

150251

# OHIO INCIDENT-BASED CRIME REPORTING



## DATA COLLECTION AND SUBMISSION SPECIFICATIONS

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First Edition

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**NCJRS**

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**ACQUISITIONS**

**OHIO**

**INCIDENT-BASED CRIME REPORTING**

**DATA COLLECTION AND SUBMISSION SPECIFICATIONS**

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## INTRODUCTION TO THE MANUAL

This document provides all of the information necessary for local law enforcement agencies and the regional reporting centers to participate in Ohio's Incident-Based Crime Reporting (IBR) System. This edition includes an overview of the IBR system, the data elements and values, the data submission specifications, and the data edits. Also included are several appendices. Among these are an ORC Offense Look-Up Table and the FBI Hate Crime Reporting Specifications.

## UCR AT THE NATIONAL AND STATE LEVEL

Crime reporting originated in the 1920's. Recognizing the nation's need for statistics on crimes reported to the police, the International Association of Chiefs of Police (IACP) implemented a voluntary national data collection effort. The effort was developed by the committee on Uniform Crime Reports of the IACP.

Further progress toward a national crime reporting program was made in 1930 when the Attorney General designated the FBI as the agency responsible for the Uniform Crime Reporting (UCR) program. The UCR program was designed to simply tally a limited number of offenses.

With federal assistance, many states developed UCR programs that served as intermediaries between local law enforcement and the FBI. The State of Ohio established a UCR program in 1976. The program remained in place until 1981 when its cancellation was dictated by state budget. Since that time local law enforcement agencies have returned to the old practice of submitting UCR information directly to the FBI.

In 1989, 364 of Ohio's police agencies and 56 sheriffs departments submitted UCR information directly to the FBI. Data are submitted on eight Part I crimes. These include the offenses of murder, rape, robbery, aggravated assault, burglary, larceny, motor vehicle theft, and arson. Approximately 470,000 Part I crimes were reported in 1989. In addition to the Part I crimes, some agencies also submit data for 20 Part II offenses and supplementary data on homicides, domestic violence, agency strength, and law enforcement officers killed and assaulted.

## SIGNIFICANCE OF UCR

The UCR program is significant for several reasons. The program collects crime and arrest information from over 16,000 law enforcement agencies in the nation. Since offenses are defined differently from state to state, UCR allows for a standard means of communicating crimes and police response to crimes. After more than sixty years of use, UCR data have become the crime "language" of law enforcement, elected officials, policy makers, and the media when communicating crime information to the public.

The UCR program has remained virtually unchanged since its development in the 1930's. The need for crime data has increased steadily over the past sixty years. In the late 1970's, the law enforcement community initiated a study of the UCR program with the objective of meeting law enforcement needs into the 21st century.

The study of UCR was funded by the Bureau of Justice Statistics (BJS). The recommendations of that study were published in 1985 as the Blueprint for the Future of the Uniform Crime Reporting Program. As a result of this study, the FBI and the BJS began to develop the new incident-based reporting system in January of 1986. With the help of several national law enforcement associations and various federal, state, and local criminal justice agencies, the FBI published the final requirements for the National Incident-Based Reporting System (NIBRS) in the Fall of 1988.

## INCIDENT-BASED REPORTING IN OHIO

Ohio began work to reestablish its UCR program in 1986. The program will only consist of incident-based reporting. After gaining the support of the Ohio Association of Chiefs of Police (OACP), the Buckeye State Sheriff's Association (BSSA), the Ohio State Highway Patrol/Leads (OSHP), and the Bureau of Criminal Identification and Investigation (BCI&I), the Governor's Office of Criminal Justice Services (GOCJS) applied for a federal grant from the Bureau of Justice Statistics (BJS) to fund Ohio IBR implementation. BJS awarded Ohio a \$560,000 grant in July of 1989.

In late 1989, the GOCJS and the BCI&I began to develop Ohio's IBR system. Two groups were established to assist with this development process: the Ohio NIBRS Advisory Board (Spring 1989) and the Ohio NIBRS Pilot Group (Fall 1990). The Advisory Board is comprised of

one member from GOCJS and nine others from various law enforcement entities throughout the state.

Representatives from Ohio's three Regional Crime Reporting Centers also sit on the board as advisors. The Ohio NIBRS Pilot Group is comprised of 25+ local law enforcement and sheriff agencies throughout the state.

Both of these groups have assisted in developing the data requirements and data submission specifications, and a model incident report form for the collection of IBR data.

#### WHAT IS INCIDENT-BASED REPORTING?

The FBI has defined an incident as follows:

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

The concept of acting in concert provides: that the offenders actually commit or assist in the commission of crime(s). The offenders must be aware of, and consent to, the commission of the crime(s); or even if nonconsenting, their actions assist in the commission of the offense(s).

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

NIBRS is a significant improvement over the UCR summary system. In NIBRS, information describing each reported crime or arrest is submitted as part of a unit record with its own incident number. Each unit record contains information on up to 10 offenses that occurred during an incident. Also included is detailed information on property, victims, offenders, and arrestees. This allows for the unique preservation of the details and relationships of each incident.

NIBRS is an automated (computerized) system as opposed to the UCR tally (table) system. Computerization of crime data will provide the capability to collect and analyze the large volume of crime and arrests that occur in our nation.

The major differences between the old UCR system and

the new NIBRS system are:

- . NIBRS involves a greater detail of reporting. Information is collected on 52 separate pieces of data surrounding the incident.
- . Offenses and Arrests are linked in NIBRS.
- . There is no Hierarchy Rule in NIBRS. Information is collected on the up to ten most serious offenses in an incident.
- . NIBRS involves expanded offense reporting (from eight "index" offenses to 46 in NIBRS).
- . NIBRS uses Revised and New Offense definitions.
- . NIBRS provides a means for distinguishing "Attempted" versus "Completed" crimes.
- . NIBRS includes data elements for victim/offender relationships, victim, offender, and arrestee characteristics, crime location, weapon involvement, and drug/alcohol involvement.

#### OHIO IBR ENHANCEMENTS

The Federal NIBRS requirements were developed not only as a reporting standard, but also as a model from which state UCR programs could work to develop their own IBR systems. As indicated by the FBI, NIBRS data is to be generated as a by-product of state and local incident-based reporting (IBR) systems. This means that a state or local agency may build its IBR system to suit its individual needs, i.e., it can have a different file structure than that used by the National UCR Program and include additional data elements and values. However, when it is time to report to the National UCR Program, the state or local agency should extract from its IBR system only the data required by NIBRS and record it onto magnetic tapes in NIBRS format for submission to the FBI.

Enhancements in Ohio's IBR system include:

- Offenses are recorded using the Ohio Revised Code with conversion to NIBRS at the state level. This will allow local agencies a greater level of detail on offenses and will improve reliability and utility of the data.
- Ohio IBR collects information on up to ten arrest charges -- the FBI is only collecting data on the most serious arrest charge in an incident.
- Ohio has expanded codes for several federal IBR data elements (location type, method of entry, case clearances, weapon type, property description, drug type, and arrest type). All codes will be translated to the appropriate NIBRS code at the state level.
- Ohio IBR has 17 additional data elements. These include greater victim, offender, and arrestee detail, and a method of operation data element.

#### **BENEFITS OF PARTICIPATION**

IBR systems are an indispensable tool in the war against crime. They allow one to identify with precision when and where crime takes place, what form it takes, and the characteristics of property involvement, victims, and offenders. Armed with such information, law enforcement can better explain the need for resources. And, after obtaining the necessary resources, law enforcement will be able to utilize them in an efficient and effective manner. Ohio's IBR system will provide this tool because it is capable of producing more detailed, accurate, and meaningful data than produced by the traditional UCR program.

The NIBRS will be the first explicitly computer-based and standardized reporting system in law enforcement. Automated record systems are well underway at the local level. Many local law enforcement agencies have already made this change. Also, in those agencies with manual systems, most of the IBR information is already recorded on the offense report form.

Participation in Ohio's IBR program will allow for

a better system suited to meet planning, resource allocation, and use for the state and local agencies. It will also allow Ohio law enforcement agencies and policy makers to speak the same "language" in discussing and analyzing crime.

#### **OPTIONS FOR PARTICIPATION**

There are three modes of participation in Ohio's IBR system. First, if an agency has a mini or mainframe computer system it may submit data via magnetic tape. Second, if an agency has a Personal Computer (PC) system it may submit data via removable diskette. All tape and diskette submissions must be in ASCII format. Finally, data entry facilities are available on the LEADS data network facilities. However, agencies only have access to their own data and there are no statistical analysis capabilities on this system -- it is only available for data entry purposes. Requests for investigative and statistical information should be directed to the Governor's Office of Criminal Justice Services. Finally, an agency may enter incidents into the IBR data entry facility on a daily, weekly, or monthly basis, but it should try to do so at a time when LEADS usage is at its lowest.

#### **REQUIREMENTS OF PARTICIPATION**

Full participation in Ohio's IBR system will require that an agency have access to a LEADS data entry facility or data processing capabilities as outlined in this manual. Participation should not place any significant new burden on officers preparing incident and arrest reports as most of the required data is already being entered on the reports. However, since the data are detailed, increased data entry and data processing burdens may be involved. IBR data will be accepted on either magnetic tape or removable diskettes, or through the data entry facilities available on the LEADS network. Agencies which already own and maintain incident-based reporting systems will fare better to submit via magnetic tape or removable diskettes to avoid double data entry. Authority to update individual records will be limited to the record owner by using a combination of the agency's ORI Number and a password that each submitting agency will assign for itself when it enters the program. Agencies submitting incident data on behalf of other agencies must submit a list of ORI's they will be submitting data for. However, only one password should be assigned for the agency that is submitting the data.

Before an agency is authorized to participate in Ohio's IBR program, it must complete the Ohio IBR

registration form that is included in the back of this manual. The agency will also be required to submit test data to demonstrate its ability to comply with Ohio's IBR program. Ohio will NOT accept data in NIBRS format from local agencies, since Ohio IBR differs in several ways from NIBRS. Once Ohio's IBR program is established, the FBI will not accept IBR data from local agencies in Ohio. All IBR data from Ohio must be forwarded to the FBI through the Ohio IBR program.

#### **DATA SUBMISSIONS AND DATA SOURCES**

The Attorney General's office owns and maintains the computer system on which NIBRS software resides. Incident data from agencies participating in the Ohio IBR system should be sent to the Attorney General's Office for inclusion in the IBR database. The data submission specifications and mailing address for submissions are included in this manual.

Since the current computer resources available to the Ohio IBR system are not sufficient to support unlimited online access, requests for statistical information and investigative searches of the IBR database will be processed by the Governor's Office of Criminal Justice Services. Processing will be done on a priority basis with law enforcement requests for information having the highest priority. The mailing address, telephone number and fax number of GOCJS are included in Appendix G of this manual.

#### **FUTURE IBR FACILITIES**

The IBR data collected as a result of this program provides an excellent opportunity for law enforcement in Ohio. The technology available today can make this vital law enforcement incident and arrest information available to any agency equipped to take advantage of it. The IBR system, as it now exists, is only a starting point. As the potential of statewide data is realized, the commitment to bring it to its fullest potential will be realized.

A number of enhancements to the existing IBR system are envisioned for implementation as soon as the initial system reaches its development plateau. The current computer resources available to the Ohio IBR system are not sufficient to support unlimited online access. That capability will depend on the law enforcement community's interest in IBR and making those interests known.

**SECTION I**  
**DATA ELEMENTS AND VALUES**

## ADMINISTRATIVE SEGMENT

Enter an Administrative Segment [Data Elements #1 - #9] for each reported incident.

NOTE: The data elements marked with an asterisk (\*) represent the information that must be submitted for each incident. Depending upon the circumstances of the incident, other data elements may be required.

Only one Administrative Segment should be submitted for each incident.

DATA ELEMENT # 1

ORI NUMBER\*

DATA FORMAT:

9 Characters Alpha/Numeric

CODING STRUCTURE:

Enter the 9 character NCIC  
Originating Agency Identifier (ORI) Number which has been  
assigned to each agency.

All ORI Numbers must begin with "OH".

**DATA ELEMENT # 2**

**AGENCY INCIDENT NUMBER\***

**DATA FORMAT:**

12 Characters Alpha/Numeric

**CODING STRUCTURE:**

Enter the number assigned by the submitting agency to uniquely identify the incident. This number must be the same for all segments associated with the incident. If the Incident Number is less than 12 characters, leave trailing blanks.

**EXAMPLE:**

123456789bbb (where bbb = blanks)

**DATA ELEMENT # 3****INCIDENT DATE/TIME\*****DATA FORMAT:**

10 Characters Numeric

**CODING STRUCTURE:**

The Year, Month, Day, and Time when the incident occurred or the beginning of the time period in which it started (when appropriate). The time should be recorded according to military standards. If the exact date and time of the incident is unknown, enter the beginning date and time period in this data element and the ending date and time period in Data Element #4 (Report Date/Time).

**NOTE:** If the Incident Date and Time is unknown, enter the Report Date/Time.

"2400" is not a valid time. 12 a.m. should be entered as "0000". If "0000" is entered, the submitting agency should be careful that the Incident Date is as if the time was one minute past midnight.

**POSSIBLE ENTRIES:**

Year-Month-Day-Time      YYMMDDTTTT

**EXAMPLES:**

Example 1: If a robbery occurred at 9:30 p.m. on July 2, 1989, the entry should be "8907022130".

Example 2: If a burglary occurred sometime between 11:15 a.m. on June 24, 1989 and 4:30 p.m. on June 26, 1989, when the victim reported the incident to the police, the entry for Data Element #3 should be "8906241115" and Data Element #4 Report Date/Time should be "8906261630". Together, Data Elements #3 and #4 define the beginning and end date and time for this incident.

Example 3: A corpse riddled with bullets is discovered and reported to the police at 6:00 a.m. on January 17, 1992. Since no other information about the time of death will be available until the autopsy is completed, the entry for this data element should be "9201170600" and Data Element #4 Report Date/Time should be "9201170600". Once a more specific time of death is determined, the entry for this data element should be updated to reflect the coroner's determination of the date and time when the murder occurred.

Example 4: A woman reported that her purse was stolen at 12:15 a.m. on June 25, 1992. The entry for this data element should be "9206250015".

**DATA ELEMENT # 4****REPORT DATE/TIME\*****DATA FORMAT:**

10 Characters Numeric

**CODING STRUCTURE:**

This is the Year, Month, Day, and Time the incident is reported to the police. In most cases this will be the same as the Incident Date/Time (Data Element #3). However, if the incident occurs over several hours or days, then the Report Date should serve as a delimiter for the end of the incident. When recording the Report Time, military standards should be utilized.

**NOTE:** "2400" is not a valid time. 12 a.m. should be entered as "0000". If "0000" is entered, the submitting agency should be careful that the Incident Date is as if the time was one minute past midnight.

**POSSIBLE ENTRIES:**

Year-Month-Day-Time YMMDDTTT

**EXAMPLES:**

Example 1: A robbery takes place on a street corner at 10:45 p.m. on July 25, 1990. The victim phones the police and they arrive on the scene and complete an incident report at 11:00 p.m. The entry for Data Element #3 should be "9007252245", while Data Element #4 Report Date/Time should be "9007252300".

Example 2: If a burglary occurred sometime between 11:15 a.m. on June 24, 1989, and 4:30 p.m. on June 26, 1989, when the victim reported the incident to the police, the entry for Data Element #3 should be "8906241115". Data Element #4 Report Date/Time should be "8906261630", and together, Data Elements #3 and #4 define the beginning and end date and time of this incident.

**DATA ELEMENT # 5**

**CASE CLEARANCES**

**DATA FORMAT:**

1 Character Alpha

**CODING STRUCTURE:**

Enter one of the Case Clearances listed below. If none apply, leave this field blank.

**NOTE:** All Case Clearances should be applied at the incident level. In a multiple offense incident, the clearance of one offense clears the entire incident. If a case is exceptionally cleared, there should not be an arrestee segment submitted, but the offender segment must be complete with no unknown entries. If an incident may be cleared by either an exceptional clearance or an arrest, the arrest should be given a higher priority. If a case is cleared by arrest and a second offender is later arrested in conjunction with the cleared incident, a second arrestee segment should be added to that incident, but the clearance information does not need to be updated. Do not update information on exceptional clearances.

**Standards for an Exceptional Clearance:**

In order to clear an offense by exceptional means, the following four conditions must be met: (1) the investigation must have clearly and definitely established the identity of at least one offender; (2) sufficient probable cause must have been developed to support the arrest, charging, and prosecution of the offender; (3) the exact location of the offender must be known so that an arrest can be made; and (4) there must be a reason outside the control of law enforcement which prevents the arrest, i.e. "A" through "E" below:

**POSSIBLE ENTRIES:**

**Exceptional Clearances:**

- A DEATH OF OFFENDER - Applicable when the suspect has committed suicide, is the victim of a murder, has made a "deathbed confession," is killed by the police or a citizen, or has died due to another cause.
- B PROSECUTION DECLINED - By the prosecutor for other than lack of probable cause. For example, the case

is cleared by the confession of an offender already in the custody of the arresting agency or currently serving a sentence in jail or prison. Another example is when the offender is being prosecuted in another jurisdiction by local, state, or federal authorities for either different offenses or the offense in question, and the other jurisdiction will not release him/her.

- C **EXTRADITION DENIED** - Used when the authorities of another state or country refuse to remand the suspect to the custody of the jurisdiction that wishes to prosecute him/her for the offense in question.
- D **VICTIM REFUSES TO COOPERATE** - Applicable when the victim of an offense fails to cooperate in the prosecution of the suspect.
- E **JUVENILE/NO CUSTODY** - Used when a juvenile suspect is handled without taking him/her into custody, but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense.

**Arrests:**

- F **CLEARED BY ARREST - ADULT** - An offense is "cleared by arrest" when at least one person is arrested; charged with the commission of an offense; and turned over to the court for prosecution (whether following arrest, court summons, or police notice). In incidents involving multiple arrests, this code is used if at least one of those arrested is 18 years of age or older.
- G **CLEARED BY ARREST - JUVENILE** - Same as above. Additionally, although no physical arrest is made, a clearance by arrest can be claimed when the offender is under 18 years of age and is cited to appear in juvenile court or before other juvenile authorities. In incidents which involve multiple arrests, this code is used when all those arrested are under 18 years of age.

**Other Clearances:**

- H **WARRANT ISSUED** - Applies when an arrest warrant is issued for a particular suspect, but has not yet been served, and the final disposition of the case depends on the suspect being arrested.

- I INVESTIGATION PENDING - Appropriate when the final disposition of the case depends on the completion of some aspect of an investigation that is currently being pursued.
- J CLOSED - Applicable when a case is deemed inactive for reasons of unsolvability, elapsed time since occurrence, etc.
- K UNFOUNDED - Applicable when through investigation an incident is found to be false or baseless.
- U UNKNOWN - Applies when information regarding the disposition of the case is not available.

**EXAMPLES:**

Example 1: A 30 year old suspect commits a burglary and is subsequently arrested. The proper code should be "F" = "Cleared by Arrest - Adult."

Example 2: A homicide investigation is cleared when the person wanted for murder is discovered dead on July 14, 1990. The entry for Data Element #5 should be "A" = "Death of Offender."

Example 3: Suppose an Incident Report was submitted and a warrant had been issued for the offender's arrest. The entry for this data element should be H - Warrant Issued. When the offender is arrested the clearance for this incident should be updated to F - Cleared by Arrest - Adult.

**DATA ELEMENT # 6**

**CLEARANCE DATE**

**DATA FORMAT:**

6 Characters Numeric

**CODING STRUCTURE:**

Enter the date the incident was cleared. If "U" is entered in Data Element #5 Case Clearances, or if Data Element #5 is blank, this data element should be valued at zero.

**NOTE:** In multiple offense incidents, the earliest date of clearance either by arrest or exceptional clearance for any offense clears the incident. Subsequent updates on clearances for other offenses in that incident will not be tallied as clearances, since the initial clearance is valid for the entire incident.

**POSSIBLE ENTRIES:**

Year-Month-Day YYMMDD

**EXAMPLE:** A homicide investigation is cleared when the person wanted for a murder is discovered dead on July 15, 1989. The entry for Data Element #5 should be "A" = "Death of Offender" and the Clearance Date should be "890715".

**DATA ELEMENT # 7**

**GEOCODE**

**DATA FORMAT:**

6 Characters Alpha/Numeric

**CODING STRUCTURE:**

Optional use of up to 6 characters of an alpha or numeric identifier to specify the station, division, or precinct where the incident occurred. If the entry is less than 6 characters, blank right-fill. Valid character combinations are any valid numeric character. If this field is not used, leave blank.

**NOTE:** This code is beneficial for an agency with one or more locations, it will allow the agency to precisely identify the station, division, or precinct in which an incident occurs. The GEOCODE should be assigned by each individual agency.

**DATA ELEMENT # 8**

**ZIP CODE\***

**DATA FORMAT:**

9 Characters Alpha/Numeric

**CODING STRUCTURE:**

Enter either the five or nine digit zip code of the location where the incident occurred. If the zip code is five digits, leave trailing blanks.

**Example:**

45069bbbb (where bbbb=blanks)

**DATA ELEMENT # 9****HATE/BIAS CRIME\*****DATA FORMAT:**

2 Characters Alpha/Numeric

**CODING STRUCTURE:**

Enter the most descriptive code for the incident. See Appendix "C" for the FBI Hate Crime Reporting Specifications. If "N", "R", or "U" is entered, left-justify right blank fill.

**NOTE:** If the information is not collected by the reporting agency, "R" = "Not Reported" must be entered.

The majority of criminal incidents exhibit motivations other than bias. Use code "N" to report incidents that do not exhibit these motivations. If the incident is ambiguous as to the motivation of the perpetrator, and/or if the offender is not identified, use code "U".

**POSSIBLE ENTRIES:****Racial Bias**

- 11 = Anti-White
- 12 = Anti-Black
- 13 = Anti-American Indian/Alaskan Native
- 14 = Anti-Asian/Pacific Islander
- 15 = Anti-Multi Racial Group

**Religious Bias**

- 21 = Anti-Jewish
- 22 = Anti-Catholic
- 23 = Anti-Protestant
- 24 = Anti-Islamic (Moslem)
- 25 = Anti-Other Religion (Buddhism, Hinduism, Shintoism, etc.)
- 26 = Anti-Multi Religious Group
- 27 = Anti-Atheism/Agnosticism

**Ethnicity/National Origin Bias**

- 30 = Anti-Oriental (e.g. Chinese, Japanese, Korean, Vietnamese, etc.)
- 31 = Anti-Arab
- 32 = Anti-Hispanic
- 33 = Anti-Other Ethnicity/National Origin

**Sexual Orientation Bias**

- 41 = Anti-Male Homosexual (Gay)
- 42 = Anti-Female Homosexual (Lesbian)
- 43 = Anti-Homosexual (Gay and Lesbian)
- 44 = Anti-Heterosexual

45 = Anti-Bisexual  
50 = Other Bias Incident (e.g. Anti-AIDS  
victim)

N = No Bias/Not Applicable  
R = Not Reported by Agency  
U = Motivation of Perpetrator(s) Not Known

**EXAMPLES:**

Example 1: At 7:30 a.m. on June 3, 1990, the police are dispatched to Morning Resting Place, a Jewish cemetery. The groundskeeper reported that overnight thieves entered the cemetery and stole copper gutters from the main building. The entry for Data Element #9 should be "N" = "No Bias/Not Applicable" because there is no evidence that the incident was motivated primarily by bias towards Jews.

Example 2: Police were dispatched to an apartment where an individual complained he was receiving threatening phone calls. Upon arrival, the complainant, a white male, informed the officers that he was gay and that over the last two weeks the same voice was repeatedly calling him, stating that the complainant had been seen going into "gay bars" and, therefore, he would have to be "beat up." Data Element #9 should be coded as "41" = "Anti-Male Homosexual" since threats were made to physically harm the victim because of his sexual orientation.

Example 3: As an officer is walking her "beat," her attention is drawn to two individuals who are engaged in a shouting match. As the officer approaches, she overhears the two men, one white and the other black, shouting obscenities at each other. The argument concerns a parking space each believes he is entitled to. As the argument continues, a racial epithet is shouted by one of the men. At this point, the officer arrives at the scene and quiets the men. What appears to have happened was that one of the drivers had gotten to the parking space first but did not use his turn signal to indicate he was waiting to pull into the parking space. The second driver, coming upon what appeared to be an unoccupied parking space, proceeded to maneuver his car around the first driver's car and into the space. The argument then began. Data Element #9 should be coded as "N" = "No Bias" because the argument only involved the issue of which driver deserved to get the parking space.

One of the questions one should ask in investigating alleged bias incidents is: "Would the incident have taken place if both the victim and the offender were of the same race, religion, ethnic origin, or sexual orientation?" If the answer is "Yes," it is an "Unbiased Incident."

## OFFENSE SEGMENT

An Offense Segment [Data Elements #10 - #18] is prepared for each of the offenses (up to 10) involved in the incident.

NOTES: A separate Offense Segment should be submitted for each ORC Offense Code reported for an incident.

At least one, but no more than 10 Offense Segment(s) must be submitted for each incident reported.

The data elements marked with an asterisk (\*) represent the information that must be submitted for each incident. Depending upon the circumstances of the incident, other data elements may be required.

**DATA ELEMENT # 1**

**ORI NUMBER\***

**DATA FORMAT:**

9 Characters Alpha/Numeric

**CODING STRUCTURE:**

Enter the 9 character NCIC  
Originating Agency Identifier (ORI) number which has been  
assigned to each agency.

All ORI Numbers must begin with "OH".

**DATA ELEMENT # 2**

**AGENCY INCIDENT NUMBER\***

**DATA FORMAT:**

12 Characters Alpha/Numeric

**CODING STRUCTURE:**

Enter the number assigned by the submitting agency to uniquely identify the incident. This number must be the same for all segments associated with a particular incident. If the Incident Number is less than 12 characters, leave trailing blanks.

**EXAMPLE:**

123456789bbb (where bbb = blanks)

**DATA ELEMENT # 10**

**ORC OFFENSE CODE\***

**DATA FORMAT:**

9 Characters Alpha/Numeric

**CODING STRUCTURE:**

Enter the ORC Offense Code in this field. This data element is to be used to enter the ORC Offense Code for the up to ten most serious offenses involved in the incident. A separate Offense Segment containing Data Elements #11 through #18 should be submitted for each offense involved in the incident. See Appendix A "Offense Translation Table" for a listing of the ORC offenses.

If an offense is Attempted, enter the ORC code for the offense attempted and enter "A" in Data Element #11 Offense Attempted/Completed.

If a local code translates into an ORC Offense Code, enter the ORC Offense Code. DO NOT report traffic offenses.

The decimal point should not be included in this field.

**NOTE:** The ORC Offense Code will be translated to a NIBRS code at the state level.

**DATA ELEMENT # 11**

**OFFENSE ATTEMPTED/COMPLETED\***

**DATA FORMAT:**

1 Character Alpha

**CODING STRUCTURE:**

This data element is to be used to indicate whether each offense in the incident was completed or merely attempted. If there was more than one occurrence of the same offense within an incident and one was completed, then "Completed" must be entered.

**POSSIBLE ENTRIES:**

A = Attempted  
C = Completed

**EXAMPLE:** During the same incident, Offender-01 raped Victim-001 and Offender-02 attempted to rape Victim-002 but had to leave the scene before the act was consummated because of arriving police. Since one rape was completed, "C" = "Completed" should be entered into the Offense Segment submitted for forcible rape.

**DATA ELEMENT # 12**

**LARCENY TYPE**

**DATA FORMAT:**

3 Characters Alpha/Numeric

**CODING STRUCTURE:**

This offense specific coding is necessary to delineate the Type of Larceny because it cannot be determined by the ORC Offense Code.

The Larceny Type must be entered if the ORC Offense Code (Data Element #10) is:

2913.02 - Theft

Otherwise, leave blank.

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

**POSSIBLE ENTRIES:**

- 23A **POCKET-PICKING** - The theft of articles from another person's physical possession by stealth where the victim does not usually become immediately aware of the theft.
- 23B **PURSE-SNATCHING** - The grabbing or snatching of a purse or handbag, etc., from the physical possession of another person. [NOTE: If more force was used than necessary to wrench the purse from the grasp of the person, then a robbery occurred rather than a purse-snatching.]
- 23C **SHOPLIFTING** - The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.
- 23D **THEFT FROM BUILDING** - A theft from within a building which is either open to the general public or where the offender has legal access.
- 23E **THEFT FROM COIN-OPERATED MACHINE or DEVICE** - A theft from a machine or device which is operated or activated by the use of coins.
- 23F **THEFT FROM MOTOR VEHICLE (except Theft of Motor Vehicle Parts or Accessories)** - The theft of

articles from a motor vehicle, whether locked or unlocked.

- 23G THEFT of MOTOR VEHICLE PARTS or ACCESSORIES - The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.
- 240 MOTOR VEHICLE THEFT - Theft of a motor vehicle.
- 23H ALL OTHER LARCENY - All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

**EXAMPLE:** A visiting tourist is jostled on the subway and has his wallet removed from his pant's pocket. Code as "23A" = "Pocket-picking."

**DATA ELEMENT # 13****SUSPECTED OF USING\*****DATA FORMAT:**

1 Character Alpha

**CODING STRUCTURE:** This data element is to be used to indicate whether any of the offenders in the incident are suspected of consuming alcohol or using drugs/narcotics during or shortly before the incident; or of using a computer, computer terminal, or computer equipment to perpetrate the crime.

Up to three entries are allowed. If only one code applies, leave the other entries blank. If the reporting officer does not indicate the use of Alcohol, Drugs, or Computer Equipment, "N" = "Not Applicable" must be entered. If "N" = "Not Applicable" is entered, the other two values must be left blank.

**POSSIBLE ENTRIES:**

A = Alcohol  
C = Computer Equipment  
D = Drugs/Narcotics  
N = Not Applicable

**EXAMPLES:**

Example 1: Witnesses to an assault reported that the victim and offender were in a bar drinking beer when an argument broke out and the offender attacked the victim with a knife. "A" = "Alcohol" should be entered.

Example 2: A rape victim advised that her attacker bragged that he had been "freebasing" cocaine just prior to the incident. "D" = "Drugs/Narcotics" should be entered.

Example 3: A medical supply warehouse was burglarized and large quantities of Methadone, Morphine, Benzedrine, and Valium were stolen. "D" = "Drugs/Narcotics" should not be entered because, while the drugs were the object of the crime, there was no indication that the offenders used drugs or narcotics before or during the incident.

Example 4: A computer "hacker" used his/her personal computer and a telephone modem to gain access to a company's computer and steal proprietary data. "C" = "Computer Equipment" should be entered.

Example 5: A private residence was burglarized and a personal computer was stolen, along with other items. "C" = "Computer Equipment" should not be entered because, while the computer was one of the fruits of the crime, it was not used to commit the crime.

**DATA ELEMENT # 14****LOCATION TYPE\*****DATA FORMAT:**

2 Characters Numeric

**CODING STRUCTURE:**

Up to two location types may be entered for each offense. However, a primary location must be selected with it being the first entry. When entering two codes, the primary location should be the more general of the two. For example, if a robbery is committed on a college campus at a McDonald's restaurant "College" should be entered as the primary location and "Restaurant" should be listed as the secondary location.

If only one Location Code is applicable, the second entry should be valued at zero. However, zero is not a valid entry for the first location type.

**POSSIBLE ENTRIES:****RESIDENTIAL STRUCTURES**

- 01 **SINGLE FAMILY HOME** - A private residential building designed for occupancy by a single family unit, which is not physically attached to any other dwelling unit, includes large manufactured homes that are not mobile.
- 02 **MULTIPLE DWELLING** - A private residence which is one of two or more dwelling units contained within a single structure; includes apartment, duplex, condominium, housing project and townhouse.
- 03 **RESIDENTIAL FACILITY** - A building used primarily for long term congregate living, may or may not include individual cooking facilities and toilets; includes nursing homes, rooming houses, and dormitories.
- 04 **OTHER RESIDENTIAL** - A structure used for individual, family, or congregate housing on a temporary or mobile basis, including shelters and missions, as well as mobile trailers, truck campers, motorhomes, and houseboats used for residential purposes; **EXCLUDES** hotels and motels.
- 05 **GARAGE/SHED** - A structure designed for storage of automobiles or other personal property adjacent or attached to a dwelling; includes barns and other outbuildings on residential property.

#### **PUBLIC ACCESS BUILDINGS**

- 06 **TRANSIT FACILITY** - A building or structure used primarily to shelter air/bus/train passengers in transit; includes stations, terminals, token booths, ticket counters, platforms, and waiting areas.
- 07 **GOVERNMENT OFFICE** - A building or structure which primarily houses offices of a local, state, or the federal government; includes library, post office, courthouse, but **EXCLUDES** schools.
- 08 **SCHOOL** - A building or structure used to provide primary and secondary education; includes day care facility, nursery school and grades K through 12, both public and private.
- 09 **COLLEGE** - A building or structure used to provide post-secondary education or training; includes trade and technical schools, junior colleges, and universities; also includes vocational schools.
- 10 **CHURCH** - A building or structure used primarily as a place of religious worship; includes Synagogue, Temple, Cathedral, and Mosque.
- 11 **HOSPITAL** - A building or structure used for treatment and care of injured persons; includes clinics and psychiatric centers.
- 12 **JAIL/PRISON** - A building or structure used as a correctional or detention facility; includes lock-up, penitentiary, and work camp.
- 13 **PARKING GARAGE** - A building or structure designed primarily for the parking or storage of motor vehicles; includes private, public, and commercial parking facilities.
- 14 **OTHER PUBLIC ACCESS BUILDING** - For example, stadiums, concert halls, arenas, etc.

#### **COMMERCIAL LOCATIONS**

##### **Services**

- 15 **AUTO SHOP** - A service business primarily engaged in the repair of vehicles; includes body and fender, muffler, brake, and transmission shops.
- 16 **FINANCIAL INSTITUTION** - A service business processing financial transactions; includes

commercial banks, savings and loan associations, credit unions, finance companies, and check cashing services.

- 17 **BARBER/BEAUTY SHOP** - A service business engaged primarily in the cutting and styling of hair.
- 18 **HOTEL/MOTEL** - A service establishment primarily engaged in the rental of sleeping accommodations on a short term basis.
- 19 **DRY CLEANERS/LAUNDRY** - A service establishment offering laundering and/or dry cleaning and pressing of clothing and other articles.
- 20 **PROFESSIONAL OFFICE** - A business office engaged primarily in providing legal, accountancy, engineering, architectural, or similar services.
- 21 **DOCTOR'S OFFICE** - A business office engaged primarily in providing medical services.
- 22 **OTHER BUSINESS OFFICE** - A business office, other than those above, dealing with the creation and/or distribution of goods and services, may or may not deal directly with the general public; for example brokerage house, travel agency, real estate or insurance offices.
- 23 **AMUSEMENT CENTER** - A service establishment primarily engaged in providing recreation or entertainment; includes bowling alley, pool hall, movie theater, and video or pinball arcade.
- 24 **RENTAL STORAGE FACILITY** - A service establishment primarily engaged in the rental of secure, relatively small storage spaces of various sizes to the public, EXCLUDING large leased locations under the control of a single firm or individual such as warehouses or shipping terminals.
- 25 **OTHER COMMERCIAL SERVICE LOCATION** - For example, photo finishing.

**RETAIL**

- 26 **BAR** - A retail location serving alcoholic beverages by the drink, may also serve limited menu food and provide entertainment; includes tavern, saloon, nightclub.

- 27 **BUY/SELL/TRADE SHOP** - A retail establishment primarily engaged in the sale and purchase of used personal property includes coin and stamp dealers, precious metal dealers, pawn shops, second hand stores, and "fleamarkets."
- 28 **RESTAURANT** - A retail location which serves fully prepared food for consumption on the premises, and which may or may not sell food to take out; includes cafeteria, diner, fast food locations, restaurants and coffee shops inside hotels, hospitals, department stores, etc.
- 29 **GAS STATION** - A retail location selling primarily gasoline, which may or may not also sell other automotive products and may or may not also perform auto repairs.
- 30 **AUTO SALES LOT** - A retail location primarily engaged in selling either new or used motor vehicles, may or may not include service facilities.
- 31 **JEWELRY STORE** - A retail location selling primarily jewelry, includes watch sellers.
- 32 **CLOTHING STORE** - A retail location selling primarily personal apparel; includes furriers, shoe, and lingerie stores.
- 33 **DRUGSTORE** - A retail store containing a pharmacy where prescription drugs can be obtained, which usually sells a variety of non-prescription medications and hygiene products as well, **EXCLUDES** drugstores that are inside supermarkets, thrift, and department stores.
- 34 **LIQUOR STORE** - A retail store selling primarily beer, wine, spirits, and other alcoholic beverages. Includes beer wine drive-thrus and carryout stores.
- 35 **SHOPPING MALL** - A grouping of retail stores in one or more buildings having common ownership, shared maintenance, and surrounded by or adjacent to a common parking facility for the use of customers; includes all common areas but not the parking lots or the stores themselves.
- 36 **SPORTING GOODS** - A retail location selling primarily sporting or recreational equipment, may or may not

include sports-oriented apparel and service and repair facilities; includes gun shop, boat, bait, and tackle stores.

- 37 **GROCERY/SUPERMARKET** - A retail store selling a wide variety of fresh and processed food items; includes food markets, corner grocery stores, but **EXCLUDES** specialized food outlets such as delicatessen, bakery, and ice cream parlor.
- 38 **VARIETY/CONVENIENCE STORE** - A retail store selling a relatively restricted selection of basic, popular food and non-food items, usually open extended hours, may or may not sell gasoline; includes Stop-n-Go, Convenient, United Dairy Farmers (UDF), and Seven-Eleven stores.
- 39 **DEPARTMENT/DISCOUNT STORE** - A retail store selling a wide variety of goods, organized into departments by the type of goods; examples: K Mart and Hills.
- 40 **OTHER RETAIL STORE** - For example, butcher shop, hardware store, appliance store, furniture store.
- 41 **FACTORY/MILL/PLANT** - A business location engaged in the manufacture of goods or the performance of services, separate from the locations at which these are made available to the public.
- 42 **OTHER BUILDING** - An indoor location that cannot be assigned to the residential, public access, or commercial location categories.

**OUTSIDE**

- 43 **YARD** - An outside location adjacent to residential property; includes private walks and driveways.
- 44 **CONSTRUCTION SITE** - An outside location that is under active development; residential building not yet occupied, commercial structure not yet in business.
- 45 **LAKE/WATERWAY** - A body of water; includes stream, creek, pond, river, reservoir, canal, marsh, and swamp.
- 46 **FIELD/WOODS** - An outside location including private farmland as well as undeveloped public park land.

- 47 **STREET** - An outside location used primarily for pedestrian or vehicular traffic; includes public sidewalk, highway, road, and alley.
- 48 **PARKING LOT** - An outside location used primarily to store motor vehicles; includes private, public, and commercial places but **EXCLUDES** street parking.
- 49 **PARK/PLAYGROUND** - An outside location developed for recreational use; including schoolyards, playing fields, and golf courses.
- 50 **CEMETERY** - An outside location used primarily for the burial of human remains, may or may not include erected memorials or mausoleums.
- 51 **PUBLIC TRANSIT VEHICLE** - An outside location, (usually street) in which an incident occurs aboard a bus, streetcar, or taxi.
- 52 **OTHER OUTSIDE LOCATION** - An outside location that cannot be assigned to any of the outside locations listed above.
- 77 **OTHER LOCATION**

**EXAMPLE:** An assault started in a bar ("26"), continued into an adjoining parking lot ("48"), and ended in the street ("47"). The entries should be "26" = "Bar" and "48" = "Parking Lot."

**DATA ELEMENT # 15**

**NUMBER OF PREMISES ENTERED**

**DATA FORMAT:**

2 Characters Numeric

**CODING STRUCTURE:**

Use only when the offense is burglary of a hotel/motel or rental storage facility. Use only when the hotel rule is applicable. The total number (up to 99) of individual rooms, units, suites, storage compartments, etc. entered should be reported in this data element.

All entries must be zero left-fill.

**NOTE:** If the offense is Burglary/B&E and "18" = "Hotel/Motel" or "24" = "Rental Storage Facility" is entered in Data Element #14 Location Type, there must be an entry in this field. Otherwise, it should be valued at zero.

In IBR, the "Hotel Rule" is as follows: If a number of Dwelling or Rental Storage 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.

**POSSIBLE ENTRIES:**

00 - 99

**EXAMPLES:**

Example 1 : A local motel is burglarized and a total of 28 rooms were entered during the incident. Data Element #15 should be "28".

Example 2: An office building is burglarized and a total of 3 rooms were entered during the incident. Data Element #15 should be "00" because the "Hotel Rule" only applies to Hotel/Motels and Rental Storage Facilities.

**DATA ELEMENT # 15****METHOD OF ENTRY****DATA FORMAT:**

5 Characters Numeric

**CODING STRUCTURE:**

This field must be used for Burglary/B&E Offenses or Motor Vehicle Theft. Otherwise it may be valued at zero. The first character must indicate whether entry involved force or no force. The second and third characters indicate the method of entry for either Motor Vehicle Theft or Burglary/B&E, though those two values are mutually exclusive of each other. The fourth and fifth characters indicate the direction of entry, and may be completed for either Burglary/B&E offenses or Motor Vehicle Theft. If the method of entry is unknown, value the second through fifth characters at zero.

If this field applies, the submitting agency must at least indicate whether the incident involved force or no force.

**NOTE:** A **FORCED ENTRY** is where force of any degree, or a mechanical contrivance of any kind (including a passkey or skeleton key), was used to unlawfully enter a building or other structure.

An **UNFORCED ENTRY** is one where the unlawful entry was achieved without force through an unlocked door or window.

If both **FORCED** and **UNFORCED** entries were involved in the crime, the entry should be reported as having been accomplished through force.

**POSSIBLE ENTRIES:**

(the following codes must be entered in column one)

- 1 = Force
- 2 = No Force

**METHODS OF ENTRY FOR MOTOR VEHICLE THEFT**

(the following codes may be entered in columns two and three)

- 01 = Motor Running/Keys Left in Car
- 02 = Unlocked
- 03 = Duplicate Key Used
- 04 = Window Broken
- 05 = Towed

- 06 = Hot Wire
- 07 = Slim Jim/Coat Hanger
- 08 = Tumblers Removed
- 09 = Column Peeled
- 10 = Ignition Peeled

**METHODS OF ENTRY FOR BURGLARY/B&E**

(the following codes may be entered in column two)

- 1 = Basement
- 2 = First Floor
- 3 = Second Floor
- 4 = Other

(the following codes may be entered in column three)

- 1 = Door
- 2 = Window
- 3 = Garage
- 4 = Skylight

(the following codes may be entered in columns four and five)

- 10 = Front
- 20 = Side
- 30 = Rear
- 40 = Roof
- 50 = Other

**EXAMPLES:**

Example 1: Some teenagers entered an unlocked basement level garage and stole a bicycle and some power tools. The entry should be "21300" with "2" representing an unforced entry, "1" indicating that the suspects entered at the basement level, "3" indicating that a garage was entered, and "00" representing no value or not applicable.

Example 2: Some teenagers entered a locked side door on the first floor of a residence. The entry should be "12120", with "1" indicating a forced entry, "2" indicating that the offenders entered on the first floor of the building, "1" indicating that entry was through a door, and "10" indicating that the door was located at the side of the residence.

Example 3: Several teenagers stole a car. They gained entry to the car by breaking a passenger side window.

The entry for this data element should be "10400", with "1" indicating a forced entry and "04" indicating that the offenders broke a window, "00" indicating that the other possible entries either did not apply or the information was not known. The submitting agency may enter information for the direction of entry on vehicles if it wishes to do so.

**DATA ELEMENT # 17****METHOD OF OPERATION****DATA FORMAT:**

2 Characters Numeric

**CODING STRUCTURE:**

Enter up to five of the following unique characteristics of the incident.

If this field does not apply, or if there are less than five entries, the remaining fields must be valued at zero.

**POSSIBLE ENTRIES:**

- 01 = Accomplice Drives Car
- 02 = Accomplice Takes Part in Crime
- 03 = Alarm Cut
- 04 = Alarm Disconnected
- 05 = Animal with Suspect
- 06 = Bound and Gagged Victim
- 07 = Car - Abandoned
- 08 = Car - Disables Victim's
- 09 = Car - Hides in Victim's
- 10 = Car - Takes Victim's
- 11 = Car - Takes Victim's Keys
- 12 = Carries Gun
- 13 = Disturbs Very Little
- 14 = Does Not Take Jewelry
- 15 = Does Not Take Money
- 16 = Familiar With Premises
- 17 = Fingerprints - Avoids
- 18 = Gentlemanly
- 19 = Handcuffed Victim
- 20 = Impersonates Officer
- 21 = Neatly Dressed
- 22 = Pretended to be Delivery Man
- 23 = Pretended to be Lost
- 24 = Profane Language
- 25 = Ransacks Premises
- 26 = Rings Doorbell or Knocks
- 27 = Safe Broken Into
- 28 = Safe Carried Away
- 29 = Says Nothing
- 30 = Solicited Information
- 31 = Solicited Subscription
- 32 = Stole Key
- 33 = Takes Only Jewelry
- 34 = Takes Only Money
- 35 = Takes Only Special Items
- 36 = Telephones Victim

37 = Telephone Wire Cut  
38 = Used Auto  
39 = Used Bike  
40 = Used Light  
41 = Used Matches  
42 = Used Other Illumination  
43 = Used Motorcycle  
44 = Used Narcotics  
45 = Used Tobacco  
46 = Wore Gloves  
47 = Wore Silk Stocking  
48 = Wore Ski Mask  
49 = Wore Other Mask  
50 = Works Alone  
51 = Lures Victim - Newspaper Ads  
52 = Shoplifting - Large Purse  
53 = Shoplifting - Under Coat  
54 = Shoplifting - Under Dress  
55 = Shoplifting - Inside Pants  
56 = Shoplifting - Booster Box  
57 = Shoplifting - Used Container  
58 = Shoplifting - Price Switch  
59 = Shoplifting - Wears Item  
60 = Shoplifting - General  
61 = Uses Bad Checks - NSF  
62 = Bad Checks - Closed Account  
63 = Bad Checks - Stolen  
64 = Credit Cards - Stolen  
65 = Credit Cards - Over Limit  
66 = Alters Currency/Checks/Money Order  
68 = Acts as Prostitute or John  
70 = Threatens Victim  
71 = Uses Ropes  
73 = Writes Threatening Letter  
75 = Defecates on Premises  
80 = Sexual Fetishist  
85 = Lures Victim with Money/Candy/Food  
86 = Uses Obscene Material  
87 = Impersonates Family Member  
88 = Wore Wig  
89 = Other

**DATA ELEMENT # 18**

**TYPE CRIMINAL ACTIVITY**

**DATA FORMAT:**

1 Character Alpha

**CODING STRUCTURE:**

This Data Element must be completed if the offense involved:

Counterfeiting/Forgery  
2913.31-2913.33

Stolen Property Offenses  
2913.51

Drugs/Narcotics Violations  
2925.02-2925.03  
2925.11  
2925.13  
2925.21-2925.23  
2925.31-2925.32  
2925.36-2925.37

Drug Equipment Violations  
2925.12

Gambling Equipment Violations  
2915.02

Pornography/Obscene Material  
2907.31-2907.34

Weapons Law Violations  
2923.12-2923.13  
2923.15-2923.17  
2923.19-2923.20  
3773.21-3773.211

Otherwise leave blank.

Up to three entries allowed.

**POSSIBLE ENTRIES:**

B = Buying/Receiving  
C = Cultivating/Manufacturing/Publishing  
D = Distributing/Selling  
E = Exploiting Children  
O = Operating/Promoting/Assisting  
P = Possessing/Concealing  
T = Transporting/Transmitting/Importing

U = Using/Consuming

**EXAMPLE:** The offenders published and sold pornographic photographs of children. Because up to three types of activity can be entered, "C" = "Cultivating/Manufacturing/Publishing," "D" = "Distributing/Selling," and "E" = "Exploiting Children" should be entered.

## PROPERTY SEGMENT

A Property Segment [Data Elements #19 - #27] should be submitted for each Type of Property Loss (Data Element #19) involved in the incident. If Data Element #10 ORC Offense Code is a Crime against Property or a Drugs/Narcotics Offense a Property Segment must be submitted. A Property Segment may also be submitted for some Kidnaping and Gambling offenses.

NOTE: If more than one type of property loss occurs, there should be a separate Property Segment representing each Type of Property Loss (Data Element #19).

Up to seven Property Segments can be submitted for an incident.

\* See Appendix A for a list of Crime Type classifications.

**DATA ELEMENT # 1**

**ORI NUMBER**

**DATA FORMAT:**

9 Characters Alpha/Numeric

**CODING STRUCTURE:**

Enter the 9 character NCIC  
Originating Agency Identifier (ORI) Number which has been  
assigned to each agency.

All ORI Numbers must begin with "OH".

**NOTE:** If a Property Segment is submitted, there must be  
an entry in this field.

**DATA ELEMENT # 2**

**AGENCY INCIDENT NUMBER**

**DATA FORMAT:**

12 Characters Alpha/Numeric

**CODING STRUCTURE:**

Enter the number assigned by the submitting agency to uniquely identify the incident. This number must be the same for all segments associated with a particular incident. If the Incident Number is less than 12 characters, leave trailing blanks.

**EXAMPLE:**

123456789bbb (where bbb = blanks)

**NOTE:** If a Property Segment is submitted, there must be an entry in this field.

**DATA ELEMENT # 19**

**TYPE OF PROPERTY LOSS/ETC.**

**DATA FORMAT:**

1 Character Alpha/Numeric

**CODING STRUCTURE:**

If more than one Type of Property Loss applies, submit a separate Property Segment.

**NOTE:** If a Property Segment is submitted, there must be an entry in this field.

If stolen property is recovered, the Property Segment identifying the property as stolen should not be deleted when the incident is updated for the recovery. The updated incident should include a Property Segment for the stolen property and a second Property Segment for the recovered property. Recovered property can only be reported without a corresponding Stolen property segment for Counterfeiting/Forgery or Stolen Property Offenses.

When determining whether to report incidental damage that occurs as a result of a burglary, larceny, etc., insubstantial damage such as a broken window, forced door, etc. should not be reported, but substantial damage should be reported. It is up to the reporting agency to determine whether the damage should be considered substantial.

When 5=Stolen/Etc. is reported for Fraud Offenses, intangible benefits should be reported as 77=Other in Data Element #20 Property Description. Intangibles are anything that cannot be perceived by the sense of touch. They can be benefits or detriments. For example, a right or privilege, a promotion, or loss of reputation are intangible benefits.

**POSSIBLE ENTRIES:**

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

U = Unknown

**EXAMPLES:**

Example 1: In an arson incident, the entries might be "1" = "None" (an attempt where no property was burned), "4" = "Destroyed/Damaged/Vandalized" (as a result of an explosion), "2" = "Burned" (property burned), or "U" = "Unknown."

Example 2: In a burglary incident, the entries might be "1" = "None" (an attempted burglary, or structure was entered but no property was taken); "7" = "Stolen/Etc." (property was taken), "5" = "Recovered" (property was recovered at the scene); "U" = "Unknown" (it is not known whether property was taken.)

Example 3: If the same incident involved both an arson and a burglary, then the codes listed in Examples 1 and 2 above may be applicable, and a separate Property Segment should be completed for both the arson and the burglary.

**DATA ELEMENT # 20****PROPERTY DESCRIPTION****DATA FORMAT:**

2 characters    Numeric

**CODING STRUCTURE:**

Enter up to 10 Property Type descriptions for each Property Segment. If more than 10, enter the 9 most valuable specific types of property and the remaining property types should be entered as "77" = "Other." If there are less than 10 Property Descriptions, value the remaining fields at zero.

**NOTE:** If a Property Segment is submitted and Data Element #19 is 2-7, there must be at least one valid entry in this field. If U is entered in Data Element #19 Type Property Loss, the entry for this data element must be 55=Pending Inventory. If the thing gained from a certain offense (i.e. Extortion/Blackmail) is intangible, it should be reported as "54" = "Other."

**POSSIBLE ENTRIES:****EXCHANGE MEDIUMS**

- 01    **MONEY** - United States or other currency, including both bills and coins, except money kept as part of a collection.
- 02    **CREDIT/DEBIT CARD** - A card authorizing the person named to make purchases on credit or to debit an existing account including Automatic Teller Machine Cards.
- 03    **NEGOTIABLE INSTRUMENTS** - Any document, other than currency, which is payable without restriction, e.g., endorsed check, endorsed money order, endorsed traveller's checks; "bearer" checks and bonds, lotto tickets, gift certificates, tokens, railroad tickets, food stamps, etc.
- 04    **OTHER EXCHANGE MEDIUMS**

**DOCUMENTS**

- 05    **NON-NEGOTIABLE INSTRUMENTS** - Documents requiring further action to become negotiable, e.g., unendorsed checks, unendorsed money orders, stocks and bonds, etc.
- 06    **PERSONAL PAPERS** - Birth certificates, passport, ID cards, drivers license, Social Security Card, etc.

07 OTHER DOCUMENTS

VALUABLES

08 JEWELRY/PRECIOUS METALS - Bracelets, necklaces, rings, watches, charms, pins, etc., and gold, silver, platinum, etc.

09 ART OBJECTS, ANTIQUES, AND OTHER PRECIOUS ITEMS - Any group of objects whose value is due to their collectability and rarity, and not simply to their use or currency value such as coin collections, stamp collections, paintings, tapestries, etc.

10 OTHER VALUABLES

PERSONAL EFFECTS

11 CLOTHING/FURS - Any wearing apparel for human use, including accessories such as belts, shoes, scarves, ties, but EXCLUDING jewelry.

12 PURSES/HANDBAGS/WALLETS

13 OTHER PERSONAL EFFECTS

HOUSEHOLD ITEMS

14 HOUSEHOLD ITEMS - Objects designed primarily for use in a residence, including household furniture and appliances, draperies, carpet, beds, chairs, desks, sofas, tables, refrigerators, stoves, washers, dryers, air conditioning, and heating equipment, silverware, flatware, dishes, kitchen appliances, cookware, generators, sewing machines, etc.

EQUIPMENT

15 DRUG/NARCOTIC EQUIPMENT - Devices, chemicals, or materials used in preparing and/or using drugs and narcotics such as syringes, hypodermic needles, etc.

16 GAMBLING EQUIPMENT - Includes all gambling paraphernalia such as roulette wheels, crap tables, flash paper, etc.

17 COMPUTER HARDWARE/SOFTWARE - Computers, computer peripherals (e.g., tape and disk drives, printers, etc.), and storage media (e.g., magnetic tape, magnetic and optical disks, etc.).

18 OFFICE EQUIPMENT - Objects designed primarily for use in an office including desks, filing cabinets,

safes, and other office furniture, typewriters, photocopiers, adding machines, calculators, cash registers, sample cases, pocket calculators, and other small business machines.

- 19 **STEREO EQUIPMENT, TV, and RADIO (Not Vehicle)** - Includes high fidelity and stereo equipment, compact disc players, stereo speakers, amplifiers, equalizers, tape recorders, radios, televisions, videotape recorders, etc.
- 20 **RECORDINGS -- Audio Visual** - Includes phonograph records, compact discs, tape recordings, cassettes, videotape recordings, etc.
- 21 **SPORTS EQUIPMENT (all EXCEPT bicycles and firearms)** - Objects designed for use in sports activities such as skis, golf clubs, tennis rackets, fishing rods, football, basketball backboard and hoop, camping accessories, etc.
- 22 **PHOTOGRAPHIC/OPTICAL EQUIPMENT** - Includes still and movie cameras and lenses, film projectors, slide projectors, screens, films, etc. as well as binoculars, telescopes, microscopes, etc.
- 23 **FARM EQUIPMENT** - Includes tractors, combines, etc.
- 24 **HEAVY CONSTRUCTION/INDUSTRIAL EQUIPMENT** - Includes cranes, bulldozers, steamrollers, oil-drilling rigs, manufacturing machinery, etc.
- 25 **BUILDING SUPPLIES FOR CONSTRUCTION** - Items for use in residential or commercial construction such as doors, windows, plumbing, fixtures, and pipes, ceiling tile, flooring materials, etc.
- 26 **TOOLS** - Any item designed for use as a tool in manufacturing, industry, home repair, professional repair or maintenance, building trades, etc. Includes hand tools and power tools such as hammers, screwdrivers, wrenches, pliers, lawnmowers, drills, hedge clippers, snowblowers, etc. but **EXCLUDES** motorized vehicles.
- 27 **VEHICLE PARTS OR ACCESSORIES** - Any object attached to the interior or exterior of a vehicle including operating parts such as batteries, engines, transmissions, etc.; license plates; tires; interior

parts such as bucket seats, steering wheels; decorative parts such as hubcaps, hood ornaments, sideview mirrors, manufacturer's emblems; and accessories such as vehicle radios, antennas, cb's, and tapedecks, etc.

- 28 SCHOOL SUPPLIES - Textbooks, bookbags, etc.
- 29 OTHER EQUIPMENT - Any object not in the above equipment categories such as medical instruments, dental instruments, musical instruments, etc.

#### CONSUMABLE ITEMS

- 30 ALCOHOL - Alcoholic beverages, e.g., beer, wine, liquor, etc.
- 31 DRUGS/NARCOTICS - Includes all medical prescriptions and non-prescription drugs as well as illicit drugs.
- 32 CONSUMABLE GOODS - Expendable items used for nutrition, enjoyment, or hygiene, e.g. food, nonalcoholic beverages, grooming products, cigarettes, gasoline, firewood, pet food, animal feed, paper products, utilities-- gas, water, electric, cable service, etc.

#### ANIMALS

- 33 LIVESTOCK - Living farm-type animals, e.g., cattle, chickens, hogs, horses, sheep, etc., but not household pets such as dogs and cats.
- 34 HOUSEHOLD PETS - Domesticated animals kept as pets in personal residence such as cats, dogs, fish, snakes, hamsters, rabbits, etc.

#### VEHICLES

- 35 AIRCRAFT - Vehicles used for air transportation such as airplanes, dirigibles, gliders, helicopters, etc.
- 36 AUTOMOBILES - Sedans, Coupes, station wagons, convertibles, taxicabs, and other similar motor vehicles which serve the primary purpose of transporting people.
- 37 BICYCLES - Bicycle, tricycle, or unicycle or similar non-motorized wheeled vehicle.
- 38 BUSES - Motor vehicles which are specifically designed but not necessarily used to transport

groups of people on a commercial basis.

- 39 **TRUCKS** - Motor vehicles which are specifically designed, but not necessarily used, to transport cargo on a commercial basis.
- 40 **TRAILERS** - Cargo carriers designed to be pulled by a motor vehicle.
- 41 **WATERCRAFT** - Vehicles used for water transportation such as motorboats, sailboats, houseboats, canoes, etc.
- 42 **RECREATIONAL VEHICLES** - Motor vehicles which are specifically designed, but not necessarily used, to transport people and also provide them temporary lodging for recreational purposes.
- 43 **OTHER MOTOR VEHICLES** - Any other motor vehicles, e.g. motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, golf carts, riding lawn mowers, all terrain vehicles, etc.

#### **WEAPONS**

- 44 **FIREARMS** - Weapons that fire a shot by force of an explosion, i.e., handguns, rifles, shotguns, automatic firearms, etc. but NOT "BB," pellet, or gas-powered guns.
- 45 **OTHER WEAPONS** - Other commonly known weapons such as "BB," pellet, or gas-powered guns, slingshots, knives, martial arts stars, brass knuckles, blackjacks, ammunition, explosives, etc.

#### **STRUCTURES**

- 46 **SINGLE OCCUPANCY DWELLINGS** - Houses, townhouses, duplexes, mobile homes, or other private dwellings which are occupied by a single person, family, housemates, or other groups.
- 47 **OTHER DWELLINGS** - Any other residential dwelling not meeting the definition of "Single Occupancy Dwelling," e.g., dormitories, apartments, tenements, flats, boarding houses, as well as living quarters such as hotels, motels, inns, etc.
- 48 **COMMERCIAL/BUSINESS** - Stores, office buildings, restaurants, etc.

- 49 **INDUSTRIAL/MANUFACTURING** - Plants, assembly lines, etc.
- 50 **PUBLIC/COMMUNITY** - Colleges, hospitals, jails, libraries, meeting halls, passenger terminals, religious buildings, schools, sports arenas, etc.
- 51 **STORAGE** - Barns, garages, storehouses, RR boxcars, warehouses, etc.
- 52 **OTHER STRUCTURE** - Any other structure not fitting the other "Structures" descriptions, e.g., outbuildings, monuments, buildings under construction, etc.

**OTHER**

- 53 **MERCHANDISE** - Items held for sale in a wholesale or retail store.
- 54 **OTHER PROPERTY** - All property which cannot be assigned to any of the preceding Property Type categories.
- 55 **PENDING INVENTORY** - Property Description unknown until an inventory is conducted.
- 56 **SPECIAL CATEGORIES** - Special category to be used by the Federal UCR program.

**EXAMPLES:**

Example 1: The following property was stolen as a result of a burglary: (1) a \$10,000 stamp collection; (2) 7 pieces of jewelry worth \$5,000; (3) an \$1,800 personal computer; (4) clothes worth \$1,500; (5) silverware worth \$800; (6) a \$650 TV; (7) a \$450 VCR; (8) a \$400 microwave oven; (9) \$350 cash; (10) a \$250 typewriter; (11) a \$150 shotgun; (12) a \$100 bicycle; (13) two credit cards (no value); and (14) 10 blank personal checks (no value). Item (1) the stamp collection, was the most expensive property; and should be coded "09" = "Art Objects, Antiques, and Other Precious Items." Items 2 through 10 become the remaining eight most valuable codable properties as follows: the jewelry should be entered as code "08"; the personal computer as code "17"; the silverware and microwave oven as "14"; the clothes as "11"; the TV and VCR as "19"; the cash as "01"; the typewriter as "18"; and the shotgun as "44". Items (12)

through (14) should be combined and entered as "54" = "Other."

Example 2: If a house is destroyed by arson and the homeowners are away on an overseas trip making it impossible to determine the property loss until they return, enter "55" = "Pending Inventory." [Note: An updated Property Segment with entries describing the type(s) of burned property should be submitted when the results of the inventory are subsequently learned.]

**DATA ELEMENT # 21****PROPERTY VALUE****DATA FORMAT:**

9 Characters Numeric

**CODING STRUCTURE:**

Enter the total dollar value loss in whole dollars for all victims in the incident for each property description listed in Data Element #20. If the value is unknown, enter "000000001". Intangible items should also be valued at "000000001". See Appendix D "Valuation of Stolen Property," for instructions on how to determine the value of stolen property.

All entries should be zero left-fill with no decimals.

All entries should be rounded to whole dollar amounts.

Up to 10 entries allowed. If there are less than ten property values, the remaining fields must be valued at zero. If Data Element #19 Type Property Loss is "1=None" this field may be valued at zero.

**NOTES:** The values should match the Property Descriptions which are associated with each Property Segment in the incident. If more than ten types of property are involved, the values of the nine most valuable property types are to be entered; then, the total value of the remaining properties which were coded as "54" = "Other" in Data Element #20 Property Description are to be entered.

**EXAMPLES**

Example 1: Two victims had their bicycles stolen at the same time and place, one was worth \$300 and the other \$150. "37" = "Bicycles" should be entered into Data Element #20 and their total value "000000450" should be entered into Data Element #21.

Example 2: In Example 1 given for Data Element #20 Property Description, the values for each specifically coded property should be entered as follows: "000010000" for code "09" (the stamp collection); "000005000" for code "08" (the jewelry); "000001800" for code "17" (personal computer); "000001500" for code "11" (the clothes); "000001300" for code "19" (the TV and VCR); "000001200" for code "14" (silverware and microwave oven); "000000350" for code "01" (the cash); "000000250" for code "18" (typewriter); and "000000150" for code "44"

(shotgun). The value for Items 12 through 14 should be "000000100" for code "54" = "Other."

Example 3: In Example 2 given for Data Element #20 Property Description, since a determination of the property loss must await an inventory, "000000001" = "Unknown" should be entered into Data Element #21 Property Value. An updated Property Segment with appropriate property loss values should be submitted after the results of the inventory are learned.

**DATA ELEMENT # 22**

**DATE RECOVERED**

**DATA FORMAT:**

6 Characters Numeric

**CODING STRUCTURE:**

Enter the Date of Recovery for each Property Description listed in Data Element #20, ONLY when Data Element #19 is "7" = "Recovered." Otherwise, value at zero.

Up to ten entries allowed. If there are less than ten recovery dates, value the remaining fields at zero.

Recovery dates should match each of the up to ten Property Descriptions which are associated with each Property Segment in the incident.

If there is more than one Date of Recovery for the same Type of Property enter the earliest date.

If the Recovery Date is unknown, enter the date of the incident report.

**POSSIBLE ENTRIES:**

Year-Month-Day YYMMDD

**EXAMPLE:** On March 28, 1989, a residence was burglarized. Two 10-speed bicycles were stolen. The first bicycle was recovered on July 1, 1989. On July 24, 1989 the remaining bicycle was recovered. The data entered into this data element for the Property Type "37" = "Bicycles" should be "890701" since that is the earliest date of recovery for this property type.

**DATA ELEMENT # 23**

**NUMBER OF STOLEN MOTOR VEHICLES**

**DATA FORMAT:**

3 Characters Numeric

**CODING STRUCTURE:**

Enter Number of motor vehicles stolen. If the number of vehicles stolen is unknown, value at zero.

**NOTE:** This data element should be completed only if the offense in Data Element #10 ORC Offense Code is Theft (2913.02), "5" = "Stolen" is entered in Data Element #19 Type Property Loss, and "36" = "Automobiles," "38" = "Buses," "39" = "Trucks," "42" = "Recreational Vehicles," or "43" = "Other Motor Vehicles" is entered in Data Element #20 Property Description.

**POSSIBLE ENTRIES:**

000 - 999

**EXAMPLE:** A car-carrier truck loaded with 6 new vehicles awaiting delivery is stolen. The number of stolen motor vehicles in this incident should be "007" (the truck and 6 new cars).

**DATA ELEMENT # 24**

**NUMBER OF RECOVERED MOTOR VEHICLES**

**DATA FORMAT:**

3 Characters Numeric

**CODING STRUCTURE:**

Enter Number of motor vehicles recovered. If the number is unknown, or if this field is not applicable, value at zero.

**NOTE:** This data element should be completed only if the offense in Data Element #10 ORC Offense Code is Theft (2913.02), "7" = "Recovered" is entered in Data Element #19 Type Property Loss, and "36" = "Automobiles," "38" = "Buses," "39" = "Trucks," "42" = "Recreational Vehicles," or "43" = "Other Motor Vehicles" is entered in Data Element #20 Property Description.

**POSSIBLE ENTRIES:**

000 - 999

**EXAMPLE:** Using the example given for Data Element #23, the car carrier truck is subsequently recovered but the 6 new cars are still missing. The entry for this data element should be "001" because the truck was recovered.

**DATA ELEMENT # 25****SUSPECTED DRUG TYPE****DATA FORMAT:**

2 Characters Numeric

**CODING STRUCTURE:**

Enter up to five drug types. If this field does not apply, it should be valued at zero.

**NOTES:** This data element should be completed if "31" = "Drugs/Narcotics" was entered in Data Element #20 Property Description.

**POSSIBLE ENTRIES:****OPIATES AND SYNTHETIC NARCOTICS**

- 01 = Heroin
- 02 = Morphine
- 03 = Codeine
- 04 = Opium
- 05 = Methadone
- 06 = Hydrocodone
- 07 = Darvon (Propoxyphine)
- 08 = Other Synthetic Narcotics including Demerol, Dihydromorphine (Dilaudid), and Percodan

**COCAINE**

- 09 = Crack
- 10 = All Other Cocoa Derivatives

**STIMULANTS**

- 11 = Amphetamines/Methamphetamines
- 12 = Stimulants including Apidex-P, Fastin, Ionamin, and Tenuate
- 13 = Other Stimulants including Methlphenidate (Ritalin), Phenmetrazine (Preludin), Benzedrine, and Didrex

**DEPRESSANTS**

- 14 = Methaqualone, Quaaludes
- 15 = Barbiturates
- 16 = Tranquilizers including Chlordiazepoxide (Librium), Diazepam (Valium), and Pentazocine (Talwin)
- 17 = Tranquilizers including Glutethimide, and Doriden

**HALLUCINOGENS**

- 18 = PCP (Angel Dust)

- 19 = LSD (Acid)
- 20 = Other Hallucinogens including DMT, Psilocybin, Peyote, Mescaline, MDMA, MDMA (White Acid), MDA, and STP

**CANNABIS**

- 21 = Marijuana
- 22 = Hashish
- 23 = Other Cannabis derivatives including Hash Oil and THC

**PRESCRIPTION DRUGS**

- 24 = Antidepressants including Elavil, Triavil, and Tofranil
- 25 = Prozac
- 26 = Soma

**HARMFUL INTOXICANTS**

- 27 = Glue or Aerosol Vapors (Aromatic Hydrocarbons)
- 28 = White-Out
- 29 = Other
  
- 99 = Unknown

**EXAMPLE:** In a drug case, the following drugs were seized: (1) 1.5 kilograms of "Crack"; (2) 2.125 pounds of Marijuana; (3) 2.0 liquid ounces of Morphine; and (4) 500 Valium capsules. The "Crack" was entered as "09" and the Morphine as "02". The "Marijuana" was entered as "21" and the "Valium" was coded as "16".

**DATA ELEMENT # 25****ESTIMATED DRUG QUANTITY****DATA FORMAT:**

13 characters Numeric

(10 digits and 3 decimal places. As the decimal point will be implied, all quantities must be expressed in thousandths.)

**CODING STRUCTURE:**

Enter up to five quantities to correspond to the Drug Types entered in Data Element #25. The value of one "0000000001000" should be used when a Drug Type was entered in Data Element #25 Suspected Drug Type, but the drug was not seized. For example, this may occur where undercover officers provide drugs to be purchased or when drugs are destroyed by the offenders before they can be seized.

All entries should be right justified zero left-fill. If this field does not apply, value at zero.

**NOTES:** This data element should be completed if "31"="Drugs/Narcotics" was entered in Data Element #20 Property Description.

**POSSIBLE ENTRIES:**

Enter estimated quantity

**EXAMPLE:** In the example given for Data Element #25 the entries should be "0000000001500" for the "Crack," "0000000002125" for the "Marijuana," "0000000002000" for the "Morphine," and "0000000500000" for the "Valium."

**DATA ELEMENT # 27****TYPE OF DRUG MEASUREMENT****DATA FORMAT:**

3 Characters Alpha

**CODING STRUCTURE:**

Enter up to five measurements to correspond to the Drug Types entered in Data Element #25. If this field does not apply, leave blank.

**NOTES:** This data element should be completed if "31"= Drugs/Narcotics is entered in Data Element #20 Property Description. The code "NS" = "Drug Not Seized" may only be used when Data Element #19 Type of Property Loss is a code other than "6"= "Seized."

**POSSIBLE ENTRIES:****WEIGHT**

GM = Gram  
KG = Kilogram  
OZ = Ounce  
LB = Pound

**CAPACITY**

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

**UNITS**

DU = Dosage Units (capsules, pills, tablets)  
NP = Number of Plants

NS = Drug Not Seized

**EXAMPLE:** In the example given for Data Element #25, the entries should be "KG" for the "Crack," "LB" for the "Marijuana," "OZ" for the "Morphine," and "DU" for the "Valium."

## OFFENDER SEGMENT

An Offender Segment [Data Elements #28 - #38] is prepared for each of the up to 99 offenders involved in an incident.

NOTE: If the number of offenders is unknown enter "000" in Data Element #28 Offender Sequence Number and Data Elements #30 through #37 should have entries for applicable unknown codes (refer to each data element for the applicable code).

The data elements marked with an asterisk (\*) represent the minimum amount of information that must be submitted for each incident. Depending upon the circumstances of the incident, additional data elements may be required.

**DATA ELEMENT # 1**

**ORI NUMBER\***

**DATA FORMAT:**

9 Characters Alpha/Numeric

**CODING STRUCTURE:**

Enter the 9 character NCIC  
Originating Agency Identifier (ORI) Number which has been  
assigned to each agency.

All ORI Numbers must begin with "OH".

**DATA ELEMENT # 2**

**AGENCY INCIDENT NUMBER\***

**DATA FORMAT:**

12 Characters Alpha/Numeric

**CODING STRUCTURE:**

Enter the number assigned by the submitting agency to uniquely identify the incident. The number must be the same for all segments associated with this incident. If the Incident Number is less than 12 characters, leave trailing blanks.

**EXAMPLE:**

123456789bbb (where bbb = blanks)

**DATA ELEMENT # 28****OFFENDER SEQUENCE NUMBER\*****DATA FORMAT:**

3 characters Numeric

**CODING STRUCTURE:**

Each offender should be assigned a sequence number from 001 to 099. A separate Offender Segment containing Data Elements #29 through #37 is to be submitted for each numbered offender.

**NOTE:** If there is no information on the offender/or possible offenders for an incident, value this field at zero. Data Elements #29 through #37 should have entries for applicable unknown codes.

**EXAMPLES:**

Example 1: A corpse with five bullet holes in it was found in an abandoned warehouse. There were no witnesses to the crime and no suspects. A single Offender Segment should be submitted with "000" entered into Data Element #28 and Data Elements #29 through #38 should have entries for applicable unknown codes.

Example 2: Two offenders were seen fleeing the scene of a burglary, but because they were wearing ski masks, their age, sex, and race could not be determined. Two Offender Segments should be submitted -- one with Offender Number "001" entered and the other with Offender Number "002". Applicable unknown codes should be entered in Data Elements #30 through #37.

**DATA ELEMENT # 29**

**UTILITY FIELD**

**DATA FORMAT:**

53 Characters Alpha/Numeric

**CODING STRUCTURE:**

This field may be used for brief comments. It is intended to be used for offender names if, at some time in the future, there is an interest in collecting them. By including this field in the original specifications, no database redesign will be required to use it if and when names become an IBR data item.

Valid character combinations are any alpha/numeric characters. If this field is not used, leave blank.

**DATA ELEMENT # 30**

TYPE OF WEAPON/FORCE USED

**DATA FORMAT:**

3 characters Alpha/Numeric

**CODING STRUCTURE:**

Enter up to three. All entries should be blank right-fill.

**NOTE:** If Data Element #28 Offender Sequence Number is 001 to 099, there must be an entry in this field. If no weapon or force was used during the commission of the offense, enter 99 = none. If "000" is entered in Data Element #28 Offender Sequence Number, this field should be valued at "U" = "Unknown".

**POSSIBLE ENTRIES:**

- 11 = Firearm (type unspecified or not stated)
- 12 = Handgun (Revolver, Semi-Automatic Pistol, Derringer, or Single Shot Pistol).
- 12A = Automatic Handgun (fires more than one bullet for each pull of the trigger, includes those weapons with a selectable rate of fire between semi- and full automatic)
- 13 = Rifle
- 13A = Fully Automatic Rifle (fires more than one bullet for each pull of the trigger, includes those weapons with a selectable rate of fire between semi- and full automatic).
- 13B = Other Fully Automatic Firearm (type unspecified or not stated; fires more than one bullet for each pull of the trigger, includes those weapons with a selectable rate of fire between semi- and full automatic).
- 14 = Shotgun (includes sawed-off shotgun)
- 15 = Other Firearm
- 15A = Semi-Automatic Sporting Rifle (fires a bullet with each pull of the trigger).
- 15B = Semi-Automatic Assault Firearm (fires a bullet with each pull of the trigger).
- 15C = Machine Pistols
- 16 = Imitation Firearm (includes toy gun and starter pistol)
- 17 = Simulated Firearm (e.g., hand in pocket)
- 18 = BB and Pellet Guns
- 20 = Knife/Cutting Instrument (e.g., ax, ice pick, cane sword, screwdriver, switchblade, Kung Fu stars, ballistic Knife, etc.)
- 30 = Blunt Object (e.g., club, hammer, Chuka sticks, etc.)

- 35 = Motor Vehicle (when used as a weapon)
- 40 = Personal Weapons (e.g., hands, feet, teeth, etc.)
- 50 = Poison
- 60 = Explosives
- 65 = Fire/Incendiary Device
- 70 = Drugs/Narcotics/Sleeping Pills
- 80 = Other Weapon (any weapon/force not fitting the above specifically coded weapons/force. May include long bows, crossbows, stun guns, dart gun, etc.)
- 85 = Asphyxiation (by drowning, strangulation, suffocation, gas, etc.).
- 99 = None
- U = Unknown

**DATA ELEMENT # 31**

**AGE OF OFFENDER**

**DATA FORMAT:**

4 Characters Numeric

**CODING STRUCTURE:**

Enter either an exact age or age range. If the Offender Age is unknown, this field should be valued at zero.

**NOTE:** If Data Element #28 Offender Sequence Number is 001 to 099, there must be an entry in this field. If "000" is entered in Data Element #28 Offender Sequence Number, this field should be valued at zero.

**POSSIBLE ENTRIES:**

00 - 98 = exact age in years  
99 = Over 98 years in age

If the exact age is known, the entry should be left justified right zero-fill. e.g. "2500".

Or supply age range in form \_\_ to \_\_ as a 4 digit code, e.g., 1921 would be age range 19 to 21.

**EXAMPLE:** If the victim or a witness reported the offender's age as between 25 and 30 years old, "2530" should be entered.

**DATA ELEMENT # 32**

**SEX OF OFFENDER**

**DATA FORMAT:**

1 Character Alpha

**CODING STRUCTURE:**

Enter the sex of the offender.

**NOTE:** If Data Element #28 Offender Sequence Number is 001 to 099, there must be an entry in this field. If "000" is entered in Data Element #28 Offender Sequence Number, the entry for this field should be "U" = "Unknown".

**POSSIBLE ENTRIES:**

M = Male  
F = Female  
U = Unknown

**EXAMPLE:** The witness caught only a fleeting glance of the offender and, therefore, was unable to report the offender's sex. The entry should be "U" = "Unknown."

**DATA ELEMENT # 33**

**RACE OF OFFENDER**

**DATA FORMAT:**

1 Character Alpha

**CODING STRUCTURE:**

Enter the race of the offender.

**NOTE:** If Data Element #28 Offender Sequence Number is 001 to 099, there must be an entry in this field. If "000" is entered in Data Element #28 Offender Sequence Number, the entry for this field should be "U" = "Unknown".

**POSSIBLE ENTRIES:**

W = White  
B = Black  
I = American Indian/Alaskan Native  
A = Asian/Pacific Islander  
U = Unknown

**EXAMPLE:** If the offender was an Oriental person, the entry should be "A".

**DATA ELEMENT # 34**

**HAIR COLOR OF OFFENDER**

**DATA FORMAT:**

3 Characters Alpha

**CODING STRUCTURE:**

Enter the hair color of the offender. "U" = "Unknown" must be left justified right blank-fill.

**NOTE:** If Data Element #28 Offender Sequence Number is 001 to 099 there must be an entry in this field. If "000" is entered in Data Element #28 Offender Sequence Number, the entry for this field should be valued at "U" = "Unknown".

**POSSIBLE ENTRIES:**

BLD = Bald  
BLK = Black  
BLN = Blond or Strawberry  
BRO = Brown  
GRY = Gray or Partially Gray  
RED = Red or Auburn  
SDY = Sandy  
WHI = White  
OOO = Other  
U = Unknown

**EXAMPLE:** If the offender is a bald person, enter "BLD".

**DATA ELEMENT # 35**

**EYE COLOR OF OFFENDER**

**DATA FORMAT:**

3 Characters Alpha

**CODING STRUCTURE:**

Enter the eye color of the offender. "U" = "Unknown" must be left justified right blank-fill.

**NOTE:** If Data Element #28 Offender Sequence Number is 001 to 099, there must be an entry in this field. If "000" is entered in Data Element #28 Offender Sequence Number, this field should be valued at "U" = "Unknown".

**POSSIBLE ENTRIES:**

BLK = Black  
BLU = Blue  
BRO = Brown  
GRY = Gray  
GRN = Green  
HAZ = Hazel  
MAR = Maroon  
MUL = Multicolored  
PNK = Pink  
U = Unknown

**EXAMPLE:** If the offender has blue eyes, "BLU" should be entered.

**DATA ELEMENT # 36**

**HEIGHT OF OFFENDER**

**DATA FORMAT:**

6 Characters Numeric

**CODING STRUCTURE:**

Enter the height or range of heights of the offender. If the exact height is known, leave trailing zeros. If the offender's height is unknown, this field should be valued at zero.

Inches must be zero left-fill (see example 1 below).

**NOTE:** If Data Element #28 Offender Sequence Number is 001 to 099, there must be an entry in this field. If "000" is entered in Data Element #28 Offender Sequence Number, this field should be valued at zero.

**POSSIBLE ENTRIES:**

Actual Height  
Height Range

**EXAMPLES:**

Example 1: If the offender is between 5'11" and 6'1, enter "511601".

Example 2: If the offender is 6', enter "600000".

**DATA ELEMENT # 37**

**WEIGHT OF OFFENDER**

**DATA FORMAT:**

6 Characters Numeric

**CODING STRUCTURE:**

Enter the weight or range of weights of the offender. If the exact weight is known, leave trailing blanks. If the offender's weight is unknown, this field should be valued at zero.

**NOTE:** If Data Element #28 Offender Sequence Number is 001 to 099, there must be an entry in this field. If "000" is entered in Data Element #28 Offender Sequence Number, this field should be valued at zero.

**POSSIBLE ENTRIES:**

Actual Weight  
Weight Range

**EXAMPLES:**

Example 1: If the offender is between 150 and 170 pounds, enter "150170".

Example 2: If the offender is 170 pounds, enter "170000".

**DATA ELEMENT # 38**

**SCARS, MARKS, TATTOOS, AND OTHER  
CHARACTERISTICS**

**DATA FORMAT:**

10 Characters Alpha/Numeric

**CODING STRUCTURE:**

Enter up to five identifying characteristics of the offender. All entries must be blank right-fill. If this field does not apply, leave blank.

**EXAMPLE:**

ARTLFTbbbb (where bbb=blanks)

**NOTE:** All valid entries for Scars, Marks, Tattoos, and Other Characteristics are standard NCIC codes from the NCIC handbook. See Appendix E of this manual for possible entries.

## VICTIM SEGMENT

A Victim Segment [Data Elements #39 - #50] is prepared for each of the up to 999 victims involved in the incident.

NOTE: The data elements marked with an asterisk (\*) represent the information that must be submitted for each incident. Depending upon the circumstances of the incident, additional information may be required.

**DATA ELEMENT # 1**

**ORI NUMBER\***

**DATA FORMAT:**

9 Characters Alpha/Numeric

**CODING STRUCTURE:**

Enter the 9 character NCIC  
Originating Agency Identifier (ORI) Number which has been  
assigned to each agency.

All ORI numbers must begin with "OH".

**DATA ELEMENT # 2**

**AGENCY INCIDENT NUMBER\***

**DATA FORMAT:**

12 Characters Alpha/Numeric

**CODING STRUCTURE**

Enter the number assigned by the submitting agency to uniquely identify the incident. The number must be the same for all segments associated with the incident. If the Incident Number is less than 12 characters, leave trailing blanks.

**EXAMPLE:**

123456789bbb (where bbb = blanks)

**DATA ELEMENT # 39****VICTIM SEQUENCE NUMBER\*****DATA FORMAT:**

3 Characters Numeric

**CODING STRUCTURE:**

Each victim is assigned a sequence number from 001 to 999. A separate Victim Segment containing Data Elements #39 through #50 must be submitted for each numbered victim.

**EXAMPLES:**

Example 1: If there are three victims in the incident, three Victim Segments should be submitted -- one for Victim Number "001" another for Victim Number "002", and the last one for Victim Number "003".

Example 2: A gang of youths walking through a cemetery approach the night watchman and assault him with a baseball bat. They then run through the cemetery and turn over several grave stones, breaking them. In this example, there were two victims in the incident. One Victim Segment (001) should be submitted for the night watchman with the Victim Type (Data Element #41) coded as "I" = "Individual" and a second Victim Segment (002) should be submitted for the damage to the cemetery with a Victim Type (Data Element #41) coded as "S" = "Society/Public."

**DATA ELEMENT # 49**

**VICTIM/ORC OFFENSE LINK\***

**DATA FORMAT:**

9 Characters Alpha/Numeric

**CODING STRUCTURE:**

Enter the ORC Offense Code (Data Element #10) to link each victim to the offenses (up to 10) that were perpetrated against him/her. If the victim is linked to less than ten offenses, leave the remaining fields blank.

**NOTE:** There must be an Offense Segment for each ORC Offense Code linked to this victim.

**EXAMPLE:** Two victims, Victim-001 and Victim-002, were robbed and Victim-001 was also raped. For Victim-001, the ORC Offense Code for both the robbery and the rape should be entered in this data element. For Victim-002, only the ORC Offense Code for the robbery should be entered in this data element.

**DATA ELEMENT # 41****VICTIM TYPE\*****DATA FORMAT:**

1 Character Alpha

**CODING STRUCTURE:**

Enter only one code per victim.

**NOTE:** There must be an entry in this field for each reported incident. If "I" = "Individual" or "P" = "Police Officer" is not entered here, Data Elements #42 through #50 must be left blank or valued at zero depending upon the data type.

**POSSIBLE ENTRIES:**

I = Individual  
B = Business  
F = Financial Institution  
G = Government  
P = Police Officer (in the line of duty)  
R = Religious Organization  
S = Society/Public  
O = Other  
U = Unknown

**EXAMPLES:**

Example 1: During a bank robbery, the offender pointed a gun at a teller and demanded and received money. The robber also pistol whipped a customer who stood in his way as he made his getaway from the bank. There were three victims, i.e., the bank ("F" = "Financial Institution"), the teller ("I" = "Individual"), and the pistol-whipped customer ("I" = "Individual"). Therefore, three Victim Segments should be completed with the proper Victim Type code entered into their respective Victim Segments.

Example 2: A suspect is arrested for selling drugs to an undercover officer. One Victim Segment should be submitted for this incident. The Victim Type should be "S" = "Society/Public."

**DATA ELEMENT # 42**

**AGE OF VICTIM**

**DATA FORMAT:**

4 Characters Alpha/Numeric

**CODING STRUCTURE:**

Enter either an exact age or age range. If the victim's age is unknown, value at zero.

**NOTE:** This data element should be completed if "I" = "Individual" or "P" = "Police Officer" is entered in Data Element #41 Victim Type. Otherwise, value at zero.

**POSSIBLE ENTRIES:**

NN = Under 24 hours  
NB = 1 to 6 days  
BB = 7 to 364 days  
01 - 98 = exact age in years  
99 = Over 98 years old

If the exact age is known, the entry should be left justified right zero-fill. e.g. "2500".

Or supply age range in form    to    as a 4 digit code, e.g. 1921 would be age range 19 to 21.

NN, NB, and BB should be left justified, right zero fill.

**EXAMPLES:**

Example 1: If the victim is a person 18 years old, enter "1800".

Example 2: If the victim is a Financial Institution, the entry should be "0000".

Example 3: If the victim is two days old, enter "NB00".

**DATA ELEMENT # 43**

**SEX OF VICTIM**

**DATA FORMAT:**

1 Character Alpha

**CODING STRUCTURE:**

Enter the sex of the victim.

**NOTE:** This data element must be completed if "I" = "Individual" or "P" = "Police Officer" is entered in Data Element #41 Victim Type. Otherwise, leave blank.

**POSSIBLE ENTRIES:**

M = Male  
F = Female  
U = Unknown

**EXAMPLES:**

Example 1: If the victim was a male, enter "M".

Example 2: If the victim was a Financial Institution, leave blank.

**DATA ELEMENT # 44**

**RACE OF VICTIM**

**DATA FORMAT:**

1 Character Alpha

**CODING STRUCTURE:**

Enter the race of the victim.

**NOTE:** This data element must be completed if "I" = "Individual" or "P" = "Police Officer" is entered in Data Element #41 Victim Type. Otherwise, leave blank.

**POSSIBLE ENTRIES:**

W = White  
B = Black  
I = American Indian/Alaskan Native  
A = Asian/Pacific Islander  
U = Unknown

**EXAMPLES:**

Example 1: If the victim was white, enter "W".

Example 2: If the victim was a Financial Institution, leave blank.

**DATA ELEMENT #45****RESIDENT STATUS OF VICTIM****DATA FORMAT:**

1 Character Alpha/Numeric

**CODING STRUCTURE:**

Enter one of the following codes.

**NOTE:** This data element must be completed if "I" = "Individual" or "P" = "Police Officer" is entered in Data Element #41 Victim Type. Otherwise, leave blank.

A "Resident" is a person who maintains his/her permanent home for legal purposes in the locality (i.e., town, city, or community) where the crime took place. State and county law enforcement agencies should base their determinations of residency on the town, city, or community where the crime occurred rather than their broader geographical jurisdictions.

**POSSIBLE ENTRIES:**

- 1 **RESIDENT** - The victim is a permanent, legal resident of the county/city where the incident took place.
- 2 **TOURIST** - The victim lives outside the county/city where the incident took place and was visiting for vacation or other recreational purpose at the time the incident occurred.
- 3 **MILITARY** - The victim is a member of the armed forces (Army, Navy, Air Force, Marines, Coast Guard) and lives in the county/city temporarily and only in connection with his/her military assignment.
- 4 **STUDENT** - The victim attends school within the county/city and either lives outside the area, or has a temporary domicile in the jurisdiction only because of school attendance.
- 5 **OTHER STATUS** - The victim's residence status, as described in the report, is different from any of those described above.
- R **NOT REPORTED** - The victim's residence status is not listed in the incident report.
- U **UNKNOWN** - There is not enough information to determine the victim's residence status.

**DATA ELEMENT # 46****AGGRAVATED ASSAULT/HOMICIDE  
CIRCUMSTANCES****DATA FORMAT:**

2 Characters Alpha/Numeric

**CODING STRUCTURE:**

If this field is applicable, enter one of the codes listed below. Otherwise, leave blank. Also, if only one code is applicable, leave the remaining field blank.

**POSSIBLE ENTRIES:**

For all Felonious Assault, Aggravated Assault, Aggravated Murder, Murder, Voluntary Manslaughter, and Involuntary Manslaughter offenses.

(enter up to 2):

- 01 = Argument
- 02 = Assault on Law Enforcement Officer(s)
- 03 = Drug Related
- 04 = Gangland
- 05 = Juvenile Gang
- 06 = Lover's Quarrel
- 07 = Mercy Killing (not applicable to agg. assault)
- 08 = Other Felony Involved
- 09 = Other Circumstances

**For Negligent Homicide**

(enter only one):

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

U = Unknown Circumstances

**EXAMPLES:**

Example 1: Two rival juvenile street gangs rumble over "turf" rights to sell drugs and one of the gang members is killed. Possible entries are "01" = "Argument," "03" = "Drug Related," and "05" = "Juvenile Gang," While all three would apply, there is a limit of two entries. Therefore, the most descriptive codes (as determined by the reporting agency) should be used. In this case, the reporting agency entered "03" and "05".

**DATA ELEMENT # 47 JUSTIFIABLE HOMICIDE CIRCUMSTANCES**

**DATA FORMAT:** 2 Characters Alpha/Numeric

**CODING STRUCTURE:** Enter only one per incident. If this field does not apply, leave blank.

**Criminal Killed by Police Officer**

- 01 = Criminal Attacked Police Officer and That Officer Killed Criminal
- 02 = Criminal Attacked Police Officer and That Criminal Killed by Another Police Officer
- 03 = Criminal Attacked Civilian
- 04 = Criminal Attempted Flight From Crime
- 05 = Criminal Killed in Commission of Crime
- 06 = Criminal Resisted Arrest

**Criminal Killed by Private Citizen**

- 13 = Criminal Attacked Civilian
- 14 = Criminal Attempted Flight From Crime
- 15 = Criminal Killed in Commission of Crime
- 16 = Criminal Resisted Arrest
- 17 = Criminal Attacked Police Officer and Criminal Killed by Civilian Aiding Police Officer

U = Unable to Determine/Not Enough Information

**EXAMPLE:** In resisting arrest, a fugitive pulled a gun and fired two times in the direction of two police officers who were attempting to take him into custody. Neither officer was hit but both drew their weapons and returned the fire, killing the fugitive. The possible entries are "01" = "Criminal Attacked Police Officer and that Officer Killed Criminal"; "02" = "Criminal Attacked Police Officer and Criminal Killed by Another Police Officer"; and "06" = "Criminal Resisted Arrest." As only one code can be entered, the most descriptive code (as determined by the reporting agency) should be used. In this case, the reporting agency entered "01".

**DATA ELEMENT #48****TYPE OF INJURY****DATA FORMAT:**

1 Character Alpha/Numeric

**CODING STRUCTURE:**

Enter up to 5 types for each victim. If only one Type of Injury applies, the remaining entries should be left blank.

**NOTE:** This data element must be completed if "I" = "Individual" or "P" = "Police Officer" is entered in Data Element #41 Victim Type. Otherwise, leave blank.

**POSSIBLE ENTRIES:**

- 0 NONE - No apparent physical injury to the victim as a result of the crime is observed by the officers or reported by the victim or witness(s).
- 1 APPARENT BROKEN BONES - An injury to the victim involving the possible fracture, tearing, or dislocation of the skeletal stem including bones, cartilage, and tendons.
- 2 POSSIBLE INTERNAL INJURY - An injury to the victim possibly affecting the internal organs of the body (brain, heart, lungs, stomach, kidney, liver, etc.), usually associated with penetrating wounds in stabbings, shootings, and/or blunt trauma. Also includes injury to the victim of sexual assault from oral, vaginal, or anal contact.
- 3 SEVERE LACERATION - An injury to the victim which results from the use of a cutting instrument to cut, stab, or slash the body.
- 4 LOSS OF TEETH - An injury that results in the breakage or loss of one or more teeth from the victim's mouth.
- 5 UNCONSCIOUSNESS - The victim was found unconscious, or is reported to have lost consciousness as a result of injury. Includes loss of consciousness from suffocation, blows to the head or neck, bleeding, or shock.
- 6 OTHER MAJOR INJURY - Any physical injury to the victim other than those defined above. For example, scalds, electrical shocks, burns, or chemical contamination.

7 APPARENT MINOR INJURY - An injury to the victim characterized as superficial, including scratches, and minor cuts, bruises, discolorations, bumps, and/or swelling.

U UNKNOWN - The type of injury to the victim cannot be determined or is unknown.

**DATA ELEMENT # 49**

**VICTIM/OFFENDER LINK**

**DATA FORMAT:**

3 Characters Numeric

**CODING STRUCTURE:**

Enter the Offender Sequence Number (Data Element #28) of up to 10 offenders associated with the victim for all Crimes against Individuals and Robberies. There should not be any duplicate offender sequence numbers entered in this field. If there are less than ten offenders associated with the victim, value the remaining fields at zero.

**NOTE:** This data element must be completed if "I" = "Individual" or "P" = "Police Officer" is entered in Data Element #41 Victim Type. Otherwise, value at zero.

There must be an Offender Segment for each offender linked to this victim.

**POSSIBLE ENTRIES:**

000 - 099

**EXAMPLE:** If Victim 001 is associated with Offender 004, enter "004" in Data Element #49 in the Victim Segment for the first victim.

**DATA ELEMENT # 50****VICTIM/OFFENDER RELATIONSHIP****DATA FORMAT:**

2 Characters Alpha

**CODING STRUCTURE:**

Enter up to 10 victim/offender relationships to correspond with all offenders listed in Data Element #49 for all Crimes against Persons and Robberies. For example, Victim was "SE" = "Spouse" of the offender. If "U" = "Unknown" is entered, left justify right blank-fill.

**NOTE:** This data element must be completed if "I" = "Individual" or "P" = "Police Officer" is entered in Data Element #41 Victim Type. Otherwise, leave blank.

**POSSIBLE ENTRIES:****Within Family:**

SE = Spouse  
CS = Common Law Spouse  
PA = Parent  
SB = Sibling (Brother or Sister)  
CH = Child  
GP = Grandparent  
GC = Grandchild  
IL = In-Law  
SP = Stepparent  
SC = Stepchild  
SS = Stepsibling (Stepbrother or Stepsister)  
OF = Other Family Member

**Outside Family but Known to Victim**

AQ = Acquaintance  
FR = Friend  
NE = Neighbor  
BE = Babysittee (the baby)  
BG = Boyfriend/Girlfriend  
CF = Child of Boyfriend/Girlfriend  
HR = Homosexual Partner  
XS = Ex-Spouse  
EE = Employee  
ER = Employer  
OK = Otherwise Known  
SU = Student  
TE = Teacher

**Not Known by Victim:**

ST = Stranger

U = Unknown

VO = Victim was Offender

**EXAMPLES:**

Example 1: An employee assaulted her employer with her fists. "ER" = "Victim was Employer" should be entered.

Example 2: Two unknown subjects rob a male and a female couple. "ST" = "Victim was Stranger" should be entered to indicate the relationship of each victim to offender.

Example 3: The victim was a Financial Institution, not an individual. This field should be left blank.

## **ARRESTEE SEGMENT**

An Arrestee Segment [Data Elements #51 - #69] is prepared for each of the up to 99 arrestees involved in the incident.

**NOTE:** If no arrestees, do **NOT** submit this segment.

**DATA ELEMENT # 1**

**ORI NUMBER**

**DATA FORMAT:**

9 Characters Alpha/Numeric

**CODING STRUCTURE:**

Enter the 9 character NCIC Originating Agency Identifier (ORI) Number which has been assigned to each agency.

All ORI Numbers must begin with "OH".

**NOTE:** If an Arrestee Segment is submitted, there must be an entry in this field.

**DATA ELEMENT # 2**

**AGENCY INCIDENT NUMBER**

**DATA FORMAT:**

12 Characters Alpha/Numeric

**CODING STRUCTURE:**

Enter the number assigned by the submitting agency to uniquely identify the incident. The number must be the same for all segments associated with the incident. If the Incident Number is less than 12 characters, leave trailing blanks.

**EXAMPLE:**

123456789bbb (where bbb = blanks)

**NOTE:** If an Arrestee Segment is submitted, there must be an entry in this field.

**DATA ELEMENT # 51**

**ARRESTEE SEQUENCE NUMBER**

**DATA FORMAT:**

2 Characters Numeric

**CODING STRUCTURE:**

Each arrestee is to be assigned a sequence number from 01 to 99.

A separate Arrestee Segment containing Data Elements #51 through #69 is to be submitted for each numbered arrestee.

**NOTE:** If an Arrestee Segment is submitted, there must be an entry in this field.

**EXAMPLE:** If two persons were arrested in connection with a previously reported incident, two Arrestee Segments should be submitted-- one for Arrestee Number "01" and the other for Arrestee Number "02".

**DATA ELEMENT # 52**

**ARRESTEE TRANSACTION NUMBER**

**DATA FORMAT:**

12 Characters Alpha/Numeric

**CODING STRUCTURE:**

Use the unique case transaction number which the agency has assigned to the arrestee. It may be the "Incident Number" of the previously reported incident or a separate Arrest Transaction Number. If the Arrestee Transaction Number is less than 12 characters, leave trailing blanks.

**NOTE:** If an Arrestee Segment is submitted, there must be an entry in this field.

**EXAMPLE:**

123456789bbb (where bbb=blanks)

**DATA ELEMENT # 53**

**ARREST DATE**

**DATA FORMAT:**

6 Characters Numeric

**CODING STRUCTURE:**

Enter the date of the arrest.

**NOTE:** If an Arrestee Segment is submitted, there must be an entry in this field.

**POSSIBLE ENTRIES:**

Year-Month-Day YYYYMMDD

**EXAMPLE:** If the subject was arrested on July 23, 1989, the entry should be "890723".

**DATA ELEMENT # 54****ARREST TYPE****DATA FORMAT:**

1 Character Numeric

**CODING STRUCTURE:**

If more than one Arrest Type applies in an incident, code the one that best summarizes the reason for the arrest or the type of apprehension. As a general rule, this should be the type that initiated the arrest.

**NOTE:** If an Arrest Segment is submitted, there must be an entry in this field.

**POSSIBLE ENTRIES:**

- 1 COMPLAINT - An arrest resulting from the investigation of a criminal incident based upon a complaint.
- 2 CRIME IN PROGRESS - (on view arrest) An arrest resulting from a criminal incident discovered or encountered by the officer and for which there is no previous criminal complaint.
- 3 WARRANT - An arrest made upon bench warrant, arrest warrant, indictment warrant, violation of probation warrant, violation of parole warrant, or any other judicially ordered custody.
- 4 COURT SUMMONS/CITATION - The offender is ordered to appear in court (not taken into custody).
- 5 ORDER OF PROTECTION - An arrest made pursuant to violation of an order of protection.
- 6 TAKEN INTO CUSTODY - Based on a previously submitted incident report.
- 9 OTHER - A type of arrest not specified above.

**EXAMPLES:**

Example 1: A woman phones in a complaint of a prowler in her back yard. The arriving officer finds her husband (from whom she is separated and being divorced) hiding behind the garage. When the identity of the prowler becomes known to the complainant, she produces an order of protection that specifies her husband is to vacate and absent himself from the premises, and requests that he be

arrested. Code as "1" = "Complainant," even though there was an order of protection, as the complaint initiated the incident.

Example 2: An officer observes a motor vehicle being operated in an erratic and unsafe manner, and after testing, arrests the driver for Driving Under the Influence (DUI). At booking, the officer discovers that the arrestee has outstanding bench warrants for previous parking violations. Code as "2" = "Crime in Progress" as the DUI offense initiated the arrest.

Example 3: Based on an investigation, the victim testified before a grand jury resulting in the issuance of an indictment warrant, the subject was then arrested, arraigned, and released on bail. Proper coding is "3" = "Warrant."

**DATA ELEMENT # 55****MULTIPLE ARRESTEE SEGMENTS  
INDICATOR****DATA FORMAT:**

1 Character Alpha

**CODING STRUCTURE:**

This data element is to be used to ensure that an arrestee is counted (scored) only once when the arrestee's apprehension causes the arresting agency to submit two or more Arrestee Segments concerning separate Group A Incident Reports. In such a situation, C = Count Arrestee is to be entered into one of the Arrestee Segments and M = Multiple is to be entered into all of the remaining Arrestee Segments. If the Arrestee's apprehension does not cause the arresting agency to submit multiple arrestee segments, enter N = Not Applicable. The C and M should only be used when the submitting agency submits two or more arrestee segments relating to the same arrestee.

**NOTE:** If an Arrestee Segment is submitted, there must be an entry in this field.

**POSSIBLE ENTRIES:**

N = Not Applicable  
C = Count Arrestee  
M = Multiple Arrestee Segments  
Indicator

**EXAMPLES:**

Example 1: The arrestee's apprehension for robbery resulted in his/her identification as the perpetrator of five additional robberies within the arresting agency's jurisdiction. Six (6) Arrestee Segments should be submitted, i.e., one for each Incident Report. One (1) should have C = Count Arrestee entered in Data Element #55 and five (5) should have M = Multiple Arrestee Segments Indicator as an entry.

Example 2: The arrestee's apprehension resulted in the arresting agency submitting only one Arrestee Segment. N = Not Applicable should be entered.

**DATA ELEMENT # 56**

**ORC ARREST OFFENSE CODE**

**DATA FORMAT:**

9 Characters Alpha/Numeric

**CODING STRUCTURE:**

The 9 character ORC Offense Code of the offenses(s) for which the arrestee was apprehended should be entered in this field.

The up to 10 most serious arrest offenses should be entered in this field.

Do not include the decimal point.

**NOTE:** A valid ORC Offense Code (see Appendix A) must be entered in this field. The ORC Offense Code will be translated to a NIBRS code at the state level.

If an Arrestee Segment is submitted, there must be an entry in this field.

**DATA ELEMENT # 57****ARREST LARCENY TYPE****DATA FORMAT:**

3 Characters Alpha/Numeric

**CODING STRUCTURE:**

This offense specific coding is necessary to delineate the Type of Larceny which cannot be determined using the existing data elements.

The Larceny Type must be entered if the ORC Arrest Offense Code (Data Element #56) is:

2913.02 - Theft

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

**POSSIBLE ENTRIES:**

- 23A **POCKET-PICKING** - The theft of articles from another person's physical possession by stealth where the victim does not usually become immediately aware of the theft.
- 23B **PURSE-SNATCHING** - The grabbing or snatching of a purse or handbag, etc., from the physical possession of another person. [NOTE: If more force was used than necessary to wrench the purse from the grasp of the person, then a robbery occurred rather than a purse-snatching.]
- 23C **SHOPLIFTING** - The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.
- 23D **THEFT FROM BUILDING** - A theft from within a building which is either open to the general public or where the offender has legal access.
- 23E **THEFT FROM COIN-OPERATED MACHINE or DEVICE** - A theft from a machine or device which is operated or activated by the use of coins.
- 23F **THEFT FROM MOTOR VEHICLE (except Theft of Motor Vehicle Parts or Accessories)** - The theft of articles from a motor vehicle, whether locked or unlocked.

- 23G THEFT of MOTOR VEHICLE PARTS or ACCESSORIES - The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.
- 240 MOTOR VEHICLE THEFT - Theft of a motor vehicle.
- 23H ALL OTHER LARCENY - All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

**EXAMPLES:**

Example 1: A visiting tourist is jostled on the subway and has his wallet removed from his pant's pocket. Code as "23A" = "Pocket-picking."

**DATA ELEMENT # 58**

**ARRESTEE WAS ARMED WITH**

**DATA FORMAT:**

3 Characters Alpha/Numeric

**CODING STRUCTURE:**

This data element is to be used to indicate whether an offender was armed with a commonly known weapon, object or drug at the time of arrest.

Enter up to three. All entries should be blank right-fill.

**NOTE:** If an Arrestee Segment is submitted, there must be an entry in this field. If the arrestee did not possess a weapon, enter "99" = "None".

**POSSIBLE ENTRIES:**

- 11 = Firearm (type unspecified or not stated)
- 12 = Handgun (Revolver, Semi-Automatic Pistol, Derringer, or Single-Shot Pistol)
- 12A = Automatic Handgun (fires more than one bullet for each pull of the trigger, includes those weapons with a selectable rate of fire between semi- and full automatic)
- 13 = Rifle
- 13A = Fully Automatic Rifle (fires more than one bullet for each pull of the trigger, includes those weapons with a selectable rate of fire between semi- and full automatic).
- 13B = Other Fully Automatic Firearm (type unspecified or not stated, fires more than one bullet for each pull of the trigger, includes those weapons with a selectable rate of fire between semi- and full automatic).
- 14 = Shotgun (includes sawed-off shotgun)
- 15 = Other Firearm
- 15A = Semi-Automatic Sporting Rifle (fires a bullet with each pull of the trigger).
- 15B = Semi-Automatic Assault Firearm (fires a bullet with each pull of the trigger).
- 15C = Machine Pistol
- 16 = Imitation Firearm (includes toy gun and starter pistol)
- 17 = Simulated Firearm (e.g., hand in pocket)
- 18 = BB and Pellet Guns
- 20 = Knife/Cutting Instrument (e.g., ax, ice pick, cane sword, screwdriver, switchblade, Kung Fu stars, etc.)

- 30 = Blunt Object (e.g., club, hammer, Chuka sticks, etc.)
- 50 = Poison
- 60 = Explosives
- 65 = Fire/Incendiary Device
- 70 = Drugs/Narcotics/Sleeping Pills
- 80 = Other Weapon (any weapon/force not fitting the above specifically coded weapons/force. Includes crossbows, stun guns, dart gun, etc.)
- 85 = Asphyxiation (by drowning, strangulation, suffocation, gas, etc.)
- 99 = None

**DATA ELEMENT # 59**

**UTILITY FIELD**

**DATA FORMAT:**

53 Characters Alpha/Numeric

**CODING STRUCTURE:**

This field may be used for brief comments. It is intended to be used for offender names if, at some time in the future, there is an interest in collecting them. By including this field in the original specifications, no database redesign will be required to use it if and when names become an IBR data item.

Valid character combinations are any alpha/numeric character. If this field is not used, leave blank.

**DATA ELEMENT # 60**

**AGE OF ARRESTEE**

**DATA FORMAT:**

4 Characters Numeric

**CODING STRUCTURE:**  
range.

Enter either an exact age or age

**NOTE:** If an Arrestee Segment is submitted, there must be an entry in this field.

**POSSIBLE ENTRIES:**

01 - 98 = exact age in years  
99 = Over 98 years in age

If the exact age is known, the entry should be left justified right zero-fill. e.g. "2500".

Or supply age range in form \_\_ to \_\_ as a 4 digit code, e.g., 1921 would be age range 19 to 21.

**EXAMPLE:** If the victim or a witness reported the arrestee's age as between 25 and 30 years old, "2530" should be entered.

**DATA ELEMENT # 61**

**SEX OF ARRESTEE**

**DATA FORMAT:**

1 Character Alpha

**CODING STRUCTURE:**

Enter the sex of the arrestee.

**NOTE:** If an Arrestee Segment is submitted, there must be an entry in this field.

**POSSIBLE ENTRIES:**

M = Male  
F = Female

**DATA ELEMENT # 62**

**RACE OF ARRESTEE**

**DATA FORMAT:**

1 Character Alpha

**CODING STRUCTURE:**

Enter the race of the arrestee.

**NOTE:** If an Arrestee Segment is submitted, there must be an entry in this field.

**POSSIBLE ENTRIES:**

W = White  
B = Black  
I = American Indian/Alaskan Native  
A = Asian/Pacific Islander  
U = Unknown

**EXAMPLE:** If the arrestee was an Oriental person, the entry should be "A".

**DATA ELEMENT # 63**

**HAIR COLOR OF ARRESTEE**

**DATA FORMAT:**

3 Characters Alpha

**CODING STRUCTURE:**

Enter the hair color of the arrestee. If "U" = "Unknown" is entered, left justify blank right-fill.

**NOTE:** If an Arrestee Segment is submitted, there must be an entry in this field.

**POSSIBLE ENTRIES:**

BLD = Bald  
BLK = Black  
BLN = Blond or Strawberry  
BRO = Brown  
GRY = Gray or Partially Gray  
RED = Red or Auburn  
SDY = Sandy  
WHI = White  
OOO = Other  
U = Unknown

**EXAMPLE:** If the arrestee is a Bald person, enter "BLD".

**DATA ELEMENT # 64**

**EYE COLOR OF ARRESTEE**

**DATA FORMAT:**

3 Characters Alpha

**CODING STRUCTURE:**

Enter the eye color of the arrestee. If "U" = "Unknown" is entered, left justify right blank-fill.

**NOTE:** If an Arrestee Segment is submitted, there must be an entry in this field.

**POSSIBLE ENTRIES:**

BLK = Black  
BLU = Blue  
BRO = Brown  
GRY = Gray  
GRN = Green  
HAZ = Hazel  
MAR = Maroon  
MUL = Multicolored  
PNK = Pink  
OOO = Other  
U = Unknown

**EXAMPLE:** If the arrestee has blue eyes, "BLU" should be entered.

**DATA ELEMENT # 65**

**HEIGHT OF ARRESTEE**

**DATA FORMAT:**

6 Characters Numeric

**CODING STRUCTURE:**

Enter the height or height range of the arrestee. If the arrestee's height is unknown, this field should be valued at zero.

**NOTE:** If an Arrestee Segment is submitted, there must be an entry in this field.

**POSSIBLE ENTRIES:**

Actual Height  
Height Range

**EXAMPLES:**

Example 1: If the arrestee is between 5'11" and 6'1, enter "511601".

Example 2: If the arrestee is 6', enter "60000".

**DATA ELEMENT # 66**

**WEIGHT OF ARRESTEE**

**DATA FORMAT:**

6 Characters Numeric

**CODING STRUCTURE:**

Enter the weight or range of weights of the arrestee. If the arrestee's weight is unknown, this field should be valued at zero.

**NOTE:** If an Arrestee Segment is submitted, there must be an entry in this field.

**POSSIBLE ENTRIES:**

Actual Weight  
Weight Range

**EXAMPLES:**

Example 1: If the arrestee is between 150 and 170 pounds, enter "150170".

Example 2: If the arrestee is 170 pounds, enter "170000".

**DATA ELEMENT # 67**

**SCARS, MARKS, TATTOOS, AND OTHER  
CHARACTERISTICS**

**DATA FORMAT:**

10 Characters Alpha/Numeric

**CODING STRUCTURE:**

Enter up to five identifying characteristics of the arrestee. All entries should be left justified right blank-fill.

If this field does not apply, leave blank.

**NOTE:** All valid entries for Scars, Marks, Tattoos, and Other Characteristics are standard NCIC codes from the NCIC handbook. See Appendix E of this manual for possible entries.

**DATA ELEMENT # 68****RESIDENT STATUS OF ARRESTEE****DATA FORMAT:**

1 Character Alpha/Numeric

**CODING STRUCTURE:**  
below.

Enter one of the codes listed

**NOTE:** If an Arrestee Segment is submitted, there must be an entry in this field.

A "Resident" is a person who maintains his/her permanent home for legal purposes in the locality (i.e. town, city, or community) where the crime took place. State and county law enforcement agencies should base their determinations of residency on the town, city, or community where the crime occurred rather than their broader geographical jurisdictions.

**POSSIBLE ENTRIES:**

- 1 **RESIDENT** - The arrestee is a permanent, legal resident of the county/city where the incident took place.
- 2 **TOURIST** - The arrestee lives outside the county/city where the incident took place and was visiting for vacation or other recreational purpose at the time the incident occurred.
- 3 **MILITARY** - The arrestee is a member of the armed forces (Army, Navy, Air Force, Marines, Coast Guard) and lives in the county/city temporarily and only in connection with his/her military assignment.
- 4 **STUDENT** - The arrestee attends school within the county/city and either lives outside the area, or has a temporary domicile in the jurisdiction only because of school attendance.
- 5 **OTHER STATUS** - The arrestee's residence status, as described in the report, is different from any of those described above.
- R **NOT REPORTED** - The arrestee's residence status is not listed on the incident report.
- U **UNKNOWN** - There is not enough information to determine the arrestee's residence status.

**DATA ELEMENT # 69**

**DISPOSITION OF ARRESTEE UNDER 18**

**DATA FORMAT:**

1 Character Alpha

**CODING STRUCTURE:**  
below.

Enter one of the codes listed

**NOTE:** If an Arrestee Segment is submitted, there must be an entry in this field.

**POSSIBLE ENTRIES:**

- H = HANDLED WITHIN DEPARTMENT (e.g., released to parents, released with warning, etc.)
- O = REFERRED TO OTHER AUTHORITIES (e.g., turned over to Juvenile Court, Probation Department, Welfare Agency, other Police Agency, Criminal or Adult Court, etc.)
- N = NOT APPLICABLE (arrestee is 18 years old or older)

**EXAMPLES:**

Example 1: The arrestee, age 13 who was arrested for vandalizing a school was released to his parents with a warning. The entry should be "H" = "Handled within Department."

Example 2: The arrestee, age 17, who was arrested for murder, was turned over to the jurisdiction in which the offense was committed. The entry for this data element should be "O" = "Referred to Other Authorities."

Example 3: The arrestee was 32 years old. The entry would be "N" = "Not Applicable."

## **SECTION II**

### **TAPE/DISK LAYOUT**

**(IF YOUR AGENCY IS PLANNING TO SUBMIT DATA VIA THE  
LEADS DATA ENTRY SYSTEM, THIS SECTION CAN BE IGNORED)**



#### **RECORDS SHOULD BE INITIALIZED**

Each record written to magnetic medium must first have its alpha/numeric fields initialized to blanks, and its numeric fields initialized to zeros before data is moved into the applicable fields. This will provide default values for those Data Elements which do not have data because of the circumstances of the report.

#### **CODES MUST BE RIGHT JUSTIFIED WITH ZERO LEFT-FILL**

Fields containing numeric data codes must be ASCII numeric fields, not packed decimal fields. These should be right justified with zero left-fill (unless otherwise specified) when there is data to be reported. For example, if Data Element 19 (Property Description) code is "05" = Personal Papers, value 05 would be entered, not "5 " or " 5".

## 2. OVERVIEW OF SEGMENTS TO BE SUBMITTED

The 69 data elements representing the Ohio IBR data structures have been grouped into six distinct Segment Levels identified as Level 1, Level 2, etc. These six Segment Level groupings provide the mechanism to report Incident-Based Reporting (IBR) data to the Ohio program.

### INCIDENT REPORTS ARE MADE UP OF MULTIPLE "SEGMENTS"

Each Incident Report should be submitted to the IBR program using up to six (6) distinct tape records, each of which is referred to as "segment."

An Incident may consist of many possible combinations of circumstances ranging from a simple one offense, victim, and offender, to a complex set of multiple offenses, property losses, victims, offenders, and arrestees. In addition, each of the victims may not be involved in each of the offenses.

### INCIDENT REPORT SEGMENT LEVELS

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

LEVEL	DESCRIPTION
1	ADMINISTRATIVE SEGMENT
2	OFFENSE SEGMENT
3	PROPERTY SEGMENT
4	OFFENDER SEGMENT
5	VICTIM SEGMENT
6	ARRESTEE SEGMENT

### 3. LINKAGES AND SEQUENCE OF SEGMENTS

#### LINKAGES

Each 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 contains a pointer (i.e., link) 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 might be linked to Offense-01 and Offense-02.

**SEGMENT SUBMISSIONS WITHIN AN ORI MUST BE ENTERED  
CONSECUTIVELY ON MAGNETIC TAPE**

It must be ensured that all crime incident data for an agency's ORI number are together on the tape, and that the individual segments making up each Incident Number within its ORI are in sequence by Segment Level.

Following is an example of "Segment Level" sequencing:

<b>LEVEL</b>	<b>SEGMENT</b>
1	ADMINISTRATIVE
2	OFFENSE-01
2	OFFENSE-02
3	PROPERTY-01, if applicable
4	OFFENDER-001
4	OFFENDER-002
4	OFFENDER-003
4	OFFENDER-004
5	VICTIM-001
5	VICTIM-002
5	VICTIM-003
6	ARRESTEE-01, if applicable

If we follow the example in the paragraph titled "LINKAGES" from above, Victim Segments 001 through 003 would have pointers linking them to their associated offenses.

## OTHER REQUIRED RECORDS

The **HEADER RECORD** of all submitted files will contain the ORI and password assigned to the submitting agency. This will ensure that only data which is sent by that agency may be updated. In addition, a **TRAILER RECORD** being the last record of each ORI on the file, will help verify the number of records sent, and the number of records received. The description of these records are found with the other segment descriptions in the Record Layout Section of this document.

If an agency is submitting data on behalf of another agency or agencies, the submitting agency must inform the Data Systems section of the Attorney General's Office in writing (the registration form at the end of this manual is sufficient), indicating which Agencies and ORI's they will be submitting data for. The submitted data must be sorted by ORI and a **HEADER** record must precede each new ORI number with a **TRAILER** record identifying the end of that particular ORI's data. The password for each **HEADER** must be that of the submitting agency. For example, if a regional reporting center or sheriffs department submits data for 10 agencies, the tape should contain 10 **HEADER** and **TRAILER** records with unique ORI numbers and the password should be the same for all of these.

#### **4. CREATION OF MONTHLY TAPES**

##### **ACTIVITY DATE**

To standardize submittals to the state, it is requested that monthly tapes be sent containing segment additions, or deletions to the database for that month. You may want to include in your system an Activity Date as part of your records, identifying the most recent date that action (add, delete) was taken on the report. This Activity Date does not reflect the date the incident occurred, it refers to the date the incident was entered, or last modified in your system. You could then dump off everything having shown activity for the selected month. For example, if the unload program was run at 1 minute past midnight on the 20th (e.g., July 20), all incidents that had an activity date within the day boundaries for the previous complete month (e.g., June 1-30), would be unloaded. 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 submission.

Sending monthly tapes will tend to evenly distribute the amount of data over 12 months. It will also make it easier to keep track of tapes in the event that the state does not receive a particular months tape or disk for an agency.

##### **DELAYED MONTHLY PROCESSING**

It is suggested that all monthly submissions be delayed until the 20th of the month for the previous complete month's data. This will decrease the number of submissions necessary to maintain the data and reduce the possibility of tapes or disks being lost or damaged.

##### **EXAMPLE**

An incident occurred on June 25 and was entered into your database on June 30. An arrest was made on July 3 that also resulted in an additional victim and other IBR data elements being updated for the incident report in your database. This supplemental report was added to your database 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 unloaded on the "June" tape because of the June "Activity Date."
- 2) This data would not include the new victim and arrest because they were entered on July 8.
- 3) The State would add the original incident report data with an "A" = Add Incident Report as entered on the June tape.
- 4) When the July tape is subsequently unloaded in August, a complete resubmission of the incident report is required because of the addition of another victim.
- 5) The incident report resubmission ("A" = Add Incident Report) would also require that a preceding "D" = Delete be submitted to remove the previous IBR incident report.
- 6) The State would have to delete the original report and replace it with the updated report.

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

- 1) The June incident would not have been submitted on the "June" tape because the Activity Date would have changed when the victim and arrest data were entered.
- 2) The "July" tape would contain the complete initial incident report, and the incident would not be on the "June" tape.

**5. CURRENT YEAR CUT-OFF**

**"CRIME IN THE UNITED STATES" PUBLICATION**

The FBI prepares a yearly Uniform Crime Report showing crime activity for the months of January through December. The FBI allows a 3-month lag time to allow crime data not entered into the State's computer system as of December 31 to be entered during the first 3 months of the next year. The State IBR program will be responsible for submitting incident data to the FBI. Data not reported to the State IBR program by the end of the 3-month lag period will not be included in the National UCR publication.

## **6. DATA RETENTION**

### **OHIO'S IBR SYSTEM HAS A 4 YEAR RETENTION PERIOD**

Ohio's IBR system will maintain complete IBR data for incident reports for the current year and three previous years. A year is considered to be January through December.

### **CURRENT YEAR DETERMINATION**

The current year date, as far as the State software is concerned, should be determined based on the exact date the State is writing your data submissions to its database.

### **CREATION OF PERMANENT BACKUP TAPES**

Incident data with a creation date outside the current retention period will not be maintained on the State IBR database. This data will be stored permanently on magnetic backup tapes.

## 7. SEGMENT ACTION TYPES

The following SEGMENT ACTION TYPES must be used when submitting Incident Reports. They only apply to the Administrative Segment of each incident. If a previously submitted Incident Report is being adjusted, the complete incident report would be resubmitted after first deleting the old incident. Both of these activities would be accomplished on the same monthly tape.

### SEGMENT ACTION TYPE

#### "A" = ADD INCIDENT REPORT (Levels 1):

Submit all known data at the time the incident is initially entered, including the appropriate SEGMENT LEVELS within the incident report. Use this "Segment Action Type" also to resubmit an entire Incident Report previously reported to the State, but which had to be deleted and resubmitted because individual types of segments (Segment Levels) needed to be added, modified or deleted.

#### "D" = DELETE INCIDENT REPORT (Level 1)

Use "D" to delete all the segments associated with a previously submitted Incident Report that needs to be modified. To do this, send the Administrative Segment as a "D" = Delete, and all the associated segments of that incident will be deleted for Segment Levels 1 through 6.

## 8. RECORD LAYOUT

### HEADER RECORD

This is the first record of the file. A new Header Record should precede each unique ORI on a tape. Since this is where the password is entered, no updates will take place without the Header record.

Note: The following descriptions refer to data element positions within the record, and not their physical location on the tape or disk.

DATA FLD. NUM.	RECORD POSITION	DATA LEN.	ATTR	DESCRIPTION
	1	1	N	RECORD IDENTIFIER  Designates this as a Header Record.  Valid code: 0
	2	1	A	FILLER  Space fill this field.
	3-11	9	A/N	ORI NUMBER  Valid NCIC ORI number. There must be an entry in this field.
	12-23	12	A	FILLER  Space fill this field.
	24-31	8	A/N	PASSWORD  Password established with the state to allow updates to an ORI'S records. There must be an entry in this field.

**LEVEL 1 - Administrative Segment**

This is the master segment. There is one Administrative Segment per Incident Report. All other incident data relating to offenses, property, victims, offenders, and arrestees is contained in segments that are linked to the Administrative Segment by Data Element 1 (ORI Number) and 2 (Incident Number).

DATA FLD. NUM.	RECORD POSITION	DATA LEN.	ATTR	DESCRIPTION
	1	1	N	SEGMENT LEVEL  Designates this as an Administrative Segment.  Valid Code: 1
	2	1	A	SEGMENT ACTION TYPE  Designates data base activity to perform.  Valid Codes: A and D.
1	3-11	9	A/N	ORI NUMBER  Valid NCIC ORI number. There must be an entry in this field.
2	12-23	12	A/N	AGENCY INCIDENT NUMBER  Example: 90-13456 90T123456789 There must be an entry in this field.

DATA FLD. NUM.	RECORD POSITION	DATA LEN.	ATTR	DESCRIPTION
3	24-33	10	N	INCIDENT DATE/TIME  In the format YMMDDTTT. There must be an entry in this field.
4	34-43	10	N	REPORT DATE/TIME  This is the date and time that the incident report was taken. Format is YMMDDTTT. There must be an entry for this field.
5	44	1	A	CASE CLEARANCES  Valid codes: A through K, U and blanks.
6	45-50	6	N	CLEARANCE DATE  The date the incident was cleared.
7	51-56	6	A/N	GEOCODE  Geocodes may be assigned by an agency to identify a specific unit within the agency.

DATA FLD. NUM.	RECORD POSITION	DATA LEN.	ATTR	DESCRIPTION
8	57-65	9	A/N	ZIP CODE  The Zip Code may be used to provide a geographic breakdown of the IBR data. There must be an entry in this field.
9	66-67	2	A/N	HATE/BIAS CRIME  Valid codes: 11-15, 21- 27, 30-33, 41-45, 50, N, R and U. There must be an entry in this field.

**LEVEL 2 - OFFENSE SEGMENT**

There is one Offense Segment for each different ORC associated with the incident. A total of 10 Offense Segments can be submitted for each incident.

CODE VALUES: Refer to section 1 (Data Collection Guidelines) for a complete listing of valid codes and what they represent for each data element. Specific instructions about submitting data elements for the incident are also provided therein.

DATA FLD. NUM.	RECORD POSITION	DATA LEN.	ATTR	DESCRIPTION
	1	1	N	SEGMENT LEVEL  Designates this as an Offense Segment.  Valid Code: 2
	2	1	A/N	FILLER  Space fill this field.
1	3-11	9	A/N	ORI NUMBER  Valid NCIC ORI Number. There must be an entry for this field.
2	12-23	12	A/N	AGENCY INCIDENT NUMBER  Agency's internal tracking number. There must be an entry in this field.

DATA FLD. NUM.	RECORD POSITION	DATA LEN.	ATTR	DESCRIPTION
10	24-32	9	A/N	ORC OFFENSE CODE  Any valid ORC offense code. There must be an entry in this field.
11	33	1	A	OFFENSE ATT/COMP  Valid codes: A and C. There must be an entry for this field.
12	34-36	3	A/N	LARCENY TYPE  Valid codes: 23A, 23B, 23C, 23D, 23E, 23F, 23G, 240, and 23H.

Note: Data Element 13 occurs 3 times.

13	37	1	A	SUSPECTED OF USING (#1)  Valid codes: A, C, D and N. There must be an entry for this field.
	38		Repeat 13	Occurrence #2
	39		Repeat 13	Occurrence #3

Note: Data Element 14 occurs 2 times.

14	40-41	2	N	LOCATION TYPE (#1)  Valid codes: 00 through 52, and 77. There must be an entry
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DATA FLD. NUM.	RECORD POSITION	DATA LEN.	ATTR	DESCRIPTION
				for this field.
	42-43	Repeat	14	Occurrence #2
15	44-45	2	N	NUMBER OF PREMISES ENTERED  Valid values range from 00 to 99.
16	46-50	5	N	METHOD OF ENTRY  (See section 1, Data Requirements, for a description of field structure.)
Note: Data element 17 occurs 5 times.				
17	51-52	2	N	METHOD OF OPERATION(#1)  (See section 1, Data Requirements, for a complete list of Method of operation codes.)
	53-54	Repeat	17	Occurrence #2
	55-56	Repeat	17	Occurrence #3
	57-58	Repeat	17	Occurrence #4
	59-60	Repeat	17	Occurrence #5

DATA FLD. NUM.	RECORD POSITION	DATA LEN.	ATTR	DESCRIPTION
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Note: Data element 18 occurs 3 times.

18	61	1	A	TYPE CRIMINAL ACTIVITY (#1)
				Valid codes: B, C, D, E, O, P, T, U, and blank.
	62	Repeat 18		Occurrence #2.
	63	Repeat 18		Occurrence #3.

**LEVEL 3 - PROPERTY SEGMENT**

There is one Property Segment for each "Type Of Property Loss/Etc." (Data Element 19) associated with the incident. Up to seven property segments can be submitted for each incident.

CODE VALUES: Refer to section 1 (Data Collection Guidelines) for a complete listing of valid codes and what they represent for each data element. Specific instructions about submitting data elements for the incident are also provided therein.

DATA FLD. NUM.	RECORD POSITION	DATA LEN.	ATTR	DESCRIPTION
	1	1	N	SEGMENT LEVEL  Designates this as a Property Segment.  Valid Code: 3
	2	1	A/N	FILLER  Space fill this field.
1	3-11	9	A/N	ORI NUMBER  Valid NCIC ORI number. There must be an entry for this field.
2	12-23	12	A/N	AGENCY INCIDENT NUMBER  Agency's internal tracking number. There must be an entry in this field.

DATA FLD. NUM.	RECORD POSITION	DATA LEN.	ATTR	DESCRIPTION
19	24	1	A/N	TYPE OF PROPERTY LOSS/ETC.

Enter one type of  
property loss per  
property segment.

Valid codes: 1 through  
7, and U. There must be  
an entry for this field.

Note: Data Elements 20-21-22 are a group occurring 10  
times. Up to 10 different property descriptions can be  
entered for each type of loss/etc. selected under Data  
Element 19 (type Property Loss/Etc.).

20	25-26	2	N	PROPERTY DESC. (#1)
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Enter up to 10 property  
descriptions associated  
with the "Type Of  
Property Loss" the  
segment is being  
submitted for.  
Valid codes: 01 through  
56.

21	27-35	9	N	PROPERTY VALUE (#1)
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Enter the whole dollar  
value relative to the  
Property Description  
(Data Element 20).  
If the value is unknown,  
enter one (000000001)  
dollar.

22	36-41	6	N	DATE RECOVERED (#1)
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DATA FLD. NUM.	RECORD POSITION	DATA LEN.	ATTR	DESCRIPTION
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In the format YYMMDD.

	42-58	Repeat	20-21-22	Occurrence #2
	59-75	Repeat	20-21-22	Occurrence #3
	76-92	Repeat	20-21-22	Occurrence #4
	93-109	Repeat	20-21-22	Occurrence #5
	110-126	Repeat	20-21-22	Occurrence #6
	127-143	Repeat	20-21-22	Occurrence #7
	144-160	Repeat	20-21-22	Occurrence #8
	161-177	Repeat	20-21-22	Occurrence #9
	178-194	Repeat	20-21-22	Occurrence #10

23	195-197	3	N	NUMBER OF STOLEN MOTOR VEHICLES
				Valid values are 000 to 999.

24	198-200	3	N	NUMBER RECOVERED MOTOR VEHICLES
				Valid values are 000 to 999.

Note: Data Elements 25-26-27 are a group occurring 5 times.

25	201-202	2	N	SUSPECTED DRUG TYPE (#1)
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DATA FLD. NUM.	RECORD POSITION	DATA LEN.	ATTR	DESCRIPTION
				<p>Enter only to identify drugs/narcotics seized in a drug case.</p> <p>Valid codes: 01 through 29, and 99.</p>
26	203-215	13	N	<p>ESTIMATED DRUG QUANTITY (#1)</p> <p>Format: Ten digits left of an implied decimal, and three to the right. Example: 0000000010250 If Data Element 27, Type Drug Measurement, was LB (pound), the above example would represent ten and one quarter pounds.</p>
27	216-217	2	A	<p>TYPE DRUG MEASUREMENT (#1)</p> <p>(See section 1, Data Requirements, for a complete list of drug measurement codes.)</p>
	218-234			Repeat 25-26-27 Occurrence #2
	235-251			Repeat 25-26-27 Occurrence #3
	252-268			Repeat 25-26-27 Occurrence #4
	269-285			Repeat 25-26-27 Occurrence #5

**LEVEL 4 - OFFENDER SEGMENT**

There is one Offender Segment for each of the up to 99 offenders involved in the incident.

CODE VALUES: Refer to section 1 (Data Collection Guidelines) for a complete listing of valid codes and what they represent for each data element. Specific instructions about submitting data elements for the incident are also provided therein.

DATA FLD. NUM.	RECORD POSITION	DATA LEN.	ATTR	DESCRIPTION
	1	1	N	SEGMENT LEVEL  Designates this as an Offender Segment.  Valid Code: 4
	2	1	A/N	FILLER  Space fill this field.
1	3-11	9	A/N	ORI NUMBER  Valid NCIC ORI number. There must be an entry for this field.
2	12-23	12	A/N	AGENCY INCIDENT NUMBER  Agency's internal tracking number. There must be an entry in this field.
28	24-26	3	A/N	OFFENDER SEQUENCE NO.  Each offender is assigned

DATA FLD. NUM.	RECORD POSITION	DATA LEN.	ATTR	DESCRIPTION
				a sequence number from 000 to 099. There must be an entry in this field.

29	27-79	53	A/N	UTILITY FIELD  This field may be used for brief comments. It may, at some point in the future, be used for offender names.
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Note: Data Element 30 occurs 3 times.

30	80-82	3	A/N	TYPE OF WEAPON/FORCE USED  (See Section 1, Data Requirements, for a complete list of Weapon/Force codes).
	83-85	Repeat 30		Occurrence #2
	86-88	Repeat 30		Occurrence #3
31	89-92	4	N	AGE OF OFFENDER  Enter exact age, or age range.
32	93	1	A	SEX OF OFFENDER  Valid codes: M, F, U or blank.

DATA FLD. NUM.	RECORD POSITION	DATA LEN.	ATTR	DESCRIPTION
33	94	1	A	RACE OF OFFENDER  Valid codes: W, B, I, A, U, and blank.
34	95-97	3	A	HAIR COLOR OF OFFENDER  (See section 1, Data Requirements, for a complete list of Hair Color codes).
35	98-100	3	A	EYE COLOR OF OFFENDER  (See section 1, Data Requirements, for a complete list of Eye Color codes).
36	101-106	6	N	HEIGHT OF OFFENDER  Enter exact height or range. Example: 511601 indicates a height range of 5'11" to 6'1".
37	107-112	6	N	WEIGHT OF OFFENDER  Enter exact weight or range.

DATA FLD. NUM.	RECORD POSITION	DATA LEN.	ATTR	DESCRIPTION
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Note: Data Element 38 occurs 5 times.

38	113-122	10	A/N	SCARS, MARKS, TATTOOS AND OTHER CHAR (#1)  Any valid NCIC code. (See Appendix B of this manual for a complete list of codes.)
	123-132	Repeat	38	Occurrence #2
	133-142	Repeat	38	Occurrence #3
	143-152	Repeat	38	Occurrence #4
	153-162	Repeat	38	Occurrence #5

**LEVEL 5 - VICTIM SEGMENT**

There is one Victim Segment for each of the up to 999 victims involved in the incident.

CODE VALUES: Refer to section 1 (Data Collection Guidelines) for a complete listing of valid codes and what they represent for each data element. Specific instructions for submitting data elements for the incident are also provided therein.

DATA FLD. NUM.	RECORD POSITION	DATA LEN.	ATTR	DESCRIPTION
	1	1	N	SEGMENT LEVEL  Designates this as a Victim Segment.  Valid Code: 5
	2	1	A/N	FILLER  Space fill this field.
1	3-11	9	A/N	ORI NUMBER  Valid NCIC ORI number. There must be an entry for this field.
2	12-23	12	A/N	AGENCY INCIDENT NUMBER  Agency's internal tracking number. There must be an entry in this field.

DATA FLD. NUM.	RECORD POSITION	DATA LEN.	ATTR	DESCRIPTION
39	24-26	3	N	VICTIM SEQUENCE NUMBER  Each victim involved in the incident is assigned a sequence number from 001 to 999.

Note: Data Element 40 occurs 10 times.

40	27-35	9	A/N	VICTIM/OFFENSE LINK (#1)  Enter the ORC(s) related to the offense(s) perpetrated against this victim. There must be an entry in this field.
	36-44	Repeat 40		Occurrence #2
	45-53	Repeat 40		Occurrence #3
	54-62	Repeat 40		Occurrence #4
	63-71	Repeat 40		Occurrence #5
	72-80	Repeat 40		Occurrence #6
	81-89	Repeat 40		Occurrence #7
	90-98	Repeat 40		Occurrence #8
	99-107	Repeat 40		Occurrence #9
	108-116	Repeat 40		Occurrence #10
41	117	1	A	VICTIM TYPE  Valid Codes: I, B, F, G,

DATA FLD. NUM.	RECORD POSITION	DATA LEN.	ATTR	DESCRIPTION
				P, R, S, O, and U. There must be an entry in this field.
42	118-121	4	A/N	AGE OF VICTIM  Enter exact age or range. Valid values: 00 through 99, NN, NB, BB.
43	122	1	A	SEX OF VICTIM  Valid codes: M, F, and U.
44	123	1	A	RACE OF VICTIM  Valid codes: W, B, I, A, and U.
45	124	1	A/N	RESIDENT STATUS OF VICTIM  Valid codes: 1 through 5, R, and U.
Note: Data Element 46 occurs 2 times.				
46	125-126	2	A/N	AGGRAVATED ASSAULT/ HOMICIDE CIRCUMSTANCES  Valid codes: 01 through 09, 30 through 34, U and blank.
	127-128	Repeat	46	Occurrence #2

DATA FLD. NUM.	RECORD POSITION	DATA LEN.	ATTR	DESCRIPTION
47	129-130	2	A/N	JUSTIFIABLE HOMICIDE CIRCUMSTANCES (ALLEGED)

Valid codes: 01 through  
06, 13 through 17, U and  
blank.

Note: Data Element 48 occurs 5 times.

48	131	1	A/N	TYPE OF INJURY (#1)
				Valid codes: 0 through 7, U and blank.
	132	Repeat 48		Occurrence #2
	133	Repeat 48		Occurrence #3
	134	Repeat 48		Occurrence #4
	135	Repeat 48		Occurrence #5

Note: Data Elements 49 and 50 are a group item occurring  
10 times.

49	136-138	3	N	VICTIM/OFFENDER LINK(#1)
				Enter the offender sequence number (Data Element #28) of an offender who perpetrated an offense against this victim.
50	139-140	2	A	VICTIM/OFF RELAT (#1)
				Enter the relationship of the victim to the

DATA FLD. NUM.	RECORD POSITION	DATA LEN.	ATTR	DESCRIPTION
				offender entered in Data Element 49.
	141-145	Repeat	49-50	Occurrence #2
	146-150	Repeat	49-50	Occurrence #3
	151-155	Repeat	49-50	Occurrence #4
	156-160	Repeat	49-50	Occurrence #5
	161-165	Repeat	49-50	Occurrence #6
	166-170	Repeat	49-50	Occurrence #7
	171-175	Repeat	49-50	Occurrence #8
	176-180	Repeat	49-50	Occurrence #9
	181-185	Repeat	49-50	Occurrence #10

**LEVEL 6 - ARRESTEE SEGMENT**

There is one Arrestee Segment for each of the up to 99 Arrestees involved in the incident.

CODE VALUES: Refer to section 1 (Data Collection Guidelines) for a complete listing of valid codes and what they represent for each data element. Specific instructions for submitting data elements for the incident are also provided therein.

DATA FLD. NUM.	RECORD POSITION	LEN.	ATTR	DESCRIPTION
	1	1	N	SEGMENT LEVEL  Designates this as an Arrestee Segment.  Valid Code: 6
	2	1	A/N	FILLER  Space fill this field.
1	3-11	9	A/N	ORI NUMBER  Valid NCIC ORI number.
2	12-23	12	A/N	AGENCY INCIDENT NUMBER  Agency's internal tracking number. There must be an entry in this field.
51	24-25	2	N	ARRESTEE SEQ NUMBER  Each arrestee is assigned

DATA FLD. NUM.	RECORD POSITION	LEN.	ATTR	DESCRIPTION
				a sequence number from 01 to 99.
				A separate Arrestee Segment should be submitted for each numbered arrestee.
52	26-37	12	A/N	ARRESTEE TRANSACTION NUMBER  Use the unique case transaction number which the agency has assigned to the case. It may be the "Incident Number" of the previously reported incident or a separate arrest transaction number.
53	38-43	6	N	ARREST DATE  FORMAT: YYMMDD Date the subject was arrested.
54	44	1	N	ARREST TYPE  Reason for the arrest or the type of apprehension. Valid codes: 1 through 6, and 9.
55	45	1	A	MULTIPLE ARRESTEE SEGMENTS INDICATOR

DATA FLD. NUM.	RECORD POSITION	LEN.	ATTR	DESCRIPTION
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Indicate whether the arrest resulted in the clearance of more than one previously reported incident. Valid codes: N, C and M.

Note: Data Element 56 occurs 10 times.

56	46-54	9	A/N	ORC ARREST OFFENSE CODE (#1)
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The 9 character ORC offense code or the offense(s) for which the arrestee was apprehended.

55-63	Repeat	56	Occurrence #2
64-72	Repeat	56	Occurrence #3
73-81	Repeat	56	Occurrence #4
82-90	Repeat	56	Occurrence #5
91-99	Repeat	56	Occurrence #6
100-108	Repeat	56	Occurrence #7
109-117	Repeat	56	Occurrence #8
118-126	Repeat	56	Occurrence #9
127-135	Repeat	56	Occurrence #10

DATA FLD. NUM.	RECORD POSITION	LEN.	ATTR	DESCRIPTION
57	136-138	3	A/N	ARREST LARCENY TYPE  Valid only if ORC Offense Code (Data Element 56) is related to larceny offenses. Valid codes: 23A, 23B, 23C, 23D, 23E, 23F, 23G, and 23H.
Note: Data Element 58 occurs 3 times.				
58	139-141	3	A/N	ARRESTEE ARMED WITH (#1)  (See section 1, Data Requirements, for a complete list Weapon types.)
	142-144	Repeat	58	Occurrence #2
	145-147	Repeat	58	Occurrence #3
59	148-200	53	A/N	UTILITY FIELD  This field may be used for brief comments. It may, at some point in the future, be used for arrestee names.
60	201-204	4	N	AGE OF ARRESTEE  Enter exact age or range. Valid codes: 01 through 99.
61	205	1	A	SEX OF ARRESTEE  Valid codes: M or F

DATA FLD. NUM.	RECORD POSITION	LEN.	ATTR	DESCRIPTION
62	206	1	A	RACE OF ARRESTEE  Valid codes: W, B, I, A, and U.
63	207-209	3	A	HAIR COLOR OF ARRESTEE  (See section 1, Data Requirements, for a complete list of Hair Color codes).
64	210-212	3	A	EYE COLOR OF ARRESTEE  (See section 1, Data Requirements, for a complete list of Eye Color codes).
65	213-218	6	N	HEIGHT OF ARRESTEE  Enter exact height or range. Example: "511601" indicates a height range of 5'11" to 6'1".
66	219-224	6	N	WEIGHT OF ARRESTEE  Enter exact weight or range.
Note: Data Element 67 occurs 5 times.				
67	225-234	10	A/N	SCARS, MARKS, TATTOOS AND OTHER CHAR (#1)

DATA FLD. NUM.	RECORD POSITION	LEN.	ATTR	DESCRIPTION
				Any valid NCIC code. (See Appendix B of this manual for a complete list of codes.)
	235-244	Repeat	67	Occurrence #2
	245-254	Repeat	67	Occurrence #3
	255-264	Repeat	67	Occurrence #4
	265-274	Repeat	67	Occurrence #5
68	275	1	A/N	RESIDENT STATUS OF ARRESTEE  Valid codes: 1 through 5, R and U.
69	276	1	A	DISPOSITION OF ARRESTEE UNDER 18  Valid codes: H, O, and N.

**TRAILER RECORD**

This is the last record of the file. There is one Trailer record per file. This is where the sent and received counts will be balanced from.

DATA FLD. NUM.	RECORD POSITION	LEN.	ATTR	DESCRIPTION
	1	1	N	RECORD IDENTIFIER  Designates this as a Trailer Record.  Valid code: 7
	2	1	A	FILLER  Space fill this field.
	3-11	9	A/N	ORI NUMBER  Valid NCIC ORI number. There must be an entry in this field.
	12-23	12	A	FILLER  Space fill this field.
	24-28	5	N	REC COUNT FOR SEGMENT 1
	29-33	5	N	REC COUNT FOR SEGMENT 2
	34-38	5	N	REC COUNT FOR SEGMENT 3
	39-43	5	N	REC COUNT FOR SEGMENT 4

DATA FLD. NUM.	RECORD POSITION	LEN.	ATTR	DESCRIPTION
	44-48	5	N	REC COUNT FOR SEGMENT 5
	49-53	5	N	REC COUNT FOR SEGMENT 6

**SECTION III**  
**OHIO IBR DATA EDITS**

## Introduction to Data Edits

This section is organized into three groups of edits: Incident Level Edits, Data Element Level Edits, and Offense Level Edits. The purpose of each level is outlined at the beginning of each section. The edits will be applied to all local agency data that is submitted to Ohio's IBR system. Participating agencies should incorporate the edits into their IBR systems to avoid receiving lengthy error reports. If a local agency's software performs these edits, no errors should be encountered during processing at the state level.

As of June 1991, the FBI has not published a final version of the edits it will use to process state NIBRS data. The state of Ohio has been working with the most recent draft, but it is likely that the FBI will revise this draft as more states submit NIBRS data.

After an agency's incident data is processed by Ohio's IBR section, the Ohio IBR section will send an error report to each agency listing the incident data that requires corrections. It is expected that all agencies will correct data errors to assist the Ohio IBR section in ensuring that Ohio's system is of high quality. Since the FBI has not finalized its error manual it is difficult for Ohio to identify the edits that should be considered fatal. If an incident does not pass fatal edits it will not be accepted as part of an agency's data submission. All Incident Level and Data Element Level edits must be met for Ohio to accept an agency's IBR data. Also the Crime Type edits in the Offense Level Section should be met.

## INCIDENT LEVEL EDITS

This section describes the Ohio IBR Incident Level Edits. INCIDENT LEVEL EDITS validate the consistency of the incident as a whole to determine if all of the required segments and fields are submitted. This level of edits also validates the relationship between segments.

### Overview of minimally required Ohio IBR segments:

At a minimum four segments should be submitted for each Incident:

1. Administrative Segment
2. Offense Segment
3. Offender Segment
4. Victim Segment

### Overview of minimally required Ohio IBR data elements:

Listed below are the minimally required data elements from the segments listed above that should be submitted for each incident:

#### Administrative:

- 1 = ORI Number
- 2 = Agency Incident Number
- 3 = Incident Date/Time
- 4 = Report Date/Time
- 8 = Zip Code
- 9 = Hate/Bias Crime

#### Offense:

- 1 = ORI Number
- 2 = Agency Incident Number
- 10 = ORC Offense Code
- 11 = Offense A/C
- 13 = Suspected of Using
- 14 = Location Type

#### Offender:

- 1 = ORI Number
- 2 = Agency Incident Number
- 28 = Offender Sequence Number
- If any code but "000" in Offender Sequence Number
- 30 = Type Weapon/Force Used
- 31 = Offender Age

- 32 = Offender Sex
- 33 = Offender Race
- 34 = Offender Hair Color
- 35 = Offender Eye Color
- 36 = Offender Height
- 37 = Offender Weight

Victim:

- 1 = ORI Number
  - 2 = Agency Incident Number
  - 39 = Victim Sequence Number
  - 40 = Victim/Offense Link
  - 41 = Victim Type
- If "I" = Ind. or "P" = Police officer is entered:
- 42 = Victim Age
  - 43 = Victim Sex
  - 44 = Victim Race
  - 45 = Victim Resident Status

**Overview of minimally required property information for Offenses which are Property Crimes.**

- 1 = ORI Number
  - 2 = Incident Number
  - 19 = Type of Property Loss/Etc.
- If "2-7" is entered:
- 20 = Property Description
  - 21 = Property Value

**Overview of minimally required arrest information for Incidents with Arrests and Arrests that are added to previously reported incidents:**

- 1 = ORI Number
- 2 = Agency Incident Number
- 51 = Arrestee Sequence Number
- 52 = Arrestee Transaction Number
- 53 = Arrest Date
- 54 = Arrest Type
- 55 = Multiple Clearance Indicator
- 56 = ORC Arrest Offense Code
- 58 = Arrestee was Armed With
- 60 = Arrestee Age
- 61 = Arrestee Sex
- 62 = Arrestee Race
- 63 = Arrestee Hair Color
- 64 = Arrestee Eye Color

65 = Arrestee Height  
66 = Arrestee Weight  
68 = Arrestee Resident Status  
69 = Disposition of Arrestee  
Under 18

Other Incident Level Edits

1. Number of segments allowed per incident and arrest.

Administrative Segment	-- 1
Offense Segment	-- 10
Property Segment	-- 7
Offender Segment	-- 99
Victim	-- 999
Arrestee	-- 99

2. Duplicate incidents are not allowed.

An agency must use a unique "AGENCY INCIDENT NUMBER" for each incident submitted.

3. Duplicate "keys" within a segment are not allowed.

There cannot be any duplicate segments having the same "keys." Following are the keys (data elements) that must be unique for each segment submitted in an incident.

Offense Segment	-- ORC OFFENSE CODE (Data Element #10)
Property Segment	-- TYPE OF PROPERTY LOSS/ETC. (Data Element #19).
Offender Segment	-- OFFENDER SEQUENCE NUMBER (Data Element #28).
Victim Segment	-- VICTIM SEQUENCE NUMBER (Data Element #39).
Arrestee Segment	-- ARRESTEE SEQUENCE NUMBER (Data Element #51).

4. Sequence numbers must be consecutive.

Multiple Offender, Victim, and Arrestee Segments cannot have gaps in sequence numbers entered into Data Element #28 Offender Sequence Number, Data Element #39 Victim Sequence Number, and Data Element #51 Arrestee Sequence Number. For example, if four Offender Segments are submitted, the sequence numbers must be 001, 002, 003, and 004.

5. **Victim references to offense codes must have applicable offense segments.**

Each ORC offense code entered in Data Element #40 Victim/ORC Offense Link must have a corresponding Offense Segment. A victim cannot be connected to an offense when the offense itself is not present.

6. **Each Offense Segment must have Victim Segment linked to it.**

Each offense segment must have at least one Victim(s) pointing to it via Data Element 40 Victim Linked to ORC Offense Code.

7. **Victims must be linked to Offenders.**

If "I" or "P" is entered in Data Element #41, each Victim must be linked to the Offender(s) who perpetrated the crime against him/her. If the Offender(s) are unknown and "000" is entered in Data Element #28 Offender Sequence Number, "000" should also be entered in Data Element #49 Victim/Offender Link.

8. **When an incident is Exceptionally Cleared (Data Element 5 (A-E)) or Cleared Otherwise a complete Offender Segment must be submitted.**

9. **When an Incident is Exceptionally Cleared there should not be an Arrestee Segment.**

If Data Element #5 Case Clearances is A-E, there should not be an Arrestee Segment submitted for the incident.

10. **When an Incident is Cleared by Arrest, there must be an Arrestee Segment.**

If Data Element #5 Case Clearances is F or G, there must be an accompanying Arrestee Segment.

11. **The Victim/Offender Relationships must reflect their implied relationships.**

The sex of the victim and/or offender must reflect the implied relationships. For e.g., if the relationship of the victim to offender was SE = Spouse, the victim's sex must be the opposite of the

offenders.

**12. All date fields must be in a logical sequence.**

The Report Date must not be earlier than the Incident Date and likewise, the Date of Arrest cannot be earlier than the Incident or Report dates. All dates must also be earlier than the date the tape is processed by the state IBR program.

**13. All Segments for an incident must be in numeric order.**

Valid segment levels are 1 through 6 and they must be submitted in numerical order.

## DATA ELEMENT LEVEL EDITS

This section describes the Ohio IBR Data Element Level Edits. DATA ELEMENT LEVEL EDITS validate the codes entered for specific data elements and test for logical relationships among data elements within a segment. These edits are arranged by segment type starting with the Administrative Segment.

### ADMINISTRATIVE SEGMENT

1. ORI Number (A/N)
  - a. The ORI number submitted must exist in the ORI password table.
2. Agency Incident Number (A/N)
  - a. Valid character combinations are A-Z, 0-9, and hyphen.
  - b. If the entry is less than 12 characters, it must be left justified blank right-fill.
  - c. No imbedded blanks are allowed.
3. Incident Date/Time (N)
  - a. Must be a valid YYMMDDHHHH entry.
  - b. HHHH must be military time ("2400" is not a valid time).
4. Report Date/Time (N)
  - a. Must be a valid YYMMDDHHHH entry.
  - b. The report date/time must be the same as or later than the Incident Date time (Data Element #3).
  - c. HHHH must be military time ("2400" is not a valid time).
5. Case Clearances (A)
  - a. Must be a valid code.
  - b. Updates may only be submitted for this field if the original code was G, H, I, or U.

6. Clearance Date (N)

- a. Must be a valid YYMMDD entry.
- b. If Data Element #5 Case Clearances is A-G or K, there must be an entry in this field.
- c. The Clearance Date must be the same as or later than Data Element #4 Report Date/Time.
- d. If "U" is entered in Data Element #5 Case Clearances, or if Data Element #5 is blank, this field should be valued at zero.

7. Geocode (A/N)

- a. Valid character combinations are any valid alpha/numeric character.
- b. If the entry is less than 6 characters, it must be blank right-fill.

8. Zip Code (A/N)

- a. Valid characters are 0-9 or blank.
- b. If less than 6 characters, blank right-fill.

9. Hate/Bias Crime (A/N)

- a. Must be a valid entry.
- b. If N, R, or U is entered, the entry should be blank right-fill.

**OFFENSE SEGMENT**

10. **ORC Offense Code (A/N)**
  - a. Must be a valid entry.
  - b. If the ORC code is less than 9 characters, blank right-fill.
11. **Offense Attempted/Completed (A)**
  - a. Must be a valid code.
12. **Larceny Type (A/N)**
  - a. Must be a valid code.
  - b. If Data Element #10 ORC code is 291302 there must be an entry in this field.
13. **Suspected of Using (A)**
  - a. Must be a valid entry.
  - b. Up to 3 entries are allowed, but there should not be any duplicates.
  - c. N = Not Applicable must be mutually exclusive of all other entries.
14. **Location Type (N)**
  - a. Must be a valid entry.
  - b. Up to two entries are allowed, but there should not be any duplicates.
  - c. "00" is only valid as a second entry for this data element.
15. **Number of Premises Entered (N)**
  - a. Must be a valid entry (00 - 99).
  - b. If Data Element #14 Location Type is 18 or 24 and the offense is Burglary/B&E, there must be an entry in this field other than "00".
  - c. If Data Element #14 Location Type is not 18 or 24, this field should be valued at "00".

16. Method of Entry (N)
  - a. Must be a valid entry.
17. Method of Operation (N)
  - a. Must be a valid entry.
  - b. Up to five entries are allowed, but there should not be any duplicates.
18. Type of Criminal Activity (A)
  - a. Must be a valid entry.
  - b. Up to three entries are allowed, but there should not be any duplicates.

**PROPERTY SEGMENT**

19. **Type of Property Loss/Etc. (A/N)**
  - a. Must be a valid entry
  - b. If Data Element #11 (Offense Attempted/Completed) is "A" and Data Element #1C (ORC Offense Code) is a "Crime Against Property," 1=None or U=Unknown must be entered in this field.
  - c. If 7=Recovered is entered, every recovered Property Description must have been reported as stolen except for counterfeiting forgery, stolen property offenses, and motor vehicle thefts where parts/accessories are recovered.
  
20. **Property Description (N)**
  - a. Must be a valid entry.
  - b. Up to ten entries are allowed, but there should not be any duplicates.
  - c. If 2 - 7 is entered in Data Element #19 Type Property Loss/Etc. there must be at least one entry in this field.
  
21. **Property Value (N)**
  - a. Must be a valid entry.
  - b. All entries must be zero-left fill.
  - c. If 2 - 7 is entered in Data Element #19 Type Property Loss (does not apply for drug offenses in which property involved is a drug), the Property Value must be at least "000000001".
  - d. If Data Element #20 Property Description = 55 (Pending Inventory) the entry in this field should be "000000001".
  - e. If there is an entry in this field, there must be a corresponding entry in Data Element #20 Property Description.
  - f. When Data Element #19 Type Property Loss/Etc. entries are made for both 7=Stolen and 5=Recovered, the recovered property cannot have values greater than the property values reported stolen.

22. **Date Recovered (N)**

- a. Must be a valid YYYYMMDD entry.
- b. The date recovered must be the same as or later than Data Element #3 Incident Date/Time.
- c. If Data Element #19 Type Property Loss/Etc. is 5=Recovered there must be an entry in this field.
- d. If there is an entry in this field, there must be an entry in Data Element #20 Property Description and Data Element #21 Property Value.

23. **Number of Stolen Motor Vehicles (N)**

- a. Must be a valid entry.
- b. All entries must be zero left-fill.
- c. There must be an entry in this field if Data Element #19 Type Property Loss/Etc. is 7=Stolen and Data Element #20 Property Description = 36, 38, 39, 42, or 43.

24. **Number of Recovered Motor Vehicles (N)**

- a. Must be a valid entry.
- b. All entries must be zero left-fill.
- c. There must be an entry in this field if Data Element #19 Type Property Loss/Etc. is 5=Recovered and Data Element #20 Property Description = 36, 38, 39, 42, or 43.

25. **Suspected Drug Type (N)**

- a. Must be a valid entry.
- b. Up to five entries are allowed.
- c. If there is an entry in this field, there must be a corresponding entry in Data Element #26 Estimated Drug Quantity and Data Element #27 Type of Drug Measurement.

26. **Estimated Drug Quantity (N)**

- a. Must be a valid entry.
- b. All entries must be zero left-fill.

27. **Type Drug Measurement (A)**

- a. Must be a valid code.
- b. NP can only be used if Data Element #25 Suspected Drug Type is 04, 20, or 21.
- c. If Data Element #25 Suspected Drug Type contains duplicate entries, the corresponding measurements must be unique.

**OFFENDER SEGMENT**

28. **Offender Sequence Number (N)**
  - a. Must be a valid entry.
  - b. All entries should be zero left-fill.
29. **Utility Field (A/N)**
  - a. Valid character combinations are any valid alpha/numeric character.
30. **Type Weapon Force/Used (A/N)**
  - a. Must be a valid entry.
  - b. Two character and unknown entries should be blank right-fill.
  - c. If 99 is entered, it must be mutually exclusive of all other values.
  - d. Up to three entries are allowed, but there should not be any duplicates.
31. **Age of Offender (N)**
  - a. Must be a valid entry.
  - b. If the exact age of offender is known, the entry should be zero right-fill.
  - c. If an age range is entered the first two digits must be less than the second two.
  - d. If Data Element #5 Case Clearances is A-E, the age of at least one of the offenders must not be valued at zero.
32. **Sex of Offender (A)**
  - a. Must be a valid entry.
  - b. If Data Element #5 Case Clearances is A-E, the sex of at least one of the offenders must not be unknown or spaces.
33. **Race of Offender (A)**
  - a. Must be a valid entry.
  - b. If Data Element #5 Case Clearances is A-E, the race of at least one of the offenders must not be unknown or spaces.

34. **Hair Color of Offender (A)**
- a. Must be a valid entry.
  - b. If U is entered, blank right-fill.
35. **Eye Color of Offender (A)**
- a. Must be a valid entry.
  - b. If U is entered, blank right-fill.
36. **Height of Offender (N)**
- a. Must be a valid entry.
  - b. If exact height is known, entry should be three characters zero right-fill.
  - c. The first and fourth characters should not be greater than eight.
  - d. Positions 2-3 and 5-6 cannot be greater than 11.
  - e. All inches positions should be zero left-fill.
  - f. If a height range is entered, the first three characters should be less than the second three.
37. **Weight of Offender (N)**
- a. Must be a valid entry.
  - b. If exact weight is known, entry should be three characters zero right-fill.
  - c. If a range is entered, the first three characters must be less than the second three.
38. **Scars, Marks, Tattoos, and Other Char. (A/N)**
- a. Must be a valid entry.
  - b. All entries should be blank right-fill.
  - c. Up to five entries are allowed, but there should not be any duplicates.

**VICTIM SEGMENT**

- 39. **Victim Sequence Number (N)**
  - a. Must be a valid entry.
  - b. All entries should be zero left-fill.
  
- 40. **Victim/Offense Link (A/N)**
  - a. If the entry is less than 9 characters, blank right-fill.
  - b. Up to ten entries are allowed, but there should not be any duplicates.
  - c. There must be an Offense Segment for each offense linked to this victim.
  - d. If Data Element #41 Victim Type is I or P, the ORC Offense Code listed in this field must be a crime against an individual or a crime against property.
  - e. If Data Element #41 Victim Type is B, F, G, I, P, O, or U, the ORC Offense Code listed in this field must be a crime against property.
  - f. If Data Element #41 Victim Type is S, the ORC Offense Code listed in this field must be a crime against society.

**NOTE:** See Appendix A for a listing of crime type designations.

- 41. **Victim Type (A)**
  - a. Must be a valid code.
  
- 42. **Age of Victim (A/N)**
  - a. Must be a valid entry.
  - b. If the exact age is known, the entry should be 2 digit zero right-fill.
  - c. If an age range is entered, the first two characters should be less than the second two.
  - d. If NN, NB, or BB is entered, the entry must be zero right-fill.
  
- 43. **Sex of Victim (A)**
  - a. Must be a valid entry.
  - b. If Data Element #41 Victim Type is "I" or "P", there must be an entry in this

field.

44. **Race of Victim (A)**
  - a. Must be a valid entry.
  - b. If Data Element #41 Victim Type is "I" or "P", there must be an entry in this field.
45. **Resident Status of Victim (A/N)**
  - a. Must be a valid entry.
  - b. If Data Element #41 Victim Type is "I" or "P", there must be an entry in this field.
46. **Aggravated Assault/Homicide Cir. (A/N)**
  - a. Must be a valid entry.
  - b. If U is entered, blank right-fill.
  - c. Up to two entries are allowed for 01 - 09, but no duplicates should be entered.
  - d. Value U should be mutually exclusive of other categories.
  - e. If 30 - 34 is entered, there should only be one entry.
47. **Justifiable Homicide Circumstances (A/N)**
  - a. Must be a valid entry.
  - b. If U is entered, blank right-fill.
48. **Type of Injury (A/N)**
  - a. Must be a valid entry.
  - b. Up to five entries are allowed, but no duplicates.
  - c. U or 0 is entered, must be mutually exclusive of other entries.
49. **Victim/Offender Link (N)**
  - a. Must be a valid entry.
  - b. All entries must be zero left-fill.
  - c. Up to ten entries are allowed, but there should not be any duplicates.
  - d. If there is an entry in this field, Data Element #41 Victim Type must be I or P.

- e. There must be an Offender Segment for each offender linked to this victim.

50. Victim/Offender Relationship (A)

- a. Must be a valid code.
- b. If an entry other than "00" is entered in Data Element #49 Victim/Offender Link, there must be an entry in this field for every offender listed.
- c. If the code is SE = Spouse Data Element #42 Victim Age must be > 10.
- d. If U is entered, blank right-fill.
- e. The sex of the victim/and or offender must reflect the implied relationship.
- f. The age of the victim and/or offender must reflect the implied relationship.
- g. If VO=Victim was Offender is entered in this data element, there must be 2 or more victim segments for the incident.
- h. If VO=Victim was Offender is entered in this data element, there must be 2 or more offender segments for the incident.
- i. The relationship code SE=Spouse must only be entered once for each victim.

**ARRESTEE SEGMENT**

- 51. Arrestee Sequence Number (N)
  - a. Must be a valid entry.
- 52. Arrestee Transaction Number (A/N)
  - a. Valid character combinations are A-Z, 0-9, and hyphen.
  - b. If the Arrestee Transaction Number is less than 12 characters, blank right-fill.
- 53. Arrest Date (N)
  - a. Must be a valid YYYYMMDD entry.
- 54. Arrest Type (N)
  - a. Must be a valid entry.
- 55. Multiple Arrestee Segments Indicator (A)
  - a. Must be a valid code.
- 56. ORC Arrest Offense Code (A/N)
  - a. Must be a valid ORC code.
  - b. If the entry is less than 9 characters, blank right-fill.
  - c. There should be no duplicate entries.
- 57. Arrest Larceny Type (A/N)
  - a. Must be a valid entry.
  - b. There must be an entry in this field if Data Element #56 ORC Arrest Offense Code is 291302.
- 58. Arrestee Was Armed With (A/N)
  - a. Must be a valid entry.
  - b. Value "99" = "None" must be mutually exclusive of other entries.
- 59. Utility Field (A/N)
  - a. Valid characters are any alpha/numeric

field.

60. **Age of Arrestee (N)**
  - a. Must be a valid entry.
  - b. If the exact age of the Arrestee is known, the entry should be zero right-fill.
  - c. If an age range is entered, the first two digits must be less than the second two.
61. **Sex of Arrestee (A)**
  - a. Must be a valid entry.
62. **Race of Arrestee (A)**
  - a. Must be a valid entry.
63. **Hair Color of Arrestee (A)**
  - a. Must be a valid entry.
  - b. If U is entered, blank right-fill.
64. **Eye Color of Arrestee (A)**
  - a. Must be a valid entry.
  - b. If U is entered, blank right-fill.
65. **Height of Arrestee (N)**
  - a. Must be a valid entry.
  - b. If the exact height is known, entry should be three characters zero right-fill.
  - c. If a range is entered, the first three characters must be less than the second three.
  - d. Inches positions should be zero left-fill.
  - e. The first and fourth characters should not be greater than 8.
  - f. Positions 2-3 and 5-6 should not be greater than 11.
66. **Weight of Arrestee (N)**
  - a. Must be a valid entry.

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- b. If the exact weight is known, entry should be zero right fill.
  - c. If a range is entered, the first three characters must be less than the second three.
67. Scars, Marks, Tattoos, and Other Char. (A/N)
- a. Must be a valid entry.
  - b. All entries should be blank right-fill.
  - c. Up to five entries are allowed, but no duplicates should be entered.
68. Resident Status of Arrestee (A/N)
- a. Must be a valid entry.
69. Disposition of Arrestee Under 18 (A)
- a. Must be a valid entry.
  - b. If the age of the Arrestee is under 18, Data Element #69 Disposition of Arrestee under 18 must not equal N.

**OFFENSE LEVEL EDITS**

This section describes the Ohio IBR Offense Level Edits. OFFENSE LEVEL EDITS validate the information that is submitted for specific offenses. There are two types of offense level edits. The first, **Crime Type**, validates the data submitted based upon three categories of crime; Crimes Against Individuals, Crimes Against Society, and Crimes Against Property. See Appendix A "ORC Offense Translation Table" for the crime type designations. The second, **Implied Edits**, verify that all of the implied information, based upon the nature of the offense, is submitted. For example, If a homicide is committed, the offense specific edits will verify that Data Element #30 Type Weapon/Force used and Data Element #46 Aggravated Assault/Homicide Circumstances are nonblank.

**CRIME TYPE EDITS****1. Crimes Against Individuals**

- a. If Data Element #10 ORC Offense Code is a "Crime Against an Individual," Data Element #41 Victim Type must be "I" = "Individual" or "P" = "Police Officer."

**2. Crimes Against Society**

- a. If Data Element #10 ORC Offense Code is a "Crime Against Society," only one Victim Segment should be submitted for that offense code.
- b. Data Element #41 Victim Type must be "S" = "Society/Public."

**3. Crimes Against Property**

- a. If Data Element #10 ORC Offense Code is a "Crime Against Property," a Property Segment, with all appropriate fields completed, must be submitted.
- b. If Data Element #10 ORC Offense Code is a "Crime Against Property," Data Element #41 Type of Victim must be "I" = "Individual," "B" = "Business," "F" = "Financial Institution," "G" = "Government," "P" = "Police Officer," "R" = "Religious Organization," "O" = "Other," or "U" = "Unknown."

IMPLIED EDITS

- 1547.07            1. Data Element 14 (Location Type) must be "45" = Lake/Waterway.
- 1547.11            1. Data Element 14 (Location Type) must be "45" = Lake/Waterway.  
2. Data Element 13 (Suspected of Using) must be "A" = Alcohol or "D" Drugs/Narcotics.
- 1547.34            1. Data Element 14 (Location Type) must be "45" = Lake/Waterway.  
2. Must have either Property Segment describing property loss or Victim Segment in which Data Element 48 (Type of Injury) is non-blank.
- 2151.022           1. Data Element 31 (Age of Offender) must be less than 18.
- 2903.01  
2903.02  
2903.03  
2903.04            1. Data Element 46 (Agg. Aslt/Hom. Circ) must be 01-09 or U.
- 2903.05            1. Data Element 46 (Agg. Aslt/Hom. Circ) must be 30-34 or U.
- 2903.06  
2903.07            1. Data Element 30 (Type Weapon) must be 35.
- 2903.08            1. Data Element 30 (Type Weapon) must be 35.  
2. If Data Element 11 (Attempted/Completed) is "C", Data Element 48 (Type of Injury) must be non-zero.  
3. Data Element 46 (Agg. Aslt/Hom. Circ) must be 01-09 or U.
- 2903.11  
2903.12            1. Data Element 46 (Agg. Aslt/Hom. Circ) must be 01-09 or U.

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- 2903.14
1. Data Element 50 (Victim Offender Relationship) must not = "SE" spouse.
  2. If Data Element 11 (Attempted/Completed) is "C", Data Element 48 (Type of Injury) must be non-zero.
- 2903.34
1. If Data Element 11 (Attempted/Completed) is "C", Data Element 48 (Type of Injury) must be non-zero.
- 2905.01  
2905.02  
2905.03
1. If "C" is entered in Data Element 11 (Attempted/Completed), Data Element 19 Type Property Loss must = "1", "5", "7", or "U".
- 2905.04
1. Data Element 42 (Age of Victim) must be less than 18.
  2. If "C" is entered in Data Element 11 (Attempted/Completed), Data Element 19 Type Property Loss must = "1", "5", "7", or "U".
- 2905.05
1. Data Element 42 (Age of Victim) must be less than 14.
  2. If "C" is entered in Data Element 11 (Attempted/Completed), Data Element 19 Type Property Loss must = "1", "5", "7", or "U".
- 2905.11  
2905.12
1. If "C" is entered in Data Element 11 (Attempted/Completed), Data Element 19 (Type Property Loss) must = "5" or "7".
- 2907.02A1A  
2907.02A2
1. Data Element 43 (Sex of Victim), must not be the same as all offenders in Data Element 32 Sex of Offender.
- 2907.03
1. Data Element 50 (Victim Offender Relationship) must not = "SE" spouse.

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- 2907.04
1. Data Element 50 (Victim Offender Relationship) must not = "SE" spouse.
  2. Data Element 42 (Age of Victim) must be less than 16 but greater than 12.
  3. Data Element 31 (Age of Offender) must be greater than 17.
- 2907.05  
2907.06
1. Data Element 50 (Victim Offender Relationship) must not = "SE" spouse.
- 2907.31  
2907.311  
2907.32  
2907.321  
2907.322  
2907.323  
2907.33  
2907.34
1. Data Element 18 (Type Criminal Activity) must be Non-blank.
- 2909.02  
2909.03
1. If "C" is entered in Data Element 11 (Attempted/Completed), Data Element 19 (Type Property Loss) must = "2" or "4".
- 2909.05  
2909.06  
2909.07  
2909.08
1. If "C" is entered in Data Element 11 (Attempted/Completed) Data Element 19 (Type Property Loss) must = "4".
- 2911.01  
2911.02
1. If "C" is entered in Data Element 11 (Attempted/Completed), Data Element 19 Type Property Loss must = "5" or "7".
- 2911.11  
2911.12  
2911.13
1. Data Element 16 (Method of Entry) must be non-zero.
  2. If "C" is entered in Data Element 11

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- 2903.14
1. Data Element 50 (Victim Offender Relationship) must not = "SE" spouse.
  2. If Data Element 11 (Attempted/Completed) is "C", Data Element 48 (Type of Injury) must be non-zero.
- 2903.34
1. If Data Element 11 (Attempted/Completed) is "C", Data Element 48 (Type of Injury) must be non-zero.
- 2905.04
1. Data Element 42 (Age of Victim) must be less than 18.
- 2905.05
1. Data Element 42 (Age of Victim) must be less than 14.
- 2905.11  
2905.12
1. If "C" is entered in Data Element 11 (Attempted/Completed), Data Element 19 (Type Property Loss) must = "5" or "7".
- 2907.02A1A  
2907.02A2
1. Data Element 43 (Sex of Victim), must not be the same as all offenders in Data Element 32 Sex of Offender.
- 2907.03
1. Data Element 50 (Victim Offender Relationship) must not = "SE" spouse.
- 2907.04
1. Data Element 50 (Victim Offender Relationship) must not = "SE" spouse.
  2. Data Element 42 (Age of Victim) must be less than 16 but greater than 12.
  3. Data Element 31 (Age of Offender) must be greater than 17.
- 2907.05  
2907.06
1. Data Element 50 (Victim Offender Relationship) must not = "SE" spouse.
- 2907.31  
2907.311

- 2907.32  
2907.321  
2907.322  
2907.323  
2907.33  
2907.34
1. Data Element 18 (Type Criminal (Activity)) must be Non-blank.
- 2909.02  
2909.03
1. If "C" is entered in Data Element 11 (Attempted/Completed), Data Element 19 (Type Property Loss) must = "2" or "4".
- 2909.05  
2909.06  
2909.07  
2909.08
1. If "C" is entered in Data Element 11 (Attempted/Completed) Data Element 19 (Type Property Loss) must = "4".
- 2911.01  
2911.02
1. If "C" is entered in Data Element 11 (Attempted/Completed), Data Element 19 Type Property Loss must = "5" or "7".
- 2911.11  
2911.12  
2911.13
1. Data Element 16 (Method of Entry) must be non-zero.
  2. If "C" is entered in Data Element 11 (Attempted/Completed), Data Element 19 (Type Property Loss) must be "1", "5", "7", or "U".
- 2911.21
1. Data Element 16 (Method Of Entry) must be non-zero.
- 2911.31  
2911.32
1. If "C" is entered in Data Element 11 (Attempted/Completed), Data Element 19 (Type Property Loss) must = "5" or "7".
- 2913.02
1. Data Element 12 (Larceny Type) must be non-blank.

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2. If Arrest Segment, Data Element 57 (Arrest Larceny Type) must be non-blank.
  3. If "C" is entered in Data Element 11 (Attempted/Completed), Data Element 19 (Type Property Loss) must = "5" or "7".
- 2913.04
1. If "C" is entered in Data Element 11 (Attempted/Completed), Data Element 19 (Type Property Loss) must = "5" or "7".
- 2913.11
1. Data Element 20 (Property Description) must be "03" = Negotiable Instruments.
- 2913.31  
2913.32  
2913.33
1. Data Element 18 (Type Criminal Activity) must be non-blank.
  2. If "C" is entered in Data Element 11 (Attempted/Completed), Data Element 19 (Type Property Loss) must = "3", "6" or "7".
- 2913.40  
2913.41
1. If Data Element 11 (Attempted/Completed) is "C", Data Element 19 (Type Property Loss) must be "5" or "7".
- 2913.51
1. Data Element 18 (Type Criminal Activity) must be non-blank.
  2. If "C" is entered in Data Element 11 (Attempted/Completed), Data Element 19 (Type Property Loss) must = "1" or "7".
- 2913.81
1. Data Element 13 (Suspected of Using) must be "C" = Computer.
- 2915.02
1. If Data Element 20 (Property Description) = "20", Data Element 18 (Type Criminal Activity) must be non-blank.
- 2917.40
1. Data Element 14 (Location Type) must

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be "14" = Other Public Access Building.

- 2919.13 1. Data Element 42 (Age of Victim) must be "NN" = under 24 hours.
- 2919.22 1. Data Element 42 (Age of Victim) must be less than 21.
- 2921.02  
2921.21 1. If "C" is entered in Data Element 11 (Attempted/Completed), Data Element 19 (Type Property Loss) must = "1", "5", "7", or "U".
- 2921.36 1. Data Element 18 (Type Criminal Activity) must be non-blank.
- 2921.41 1. If "C" is entered in Data Element 11 (Attempted/Completed), Data Element 19 (Type Property Loss) must = "5" or "7".
- 2923.12  
2923.121  
2923.13 1. Data Element 18 (Type Criminal Activity) must be non-blank.
- 2923.15 1. Data Element 13 (Suspected of Using) must be "A" = Alcohol or "D" = Drugs/Narcotics.  
2. Data Element 18 (Type Criminal Activity) must be non-blank.
- 2923.16 1. Data Element 18 (Type Criminal Activity) must be non-blank.
- 2923.161 1. Data Element 14 (Location Type) must be 01-04, 08 or 09.  
2. Data Element 18 (Type Criminal Activity) must be non-blank.
- 2923.17  
2923.19  
2923.20  
2923.21 1. Data Element 18 (Type Criminal

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Activity) must be non-blank.

2925.02  
2925.03  
2925.11

1. Data Element 18 (Type Criminal Activity) must be non-blank.
2. If Data Element 11 (Attempted/ Completed) is "C", Data Element 19 (Type of Property Loss Etc.) must be "1" or "6".
3. If Data Element 20 (Property Description) is "31" = Drug/Narcotic, Data Elements 25 (Suspected Drug Type), 26 (Estimated Drug Quantity), and 27 (Type Drug Measurement) must be non-blank.
4. Data Element #20 (Property Description) must not equal "15" Drug/Narcotic Equipment.

2925.12

1. Data Element 18 (Type Criminal Activity) must be non-blank.
2. If Data Element 11 (Attempted/ Completed) is "C", Data Element 19 (Type of Property Loss Etc.) must be "1" or "6".
3. Data Element 20 (Property Description) must be "15" = Drug/Narcotic Equipment.

2925.13

1. Data Element 18 (Type Criminal Activity) must be non-blank.
2. If Data Element 11 (Attempted/ Completed) is "C", Data Element 19 (Type of Property Loss Etc.) must be "1" or "6".
3. If Data Element 20 (Property Description) is "31" = Drug/Narcotic, Data Elements 25 (Suspected Drug Type), 26 (Estimated Drug Quantity), and 27 (Type Drug Measurement) must be non-blank.
4. Data Element 20 (Property Description) must not equal "15" Drug/Narcotic Equipment.

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- 2925.14
1. Data Element 18 (Type Criminal Activity) must be non-blank.
  2. If Data Element 11 (Attempted/ Completed) is "C", Data Element 19 (Type of Property Loss Etc.) must be "1" or "6".
  3. Data Element 20 (Property Description) must be "15" = Drug/Narcotic Equipment.
- 2925.21  
2925.22  
2925.23  
2925.31  
2925.32  
2925.36  
2925.37
1. Data Element 18 (Type Criminal Activity) must be non-blank.
  2. If Data Element 11 (Attempted/ Completed) is "C", Data Element 19 (Type Property Loss Etc.) must be "1" or "6".
  3. If Data Element 20 (Property Description) is 31=Drug/Narcotic, Data Elements 25 (Suspected Drug Type), 26 (Estimated Drug Quantity), and 27 (Type of Drug Measurement) must be non-blank.
  4. Data Element 20 (Property Description) must not equal "15" Drug/Narcotic Equipment.
- 2927.11
1. If Data Element 11 (Attempted/ Completed) is "C", Data Element 19 (Type Property Loss) must be "4".
- 3773.21
1. Data Element 18 (Type Criminal Activity) must be non-blank.
  2. Data Element 14 (Location Type) non-blank.
- 3773.211
1. Data Element 18 (Type Criminal Activity) must be non-blank.

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- 2. Data Element 14 (Location Type) "47" = Street.
- 4301.636 1. Data Element 18 (Type Criminal Activity) must be non-blank.
- 4301.64 1. Data Element 13 (Suspected of Using) must be "A" = Alcohol.
- 4303.15 1. Data Element 3 (Incident Date/Time) must be between 0100 and 1000.
- 4511.19 1. Data Element 13 (Suspected of Using) must be "A" = Alcohol or "D" Drugs/Narcotics.

**APPENDIX A**

**ORC OFFENSE CODES**

(Arranged by ORC Offense Code)

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## Introduction to Appendix A

Following is the list of Ohio Revised Code offenses to be reported in Data Element #10 ORC Offense Code and Data Element #56 ORC Arrest Offense Code. When entering the Ohio Revised Code offense in these data elements, do not include the decimal point. Also listed below are the NIBRS translations and the Crime Type category. As you will notice, some of the NIBRS translations are conditional in that the translation from the ORC offense code to the NIBRS code may be based on data elements in addition to the ORC Offense code. The Crime Type category distinguishes Crimes Against Individuals, Crimes Against Society, and Crimes Against Property. Definitions of the Crime Types are as follows:

**Crimes Against Individuals** - A crime in which the victim is present and directly involved in the offense.

**Crimes Against Society** - A crime which represents the community or public's prohibitions of engaging in certain types of activity.

**Crimes Against Property** - A crime in which the object of the offense is property. In most instances the victim is not present or directly involved in the offense. However, robbery, pocket-picking, and purse snatching are notable exceptions.

**NOTE:** For incidents, all **ATTEMPTS** should be reported as the offense attempted and A should be entered in Data Element #11 Offense Attempted/Completed. For arrests, Attempt should be recorded as the ORC Arrest Offense Code Data Element #56. Also, in order to capture several offenses at the level of detail required by the FBI and to capture several offenses that Ohio does not have a state statute for, it was necessary to create several "dummy" offense codes. However, these are not new Ohio Revised Code offenses. They will only be used for Ohio IBR reporting purposes. These codes are as follows:

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2151.00 = Runaway  
2907.02AS = Forcible Sodomy  
2913.00 = Wire Fraud  
2913.02E = Embezzlement  
2917.00 = Drunkenness  
2918.00 = Curfew/Loitering/Vagrancy

Please see Appendix B "NIBRS Codes and Definitions"  
for clarification on these offenses.

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ORC CODE	OFFENSE DESCRIPTION	NIBRS CODE	CRIME TYPE
2151.00	Runaway	90I	S
2151.022	Juvenile Offenses	90Z	S
2151.022A	Juvenile - incorrigible, habitually disobedient		
2151.022B	Juvenile - truant		
2151.022C	Juvenile - incorrigible, endanger health/morals		
2151.022D	Juvenile - unruly, enter marriage relation		
2151.022E	Juvenile - unruly, found in disreputable place		
2151.022F	Juvenile - unruly, prohibited occupation, dangerous situation		
2151.022G	Juvenile - unruly		
2903.01	Aggravated Murder	09A	I
2903.01A	Aggravated Murder - premeditated		
2903.01B	Aggravated Murder - felony		
2903.02	Murder	09A	I
2903.03	Voluntary Manslaughter	09A	I
2903.04	Involuntary Manslaughter	09A	I
2903.04A	Involuntary Manslaughter - result of felony		
2903.04B	Involuntary Manslaughter - result of misdemeanor		
2903.05	Negligent Homicide	09B	I
2903.06	Aggravated Vehicular Homicide	90Z	I
2903.07	Vehicular Homicide	90Z	I
2903.08	Aggravated Vehicular Assault	13A	I
2903.11	Felonious Assault	13A	I
2903.11A1	Felonious Assault - victim seriously harmed		
2903.11A2	Felonious Assault - weapon or ordnance		
2903.12	Aggravated Assault	13A	I
2903.12A1	Aggravated Assault - victim seriously harmed		
2903.12A2	Aggravated Assault - weapon or ordnance		
2903.13	Assault	13B	I
2903.13A	Assault - knowingly harm victim		
2903.13B	Assault - recklessly cause serious physical harm		
2903.14	Negligent Assault	13B	I
2903.16	Failure to Provide for a Functionally Impaired Person	90Z	I
2903.16A	Fail to Provide for a Functionally Impaired Person - Knowingly		
2903.16B	Fail to Provide for a Functionally Impaired Person - recklessly		
2903.21	Aggravated Menacing	13C	I
2903.211	Menacing by Stalking	13C	I
2903.22	Menacing	13C	I
2903.31	Hazing	90Z	I
2903.31B1	Hazing - recklessly participate		
2903.31B2	Hazing - recklessly permit (school official)		
2903.34	Patient Abuse	13A	I
2903.34A1	Patient Abuse - gross abuse		
2903.34A2	Patient Abuse - abuse		
2903.34A3	Patient Abuse - gross neglect		

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2903.34A4	Patient Abuse - neglect		
2903.35	Filing a False Patient Abuse or Neglect Complaint	90Z	I
2903.36	Retaliation Against Person Reporting Patient Abuse or Neglect	90Z	S
2905.01	Kidnaping	100	I
2905.01A1	Kidnaping - ransom, shield, hostage		
2905.01A2	Kidnaping - commission of felony, flight		
2905.01A3	Kidnaping - terrorize or seriously harm		
2905.01A4	Kidnaping - engage in sexual activity		
2905.01A5	Kidnaping - interfere with govt.		
2905.01B1	Kidnaping - remove from place found		
2905.01B2	Kidnaping - restrain liberty		
2905.01B3	Kidnaping - involuntary servitude		
2905.02	Abduction	100	I
2905.02A1	Abduction - remove from place found		
2905.02A2	Abduction - restrain liberty		
2905.02A3	Abduction - Involuntary Servitude		
2905.03	Unlawful Restraint	100	I
2905.04	Child Stealing	100	I
2905.05	Criminal Child Enticement	100	I
2905.11	Extortion	210	P
2905.11A1	Extortion - threaten to commit felony		
2905.11A2	Extortion - threaten to commit violent offense		
2905.11A3	Extortion - violate 2903.21 or 2903.22		
2905.11A4	Extortion - threaten calumny		
2905.11A5	Extortion - expose matter subjecting person to hatred, contempt, ridicule, etc.		
2905.12	Coercion	210	P
2905.12A1	Coercion - threaten to commit offense		
2905.12A2	Coercion - threaten calumny		
2905.12A3	Coercion - expose matter subjecting person to hatred, contempt, ridicule, etc.		
2905.12A4	Coercion - institute or threaten criminal proceeding		
2905.12A5	Coercion - take, withhold official action		
2905.22	Unlawful Credit Practices	90Z	P
2905.22A	Unlawful Credit Practices - extortionate ext.		
2905.22B	Unlawful Credit Practices - criminal usury		
2905.22C	Unlawful Credit Practices - possess record of criminally usurious transaction		
2907.02A1A	Rape - substantially impair judgement (if victim/offender relat. is w/in family)	11A	I
		36A	I
2907.02A1B	Rape - victim < 13 nonforcible	36B	I
2907.02A2	Rape - Force, threat of	11A	
2907.02A3	Rape - Forcible sodomy	11B	I
2907.03	Sexual Battery	11A	I
	(if victim/offender relat. is w/in family)	36A	I
2907.03A1	Sexual Battery - victim coerced		
2907.03A2	Sexual Battery - victim control impaired		
2907.03A3	Sexual Battery - victim unaware		
2907.03A4	Sexual Battery - mistake for spouse		
2907.03A5	Sexual Battery - parent or guardian		
2907.03A6	Sexual Battery - inmate, patient		

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2907.04	<b>Corruption of Minor</b>		
	(if victim/offender relat. is w/in family)	36A	I
	(if offender is 4 or more yrs. older than victim)	36B	I
2907.05	<b>Gross Sexual Imposition</b>	11D	I
2907.05A1	Gross Sexual Imposition - force		
2907.05A2	Gross Sexual Imposition - substantially impair		
2907.05A3	Gross Sexual Imposition - offender knowledge of substantial impairment		
2907.05A4	Gross Sexual Imposition - victim < 13, statutory		
2907.06	<b>Sexual Imposition</b>	11D	I
2907.06A1	Sexual Imposition - offensive contact		
2907.06A2	Sexual Imposition - victim impaired		
2907.06A3	Sexual Imposition - victim unaware		
2907.06A4	Sexual Imposition - victim 13, 14, 15		
2907.07	<b>Importuning</b>	90Z	I
2907.07A	Importuning - victim < 13		
2907.07B	Importuning - same sex - offensive		
2907.07C	Importuning - victim 13, 14, 15/offender 18 or over		
2907.08	<b>Voyeurism</b>	90H	S
2907.09	<b>Public Indecency</b>	90C	S
2907.09A1	Public Indecency - exposure		
2907.09A2	Public Indecency - engage in sex act		
2907.09A3	Public Indecency - appear to be sex act		
2907.12	<b>Felonious Sexual Penetration</b>	11C	I
	(If victim is < 13)	36B	I
2907.12A1A	Felonious Sexual Penetration - substantially impair		
2907.12A2B	Felonious Sexual Penetration - victim < 13		
2907.12A2	Felonious Sexual Penetration - force, threat of		
2907.21	<b>Compel Prostitution</b>	40B	S
2907.21A1	Compel Prostitution - for hire		
2907.21A2	Compel Prostitution - solicit minor		
2907.21A3	Compel Prostitution - pay or agree to pay a minor to engage in sexual activity		
2907.21A4	Compel Prostitution - Pay minor per prior agreement		
2907.22	<b>Promote Prostitution</b>	40B	S
2907.22A1	Promote Prostitution - brothel		
2907.22A2	Promote Prostitution - supervise/manage prostitute		
2907.22A3	Promote Prostitution - transport across state lines for sex for hire		
2907.22A4	Promote Prostitution - induce, procure sex for hire to promote		
2907.23	<b>Procuring</b>	40B	S
2907.23A1	Procuring - entice, solicit		
2907.23A2	Procuring - procure prostitute/direct patron		
2907.23B	Procuring - use premises for prostitution		
2907.24	<b>Soliciting</b>	40B	S
2907.25	<b>Prostitution</b>	40A	S
2907.31	<b>Disseminate Matter Harmful to Juveniles</b>	370	S
2907.31A1	Disseminate Matter Harmful to Juveniles - sell deliver, furnish, etc.		
2907.31A2	Disseminate Matter Harmful to Juveniles - offer or agree to sell, rent, etc.		

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2907.31A3	Disseminate Matter Harmful to Juveniles - allow juvenile to review, etc.		
2907.311	Displaying Matter Harmful to Juveniles	370	S
2907.32	Pandering Obscenity	370	S
2907.32A1	Pandering Obscenity - create, produce, publish materials for commercial exploitation		
2907.32A2	Pandering Obscenity - promote, advertise, etc.		
2907.32A3	Pandering Obscenity - create, produce, direct obscene performance		
2907.32A4	Pandering Obscenity - advertise/promote obscene performance		
2907.32A5	Pandering Obscenity - buy, procure, possess obscene material		
2907.321	Pandering Obscenity Involving Minor	370	S
2907.321A1	Pandering Obscenity Involving Minor - create, produce, publish obscene material		
2907.321A2	Pandering Obscenity Involving Minor - promote/advertise, sell, obscene material		
2907.321A3	Pandering Obscenity Involving a Minor - produce, create, direct obscene performance		
2907.321A4	Pandering Obscenity Involving a Minor - advertise, promote obscene performance		
2907.321A5	Pandering Obscenity Involving a Minor - buy, procure, possess, obscene material		
2907.321A6	Pandering Obscenity Involving a Minor - transport across state line		
2907.322	Pandering Sexually Oriented Matter	370	S
2907.322A1	Pandering Sexually Oriented Matter Involving a Minor - create/produce material		
2907.322A2	Pandering Sexually Oriented Matter Involving a Minor - advertise, sell, distribute material		
2907.322A3	Pandering Sexually Oriented Matter Involving a Minor - produce, create, direct performance		
2907.322A4	Pandering Sexually Oriented Matter Involving a Minor - advertise present performance		
2907.322A5	Pandering Sexually Oriented Matter Involving a Minor - solicit, receive, purchase material		
2907.322A6	Pandering Sexually Oriented Matter Involving a Minor - transport material or minor across state line		
2907.323	Illegal Use of a Minor in Nudity Oriented Material	370	S
2907.323A1	Illegal Use of a Minor in Nudity Oriented Material or Performance - photograph or transfer		
2907.323A2	Illegal Use of a Minor in Nudity Oriented Material or Performance - consent to photography/transfer		
2907.323A3	Illegal Use of a Minor in Nudity Oriented Material or Performance - possess, view material or performance		
2907.33	Deception to Obtain Matter Harmful to Juveniles	370	S
2907.33A1	Deception to Obtain Matter Harmful to Juveniles - false representation parent/guardian, etc.		
2907.33A2	Deception to Obtain Matter Harmful to Juveniles - furnish fake ID		

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2907.33B1	Deception to Obtain Matter Harmful to Juveniles - false representation of age by juvenile		
2907.33B2	Deception to Obtain Matter Harmful to Juveniles - juvenile use fake ID		
2907.34	<b>Compelling Acceptance of Objectionable Material</b>	370	S
2907.34A	Compelling Acceptance of Objectionable Material - precondition to delivery of goods		
2907.34B	Compelling Acceptance of Objectionable Material - deny franchise/impose penalty		
2909.02	<b>Aggravated Arson</b>	200	P
2909.02A1	Aggravated Arson - substantial risk of serious physical harm		
2909.02A2	Aggravated Arson - harm occupied structure		
2909.02A3	Aggravated Arson - hired to create fire or exp.		
2909.03	<b>Arson</b>	200	P
2909.03A1	Arson - property of another		
2909.03A2	Arson - to defraud		
2909.03A3	Arson - public building		
2909.03A4	Arson - result of agreement for hire		
2909.04	<b>Disrupting Public Service</b>	90C	S
2909.04A1	Disrupting Public Service - mass communications service		
2909.04A2	Disrupting Public Service - public transportation		
2909.04A3	Disrupting Public Service - law/emergency personnel		
2909.05	<b>Vandalism</b>	290	P
2909.05A	Vandalism - occupied structure		
2909.05B1	Vandalism - business property		
2909.05B2	Vandalism - government entity		
2909.05C	Vandalism - memorial for the dead > \$300 damage		
2909.05D	Vandalism - memorial for the dead < \$300 damage		
2909.06	<b>Criminal Damaging/Endangering</b>	290	P
2909.06A1	Criminal Damaging/Endangering - knowingly any means		
2909.06A2	Criminal Damaging/Endangering - recklessly fire, explosion, flood, etc.		
2909.07	<b>Criminal Mischief</b>	290	P
2909.07A1	Criminal Mischief - move, deface, tamper, etc. property of another		
2909.07A2	Criminal Mischief - interfere w/ property of another		
2909.07A3	Criminal Mischief - tamper w/ marker, etc.		
2909.07A4	Criminal Mischief - tamper w/ safety device, etc.		
2909.07A5	Criminal Mischief - set fire on land of another, etc.		
2909.08	<b>Endangering Aircraft or Airport Operations</b>	290	P
2909.08B1	Endangering Aircraft - throw/drop object on/at moving aircraft		
2909.08B2	Endangering Aircraft - shoot at/toward aircraft		
2909.08C	Endangering Airport Operations - shoot at/toward airport operational surface		
2911.01	<b>Aggravated Robbery</b>	120	P
2911.01A1	Aggravated Robbery - armed, deadly weapon/dangerous ordnance		
2911.01A2	Aggravated Robbery - inflict/attempt to inflict serious physical harm		

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2911.02	Robbery - force, threat of force	120	P
2911.11	Aggravated Burglary	220	P
2911.11A1	Aggravated Burglary - inflict harm		
2911.11A2	Aggravated Burglary - armed w/ deadly weapon/ dangerous ordnance		
2911.11A3	Aggravated Burglary - occupied structure		
2911.12	Burglary	220	P
2911.12A1	Burglary - purpose to commit theft offense or felony		
2911.12A2	Burglary - purpose to commit misdemeanor/not theft offense		
2911.12A3	Burglary - purpose to commit crime		
2911.13	Breaking and Entering	220	P
2911.13A	Breaking and Entering - purpose commit theft offense/felony unoccupied structure -- use of force stealth deception		
2911.13B	Breaking and Entering - commit felony/land premises of another		
2911.21	Criminal Trespass	90J	P
2911.21A1	Criminal Trespass - land premises of another		
2911.21A2	Criminal Trespass - restricted area		
2911.21A3	Criminal Trespass - fail to leave; recklessly		
2911.21A4	Criminal Trespass - fail to leave; negligently		
2911.211	Aggravated Trespass	90J	I
2911.31	Safecracking	23H	P
2911.32	Tampering w/ Coin Machines	23E	P
2913.00	Wire Fraud	26E	P
2913.02	Theft	240, 23A-23H	P
2913.02E	Embezzlement	270	P
2913.02A1	Theft - without consent		
2913.02A2	Theft - beyond express/implied consent		
2913.02A3	Theft - deception		
2913.02A4	Theft - by threat		
2913.03	Unauthorized Use of Motor Vehicle	90Z	P
2913.03A	Unauthorized Use of Motor Vehicle - joy riding		
2913.03B	Unauthorized Use of Motor Vehicle - interstate 48 hours		
2913.04	Unauthorized Use of Property	90Z	P
2913.04A	Unauthorized Use of Property - general		
2913.04B	Unauthorized Use of Property - computer, Computer equipment		
2913.11	Passing Bad Checks	90A	P
2913.21	Misuse of Credit Card	26B	P
2913.21A1	Misuse of Credit Card - obtain by deception		
2913.21A2	Misuse of Credit Card - buy or sell		
2913.21B1	Misuse of Credit Card - obtain as security for debt		
2913.21B2	Misuse of Credit Card - use expired, revoked, etc.		
2913.21B3	Misuse of Credit Card - furnish property, services w/ knowledge card used illegally		
2913.21B4	Misuse of Credit Card - false representation to issuer		
2913.21C	Misuse of Credit Card - possess or receive w/ purpose to violate law		
2913.31	Forgery	250	P
2913.31A1	Forgery - without authority		

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2913.31A2	Forgery - copy, not genuine		
2913.31A3	Forgery - utter, possess w/ purpose to utter		
2913.31B1	Forgery - ID card		
2913.31B2	Forgery - sell distribute, ID card		
2913.32	<b>Criminal Simulation</b>	250	P
2913.32A1	Criminal Simulation - make or alter object		
2913.32A2	Criminal Simulation - deception		
2913.32A3	Criminal Simulation - utter/posses w/ purpose to utter		
2913.33	<b>Making or Using Slugs</b>	250	P
2913.33A1	Using Slugs		
2913.33A2	Making Slugs - make, possess, dispose		
2913.40	<b>Medicaid Fraud</b>	26A	P
2913.40B	Medicaid Fraud - false statement/representation, etc.		
2913.40C1	Medicaid Fraud - receive compensation		
2913.40C2	Medicaid Fraud - solicit, offer, receive kickback, rebate for goods or services		
2913.40D1	Medicaid Fraud - alter, destroy records re: nature of goods or services provided		
2913.40D2	Medicaid Fraud - alter, destroy records re: income reimbursement disclosures		
2913.41	<b>Defrauding a Livery or Hostelry</b>	26A	P
2913.41A1	Defrauding a Livery		
2913.41A2	Defrauding a Hostelry		
2913.42	<b>Tampering w/ Records</b>	26A	P
2913.42A1	Tampering w/ Records - falsify, destroy, remove		
2913.42A2	Tampering w/ Records - utter		
2913.42B	Tampering w/ Records - falsify, destroy, ulter, etc. computer software		
2913.43	<b>Securing Writings by Deception</b>	26A	P
2913.44	<b>Personating an Officer</b>	26C	P
2913.441	<b>Unlawful Display of L.E. Emblem on Motor Vehicle</b>	26C	P
2913.45	<b>Defrauding Creditors</b>	26A	P
2913.45A1	Defrauding Creditors - remove, destroy, conceal creditors property		
2913.45A2	Defrauding Creditors - misrepresent, etc. to fiduciary		
2913.46	<b>Trafficking in or Illegal Use of Food Stamps</b>	26D	P
2913.46A	Trafficking in or Illegal Use of Food Stamps - Individual		
2913.46B1	Trafficking in or Illegal Use of Food Stamps - Organization, Knowingly		
2913.46B2	Trafficking in or Illegal Use of Food Stamps - Organization - negligently		
2913.47	<b>Insurance Fraud</b>	26A	P
2913.47B1	Insurance Fraud - false, deceptive statement		
2913.47B2	Insurance Fraud - solicit, procure, conspire		
2913.51	<b>Receiving Stolen Property</b>	280	P
2913.81	<b>Denying Access to a Computer</b>	90Z	P
2915.02	<b>Gambling</b>	39B	S
	(If Data Element 20 Prop. Desc. is Gambling Equip.)	39C	S

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2915.02A1	Gambling - bookmaking		
2915.02A2	Gambling - establish, promote scheme or game of chance		
2915.02A3	Gambling - odds making		
2915.02A4	Gambling - engage in betting		
2915.02A5	Gambling - acquire, possess, control, operate gambling device		
2915.03	<b>Operating a Gambling House</b>	39B	S
2915.03A1	Operating a Gambling House - use or occupy		
2915.03A2	Operating a Gambling House - recklessly permit		
2915.04	<b>Public Gaming</b>	39A	S
2915.04A	Public Gaming - bet		
2915.04B	Public Gaming - owner, recklessly permit		
2915.05	<b>Cheating</b>	26A	P
2915.05A1	Cheating - corrupt outcome of a bet		
2915.05A2	Cheating - corrupt outcome of contest		
2915.05A3	Cheating - corrupt outcome of scheme/game of chance		
2915.06	<b>Corrupting Sports</b>	39D	S
2915.06A1	Corrupting Sports - offer, give, etc. thing of value		
2915.06A2	Corrupting Sports - engage in conduct		
2915.07	<b>Conducting Bingo Game - w/o license</b>	39B	S
2915.09	<b>Illegally Conducting Bingo Game</b>	39B	S
2915.09A1	Illegally Conducting Bingo Game - ownership of equipment		
2915.09A2	Illegally Conducting Bingo Game - use of gross receipts		
2915.09A3	Illegally Conducting Bingo Game - use premises		
2915.09A4	Illegally Conducting Bingo Game - fail to display license		
2915.09A5	Illegally Conducting Bingo Game - fail to conduct properly		
2915.09B1	Illegally Conducting Bingo Game - pay compensation to bingo game operator		
2915.09B2	Illegally Conducting Bingo Game - pay consulting fees		
2915.09B3	Illegally Conducting Bingo Game - pay concession fees		
2915.09B4	Illegally Conducting Bingo Game - > 2 sessions in 7 day period		
2915.09B5	Illegally Conducting Bingo Game - pay > \$3,500 prizes in one session		
2915.09B6	Illegally Conducting Bingo Game - conduct game at prohibited time periods		
2915.09B7	Illegally Conducting Bingo Game - operator under 18		
2915.09B8	Illegally Conducting Bingo Game - operator felon or convicted of gambling offense		
2915.09B9	Illegally Conducting Bingo Game - permit lessor to provide operators		
2915.09C	Illegally Conducting Bingo Game - operator accept gratuity, etc.		
2915.10	<b>Failure to Maintain Bingo Records</b>	39B	S
2915.10A1	Failure to Maintain Bingo Records for 3 years - gross receipts		

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2915.10A2	Failure to Maintain Bingo Records for 3 years - itemized list of expenses		
2915.10A3	Failure to Maintain Bingo Records for 3 years - prizes awarded		
2915.10A4	Failure to Maintain Bingo Records for 3 years - charitable recipients		
2915.10A5	Failure to Maintain Bingo Records for 3 years - participation records		
2915.10A6	Failure to Maintain Bingo Records for 3 years - sale of food and beverage		
2915.10A7	Failure to Maintain Bingo Records for 3 years - expenses incurred for sale of food/beverage		
2915.10C	Illegal Acts Re: Inspection of Bingo Game or Scheme or Game of Chance - destroy, alter, conceal, withhold records		
2915.11A	Operation of Bingo Game By a Minor	39B	S
2915.11B	Operation of Bingo Game By a Former Offender	39B	S
2915.12	Illegal Amusement Bingo Game	39B	S
2915.12A1	Illegal Amusement Bingo Game - participants pay fee		
2915.12A2	Illegal Amusement Bingo Game - monetary prizes awarded		
2915.12A3	Illegal Amusement Bingo Game - commission paid to bingo game operator		
2915.12A4	Illegal Amusement Bingo Game - conducted during prohibited hours		
2915.12A5	Illegal Amusement Bingo Game - > 50 players		
2915.12B1	Illegal Amusement Bingo Game - admission fee charged/ > .25 charged for bingo cards, etc.		
2915.12B2	Illegal Amusement Bingo Game - proceeds > \$100		
2915.12B3	Illegal Amusement Bingo Game - proceeds used incorrectly		
2915.12B4	Illegal Amusement Bingo Game - prizes awarded > \$100		
2915.12B5	Illegal Amusement Bingo Game - commission paid to bingo game operator		
2915.12B6	Illegal Amusement Bingo Game - conducted during prohibited hours		
2915.12B7	Illegal Amusement Bingo Game - violate residential requirements		
2915.12B8	Illegal Amusement Bingo Game - > 2 games per week/more than one game on a day		
2917.00	Drunkenness	90E	S
2917.01	Inciting to Violence	90Z	S
2917.01A1	Inciting to Violence - Create Danger		
2917.01A2	Inciting to Violence - results in violence		
2917.02	Aggravated Riot	90Z	S
2917.02A1	Aggravated Riot - to commit felony		
2917.02A2	Aggravated Riot - commit violent offense		
2917.02A3	Aggravated Riot - deadly weapon/dang. ordnance		
2917.02B	Aggravated Riot - inmate detention facility		
2917.03	Riot	90Z	S
2917.03A1	Riot - to commit misdemeanor		

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2917.03A2	Riot - intimidate public official/employee		
2917.03A3	Riot - hinder educational institution		
2917.03B	Riot - unlawful force/violence w/ 4 or more others		
2917.04	<b>Failure to Disperse</b>	90C	S
2917.11	<b>Disorderly Conduct</b>	90C	S,I
2917.11A1	Disorderly Conduct - fighting or threatening		
2917.11A2	Disorderly Conduct - offensive gesture or noise		
2917.11A3	Disorderly Conduct - insulting, taunting		
2917.11A4	Disorderly Conduct - interfering w/ others		
2917.11A5	Disorderly Conduct - physically offensive condition/risk of harm		
2917.11B1	Disorderly Conduct - intoxicated annoy or alarm		
2917.11B2	Disorderly Conduct - intoxicated create risk of harm		
2917.12	<b>Disturbing a Lawful Meeting</b>	90C	S
2917.12A1	Disturbing a Lawful Meeting - obstruct, interfere		
2917.12A2	Disturbing a Lawful Meeting - utterances, gestures, displays		
2917.13	<b>Misconduct at an Emergency</b>	90C	S
2917.13A1	Misconduct at an Emergency - hamper operations		
2917.13A2	Misconduct at an Emergency - fail to obey		
2917.21	<b>Telephone Harassment</b>	90Z	S,I
2917.21A1	Telephone Harassment - anonymous, harassing, etc.		
2917.21A2	Telephone Harassment - sexual activity		
2917.21A3	Telephone Harassment - violates 2903.21		
2917.21A4	Telephone Harassment - intent to damage/destroy property		
2917.21A5	Telephone Harassment - fail to desist		
2917.21B	Telephone Harassment - call w/ purpose to abuse, threaten, annoy		
2917.31	<b>Inducing Panic</b>	90C	S
2917.31A1	Inducing Panic - circulating report/warning		
2917.31A2	Inducing Panic - threaten violence		
2917.31A3	Inducing Panic - commit offense w/ reckless disregard		
2917.32	<b>Making False Alarms</b>	90C	S
2917.32A1	Making False Alarms - initiate/circulate report or warning		
2917.32A2	Making False Alarms - to emergency agency		
2917.32A3	Making False Alarms - law enforcement agency		
2917.40	<b>Illegal Acts Re Crowd Control and Seating at Live Entertainment Performances and Concerts</b>	90C	S
2917.40B1A	Illegal Acts Re Crowd Control and Seating at Live Entertainment Performances - selling of tickets		
2917.40B1B	Illegal Acts Re Crowd Control and Seating at Concerts - selling of tickets		
2917.40B2	Illegal Acts Re Crowd Control and Seating at Live Entertainment Performances - advertise w/o "Reserved Seat Only"		
2917.40C	Illegal Acts Re Crowd Control and Seating at Live Entertainment Performances - improperly staff entrance		

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2917.40F	Illegal Acts Re Crowd Control and Seating at Live Entertainment Performances - contracts		
2917.41	Misconduct Involving a Public Transportation System	90C	S
2917.41A	Misconduct Involving a Public Transportation System - evade payment of fares		
2917.41B	Misconduct Involving Public Transportation System - alter ticket, pass, token		
2917.41C1	Misconduct Involving Public Transportation System - sound equipment violation		
2917.41C2	Misconduct Involving Public Transportation System - smoke, eat, drink in prohibited area		
2917.41C3	Misconduct Involving Public Transportation System - expectorate upon		
2917.41D	Misconduct Involving Public Transportation System - deface		
2917.46	Unauthorized Use of Block Parent Symbol	90Z	S
2917.46A	Unauthorized Use of Block Parent Symbol - lack authorization		
2917.46B	Unauthorized Use of Block Parent Symbol - false appearance		
2918.00	Curfew/Loitering/Vagrancy	90B	S
2919.01	Bigamy	90Z	S
2919.12	Unlawful Abortion	90Z	S, I
2919.12A	Unlawful Abortion - > 18 informed consent		
2919.12B	Unlawful Abortion - < 18 informed consent		
2919.13	Abortion Manslaughter	90Z	I
2919.13A	Abortion Manslaughter - attempted abortion/ purposely take life of live child		
2919.13B	Abortion Manslaughter - fail to take proper medical procedures		
2919.14	Abortion Trafficking - exp., sell aborted product	90Z	S
2919.21	Nonsupport of Dependents	90F	S, I
2919.21A1	Nonsupport of Dependents - spouse		
2919.21A2	Nonsupport of Dependents - child		
2919.21A3	Nonsupport of Dependents - aged/infirm parents		
2919.21A4	Nonsupport of Dependents - any person offender legally obligated to support		
2919.21B	Nonsupport of Dependents - aid to become dependent or neglected child		
2919.22	Endangering Children	90F	I
	(If Injury is involved)	13B	I
2919.22A	Endangering Children - create substantial risk of harm		
2919.22B1	Endangering Children - abuse		
2919.22B2	Endangering Children - torture/cruelly abuse		
2919.22B3	Endangering Children - administer corporal punishment		
2919.22B4	Endangering Children - repeatedly administer unwarranted disciplinary measures		
2919.22B5	Endangering Children - allow child to participate in obscene performance or material		
2919.22B6	Endangering Children - prostitution		

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2919.23	<b>Interference w/ Custody</b>	90Z	S,I
2919.23A1	Interference w/ Custody - < 18 or mentally handicapped < 21		
2919.23A2	Interference w/ Custody - institution for delinquent unruly, etc.		
2919.23A3	Interference w/ Custody - institution for mentally ill		
2919.23B	Interference w/ Custody - influence child to leave		
2919.24	<b>Contributing to the Unruliness/Delinquency of a Child</b>	90Z	S
2919.24A1	Contributing to the Unruliness/Delinquency of a child - aid, abet, induce, etc.		
2919.24A2	Contributing to the Unruliness/Delinquency of a child - act in way tending to cause child to become unruly		
2919.25	<b>Domestic Violence</b>	90F	I
	(If injury involved)	13B	I
2919.25A	Domestic Violence - knowingly cause physical harm		
2919.25B	Domestic Violence - recklessly cause serious physical harm		
2919.25C	Domestic Violence - cause belief of imminent physical harm by threat or force		
2919.27	<b>Violate Protection Order or Consent Agreement</b>	90Z	S
2921.02	<b>Bribery</b>	510	P
2921.02A	Bribery - corrupt public servant/party off.		
2921.02B	Bribery - solicit or accept anything of value -- public official		
2921.02C	Bribery - corrupt witness		
2921.02D	Bribery - solicit, accept anything of value -- witness		
2921.03	<b>Intimidation - public servant/party official</b>	13C	I
2921.04	<b>Intimidation</b>	13C	I
2921.04A	Intimidation - victim, crime witness		
2921.04B	Intimidation - victim witness by force, threat		
2921.11	<b>Perjury</b>	90Z	S
2921.12	<b>Tampering w/ Evidence</b>	26A	P
2921.12A1	Tampering w/ Evidence - alter, destroy, conceal, remove record		
2921.12A2	Tampering w/ Evidence - make/present false record		
2921.13	<b>Falsification</b>	26A	P
2921.13A1	Falsification - official proceeding		
2921.13A2	Falsification - purpose to incriminate another		
2921.13A3	Falsification - public official, mislead		
2921.13A4	Falsification - secure worker's comp., etc.		
2921.13A5	Falsification - secure license, permit, etc.		
2921.13A6	Falsification - notary		
2921.13A7	Falsification - document authority by law		
2921.13A8	Falsification - receive benefit (i.e. credit, diploma, job)		
2921.13A9	Falsification - theft offense involving motor veh.		
2921.13A10	Falsification - insurance policy		
2921.13A11	Falsification - probate court		

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2921.13A12	Falsification - marriage license		
2921.14	False Report of Child Abuse or Neglect		
2921.21	Compounding - crime	510	P
2921.22	Failure to Report	90Z	S
2921.22A	Failure to Report a Felony		
2921.22B	Failure to Report An Injury From Offense of Viol. -- physician		
2921.22C	Failure to Report Knowledge of a Death		
2921.22D	Failure to Report Knowledge of a Death - facts bearing upon investigation		
2921.22E2	Failure to Report a Burn Injury -- physician, nurse, practitioner		
2921.22E3	Failure to Report a Burn Injury -- manager, superintendent of hospital		
2921.22E4	Failure to File Written Report of Burn Injury		
2921.23	Failure to Aid a L.E. Officer	90Z	S
2921.24	Disclosure of Peace Office Home Address	90Z	S
2921.25	Judge Not to Order Disclosure of Peace Officer Home Address	90Z	S
2921.31	Obstructing Official Business	90Z	S
2921.32	Obstructing Justice	90Z	S
2921.32A1	Obstructing Justice - harboring		
2921.32A2	Obstructing Justice - aid		
2921.32A3	Obstructing Justice - warn		
2921.32A4	Obstructing Justice - destroy evidence/withhold testimony		
2921.32A5	Obstructing Justice - false information		
2921.33	Resisting Arrest	90Z	S
2921.331	Failure to Comply with Order or Signal of P.O.	90Z	S
2921.331A	Failure to Comply with Order or Signal of P.O. - lawful order or direction		
2921.331B	Failure to Comply with Order or Signal of P.O. - elude or flee		
2921.34	Escape	90Z	S
2921.35	Aiding Escape	90Z	S
2921.35A	Aiding Escape - supply w/ instruments		
2921.35B	Aiding Escape - resist authority		
2921.36	Illegal Conveyance of Weapons	90Z	S
2921.36A1	Illegal Conveyance of Deadly Weapons - detention mental health facility		
2921.36A2	Illegal Conveyance of Drugs of Abuse - detention mental health facility		
2921.36A3	Illegal Conveyance of Intoxicating Liquor - detention mental health facility		
2921.36C	Illegal Conveyance of Weapons - deliver/attempt to deliver deadly weapon, drug of abuse, or intoxicating liquor		
2921.41	Theft in Office	23H	P
2921.41A1	Theft in Office - use of office		
2921.41A2	Theft in Office - govt. property		
2921.42	Having Unlawful Interest in Public Contract	90Z	S
2921.42A1	Having Unlawful Interest in Public Contract -		

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	public contract		
2921.42A2	Having Unlawful Interest in Public Contract - investments		
2921.42A3	Interest in Public Contract - occupy position		
2921.42A4	Interest in Public Contract - member of subdiv.		
2921.42A5	Interest in Public Contract - no comp. bidding		
2921.43	Soliciting or Receiving Improper Comp.	90Z	S
2921.43A1	Soliciting or Receiving Improper Comp. - other compensation		
2921.43A2	Soliciting or Receiving Improper Comp. - greater fees		
2921.43B1	Soliciting Improper Comp. - personal or business use - appointments		
2921.43B2	Soliciting Improper Comp. - personal or business use - retention/promotion of employees		
2921.43C1	Soliciting Improper Comp. - political party -- benefit		
2921.43C2	Soliciting Improper Comp. - political party -- retention or promotion		
2921.431	Soliciting Improper Contribution - solicit county officer	90Z	S
2921.44	Dereliction of Duty	90Z	S
2921.44A1	Dereliction of Duty - fail to serve warrant		
2921.44A2	Dereliction of Duty - fail to stop offense		
2921.44B	Dereliction of Duty - negligently fail to perform		
2921.44C1	Dereliction of Duty - detention facility littered unsanitary		
2921.44C2	Dereliction of Duty - fail to provide for prisoners		
2921.44C3	Dereliction of Duty - neg. failure to control prisoners		
2921.44C4	Dereliction of Duty - prisoner escape		
2921.44C5	Dereliction of Duty - negligently fail to observe regulations		
2921.44D	Dereliction of Duty - recklessly create deficiency		
2921.44E	Dereliction of Duty - fail to perform duty		
2921.45	Interfering w/ Civil Rights	90Z	
2921.51	Impersonating a Peace Officer or Private Policeman	26C	P
2921.51B	Impersonating a Peace Officer or Private Policeman - impersonate		
2921.51C	Impersonating a Peace Officer or Private Policeman - arrest/detain any person		
2921.51D	Impersonating a Peace Officer or Private Policeman - facilitate commission of crime		
2921.51E	Impersonating a Peace Officer or Private Policeman - commit a felony		
2923.01	Conspiracy	90Z	S
2923.01A1	Conspiracy - plan w/ others		
2923.01A2	Conspiracy - agree w/ others		
2923.02	Attempt - USE FOR ORC ARREST OFFENSE CODE ONLY	90Z	
2923.03	Complicity	90Z	S
2923.03A1	Complicity - solicit/procure another		

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2923.03A2	Complicity - aid/abet another		
2923.03A4	Complicity - conspire w/ another		
2923.03A5	Complicity - cause innocent/irresponsible person to commit		
2923.12	Carrying Concealed Weapons	520	S
2923.121	Illegal Poss. of Firearm in Liquor Permit Premises	520	S
2923.13	Having Weapons While Under Disability	520	S
2923.13A1	Having Weapons While Under Disability - fugitive from justice		
2923.13A2	Having Weapons While Under Disability - under indictment, convicted of felony		
2923.13A3	Having Weapons While Under Disability - drug related conviction		
2923.13A4	Having Weapons While Under Disability - alcohol or drug dependence		
2923.13A5	Having Weapons While Under Disability - mentally incompetent		
2923.15	Using Weapons While Intoxicated	520	S
2923.16	Improperly Handling Firearms in Motor Vehicle	520	S
2923.16A	Improperly Handling Firearms in Motor Vehicle - discharge firearm		
2923.16B	Improperly Handling Firearms in Motor Vehicle transport loaded firearm, accessible		
2923.16C	Improperly Handling Firearms in Motor Vehicle - transport loaded		
2923.161	Improperly Discharging Firearm at or Into Habitation or School	520	S
2923.17	Unlawful Possession of Dangerous Ordnance	520	S
2923.19	Failure to Secure Dangerous Ord.	520	S
2923.19A1	Failure to Secure Dangerous Ord. - secure agst. theft		
2923.19A2	Failure to Secure Dangerous Ordnance - insure safety of others		
2923.20	Unlawful Transactions in Weapons	520	S
2923.20A1	Unlawful Transactions in Weapons - recklessly sell firearm/dangerous ordnance		
2923.20A2	Unlawful Transactions in Weapons - posses w/ purpose to dispose		
2923.20A3	Unlawful Transactions in Weapons - mfg. knuckles, billy, cestus, etc.		
2923.20A4	Unlawful Transactions in Weapons - failure to inspect ID		
2923.20A5	Unlawful Transactions in Weapons - fail to report theft of weapon/dangerous ordnance		
2923.21	Improperly Furnish Firearms to Minor	520	S
2923.21A1	Improperly Furnish Firearms to Minor - sell		
2923.21A2	Improperly Furnish Firearms to Minor - sell handgun < 21		
2923.21A3	Improperly Furnish Firearm to Minor - furnish		
2923.24	Possessing Criminal Tools	90Z	S
2923.32	Engaging in Pattern of Corrupt Activity	90Z	S
2923.32A1	Engaging in Pattern of Corrupt Activity - conduct,		

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participate  
2923.32A2 Engaging in Pattern of Corrupt Activity  
- acquire maintain interest in enterprise/  
real property  
2923.32A3 Engaging in Pattern of Corrupt Activity -  
receive proceeds  
2925.02 Corrupting Another w/ Drugs 35A S  
2925.02A1 Corrupting Another w/ Drugs - force, threat  
another to induce/use  
2925.02A2 Corrupting Another w/ Drugs - w/ purpose to  
cause serious physical harm  
2925.02A3 Corrupting Another w/ Drugs - w/o purpose  
cause serious physical harm  
2925.02A4A Corrupting Another w/ Drugs - furnish/administer to  
a juvenile  
2925.02A4B Corrupting Another w/ Drugs - induce/cause juvenile  
to use  
2925.02A4C Corrupting Another w/ Drugs - induce/cause juvenile  
to commit felony drug abuse offense  
2925.03 Aggravated Trafficking 35A S  
2925.03C1 Aggravated Trafficking - sell/ offer to sell  
less than bulk Schedule I or II drug  
2925.03C2 Aggravated Trafficking - ship, transport, distrib.  
Schedule I or II drug  
2925.03C3 Aggravated Trafficking - cultivate, manufacture  
Schedule I or II drug  
2925.03C4 Aggravated Trafficking - possess < 3 time bulk  
Schedule I or II drug  
2925.03C5 Aggravated Trafficking - sell < 3 time bulk  
Schedule I or II drug  
2925.03C6 Aggravated Trafficking - possess ≥ 3 time bulk  
Schedule I or II drug  
2925.03C7 Aggravated Trafficking - sell ≥ 3 time bulk  
Schedule I or II drug  
2925.03C8 Aggravated Trafficking - aid sale  
Schedule I or II drug  
2925.03D1 Trafficking in Drugs - sell less than bulk  
Schedule III, IV, or V drug  
2925.03D2 Trafficking in Drugs - ship, transport, distribute  
Schedule III, IV, or V drug  
2925.03D3 Trafficking in Drugs - cultivate, mfg.  
Schedule III, IV, or V drug  
2925.03D4 Trafficking in Drugs - possess < 3 time bulk  
Schedule III, IV, or V drug  
2925.03D5 Trafficking in Drugs - sell < 3 time bulk  
Schedule III, IV, or V drug  
2925.03D6 Trafficking in Drugs - possess > 3 time bulk  
Schedule III, IV, or V drug  
2925.03D7 Trafficking in Drugs - sell > 3 time bulk  
Schedule III, IV, or V drug  
2925.03D8 Trafficking in Drugs - aid sale  
Schedule III, IV, or V drug

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2925.03E1	Trafficking in Marijuana - sell less than bulk		
2925.03E2	Trafficking in Marijuana - ship, transport, dist, cultivate, mfg. possess < 3 time bulk		
2925.03E3	Trafficking in Marijuana - sell > 3 time bulk		
2925.03E4	Trafficking in Marijuana - possess 1-3 time bulk		
2925.03E5	Trafficking in Marijuana - sell 1-3 time bulk		
2925.03E6	Trafficking in Marijuana - aid sale		
2925.03E7	Trafficking in Marijuana - gift < 20 grams		
2925.11	Drug Abuse - obtain, possess use controlled substance	35A	S
2925.11C1	Drug Abuse - schedule I or II substance		
2925.11C2	Drug Abuse - schedule III, IV, or V substance		
2925.11C3	Drug Abuse - marijuana		
2925.11C4	Drug Abuse - anabolic steroid		
2925.12	Possessing Drug Abuse Instrument - obtain, use	35B	S
2925.13	Permitting Drug Abuse	35A	S
2925.13A	Permitting Drug Abuse - vehicle commission of felony drug abuse offense		
2925.13B	Permitting Drug Abuse - premises commission of felony drug abuse		
2925.14	Drug Paraphernalia	35B	S
2925.14C1	Illegal Use or Possession of Drug Paraphernalia		
2925.14C2	Dealing in Drug Paraphernalia - sell, possess, manufacture		
2925.14C3	Illegal Advertising of Drug Paraphernalia		
2925.22	Deception to Obtain a Dangerous Drug	35A	S
2925.23	Illegal Processing of Drug Documents	35A	S
2925.23A	Illegal Processing of Drug Documents - false statement		
2925.23B1	Illegal Processing of Drug Documents - make utter, sell prescription		
2925.23B2	Illegal Processing of Drug Documents - make, utter, sell uncompleted prescription blank		
2925.23B3	Illegal Processing of Drug Documents - make, utter, sell official written order		
2925.23B4	Illegal Processing of Drug Documents - license for terminal distributor of dangerous drugs		
2925.23B5	Illegal Processing of Drug Documents - make, utter, sell registration certificate for wholesale distributor		
2925.23C1	Illegal Processing of Drug Documents - theft of prescription		
2925.23C2	Illegal Processing of Drug Documents - theft of uncompleted preprinted prescription		
2925.23C3	Illegal Processing of Drug Documents - theft of official written order		
2925.23C4	Illegal Processing of Drug Documents - theft of blank official written order		
2925.23C5	Illegal Processing of Drug Documents - theft of license for terminal distributor		
2925.23C6	Illegal Processing of Drug Documents - theft of registration certificate		

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2925.23D	Illegal Processing of Drug Documents - false label		
2925.31	Abusing Harmful Intoxicants	35A	S
2925.32	Trafficking in Harmful Intoxicants	35A	S
2925.36	Illegal Dispensing of Drug Samples	35A	S
2925.37	Offenses Involving Counterfeit Controlled Substance	35A	S
2925.37A	Offenses Involving Counterfeit Controlled Substance - possess		
2925.37B	Offenses Involving Counterfeit Controlled Substance - sell		
2925.37C	Offenses Involving Counterfeit Controlled Substances - reproduce trademark		
2925.37D	Offenses Involving Counterfeit Controlled Substances - sell, offer, deliver < 18		
2925.37E	Offenses Involving Counterfeit Controlled Substances - represent		
2925.37F	Offenses Involving Counterfeit Controlled Substances - falsely represent, advertise		
2927.01	Abuse of Corpse	90Z	S
2927.01A	Abuse of Corpse - outrage family sensibilities		
2927.01B	Abuse of Corpse - outrage comm. sensibilities		
2927.02	Illegal Distribution of Cigarettes and Other Tobacco Products	90Z	S
2927.02A1	Illegal Distribution of Cigarettes -- give sell distribute to juvenile		
2927.02A2	Illegal Distribution of Cigarettes -- sell distribute w/o posting		
2927.02B	Illegal Distribution of Cigarettes -- vending machines		
2927.03	Interference w/ Fair Housing Rights	90Z	S
2927.03A1	Interference w/ Fair Housing Rights - race, color, creed		
2927.03A2A	Interference w/ Fair Housing Rights - discourage participation		
2927.03A2B	Interference w/ Fair Housing Rights - afford person opportunity, protection		
2927.03A3	Interference w/ Fair Housing Rights - because person encourages others to participate		
2927.11	Desecration	290	P
2927.11A1	Desecration - U.S. Flag		
2927.11A2	Desecration - public monument		
2927.11A3	Desecration - historical object		
2927.11A4	Desecration - place of worship		
2927.11A5	Desecration - museum piece		
2927.11A6	Desecration - object of reverence or devotion		
2927.12	Ethnic Intimidation	13C	I
2927.13	Selling or Donating Contaminated Blood (AIDS)	90Z	S
2927.21	Duty to Report Escape Exotic/Dangerous Animal	90Z	S
2933.32	Conducting Unauthorized Body Cavity or Strip Search; Failure to Prepare Proper Report	90Z	S
2933.32B	Conducting Unauthorized Body Cavity or Strip Search		
2933.32C	Failure to Prepare Proper Report		
2933.42	Contraband	90Z	S

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2933.52	Interception of Wire or Oral Communication	90Z	S
2933.52A1	Interception of Wire or Oral Communication - purposely intercept		
2933.52A2A	Interception of Wire or Oral Communication - use interception device to intercept wire communications		
2933.52A2B	Interception of Wire or Oral Communication - use interception device to intercept radio communications		
2933.52A3	Interception of Wire or Oral Comm. - purposely disclose content		
2933.59C	Presenting Altered Record or Intercepted Comm.	90Z	S
2937.43	Failure to Appear	90Z	S
2963.11	Fugitive from Justice	90Z	S
3716.11	Adulterated Food	90Z	S
3716.11A	Adulterated Food - place hazardous substance/ object in any food or substance		
3716.11B	Adulterated Food - furnish to any person		
3719.32	Regulating the Sale of Poisons	90Z	S
3719.33	Labeling Poisons	90Z	S
3743.60A	Manufacturing w/o a License	90Z	S
3743.61	Wholesale Sale w/o License	90Z	S
3773.05	Shouting Over, Upon, Near Cemetery	90Z	S
3773.06	Hunting Near Township Park	90Z	S
3773.07	Dueling	90Z	S
3773.21	Discharge of Firearms Prohibited	520	S
3773.211	Discharge Firearm on Highway	520	S
4301.22	Liquor Sales Violations	90G	S
4301.22A	Liquor Sales - minor		
4301.22B	Liquor Sales - intoxicated person		
4301.22C	Liquor Sales - habitual drunk		
4301.22D	Liquor Sales - sunday no permit		
4301.22E	Liquor Sale - give away		
4301.22F	Liquor Sale - advertisement sign		
4301.22G	Liquor Sale - barrel no name		
4301.22H	Liquor Sale - gift certificate		
4301.45	Seizure and Sale of Conveyances Transporting Beer or Intoxicating Liquor - illegally	90G	S
4301.58	Activities Prohibited w/o Permit	90G	S
4301.58A	Activities Prohibited w/o Permit - manufacture beer, liquor		
4301.58B	Activities Prohibited w/o Permit - purchase sell beer/liquor		
4301.58C	Activities Prohibited w/o Permit - sell w/o consent		
4301.59	Fraudulent Misrepresentation - liquor	90G	S
4301.60	Illegal Transportation of Liquor	90G	S
4301.61	Forging, Altering, or Counterfeiting Labels - Liquor	90G	S
4301.62	Open Container Liquor	90G	S
4301.62B1	Open Liquor Container - state liquor store		
4301.62B2	Open Liquor Container - premises of permit holder		
4301.62B3	Open Liquor Container - public place		

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4301.62B4	Open Liquor Container - operator or passenger of motor vehicle		
4301.62B5	Open Liquor Container - stationary motor vehicle		
4301.632	Prohibitions - persons under 21	90G	S
4301.633	Misrepresentation to Obtain Alcoholic Beverages for a Minor Prohibited	90G	S
4301.634	Misrepresentation by a Minor	90G	S
4301.636	Identification Cards	90G	S
4301.636A1	Identification Cards - manufacture, transfer, distribute Ohio ID		
4301.636A2	Identification Cards - manufacture, sell, distribute for compensation Ohio ID		
4301.636B1	Identification Cards - manufacture, transfer, distribute Ohio Driver's License		
4301.636B2	Identification Cards - manufacture, sell, distribute for compensation Ohio Driver's License		
4301.64	Consumption of Liquor in Motor Vehicle	90G	S
4301.66	Obstructing Search of Premises Prohibited	90G	S
4301.67	Illegal Possession of Intoxicating Beer or Liquor	90G	S
4301.68	Prohibition agst. Sale or Possession of Diluted Liquor and Refilled Containers	90G	S
4301.69	Sale of Liquor to Underage Person	90G	S
4301.69A	Sale of Liquor to Underage Person - sell to/purchase for		
4301.69B	Sale of Liquor to Underage Person - owner/occupant of public/private place allow underage to remain while consuming alcohol		
4301.69C1	Sale of Liquor to Underage Person - engage use accomodations at hotel, etc. when knowing that an underage person will consume alcohol		
4301.69C2	Sale of Liquor to Underage Person - engage use accomodations at hotel, etc. when knowing that an underage person will use drug of abuse		
4301.69D1	Sale of Liquor to Underage Person - permit underage person to engage accomodations when knowing alcohol will be consumed		
4301.69D2	Sale of Liquor to Underage Person - underage use false ID to engage accomodations		
4301.69E	Sale of Liquor to Underage Person - underage consume beer intoxicating liquor		
4301.69F	Sale of Liquor to Underage Person - parent knowingly permit underage person to violate this section		
4303.15	Liquor Sale - after hours	90G	S
4399.09	Keep Place Where Intoxicating Liquors are Sold Violation of Law	90G	S
4399.15	Poisonously Adulterated Liquors	90G	S
4399.16	Tavern Keeper Permitting Rioting or Drunkenness	90G	S
4399.17	Manufacturing or Selling Poison Liquors	90G	S
4511.19	Driving While Under the Influence of Alcohol/Drugs	90D	S
4511.19A1	Driving While Under the Influence of Alcohol/Drugs		

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4511.19A2	Driving While Under the Influence of Alcohol/Drugs .10 of 1% or more by weight of alcohol in blood		
4511.19A3	Driving While Under the Influence of Alcohol/Drugs .10 of 1gm or more by weight of alcohol per 210 liters breath		
4511.19A4	Driving While Under the Influence of Alcohol/Drugs .14 of 1gm or more by weight of alcohol per 100 ml urine		
4511.19B1	Driving While Under the Influence of Alcohol/Drugs juvenile .02 - .10 of 1% percent by weight of alcohol in blood		
4511.19B2	Driving While Under the Influence of Alcohol/Drugs juvenile .02-.10 percent of 1gm by weight of alcohol per 200 liters breath		
4511.19B3	Driving While Under the Influence of Alcohol/Drugs juvenile .028 - .10 of 1gm by weight of alcohol per 100 ml urine		
4511.192	Operating Under Suspension	90D	S

**APPENDIX B**

**NIBRS CODES AND DEFINITIONS**

NIBRS  
CODE

DEFINITION

- 200            ARSON  
To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.
- 13A           AGGRAVATED ASSAULT  
An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- 13B           SIMPLE ASSAULT  
An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- 13C           INTIMIDATION  
To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- 510           BRIBERY  
The offering, giving, receiving, or soliciting of any thing of value (i.e., a bribe, gratuity, or kickback) to sway the judgement or action of a person in a position of trust or influence.
- 220           BURGLARY/BREAKING AND ENTERING  
The unlawful entry into a building or

other structure with the intent to commit a felony or a theft.

250

COUNTERFEITING/FORGERY

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

290

DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY

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

35A

DRUG/NARCOTIC VIOLATIONS

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

35B

DRUG EQUIPMENT VIOLATIONS

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

270

EMBEZZLEMENT

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

210

EXTORTION/BLACKMAIL

To unlawfully obtain money, property, or any other thing of value, either tangible or intangible, through the use

or threat of force, misuse of authority, threat of criminal prosecution, threat of destruction of reputation or social standing, or through other coercive means.

- 26A **FALSE PRETENSES/SWINDLE/CONFIDENCE GAME**  
The intentional misrepresentation of existing fact or condition, or the use of some other deceptive scheme or device, to obtain money, goods, or other things of value.
- 26B **CREDIT CARD/AUTOMATIC TELLER MACHINE FRAUD**  
The unlawful use of a credit (or debit) card or automatic teller machine for fraudulent purposes.
- 26C **IMPERSONATION**  
Falsely representing one's identity or position, and acting in the character or position thus unlawfully assumed, to deceive others and thereby gain a profit or advantage, enjoy some right or privilege, or subject another person or entity to an expense, charge, or liability which would not have otherwise been incurred.
- 26D **WELFARE FRAUD**  
The use of deceitful statements, practices or devices to unlawfully obtain welfare benefits.
- 26E **WIRE FRAUD**  
The use of an electric or electronic communications facility to intentionally transmit a false and/or deceptive message in furtherance of a fraudulent activity.
- 39A **BETTING/WAGERING**  
To unlawfully stake money or something else of value on the happening of an uncertain event or on the ascertainment of a fact in dispute.

of a fact in dispute.

- 39B **OPERATING/PROMOTING/ASSISTING GAMBLING**  
To unlawfully operate, promote, or assist in the operation of a game of chance, lottery, or other gambling activity.
- 39C **GAMBLING EQUIPMENT VIOLATIONS**  
To unlawfully manufacture, sell, buy, possess, or transport equipment, devices, and/or goods used for gambling purposes.
- 39D **SPORTS TAMPERING**  
To unlawfully alter, meddle in, or otherwise interfere with a sporting contest or event for the purpose of gaining a gambling advantage.
- 09A **MURDER AND NONNEGLIGENT MANSLAUGHTER**  
The willful (nonnegligent) killing of one human being by another.
- 09B **NEGLIGENT MANSLAUGHTER**  
The killing of another person through negligence.
- 09C **JUSTIFIABLE HOMICIDE**  
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.
- 100 **KIDNAPING/ABDUCTION**  
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.
- 23A **POCKET-PICKING**  
The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.

- 23B            **PURSE-SNATCHING**  
The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.
- 23C            **SHOPLIFTING**  
The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.
- 23D            **THEFT FROM BUILDING**  
A theft from within a building which is either open to the general public or where the offender has legal access.
- 23E            **THEFT FROM COIN-OPERATED MACHINE OR DEVICE**  
A theft from a machine or device which is operated or activated by the use of coins.
- 23F            **THEFT FROM MOTOR VEHICLE**  
The theft of articles from a motor vehicle, whether locked or unlocked.
- 23G            **THEFT OF MOTOR VEHICLE PARTS OR ACCESSORIES**  
The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.
- 23H            **ALL OTHER LARCENY**  
All thefts which do not fit any of the definitions of the specific subcategories or Larceny/Theft listed.
- 240            **MOTOR VEHICLE THEFT**  
The theft of a motor vehicle.
- 370            **PORNOGRAPHY/OBSCENE MATERIAL**  
The violation of laws or ordinances prohibiting the manufacture, publishing, sale, purchase, or possession of sexually explicit material, e.g., literature,

photographs, etc.

40A

PROSTITUTION

To unlawfully engage in sexual relations for profit.

40B

ASSISTING OR PROMOTING PROSTITUTION

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

120

ROBBERY

The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

11A

FORCIBLE RAPE

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.

11B

FORCIBLE SODOMY

Oral or anal sexual intercourse with another 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 youth or because of his/her temporary or permanent mental or physical incapacity.

11C

SEXUAL ASSAULT WITH AN OBJECT

To use an object or instrument to

of another 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 youth or because of his/her temporary or permanent mental or physical incapacity.

11D

**FORCIBLE FONDLING**

The touching of the private body parts of another person for the purpose of sexual gratification, 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 youth or because of his/her temporary or permanent mental incapacity.

36A

**INCEST**

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

36B

**STATUTORY RAPE**

Nonforcible sexual intercourse with a person who is under the age of statutory consent.

280

**STOLEN PROPERTY OFFENSES**

Receiving, buying, selling, possessing, concealing, or transporting any property with the knowledge that it has been unlawfully taken, as by Embezzlement, Burglary, Fraud, Larceny, Robbery, etc.

520

**WEAPON LAW VIOLATIONS**

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

instruments, explosives, incendiary devices, or other deadly weapons.

90A

BAD CHECKS

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

90B

CURFEW/LOITERING/VAGRANCY VIOLATIONS

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

90C

DISORDERLY CONDUCT

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

90D

DRIVING UNDER THE INFLUENCE

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

90E

DRUNKENNESS

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

90F

FAMILY OFFENSES, NONVIOLENT

Unlawful, nonviolent acts by a family member (or legal guardian) 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.

90G

LIQUOR LAW VIOLATIONS

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

90H

PEEPING TOM

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

90I

RUNAWAY

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

90J

TRESPASS OF REAL PROPERTY

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

90Z

ALL OTHER OFFENSES

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

**APPENDIX C**  
**HATE CRIME REPORTING SPECIFICATIONS**

## **HATE CRIME DATA COLLECTION GUIDELINES**

### **Legislative Mandate to Report Hate Crime**

In response to a growing concern about hate crimes, Congress, on April 23, 1990, enacted the "Hate Crime Statistics Act of 1990" (hereafter "Act"). The Act requires the Attorney General to establish guidelines and collect, as part of the UCR Program, data "about crimes that manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity, including where appropriate the crimes of murder, non-negligent manslaughter; forcible rape; aggravated assault, simple assault, intimidation; arson; and destruction, damage or vandalism of property." The Attorney General is required to begin acquiring hate crime data in calendar year 1990. The Attorney General has delegated his responsibilities under the Act to the Director of the FBI. The FBI's Uniform Crime Reports (UCR) Section has been assigned the task of developing the procedures for, and managing the implementation of, the collection of hate crime data.

### **Developing a Collection Approach**

The primary emphasis in developing an approach for collecting national hate crime statistics was to avoid placing major new reporting burdens on contributing law enforcement agencies. To accomplish this goal the following decisions were made:

1. **The hate crime collection will be an adjunct to the UCR collection.**--Hate crimes are not separate, distinct crimes, but rather traditional offenses motivated by the offender's bias. For example, an offender may commit arson because of his/her racial bias. It is therefore, unnecessary to create a whole new crime category. To the contrary, hate crime data can be collected by merely capturing additional information about offenses being reported to UCR.
2. **The types of bias motivation to be reported are limited.**--There are, of course, many kinds of bias. Some of the more common kinds are those against race, religion, ethnicity/national origin, or sexual orientation. But, there are also biases against rich

religion, ethnicity/national origin, or sexual orientation. But, there are also biases against rich people, poor people, men who wear long hair and/or beards, people who dress oddly, smokers, drinkers, people with diseases such as AIDS, motorcycle gangs, "rock" musicians, etc. The types of bias to be reported to the FBI's UCR Section are limited to those mandated by the enabling Act, i.e., bias based on "race, religion, sexual orientation, or ethnicity." Because, the UCR Program, "ethnicity" has been limited to whether a person is or is not Hispanic, the term "Ethnicity/National Origin" was adopted to denote a broader meaning (see the definition on Page 5).

Although there are no comprehensive statistics on the incidence of hate crimes, the limited statistics being gathered in existing state and local hate crime programs indicate that the number of hate crimes reported annually throughout the United States should not constitute a major reporting burden. Hate crime reporting should not, therefore, require large new commitments of personnel and other resources by Federal, state, and local UCR data contributors.

## Bias Motivation

The object of the collection is to indicate whether the offender was motivated to commit the offense because of his/her bias against a racial, religious, ethnic/national origin, or sexual orientation group. Because of the difficulty of ascertaining the offender's subjective motivation, bias is to be reported only if investigation reveals sufficient objective facts to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias. The specific types of bias to be reported are:

### Racial Bias:

- Anti-White
- Anti-Black
- Anti-American Indian/Alaskan Native
- Anti-Asian/Pacific Islander
- Anti-Multi-Racial Group

### Religious Bias:

- Anti-Jewish
- Anti-Catholic
- Anti-Protestant
- Anti-Islamic (Moslem)
- Anti-Other Religion (Buddhism, Hinduism, Shintoism, etc.)
- Anti-Multi-Religious Group
- Anti-Atheist/Agnostic/Etc.

### Ethnicity/National Origin Bias:

- Anti-Arab
- Anti-Hispanic
- Anti-Other Ethnicity/National Origin

### Sexual Orientation Bias:

- Anti-Male Homosexual (Gay)
- Anti-Female Homosexual (Lesbian)
- Anti-Homosexual (Gays and Lesbians)
- Anti-Heterosexual
- Anti-Bisexual

## Objective Evidence that the Crime Was Motivated by Bias

An important distinction must be made. The mere fact that the offender is biased against the victim's racial, religious, ethnic/national origin, and/or sexual orientation group does not mean that a hate crime was involved. Rather, the offender's criminal act must have been motivated, in whole or in part, by his/her bias.

Because motivation is subjective, it is difficult to know with certainty whether a crime was the result of the offender's bias. Therefore, before an incident can be reported as a hate crime, sufficient objective facts must be present to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias. While no single fact may be conclusive, facts such as the following, particularly when combined, are supportive of a finding of bias:

- (a) The offender and the victim were of different racial, religious, ethnic/national origin, or sexual orientation groups. For example, the victim was black and the offenders were white.
- (b) Bias-related oral comments, written statements, or gestures were made by the offender which indicate his/her bias. For example, the offender shouted a racial epithet at the victim.
- (c) Bias-related drawings, markings, symbols, or graffiti were left at the crime scene. For example, a swastika was painted on the door of a synagogue.
- (d) Certain objects, items, or things which indicate bias were used (e.g., the offenders wore white sheets with hoods covering their faces) or left behind by the offender(s) (e.g., a burning cross was left in

front of the victim's residence).

- (e) The victim is a member of a racial, religious, ethnic/national origin, or sexual orientation group which is overwhelmingly outnumbered by members of another group in the neighborhood where the victim lives and the incident took place. This factor loses significance with the passage of time, i.e., it is most significant when the victim first moved into the neighborhood and becomes less significant as time passes without incident.
- (f) The victim was visiting a neighborhood where previous hate crimes had been committed against other members of his/her racial, religious, ethnic/national origin, or sexual orientation group and where tensions remain high against his/her group.
- (g) Several incidents have occurred in the same locality, at or about the same time, and the victims are all of the same racial, religious, ethnic/national origin, or sexual orientation group.
- (h) A substantial portion of the community where the crime occurred perceives that the incident was motivated by bias.
- (i) The victim was engaged in activities promoting his/her racial, religious, ethnic/national origin, or sexual orientation group. For example, the victim is a member of the NAACP, participated in gay rights demonstrations, etc.
- (j) The incident coincided with a

holiday relating to, or a date of particular significance to, a racial, religious, or ethnic/national origin group (e.g., Martin Luther King Day, Rosh Hashannah, etc.).

- (k) The offender was previously involved in a similar hate crime or is a member of a hate group.
- (l) There were indications that a hate group was involved. For example, a hate group claimed responsibility for the crime or was active in the neighborhood.
- (m) A historically established animosity exists between the victim's group and the offender's group.
- (n) The victim, although not a member of the targeted racial religious, ethnic/national origin, or sexual orientation group, is a member of an advocacy group supporting the precepts of the victim group.

## **Cautions**

**1. Need for Case-by-Case Assessment of the Facts --** The aforementioned factors are not all-inclusive of the types of objective facts which evidence biased motivation. Therefore, reporting agencies must examine each case for facts which clearly evidence that the offender's bias motivated him/her to commit the crime.

**2. Misleading Fact --** Agencies must be alert to misleading facts. For example, the offender used an epithet to refer to the victim's race, but the offender and victim were of the same race.

**3. Feigned Facts --** Agencies must be alert to evidence left by the offenders which is meant to give the false impression that the incident was motivated by bias. For example, students of a religious school vandalize their own school, leaving anti-religious statements and symbols on its walls, in the hope that they will be excused from attending class.

**4. Offender's Mistaken Perception --** Even if the offender was mistaken in his/her belief that the victim was a member of a racial, religious, ethnic/national origin, or sexual orientation group, the offense is still a hate crime as long as the offender was motivated by bias against that group. For example, a middle-aged, non-gay man walking by a bar frequented by gays was attacked by six teenagers who mistakenly believed the victim had left the bar and was gay. Although the offenders were wrong on both counts, the offense is a hate crime because it was motivated by the offenders' anti-gay bias.

**5. Changes in Findings of Bias --** If, after an initial incident report was submitted, a contrary finding regarding bias occurs, the national file must be updated with the new finding. For example, if an initial finding of no bias was later changed to racial bias or a finding of racial bias was later changed to religious bias, the change should be reported to the FBI's UCR Section.

## **Definitions**

To ensure uniformity in reporting nationwide, the following definitions have been adopted for use in hate crime reporting:

**Bias** - A preformed negative opinion or attitude toward a group of persons based on their race, religion, ethnicity/national origin, or sexual orientation.

**Bias Crime** - A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, ethnic/national origin group, or sexual orientation group. Also known as "Hate Crime."

(Note: Even if the offender was mistaken in his/her perception that the victim was a member of the group he or she was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.)

**Bisexual** - (adjective) Of or relating to persons who experience sexual attraction toward, and responsiveness to, both males and females; (noun) a bisexual person.

**Ethnicity/National Origin Bias** - A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions (e.g., Arabs, Hispanics, etc.).

**Gay** - (adjective) Of or relating to males who experience a sexual attraction toward, and responsiveness to, other males; (noun) a homosexual male.

**Hate Crime** Same as "Bias Crime."

**Hate Group** - An organization whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a racial, religious, ethnic/national origin, or sexual orientation group which differs from that of the members of the organization (e.g., the Ku Klux Klan, American Nazi Party, etc.).

**Heterosexual** - (adjective) Of or relating to persons who experience a sexual attraction toward, and responsiveness to, members of the opposite sex; (noun) a heterosexual person.

**Homosexual** - (adjective) Of or relating to persons who experience a sexual attraction toward, and responsiveness to, members of their own sex; (noun) a homosexual person.

**Lesbian** - (adjective) Of or relating to females who experience a sexual attraction toward, and responsiveness to, other females; (noun) a homosexual female.

**National Incident-Based Reporting System (NIBRS)** - The new unit-record reporting system which is being implemented to replace the traditional UCR Summary Reporting System (SRS). NIBRS provides for expanded collection and reporting of offenses, arrests, and their circumstances.

**Racial Bias** - A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes and/or hair; facial features, etc.), genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g. Asians, blacks, whites, etc.).

**Religious Bias** - A preformed negative opinion or attitude toward a group of persons share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists, etc.).

**Sexual Orientation Bias** - A preformed negative opinion of attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals, etc.).

**Summary Reporting System (SRS)** - The traditional tally system which has been used since 1930 to collect UCR data.

## **Examples of Reporting Hate Crime Incidents**

**Example (1):** While driving through a predominantly Mexican-American neighborhood, a black male stopped his car to repair a flat tire. A group of Mexican-Americans leaving a bar across the street accosted the driver and then attacked him with bottles and clubs. During the attack, the offenders called the victim by a well known and recognized epithet used against blacks and told him that blacks were not welcome in the neighborhood. This incident would be reported as Anti-Black because the victim and offenders are of different races, the offenders used a racial epithet, and the facts reveal no other reason for the attack than the stated one, i.e., to keep blacks out of the neighborhood.

**Example (2):** A white juvenile male snatched a Jewish woman's purse, and in doing so, knocked her down and called her by a well known and recognized epithet used against Jews. The offender's identify is not known. Although the offender used an epithet for Jews, it is not known whether he belongs to another religious group or whether his motive was anything more than robbery. Because the facts are ambiguous, agencies should not report this incident as bias motivated.

**Example (3):** Overnight, unknown persons broke into a synagogue and destroyed several religious objects. The perpetrators left a large swastika drawn on the door and wrote "Death to Jews" on a wall. Although valuable items were present, none was stolen. Report this incident as Anti-Jewish because the offenders destroyed religious objects, left anti-Semitic words and graffiti behind, and theft did not appear to be the motive for the burglary.

**Example (4):** A 29-year old Chinese-American male was attacked by a 51-year-old white male wielding a tire iron. The victim suffered severe lacerations and a broken arm. The incident took place in a parking lot next to a bar. Investigation revealed that the offender and victim had previously exchanged racial insults in the bar, the offender having initiated the exchange by calling the victim by a well known and recognized epithet used against the Japanese and complaining that the Japanese were taking away jobs from Americans. An Anti-

Asian/Pacific Islander offense would be reported based on the difference in race of the victim and offender, the exchange of racial insults, and the absence of other reasons for the attack.

**Example (5):** An adult white male was approached by four white teenagers who requested money for the bus. When he refused, one of the youths said to the others, "Let's teach this [epithet for a gay person] a lesson." The victim was punched in the face, knocked to the ground, kicked several times, and robbed of his wristwatch, ring, and wallet. When he reported the crime, the victim advised he did not know the offenders and that he was not gay. The facts are ambiguous. Although an epithet for a gay person was used by one of the offenders, the victim was not gay, such epithets are sometimes used as general insults regardless of the target person's sexual orientation, and in this case the offenders' motivation appeared to be limited to obtaining money from the victim. Therefore, the incident would not be designated bias motivated.

**Example (6):** A small neighborhood bar frequented by gays burned down after being closed for the night. Investigation revealed that the fire was deliberately set, but there were no witnesses or suspects. Although the fire was deliberately set, the fact that the bar was frequented by gays may have been coincidental. Therefore, the incident is not reported as bias motivated. Two weeks later, three white adult males were arrested on a tip from an informant. They admitted burning down the bar, saying they did it to keep gays out of the neighborhood. As a result, this incident should now be reported as a bias crime.

**Example (7):** Six black men assaulted and seriously injured a white man and his Asian male friend as they were walking through a residential neighborhood. Witnesses said that the victims were attacked because they were trespassing in a "black" neighborhood. An Anti-Multi-Racial Group bias incident should be reported because the victims and offenders were of different races and witnesses reported that the victims were attacked because they were not black.

**Example (8):** Overnight, an auditorium, which was being used by representatives of several religious denominations to hold an ecumenical conference, was vandalized by unknown subjects. Extensive damage was caused and statements, such as "There is but one true religion" and "Down with the nonbelievers," were spray painted onto the walls. An Anti-Multi-Religious Group incident should be reported because the offenders clearly evidenced their hostility against a group representing more than one religion.

**APPENDIX D**  
**VALUATION OF STOLEN PROPERTY**

When determining the value of stolen property, the following procedures are suggested:

- a. Use fair market value for articles which are subject to depreciation because of wear and tear, age, or other factors which cause the value to decrease with use.
- b. Use cost to the merchant (wholesale cost) of goods stolen from retail establishments, warehouses, etc. In other words, use the dollar value representing the actual cash loss to the victim without any markup or profit added.
- c. Use victim's evaluation of items such as jewelry, watches, and other similar goods which decrease in value slightly or not at all with age.
- d. Use replacement cost or actual cost to victim for new or almost new clothes, auto accessories, bicycles, etc.
- e. When the victim obviously exaggerates the value of stolen property for insurance or other purposes, common sense and good judgement will dictate a fair market value to be placed on the stolen items by law enforcement.

In most instances, the victim's evaluation can be accepted. Nonnegotiable instruments such as traveler's checks, personal checks, money orders, stocks, bonds, etc., should be scored as thefts, if stolen, but no value recorded. Again "hair splitting" refinements are unnecessary. Negotiable instruments such as bonds payable to the bearer, etc., are valued at the current market price at the time of theft.

Oftentimes recovered property is in a condition different from what it was at the time of the theft. The market value at the time of recovery should be used even though it is less than at the time it was stolen.

An agency should only record the value of property stolen in its jurisdiction. Likewise, the value of property recovered will include only property originally stolen from its own jurisdiction. It does not matter who recovers the stolen property or where it was recovered. If it was stolen in one jurisdiction, that same jurisdiction reports the value of its recovery. This procedure applies to all stolen property including

automobiles.

D2

**APPENDIX E**  
**SCARS, MARKS, TATTOOS, AND OTHER**  
**CHARACTERISTICS**

NOTE: The following codes are the same as those used in the NCIC manual.

**ARTIFICIAL BODY PARTS AND AIDS**

Item/Location	Code
Arm, left, artificial	ARTLARM
Arm, right, artificial	ARTRARM
Brace, left arm	BRACLARM
Brace, right arm	BRACRARM
Brace, back	BRACEBACK
Brace, left leg	BRACLLEG
Brace, right leg	BRACRLEG
Brace, neck	BRACENECK
Braces, teeth	BRACETEETH
Contact lenses	CONLENSES
Denture, lower only	DENTLOW
Denture, upper only	DENTUP
Denture, upper and lower	DENTUPLO
Ear, left, artificial	ARTLEAR
Ear, right, artificial	ARTREAR
Eye, left, artificial	ARTLEVE
Eye, right, artificial	ARTREYE
Foot, left, artificial	ARTLFT
Foot, right, artificial	ARTRFT
Glasses (prescription)	GLASSES
Hand, left, artificial	ARTLHND
Hand, right, artificial	ARTRHND
Hearing aid	HEARAID
Leg, left, artificial	ARTLLEG
Leg, right, artificial	ARTRLEG
<b>DEAFNESS</b>	
Deaf, one ear (nonspecific)	DEAFEAR
Deaf, left ear	DEAFLEAR
Deaf, right ear	DEAFREAR

Deaf, left and right ears	DEAF
Deaf-mute	DEAFMUTE
<b>DEFORMITIES</b>	
Cauliflower ear, left	CAULLEAR
Cauliflower ear, right	CAULREAR
Cleft palate	CLEFTPAL
Crippled arm, left	CRIPLARM
Crippled arm, right	CRIPRARM
Crippled finger(s), left hand	CRIFLFR
Crippled finger(s), right hand	CRIPRFR
(includes webbed fingers)	
Crippled foot, left	CRIFLFT
Crippled foot, right	CRIPRFT
(includes clubfoot)	
Crippled hand, left	CRIFLHND
Crippled hand, right	CRIPRHND
Crippled leg, left	CRIFLLEG
Crippled leg, right	CRIPRLEG
Crippled toe(s), left	CRIFLTOE
Crippled toe(s), right	CRIPRTOE
(includes webbed toes)	
Deviated septum	DEVSEPTUM
Extra breast, nonspecific	EXTRBRST
Extra breast, center	EXTRCBRST
Extra breast, left	EXTRLBRST
Extra breast, right	EXTRRBRST
Extra finger(s), left hand	EXTRLFGR
Extra finger(s), right hand	EXTRRFGR
Extra nipple, nonspecific	EXTRNIP
Extra nipple, center	EXTRCNIP
Extra nipple, left	EXTRLNIP
Extra nipple, right	EXTRRNIP
Extra toe(s), left	EXTRLTOE
Extra toe(s), right	EXTRRTOE
Harelip	HARLIP
Humpbacked	HUMPBACKED
Mute (to be used if person is mute but not deaf)	MUTE

Protruding upper jaw  
Protruding lower jaw  
Shorter left leg  
Shorter right leg

PROTUJAW  
PROTLJAW  
SHRTLLEG  
SHRTRLEG

**DRUGS OF ABUSE**

Alcohol  
Amphetamines (includes stimulants,  
speed, etc.)  
Barbiturates  
Cocaine  
Hallucinogens  
Marijuana  
Narcotics (includes Heroin, Morphine,  
Dilaudid, Methadone, etc.)  
Other Drugs of Abuse

DAALCOHOL  
DAAMPHETA  
DABARBITU  
DACOCAINE  
DAHALLUCI  
DAMARIJUA  
DANARCOTI  
DAOTHER

**EYE DISORDERS**

Cataract (nonspecific)  
Cataract, left eye  
Cataract, right eye  
Cross-eyed  
Blind, one eye, nonspecific  
Blind, left eye  
Blind, right eye  
Blind, both eyes

CATARACT  
CATALEYE  
CATAREYE  
CROSSEYED  
BLNDEYE  
BLNDLEYE  
BLNDREYE  
BLIND

**FRACTURED BONES**

Ankle, nonspecific  
Ankle, left  
Ankle, right

FRCANKL  
FRCLANKL  
FRCRANKL

Arm, nonspecific  
Arm, upper left  
Arm, lower left  
Arm, upper right  
Arm, lower right

FRCARM  
FRCULARM  
FRCLLARM  
FRCURARM  
FRCLRARM

Back

FRCBACK

Clavicle, nonspecific  
Clavicle, left  
Clavicle, right

FRCCLAVIC  
FRCLCLAVI  
FRCRCLAVI

Fingers, nonspecific  
Finger(s), left hand

FRCFGR  
FRCLFGR

Finger(s), right hand	FRCRFGR
Foot, nonspecific	FRCFOOT
Foot, left	FRCLFOOT
Foot, right	FRCRFOOT
Hand, nonspecific	FRCHAND
Hand, left	FRCLHAND
Hand, right	FRCRHAND
Jaw, nonspecific	FRCJAW
Jaw, upper left	FRCLJAW
Jaw, lower left	FRLLJAW
Jaw, upper right	FRURJAW
Jaw, lower right	FRLRJAW
Knee, nonspecific	FRCKNEE
Knee, left	FRCLKNEE
Knee, right	FRCRKNEE
Leg, nonspecific	FRCLEG
Leg, upper left	FRCLLEG
Leg, lower left	FRLLLEG
Leg, upper right	FRURLEG
Leg, lower right	FRLRLEG
Neck	FRCNECK
Nose	FRCNOSE
Pelvis, nonspecific	FRCPELVIS
Pelvic bone, left	FRCLPELVI
Pelvic bone, right	FRCRPELVI
Rib(s), nonspecific	FRCRIBS
Rib(s), left	FRCLRIB
Rib(s), right	FRCRRIB
Shoulder, nonspecific	FRCSHLD
Shoulder, left	FRCLSHLD
Shoulder, right	FRCRSHLD
Skull	FRCSKULL
Spine	FRCSPINE
Sternum	FRCSTERN

Toes, nonspecific  
Toe(s), left foot  
Toe(s) right foot

FRCTOE  
FRCLTOE  
FRCRTOE

Wrist, nonspecific  
Wrist, left  
Wrist, right

FRCWRIST  
FRCLWRIST  
FRCRWRIST

**MEDICAL CONDITIONS AND DISEASES**

Allergies including asthma

MCALLERGY

Behavior disorders  
including: depression, suicidal  
tendencies (past and present),  
schizophrenia

MCBEHAVIO

Cancer

MCCANCER

Drug Abuse

MCDRUGAB

Heart or circulatory diseases  
including: high blood pressure,  
heart failure, heart attack, hardening  
of the arteries, and circulation problems

MCHEART

Liver disease including: alcoholism,  
cirrhosis, and hepatitis

MCLIVER

Nervous conditions including:  
seizures, stroke, senility, and  
mental retardation

MCNERVOUS

Pregnancy, past and present

MCPREGNAN

Other medical disorders

MCOTHER

**MEDICAL DEVICES AND BODY IMPLANTS**

Artificial elbow joint

ARTELBOW

Artificial hip joint  
Artificial knee joint

ARTHIP  
ARTKNEE

Artificial larynx

ARTLARYNX

Artificial shoulder joint

ARTSHLD

Cardiac pacemaker	CARDPACEM
Colostomy appliances	COLOSTAPP
Intramedullary rod	INTRAROD
Intrauterine device	IUD
Orthopedic nail or pin	ORTHNAIL
Orthopedic plate	ORTHPLATE
Orthopedic screw	ORTHSCREW
Shunt, arterial vascular	SHUNTART
Shunt, cerebral ventricle	SHUNTCERB
Skull plate	SKLPLATE
Staples	STAPLES
Tubes in ears, left and right	EARTUBES
Tube in left ear	TUBELEAR
Tube in right ear	TUBEREAR
Vascular prosthesis	VASCPROTH
Wire sutures	WIRESUTUR
<b>MISSING BODY PARTS AND ORGANS</b>	
Adenoids	MISSADND
Appendix	MISSAPPNX
Arm, left	MISSLARM
Arm, right	MISSRARM
Arm, lower left	MISSLLARM
Arm, lower right	MISSLRARM
Breasts	MISSBRSTS
Breast, left	MISSLBRST
Breast, right	MISSRBRST
Ear, left	MISSLEAR
Ear, right	MISSREAR

Eye, left	MISSLEYE
Eye, right	MISSREYE
Finger(s), left hand	MISSLFGR
Finger(s), right hand	MISSRFGR
Finger joint(s), left hand	MISSLFJT
Finger joint(s), right hand	MISSRFJT
Foot, left	MISSLFT
Foot, right	MISSRFT
Gallbladder	MISSGALL
Hand, left	MISSLHND
Hand, right	MISSRHND
Intestines	MISSINTES
Kidney, left	MISSLKID
Kidney, right	MISSRKID
Larynx	MISSLRYNX
Leg, left	MISSLLEG
Leg, right	MISSRLEG
Leg, lower left	MISSLLLEG
Leg, lower right	MISSLRLEG
Lung, left	MISSLLUNG
Lung, right	MISSRLUNG
Nose	MISSNOSE
Ovaries	MISSOVAR
Ovary, left	MISSLOVAR
Ovary, right	MISSROVAR
Pancreas	MISSPANCR
Prostate Gland	MISSPROST
Spleen	MISSSPLEN
Stomach	MISSTOMA

Testis, left	MISSLTES
Testis, right	MISSRTES
Thyroid	MISSTHYRD
Toe(s), left foot	MISSLTOE
Toe(s), right foot	MISSRTOE
Tongue	MISSTONG
Tonsils	MISSTONSL
Uterus	MISSUTRUS
<b>MOLES</b>	
Arm, left	MOLELARM
Arm, right	MOLERARM
Back	MOLEBACK
Breast, nonspecific	MOLEBRST
Breast, left	MOLELBRST
Breast, right	MOLERBRST
Buttocks, nonspecific	MOLEBUTTK
Buttock, left	MOLELBUT
Buttock, right	MOLERBUT
Cheek (face), left	MOLELCHK
Cheek (face), right	MOLERCHK
Chest	MOLECHEST
Chin	MOLECHIN
Ear, left	MOLELEAR
Ear, right	MOLEREAR
Eyebrow, left/left eye area	MOLELEYE
Eyebrow, right/right eye area	MOLEREYE
Finger(s), left hand	MOLELFGR
Finger(s), right hand	MOLERFGR
Forehead	MOLEFHD
Hand, left	MOLELHND

Hand, right	MOLERHND
Lip, lower	MOLELLIP
Lip, upper	MOLEULIP
Neck	MOLENECK
Nose	MOLENOSE
Wrist, left	MOLELWRS
Wrist, right	MOLERWRS
<b>NEEDLE MARKS</b>	
Arm, left	NMLLARM
Arm, right	NMLRARM
Buttock, left	NMLBUTTK
Buttock, right	NMRBUTTK
Finger(s), left hand	NMLFGR
Finger(s) right hand	NMRFGR
Foot, left	NMLFOOT
Foot, right	NMRFOOT
Hand, left	NMLHND
Hand, right	NMRHND
Leg, left	NMLLEG
Leg, right	NMRLEG
Thigh, left	NMLTHIGH
Thigh, right	NMRTHIGH
Wrist, left	NMLWRIST
Wrist, right	NMRWRIST
<b>OTHER PHYSICAL CHARACTERISTICS</b>	
Bald/Balding	BALD
Cleft Chin	CLEFTCHIN
Dimple, Chin	DIMPCHIN
Dimples, left cheek (face)	DIMPLCHK
Dimples, right cheek (face)	DIMPRCHK
Freckles	FRECKLES

Hair implants	HAIRIMPL
Pierced ears	PRCDEARS
Pierced left ear	PRCDLEAR
Pierced right ear	PRCDREAR
Pierced ear, one, nonspecific	PRCDEAR
Pierced lip, upper	PRCDULIP
Pierced lip, lower	PRCDLLIP
Pierced lip, nonspecific	PRCDLIP
Pierced nose	PRCDNOSE
<b>SCARS</b>	
Abdomen	SCABDOM
Ankle, nonspecific	SCANKL
Ankle, left	SCLANKL
Ankle, right	SCRANKL
Arm, nonspecific	SCARM
Arm, left, nonspecific	SCLARM
Arm, right, nonspecific	SCRARM
(be more specific regarding location if possible)	
Arm, left upper	SCULARM
Arm, right upper	SCURARM
Back	SCBACK
Breast, nonspecific	SCBREAST
Breast, left	SCLBRST
Breast, right	SCRBRST
Calf, nonspecific	SCCALF
Calf, left	SCLCALF
Calf, right	SCRCALF
Buttocks, nonspecific	SCBUTTK
Buttock, left	SCLBUTTK
Buttock, right	SCRBUTTK
Cheek, nonspecific	SCCHK
Cheek (face), left	SCLCHK
Cheek (face), right	SCRCHK

Chest	SCCHEST
Chin	SCCHIN
Ear, nonspecific	SCEAR
Ear, left	SCLEAR
Ear, right	SCREAR
Elbow, nonspecific	SCELBOW
Elbow, left	SICLELB
Elbow, right	SCRELB
Eyebrow, nonspecific	SCEYE
Eyebrow, left/left eye area	SCLEYE
Eyebrow, right/right eye area	SCREYE
Face, nonspecific (be more specific regarding location if possible)	SCFACE
Finger, nonspecific	SCFGR
Finger(s), left hand	SCLFGR
Finger(s), right hand	SCRFR
Foot, nonspecific	SCFOOT
Foot, left	SCLFT
Foot, right	SCRFT
Forearm, nonspecific	SCFARM
Forearm, left	SCLFARM
Forearm, right	SCRARM
Forehead	SCFHD
Hand, nonspecific	SCHAND
Hand, left	SCLHND
Hand, right	SCRHND
Head, nonspecific (be more specific regarding location if possible)	SCHEAD
Knee, nonspecific	SCKNEE
Knee, left	SCLKNEE
Knee, right	SCRKNEE

Leg, nonspecific	SCLEG
Leg, left, nonspecific	SCLLEG
Leg, right, nonspecific	SCRLEG
(be more specific regarding location if possible)	
Lip, nonspecific	SCLIP
Lip, lower	SCLOWLIP
Lip, upper	SCUPLIP
Neck	SCNECK
Nose	SCNOSE
Pockmarks	POCKMARKS
Shoulder, nonspecific	SCSHLD
Shoulder, left	SCLSHLD
Shoulder, right	SCRSHLD
Thigh, nonspecific	SCTHIGH
Thigh, left	SCLTHIGH
Thigh, right	SCRTHIGH
Wrist, nonspecific	SCWRIST
Wrist, left	SCLWRIST
Wrist, right	SCRWRIST
<b>SKIN DISCOLORATIONS (INCLUDING BIRTHMARKS)</b>	
Abdomen	DISCABDOM
Ankle, left	DISCLANK
Ankle, right	DISCRANK
Arm, left	DISCLARM
Arm, right	DISCRARM
Back	DISCBACK
Buttocks, nonspecific	DISCBUTTK
Buttock, left	DISCLBUT
Buttock, right	DISCRBUT
Cheek (face), left	DISCLCHK
Cheek (face), right	DISCRCHK
Chest	DISCCHEST

Chin	DISCCHIN
Ear, left	DISCLEAR
Ear, right	DISCREAR
Eyebrow, left/left eye area	DISCLEYE
Eyebrow, right/right eye area	DISCREYE
Finger(s), left hand	DISCLFGR
Finger(s), right hand	DISCRFGR
Foot, left	DISCLFT
Foot, right	DISCRFT
Forehead	DISCFHD
Hand, left	DISCLHND
Hand, right	DISCRHND
Knee, left	DISCLKNEE
Knee, right	DISCRKNEE
Leg, left	DISCLLEG
Leg, right	DISCRLEG
Lip lower	DISCLLIP
Lip, upper	DISCULIP
Neck	DISCNECK
Nose	DISCNOSE
Shoulder, left	DISCLSHLD
Shoulder, right	DISCRSHLD
Wrist, left	DISCLWRS
Wrist, right	DISCRWRS
<b>TATTOOS</b>	
Abdomen	TATABDOM
Ankle, left	TATLANKL
Ankle, right	TATRANKL
Arm, left, nonspecific	TATLARM

Arm, right, nonspecific (be more specific regarding location if possible)	TATRARM
Arm, left upper Arm, right upper	TATULARM TATURARM
Back	TATBACK
Breast Breast, left Breast, right	TATBREAST TATLBRST TATRBRST
Buttocks Buttock, left Buttock, right	TATBUTTK TATLBUTK TATRBUTK
Calf, left Calf, right	TATLCALF TATRCALF
Cheek (face), left Cheek (face), right Chest	TATLCHK TATRCHK TATCHEST
Chin	TATCHIN
Ear, left	TATLEAR
Ear, right	TATREAR
Face, nonspecific (be more specific regarding location if possible)	TATFACE
Finger(s), left hand Finger(s), right hand	TATLFGR TATRFGR
Forearm, left Forearm, right	TATLFARM TATRFARM
Forehead	TATFHD
Groin area	TATGROIN
Hand, left Hand, right	TATLHND TATRHND

Head, nonspecific (be more specific regarding location if possible)	TATHEAD
Knee, left Knee, right	TATLKNEE TATRKNEE
Leg, left, nonspecific Leg, right, nonspecific (be more specific regarding location if possible)	TATLLEG TATRLEG
Neck	TATNECK
Nose	TATNOSE
Shoulder, left Shoulder, right	TATLSHLD TATRSHLD
Thigh, left Thigh, right	TATLTHIGH TATRTHIGH
Wrist, left Wrist, right	TATLWRS TATRWRS
<b>THERAPEUTIC DRUGS</b>	
Analgesics (pain reliever) including: Darvon, Acetaminophen, Aspirin, etc.	TDANALGES
Anticonvulsant (seizure medicines) including: Dilantin, Mysoline, Phenobarbital, etc.	TDACONVUL
Antidepressants (mood lifters) including: Elavil, Triavil, Norpramine, Amitriptyline, Nortriptyline, etc.	TDADEPRES
Cardiac (heart) medications including: Digitalis, Digoxin, etc.	TDCARDIAC
Hypnotics (sleeping aides) including: Barbiturates, Chloral Hydrate, Glutethimide, etc.	TDHYPNOTI
Tranquilizers including: Valium,	TDTRANQUI

Thorazine, Stelazine, etc.

Other Therapeutic Medications

TDOTHER

**APPENDIX F**

**OHIO**

**SCHEDULE OF CONTROLLED SUBSTANCES**

(For reference use only)

Ohio Schedule of Controlled Substances

Ohio IBR Drug Code	Drug Type	Schedule
<b>Opiates and Synthetic Narcotics:</b>		
01	Heroin	1
02	Morphine	2
03	Codeine	2
04	Opium	2
05	Methadone	2
06	Hydrocodone	2
07	Darvon (Propoxyphine)	2, 4
08	Other Synthetic Narcotics including Demerol, Percodan and Dihydromorphine (Dilaudid)	1, 2
<b>Cocaine:</b>		
09	Crack	2
10	All Cocoa Derivatives	2
<b>Stimulants:</b>		
11	Amphetamines/Methamphetamines	2
12	Apidex-P, Fastin, Ionamin, and Tenuate	4
13	Methylphenidate (Ritalin), Didrex, Benzedrine, Phenmetrazine (Preludin)	2, 3
<b>Depressants:</b>		
14	Methaqualone, Quaaludes	1
15	Barbiturates	2
16	Tranquilizers including Chlordiazepoxide (Librium), Diazepam (Valium), Pentazocine (Talwin)	4

17                   Tranquilizers including Doriden   2  
                    and Glutethimide

**Hallucinogens:**

18                   PCP (Angel Dust)                   1  
19                   LSD (Acid)                         1  
20                   Other Hallucinogens including     1  
                    DMT, Psilocybin, Peyote,  
                    Mescaline, MDMA, BMDA (White  
                    Acid), MDA, and STP

**Cannabis:**

21                   Marijuana                         1  
22                   Hashish                            1  
23                   Other Cannabis derivatives        1  
                    including Hash Oil and THC

**Prescription Drugs:**

24                   Antidepressants incl. Elavil,     N/A  
                    Triavil, and Trofranil  
25                   Prozac                             N/A  
26                   Soma                                N/A

**Harmful Intoxicants:**

27                   Glue or Aerosol Vapors            N/A  
28                   White-out                         N/A

**APPENDIX G**  
**MAILING ADDRESSES**

**OHIO  
INCIDENT BASED REPORTING  
PARTICIPANT REGISTRATION FORM**

Agency ORI# \_\_\_\_\_

Agency Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_-\_\_\_\_ Ext. \_\_\_\_

Fax # (\_\_\_\_) \_\_\_\_-\_\_\_\_

Submission Mode (check one):

Magnetic Tape  Magnetic Disk  LEADS

Software Vendor: \_\_\_\_\_

If LEADS submission, indicate terminal address(s) your agency will be submitting data through: \_\_\_\_\_

Is your agency willing to share its incident data with other law enforcement agencies? Y  N

Is your agency submitting data on behalf of other agencies? Y  N

If yes, a list of the Agency ORI(s) and addresses your agency will be submitting for must be attached to this form.

**Password:** (Submitting agencies may assign their own password. It should be Alpha/Numeric 3-8 Characters) If submitting for other agencies, only one password should be assigned by the agency that will be submitting the data.

\_\_\_\_\_

\_\_\_\_\_  
(Chief or Sheriff's signature) (Date)

Return Address: Mr. John Scanlon, Law Enforcement Group  
Ohio Attorney General's Office, 16th Fl  
30 East Broad St.  
Columbus, Ohio 43266-0410

Direct Requests for information and statistical analysis  
to:

Ms. Melissa Winesburg, NIBRS Coordinator  
Governor's Office of Criminal Justice Services  
400 E. Town St.  
Columbus, Ohio 43215  
(614)466-5126

Direct Data Submissions to:

Mr. John Scanlon, Law Enforcement Group Manager  
Ohio Attorney General's Office  
30 E. Broad St., 16th Floor  
Columbus, Ohio 43266-04101  
(614)466-8185

SUGGESTIONS FOR FUTURE VERSIONS OF THE OHIO IBR MANUAL:

Return Address: Ms. Melissa Winesburg  
Governor's Office of Criminal Justice  
Services  
400 E. Town St., Suite 120  
Columbus, Ohio 43215