2607; 2699	26A
Credit Card/Automatic Teller Machine Fraud	2605	26B
Impersonation	2604	26C
Welfare Fraud	None	26D
Wire Fraud	2608	26E
GAMBLING OFFENSES		
Betting/Wagering	3903; 3906; 3917	39A
Operating / Promoting / Assisting Gambling	3901-3902; 3904-3905; 3907; 3915-3916; 3918; 3920-3921	39B
Gambling Equipment Violations	3908-3914	39C
Sports Tampering	3919	39D
HOMICIDE OFFENSES		
Murder and Non-negligent Manslaughter	0901-0908; 0911-0912	09A
Negligent Manslaughter	0909-0910	09B
Justifiable Homicide	None	09C
KIDNAPING/ABDUCTION	1001-1009; 1099	100
LARCENY/THEFT OFFENSES		
Pocket-Picking	2301	23A
Purse-Snatching	2302	23B
Shoplifting	2303	23C
Theft From Building	2308; 2311	23D
From Coin-Operated Machine	2307	23E
Theft From Motor Vehicle	2305	23F
Theft of Motor Vehicle Parts	2304; 2407	23G
All Other Larceny	2306; 2309-2310; 2312-2316; 2410	23H
MOTOR VEHICLE THEFT	2401-2405; 2408; 2411; 2499	240
PORNOGRAPHY/OBSCENE MATERIAL	3700-3706; 3799	370

PROSTITUTION OFFENSES		
Prostitution	4003-4004	40A
Assisting or Promoting Prostitution	4001-4002; 4006; 4099	40B
ROBBERY	1201-1211;1299	120
SEX OFFENSES, FORCIBLE		
Forcible Rape	1101-1103	11A
Forcible Sodomy	1104-1115	11B
Sexual Assault With An Object	None	11C
Forcible Fondling (Child)	3601	11D
Ejaculate/Excrete Upon Victim		11E
SEX OFFENSES, NONFORCIBLE		
Incest	3604;3607	36A
Statutory Rape	1116	36B
STOLEN PROPERTY OFFENSES	2801-2805; 2899	280
WEAPONS LAW VIOLATIONS	5201-5214; 5299	520

GROUP "B" OFFENSES

<u>UCR OFFENSE</u>	<u>NCIC CODE</u>	<u>UCR CODE</u>
BAD CHECKS	2606	90A
CURFEW / LOITERING / VAGRANCY VIOLATIONS	6300; 6399	90B
DISORDERLY CONDUCT	5310-5311; 5399	90C
DRIVING UNDER THE INFLUENCE	5403-5404	90D
DRUNKENNESS	4200; 4299	90E
FAMILY OFFENSES, NONVIOLENT	3801-3803; 3806-3808; 3899	90F
LIQUOR LAW VIOLATIONS	4101-4104; 4199	90G
PEEPING TOM	3611	90H
RUNAWAY	None	90I

TRESPASS OF REAL PROPERTY	5707	90J
ALL OTHER OFFENSES	Various	90Z

V. DATA ELEMENTS AND DATA VALUES

The "data elements" and "data values" set forth in this edition represent those which are required to satisfy both the State Incident Based Reporting System's (IBR) reporting requirements and the FBI's. Local agencies are encouraged to include additional data elements and values in their Incident Based Reporting systems to satisfy their own needs, but to report only those set forth below to the State UCR Program.

A. Definition of an Incident

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

B. Definition of an Arrest

An Arrest is the taking of another into custody for the actual or purported purpose of bringing the other before a court, or of otherwise securing the administration of the law. . To clarify the phrase, "or of otherwise securing the administration of the law," it refers to arrests in civil proceedings, for civil or criminal contempt or failure to obey a subpoena, persons released on bail, or those mentally incompetent.

There are four elements which make up an arrest, and all four must be met in order for an arrest to be consummated. These are:

1. There must be a purpose or intention to effect an arrest.
2. It must be under authority which is actual or assumed.
3. It will be accomplished by an actual or constructive seizure or restraint of the person to be arrest by the arresting officer. The seizure must result in binding the one arrested to the actual will and control of the officer making the arrest.
4. The arrestee must understand that he/she is being arrested.

In addition, certain other cases would also constitute an arrest. The first of these cases involves summons. A summons may be counted as an arrest only if one of the following conditions is present:

1. The summons is served to the offender by an officer.
2. When a summons is mailed to the offender; it may not be counted as an arrest until such time as the offender appears in court. The exception to this is if the summons is sent CERTIFIED mail and the person signs the receipt of the mail.

If you have attempted to arrest or contact the offender in an incident but you can NOT satisfy the conditions listed above, you may indicate that you have identified the individual by submitting an arrestee segment with an arrest type of "A" = "Attempt to Arrest/Contact," but this "arrest" will neither be counted as a physical arrest nor will it clear the incident.

In IBR a citation may be counted as an arrest except when the offenses is a traffic offense other than DUI, OAR, or OAS.

C. Data Linkages

Data linkages between segments of the incident reports are achieved in several ways. The most important link between all segments of the Group "A" Incident Report is the ORI Number. This can be defined as: The NCIC Originating Agency Identifier Number which has been assigned to your agency. This number includes the four digit code you used to report summary based data to the state in the past, plus five static characters. It would read, W10XXXX00, where the X's represent the four digits you currently use.

Another data element which serves to help uniquely identify data segments is the Incident Number. The Incident Number is the number assigned by your agency to each Group "A" Incident Report to identify it uniquely, e.g., the Originating Agency Case (OAC) Number. As a suggestion, a portion of that number could include the year and/or month of an incident. For example, the incident occurred on Jan 13, 2002. The incident number could read as 020100111100.

The various segments can be linked together in several ways. As already mentioned, the ORI Number and the Incident Number, together can uniquely identify all the segments of a given Incident Report. In addition, a victim may be related to an offender by the offender number and to an offense by the UCR codes. This is because a victim is not a victim of every offender in every incident, nor is a victim necessarily a victim of every offense in an incident. This will be exemplified in this section.

D. Data Elements

"Data elements" are the data fields used in NIBRS to describe the victims, offenders, arrestees, and circumstances of criminal incidents and arrests. Examples are: "Incident Number," "UCR Offense Code," "Type of Victim," and "Age of Offender."

Level 1: Administrative Segment

Record position	Data length	Mandatory	Description
1	1	X	SEGMENT LEVEL Designates this segment as an administrative segment. Valid code: 1
2	1	X	SEGMENT ACTION TYPE The kind of database activity that is to be performed. Valid codes: I = Incident Report, M = Modify, D = Delete, and W = Time Window Submission.
3-11	9	X	ORI NUMBER Valid NCIC ORI number.
12-23	12	X	INCIDENT NUMBER Number assigned by the agency to uniquely identify the incident. Left-justified with blank right-fill. Examples: 89-13456 89T123456789
24-31	8	X	INCIDENT DATE The date of the incident (or report date, if the incident date is unknown) in the format MM/DD/YY. Consider midnight to be the beginning of a day.
32-39	8	X	REPORT DATE The date on which the incident is reported, in MM/DD/YY format.
40	1		INCIDENT DATE UNKNOWN Mandatory only if Incident Date unknown. Must be R (Report), if entered.
41-42	2	X	INCIDENT HOUR The incident hour, in 2-digit military format. Do not enter a minute value. If unknown, leave blank. For example, if the incident occurred: At 11 p.m. (2300) or between then and 11:59 p.m. (2359), enter 23 . At midnight (0000) or between then and 12:59 a.m. (0059) enter 00 . At 1 a.m. (0100) or between then and 1:59 a.m. (0159) enter 01 .
43	1	X	CLEARED EXCEPTIONALLY Indicates whether or not the incident was cleared exceptionally. Valid codes: A = Death of Offender, B = Prosecution Declined, C = Extradition Denied, D = Victim Refused to Cooperate, E = Juvenile/No Custody, F = Administratively Closed, N = Not Applicable
44-51	8	X	EXCEPTIONAL CLEARANCE DATE The date the incident was cleared exceptionally, in the format MM/DD/YY.
52	1		INCIDENT UNFOUNDED Enter U only if the incident is unfounded.
53-55	3		TIME WINDOW UCR OFFENSE CODE (#1) Mandatory if this is a time window submission. Use only if incident is greater than two years old. You must enter the offenses for the original incident so that the software can identify the offenses that are being exceptionally cleared.
56-58	3		TIME WINDOW UCR OFFENSE CODE (#2)
59-61	3		TIME WINDOW UCR OFFENSE CODE (#3)

Record position	Data length	Mandatory	Description
62-64	3		TIME WINDOW UCR OFFENSE CODE (#4)
65-67	3		TIME WINDOW UCR OFFENSE CODE (#5)
68-70	3		TIME WINDOW UCR OFFENSE CODE (#6)
71-73	3		TIME WINDOW UCR OFFENSE CODE (#7)
74-76	3		TIME WINDOW UCR OFFENSE CODE (#8)
77-79	3		TIME WINDOW UCR OFFENSE CODE (#9)
80-82	3		TIME WINDOW UCR OFFENSE CODE (#10)
83-98	16		Reserved for future use.

Level 2: Offense Segment

Record position	Data length	Mandatory	Description
1	1	X	SEGMENT LEVEL Designates this as an offense segment. Valid code: 2
2	1	X	SEGMENT ACTION TYPE Valid code: I = Incident Report
3-11	9	X	ORI NUMBER
12-23	12	X	INCIDENT NUMBER
24-26	3	X	UCR OFFENSE CODE Enter up to the ten most serious Group A offenses involved in the incident. There are 46 possible offense code entries. A separate offense segment is to be submitted for each reported offense code involved in the incident. Only one offense segment needs to be submitted even though there may have been more than one victim. See Offense Code Table.
27	1	X	OFFENSE ATTEMPTED/COMPLETED Indicated whether offense was completed or merely attempted. Note: Attempted murder should be coded as aggravated assault and all assault cases are to be coded as completed. Aggravated assaults include where the victim was threatened with violence but no force was used. Valid codes: A = Attempted C = Completed O = Ongoing T = Threat of force
28	1	X	OFFENDER(S) SUSPECTED OF USING (#1) Valid codes: A = Alcohol D = Drugs C = Computers N = Not Applicable.
29	1	X	OFFENDER(S) SUSPECTED OF USING (#2)
30	1	X	OFFENDER(S) SUSPECTED OF USING (#3)
31-32	2	X	LOCATION TYPE Type of location/premises where each offense took place. Only one location per offense. Valid codes: See Location Type Table.
33-34	2		NUMBER OF PREMISES ENTERED Used if offense code is 220 - Burglary/Breaking and Entering and the "hotel rule" is applicable. In such cases, the number of premises entered is to be entered. Valid codes: 01-99

Record position	Data length	Mandatory	Description
35	1		METHOD OF ENTRY Used if offense code is 220 – Burglary/Breaking and Entering. Valid codes: F = Force N = No force
36	1		TYPE CRIMINAL ACTIVITY (#1) Used to provide additional information on the criminal activity. Mandatory if the offense code is 250, 280, 35A - B, 39C, 370 or 520. Valid codes: See Description of Criminal Activity Table.
37	1		TYPE CRIMINAL ACTIVITY (#2)
38	1		TYPE CRIMINAL ACTIVITY (#3)
39-40	2		TYPE WEAPON/FORCE INVOLVED (#1) Used to enter type of weapon or force used by the offender. Mandatory if the offense code is 09A, 09B, 09C, 100, 11A-C, 11D, 120, 13A, 13B, 210 or 520. Valid codes: See Type of Weapon/Force Involved Table.
41	1		AUTOMATIC WEAPON INDICATOR (#1) Used to indicate if the weapon is an automatic firearm. Mandatory when type weapon/force involved = 11, 12, 13, 14 or 15. Valid codes: A = Automatic or BLANK.
42-43	2		TYPE WEAPON/FORCE INVOLVED (#2)
44	1		AUTOMATIC WEAPON INDICATOR (#2)
45-46	2		TYPE WEAPON/FORCE INVOLVED (#3)
47	1		AUTOMATIC WEAPON INDICATOR (#3)
48	1		Reserved for future use.
49-50	2		HATE/BIAS INDICATOR Used if offense is motivated by hate/bias. Mandatory if offense code is 200, 13A - C, 510, 220, 290, 270, 210, 26A - C, 26E, 09A, 100, 23A – H, 240, 120, 11A – D. Valid codes: See Hate/Bias Indicator Table.
51-64	14		Reserved for future use.

Level 3: Property Segment

Record position	Data length	Mandatory	Description
1	1	X	SEGMENT LEVEL Designates this as a property segment. Valid code: 3
2	1	X	SEGMENT ACTION TYPE Valid codes: I = Incident Report, M = Modify, D = Delete, and W = Time Window Submission
3-11	9	X	ORI NUMBER
12-23	12	X	INCIDENT NUMBER
24	1		TYPE OF PROPERTY LOSS Used to describe the type of property loss, recovery, seizure, etc. which occurred in an incident. A separate property segment is to be submitted for each type of property loss. Mandatory if offense code is 100, 120, 200, 210, 220, 23A – H, 240, 250, 26A – E, 270, 280, 290, 35A – B, 370, 39A – D, 510 or 520. Valid codes: See Type of Property Loss Table.

Record position	Data length	Mandatory	Description
25-26	2		PROPERTY DESCRIPTION (#1) Used to enter descriptions of the property. Mandatory if Type of property loss is involved. Valid codes: See Property Description Table.
27-35	9		VALUE OF PROPERTY (#1) Used to enter a value of the property loss. Mandatory if Type of property loss is involved. Right-justified with zero left-fill (In whole dollars only).
36-43	8		DATE RECOVERED (#1) If previously stolen property is recovered, enter date of recovery. Mandatory if Type of property loss is 5 = Recovered. In the format MM/DD/YY.
44-45	2		PROPERTY DESCRIPTION (#2)
46-54	9		VALUE OF PROPERTY (#2)
55-62	8		DATE RECOVERED (#2)
62-81	2 9 8		PROPERTY DESCRIPTION (#3) VALUE OF PROPERTY (#3) DATE RECOVERED (#3)
82-100	2 9 8		PROPERTY DESCRIPTION (#4) VALUE OF PROPERTY (#4) DATE RECOVERED (#4)
101-119	2 9 8		PROPERTY DESCRIPTION (#5) VALUE OF PROPERTY (#5) DATE RECOVERED (#5)
120-138	2 9 8		PROPERTY DESCRIPTION (#6) VALUE OF PROPERTY (#6) DATE RECOVERED (#6)
139-157	2 9 8		PROPERTY DESCRIPTION (#7) VALUE OF PROPERTY (#7) DATE RECOVERED (#7)
158-176	2 9 8		PROPERTY DESCRIPTION (#8) VALUE OF PROPERTY (#8) DATE RECOVERED (#8)
177-195	2 9 8		PROPERTY DESCRIPTION (#9) VALUE OF PROPERTY (#9) DATE RECOVERED (#9)
196-214	2 9 8		PROPERTY DESCRIPTION (#10) VALUE OF PROPERTY (#10) DATE RECOVERED (#10)
215-216	2		NUMBER OF LOCAL MOTOR VEHICLES Indicates the number of motor vehicles in the incident that were reported as Type of property loss = 5, 6 or 7. The property description must be 03, 05, 24, 28, 37, 60, or 61. Valid codes: BLANK = None, 01-98 = Number of vehicles, 99 = Unknown.

Record position	Data length	Mandatory	Description
217-218	2		VEHICLES RECOVERED ELSEWHERE Indicates the number of motor vehicles recovered for the local agency by other jurisdictions in the incident reported as Type of property loss = 5. The property description must be 03, 05, 24, 28, 37, 60, or 61. Valid codes: BLANK = None, 01-98 = Number of vehicles, 99 = Unknown.
219	1		SUSPECTED DRUG TYPE (#1) Used to identify the types of drugs or narcotics involved in the incident. Mandatory when offense code is 120, 220, 23A – H, 26A – E, 250, 280 OR 35A – B and property description is 10. Valid codes: See Suspected Drug Type Table.
220-228	9		ESTIMATED WHOLE DRUG QUANTITY (#1) Number of pounds, grams, plants, and so on of drugs involved. Mandatory when Suspected Drug Type is valid. Right-justified with zero left-fill.
229-231	3		ESTIMATED FRACTIONAL DRUG QUANTITY (#1) Right-justified with zero left-fill.
232-233	2		TYPE DRUG MEASUREMENT (#1) Used to indicate the type of measurement used in quantifying drugs or narcotics seized or recovered. Valid codes: See Type Drug Measurement Table
234-248	1 9 3 2		SUSPECTED DRUG TYPE (#2) ESTIMATED DRUG QUANTITY (#2) ESTIMATED FRACTIONAL DRUG QUANTITY (#2) TYPE DRUG MEASUREMENT (#2)
249-263	1 9 3 2		SUSPECTED DRUG TYPE (#3) ESTIMATED DRUG QUANTITY (#3) ESTIMATED FRACTIONAL DRUG QUANTITY (#3) TYPE DRUG MEASUREMENT (#3)
264-266	3		TIME WINDOW UCR OFFENSE CODE (#1) Mandatory if this is a time window submission. Use only if incident is greater than two years old. You must enter the offenses for the original incident so that the software can identify the offenses that are being exceptionally cleared.
267-269	3		TIME WINDOW UCR OFFENSE CODE (#2)
270-272	3		TIME WINDOW UCR OFFENSE CODE (#3)
273-275	3		TIME WINDOW UCR OFFENSE CODE (#4)
276-278	3		TIME WINDOW UCR OFFENSE CODE (#5)
279-281	3		TIME WINDOW UCR OFFENSE CODE (#6)
282-284	3		TIME WINDOW UCR OFFENSE CODE (#7)
285-287	3		TIME WINDOW UCR OFFENSE CODE (#8)
288-290	3		TIME WINDOW UCR OFFENSE CODE (#9)
291-293	3		TIME WINDOW UCR OFFENSE CODE (#10)

Level 4: Victim Segment

Record position	Data length	Mandatory	Description
1	1	X	SEGMENT LEVEL

Record position	Data length	Mandatory	Description
			Designates this as a victim segment. Valid code: 4
2	1	X	SEGMENT ACTION TYPE Valid code: I = Incident Report
3-11	9	X	ORI NUMBER
12-23	12	X	INCIDENT NUMBER
24-26	3	X	VICTIM NUMBER Each victim is to be assigned a sequential number identifying the victim. A separate victim segment is required for each victim. Valid values: 001-999
27-29	3	X	CONNECTED TO UCR CODE (#1) Used to link each victim to the offenses that were perpetrated against him/her during the incident.
30-32	3		CONNECTED TO UCR CODE (#2)
33-35	3		CONNECTED TO UCR CODE (#3)
36-38	3		CONNECTED TO UCR CODE (#4)
39-41	3		CONNECTED TO UCR CODE (#5)
42-44	3		CONNECTED TO UCR CODE (#6)
45-47	3		CONNECTED TO UCR CODE (#7)
48-50	3		CONNECTED TO UCR CODE (#8)
51-53	3		CONNECTED TO UCR CODE (#9)
54-56	3		CONNECTED TO UCR CODE (#10)
57	1	X	VICTIM TYPE Valid codes: See Victim Type Table.
58-61	4		AGE Must remain blank unless victim type = I – Individual or P – Police officer For an exact age, use only positions 58-59 (leave positions 60-61 blank) and enter age, in years as 01-98, NN, NB, BB, 99, or 00. Use positions 58-61 for an age range; such as 25 to 30 years (2530).
62	1		SEX Must remain blank unless victim type = I – Individual or P – Police officer Valid codes: M = Male, F = Female, and U = Unknown
63	1		RACE Must remain blank unless victim type = I – Individual or P – Police officer Valid codes: W = White, B = Black, I = American Indian/Alaskan Native, A = Asian/Pacific Islander, and U = Unknown.
64	1		ETHNICITY Must remain blank unless victim type = I – Individual or P – Police officer Valid codes: H = Hispanic Origin, N = Not of Hispanic origin, and U = Unknown
65	1		RESIDENT STATUS Must remain blank unless victim type = I – Individual or P – Police officer Valid codes: R = Resident, N = Nonresident, and U = Unknown
66-67	2		AGGRAVATED ASSAULT/HOMICIDE CIRCUMSTANCES (#1) Used to describe the circumstances of either an aggravated assault or a homicide. Mandatory when offense code is 13A, 09A – C. Valid codes: See Aggravated Assault/Homicide Circumstances

Record position	Data length	Mandatory	Description
			Table.
68-69	2		AGGRAVATED ASSAULT/HOMICIDE CIRCUMSTANCES (#2)
70	1		ADDITIONAL JUSTIFIABLE HOMICIDE CIRCUMSTANCES Used to further describe the circumstances of a justifiable homicide. Mandatory when offense code is 09C. Valid codes: See Additional Justifiable Homicide Circumstances Table.
71	1		TYPE INJURY (#1) Used to describe the type of bodily injury suffered by a person. Mandatory when offense code is 100, 11A – D, 36A – B, 120, 13A – B, or 210. Victim type must be = I – Individual or P – Police officer. Valid codes: See Type Injury Table.
72	1		TYPE INJURY (#2)
73	1		TYPE INJURY (#3)
74	1		TYPE INJURY (#4)
75	1		TYPE INJURY (#5)
76-77	2		OFFENDER NUMBERS TO BE RELATED (#1) Used to report the relationship of the victim to the offender. Mandatory when offense is 09A – C, 100, 11A – D, 120, 13A – C, 36 A – B. Used in conjunction with relationship of victim to offender. Valid codes: See Offender Numbers To Be Related Table.
78-79	2		RELATIONSHIP(S) OF VICTIM TO OFFENDER(S) (#1) Used to report the relationship of the victim to the offender. Mandatory when offense is 09A – C, 100, 11A – D, 120, 13A – C, 36 A – B. Used in conjunction with relationship of victim to offender. Valid codes: See Relationship(s) of Victim to Offender(s) Table.
80-83	2 2		OFFENDER NUMBERS TO BE RELATED (#2) RELATIONSHIPS VICTIM TO OFFENDERS (#2)
84-87	2 2		OFFENDER NUMBERS TO BE RELATED (#3) RELATIONSHIPS VICTIM TO OFFENDERS (#3)
88-91	2 2		OFFENDER NUMBERS TO BE RELATED (#4) RELATIONSHIPS VICTIM TO OFFENDERS (#4)
92-95	2 2		OFFENDER NUMBERS TO BE RELATED (#5) RELATIONSHIPS VICTIM TO OFFENDERS (#5)
96-99	2 2		OFFENDER NUMBERS TO BE RELATED (#6) RELATIONSHIPS VICTIM TO OFFENDERS (#6)
100-103	2 2		OFFENDER NUMBERS TO BE RELATED (#7) RELATIONSHIPS VICTIM TO OFFENDERS (#7)
104-107	2 2		OFFENDER NUMBERS TO BE RELATED (#8) RELATIONSHIPS VICTIM TO OFFENDERS (#8)

Record position	Data length	Mandatory	Description
108-111	2 2		OFFENDER NUMBERS TO BE RELATED (#9) RELATIONSHIPS VICTIM TO OFFENDERS (#9)
112-115	2 2		OFFENDER NUMBERS TO BE RELATED (#10) RELATIONSHIPS VICTIM TO OFFENDERS (#10)
116-117	2		DEGREE OF SEXUAL ASSULT Used when offense concerns a sexual assault, then taking Wisconsin Statutes into consideration, enter the degree (01, 02, 03, 04). Mandatory when offense is 11A – D, 36A – B.
118-120	2 1		OFFICER ACTIVITY AND OFFICER ASSIGNMENT Enter the officer's activity in the first character and the assignment in the second character. Mandatory when offense is 09A – C and 13A – B and Victim Type = I – Individual or P – Police officer. Valid codes: See Officer Activity Table and Officer Assignment Table
121-129	9		ORI-OTHER JURISDICTION(OFFICER) Valid NCIC ORI Number. If a law enforcement officer is killed or assaulted in the line of duty in a jurisdiction other than his own, the law enforcement agency having jurisdiction should report the law enforcement officer killed or assaulted using to identify the ORI of that law enforcement officer's agency. No entry is required if the officer is assaulted in his own jurisdiction.
130-131	2	2	Reserved for future use.

Level 5: Offender Segment

Record position	Data length	Mandatory	Description
1	1	X	SEGMENT LEVEL Designates this as an offender segment. Valid code: 5
2	1	X	SEGMENT ACTION TYPE Valid code: I = Incident Report
3-11	9	X	ORI NUMBER
12-23	12	X	INCIDENT NUMBER
24-25	2	X	OFFENDER NUMBER Each offender in the incident is to be assigned a number. A separate number is to be submitted for each offender. Valid codes: 00, 01–99. Enter 00 if nothing is known about the offender, as in an incident that involved no suspects or witnesses.
26-29	4	X	OFFENDER AGE Mandatory when offender number greater than zero. Used to enter age of offender. For an exact age, use only positions 26–27 (leaving 28–29 blank) and enter a value in the range 00–99. Use positions 26–29 to enter an age range, such as 25 to 30 years (2530).

Record position	Data length	Mandatory	Description
30	1	X	OFFENDER SEX Valid codes: M = Male, F = Female, and U = Unknown
31	1	X	RACE OF OFFENDER Valid codes: W = White, B = Black, I = American Indian/Alaskan Native, A = Asian/Pacific Islander, and U = Unknown

Level 6: Arrestee Segment

Record position	Data length	Mandatory	Description
1	1	X	SEGMENT LEVEL Designates this as an arrestee segment. Valid code: 6
2	1	X	SEGMENT ACTION TYPE Valid codes: I = Incident Report, A = Add Arrest, M = Modify, D = Delete, and W = Time Window Submission
3-11	9	X	ORI NUMBER
12-23	12	X	INCIDENT NUMBER
24-25	2	X	ARRESTEE NUMBER Each arrestee is to be assigned a sequence number. A separate arrestee segment is required for each arrestee. Valid values: 01-99.
26-37	12	X	ARREST TRANSACTION NUMBER A number assigned by your agency to uniquely identify the arrest. Left-justified with blank right-fill.
38-44	7		SID NUMBER Intended to collect the state identifier assigned to an individual when his finger prints are initially submitted to the Crime Information Bureau.
45-53	9		SOCIAL SECURITY NUMBER
54-61	8		ARREST DATE Used to enter the date the arrest took place. In the format MM/DD/YY.
62	1	X	TYPE OF ARREST Indicates the type of apprehension. Valid codes: A = Attempted to Arrest/Contact, O = On-View Arrest, S = Summoned/Cited, and T = Taken into Custody
63	1		MULTIPLE CLEARANCE INDICATOR Used to indicate whether or not the apprehension of the arrestee is related to more than one previously reported incident within the jurisdiction served by the reporting agency. Valid codes: M = Multiple, C = Count Arrestee, and N = Not Applicable
64-66	3	X	UCR OFFENSE CODE Enter the UCR offense code for which the arrestee was apprehended for.
67-68	2		ARRESTED WITH WEAPON (#1) Used to indicate whether the arrestee was armed with a weapon at the time of apprehension. Valid codes: See Arrested with Weapon Table.
69	1		AUTOMATIC WEAPON INDICATOR (#1) Entered if the arrestee is armed with an automatic weapon.

Record position	Data length	Mandatory	Description
			Contains A if the above weapon is automatic, otherwise blank.
70-72	2 1		ARRESTED WITH WEAPON (#2) AUTOMATIC WEAPON INDICATOR (#2)
73-76	4	X	ARRESTEE AGE For an exact age, use only positions 73–74 (leaving 75–76 blank) and enter a value in the range 00–99. Age or age range (for example, 19BB or 2530). B = Blank.
77	1	X	ARRESTEE SEX Valid codes: M = Male and F = Female
78	1	X	ARRESTEE RACE Valid codes: W = White, B = Black, I = American Indian/Alaskan Native, A = Asian/Pacific Islander, and U = Unknown
79	1	X	ARRESTEE ETHNICITY Valid codes: H = Hispanic Origin, N = Not of Hispanic Origin, and U = Unknown
80	1		ARRESTEE RESIDENCE STATUS Valid codes: R = Resident, N = Nonresident, and U = Unknown
81	1		LAW ENFORCEMENT AGENCY ACTION Used when arrestee is under age 18 and one of these offense codes: 13A – C, 09A – 09C, 11A – D, 36A – B. Valid codes: See Law Enforcement Agency Action Table.
82	1		TIME WINDOW CLEARANCE INDICATOR Used to indicate if the arrest produced a clearance or is an additional arrest for the previously cleared incident. Valid codes: Y = Yes (clears the case) and N = No (already cleared).
83-85	3		TIME WINDOW UCR OFFENSE CODE (#1) Mandatory if this is a time window submission. Use only if incident is greater than two years old. You must enter the offenses for the original incident so that the software can identify the offenses that are being exceptionally cleared.
86-88	3		TIME WINDOW UCR OFFENSE CODE (#2)
89-91	3		TIME WINDOW UCR OFFENSE CODE (#3)
92-94	3		TIME WINDOW UCR OFFENSE CODE (#4)
95-97	3		TIME WINDOW UCR OFFENSE CODE (#5)
98-100	3		TIME WINDOW UCR OFFENSE CODE (#6)
101-103	3		TIME WINDOW UCR OFFENSE CODE (#7)
104-106	3		TIME WINDOW UCR OFFENSE CODE (#8)
107-109	3		TIME WINDOW UCR OFFENSE CODE (#9)
110-112	3		TIME WINDOW UCR OFFENSE CODE (#10)
113-114	2		SID STATE INDICATOR Used to collect the state which issued the state indicator assigned to the individual that is entered into SID Number. Use the 2 letter postal code that issued the unique SID number or “FD” for federal.
115-128	14		Reserved for future use.

Level 7: Group “B” Incident Segment

Record position	Data length	Mandatory	Description
1	1	X	SEGMENT LEVEL Designates this as a Group “B” arrest report segment.

Record position	Data length	Mandatory	Description
			Valid code: 7
2	1	X	SEGMENT ACTION TYPE The kind of database activity that is to be performed. Valid codes: A = Add arrestee, M = Modify, and D = Delete.
3-11	9	X	ORI NUMBER
12-23	12	X	ARRESTEE TRANSACTION NUMBER A number assigned by your agency to uniquely identify the arrest. Takes the place of "Incident Number" in the other segments.
24-25	2	X	ARRESTEE NUMBER Each arrestee is to be assigned a sequence number. A separate arrestee segment is required for each arrestee. Valid values: 01-99.
26-33	8	X	ARREST DATE Used to enter the date the arrest took place. In the format MM/DD/YY.
34	1	X	TYPE OF ARREST Indicates the type of apprehension. Valid codes: A = Attempted to Arrest/Contact, O = On-View Arrest, S = Summoned/Cited, and T = Taken into Custody
35-37	3	X	UCR ARREST OFFENSE CODE Enter the UCR offense code for which the arrestee was apprehended for.
38-39	2		ARRESTED WITH WEAPON Used to indicate whether the arrestee was armed with a weapon at the time of apprehension. Valid codes: See Arrested with Weapon Table.
40	1		AUTOMATIC WEAPON Entered if the arrestee is armed with an automatic weapon. Contains A if the above weapon is automatic, otherwise blank.
41-42	2		ARRESTED WITH WEAPON Used to indicate whether the arrestee was armed with a weapon at the time of apprehension. Valid codes: See Arrested with Weapon Table.
43	1		AUTOMATIC WEAPON Entered if the arrestee is armed with an automatic weapon. Contains A if the above weapon is automatic, otherwise blank.
44-47	4	X	ARRESTEE AGE For an exact age, use only positions 44-45 (leaving 46-47 blank) and enter a value in the range 00-99. Age or age range (for example, 19BB or 2530). B = Blank.
48	1	X	ARRESTEE SEX Valid codes: M = Male and F = Female
49	1	X	ARRESTEE RACE Valid codes: W = White, B = Black, I = American Indian/Alaskan Native, A = Asian/Pacific Islander, and U = Unknown
50	1	X	ARRESTEE ETHNICITY Valid codes: H = Hispanic Origin, N = Not of Hispanic Origin, and U = Unknown
51	1		ARRESTEE RESIDENCE STATUS Valid codes: R = Resident, N = Nonresident, and U = Unknown
52	1		LAW ENFORCEMENT AGENCY ACTION Used when arrestee is under age 18 and one of these offense codes: 13A - C, 09A - 09C, 11A - D, 36A - B. Valid codes: See Law Enforcement Agency Action Table.
53	1	X	MULTIPLE CLEARANCE INDICATOR

Record position	Data length	Mandatory	Description
			Valid codes: M=Multiple C=Count Arrestee N=Not Applicable
54-66	13		Reserved for future use.

Level 8: Optional Firearm Specification

Record position	Data length	Mandatory	Description
1	1	X	SEGMENT LEVEL Designates this as a Group "B" arrest report segment. Valid code: 8
2	1	X	SEGMENT ACTION TYPE The kind of database activity that is to be performed. Valid codes: I = Insert, M = Modify
3-11	9	X	ORI NUMBER
12-23	12	X	INCIDENT NUMBER
24-26	3	X	VICTIM NUMBER Sequential victim number corresponding to victim segment that was victim of crime as a result of firearm usage. Valid values: 001-999
27-28	2	X	OFFENDER NUMBER Sequential offender number corresponding to offender segment that was the perpetrator of the crime and utilized the firearm. Valid codes: 00, 01-99.
29-30	2	X	ARRESTEE NUMBER Sequential arrestee number corresponding to arrestee segment that was the apprehended for the offense and utilized the firearm. Valid values: 01-99.
31-32	2	X	TYPE OF WEAPON Used to enter type of weapon in commission of crime. Valid codes: 11 – Firearm, 12 – Handgun, 13 – Rifle, 14 – Shotgun, 15 – Other Firearm, 16 – BB/Pellet Gun
33-34	2	X (If Suicide)	SUICIDE CIRCUMSTANCES Used to indicate additional circumstances of a suicide incident. Valid codes: See Suicide Circumstances Table
35-36	2	X (If Suicide)	SUICIDE CIRCUMSTANCES (#2)
37-38	2	X (If Suicide)	SUICIDE CIRCUMSTANCES (#3)
39-42	3	X (If Gun Involved)	MANUFACTURER NCIC coded manufacturer of firearm involved in incident Valid codes: See Firearm Manufacturer Table
43-82	40	X (If Gun Involved)	MODEL Model type of firearm involved in incident Valid values: See Firearm Model Table
83-94	12	X (If Gun Involved)	SERIAL NUMBER Serial number of firearm involved in incident
95-99	5	X (If Gun Involved)	CALIBER/GAUGE Caliber/gauge of firearm involved in incident

Record position	Data length	Mandatory	Description
		Involved)	Valid values: See Firearm Caliber/Gauge Table
100-104	5	X (If Gun Involved)	BARREL LENGTH Length of barrel of firearm involved in incident
105-106	2	X (If Gun Involved)	FIREARM OWNERSHIP Ownership relationship type of firearm involved in incident. Valid codes: See Firearm Ownership Table
107	1	X (If Gun Involved)	FIREARM CAUSE INJURY Valid codes: 0=No, 1=Yes, 9=Unknown
108-110	3		FOR FUTURE USE
111-113	3		FOR FUTURE USE

Level 0: Zero-Reporting Segment

Record position	Data length	Description
1	1	SEGMENT LEVEL Designates this segment as a zero-reporting segment. Valid code: 0
2	1	SEGMENT ACTION TYPE Valid codes: A = Add and D = Delete
3-11	9	ORI NUMBER
12-23	12	INCIDENT NUMBER All zeros (000000000000).
24-25	2	ZERO-REPORT MONTH
26-29	4	ZERO-REPORT YEAR In 4-digit format, for example 2001.

E. Tables

1. Cleared Exceptionally Table

A = Death of Offender

B = Prosecution Declined (by the prosecutor for other than lack of probable cause)

C = Extradition Denied

D = Victim Refused to Cooperate (in the prosecution)

E = Juvenile/No Custody (the handling of a juvenile without taking him/her into custody, rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense)

F = Administratively Closed (not cleared exceptionally but no longer considered an active case due to administrative reasons)

N = Not Applicable (not cleared exceptionally)

2. Location Type Table

01 Air/Bus/Train Terminal

- 02 Bank/Savings and Loan (includes other financial institutions)
- 03 Bar/Night Club
- 04 Church/Synagogue/Temple (includes other religious buildings)
- 05 Commercial/Office Building
- 06 Construction Site
- 07 Convenience Store
- 08 Department/Discount Store
- 09 Drug Store/Doctor's Office/Hospital (includes medical supply building)
- 10 Field/Woods
- 11 Government/Public Building
- 12 Grocery/Supermarket
- 13 Highway/Road/Alley (includes street)
- 15 Jail/Prison
- 16 Lake/Waterway
- 17 Liquor Store
- 18 Parking Lot/Garage
- 19 Rental Storage Facility (includes "Mini-Storage" and "Self-Storage" buildings)
- 21 Restaurant (includes cafeteria)
- 22 School/College/University
- 23 Service/Gas Station
- 24 Specialty Store (includes fur store, jewelry store, TV store, dress shop, etc.)
- 26 Shopping Mall
- 27 Outbuilding (includes barn, pole shed, etc.)
- 90 Park
- 91 Victim's Vehicle
- 92 Offender's Vehicle
- 93 Other Vehicle
- 94 Victim Temporary Lodgings (includes hotel/motel)
- 95 Offender Temporary Lodgings (includes hotel/motel)
- 96 Other Temporary Lodgings (includes hotel/motel)
- 97 Victim Residence (includes apartment, condominium and nursing home)
- 98 Offender Residence (includes apartment, condo., and nursing home)
- 99 Other Residence (includes apartment, condominium and nursing home)
- 25 Other/Unknown

3. Description of Criminal Activity Table

- B Buying/Receiving
- C Cultivating/Manufacturing/Publishing (i.e., production of any type)
- D Distributing/Selling
- E Exploiting Children
- I Possession with Intent to Deliver
- O Operating/Promoting/Assisting
- P Possessing/Concealing

T	Transporting/Transmitting/Importing
U	Using/Consuming
S	Suspicion/Conspiracy
J	Juvenile Gang
G	Other Gang
N	None/Unknown

4. Type of Weapon/Force Involved Table

11	Firearm (type not specified)
12	Handgun
13	Rifle
14	Shotgun
15	Other Firearm
16	Pellet/BB Gun (includes pistols and rifles)
20	Knife/Cutting Instrument (e.g., axe, ice pick, screwdriver, switchblade, etc.)
30	Blunt Object (e.g., club, hammer, etc.)
35	Motor Vehicle (when used as a weapon)
40	Personal Weapons (i.e., hands, feet, teeth, etc.)
50	Poison
60	Explosives
65	Fire/Incendiary Device
70	Drugs/Narcotics/Sleeping Pills
85	Asphyxiation (by drowning, strangulation, suffocation, gas, etc.)
90	Other
95	Unknown
99	None

5. Hate/Bias Indicator Table

11	Anti - White
12	Anti - Black
13	Anti - American Indian/Alaskan Native
14	Anti - Asian/Pacific Islander
15	Anti - Multi-Racial Group
21	Anti - Jewish
22	Anti - Catholic
23	Anti - Protestant
24	Anti - Islamic (Muslim)
25	Anti - Other Religion (i.e., Buddhism, Hinduism, Shintoism, etc.)
26	Anti - Multi-Religious Group
27	Anti - Atheist/Agnostic
32	Anti - Hispanic
33	Anti - Other Ethnicity/National Origin

- 41 Anti - Male Homosexual (Gay)
- 42 Anti - Female Homosexual (Lesbian)
- 43 Anti - Homosexual (Gays and Lesbians)
- 44 Anti - Heterosexual
- 45 Anti - Bisexual
- 51 Anti – Physical Disability
- 52 Anti – Mental Disability
- 88 None (No Bias)
- 99 Unknown (Offender's motivation not known)

6. Type of Property Loss Table

- 1 = None
- 2 = Burned (includes damage caused in fighting the fire)
- 3 = Counterfeited/Forged
- 4 = Destroyed/Damaged/Vandalized
- 5 = Recovered (to impound property which was previously stolen)
- 6 = Seized (to impound property which was NOT previously stolen)
- 7 = Stolen/Etc. (bribed, defrauded, embezzled, extorted, ransomed, robbed)
- 8 = Unknown

7. Property Description Table

- 01 = Aircraft: (airplanes, dirigibles, gliders, etc.)
- 02 = Alcohol: (alcoholic beverages, e.g., beer, wine, liquor, etc.)
- 03 = Automobiles: (sedans, coupes, station wagons, convertibles, taxicabs, and other similar motor vehicles which serve the primary purpose of transporting people)
- 04 = Bicycles: (includes tandem bicycles, unicycles, and tricycles)
- 05 = Buses: (motor vehicles which are specifically designed, but not necessarily used, to transport groups of people on a commercial basis)
- 06 = Clothes/Furs: (wearing apparel for human use, including accessories such as belts, shoes, scarves, ties, etc.)
- 07 = Computer Hardware/Software: (computers, computer peripherals [e.g., tape and disk drives, printers, etc.], and storage media [e.g., magnetic tapes, magnetic and optical disks, etc.])
- 08 = Consumable Goods: (expendable items used by humans for nutrition, enjoyment, or hygiene, e.g., food, beverages, grooming products, cigarettes, gasoline, firewood, etc.)
- 09 = Credit/Debit Cards: (includes Automatic Teller Machine cards)
- 10 = Drugs/Narcotics
- 11 = Drug/Narcotic Equipment
- 12 = Farm Equipment: (tractors, combines, etc.)
- 13 = Firearms: (weapons that fire a shot by force of an explosion, i.e., handguns, rifles, shotguns, etc., but not "BB," pellet, or gas-powered guns)

- 14 = Gambling Equipment: (gambling paraphernalia)
- 15 = Heavy Construction/Industrial Equipment: (cranes, bulldozers, steamrollers, oil-drilling rigs, etc.)
- 16 = Household Goods: (beds, chairs, desks, sofas, tables, refrigerators, stoves, washer/dryers, air conditioning, and heating equipment, etc.)
- 17 = Jewelry/Precious Metals: (bracelets, necklaces, rings, watches, etc., and gold, silver, platinum, etc.)
- 18 = Livestock: (living farm-type animals, e.g., cattle, chickens, hogs, horses, sheep, etc., but not, household pets such as dogs and cats, except where the breeding, racing, etc. of these animals is a source of income to the owner)
- 19 = Merchandise: (items held for sale)
- 20 = Money: (legal tender, i.e., coins and paper currency)
- 21 = Negotiable Instruments: (any document, other than currency, which is payable without restriction, e.g., endorsed checks, endorsed money orders, and endorsed traveler's checks; food stamps; "bearer" checks and bonds, lottery tickets, etc.)
- 22 = Nonnegotiable Instruments: (documents requiring further action to become negotiable, e.g., unendorsed checks, unendorsed money orders, stocks and bonds)
- 23 = Office-type Equipment: (typewriters, adding machines, calculators, cash registers, copying machines, etc.)
- 24 = Other Motor Vehicles: (any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, golf carts, etc.)
- 25 = Purses/Handbags/Wallets
- 26 = Radios/TVs/VCRs: (includes cameras, radios, televisions, videotape recorders, camcorders, compact disk players, high fidelity and stereo equipment, etc.)
- 27 = Recordings-Audio/Visual: (film, phonograph records, video tapes, compact disks, tape recordings, cassettes, etc.)
- 28 = Recreational Vehicles: (motor vehicles which are specifically designed, but not necessarily used, to transport people and also provide them temporary lodging for recreational purposes)
- 29 = Structures-Single Occupancy Dwellings: (houses, mobile homes, duplexes, townhouses, or other private dwellings which are occupied by a single person, family, housemates, or other group.)
- 30 = Structures-Other Dwellings: (any other residential dwellings not meeting the definition of "Single Occupancy Dwellings," e.g., apartments, tenements, flats, boarding houses, dormitories, as well as temporary living quarters, such as hotels, motels, inns, etc.)
- 31 = Structures-Other Commercial/Business: (stores, office buildings, restaurants)
- 32 = Structures-Industrial/Manufacturing: (factories, plants, assembly lines, etc.)

- 33 = Structures-Public/Community: (colleges, hospitals, jails, libraries, meeting halls, passenger terminals, religious buildings, schools, sports arenas, etc.)
- 34 = Structures-Storage: (garages, storehouses, warehouses, etc.)
- 35 = Structures-Other: (any other structures not fitting the other "Structures" descriptions, e.g., outbuildings, monuments, buildings under construction, etc.)
- 36 = Tools: (hand tools and power tools)
- 37 = Trucks: (motor vehicles which are specifically designed, but not necessarily used, to transport cargo on a commercial basis)
- 38 = Vehicle Parts/Accessories: (motor vehicle batteries, engines, transmissions, heaters, hubcaps, tires, manufacturers' emblems, license plates, side view mirrors, radios, antennas, tape decks, etc.)
- 39 = Watercraft: (motorboats, sailboats, houseboats, canoes, etc.)
- 40 = Structures-Barns: (barns, pole sheds, etc.)
- 60 = All Terrain Vehicles (ATV's)
- 61 = Snowmobiles
- 62 = Sporting Equipment (golf clubs, bows and arrows, etc.)
- 63 = BB/Pellet Guns (includes pistols and rifles)
- 77 = Other: (all other property not fitting the above specific descriptions, including intangibles)
- 88 = Pending Inventory: (property description unknown until an inventory is conducted. This code must be changed to other category codes after the inventory is complete.)
- 99 = (blank): (special category to be used by the NIBRS Program to compile statistics on certain designated types of property, e.g., "CB" radios, which are the object of theft fads)

8. Suspected Drug Type Table

- A = "Crack" Cocaine
- B = Cocaine
- C = Hashish
- D = Heroin
- E = Marijuana
- F = Morphine
- G = Opium
- H = Other Narcotics: Codeine, Demerol; Dihydromorphinone or Dilaudid; Hydrocodone or Percodan; Methadone; etc.
- I = LSD
- J = PCP
- K = Other Hallucinogens: BMDA or "White Acid"; DMT; MDA; MDMA; Mescaline or Peyote; Psilocybin; STP; etc.
- L = Amphetamines/Methamphetamines

- M = Other Stimulants: Adipex, Fastine, and Ionamin (Derivatives of Phentermine); Benzedrine; Didrex; Methylphenidate or Ritalin; Phenmetrazine or Preludin; Tenuate; etc.
- N = Barbiturates
- O = Other Depressants: Glutethimide or Doriden; Methaqualone or Quaalude; Pentazocine or Talwin; etc.
- P = Other Drugs: Antidepressants (Elavil, Triavil, Tofranil, etc.); Aromatic Hydrocarbons; Propoxyphene or Darvon; Tranquilizers (Chlordiazepoxide or Librium, Diazepam or Valium, etc.); etc.
- Q = Hashish Oil
- U = Unknown Type Drug
- X = Over 3 Drug Types

9. Type of Drug Measurement Table

WEIGHT

- GM = Gram
- KG = Kilogram
- OZ = Ounce
- LB = Pound
- TN = Ton

CAPACITY

- ML = Milliliter
- LT = Liter
- FO = Fluid Ounce
- GL = Gallon

UNITS

- DU = Dosage Units/Items*
- NP = Number of Plants**
- TR = Trace

*Number of capsules, pills, tablets, etc.

**E.g., Marijuana plants (Bushes), etc.

10. Victim Type Table

- I = Individual
- B = Business (stores, offices, etc.)
- F = Financial Institution (banks, savings & loans, etc.)
- G = Government (schools, public property, etc.)
- P = Police Officer

R	=	Religious Organization (churches, synagogues, etc.)
S	=	Society/Public (for "victimless" crimes)
O	=	Other
U	=	Unknown

11. Age Table

NN	=	Under 24 hours (neonate)
NB	=	1-6 Days Old
BB	=	7-364 Days Old
01 to 98	=	Years Old (exact age in years)
99	=	Over 98 Years Old
00	=	Unknown
Any combination of "XX" to "XX" years		

12. Aggravated Assault/Homicide Circumstances Table

For: 13A Aggravated Assault (enter up to 2)
 09A Murder and Non-negligent Manslaughter (enter up to 2)

01	=	Argument
02	=	Assault on Law Enforcement Officer(s)
03	=	Drug Dealing
04	=	Gangland
05	=	Juvenile Gang
06	=	Lovers' Quarrel
07	=	Mercy Killing (Not applicable to Aggravated Assault)
08	=	Other Felony Involved
09	=	Other Circumstances
10	=	Unknown Circumstances
11	=	Drug Related
12	=	Drug Related - Under Influence
13	=	Drug Related - Innocent Bystander
14	=	Alcohol - Under Influence
50	=	Argument / Money or Property
51	=	During a Divorce / Separation
52	=	Child Killed by Babysitter
53	=	Shaken Baby Syndrome
00	=	No Apparent Motive

For: 09B Negligent Manslaughter (enter only one)

30	=	Child Playing With Weapon
31	=	Gun-Cleaning Accident
32	=	Hunting Accident
33	=	Other Negligent Weapon Handling

34 = Other Negligent Killings

For: 09C Justifiable Homicide (enter only one)

20 = Criminal Killed by Private Citizen

21 = Criminal Killed by Police Officer

13. Additional Justifiable Homicide Circumstances Table

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

14. Type of Injury Table

N = None

B = Apparent Broken Bones

I = Possible Internal Injury

L = Severe Laceration (A laceration requiring medical attention)

M = Apparent Minor Injury

O = Other Major Injury (including death or pregnancy)

T = Loss of Teeth

U = Unconsciousness (Due to injury)

15. Relationship(s) of Victim to Offender(s) Table

Within Family:

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

GC = Victim Was Grandchild

IL = Victim Was in-law

SP = Victim Was Stepparent

SC = Victim Was Stepchild

SS = Victim Was Stepsibling

OF = Victim Was Other Family

DV = Other Domestic Violence Victim

Outside Family But Known To Victim:

CO = Victim Was Co-habitant (i.e., Live-in Lover)
RO = Victim Was Roommate (i.e., Dorm mate, etc.)
AQ = Victim Was Acquaintance
FR = Victim Was Friend
NE = Victim Was Neighbor
BE = Victim Was Babysittee (the baby)
BR = Victim Was Babysitter
BG = Victim Was Boyfriend/Girlfriend
CF = Victim Was Child of Boyfriend or Girlfriend
HR = Homosexual Relationship
XS = Victim Was Ex-Spouse
XR = Victim Was Ex-Boyfriend/Girlfriend
CP = Victim Was Professional Care Provider
CR = Victim Was Professional Care Receiver
EE = Victim Was Employee
ER = Victim Was Employer
OB = Other Business Relationship
OK = Victim Was Otherwise Known
VO = Victim Was Offender
NV = Not A Victim Of This Offender

Not Known By Victim

RU = Relationship Unknown
ST = Victim Was Stranger

16. Officer Assignment Table

F = Two-Officer Vehicle
G = One-Officer Vehicle (Alone)
H = One-Officer Vehicle (Assisted)
I = Detective or Special Assignment (Alone)
J = Detective or Special Assignment (Assisted)
K = Other (Alone)
L = Other (Assisted)

17. Officer Activity Table

01 = Responding to Disturbance Call (Family Quarrels, Person with Firearm, Etc.)
02 = Burglaries in Progress or Pursuing Burglary Suspects
03 = Robberies in Progress or Pursuing Robbery Suspects

04	=	Attempting Other Arrests
05	=	Civil Disorder (Riot, Mass Disobedience)
06	=	Handling, Transporting, Custody of Prisoners
07	=	Investigating Suspicious Persons or Circumstances
08	=	Ambush-No Warning
09	=	Mentally Deranged Assailant
10	=	Traffic Pursuits and Stops
11	=	All Other

18. Arrested With Weapon Table

01	=	Unarmed
11	=	Firearm (type not stated)
12	=	Handgun
13	=	Rifle
14	=	Shotgun
15	=	Other Firearm
16	=	Lethal Cutting Instrument (e.g., switchblade knife, martial arts "stars", etc.)
17	=	Club/Blackjack/Brass Knuckles

19. Law Enforcement Agency Action Table

0	=	Business Summoned / Cited
1	=	Handled within Department and Released
2	=	Referred to counseling or social service agency
3	=	Referred to juvenile court
4	=	Referred to criminal court/prosecution
5	=	Transferred/Turned over to other Police Agency
6	=	Other
7	=	Disposition Information not Available

20. Suicide Circumstances Table

1	=	Physical health (e.g. terminal disease, debilitating condition)
2	=	Intimate partner problems (e.g. divorce, breakup, discord)
3	=	Other relationship problem (e.g. family argument)
4	=	Job problem (e.g. layoff, problems at work, job pressure)
5	=	School problem (e.g. failure, academic pressure, bullying)
6	=	Financial problem (e.g. bankruptcy, debts, foreclosure)
7	=	Recent suicide of friend or family member
8	=	Other death of friend or family member
9	=	Criminal legal problem (e.g. recent/impending arrest, police pursuit, recently committed crime, currently in jail, impending criminal court date)
10	=	Other or unspecified legal problem (e.g. custody dispute, civil

		lawsuit)
11	=	Perpetrator of interpersonal violence
12	=	Victim of interpersonal violence
13	=	Suffered from mental disorder (e.g. depression, bipolar disorder, schizophrenia)
14	=	Alcohol dependence or abuse
15	=	Substance dependence or abuse
16	=	Told someone they were going to commit suicide
17	=	Previous suicide attempts
66	=	Other
99	=	Unknown

22. Firearm Manufacturer Table

0	=	Business Summoned / Cited
1	=	Handled within Department and Released
2	=	Referred to counseling or social service agency
3	=	Referred to juvenile court
4	=	Referred to criminal court/prosecution
5	=	Transferred/Turned over to other Police Agency
6	=	Other
7	=	Disposition Information not Available

23. Firearm Model Table

0	=	Business Summoned / Cited
1	=	Handled within Department and Released
2	=	Referred to counseling or social service agency
3	=	Referred to juvenile court
4	=	Referred to criminal court/prosecution
5	=	Transferred/Turned over to other Police Agency
6	=	Other
7	=	Disposition Information not Available

24. Firearm Caliber/Gauge Table

6	=	Examples: 6mm Remington, .243 Winchester
7	=	Examples: 7 mm Remington Magnum, .280 Remington
8	=	Examples: 8 mm Lebel, 8x57 Mauser
9	=	Examples: 9 mm Winchester Magnum, 9x23 Largo
10	=	Examples: 10 mm, also used for 10-gauge shotgun
11	=	Examples: 11 mm Mauser
12	=	Examples: Metric for .50-caliber Browning Machine gun round, also used for 12-gauge shotgun
13	=	Examples: 13 mm Gyroject rocket pistol/carbine
17	=	Examples: .17 Remington

22 = Examples: .22 short/long/long rifle rimfire cartridge family
 25 = Examples: .25 ACP
 30 = Examples: .30-40 Krag, .30-30 Winchester
 32 = Examples: .32 ACP, .32 Short Colt
 35 = Examples: .35 Whelen, .35 Remington
 36 = Examples: Normally only on black-powder firearms
 38 = Examples: .38 S&W, .38 ACP
 40 = Examples: .40 S&W
 41 = Examples: .41 Remington Magnum, .41 AutoMag
 44 = Examples: .44-40 Winchester, .44 AutoMag
 45 = Examples: .45 ACP, .455 Webley
 50 = Examples: .50 Browning Machine Gun
 54 = Examples: Typically used in black-powder firearms
 58 = Examples: .577 Nitro Express elephant gun
 60 = Examples: .600 Nitro Express elephant gun
 65 = Examples: 6.5 mm Carcano
 75 = Examples: Could be either a metric (7.5 mm) or a .75 caliber
 177 = Examples: Most often used in airguns
 221 = Examples: .221 Remington Fireball
 222 = Examples: .222 Remington Magnum
 223 = Examples: .223 Remington, 5.56x45 mm NATO
 243 = Examples: .243 Winchester
 250 = Examples: .250-3000 Savage
 256 = Examples: .256 Newton
 257 = Examples: .257 Roberts, .257 Weatherby Magnum
 260 = Examples: .260 Magnum Research Lone Eagle
 264 = Examples: .264 Winchester Magnum
 270 = Examples: .270 Weatherby Magnum
 280 = Examples: .280 Remington/7mm Express
 284 = Examples: .284 Winchester
 300 = Examples: .300 Winchester Magnum
 303 = Examples: .303 British, .303 Savage
 308 = Examples: .308 Winchester/7.62x51mm NATO
 338 = Examples: .338 Winchester Magnum
 351 = Examples: .351 Winchester
 357 = Examples: .357 Remington Magnum
 375 = Examples: .375 Holland & Holland Magnum
 380 = Examples: .380 ACP in U.S.
 401 = Examples: .401 Winchester
 405 = Examples: .405 Winchester
 444 = Examples: .444 Marlin
 455 = Examples: .455 Webley, .455 Manstopper
 458 = Examples: .458 Winchester Magnum
 460 = Examples: .460 Weatherby Magnum
 556 = Examples: 5.56x45 mm NATO/.223 Remington
 635 = Examples: 6.35 mm, .25 ACP

- 735 = Examples: 7.35 mm, .32 ACP
- 762 = Examples: 7.62x39 Soviet, .308 Winchester
- 763 = Examples: 7.63 mm/.30 Mauser
- 765 = Examples: 7.65 mm Luger/.30 Luger
- 3006 = Examples: .30-06 U.S. (.30 Springfield)
- 3220 = Examples: .32-20 Winchester
- 4570 = Examples: .45-70 U.S. Government
- 9999 = Examples: Used for grenade launchers and guns that fire electrically charged darts

25. Firearm Ownership Table

- 1 = Possessor is owner
- 2 = Parent/guardian of possessor is owner
- 3 = Other family member of possessor is owner
- 4 = Friend/acquaintance of possessor is owner
- 5 = Stranger is owner
- 66 = Owner is other
- 99 = Owner is unknown

VI. DATA SUBMISSION INSTRUCTIONS

These specifications have been prepared for the use of local systems personnel (i.e., computer programmers and analysts) who are responsible for preparing magnetic media for submission to OJA. It contains data submission instructions, data record layouts, error handling procedures, designations of mandatory and optional data elements, and data element edits that must be followed to meet State IBR reporting requirements.

The functional data requirements, as discussed in this document, will cover the flow of data, the editing of data, necessary data linkages, as well as detailed offense-dependent instructions regarding each pertinent offense.

1. MAGNETIC MEDIA SPECIFICATIONS

Floppy disks may be any of the following types:

BYTES	DENSITY	SIDES	SIZE	OPERATING SYSTEM FORMAT
360KB	DD	DS	5 1/4"	MS-DOS
1.2 MB	HD	DS	5 1/4"	MS-DOS
720KB	DD	DS	3 1/2"	MS-DOS
1.44MB	HD	DS	3 1/2"	MS-DOS
400KB	DD	SS	3 1/2"	MACINTOSH

800KB

DD

DS

3 1/2"

MACINTOSH

The file created for OJA should be named XXXXMMYY.txt, where XXXX = ncic number and MM = month of submission and YY = year of submission.

The individual records should use variable length formats as presented in this document in Section I, Subsection 9 (Segment Levels). Data should be produced in ASCII format and must be terminated by a carriage return/line feed (CR/LF). Individual data elements MUST NOT be followed by any delimiters (i.e., commas, quotation marks, blanks).

Each record written to magnetic media must first be initialized to "**Blanks**" before data is moved into the applicable fields. This will provide "filler" for those varying Data Elements which do not have data because of the circumstances of the report.

Fields containing "numeric" data codes must be right-justified with zero left-fill when there is data to be reported. For example, if Property Description code is "05" = Buses, value "05" would be entered, not "5 " or " 5".

2. OVERVIEW OF SEGMENTS TO BE SUBMITTED

The data elements representing Group "A" incidents have been grouped into six distinct Segment Levels identified as Level 1, Level 2, etc. A seventh Segment Level is used for Group "B" Offense Report data. These seven Segment Level groupings provide the mechanism to report Incident-Based Reporting (IBR) data to OJA IBR. More segments may be added in the future to include reporting capabilities for areas other than IBR.

GROUP "A" INCIDENT REPORT IS MADE UP OF MULTIPLE "SEGMENTS"

Each Group "A" Incident Report is to be submitted to OJA IBR using distinct records, each of which is referred to as a "Segment."

An incident report may consist of many possible combinations of circumstances ranging from a simple one offense, victim, and offender situation; to a complex set of multiple offenses, property losses, victims, offenders, and arrestees. In addition, each of the offenses may have been committed against one, some, or all of the victims. The following sections will provide more detail as to what data is to be included in the incident reports.

GROUP "A" INCIDENT REPORT SEGMENT LEVELS

There are six separate SEGMENT LEVELS within a Group "A" Incident Report. Position "1" of each record [Segment] will contain one of the following SEGMENT LEVEL codes (1-6) to indicate what type of segment is being submitted. A brief description of each Segment Level follows:

<u>LEVEL</u>	<u>DESCRIPTION</u>
--------------	--------------------

1 **ADMINISTRATIVE SEGMENT (AS)**
Provides administrative information regarding the overall incident.

2 **OFFENSE SEGMENT (OS)**
Provides information about the UCR Offense(s) involved in the incident.

3 **PROPERTY SEGMENT (PS)**
Provides information about the various types of property losses, etc. that may occur as a result of the incident.

4 **VICTIM SEGMENT (VS)**
Provides information about the victim(s) involved in the incident.

5 **OFFENDER SEGMENT (OR)**
Provides information about the offender(s) involved in the incident.

NOTE: An Offender Segment must be generated even if the offender(s) was(were) arrested at the time the initial incident report was encoded in the Victim Segment to each offender. Offender No. to be Related and Relationship of Victim to Offender must be completed for all offenders. Victim to Offender relationships are required for each victim of any confrontational offenses ("Crime Against Person" or (120) Robbery Offense.)

6 **ARRESTEE SEGMENT (AR)**
Provides information about the arrestee(s) involved in the incident.

NOTE: If the Arrestee Segment is being submitted as part of an incident report, a corresponding Offender Segment **MUST** be created by the local agency. Automated procedures must be established to generate correctly the required segments as mentioned in this document. Refer to Level 5 "Offender Segment," above.

GROUP "B" OFFENSE REPORT SEGMENT LEVEL

This Segment Level is to be used for Group "B" offenses only. A Group "B" Offense Report is to be submitted for each arrestee for a Group "B" offense. Position "1" in this segment will contain "7" as the Segment Level.

<u>LEVEL</u>	<u>DESCRIPTION</u>
---------------------	---------------------------

7	<u>GROUP "B" OFFENSE REPORT (GB)</u> Provides data for arrests involving Group "B" offenses (e.g., OMVWI or Bad Checks.)
----------	--

3. LINKAGES AND SEQUENCE OF SEGMENTS

LINKAGES

Each Group "A" Incident Report has one master segment, called the "Administrative Segment." Connected to this segment are one or more Offense, Property (if applicable), Victim, Offender, and Arrestee (if applicable) segments. Each Victim Segment is linked to the applicable Offense Segment(s). For example, if there are 2 Offenses, 3 Victims, and 4 Offenders, and one of the Offenders was arrested, Victim-001 could be linked to Offense-02, Victim-002 could be linked to Offense-01, and Victim-003 could be linked to Offense-01 and Offense-02.

SEGMENT SUBMISSIONS FOR AN INCIDENT MUST BE ENTERED CONSECUTIVELY IN DATA SUBMISSIONS

It is acceptable for the incident numbers to not be in sequence when submitting monthly data. It is REQUIRED that the segments making up an incident be submitted together and in sequence of segment level. An example follows:

SEQUENCE OF GROUP "A" INCIDENT REPORT "SEGMENTS"

When submitting Group "A" Incident Reports, the following sequence of segments is REQUIRED for the "Linkage Example" shown previously. The numbers "1" through "6" refer to Segment Levels:

<u>LEVEL</u>	<u>SEGMENT</u>
1	ADMINISTRATIVE
2	OFFENSE - 01
2	OFFENSE - 02
3	PROPERTY, if applicable
4	VICTIM - 001 (pointer to Offense - 02)
4	VICTIM - 002 (pointer to Offense - 01)
4	VICTIM - 003 (pointers to Offenses - 01 - 02)
5	OFFENDER - 01
5	OFFENDER - 02
5	OFFENDER - 03
5	OFFENDER - 04
6	ARRESTEE - 01

OTHER SUBMISSIONS

When submitting Group "B" Offense Reports as Segment Level "7", they can be written in any order on the monthly data submission within their ORI but should not be interspersed between segments within a Group "A" Incident Report. For example, Segment Level "7" should not be between levels "4" and "5" in the above example.

The same is true for submissions of subsequent arrests, exceptional clearances, and recovered property that are submitted as Segment Action Type "W" = Time-Window Submission.

4. CREATION OF MONTHLY DATA SUBMISSIONS

All data entered into the local agency's database must be submitted to OJA on a monthly basis. Sending monthly data submissions once a month will tend to evenly distribute the amount of data over 12 months. Also, it will make it easier to keep track of missing data in the event OJA did not receive a particular month's data for an agency.

ACTIVITY DATE

Based upon the "Activity Date," the local agency "unload" program will dump all appropriate incident records. Any incidents that were edited (created or changed) within the date range of a month will be submitted the following month. For example, if the unload program was run at one minute past midnight on the 20th (e.g., July 20), all incidents that had an activity date (were created or last modified) within the boundaries for the previous complete month (e.g., June 1-30) would be unloaded. This unload process is repeated once a month.

Using this unload schema, there will never be any confusion as to what incidents were unloaded to magnetic media from month to month. It does not matter that all incident reports that occurred during the month had not been entered yet. Those would be entered during the following month, to be included in the next month's data submission, etc. This unload process would act in concert with error correction functions to be included within the local agency's computer system as addressed within Section II (Error Handling), Subsection 3 (Local Agency Resubmission of Rejected Data).

Note: The data submission for a specific month (e.g., June) must not include any incidents that were entered into the computer system after the last day in the month. This means that, when June's activity was unloaded on July 20, for example, any activity for July 1-20 (created or edited incidents) would not be unloaded onto the "June" submission. (July update activity would be submitted on a later "July" submission, not the "June" submission.) OJA will reject all "early" submissions (e.g., July data found on the "June" submission.)

EFFECTS OF DELAYING UNLOAD PROCESS WILL BE BENEFICIAL

If the local agency performed its unloading process, for example, on the 20th of each month instead of on the 1st for the previous month's activity, the result would be reduced resubmission

of incident report data. An initial incident report added to the local agency's computer system near the end of the month may require updating within the first few weeks of the next month. A delay in transmittal would reduce the need for resubmission to OJA, thus reducing data traffic.

EXAMPLE

An incident occurred on June 25 and was entered into the local agency's database on June 30. An arrest was made on July 3 that also resulted in an additional victim and other State IBR data elements being updated within the local agency's record of the incident. This supplemental report was added to its computer system on July 8.

EFFECT OF UNLOADING JUNE'S DATA ON JULY 1

In the above example, unloading the June data as soon as possible (e.g., July 1) will produce the following data processing activity:

1. The initial incident report's data would be copied on to the "June" tape because of the June "Activity Date."
2. This initial submission would not, of course, include the new victim and arrest because they were entered on July 8.
3. OJA would add the original incident report data to its IBR files as entered on the "June" tape.
4. When the "July" tape is created in August, a complete resubmission of the incident report is required because of the addition of another victim.
5. The incident report resubmission would require that a "D" = Delete be submitted to remove the previous State IBR incident report and an "I" = Incident Report be submitted after the Delete.
6. OJA would have to delete the original incident report and then add back the updated report.

CONTRAST WITH DELAYING THE UNLOAD OF JUNE'S DATA UNTIL JULY 20

By delaying the unload until the 20th, several significant events would occur, using the example previously mentioned:

1. The June 25 incident would not have been submitted on the "June" tape because the Activity Date would have changed from June 30 to July 8.

Advantage: Reduced computer processing at both the local agency and OJA, because the incident would not be written to the "June" tape. The Incident Report is written to tape one time, rather than twice.

Disadvantage: Statistics will not be as current as they possibly could be within OJA IBR.

2. The "July" tape would contain the complete initial incident report.

5. CURRENT YEAR CUT-OFF

"CRIME AND ARRESTS" AND "CRIME IN THE UNITED STATES" PUBLICATIONS

OJA's UCR Section as well as the FBI's UCR Section must prepare a yearly Uniform Crime Report showing crime activity for the months of January through December. So that statistics will accurately include all yearly activity, a 3-month lag time will permit crime data not entered into the local agency's computer system as of December 31 to be entered during the first 3 months of the next year.

INCIDENT DATA RECEIVED AFTER MARCH

Any reports of past year incidents received after the MARCH tape would not be included in the yearly report. However, these incidents still should be submitted on the next monthly submission based upon the activity date.

6. DETERMINING AMOUNT OF DATA TO BE SUBMITTED

OVERVIEW

The following documentation concerns itself with when and how data is to be sent to OJA IBR regarding previously submitted initial incident reports, subsequent arrests, recovered property, and exceptional clearances. This discussion is general in nature so as to present a functional view to data processing personnel. Specific details providing clarification and precision to these matters, as necessary, follow in this Subsection, under Part B "Software Logic".

A specific method is presented that precisely lays out the guidelines for determining, via computer software logic, how much data to send to State IBR and how this is to be determined. For instance, incident data will be sent to State IBR in different amounts (or formats), depending on the data retention period of the local agency's computer system and OJA IBR, as explained below. Applying these instructions to the software within the local agency will ensure a standard, uniform way to determine which data to send to OJA.

STATE IBR HAS A 2-YEAR RETENTION PERIOD

State IBR will maintain complete Incident-Based Reporting (IBR) data for incident reports for the current year and one previous year. A year is considered to be January through December. Fiscal Years are not used in State IBR.

CURRENT YEAR DETERMINATION

The current year date, as far as the local agency's software is concerned, should be determined based on the submission date the local agency should be writing to magnetic media. This date has nothing to do with which month's data are included within the tape.

The submission date will be used in determining the beginning base date used in deciding which data submission format to use (i.e., incident report resubmissions, or specific segment submissions using Segment Action Type "W" = Time-Window Submission).

A. TIME - WINDOW

TIME WINDOW DEFINITION

The "Time-Window" is a date range in which OJA will accept complete submissions of Group "A" Incident Reports. Only incident dates within this date boundary, as established per instructions for "Time-Window 'Base Date' Calculation" below, will be allowed. Incidents occurring outside this date range would be submitted using Segment Action Type "W" = Time-Window Submission, as explained later in Subsection 6.

TIME-WINDOW "DATE RANGE" DETERMINATION

The "Date Range" is measured from the date a data submission is created, back to the beginning (i.e., January 1) of the previous year. For example, if the data submission was created on September 22, 1991 (submission for August 1991,) the date range would be from January 1, 1990 through August 31, 1991.

TIME-WINDOW "BASE DATE" CALCULATION

The "Base Date" is calculated from the date of the data submission, back to the beginning (i.e., January 1) of the previous year. Therefore, January 1 of the previous calendar year will be the "Base Date."

HOW WILL "BASE DATE" BE USED WITHIN THE LOCAL AGENCY?

If arrests, property recoveries, or exceptional clearances were subsequently entered into the local agency's database for crimes that have REPORT DATES earlier than the "Base Date," OJA IBR will not accept the Group "A" Incident Report, but will ONLY accept incident segments relating to arrests, property recoveries, and exceptional clearances.

This "Base Date", calculated within the local agency's "unload" program, will be compared with Incident Date/Hour for incident resubmission, in determining how to send data to State IBR when the local agency maintains the Group "A" Incident Report on its database, This is the basis for deciding data submission format to State IBR.

FIVE-YEAR REFERENCE CALENDAR EXAMPLE

The following example shows a 5-year calendar. This will be used to assist with understanding the current and previous calendar year retention concept that follows. Assume State IBR has been collecting data since January, 1989:

YEAR MONTHS

1989 JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
1990 JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
1991 JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
1992 JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
1993 JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

EXAMPLE

Assume the date the local agency's computer wrote segments to magnetic media was May 20, 1991, and the magnetic media contains all database update/add arrest/delete activity performed during the month of April, 1991. The magnetic media would not contain any activity made during the first 20 days of May.

If another victim had been added in April, 1991, to a previously submitted incident that occurred on or after January 1, 1990, the complete Group "A" Incident Report would be sent to State IBR. If the incident occurred prior to this date, the report would not be written to the tape because the update was outside of the "Time-Window Base Date" and it involved a victim, not an arrest, exceptional clearance, or a property recovery.

Using the above example, if an arrest was also made for the same incident that had an incident date on or after January 1, 1990, the complete incident report would still be sent to State IBR. This would include the additional Victim Segment and the Arrestee Segment. If the incident occurred prior to this date, only the Arrestee Segment would be written to magnetic media, not the Victim Segment. Also, because the local agency and/or State IBR no longer maintains the incident report, the Arrestee Segment would also indicate if the arrest resulted in a clearance or is just another arrest to the previously cleared incident.

THE "PERFECT" DATABASE

Conceptually, the "perfect" databases for the local agency and State IBR would allow continuous updating for every Group "A" Incident Report and Group "B" Offense Report submitted, meaning the databases would get larger and larger. The 2-year Time-Window limit will, however, provide for high-quality crime statistics and still take into account resource constraints imposed by the large volume of IBR data that will be submitted to State IBR from year to year.

A 2-calendar year retention period was chosen for two reasons. The first was to keep OJA's on-line disk storage space within reasonable limits. The second is that, when permanent yearly backup tapes are made at the end of the current year, the previous year backup will contain 12 months of updated information.

DATA NO LONGER MAINTAINED WILL BE REMOVED FROM STATE IBR AND STORED ON PERMANENT BACKUP TAPES

Once a backup is created for a year previous to the base date, the corresponding data on OJA IBR database will be removed to make room for new data. The exact date OJA actually removes this data will not have any effect upon local agency submission of its incident data. State software will handle any overlap within State IBR. As previously discussed, the Time-Window Base Date software implemented at the local agency level will determine whether data is to be submitted according to the exact date the data is written onto the monthly magnetic media. OJA's software is designed using the "Time-Window Base Date" concept.

Using the 5-year calendar example previously shown, a backup tape is created during January, 1992, for all incident data occurring during 1990. This will be the final master tape for that year, never to be updated again. Once this backup is taken, the corresponding State IBR data will be removed from the database, except for exceptional clearances, recovered properties, and arrests that relate to reports submitted for 1991 and/or 1992. These segments would remain so that applicable segments could be counted in OJA's yearly "Crime and Arrests" and the FBI's "Crime in the United States" publication for 1991.

This process will be repeated each year. Historical year-to-year comparisons (e.g., 5 consecutive years) will be accomplished using yearly backup tapes permanently kept by OJA.

LOCAL AGENCY "DATABASE" RETENTION RECORD

Beyond the 2-year State IBR retention period, time constraints imposed to control database sizes at the local agency level are at the discretion of each local agency. Ideally, if computer resources can accommodate more than 2 years, the current year arrests, exceptional clearances, and property recoveries submitted to OJA for crimes that occurred more than 2 years ago will contain additional data that otherwise would not have been available. This is further explained in the details that follow.

If less than 2 years of data is maintained within the local agency's database, data can still be sent to State IBR using the "Software Logic Rules" explained in part B, below.

Specific guidelines for sending data to State IBR will be centered around OJA's 2-year database, regardless of local agency policy. The local agency's computer software, regardless of retention period used, would "unload" using the Time-Window Base Date rule that is used to determine which way to submit data.

PERIODIC PURGING OF OLD INCIDENT DATA BY THE LOCAL AGENCY COULD CAUSE A SITUATION WHERE CURRENT-YEAR "UPDATES" WOULD BE LOST

This issue is mentioned in order to bring to the attention of system designers what could be a hidden data flow problem between local agencies and OJA concerning the local agency "purge" process. Most local agencies will have to periodically purge old data from their databases in order to free up disk storage for new data being entered. This purge process can create data problems if done incorrectly.

The Group "A" Incident Reports being purged would normally include all segments connected to them. However, all segments cannot be purged in every instance. Care must be taken to ensure that recent exceptional clearances, recovered properties, and arrests are not purged before they are submitted to OJA. An example should clarify this point:

Assume the local agency maintains a 3-year database and that an arrest on December 2, 1991, was entered into the local agency database on December 31, 1991. The original crime incident resulting in the arrest occurred on January 5, 1989 (3 years previously). If the local agency purges in January, 1992, all 1989 incident data before creating the December, 1991 magnetic media, the arrest would not be submitted to OJA because it no longer exists within the local agency's database. Thus, the arrest could not be included in OJA's 1991 yearly crime publication.

The purge process must, therefore, be accomplished in a manner that ensures that current arrest data, for example, be submitted to OJA before it is removed from the local agency's database. This brings up an additional consideration that must be addressed by the local agency: Before purging the data, the local agency must wait to see if OJA's computer rejects the submission. In other words, the local agency should not purge data immediately upon transmittal to OJA because the data could subsequently be rejected because of State-detected errors.

SUMMARY STATEMENT

The determining factor that decides what or how much data to send to OJA IBR automatically is a 2-year Time-Window calculated from the submission date backwards in time to a base date, defined as the Time-Window "Base Date."

The date range in which Group "A" Incident Reports may be submitted to OJA automatically narrows to 1 year and 1 day at the beginning of the current year (January 1 of the current year, plus January 1 through December 31 of the previous year). It expands to 2 years at the end of the current year (January 1 through December 31 of the current year, plus January 1 through December 31 of the previous year).

B. SOFTWARE LOGIC RULES

ITEM 1. IF THE LOCAL AGENCY DOES NOT MAINTAIN AN AUTOMATED GROUP "A" INCIDENT REPORT RELATING TO THE TRANSACTION, STATE IBR WILL ACCEPT SUBMISSIONS FOR ARRESTS, EXCEPTIONAL CLEARANCES, AND RECOVERED PROPERTY ONLY.

A. For an **ARREST**, an Arrestee Segment (Level 6) with a special Segment Action Type of "W" = Time-Window Submission will be sent to State IBR that includes:

1. All data elements within the Arrestee Segment;
2. A clearance indicator showing if this arrest cleared the incident or

if it was previously cleared by another arrest, as described in Subsection 8 (Segment Action Types) for "W" = Time-Window Submission; and

3. Up to 10 UCR Offense Code(s) associated with the original incident report. This will allow State IBR to associate the arrest with all of the original incident offense(s), not just the arrest offense.
- B. For an **EXCEPTIONAL CLEARANCE**, an Administrative Segment (Level 1) with a special Segment Action Type of "W" = Time Window Submission will be sent to State IBR that includes:
1. All data elements in the Administrative Segment, including Cleared Exceptionally and Exceptional Clearance Date; and
 2. Up to 10 UCR Offense Code(s) associated with the original incident report. (This will allow State IBR to associate the exceptional clearance with the original incident offense(s).
- C. For **RECOVERED PROPERTY**, a Property Segment (Level 3) with a special Segment Action Type of "W": = Time-Window Submission will be sent to State IBR that includes:
1. All data elements in the Property Segment, including Recovery Date; and
 2. Only the UCR Offense Code(s) for Kidnapping, Gambling, and "Crimes Against Property" associated with the original incident report. (State IBR needs to be able to tell what offense(s) were associated with the recovered property.

ITEM II. IF THE LOCAL AGENCY DOES MAINTAIN AN AUTOMATED GROUP "A" INCIDENT REPORT RELATING TO THE TRANSACTION, THEN:

Before any processing is performed, a 2-year Time-Window base date calculation must be done:

TIME-WINDOW "BASE DATE": An automated data calculation must be done using the formula specified below. The result will determine how to send data when arrest, recovered property, or exceptional clearance instances occur, as well as determining if entire Group "A" Incident Reports should be sent in lieu of specific segment submissions. At the exact date the database "unload" program started running or executing, a subroutine in the program would:

1. Back the current date up to January 1, unless the date is already January 1; and
2. Subtract 1 year from this date. The resulting date is the 2-year beginning base date.

Example: If the computer program that unloads the data to tape happens to run on May 20, 1991, the base date would be January 1, 1990. The base date just calculated will be compared with Incident Date and appropriate logic will be done, as shown in "A" and "B" below.

A. INCIDENT DATE EARLIER THAN THE "BASE DATE", THEN:

Follow the rules specified in ITEM 1 above. OJA no longer maintains the incident and does not require the entire Group "A" Incident Report. Refer to 'SPECIAL ATTENTION REQUIRED....' topic below, as this must be addressed within the local agency software.

(Rules pertaining to submission of specific Segments, as shown below, or resubmitting the entire incident report due to other changes is discussed in Subsection 8 (Segment Action Types.) What follows hereafter specifically pertains to situations where no changes other than adding the specific Segment to the Incident report occurred, or as otherwise indicated.)

B. INCIDENT DATE IS ON OR AFTER THE "BASE DATE", THEN:

1. For an **ARREST**, an Arrestee Segment (Level 6) with an Action Type of "A" = Add Arrest will be sent to State IBR including all data elements within the Arrestee Segment.

NOTE: State IBR will be able to count clearances based upon the presence of arrests associated with an incident. The first arrest automatically clears the incident and subsequent arrests will not be counted as additional clearances.

2. For an **EXCEPTIONAL CLEARANCE**, an Administrative Segment (Level 1) with a Segment Action Type of "M" = Modify will be sent to State IBR showing all data elements within the Administrative Segment, including Cleared Exceptionally and Exceptional Clearance Date.
3. If a **PROPERTY RECOVERY** is involved, resubmit the entire Group "A" Incident Report.
4. In all other cases, the complete Group "A" Incident Report would be resubmitted.

NOTE: If an incident occurs before the present month it should be submitted along with any reports of an Exceptional Clearance, Arrest(s), and/or Recovered Property. In other words, submit all the information (i.e. modifications, updates, etc.) concerning an incident from the previous month.

In other words, if the incident report has not yet been submitted to State IBR, all Segments for the complete incident report would be submitted instead of just submitting, say, only an Arrestee Segment.

REPORTING

This section sets forth the requirements for reporting data elements on magnetic media submitted to OJA.

The following list shows the standard abbreviations used for the IBR segments in this document and a little about the segment requirements for IBR reporting per incident:

<u>Abbreviation</u>	<u>Segment Level</u>	<u>Number of Segments</u>
AS	1 - Administrative Segment	Exactly One
OS	2 - Offense Segment	One to Ten (different offenses)
PS	3 - Property Segment	None to One per Loss Type (8 max)
VS	4 - Victim Segment	One to 999
OR	5 - Offender Segment	One to 99
AR	6 - Arrestee Segment	None to 99
GB	7 - Group B Offense Segment	One per Offense

VII. GLOBAL EDITS

The following edits look at the incident as a whole, rather than at a specific data element. Relationships between segments are also included.

1. DUPLICATE SEGMENTS NOT ALLOWED

If an "I" = Incident Report is submitted, there cannot be any duplicate segments having the same "keys". For example, if two Offense Segments have the same value for UCR Offense Code, or if two Property Segments have the same code entered in Type of Property Loss, an error will be detected.

2. SEGMENT ACTION TYPES MUST AGREE WITH SEGMENT LEVEL

The values of "I" = Incident Report, "A" = Add Arrest, "M" = Modify, "W" = Time-Window Submission, and "D" = Delete must be applicable to appropriate Segment Levels (1 through 7).

3. CANNOT HAVE DUPLICATE REPORTS

Submitting two Group "A" Incident Reports having the same ORI and Incident Number will generate an "Incident Already on File" error condition (i.e., duplicate incident report). Ensure that each agency within the local agency uses unique incident numbers.

Submitting two Group "B" Offense Reports having the same ORI, Transaction Number, and Arrestee Sequence Number will generate an "Arrest Already on File" error condition.

4. GROUP "A" INCIDENT REPORTS MUST HAVE A LEVEL 1 SEGMENT

If an "I" = Incident Report is submitted, the first segment must be the Administrative Segment (Level 1).

5. PROPERTY OFFENSES MUST HAVE A PROPERTY SEGMENT

If an "I" = Incident Report is submitted that contains an Offense Segment for a "Crime Against Property" a Property Segment must also be submitted.

6. GROUP "A" INCIDENT REPORTS REQUIRE MINIMUM OF FOUR SEGMENTS

If an "I" = Incident Report is submitted, the following segments must be included: Administrative Segment; Offense Segment; Victim Segment; and Offender Segment.

7. DRUG PROPERTY SEGMENT MUST HAVE AN OFFENSE SEGMENT FOR UCR OFFENSE CODE "35A"

If a Property Segment containing "10" = Drugs/Narcotics for Property Description is submitted and Value of Property is blank, there must be an Offense Segment for "35A" = Drug/Narcotic Violations.

8. VICTIM REFERENCES TO OFFENSE CODES MUST HAVE OFFENSE SEGMENT COUNTERPARTS

Each UCR Offense Code entered into Victim Connected to UCR Codes must have a corresponding Offense Segment. A victim cannot be connected to an offense when the offense itself is not present.

9. EACH OFFENSE SEGMENT MUST HAVE A VICTIM SEGMENT LINKED TO IT

Each Offense Segment must have at least one Victim Segment pointing to it via Victim Connected to UCR Codes. An Offense Segment cannot stand alone; it must have a Victim Segment linked to it.

10. VICTIM AND ARRESTEE SEQUENCE NUMBERS MUST BE CONSECUTIVE

Multiple Victim and Arrestee Segments cannot have gaps in values entered into Victim Sequence Number and Arrestee Sequence Number. For instance, if four Victim Segments are submitted, the sequence numbers must be 01, 02, 03, and 04; they cannot be 01, 02, 06, and 07.

11. LOCAL AGENCY MUST KEEP TRACK OF ARRESTEE SEQUENCE NUMBERS

When submitting Arrestee Segments (Level 6) or Group "B" Offense Reports (Level 7) with Segment Action Type "A" = Add Arrest, the local agency data processing software must keep track of the correct value to assign to Arrestee Number. The first arrestee will always have a value of "01". But when there are multiple arrestees for the same incident, the next sequential number would be assigned by the local agency. Submitting an Arrestee Segment with a value of "01", when an Arrestee Segment previously was submitted with the same value, will result in a "Segment Already on File" error message.

12. CRIMES AGAINST SOCIETY CAN ONLY HAVE ONE VICTIM SEGMENT

If the only Offense Segment (Level 2) submitted is a "Crime Against Society", there can only be one Victim Segment. This victim must have a value of "S" = Society/Public in Type of Victim. The following crimes can only have Society as a victim, and Society can only be a victim of the following crimes: Drug/Narcotic Violations, Gambling Offenses, Pornography, Prostitution, and Weapons Law Violations.

13. CRIMES AGAINST INDIVIDUALS

The only victim types allowed for confrontational crimes are individuals. A value of "I" = Individual or "P" = Police Officer must be entered into Type of Victim. The following crimes can only have individuals as a victims: Assault Offenses, Homicide Offenses, Kidnapping/Abduction, and Sex Offenses (both forcible and nonforcible.)

14. OFFENSES FOR "W" ACTION SEGMENTS PERTAINING TO RECOVERED PROPERTY MUST BE PROPERTY OFFENSES

When "Recovered Property" is submitted in a Property Segment (Level 3) with a Segment Action Type of "W" = Time-Window Submission, all associated offense codes must be "Crimes Against Property."

Type of Property Loss must be "5" = Recovered. No other property loss, etc., code is valid.

15. EXCEPTIONALLY CLEARED SUBMISSIONS REQUIRE TWO DATA ELEMENTS

Administrative Segments (Level 1) submitted to exceptionally clear an incident must contain Cleared Exceptionally and Exceptional Clearance Date.

16. NO ARRESTEE SEGMENTS WHEN INCIDENT IS CLEARED EXCEPTIONALLY

Whenever an Exceptional Clearance is submitted in the Administrative Segment (Level 1), there can be no Arrestee Segments (Level 6) associated with the Group "A" Incident Report.

17. DATA RECEIVED PRIOR TO "BASE DATE" WILL BE REJECTED

If an "I" = Incident Report was submitted with a date entered into Report Date that is outside the base-date calculation reflected in the above documentation, the incident will be rejected.

The exception is when an Exceptional Clearance is being submitted with a Segment Action Type of "W" = Time Window Submission. The report date may be any "past" date but cannot be any earlier than January 1, 1950.

18. ALL SEGMENTS MUST BE FROM SAME LOCAL AGENCY

All segments on the monthly data submission must be from the same local agency. This will be done by comparing the nine digit ORI code.

19. STATE IBR RECEIVED FOR AN "ORI" FROM WHICH "SUMMARY DATA" WAS PREVIOUSLY RECEIVED WILL BE REJECTED

At some point in time, the local agency will convert from "Summary" reporting to Incident-Based Reporting (IBR). Once the local agency starts to send State IBR data for a converted agency to OJA, any data received from this agency that could possibly be interpreted as duplicate reporting within both the "Summary" and State IBR systems for the same month will be rejected by OJA.

In other words, all report dates (except for Exceptional Clearances), arrest dates, property recoveries, and exceptional clearance dates must occur after the agency made the change from summary UCR reporting to IBR. If the agency began IBR data submissions for May 1992, the earliest possible date for an incident report, exceptional clearance, property recovery, or arrest to be reported through IBR is May 1, 1992. OJA will reject data submitted for prior dates.