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ACQUISITIONS

**VOLUME 3: APPROACHES TO IMPLEMENTING AN
INCIDENT-BASED REPORTING (IBR) SYSTEM**

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FOREWORD

Information about the National Incident-Based Reporting System (NIBRS) is contained in the four documents described below:

Volume 1: Data Collection Guidelines

This document is for the use of Federal, state, and local UCR Program personnel (i.e., administrators, training instructors, report analysts, coders, data entry clerks, etc.) who are responsible for collecting and recording NIBRS crime data for submission to the FBI. It contains a system overview and descriptions of the offenses, offense codes, reports, data elements, and data values used in the system.

Volume 2: Data Submission Specifications

This document is for the use of Federal, state, and local systems personnel (i.e., computer programmers, analysts, etc.) who are responsible for preparing magnetic media for submission to the FBI. It contains the data submission instructions for magnetic media, record layouts, and error-handling procedures that must be followed in submitting magnetic media to the FBI for NIBRS reporting purposes.

Volume 3: Approaches to Implementing an Incident-Based Reporting (IBR) System

This document is for the use of Federal, state, and local systems personnel (i.e., computer programmers, analysts, etc.) who are responsible for developing an IBR system which will meet NIBRS' reporting requirements. It contains suggested approaches to developing an IBR system, including a model incident report, standard data entry guide, data entry screens, and software design suggestions.

Volume 4: Error Message Manual

This document is for the use of Federal, state, and local systems personnel (i.e., computer programmers, analysts, etc.) who are responsible for preparing magnetic media for submission to the FBI. It contains designations of mandatory and optional data elements, data element edits, and error messages.

Copies of the above-listed documents can be obtained by writing to the:

Uniform Crime Reports Section
Federal Bureau of Investigation
Washington, D.C. 20535

PURPOSE

OVERVIEW

These specifications have been prepared for the use of Federal, state, and local systems personnel (i.e., computer programmers and analysts) who are responsible for developing a Federal, state, or local IBR system which will meet NIBRS' requirements. It contains suggested approaches to developing an incident-based reporting system, including an example of an incident report, standard data entry guide, data entry screens, and software design suggestions.

INCIDENT REPORT

In order for an IBR system to function efficiently for a NIBRS participant, incident report forms and/or other media must be standardized for the participating agencies. An example of an incident report form has been prepared to demonstrate that information required by NIBRS can be captured on one page (front and back). All 53 data elements applicable to NIBRS can be readily extracted from the form by a coder. Supplemental pages, of course, would be necessary in those relatively few incidents involving multiple offenders and/or victims. While the form presented does not pretend to address more detail required by a state UCR Program or local agency, space for such might be gained by relocating data values (i.e., type, location) from the form to a code sheet.

THE "STANDARD DATA ENTRY GUIDE" WAS DESIGNED TO CAPTURE ONLY THE 53 DATA ELEMENTS NEEDED FOR NIBRS

The data entry guide presented in Section II, "Standard Data Entry Guide," presents a methodology for capturing NIBRS data in a report, which would then be keyed into the participant's data base by data entry personnel. Instructions are provided within this guide to enable system designers to better understand the data entry issues relating to capturing this data. This guide only addresses the 53 data elements required for NIBRS reporting. Additional state-required or Federal-required data elements should be handled separately by system designers.

Two important design considerations were incorporated into this guide. The first was to keep the data elements in a logical order on the form so that a data entry person would not have to skip back and forth during key entry into the participant's data base. (Section III, "Condensed Screens," follows this guide exactly.) The second consideration was to provide a quick and orderly way to enter "Incident Report" data onto the guide.

The FBI believes it has designed a workable approach to initially recording the incident report on paper and subsequently entering this data into the participant's data base using the "Condensed or Expanded Screen" concept. There are other approaches that could have been chosen, but the one presented should provide suggestions that may be used by system personnel responsible for developing an Incident-Based Reporting (IBR) system for a participant reporting directly to the FBI.

TWO SCREEN DESIGN FORMATS ARE PRESENTED

Two sets of suggested data entry screens are provided. The "Condensed Screens" in Section III are intended to be used when the data capture document (law enforcement incident report) is standardized within a participant's organization. Many state participants have or are considering adopting such standardized incident reports for all law enforcement agencies within the state. Under such circumstances, data entry screens can be designed to follow this report format. This, of course, permits all participating agencies within a state to use the same screens for data entry if such entry is done at the local level. Standardized entry documents are even more crucial where entry is done at the state level for the local agencies.

The condensed screens can be utilized where collection forms are not standardized but where a coding document (similar to the standard data entry guide supplied in Section II) is used for data entered directly from the incident report to the data entry screens. This approach would be inefficient and probably impractical for large law enforcement agencies.

The Section IV, "Expanded Screens," containing all possible data values are designed for use where the initial collection document is not conducive as a direct entry document and particularly where incident reports are not standardized among those agencies reporting through a state Program. In these circumstances, the expanded screen eliminates the need for data entry personnel to look at external documents in order to determine code values. Use of the expanded screens will be far more time-consuming than use of the condensed screens. They may, however, be very appropriate for small law enforcement agencies with limited volume reporting.

SOME DATA ELEMENT VALUES SHOULD AUTOMATICALLY BE "SYSTEM GENERATED"

System designers should be aware that some of the data element values should be "System Generated" instead of having a data entry person key the data into the state system. For example, if there is only one victim, Data Element 23 (Victim Sequence Number) should be initialized to "001" on the applicable data entry screen. Another example would apply to "Crimes Against Society." Data Element 25 (Type of Victim) would be initialized to "S" = Society/Public. By incorporating "System Generated"

values into system design, data entry errors can be reduced by eliminating the possibility of conflicting data values between applicable data elements.

In a similar manner, data elements designated as "Optional" may or may not have data values entered by the agency submitting the crime reports. However, the lack of a data value should not cause the report to be rejected within the participant's computer system.

There are four (4) optional data elements: 29 (Ethnicity of Victim), 30 (Resident Status of Victim), 50 (Ethnicity of Arrestee), and 51 (Resident Status of Arrestee). When the incident reports associated with these data elements are submitted to the NIBRS participant from the local agencies, the participant system need not generate "U" = Unknown values if no values were reported. For example, if Data Element 25 (Type of Victim) is "I" = Individual, 29 (Ethnicity of Victim) and 30 (Resident Status of Victim) are optional and can contain "Blanks."

DESIGN CONSIDERATIONS RELATING TO "IMPLEMENTATION PROCEDURES"

Section V, "Implementation Procedures," addresses national Program/participant Program management and administrative issues pertaining to the conversion from summary submission to Incident-Based Reporting (IBR) submission at the national level.

Although this section addresses management considerations regarding the "hows" and "whens" for implementing local agency conversion from Summary Reporting to Incident-Based Reporting (IBR), software system designers must also provide for this conversion. The state system must maintain a computer table consisting of agencies that are IBR. As an agency converts to IBR, state software must add a table entry consisting of the Originating Agency Identifier (ORI) and the date it converted to IBR.

This requirement will provide the automated mechanism for determining what level of data submission to NIBRS is required, depending on whether or not the data relate to a "pre-IBR" incident. For example, an arrest made after a local agency converts to IBR for an incident previously reported in the Summary-Reporting system will require special handling by the state. The same crime data reported in the Summary-Reporting system must not also be reported in NIBRS. Refer to Volume 2, Section I, Subsections 6 and 10 for the details as to how state data processing personnel can address this issue with computer software.

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I. "INCIDENT REPORT" (EXAMPLE)

OFFENSE

VICTIM

ORI #:		INCIDENT REPORT (EXAMPLE)		INCIDENT STATUS: <input type="checkbox"/> UNFOUNDED <input type="checkbox"/> CLEARED BY ARREST <input type="checkbox"/> CLEARED EXCEPTIONALLY EXCEPTIONAL CLEARANCE DATE:		A <input type="checkbox"/> DEATH OF OFFENDER B <input type="checkbox"/> PROSECUTION DECLINED C <input type="checkbox"/> EXTRADITION DECLINED D <input type="checkbox"/> REFUSED TO COOPERATE E <input type="checkbox"/> JUVENILE, NO CUSTODY N <input type="checkbox"/> NOT APPLICABLE			
INCIDENT #:				PHONE: (Home) ()					
REPORT TYPE: <input type="checkbox"/> INITIAL REPORT <input type="checkbox"/> SUPPLEMENT				(Business) ()					
COMPLAINANT: (Last, First, Middle)									
ADDRESS: (Street, City, State, Zip)									
LOCATION OF INCIDENT: (Address Or Block No.)				OFFENSE: (Check If Bias Motivated)		OFFENDER:			
1.				1. <input type="checkbox"/>		1.			
2.				2. <input type="checkbox"/>		2.			
3.				3. <input type="checkbox"/>		3.			
UCR OFFENSE CODE:		DATE(S) OF INCIDENT:		TIME(S) OF INCIDENT:					
1.									
2.									
3.									
BIAS MOTIVATION: (Check one for Offense #1)									
RACIAL 11 <input type="checkbox"/> ANTI - WHITE 12 <input type="checkbox"/> ANTI - BLACK 13 <input type="checkbox"/> ANTI - AMERICAN INDIAN / ALASKAN NATIVE 14 <input type="checkbox"/> ANTI - ASIAN / PACIFIC ISLANDER 15 <input type="checkbox"/> ANTI - MULTI - RACIAL GROUP				RELIGIOUS 21 <input type="checkbox"/> ANTI - JEWISH 22 <input type="checkbox"/> ANTI - CATHOLIC 23 <input type="checkbox"/> ANTI - PROTESTANT 24 <input type="checkbox"/> ANTI - ISLAMIC (MOSLEM) 25 <input type="checkbox"/> ANTI - OTHER RELIGION 26 <input type="checkbox"/> ANTI - MULTI - RELIGIOUS GROUP 27 <input type="checkbox"/> ANTI - ATHEISM / AGNOSTICISM					
ETHNICITY / NATIONAL ORIGIN 31 <input type="checkbox"/> ANTI - ARAB 32 <input type="checkbox"/> ANTI - HISPANIC 33 <input type="checkbox"/> ANTI - OTHER ETHNICITY / NATIONAL ORIGIN				SEXUAL 41 <input type="checkbox"/> ANTI - MALE HOMOSEXUAL (GAY) 42 <input type="checkbox"/> ANTI - FEMALE HOMOSEXUAL (LESBIAN) 43 <input type="checkbox"/> ANTI - HOMOSEXUAL (GAYS AND LESBIANS) 44 <input type="checkbox"/> ANTI - HETEROSEXUAL 45 <input type="checkbox"/> ANTI - BISEXUAL					
ENTER BIAS MOTIVATION CODE IF DIFFERENT FROM OFFENSE #1									
#2 <table><tr><td></td><td></td></tr></table>									
#3 <table><tr><td></td><td></td></tr></table>									
OFFENSE STATUS: (Check Only One Per Offense) 1. <input type="checkbox"/> ATTEMPTED 2. <input type="checkbox"/> ATTEMPTED 3. <input type="checkbox"/> ATTEMPTED <input type="checkbox"/> COMPLETED <input type="checkbox"/> COMPLETED <input type="checkbox"/> COMPLETED				OFFENDER(S) USED: A <input type="checkbox"/> ALCOHOL (Check As Many As Apply) C <input type="checkbox"/> COMPUTER EQUIP D <input type="checkbox"/> DRUGS N <input type="checkbox"/> NOT APPLICABLE		(For Burglary Only) NUMBER OF PREMISES ENTERED: _____ METHOD OF ENTRY: F <input type="checkbox"/> FORCIBLE N <input type="checkbox"/> NO FORCE			
LOCATION OF OFFENSE: (Check Only One) (Enter Code Number for Offense #2 _____ #3 _____) 01 <input type="checkbox"/> AIR / BUS / TRAIN TERMINAL 09 <input type="checkbox"/> DRUG STORE / DR'S OFFICE / HOSPITAL 17 <input type="checkbox"/> LIQUOR STORE 02 <input type="checkbox"/> BANK / SAVINGS & LOAN 10 <input type="checkbox"/> FIELD / WOODS 18 <input type="checkbox"/> PARKING LOT / GARAGE 03 <input type="checkbox"/> BAR / NIGHT CLUB 11 <input type="checkbox"/> GOVERNMENT / PUBLIC BUILDINGS 19 <input type="checkbox"/> RENTAL / STORAGE FACILITY 04 <input type="checkbox"/> CHURCH / SYNAGOGUE / TEMPLE 12 <input type="checkbox"/> GROCERY / SUPERMARKET 20 <input type="checkbox"/> RESIDENCE / HOME 05 <input type="checkbox"/> COMMERCIAL / OFFICE BUILDING 13 <input type="checkbox"/> HIGHWAY / ROAD / ALLEY 21 <input type="checkbox"/> RESTAURANT 06 <input type="checkbox"/> CONSTRUCTION SITE 14 <input type="checkbox"/> HOTEL / MOTEL / ETC. 22 <input type="checkbox"/> SCHOOL / COLLEGE 07 <input type="checkbox"/> CONVENIENCE STORE 15 <input type="checkbox"/> JAIL / PRISON 23 <input type="checkbox"/> SERVICE / GAS STATION 08 <input type="checkbox"/> DEPARTMENT / DISCOUNT STORE 16 <input type="checkbox"/> LAKE / WATERWAY 24 <input type="checkbox"/> SPECIALTY STORE (TV, FUR, ETC.) 25 <input type="checkbox"/> OTHER / UNKNOWN						TYPE CRIMINAL ACTIVITY: (Check Up To Three) B <input type="checkbox"/> BUYING / RECEIVING C <input type="checkbox"/> CULTIVATING / MANUFACTURING / PUBLISHING D <input type="checkbox"/> DISTRIBUTING / SELLING E <input type="checkbox"/> EXPLOITING CHILDREN O <input type="checkbox"/> OPERATING / PROMOTING / ASSISTING P <input type="checkbox"/> POSSESSING / CONCEALING T <input type="checkbox"/> TRANSPORTING / TRANSMITTING / IMPORTING U <input type="checkbox"/> USING / CONSUMING			
TYPE WEAPON / FORCE INVOLVED: (Check Up To Three) (Enter A In Box If Automatic)		11 <input type="checkbox"/> FIREARM (type not stated) 15 <input type="checkbox"/> OTHER FIREARM 12 <input type="checkbox"/> HANDGUN 20 <input type="checkbox"/> KNIFE / CUTTING INSTRUMENT 13 <input type="checkbox"/> RIFLE 30 <input type="checkbox"/> BLUNT OBJECT 14 <input type="checkbox"/> SHOTGUN 35 <input type="checkbox"/> MOTOR VEHICLE		40 <input type="checkbox"/> PERSONAL WEAPONS 70 <input type="checkbox"/> NARCOTICS / DRUGS 50 <input type="checkbox"/> POISON 85 <input type="checkbox"/> ASPHYXIATION 60 <input type="checkbox"/> EXPLOSIVES 90 <input type="checkbox"/> OTHER 65 <input type="checkbox"/> FIRE / INCENDIARY 95 <input type="checkbox"/> UNKNOWN 99 <input type="checkbox"/> NONE					
VICTIM # 1: (Last, First, Middle)				PHONE: (Home)					
ADDRESS: (Street, City, State, Zip)									
TYPE OF VICTIM: (Check Only One) I <input type="checkbox"/> INDIVIDUAL G <input type="checkbox"/> GOVERNMENT O <input type="checkbox"/> OTHER B <input type="checkbox"/> BUSINESS R <input type="checkbox"/> RELIGIOUS U <input type="checkbox"/> UNKNOWN F <input type="checkbox"/> FINANCIAL S <input type="checkbox"/> SOCIETY / PUBLIC				RACE: W <input type="checkbox"/> WHITE B <input type="checkbox"/> BLACK I <input type="checkbox"/> INDIAN A <input type="checkbox"/> ASIAN U <input type="checkbox"/> UNKNOWN		SEX: M <input type="checkbox"/> MALE F <input type="checkbox"/> FEMALE U <input type="checkbox"/> UNKNOWN			
		AGE: _____ DOB: _____ NO. OF VICTIMS: _____		RESIDENT STATUS: R <input type="checkbox"/> RESIDENT N <input type="checkbox"/> NONRESIDENT U <input type="checkbox"/> UNKNOWN		ETHNICITY: H <input type="checkbox"/> HISPANIC N <input type="checkbox"/> NON - HISPANIC U <input type="checkbox"/> UNKNOWN			
AGGRAVATED ASSAULT / HOMICIDE CIRCUMSTANCES: (Check Up To Two) 01 <input type="checkbox"/> ARGUMENT 06 <input type="checkbox"/> LOVERS' QUARREL 02 <input type="checkbox"/> ASSAULT ON LAW OFFICER 07 <input type="checkbox"/> MERCY KILLING 03 <input type="checkbox"/> DRUG DEALING 08 <input type="checkbox"/> OTHER FELONY INVOLVED 04 <input type="checkbox"/> GANGLAND 09 <input type="checkbox"/> OTHER CIRCUMSTANCES 05 <input type="checkbox"/> JUVENILE GANG 10 <input type="checkbox"/> UNKNOWN CIRCUMSTANCES				INJURY TYPE: (Check Up To Five) N <input type="checkbox"/> NONE M <input type="checkbox"/> MINOR INJURY B <input type="checkbox"/> BROKEN BONES O <input type="checkbox"/> MAJOR INJURY I <input type="checkbox"/> POSS. INT. INJURIES T <input type="checkbox"/> LOSS OF TEETH L <input type="checkbox"/> SEVERE LACERATION U <input type="checkbox"/> UNCONSCIOUSNESS		VICTIM CONNECTED TO OFFENSE NUMBER ABOVE: 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/>			
RELATIONSHIP OF VICTIM TO OFFENDER: (For multiple offender relationships enter offender number[s] in space) SE _____ SPOUSE GP _____ GRANDPARENT SS _____ STEPSIBLING BE _____ BABYSITTEE (baby) EE _____ EMPLOYEE CS _____ COMMON - LAW SPOUSE GC _____ GRANDCHILD OF _____ OTHER FAMILY BG _____ BOY / GIRL FRIEND ER _____ EMPLOYER PA _____ PARENT IL _____ IN-LAW AQ _____ ACQUAINTANCE CF _____ CHILD OF "BG" ABOVE OK _____ OTHERWISE KNOWN SB _____ SIBLING SP _____ STEPPARENT FR _____ FRIEND HH _____ HOMOSEXUAL REL. ST _____ STRANGER CH _____ CHILD SC _____ STEPCHILD NE _____ NEIGHBOR XS _____ EX-SPOUSE VO _____ VICTIM WAS OFFENDER RU _____ RELATIONSHIP UNKNOWN									

PROPERTY	TYPE PROPERTY LOSS / ETC.	CODE	QUANTITY	PROPERTY DESCRIPTION INCLUDE MAKE, MODEL, SIZE, TYPE, SERIAL #, COLOR, ETC.	VALUE	DATE RECOVERED Month / Day / Year
	1 <input type="checkbox"/> NONE					
	2 <input type="checkbox"/> BURNED					
	3 <input type="checkbox"/> COUNTERFEITED / FORGED					
	4 <input type="checkbox"/> DAMAGED / DESTROYED					
	5 <input type="checkbox"/> RECOVERED					
	6 <input type="checkbox"/> SEIZED					
	7 <input type="checkbox"/> STOLEN					
	8 <input type="checkbox"/> UNKNOWN					
	PROPERTY DESCRIPTION CODE TABLE: (Enter Number In Code Column Above)					
<div>01 AIRCRAFT 02 ALCOHOL 03 AUTOMOBILES 04 BICYCLES 05 BUSES 06 CLOTHES / FURS 07 COMPUTER HARDWARE / SOFTWARE 08 CONSUMABLE GOODS 09 CREDIT / DEBIT CARDS 10 DRUGS / NARCOTICS 11 DRUG / NARCOTIC EQUIPMENT 12 FARM EQUIPMENT 13 FIREARMS 14 GAMBLING EQUIPMENT 15 HEAVY CONSTRUCTION / INDUSTRIAL EQUIPMENT 16 HOUSEHOLD GOODS 17 JEWELRY / PRECIOUS METALS 18 LIVESTOCK 19 MERCHANDISE 20 MONEY 21 NEGOTIABLE INSTRUMENTS 22 NONNEGOTIABLE INSTRUMENTS 23 OFFICE-TYPE EQUIPMENT 24 OTHER MOTOR VEHICLES 25 PURSES / HANDBAGS / WALLETS 26 RADIOS / TVs / VCRs 27 RECORDINGS - AUDIO / VISUAL 28 RECREATIONAL VEHICLES 29 STRUCTURES - SINGLE OCCUPANCY DWELLINGS 30 STRUCTURES - OTHER DWELLINGS 31 STRUCTURES - OTHER COMMERCIAL / BUSINESS 32 STRUCTURES - INDUSTRIAL / MANUFACTURING 33 STRUCTURES - PUBLIC / COMMUNITY 34 STRUCTURES - STORAGE 35 STRUCTURES - OTHER 36 TOOLS - POWER / HAND 37 TRUCKS 38 VEHICLE PARTS / ACCESSORIES 39 WATERCRAFT 77 OTHER 88 PENDING INVENTORY 99 ()</div>						
NUMBER OF OFFENDERS: _____						
OFFENDER	1.			ADDRESS: (Street, City, State, Zip)		
	AGE:	SEX: M <input type="checkbox"/> MALE F <input type="checkbox"/> FEMALE U <input type="checkbox"/> UNKNOWN	RACE: W <input type="checkbox"/> WHITE B <input type="checkbox"/> BLACK I <input type="checkbox"/> INDIAN	A <input type="checkbox"/> ASIAN U <input type="checkbox"/> UNKNOWN	HEIGHT: _____ feet inches	WEIGHT: _____ EYES: _____ HAIR: _____ CLOTHING: _____
	2.			ADDRESS:		
	AGE:	SEX: M <input type="checkbox"/> MALE F <input type="checkbox"/> FEMALE U <input type="checkbox"/> UNKNOWN	RACE: W <input type="checkbox"/> WHITE B <input type="checkbox"/> BLACK I <input type="checkbox"/> INDIAN	A <input type="checkbox"/> ASIAN U <input type="checkbox"/> UNKNOWN	HEIGHT: _____ feet inches	WEIGHT: _____ EYES: _____ HAIR: _____ CLOTHING: _____
	3.			ADDRESS:		
	AGE:	SEX: M <input type="checkbox"/> MALE F <input type="checkbox"/> FEMALE U <input type="checkbox"/> UNKNOWN	RACE: W <input type="checkbox"/> WHITE B <input type="checkbox"/> BLACK I <input type="checkbox"/> INDIAN	A <input type="checkbox"/> ASIAN U <input type="checkbox"/> UNKNOWN	HEIGHT: _____ feet inches	WEIGHT: _____ EYES: _____ HAIR: _____ CLOTHING: _____
	NUMBER OF ARRESTEES: _____ MULTIPLE CLEARANCE INDICATOR: M <input type="checkbox"/> MULTIPLE C <input type="checkbox"/> COUNTARRESTEE N <input type="checkbox"/> NOT APPLICABLE					
ARRESTEE	ARRESTEE #1: (Last, First, Middle)			ADDRESS: (Street, City, State, Zip)		
	AGE:	SEX: M <input type="checkbox"/> MALE F <input type="checkbox"/> FEMALE	RACE: W <input type="checkbox"/> WHITE B <input type="checkbox"/> BLACK I <input type="checkbox"/> INDIAN A <input type="checkbox"/> ASIAN U <input type="checkbox"/> UNKNOWN	DOB:	ARRESTEE ETHNICITY: H <input type="checkbox"/> HISPANIC N <input type="checkbox"/> NON-HISPANIC U <input type="checkbox"/> UNKNOWN	RESIDENT STATUS: R <input type="checkbox"/> RESIDENT N <input type="checkbox"/> NONRESIDENT U <input type="checkbox"/> UNKNOWN
	ARRESTEE WAS ARMED WITH: (Check Up To Two) (Enter A In Box If Automatic) 01 <input type="checkbox"/> UNARMED 14 <input type="checkbox"/> SHOTGUN 11 <input type="checkbox"/> FIREARM 15 <input type="checkbox"/> OTHER FIREARM (type not stated) 16 <input type="checkbox"/> LETHAL CUTTING INSTRUMENT 12 <input type="checkbox"/> HANDGUN (e.g. Switchblade Knife, etc.) 13 <input type="checkbox"/> RIFLE 17 <input type="checkbox"/> CLUB / BLACKJACK / BRASS KNUCKLES			TYPE OF ARREST: O <input type="checkbox"/> ON-VIEW S <input type="checkbox"/> SUMMONED / CITED T <input type="checkbox"/> TAKEN INTO CUSTODY		DISPOSITION OF ARRESTEE UNDER 18: H <input type="checkbox"/> HANDLED WITHIN DEPARTMENT R <input type="checkbox"/> REFERRED TO OTHER AUTHORITY
	HEIGHT: _____ feet inches	WEIGHT: _____	EYES: _____	HAIR: _____	ARREST NUMBER: _____	ARREST DATE: _____
	NAME: (Last, First, Middle)			ADDRESS: (Street, City, State, Zip)		
	#1					
	#2					
NARRATIVE						

☐ continued on supplement

II. STANDARD DATA ENTRY GUIDE

GENERAL INFORMATION

This data entry guide is designed to facilitate the entry of data for Group "A" Incident Reports and Group "B" Arrest Reports. Volume 1, entitled "Data Collection Guidelines," Volume 2, "Data Submission Specifications," and Volume 4, "Error Message Manual" should be referenced for a complete discussion concerning Group "A" and Group "B" offense reporting considerations.

All data elements mentioned within this section are referenced by field numbers representing Data Elements 1 (Incident Number) through 52 (Disposition of Arrestee Under 18). These numbers are used within all system documentation. The data elements are grouped into a logical order that, if followed and used within the participant's software, will facilitate data manipulation when creating data entry screens.

Because these data element numbers might be used within the local, state, Federal, and national documentation, any further additions of data elements will be assigned a "part number" if the addition is made between existing data elements; renumbering of data elements will not be done. For example, if a new data element were to be inserted between numbers 23 and 24, the new number would be 23A (the "A" is the "part number"). This will eliminate renumbering affected documents to show any additions or deletions of data elements.

The Group "A" and Group "B" offenses are processed differently within NIBRS. Group "A" arrests are handled as part of a Group "A" Incident Report, whereas Group "B" arrests are afforded separate treatment since they are not linked to a Group "A" Incident Report. As explained in Volume 1, "Data Collection Guidelines," only the Arrestee Segment data elements, excluding Data Element 44 (Multiple Arrestee Segments Indicator), are to be completed for Group "B" arrests. The report must also contain Data Element 1 (ORI Number).

Because a Group "B" Arrest Report does not require Data Element 2 (Incident Number), Data Element 41 (Arrest Transaction Number) is normally used to identify and distinguish one arrest from another. This data element can contain any value that an agency designates, and if the agency chooses, could even be an incident number assigned to the report.

Standard Data Entry Guide

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1. ADMINISTRATIVE SEGMENT

Indicate whether submission is either (1) a Group "A" Incident Report or Group "B" Arrest Report submission, (2) a supplement to a previously reported Group "A" or Group "B" submission, or (3) the original Group "A" Incident Report is no longer available (i.e., deleted from state or local systems), but an exceptional clearance, recovered property, or an arrest is being submitted. Additionally, check appropriate box (A or M or D) and as many Segment Level boxes as apply. Additional Standard Data Entry Guide report(s) would be required for reporting combinations of A, M, and D actions. These indicators allow the local departments to designate to the state Program what data are included.

Check one only:

- I ☐ Group "A" Incident Report Submission
- B ☐ Group "B" Arrest Report
- S ☐ Supplemental Submission (Group "A" or "B")
- W ☐ Incident Report No Longer Maintained Locally or Unavailable

Check one only:

- A ☐ Add Segment or Specific Data (e.g., Arrestee, Property, etc.)
- M ☐ Modify Existing Data
- D ☐ Delete Report Segment
- D ☐ Delete Specific Data Value within a Report Segment

Indicate "Segment Level" included (check as many as apply):

Group "A" Incident Report

- 1 ☐ Administrative Segment
- 2 ☐ Offense Segment
- 3 ☐ Property Segment
- 4 ☐ Victim Segment
- 5 ☐ Offender Segment
- 6 ☐ Arrestee Segment

OR

- 7 ☐ Group "B" Arrest Report

If this box is checked, go directly to "Arrestee Segment" portion of this Standard Data Entry Guide after completing Data Element 1 (ORI Number).

1 ORI Number: _____

2 Incident Number: _____

(i.e., Originating Agency Case [OCA] number)

Standard Data Entry Guide

If the Incident Date is unknown, enter the Report Date and check the Report Date box. Enter time in military hours only; do not enter minutes. If hour is unknown, leave blank. If crime occurred on or between midnight and 0059, enter 00; on or between 0100 and 0159, enter 01; on or between 2300 and 2359, enter 23; etc. Note that, if an incident occurred at exactly midnight, this should be considered the beginning of the next day (i.e., as if the crime occurred at 1 minute past midnight). The incident date should correspond.

(mo) (da) (yr) hour (Military Time)

3 Incident Date/Hour: ____ / ____ / ____ ____

R ☐ Check ONLY if a Report Date

Indicate whether or not the incident is cleared by nonarrest circumstances outside the control of law enforcement. If case is being cleared exceptionally, enter basis into Data Element 4 (Cleared Exceptionally). If incident is not being cleared exceptionally, enter "N" = Not Applicable.

4 Cleared Exceptionally (Check one only):

BASIS:

- A ☐ Death of Offender
- B ☐ Prosecution Declined (for other than lack of probable cause)
- C ☐ Extradition Denied
- D ☐ Victim Refused to Cooperate
- E ☐ Juvenile/No Custody
- N ☐ Not Applicable

If any box but "N" = Not Applicable is checked above, enter clearance date into 5 (Exceptional Clearance Date).

(mo) (da) (yr)

5 Exceptional Clearance Date: ____ / ____ / ____

2. OFFENSE SEGMENT

Complete one Offense Segment for each of the (up to) 10 most serious UCR Offense Codes involved in the incident.

6 UCR Offense Code: _____

(enter code from UCR Offense Code table [Subsection 7])

7 Offense Attempted/Completed (check one only):

- A ☐ Attempted
C ☐ Completed

8 Offender(s) Suspected of Using (check up to 3):

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

8A Bias Motivation

Anti-Racial

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

Anti-Ethnicity/National Origin

- 31 ☐ Arab
32 ☐ Hispanic
33 ☐ Other Ethnicity/Natl. Origin

Anti-Religious

- 21 ☐ Jewish
22 ☐ Catholic
23 ☐ Protestant
24 ☐ Islamic (Moslem)
25 ☐ Other Religion
26 ☐ Multi-Religious Group
27 ☐ Atheism/Agnosticism

Anti-Sexual

- 41 ☐ Male Homosexual (Gay)
42 ☐ Female Homosexual (Lesbian)
43 ☐ Homosexual (Gay and Lesbian)
44 ☐ Heterosexual
45 ☐ Bisexual

Non-Specific

- 88 ☐ None
99 ☐ Unknown

Standard Data Entry Guide

9 Location Type (check one only):

- | | |
|--|--|
| 01 <input type="checkbox"/> Air/Bus/Train Terminal | 13 <input type="checkbox"/> Highway/Road/Alley |
| 02 <input type="checkbox"/> Bank/Savings and Loan | 14 <input type="checkbox"/> Hotel/Motel/Etc. |
| 03 <input type="checkbox"/> Bar/Nightclub | 15 <input type="checkbox"/> Jail/Prison |
| 04 <input type="checkbox"/> Church/Synagogue/Temple | 16 <input type="checkbox"/> Lake/Waterway |
| 05 <input type="checkbox"/> Commercial/Office Building | 17 <input type="checkbox"/> Liquor Store |
| 06 <input type="checkbox"/> Construction Site | 18 <input type="checkbox"/> Parking Lot/Garage |
| 07 <input type="checkbox"/> Convenience Store | 19 <input type="checkbox"/> Rental Storage Facility |
| 08 <input type="checkbox"/> Department/Discount Store | 20 <input type="checkbox"/> Residence/Home |
| 09 <input type="checkbox"/> Drug Store/Dr.'s Office/
Hospital | 21 <input type="checkbox"/> Restaurant |
| 10 <input type="checkbox"/> Field/Woods | 22 <input type="checkbox"/> School/College |
| 11 <input type="checkbox"/> Government/Public Building | 23 <input type="checkbox"/> Service/Gas Station |
| 12 <input type="checkbox"/> Grocery/Supermarket | 24 <input type="checkbox"/> Specialty Store
(TV, Fur, Etc.) |
| | 25 <input type="checkbox"/> Other/Unknown |

Enter 10 (Number of Premises Entered) only if the UCR Offense Code is 220 (Burglary) and 9 (Location Type) contains "14" = Hotel/Motel/Etc. or "19" = Rental Storage Facility.

10 Number of Premises Entered: _____

(e.g., rooms, suites, units, storage compartments, etc.)

Enter 11 (Method of Entry) only if the UCR Offense Code is 220 (Burglary). If both force and no force are involved, enter "F" for "Force."

11 Method of Entry:

- F ☐ Force
N ☐ No Force

12 Type Criminal Activity (check up to 3):

- 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

13 Type Weapon/Force Involved (check up to 3):

If weapon is "Automatic," place an "A" in box instead of a check mark.

(An automatic weapon is any firearm which shoots, or is designed to shoot, more than one shot by a single pull of the trigger without manual reloading.)

- 11 ☐ Firearm (type not stated)
- 12 ☐ Handgun
- 13 ☐ Rifle
- 14 ☐ Shotgun
- 15 ☐ Other Firearm
- 20 ☐ Knife/Cutting Instrument (ice pick, screwdriver, ax, etc.)
- 30 ☐ Blunt Object (club, hammer, etc.)
- 35 ☐ Motor Vehicle
- 40 ☐ Personal Weapons (hands, feet, teeth, etc.)
- 50 ☐ Poison (include gas)
- 60 ☐ Explosives
- 65 ☐ Fire/Incendiary Device
- 70 ☐ Drugs/Narcotics/Sleeping Pills
- 85 ☐ Asphyxiation (by drowning, strangulation, suffocation, gas, etc.)
- 90 ☐ Other
- 95 ☐ Unknown
- 99 ☐ None

Standard Data Entry Guide

3. PROPERTY SEGMENT

Complete one Property Segment for each item checked in Data Element 14 (Type Property Loss/Etc.), except where specified below.

Property data entered into Data Elements 14 through 22 should include the TOTAL losses, recoveries, seizures, etc., for all the VICTIMS in this incident. If there is more than one type of property loss/etc. (e.g., "2" = Burned and "/" = Stolen/Etc. under Data Element 14 (Type Property Loss/Etc.), submit one Property Segment for each type of loss/etc. Only one Property Segment is necessary when all property "Stolen" is "Recovered" and the value of the recovered property is the same as prior to being stolen; however, if only part of any "Stolen" property is "Recovered," or if the value of the recovered property is different, two Property Segments will be necessary. The property "Value" entered into Data Element 16 must include the total dollar loss/etc. for all of the VICTIMS. For example, in the same incident two victims had their bicycles stolen, one worth \$175 and the other \$325. The total value "\$500" (\$175 plus \$325) would be entered into Data Element 16 (Value of Property). If Type Property Loss/Etc. is "1" = None or "8" = Unknown, leave Data Elements 15-22 blank unless "1" = None is entered and the offense is 35A, then Data Element 20 (Suspected Drug Type) is required.

14 Type Property Loss/Etc. (Check one only. If all property "Stolen" is "Recovered" and value remained the same, check 5 and 7):

- 1 ☐ None
- 2 ☐ Burned
- 3 ☐ Counterfeited/Forged
- 4 ☐ Destroyed/Damaged/Vandalized
- 5 ☐ Recovered
- 6 ☐ Seized
- 7 ☐ Stolen/Etc. (includes bribed, defrauded, embezzled, extorted, ransomed, robbed, etc.)
- 8 ☐ Unknown

INSTRUCTIONS FOR DATA ELEMENTS 15 THROUGH 22:

Enter under Data Element 15 (Property Description) the numeric codes which best describe the types of property involved. Enter the dollar value of each property in Data Element 16 (Value of Property). If the value of the property is unknown, enter one ("1") dollar.

Data Element 16 (Value of Property) must not be completed when the offense is Drug/Narcotic Violations (UCR Code 35A) and "6" = Seized for Data Element 14 (Type Property Loss/Etc.) and "10" = Drugs/Narcotics for Data Element 15 (Property Description) are entered. Instead, Data Elements 20-22 would be completed. A property value for "10" = Drugs/Narcotics would, however, be entered if this property applies to other offenses (e.g., Arson, Burglary, etc.). Data Elements 20-22 would then be left blank.

Standard Data Entry Guide

Up to 10 Property Description Codes can be entered for each type of loss/etc. selected under Data Element 14 (Type Property Loss/Etc.). If more than 10 types of property are involved, enter the codes and values for the nine most valuable; next, enter "77" = Other for the remaining properties, along with their total value. If motor vehicles (Codes 03, 05, 24, 28, or 37) were stolen and/or recovered, also complete Data Elements 18 and/or 19, as applicable, to show the number of vehicles involved. Enter Date Recovered ONLY if Data Element 14 (Type Property Loss/Etc.) was "5" = Recovered; if unknown, enter Report Date.

15 Property Description (enter up to 10 below):

16 Value of Property (enter up to 10 below):

17 Date Recovered (enter up to 10 below):

(15) <u>Code</u> ¹	(16) <u>Value</u>	(17) <u>Date Recovered</u>	(15) <u>Code</u> ¹	(16) <u>Value</u>	(17) <u>Date Recovered</u>
		mo da year			mo da year
_____	\$ _____	_ / _ / _	_____	\$ _____	_ / _ / _
_____	\$ _____	_ / _ / _	_____	\$ _____	_ / _ / _
_____	\$ _____	_ / _ / _	_____	\$ _____	_ / _ / _
_____	\$ _____	_ / _ / _	_____	\$ _____	_ / _ / _
_____	\$ _____	_ / _ / _	_____	\$ _____	_ / _ / _

¹Code Table

- 01 = Aircraft
- 02 = Alcohol
- 03 = Automobiles
- 04 = Bicycles
- 05 = Buses
- 06 = Clothes/Furs
- 07 = Computer Hardware/Software
- 08 = Consumable Goods
- 09 = Credit/Debit Cards
- 10 = Drugs/Narcotics
- 11 = Drug/Narcotic Equipment
- 12 = Farm Equipment
- 13 = Firearms
- 14 = Gambling Equipment
- 15 = Heavy Construction/Industrial Equipment
- 16 = Household Goods
- 17 = Jewelry/Precious Metals
- 18 = Livestock
- 19 = Merchandise
- 20 = Money
- 21 = Negotiable Instruments
- 22 = Nonnegotiable Instruments
- 23 = Office-Type Equipment

(See next page for additional codes)

Standard Data Entry Guide

- 24 = Other Motor Vehicles
- 25 = Purses/Handbags/Wallets
- 26 = Radios/TVs/VCRs
- 27 = Recordings-Audio/Visual
- 28 = Recreational Vehicles
- 29 = Structures-Single Occupancy Dwellings
- 30 = Structures-Other Dwellings
- 31 = Structures-Commercial/Business
- 32 = Structures-Industrial/Manufacturing
- 33 = Structures-Public/Community
- 34 = Structures-Storage
- 35 = Structures-Other
- 36 = Tools-Power/Hand
- 37 = Trucks
- 38 = Vehicle Parts/Accessories
- 39 = Watercraft
- 77 = Other
- 88 = Pending Inventory (of Property)
- 99 = Special Category: _____ 2

² Will be used by NIBRS to compile statistics on certain types of property, e.g., "CB" radios, which are the object of current theft fads.

NUMBER OF STOLEN/RECOVERED MOTOR VEHICLES

Complete only if Data Element 14 (Type Property Loss/Etc.) was "5" = Recovered or "7" = Stolen and the UCR Offense Code was 240 (Motor Vehicle Theft). If number is unknown, enter "00."

18 Number of Stolen Motor Vehicles: _____

19 Number of Recovered Motor Vehicles: _____

Complete DRUG INVOLVEMENT only if: the offense is Drug/Narcotic Violation (UCR Code 35A), "6" = Seized was entered into Data Element 14 (Type Property Loss/Etc.), and "10" = Drugs/Narcotics was entered into Data Element 15 (Property Description). Enter the number of pounds, grams, items, etc. of the drug/narcotic into Data Element 21 (Estimated Drug Quantity). Use a decimal point to indicate decimal amounts (up to thousandths) when applicable. If Data Element 22 (Type Measurement) is not yet available, enter "XX" = Not Reported and enter "1" into Data Element 21 (Estimated Quantity).

Note: If "1" = None is entered instead of "6" = Seized above, then Data Element 20 (Suspected Drug Type) is required.

If more than three types of drugs are involved, enter the codes for the two most important; next, enter "X" = Over 3 Drug Types for the remaining drugs and do not fill in Data Elements 21 (Estimated Drug Quantity) and 22 (Type Drug Measurement). Note that no entry is to be made into Data Element 16 (Value of Property) when the offense is "Drug/Narcotic Violation" (UCR Code 35A).

Standard Data Entry Guide

DRUG INVOLVEMENT (enter up to 3 different drugs):

	<u>drug-1</u>	<u>drug-2</u>	<u>drug-3</u>
20 Sus. Drug Type ¹ :	—	—	—
21 Est. Quantity:	—	—	—
22 Type Measurement ² :	—	—	—

¹SUSPECTED DRUG TYPE:

- A = "Crack" Cocaine
- B = Cocaine (all forms except "Crack")
- C = Hashish
- D = Heroin
- E = Marijuana
- F = Morphine
- G = Opium
- H = Other Narcotics: Codeine; Demerol; Dihydromorphinone or Dilaudid; Hydrocodone or Percodan; Methadone; etc.
- I = LSD
- J = PCP
- K = Other Hallucinogens: MDMA ("White Acid"); DMT; MDA; MDMA; Mescaline or Peyote; Psilocybin; STP; etc.
- L = Amphetamines/Methamphetamines
- M = Other Stimulants: Adipex, Fastine, and Ionamin (Derivatives of Phentermine); Benzedrine; Didrex; Methylphenidate or Ritalin; Phenmetrazine or Preludin; Tenuate; etc.
- N = Barbiturates
- O = Other Depressants: Glutethimide or Doriden; Methaqualone or Quaalude; Pentazocine or Talwin; etc.
- P = Other Drugs: Antidepressants (Elavil, Triavil, Tofranil, etc.); Aromatic Hydrocarbons; Propoxyphene or Darvon; Tranquilizers (Chlordiazepoxide or Librium, Diazepam or Valium, etc.); etc.
- U = Unknown Type Drug
- X = Over 3 Drug Types

²TYPE MEASUREMENT:

<u>WEIGHT</u>	<u>CAPACITY</u>	<u>UNITS</u>
GM = Gram	ML = Milliliter	DU = Dosage Unit/Items
KG = Kilogram	LT = Liter	(Pills, etc.)
OZ = Ounce	FO = Fluid Ounce	NP = Number of Plants
LB = Pound	GL = Gallon	
XX = Not Reported		

Standard Data Entry Guide

4. VICTIM SEGMENT

Complete one Victim Segment for each victim (up to 999) described in the reporting officer's incident report by assigning a Victim (Sequence) Number and entering appropriate data for each victim.

Each OFFENSE committed will always have one or more victims.

If there are multiple OFFENSES that affected this victim, indicate these offense connections within Data Element 24.

IF AN OFFENSE DID NOT AFFECT THIS VICTIM, DO NOT INDICATE THE OFFENSE WITHIN DATA ELEMENT 24. EVERY OFFENSE MUST HAVE A VICTIM OR VICTIMS, BUT EVERY VICTIM MAY NOT BE AFFECTED BY EACH OFFENSE WITHIN AN INCIDENT.

23 Victim (Sequence) Number: _____ (1-999)

24 Victim Connected to (up to 10) UCR Offense Code(s):

Offense-1: _____	Offense-6: _____
Offense-2: _____	Offense-7: _____
Offense-3: _____	Offense-8: _____
Offense-4: _____	Offense-9: _____
Offense-5: _____	Offense-10: _____

25 Type of Victim (check one only):

- I ☐ Individual
- B ☐ Business
- F ☐ Financial Institution
- G ☐ Government
- R ☐ Religious Organization
- S ☐ Society/Public
- O ☐ Other
- U ☐ Unknown

Standard Data Entry Guide

26 Age (of Victim): ____ (Enter exact age in years for 01-98)

OR (check one only)

- NN ☐ Under 24 Hours (neonate)
- NB ☐ 1-6 Days Old
- BB ☐ 7-364 Days Old
- 99 ☐ Over 98 Years Old
- 00 ☐ Unknown

OR

Age Range: ____ to ____ (years)

27 Sex (of Victim): (check one only)

- M ☐ Male
- F ☐ Female
- U ☐ Unknown

28 Race (of Victim): (check one only)

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

29 Ethnicity (of Victim): (check one only)

- H ☐ Hispanic Origin
- N ☐ Not of Hispanic Origin
- U ☐ Unknown

In completing Data Element 30, the test for determining if the victim is a "Resident" is whether the victim maintains his/her permanent home for legal purposes in the locality (i.e., town, city, or community) where the crime occurred.

30 Resident Status (of Victim): (check one only)

- R ☐ Resident
- N ☐ Nonresident
- U ☐ Unknown

Standard Data Entry Guide

31 Aggravated Assault/Homicide Circumstances:

AGGRAVATED ASSAULT/MURDER (check up to 2)

- 01 ☐ Argument
- 02 ☐ Assault on Law Enforcement Officer(s)
- 03 ☐ Drug Dealing
- 04 ☐ Gangland
- 05 ☐ Juvenile Gang
- 06 ☐ Lovers' Quarrel
- 07 ☐ Mercy Killing
- 08 ☐ Other Felony Involved
- 09 ☐ Other Circumstances
- 10 ☐ Unknown Circumstances

NEGLIGENT MANSLAUGHTER (check only 1)

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

JUSTIFIABLE HOMICIDE (check only 1)

- 20 ☐ Criminal Killed by Private Citizen
- 21 ☐ Criminal Killed by Police Officer

NOTE: No more than one category (i.e., Aggravated..., Negligent..., Justifiable...) may be used above.

If Code "20" or "21" (Justifiable Homicide) was checked in Data Element 31 (Aggravated Assault/Homicide Circumstances), indicate additional justifiable homicide circumstance below.

32 Additional Justifiable Homicide Circumstances (check one only):

- A ☐ Criminal Attacked Police Officer and That Officer Killed Criminal
- B ☐ Criminal Attacked Fellow Police Officer and Criminal Killed by Another Police Officer
- C ☐ Criminal Attacked a Civilian
- D ☐ Criminal Attempted Flight From a Crime
- E ☐ Criminal Killed In Commission of a Crime
- F ☐ Criminal Resisted Arrest
- G ☐ Unable to Determine/Not Enough Information

33 Type Injury (check up to 5):

- | | |
|---|--|
| N <input type="checkbox"/> None | M <input type="checkbox"/> Apparent Minor Injury |
| B <input type="checkbox"/> Apparent Broken Bones | O <input type="checkbox"/> Other Major Injury |
| I <input type="checkbox"/> Possible Internal Injury | T <input type="checkbox"/> Loss of Teeth |
| L <input type="checkbox"/> Severe Laceration | U <input type="checkbox"/> Unconsciousness |

RELATIONSHIP OF VICTIM TO OFFENDER

Enter Data Elements 34 and 35 only if one or more of the offenses entered into 24 (Victim Connected to UCR Offense Code[s]) is a "Crime Against Person," i.e., an Assault Offense (UCR Codes 13A-13C), Homicide Offense (09A-09C), Kidnaping/Abduction (100), Forcible Sex Offense (11A-11D), Nonforcible Sex Offense (36A-36B); or if it is a Robbery Offense (120).

Enter the relationship(s) of the victim with up to 10 offenders involved in the incident. If Data Element 34 (Offender Sequence Number) is "00" (Unknown), do not enter any relationship code. Enter each Offender (Sequence) Number (Data Element 36) into Data Element 34 (Offender Numbers to be Related). Then enter the appropriate Relationship Code from the table into Data Element 35 (Relationships of Victim to Offenders). The items below labeled 1st, 2nd, 3rd, etc. do not necessarily refer to offenders 01, 02, 03, etc.; rather, these only separate the different pairs.

	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
34 Offender Number(s) to be Related:										
35 Relationship(s) ¹ of Victim to Offender(s):										

¹RELATIONSHIP (of Victim to Offender)

WITHIN FAMILY

SE = Victim was Spouse
 CS = Victim was Common-Law Spouse
 PA = Victim was Parent
 SB = Victim was Sibling
 CH = Victim was Child
 GP = Victim was Grandparent
 GC = Victim was Grandchild
 IL = Victim was In-Law
 SP = Victim was Stepparent
 SC = Victim was Stepchild
 SS = Victim was Stepsibling
 OF = Victim was Other Family Member
 VO = Victim was Offender

(See next page for additional codes)

Standard Data Entry Guide

OUTSIDE FAMILY BUT KNOWN TO VICTIM

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

NOT KNOWN BY VICTIM

RU = Relationship Unknown
ST = Victim was Stranger

5. OFFENDER SEGMENT

Complete one Offender Segment for each offender (up to 99) described in the reporting officer's incident report by assigning an Offender (Sequence) Number and entering appropriate age, sex, and race entries for each offender.

These elements would be completed even if the age, sex, and race of the offenders are all "Unknown." For example, two offenders wearing ski masks were seen fleeing and age, sex, and race could not be determined. Two Offender Segments would be completed, each containing "Unknown" values.

If nothing is known about the offender(s), enter "00" into Data Element 36 and leave Data Elements 37, 38, and 39 blank. For example, if an unidentified murder victim was found on the roadside and there were no witnesses or suspects, enter "00" into Data Element 36.

36 Offender (Sequence) Number: ____ (00-99)

37 Age (of Offender): ____ (Enter exact age in years for 01-98)

OR (check one only)

99 ☐ Over 98 Years Old
00 ☐ Unknown

OR

Age Range: ____ to ____ (years)

38 Sex (of Offender): (check one only)

M ☐ Male
F ☐ Female
U ☐ Unknown

39 Race (of Offender): (check one only)

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

Standard Data Entry Guide

6. ARRESTEE SEGMENT

To be used for entering data for both Group "A" Incident Reports and Group "B" Arrest Reports. Complete one Arrestee Segment for each Arrestee (enter up to 99) described in the reporting officer's incident report by assigning an Arrestee (Sequence) Number and entering appropriate entries for each arrestee.

40 Arrestee (Sequence) Number: ____ (1-99)

41 Arrest (Transaction) Number: _____

(mo) (da) (yr)

42 Arrest Date: ____ / ____ / ____

43 Type of Arrest (check one only):

- O ☐ On-View Arrest
(taken into custody without a warrant or previous incident report)
- S ☐ Summoned/Cited
(not taken into custody)
- T ☐ Taken Into Custody
(based on warrant and/or previous incident report)

Use Data Element 44 only when entering arrest data for one or more Group "A" Incident Reports. If the apprehension of this arrestee will cause multiple criminal incidents to be cleared within the jurisdiction served by the reporting agency, enter "M" = Multiple under 44 (Multiple Arrestee Segments Indicator) on all Arrest Segments except one; enter "C" = Count Arrestee on the one not containing "M" = Multiple. If multiple clearances are not involved, enter "N" = Not Applicable.

Note that an arrest for a Group "B" offense may result in clearing a previously reported Group "A" Incident Report. If this is the case, do not indicate it as a Group "B" Arrest Report; submit it as a "Segment Level 6," Group "A" supplemental arrest, within the "Administrative Segment" portion.

44 Multiple Arrestee Segments Indicator

- M ☐ Multiple
- C ☐ Count Arrestee
- N ☐ Not Applicable

45 UCR Arrest Offense Code: _____

46 Arrestee Was Armed With (check up to 2):

If weapon is "Automatic," place an "A" in box instead of a check mark.

(An automatic weapon is any firearm which shoots, or is designed to shoot, more than one shot by a single pull of the trigger without manual reloading.)

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

47 Age (of Arrestee): _____ (Enter exact age in years for 01-98)

OR (check one only)

- 99 ☐ Over 98 Years Old
- 00 ☐ Unknown

OR

Age Range: _____ to _____ (years)

48 Sex (of Arrestee): (check one only)

- M ☐ Male
- F ☐ Female

49 Race (of Arrestee): (check one only)

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

Standard Data Entry Guide

50 Ethnicity (of Arrestee): (check one only)

- H ☐ Hispanic Origin
- N ☐ Not of Hispanic Origin
- U ☐ Unknown

In completing Data Element 51, the test for determining if the arrestee is a "Resident" is whether the arrestee maintains his/her permanent home for legal purposes in the locality (i.e., town, city, or community) where the crime occurred.

51 Resident Status (of Arrestee): (check one only)

- R ☐ Resident
- N ☐ Nonresident
- U ☐ Unknown

52 Disposition of Arrestee Under 18: (check one only)

- H ☐ Handled Within Department (e.g., released to parents, released with warning, etc.)
- R ☐ Referred to Other Authorities (e.g., turned over to juvenile court, probation department, welfare agency, other police agency, criminal or adult court, etc.)

7. UCR OFFENSE CODES

<u>GROUP "A" OFFENSES</u>	<u>UCR CODE</u>
Arson	200
Assault Offenses:	
Aggravated Assault	13A
Simple Assault	13B
Intimidation	13C
Bribery	510
Burglary/Breaking and Entering.....	220
Counterfeiting/Forgery	250
Destruction/Damage/Vandalism of Property	290
Drug/Narcotic Offenses:	
Drug/Narcotic Violations	35A
Drug Equipment Violations	35B
Embezzlement	270
Extortion/Blackmail	210
Fraud Offenses:	
False Pretenses/Swindle/Confidence Game	26A
Credit Card/Automatic Teller Machine Fraud	26B
Impersonation	26C
Welfare Fraud	26D
Wire Fraud	26E
Gambling Offenses:	
Betting/Wagering	39A
Operating/Promoting/Assisting Gambling	39B
Gambling Equipment Violations	39C
Sports Tampering	39D
Homicide Offenses:	
Murder/Nonnegligent Manslaughter	09A
Negligent Manslaughter	09B
Justifiable Homicide	09C
Kidnaping/Abduction	100

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<u>GROUP "A" OFFENSES (continued)</u>	<u>UCR CODE</u>
Larceny/Theft Offenses:	
Pocket-picking	23A
Purse-snatching	23B
Shoplifting	23C
Theft From Building	23D
Theft From Coin-Operated Machine or Device	23E
Theft From Motor Vehicle	23F
Theft of Motor Vehicle Parts/Accessories	23G
All Other Larceny	23H
Motor Vehicle Theft	240
Pornography/Obscene Material	370
Prostitution Offenses:	
Prostitution	40A
Assisting or Promoting Prostitution	40B
Robbery	120
Sex Offenses, Forcible:	
Forcible Rape	11A
Forcible Sodomy	11B
Sexual Assault With An Object	11C
Forcible Fondling (Indecent Liberties/Child Molesting) ..	11D
Sex Offenses, Nonforcible:	
Incest	36A
Statutory Rape	36B
Stolen Property Offenses (Receiving, Selling, Etc.)	280
Weapon Law Violations	520

<u>GROUP "B" OFFENSES</u>	<u>UCR CODE</u>
Bad Checks	90A
Curfew/Loitering/Vagrancy Violations	90B
Disorderly Conduct	90C
Driving Under the Influence	90D
Drunkenness	90E
Family Offenses, Nonviolent	90F
Liquor Law Violations	90G
Peeping Tom	90H
Runaway	90I
Trespass of Real Property	90J
All Other Offenses	90Z

III. CONDENSED SCREENS

COMMENTS: These screens allow data entry from a standardized collection format containing all the possible data value selections. The screens do not show the available data value choices since these would be entered from the standardized collection form.

The Section III (Condensed Screens) version has nine update screens whereas Section IV (Expanded Screens) contains 19 update screens. The nine condensed screens are in addition to the initial sign-on screens that allow entrance into the system. After the codes are entered, software will allow the data entry person to "see" each code value meaning. However, the participant's system designers might decide not to have this "see" feature in order to reduce the number of screens. The total screen package includes HELP screens that will assist with understanding the file structure. No HELP screens are provided to show available data values but should be developed by the participant. The actual data entry screens begin on page 49.

The data element editing requirements set forth in Volume 4, Sections I (Mandatories) and II (Data Element Edits), should be included in the software being developed for the participant's system. Incorporating these edits into the software will prevent data entry errors from being detected at the national level.

No attempt was made to provide minute detail on software techniques to use regarding parameter passing between programs. This will best be accomplished by the personnel responsible for developing the participant's computer system. However, comments as shown within certain screens are provided for insight into software logic that must be included to make the data linkages functional.

NOTE: Section II (Standard Data Entry Guide) contains detailed descriptions regarding the mechanics of initially recording the data elements on paper. Understanding the guide will provide insights into the automated data entry methodology used in this document.

12/31/99
23:59:59

UCRBEGIN

UU	UU	CCCCCCCC	RRRRRRRR
UU	UU	CC	RR RR
UU	UU	CC	RR RR
UU	UU	CC	RRRRRRRR
U	U	CC	RR RR
U	U	C	RR RR
U U U		CCCCCCCC	RR RR

Welcome to the Incident-Based Uniform Crime Reporting (UCR) system.

Enter a selection number and press ENTER.

Select Options

1. UPDATE Data Base
2. REPORTS (to be developed within the state)
3. OTHER State Supported FUNCTIONS

F1= Help F3= Exit F12= Cancel

Condensed Screens

COMMENTS: This screen's function is to determine what type of processing the user wants to perform as shown by the Program Function (PF) keys below.

These screens show how data may be entered from the Standard Data Entry Guide (as shown in Section II) into corresponding data elements located on the data entry screens. These screens present a data entry method for entering data for Group "A" Incident Reports as defined in Volume 1, Section II (Offenses). Software designers should provide for automatically sending program control to the Arrestee Segment screens when a Group "B" Arrest Report is being entered.

MENU SYMBOLS

The " + " next to certain fields indicates that "F4= Prompt" is available to view the valid values associated with the field. Pressing F4 should cause a single-choice pop-up "Selection List" to appear with the available values.

The " : " next to a field indicates an output field.

The " > " next to a field indicates an input field.

The " >> " next to a field indicates a mandatory input field.

The "More:--+" indicates that the menu is scrollable depending on availability of additional (F8= Forward) data or previous (F7= Backward) data.

```
=====
12/31/99          U P D A T E   D A T A   B A S E          UCRUPDC
23:59:59
```

PRIMARY MANDATORY KEYS:

1 ORI No. >> 2 Incident No . . . >>

SECONDARY KEYS:

6 UCR Offense Code . . . > ... + 14 Type Prop Loss/Etc > . +

23 Victim (Sequence) No > ... 36 Offender (Seq) No > ..

40 Arrestee (Sequence) No > ..

Enter ONE of the OPTIONS below after entering the appropriate data fields above.

1. ADD New Segment
2. UPDATE
3. DISPLAY
4. SHOW All Segments Associated With a Key
5. DELETE (to be developed within the state)

F1= Help F3= Exit F4= Prompt F12= Cancel

COMMENTS:

On the previous screen, if only the ORI and Incident Number are entered and there are multiple offenses present, the screen below provides a selection list of available offenses to choose from.

```
=====
12/31/99      M U L T I P L E   O F F E N S E   S E L E C T I O N      UCRUPDC1
23:59:59
```

There are multiple offense segments associated with your selection. Because you entered **ONLY** the ORI: and Incident Number:, you must select which offense segment is needed. You will be able to access all other segments from this point. Enter a "/" next to your choice.

Choice	Offense Code	Translation	Added
./..
./..
./..
./..
./..
./..
./..
./..
./..
./..

F1= Help F3= Exit F12= Cancel

Condensed Screens

COMMENTS:

This selection menu provides a single-choice selection list showing all available records associated with the crime report.

```
=====
12/31/99    M U L T I P L E    S E G M E N T    S E L E C T I O N    UCRUPDC2
23:59:59                                         More: -+
```

ORI: Incident Number:

Place a "/" next to your choice and press ENTER to proceed.

Offense	Prop Type Loss	Victim	Offender	Arrestee
....
....
....
....
....
....
....
....
....

F1= Help F3= Exit F7= Backward F8= Forward F12= Cancel

COMMENTS:

The following HELP maps are provided to show the interrelationships between the various record segments.

=====

UCRHLP1	HELP ON FILE STRUCTURE	More: +
---------	------------------------	---------

F I L E L I N K A G E

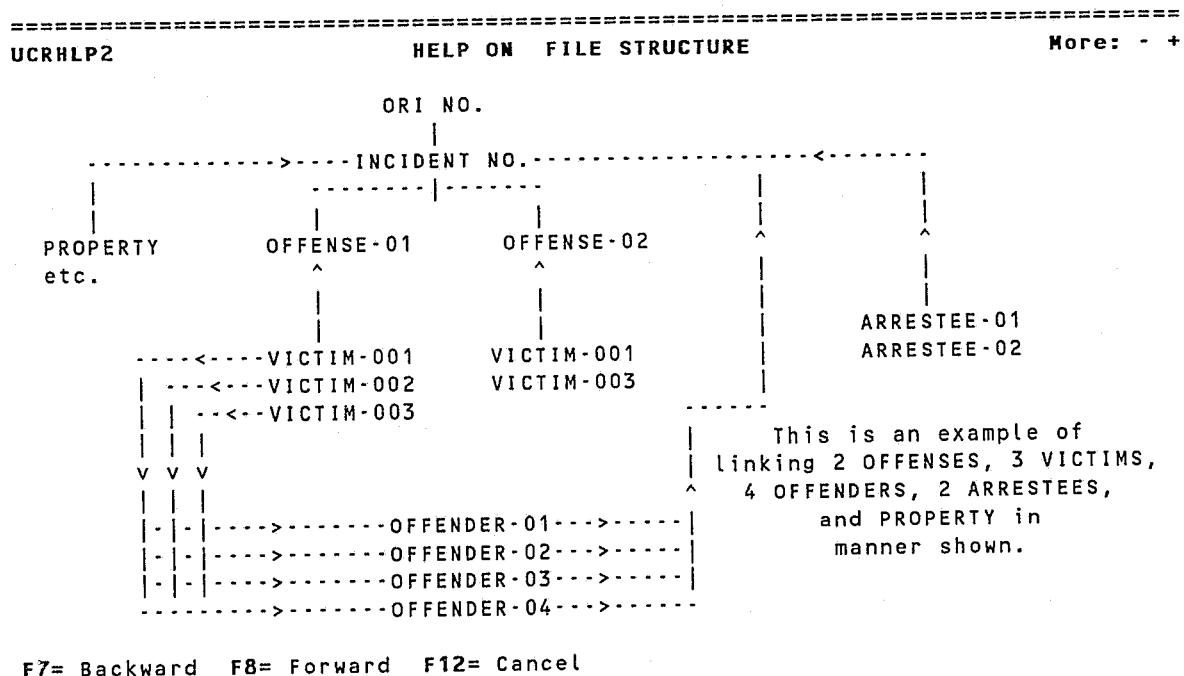
- 1) Each INCIDENT has ONE segment that contains administrative information.
- 2) Other possible segments comprising an INCIDENT REPORT are Offense, Property, Victim, Offender, and Arrestee.
- 3) Linked to each applicable OFFENSE segment are VICTIM segment(s) that pertain to the offense.
- 4) Each victim segment must contain the "relationship" of the victim to all the offenders (up to 10) when any offense is a "Crime Against Person" or a Robbery.

F8= Forward F12= Cancel

Condensed Screens

COMMENTS: The example below, shown for illustration, appears as though there are five Victim Segments. Actually, the data base only contains three separate Victim Segments with each victim containing "pointers" to the applicable offense. There are three physical Victim Segments, not five separate segments.

In the case of multiple offenses and offenders, all offenders associated with the incident report are considered to have committed all of the offenses. Therefore, no data element is needed to specifically link each offender to each offense.



Condensed Screens

COMMENTS: If the Incident Date is unknown, the Report Date should be entered, and the data base must include a Report Date indicator.

=====

UCRHLP3

HELP ON FILE STRUCTURE

More: - +

ADMINISTRATIVE SEGMENT

ADMINISTRATIVE SEGMENT

1=ORI No., 2=Incident No. (KEYS)

ADMINISTRATIVE SEGMENT DATA ELEMENTS

1=ORI No. (KEY)
2=Incident No. (KEY)
3=Incident Date/Hour
4=Cleared Exceptionally
5=Exceptional Clearance Date

F7= Backward F8= Forward F12= Cancel

Condensed Screens

COMMENTS:

```
=====
UCRHLP4                                HELP ON  FILE STRUCTURE                                More: - +
MANDATORY KEYS                                MANDATORY KEYS
      1 ORI No.: .....      2 Incident No.: .....
```

These two keys must be entered for all accesses into the data base. These two fields provide a unique key for accessing the crime information. If these are the only fields entered on the UCRUPDC screen, another screen will appear showing all the "UCR OFFENSE CODES" previously entered for the incident, thus allowing a choice of which offense is needed for UPDATING or VIEWING. The next HELP screens will provide information as to the content of the individual data files.

F7= Backward F8= Forward F12= Cancel

COMMENTS:

=====

UCRHLP5	HELP ON FILE STRUCTURE	More: - +
---------	------------------------	-----------

KEYS

KEYS

1=ORI No., 2=Incident No., 6=UCR Offense Code

Every incident will have one or more "UCR Offense Code(s)" with each offense being a separate file segment. A maximum of 10 segments are allowed. Data Elements within this OFFENSE SEGMENT are:

OFFENSE SEGMENT DATA ELEMENTS

1=ORI No. (KEY)	9=Location Type
2=Incident No. (KEY)	10=No. of Premises Entered
6=UCR Offense Code (KEY)	11=Method of Entry
7=Offense Attempted/Completed	12=Type Criminal Activity(3)
8=Offender(s) Suspected of Using(3)	13=Type Weapon/Force Involved(3)
8A=Bias Motivation	

F7= Backward F8= Forward F12= Cancel

Condensed Screens

IMPORTANT: The data processing system being designed for your state may not be able to enter all of the property items within the same physical Property Segment. One reason might be that the physical record size exceeds the constraints of the computer data base (e.g., maximum record size is 5,000 characters). Therefore, the system designer may choose to create separate Property Segments as specified in this document. To accomplish this, be sure that the keys within each Property Segment include Data Elements 1 (ORI Number), 2 (Incident Number), and 14 (Type Property Loss/Etc.).

There will be one (1) Property Segment for each Data Element 14 (Type Property Loss/Etc.) value submitted. A maximum of six segments can be associated with the Incident Report.

Refer to page 51 for additional details.

```
=====
UCRHLP6                                HELP ON  FILE STRUCTURE                                More: - +
```

```
KEYS                                     KEYS
      1=ORI No.,           2=Incident No.,       14=Type Property Loss/Etc.
```

PROPERTY SEGMENT DATA ELEMENTS

```
1=ORI No.                                (KEY)
2=Incident No.                            (KEY)
14=Type Property Loss/Etc.                (KEY)
15=Property Description(10)
16=Value of Property
17=Date Recovered
18=No. of Stolen Motor Vehicles
19=No. of Recovered Motor Vehicles
20=Suspected Drug Type(3)
21=Estimated Drug Quantity
22=Type Drug Measurement
```

F7= Backward F8= Forward F12= Cancel

COMMENTS:

```
=====
UCRHLP7                                HELP ON  FILE STRUCTURE                                More: - +
KEYS                                     1=ORI No.,    2=Incident No.,    23=Victim (Sequence) No.                                     KEYS
```

VICTIM SEGMENT

Each **VICTIM** is linked to the offense segment(s) that are applicable to the victim. Additionally, the **RELATIONSHIP** of the victim to all offenders (up to 10) is required when the offense is a "Crime Against Person" and/or a Robbery. A maximum of 999 victims is allowed.

Entering a Sequence Number for **VICTIM** will cause the screen that processes that segment to appear.

F7= Backward F8= Forward F12= Cancel

Condensed Screens

COMMENTS:

=====

UCRHLP8	HELP ON FILE STRUCTURE	More: - +
---------	------------------------	-----------

KEYS

KEYS

1=ORI No., 2=Incident No., 23=Victim (Sequence) No.

VICTIM SEGMENT DATA ELEMENTS

1=ORI No. (KEY)
2=Incident No. (KEY)
23=Victim (Sequence) No. (KEY)
24=Victim Connected to UCR Offense Code(10)
25=Type of Victim
26=Age
27=Sex
28=Race
29=Ethnicity
30=Resident Status
31=Aggravated Assault/Homicide Circumstances(2)
32=Additional Justifiable Homicide Circumstances
33=Type Injury (5)
34=Offender No. to be Related(10)
35=Relationship of Victim to Offender

F7= Backward F8= Forward F12= Cancel

COMMENTS:

=====

UCRHLP9	HELP ON FILE STRUCTURE	More: - +
---------	------------------------	-----------

KEYS	1=ORI No., 2=Incident No., 36=Offender (Sequence) No.	KEYS
------	---	------

OFFENDER SEGMENT

All OFFENDERS are linked to the incident. Therefore, each offender must have committed all of the offenses against all VICTIMS; otherwise, more than one incident was involved. A maximum of 99 OFFENDERS is permissible.

Entering an Offender Sequence Number for OFFENDER will cause the screen that processes that segment to appear. Mechanisms are built into the system to allow for accessing individual segments.

Data Elements are on NEXT screen

F7= Backward F8= Forward F12= Cancel

Condensed Screens

COMMENTS:

=====

UCRHLP10	HELP ON FILE STRUCTURE	More: - +
----------	------------------------	-----------

KEYS	1=ORI No.,	2=Incident No.,	36=Offender (Sequence) No.	KEYS
------	------------	-----------------	----------------------------	------

OFFENDER SEGMENT DATA ELEMENTS

1=ORI No.	(KEY)
2=Incident No.	(KEY)
36=Offender (Sequence) No.	(KEY)
37=Age	
38=Sex	
39=Race	

F7= Backward F8= Forward F12= Cancel

COMMENTS:

```
=====
UCRHLP11                      HELP ON  FILE STRUCTURE                      More: - +
KEYS                           KEYS
                               1=ORI No.,  2=Incident No.,  40=Arrestee (Sequence) No.
```

ARRESTEE SEGMENT

Each arrestee is linked to the INCIDENT NUMBER. Although the arrestee segment has a UCR offense code, it is possible that this code is different from the offense in the offenses segments. A maximum of 99 arrestees is allowed.

Entering an Arrest Sequence No. will cause the screen that processes that segment to appear. Mechanisms will allow for accessing individual arrestee segments.

Data Elements are on NEXT screen.

F7= Backward F8= Forward F12= Cancel

Condensed Screens

COMMENTS:

=====

UCRHLP12	HELP ON FILE STRUCTURE	More:
----------	------------------------	-------

KEYS

1=ORI No., 2=Incident No., 40=Arrestee (Sequence) No.

KEYS

ARRESTEE SEGMENT DATA ELEMENTS

1=ORI No.	(KEY)	46=Arrestee Was Armed With(2)
2=Incident No.	(KEY)	47=Age
40=Arrestee (Sequence) No.	(KEY)	48=Sex
41=Arrest (Transaction) No.		49=Race
42=Arrest Date		50=Ethnicity
43=Type of Arrest		51=Resident Status
44=Multiple Arrestee Segments Indicator		52=Disposition of Arrestee Under 18
45=UCR Arrest Offense Code		

F7= Backward F12= Cancel

Condensed Screens

COMMENTS: The data on this screen are in the Administrative Segment. There is one segment per incident. All other data relating to the incident such as offense, property, victim, offender, and arrestee information are contained within segments that are all linked to this Administrative Segment.

The second line of each screen has "xxxxxxx." The x's will be replaced with NEW, UPDATE or DISPLAY depending on the process requested. The Command Line "...." will allow the data entry person to skip to a particular screen (e.g., Offense to Offender screen). For example, the number "48" for Data Element 48 (Arrestee Sex) could be entered into the Command area. Software would detect the presence of this number and send control to the screen that processes Data Element 48.

The Date Added will be the date the incident was initially added to the data base, followed by the time (HHMMSS) and the sign-on code of the data entry person. This will provide management with statistics on who updated which segments and when.

```
=====
12/31/99          A D M I N I S T R A T I V E   S E G M E N T          UCRADM01
23:59:59          xxxxxxxx

1 ORI Number . . . . . >> .....
2 Incident Number . . . . . >> .....

                                MM   DD   YYYY   HH
3 Incident Date/Hour . . . >> .. / .. / .... .. (Military Time)
  If Report Date, Enter "R" > .

4 Cleared Exceptionally . . > . ..... +

5 Exceptional Clearance Date > .. / .. / ....

Date Added . . . . . : .. / .. / .... :.....
Date Updated . . . . . : .. / .. / .... :.....

Command . . . . . > ....

F1= Help  F3= Exit  F4= Prompt  F12= Cancel
```

Condensed Screens

COMMENTS: The data elements appearing on this screen make up the Offense Segment. There is one Offense Segment per UCR OFFENSE CODE associated with the incident. Software should allow for this screen to appear again in those incidents where there are multiple offenses.

The data, "CNTRL:," will contain control information showing the ORI, Incident and UCR Offense being processed. This will indicate to the data entry person which segment is currently being processed.

Data Element 10 (Number of Premises Entered) should be entered only if the UCR Offense Code is 220 (Burglary) and the 9 (Location Type) Code is "14" = Hotel/Motel/Etc. or "19" = Rental Storage Facility.

Data Element 11 (Method of Entry) should be entered only if the UCR Offense Code is "220" = Burglary. If a mixture of force and no force was used to commit the burglary, enter "F" = Force.

The value in "nn" on the first line will be generated by the computer as 01, 02, 03, etc. This will show how many Offense Segments exist for the incident, including the segment currently being processed.

```
=====
12/31/99                O F F E N S E  SEGMENT  nn                UCROFD01
23:59:59                xxxxxxxx

6 UCR Offense Code >> ... ..... +    7 Offense A/C >> . ..... +
8 Off Sus Using      >> . ..... +    8A Bias Motive >> .. ..... +
      . ..... +
      . ..... +
9 Location Type      >> .. ..... +    10 Prem. Enter  > ..
                                     11 Meth Entry   > . ..... +
12 Type Crim. Act   > . ..... +    13 Weap/Force   > ... ..... +
      . ..... +
      . ..... +
                                     ... ..... +
                                     ... ..... +

Enter NEXT Offense  > ... + (up to 10)

Command . . . . . > .....          CNTRL: .....

F1= Help  F3= Exit  F4= Prompt  F12= Cancel
```

COMMENTS: Software should provide for repeating the screen for each type of loss as described within Data Element 14 (Type Property Loss/Etc.). The drug screen (UCRPROP2) should automatically appear if (1) a Drug/Narcotic Violation (UCR Code 35A) was entered, (2) "6" = Seized was entered into Data Element 14 (Type Property Loss/Etc.), and (3) "10" = Drugs/Narcotics was entered into Data Element 15 (Property Description). Note - if "1" = None and 35A are entered, the screen should also appear.

If value is "1" = None or "8" = Unknown for Data Element 14 (Type Property Loss/Etc.), screen control should skip remaining property screens, unless offense was 35A and "1" = None was entered.

Certain offenses as specified within Volume 4, Section I (Mandatories), require that property data be entered. Participant systems should have edits which ensure these requirements are met.

Up to 10 different Property Description Codes can be entered for each type of loss/etc. selected under Data Element 14 (Type Property Loss/Etc.). If more than 10 types of property are involved, enter the codes and values for the nine most valuable; next, enter "77" = Other for the remaining properties, along with their total value. If motor vehicles (Codes 03, 05, 24, 28, or 37) were stolen and/or recovered, also complete Data Elements 18 and/or 19, as applicable. If "5" = Recovered was entered into Data Element 14, enter recovery date into Data Element 17; if unknown, enter Report Date.

The value in "n" will be generated by the computer as 01, 02, 03, etc., indicating how many property segments exist for the incident, including the segment currently being processed.

Refer to Section II (Standard Data Entry Guide) for additional details and other instructions concerning property.

```
=====
12/31/99          P R O P E R T Y   S E G M E N T   n          UCRPROP1
23:59:59          xxxxxxxx                                     More:  +
```

14 Type Property Loss/Etc. > +

15 Property Description

15 + *16				17	15 + *16				17
CD	Trans	Value		Date Recovered	CD	Trans	Value		Date Recovered
.. / .. / / .. /
.. / .. / / .. /
.. / .. / / .. /
.. / .. / / .. /
.. / .. / / .. /

* If "Value" unknown, enter 1 dollar

If code 03, 05, 24, 28, OR 37 was entered above, then complete:

18 Number of Stolen Motor Vehicles . . > ..

19 Number of Recovered Motor Vehicles > ..

Enter next Type Property Loss/Etc. Code > . + (if any)

Command >

CNTRL:

F1= Help F3= Exit F4= Prompt F8= Forward F12= Cancel

Condensed Screens

COMMENTS: Software should provide automatic screen generation that controls whether UCRPROP1 or UCRVIC01 should appear next. Depending on the existence of multiple Property Segments, control should be directed to the applicable screen.

SUGGESTION: Program should be written to accept a floating decimal point in Data Element 21 (Estimated Drug Quantity). The decimal point indicates a decimal amount up to thousandths (3 decimal positions).

```
=====
12/31/99                P R O P E R T Y   S E G M E N T   n                UCRPROP2
23:59:59                xxxxxxxx                                         More: -
```

20 Suspected Type	21 Estimated Quantity	22 Type Measurement
Drug-1 > +	_____ +
Drug-2 > +	_____ +
Drug-3 > +	_____ +

Command > CNTRL:

F1= Help F3= Exit F4= Prompt F7= Backward F12= Cancel

COMMENTS: This screen is linked to those Offense Segment(s) that apply to this victim. All Offense Segments must have been entered at this point. Data Element 24 should include only those UCR Offense Code(s) that apply to this victim. Software should ensure that an Offense Segment exists for each offense code entered into Data Element 24. Additionally, edits should ensure that all the previously entered offenses have at least one victim referring back to them.

All screens marked "VICTIM XXX" contain data elements which make up the Victim Segment. There is one segment per VICTIM. The "XXX" will automatically be initialized to 001 by the program and will be incremented as necessary to accommodate additional victims.

Multiple Victim Segments may be created by entering the next Victim Sequence Number into the appropriate field on the next screen. This will cause screen "UCRVIC01" to appear again. After entering all the Victim Segments, the OFFENDER screens will follow.

IMPORTANT: When a crime is committed, there will always be a victim. The victim is known as an entity as described in Data Element 25 (Type of Victim) below. The type of victim and the offense committed against this victim will dictate what Data Elements will be entered. Again, refer to Volume 4, Section I (Mandatories) for these requirements. In the case of multiple victims and offenses, each victim may or may not be connected to each offense.

```

=====
12/31/99                V I C T I M   X X X   S E G M E N T                UCRVIC01
23:59:59                xxxxxxxx                                         More:  +

23 Vic (Seq) No.  >> ...
24 This Victim is Linked to UCR Offense Code(s).  . > ... .. +
> ... .. + > ... .. + > ... .. +
> ... .. + > ... .. + > ... .. +
> ... .. + > ... .. + > ... .. +

25 Type of Victim >> . .. +                26 Age . . . > .. + to ..
27 Sex . . . . . > . .. +
28 Race . . . . . > . .. +

29 Ethnicity . . . > . .. +                30 Res Status > . .. +

31 Aslt/Hom Circum > .. .. + .. .. +

32 Just. Hom Circ > . .. +

33 Type Injury . . > . .. + . .. + . .. +
. . . . . + . .. +

Command . . . . . > ..... CNTRL: .....
F1= Help  F3= Exit  F4= Prompt  F8= Forward  F12= Cancel

```

Condensed Screens

COMMENTS: Screens for multiple Victim Segments may be created by entering the next Victim Sequence Number into the appropriate field. This will cause screen "UCRVIC01" to appear again. After entering all the victims, the OFFENDER screens will follow.

NIBRS will capture 10 victim-to-offender relationships per victim when any of the offenses applicable to this victim is a "Crime Against Person" or a Robbery. If an incident has more than 10 offenders (should not happen very often), choose the 10 offenders that best capture the important relationships.

NOTE: If none of the offenses was a "Crime Against Person" or a Robbery, Data Elements 34 and 35 should be left blank.

```
=====
12/31/99          V I C T I M   XXX   SEGMENT          UCRVIC02
23:59:59          xxxxxxxx                               More: -
```

34 Offender No. to be Related 35 Relationship of Victim to Offender

```
>> ..      >> ..      ..... +
> ..      > ..      ..... +
> ..      > ..      ..... +
> ..      > ..      ..... +
> ..      > ..      ..... +
> ..      > ..      ..... +
> ..      > ..      ..... +
> ..      > ..      ..... +
> ..      > ..      ..... +
> ..      > ..      ..... +
```

Enter next VICTIM number > ... (if any)

Note: Computer will generate next higher VICTIM number if *** is entered

Command > CNTRL: !.....

F1= Help F3= Exit F4= Prompt F7= Backward F12= Cancel

COMMENTS: The data elements on this screen make up the Offender Segment. There is one segment per OFFENDER. Software will generate the Offender Sequence Number as "01" with the ability to have multiple offenders (up to 99).

Multiple Offender Segments may be created by entering the next Offender Sequence Number into the appropriate field. This will cause screen "UCROFF01" to appear again. After entering all the offenders, the ARRESTEE screen (UCRARR01) will follow.

Software logic should ensure that all of the required segments have been entered. For example, if a victim relationship referring to Offender Sequence Number "02" was entered, but no Offender Segment for Offender-02 was entered, an error message should appear on the screen being processed.

```
=====
12/31/99                O F F E N D E R  XX  SEGMENT                UCROFF01
23:59:59                xxxxxxxx

36 Offender (Sequence) No. >> ..

37 Age . . . . . >> .. . . . . . to ..

38 Sex . . . . . >> . . . . . +

39 Race . . . . . >> . . . . . +

Enter next OFFENDER number > .. (if any)

Computer will generate next higher offender number if ** is entered

Command . . . . . > ..... CNTRL: .....

F1= Help  F3= Exit  F4= Prompt  F12= Cancel
```

COMMENTS: All screens marked "ARRESTEE XX" contain data elements within this Arrestee Segment. There is one Arrestee Segment per ARRESTEE. Software will generate the Arrestee Sequence Number as "01," with the ability to have multiple arrestees (up to 99), as shown on the next screen.

If the apprehension of this Arrestee will cause multiple criminal incidents to be cleared within the jurisdiction served by the reporting agency, enter "M" = Multiple under 44 (Multiple Arrestee Segments Indicator) on all Arrestee Segments except one; enter "C" = Count Arrestee on the one not containing "M" = Multiple. If multiple clearances are not involved, enter "N" = Not Applicable. In order to show correctly the proper values to enter into this data element, the local agency must first inform the applicable jurisdiction(s) of the other Incident Report(s) that this arrestee clears (if any). A separate Arrestee Segment for each cleared Incident Report should be submitted to NIBRS.

```
=====
12/31/99          A R R E S T E E   X X   S E G M E N T          UCRARR01
23:59:59          XXXXXXXX          More: +
=====
```

```

40 Arrestee (Sequence) No. . . . . >> ..
41 Arrest (Transaction) No. . . . . >> .....
42 Arrest Date . . . . . >> MM DD YYYY
    / / ....
43 Type of Arrest . . . . . >> . ..... +
44 Multiple Arrestee Segments Indicator >> . ..... +
45 UCR Arrest Offense Code . . . . . >> ... ..... +

```

```
Command > ..... CNTRL: ..... ..
```

56

Condensed Screens

COMMENTS: Screens for multiple Arrestee Segments may be created by entering the next Arrestee Sequence Number into the appropriate field. This will cause screen "UCRAR01" to appear again. After entering all the arrestees, the master update menu UCRUPDC screen will follow, thus allowing for additional incidents to be entered.

```
=====
12/31/99          A R R E S T E E   X X   S E G M E N T          UCRAR02
23:59:59          xxxxxxxx                                     More: -

46 Arrestee Was Armed With >> ... ..... +
                               ... ..... +

47 Age . . . . . >> .. ..... to ..
48 Sex . . . . . >> . ..... +
49 Race . . . . . >> . ..... +

50 Ethnicity . . . . . > . ..... +

51 Resident Status . . . . . > . ..... +

52 Disp. Arrestee Under 18 > . ..... +

Enter next ARRESTEE number > .. (if any)

Note: Computer will generate next higher ARRESTEE number if ** is entered

Command . . . . . > ..... CNTRL: ..... ..

F1= Help  F3= Exit  F4= Prompt  F7= Backward  F12= Cancel
```

IV. EXPANDED SCREENS

Expanded Screens

COMMENTS: These screens allow data entry directly from a non-standardized incident report form. Data from the incident report form must be translated into the applicable screen fields.

The Section IV (Expanded Screens) version of the system has 19 update screens whereas Section III (Condensed Screens) contains nine update screens. The 19 update screens are in addition to the initial sign-on screens that allow entrance into the system. The total screen package includes HELP screens that will assist with understanding the file structure. No HELP screens are provided to show available data values (except for UCR Offense Codes) as these are presented on each data entry screen. The actual data entry screens begin on page 80.

The data element editing requirements set forth in Volume 4, Sections I (Mandatories) and II (Data Element Edits), should be included in the software being developed for the participant system. Incorporating these edits into software will prevent data entry errors from being detected at the national level.

No attempt was made to provide minute detail on software techniques to use regarding parameter passing between programs. This will best be accomplished by the personnel responsible for developing the participant's computer system. However, comments as shown within certain screens are provided for insight into software logic that must be included to make the data linkages functional.

NOTE: Section II (Standard Data Entry Guide) contains detailed descriptions regarding the mechanics of initially recording the data elements on paper. Understanding the guide will provide insights into the automated data entry methodology used in this document.

12/31/99

UCRBEGIN

23:59:59

```
UU      UU      CCCCCCCC      RRRRRRRRR
UU      UU      CC          RR      RR
UU      UU      CC          RR      RR
UU      UU      CC          RRRRRRR
U        U      CC          RR      RR
      U      U      C          RR      RR
      U U U      CCCCCC      RR      RR
```

Welcome to the Incident-Based Uniform Crime Reporting (UCR) system.

Enter a selection number and press ENTER.

Select Options

1. UPDATE Data Base
2. REPORTS (to be developed within the state)
3. OTHER State Supported FUNCTIONS

F1= Help F3= Exit F12= Cancel

Expanded Screens

COMMENTS: This screen's function is to determine what type of processing the user wants to perform as shown by the Program Function (PF) keys below.

These screens show how data may be entered from the Standard Data Entry Guide (as shown in Section II) into corresponding data elements located on the data entry screens. These screens present a data entry method for entering data for Group "A" Incident Reports as defined in Volume 1, Section II (Offenses). Software designers should provide for automatically sending program control to the Arrestee Segment screens when a Group "B" Arrest Report is being entered.

MENU SYMBOLS

The " + " next to certain fields indicates that "F4= Prompt" is available to view the valid values associated with the field. Pressing F4 should cause a single-choice pop-up "Selection List" panel to appear showing all the available values.

The " : " next to a field indicates an output field.

The " > " next to a field indicates an input field.

The " >> " next to a field indicates a mandatory input field.

The "More:--+" indicates that the menu is scrollable depending on availability of additional (F8= Forward) data or previous (F7= Backward) data.

```
=====
12/31/99          U P D A T E   D A T A   B A S E          UCRUPDC
23:59:59
```

PRIMARY MANDATORY KEYS:

1 ORI No. >> 2 Incident No . . . >>

SECONDARY KEYS:

6 UCR Offense Code . . . > ... + 14 Type Prop Loss/Etc > . +

23 Victim (Sequence) No > ... 36 Offender (Seq) No > ..

40 Arrestee (Sequence) No > ..

Enter ONE of the OPTIONS below after entering the appropriate data fields above.

1. ADD New Segment
2. UPDATE
3. DISPLAY
4. SHOW All Segments Associated With a Key
5. DELETE (to be developed within the state)

F1= Help F3= Exit F4= Prompt F12= Cancel

COMMENTS:

On the previous screen, if only the ORI and Incident Number are entered and there are multiple offenses, the screen below provides a selection list of available offenses to choose from.

=====

12/31/99	M U L T I P L E	O F F E N S E	S E L E C T I O N	UCRUPDC1
23:59:59				

There are multiple offense segments associated with your selection. Because you entered ONLY the ORI: and Incident Number:, you must select which offense segment is needed. You will be able to access all other segments from this point. Enter a "/" next to your choice.

Choice	Offense Code	Translation	Added
./..
./..
./..
./..
./..
./..
./..
./..
./..
./..

F1= Help F3= Exit F12= Cancel

Expanded Screens

COMMENTS:

This selection menu provides a single-choice selection list showing all available records associated with the crime report.

```
=====
12/31/99      M U L T I P L E   S E G M E N T   S E L E C T I O N      UCRUPDC2
23:59:59                                           More: -+
```

ORI: Incident Number:

Place a "/" next to your choice and press ENTER to proceed.

Offense	Prop Type Loss	Victim	Offender	Arrestee
.
.
.
.
.
.
.
.
.

F1= Help F3= Exit F7= Backward F8= Forward F12= Cancel

COMMENTS:

The following HELP maps are provided to show the interrelationships between the various record segments.

=====

UCRHLP1

HELP ON FILE STRUCTURE

More: +

F I L E L I N K A G E

- 1) Each INCIDENT has ONE segment that contains administrative information.
- 2) Other possible segments comprising an INCIDENT REPORT are Offense, Property, Victim, Offender, and Arrestee.
- 3) Linked to each applicable OFFENSE segment are VICTIM segment(s) that pertain to the offense.
- 4) Each victim segment must contain the "relationship" of the victim to all the offenders (up to 10) when any offense is a "Crime Against Person" or a Robbery.

F8= Forward F12= Cancel

COMMENTS: The example below, shown for illustration, appears as though there are five Victim Segments. Actually, the data base only contains three separate Victim Segments with each victim containing "pointers" to the applicable offense. There are three physical Victim Segments, not five separate segments.

```
=====
UCRHLP2                                HELP ON FILE STRUCTURE                               More: - +
=====

      ORI NO.
      |
----->---INCIDENT NO.-----<-----
      |               |               |               |
PROPERTY     OFFENSE-01   OFFENSE-02             ^             ^
etc.         ^           ^                     ^             |
              ^           ^                     ^             |
            VICTIM-001    VICTIM-001             ARRESTEE-01
            |             |                       |
            <--VICTIM-002   VICTIM-003            ARRESTEE-02
            |
            <--VICTIM-003
            |
        v v v
        | | | |
        | | |
        | | |----->-----OFFENDER-01----->-----|
        | | |----->-----OFFENDER-02----->-----|
        | | |----->-----OFFENDER-03----->-----|
        | | |----->-----OFFENDER-04----->-----|

This is an example of
linking 2 OFFENSES, 3 VICTIMS,
4 OFFENDERS, 2 ARRESTEES,
and PROPERTY in
manner shown.
```

66

Expanded Screens

COMMENTS: If the Incident Date is unknown, the Report Date should be entered, and the data base must include a Report Date indicator.

=====

UCRHLP3

HELP ON FILE STRUCTURE

More: - +

ADMINISTRATIVE SEGMENT

ADMINISTRATIVE SEGMENT

1=ORI No., 2=Incident No. (KEYS)

ADMINISTRATIVE SEGMENT DATA ELEMENTS

1=ORI No. (KEY)
2=Incident No. (KEY)
3=Incident Date/Hour
4=Cleared Exceptionally
5=Exceptional Clearance Date

F7= Backward F8= Forward F12= Cancel

Expanded Screens

COMMENTS:

```
=====
UCRHLP4                      HELP ON  FILE STRUCTURE                      More: - +
MANDATORY KEYS                                MANDATORY KEYS
      1 ORI No.: .....      2 Incident No.: .....
```

These two keys must be entered for all accesses into the data base. These two fields provide a unique key for accessing the crime information. If these are the only fields entered on the UCRUPDC screen, another screen will appear showing all the "UCR OFFENSE CODES" previously entered for the incident, thus allowing a choice of which offense is needed for UPDATING or VIEWING. The next HELP screens will provide information as to the content of the individual data files.

F7= Backward F8= Forward F12= Cancel

COMMENTS:

=====

UCRHLP5	HELP ON FILE STRUCTURE	More: - +
---------	------------------------	-----------

KEYS		KEYS
------	--	------

1=ORI No., 2=Incident No., 6=UCR Offense Code

Every incident will have one or more "UCR Offense Code(s)" with each offense being a separate file segment. A maximum of 10 segments are allowed. Data Elements within this OFFENSE SEGMENT are:

OFFENSE SEGMENT DATA ELEMENTS

1= <u>ORI No.</u>	(KEY)	9=Location Type
2= <u>Incident No.</u>	(KEY)	10=No. of Premises Entered
6= <u>UCR Offense Code</u>	(KEY)	11=Method of Entry
7=Offense Attempted/Completed		12=Type Criminal Activity(3)
8=Offender(s) Suspected of Using(3)		13=Type Weapon/Force Involved(3)
8A=Bias Motivation		

F7= Backward F8= Forward F12= Cancel

Expanded Screens

IMPORTANT: The data processing system being designed for your state may not be able to enter all of the property items within the same physical Property Segment. One reason might be that the physical record size exceeds the constraints of the computer data base (e.g., maximum record size is 5,000 characters). Therefore, the system designer may choose to create separate Property Segments as specified in this document. To accomplish this, be sure that the keys within each Property Segment include Data Elements 1 (ORI Number), 2 (Incident Number), and 14 (Type Property Loss/Etc.).

There will be one (1) Property Segment for each Data Element 14 (Type Property Loss/Etc.) value submitted. A maximum of six segments can be associated with the Incident Report.

Refer to page 85 for additional details.

=====

UCRHLP6	HELP ON FILE STRUCTURE	More: - +
---------	------------------------	-----------

KEYS			KEYS
	1=ORI No.,	2=Incident No.,	14=Type Property Loss/Etc.

PROPERTY SEGMENT DATA ELEMENTS

1=ORI No.	(KEY)
2=Incident No.	(KEY)
14=Type Property Loss/Etc.	(KEY)
15=Property Description(10)	
16=Value of Property	
17=Date Recovered	
18=No. of Stolen Motor Vehicles	
19=No. of Recovered Motor Vehicles	
20=Suspected Drug Type(3)	
21=Estimated Drug Quantity	
22=Type Drug Measurement	

F7= Backward F8= Forward F12= Cancel

COMMENTS:

```
=====
UCRHLP7                                HELP ON  FILE STRUCTURE                                More: ~ +
KEYS                                     KEYS
1=ORI No.,    2=Incident No.,    23=Victim (Sequence) No.
```

VICTIM SEGMENT

Each VICTIM is linked to the offense segment(s) that are applicable to the victim. Additionally, the RELATIONSHIP of the victim to all offenders (up to 10) is required when the offense is a "Crime Against Person" and/or a Robbery. A maximum of 999 victims is allowed.

Entering a Sequence Number for VICTIM will cause the screen that processes that segment to appear.

F7= Backward F8= Forward F12= Cancel

Expanded Screens

COMMENTS:

```
=====
UCRHLP8                                HELP ON  FILE STRUCTURE                                More: - +
KEYS                                     KEYS
1=ORI No., 2=Incident No., 23=Victim (Sequence) No.

VICTIM SEGMENT DATA ELEMENTS
1=ORI No. (KEY)
2=Incident No. (KEY)
23=Victim (Sequence) No. (KEY)
24=Victim Connected to UCR Offense Code(10)
25=Type of Victim
26=Age
27=Sex
28=Race
29=Ethnicity
30=Resident Status
31=Aggravated Assault/Homicide Circumstances(2)
32=Additional Justifiable Homicide Circumstances
33=Type Injury (5)
34=Offender No. to be Related(10)
35=Relationship of Victim to Offender

F7= Backward F8= Forward F12= Cancel
```


COMMENTS:

=====

UCRHLP9

HELP ON FILE STRUCTURE

More: - +

KEYS

1=ORI No., 2=Incident No., 36=Offender (Sequence) No.

KEYS

OFFENDER SEGMENT

All OFFENDERS are linked to the incident. Therefore, each offender must have committed all of the offenses against all VICTIMS; otherwise, more than one incident was involved. A maximum of 99 OFFENDERS is permissible.

Entering an Offender Sequence Number for OFFENDER will cause the screen that processes that segment to appear. Mechanisms are built into the system to allow for accessing individual segments.

Data Elements are on NEXT screen

F7= Backward F8= Forward F12= Cancel

Expanded Screens

COMMENTS:

=====

UCRHLP10	HELP ON FILE STRUCTURE	More: - +
----------	------------------------	-----------

KEYS

KEYS

1=ORI No., 2=Incident No., 36=Offender (Sequence) No.

OFFENDER SEGMENT DATA ELEMENTS

1= <u>ORI No.</u>	(KEY)
2= <u>Incident No.</u>	(KEY)
36= <u>Offender (Sequence) No.</u>	(KEY)
37=Age	
38=Sex	
39=Race	

F7= Backward F8= Forward F12= Cancel

COMMENTS:

=====

UCRHLP11

HELP ON FILE STRUCTURE

More: - +

KEYS

1=ORI No., 2=Incident No., 40=Arrestee (Sequence) No.

KEYS

ARRESTEE SEGMENT

Each arrestee is linked to the INCIDENT NUMBER. Although the arrestee segment has a UCR offense code, it is possible that this code is different from the offense in the offenses segments. A maximum of 99 arrestees is allowed.

Entering an Arrest Sequence No. will cause the screen that processes that segment to appear. Mechanisms will allow for accessing individual arrestee segments.

Data Elements are on NEXT screen.

F7= Backward F8= Forward F12= Cancel

Expanded Screens

COMMENTS:

=====

UCRHLP12	HELP ON FILE STRUCTURE	More: -
----------	------------------------	---------

KEYS	1=ORI No., 2=Incident No., 40=Arrestee (Sequence) No.	KEYS
------	---	------

ARRESTEE SEGMENT DATA ELEMENTS

1= <u>ORI No.</u>	(KEY)	46=Arrestee Was Armed With(2)
2= <u>Incident No.</u>	(KEY)	47=Age
40= <u>Arrestee (Sequence) No.</u>	(KEY)	48=Sex
41=Arrest (Transaction) No.		49=Race
42=Arrest Date		50=Ethnicity
43=Type of Arrest		51=Resident Status
44=Multiple Arrestee Segments Indicator		52=Disposition of Arrestee Under 18
45=UCR Arrest Offense Code		

F7= Backward F12= Cancel

Expanded Screens

COMMENTS: This table lists the UCR Offense Codes. The table would be viewed by pressing Program Function Key (F1= Help) when cursor is on the offense field.

UCRCODE1	U C R	O F F E N S E	C O D E S	More: +
<u>GROUP "A" OFFENSES</u>	CODE	<u>GROUP "A" OFFENSES</u>	CODE	
Arson.....	200	Fraud Offenses:		
Assault Offenses:		False Pretenses/Swindle/Con Game.....	26A	
Aggravated Assault.....	13A	Credit Card/ATM Fraud.....	26B	
Simple Assault.....	13B	Impersonation.....	26C	
Intimidation.....	13C	Welfare Fraud.....	26D	
Bribery.....	510	Wire Fraud.....	26E	
Burglary/B&E.....	220	Gambling Offenses:		
Counterfeiting/Forgery...	250	Betting/Wagering.....	39A	
Destruction/Damage/		Operating/Promoting/Assisting.....	39B	
Vandalism of Property..	290	Gambling Equipment Violations.....	39C	
Drugs/Narcotic Offenses:		Sports Tampering.....	39D	
Drugs/Narcotics Viol...	35A	Homicide Offenses:		
Drug Equipment Viol....	35B	Murder/Nonnegligent Manslaughter.....	09A	
Embezzlement.....	270	Negligent Manslaughter.....	09B	
Extortion/Blackmail.....	210	Justifiable Homicide.....	09C	

F8= Forward F12= Cancel

Expanded Screens

COMMENTS: This table lists the UCR Offense Codes. The table would be viewed by pressing Program Function Key (F1= Help) when cursor is on the offense field.

=====		=====	
UCRCODE2	U C R O F F E N S E C O D E S	More: - +	
<u>GROUP "A" OFFENSES</u>		<u>GROUP "A" OFFENSES</u>	CODE
Kidnaping/Abduction.....	100	Robbery.....	120
Larceny Theft Offenses:		Sex Offenses, Forcible:	
Pocket-Picking.....	23A	Forcible Rape.....	11A
Purse-Snatching.....	23B	Forcible Sodomy.....	11B
Shoplifting.....	23C	Sexual Assault With an Object	11C
Theft From Building....	23D	Forcible Fondling.....	11D
Theft From Coin Machine	23E	Sex Offenses, Nonforcible:	
Theft From Motor Veh...	23F	Incest.....	36A
Theft of Vehicle Parts.	23G	Statutory Rape.....	36B
All Other Larceny.....	23H	Stolen Property Offenses.....	280
Motor Vehicle Theft.....	240	Weapon Law Violations.....	520
Porn/Obscene Material....	370		
Prostitution Offenses:			
Prostitution.....	40A		
Assisting/Promoting....	40B		

F7= Backward F8= Forward F12= Cancel

Expanded Screens

COMMENTS: This table lists the UCR Offense Codes. The table would be viewed by pressing Program Function Key (F1= Help) when cursor is on the offense field.

=====

UCRCODE3	U C R O F F E N S E C O D E S	More:
----------	-----------------------------------	-------

<u>GROUP "B" OFFENSES</u>	<u>CODE</u>
Bad Checks.....	90A
Curfew/Loitering/Vagrancy Violations.....	90B
Disorderly Conduct.....	90C
Driving Under the Influence.....	90D
Drunkenness.....	90E
Family Offenses, Nonviolent.....	90F
Liquor Law Violations.....	90G
Peeping Tom.....	90H
Runaway.....	90I
Trespass of Real Property.....	90J
All Other Offenses.....	90Z

F7= Backward F12= Cancel

Expanded Screens

COMMENTS: The data on this screen are in the Administrative Segment. There is one segment per incident. All other data relating to the incident such as offense, property, victim, offender, and arrestee information are contained within segments that are all linked to this Administrative Segment.

The second line of each screen has "xxxxxxx." The x's will be replaced with NEW, UPDATE or DISPLAY depending on the process requested. The Command Line "...." will allow the data entry person to skip to a particular screen (e.g., Offense to Offender screen). For example, the number "48" for Data Element 48 (Arrestee Sex) could be entered into the Command area. Software would detect the presence of this number and send control to the screen that processes Data Element 48.

The Date Added will be the date the incident was initially added to the data base, followed by the time (HHMMSS) and the sign-on code of the data entry person. This will provide management with statistics on who updated which segments and when.

```
=====
12/31/99          A D M I N I S T R A T I V E   S E G M E N T          UCRADM01
23:59:59          xxxxxxxx

1 ORI No. . . . . >> .....
2 Incident No . . . . . >> .....

3 Incident Date/Hour . . . >> .. / .. / .... .. (Military Time)
  If Report Date, enter "R" > .

4 Cleared Exceptionally . . > .  A=Death of Offender
                                   B=Prosecution Declined
                                   C=Extradition Denied
                                   D=Victim Refused to Cooperate
                                   E=Juvenile/No Custody
                                   N=Not Applicable

5 Exceptionally Cleared On > .. / .. / ....

Date Added . . . . . : .././..... :.....
Date Updated . . . . . : .././..... :.....

Command . . . . . > .....
F1= Help  F3= Exit  F12= Cancel
```


Expanded Screens

COMMENTS: The data elements appearing on this screen make up the Offense Segment. There is one Offense Segment per UCR OFFENSE CODE associated with the incident. Software should allow for this screen to appear again in those incidents where there are multiple offenses. All offense segments should be entered before entering Property, Victim, etc., segments.

The data, "CNTRL:," will contain control information showing the ORI, Incident, and UCR Offense being processed. This will indicate to the data entry person which segment is currently being processed.

The value in "nn" on the first line will be generated by the computer as 01, 02, 03, etc. This will show how many Offense Segments exist for the incident, including the segment currently being processed.

```
=====
12/31/99          O F F E N S E  SEGMENT  nn          UCROFD01
23:59:59          xxxxxxxx          More:  +

6 UCR Offense Code . . . . . >> ... .. +

7 Offense Attempted/Completed. . >> .

  A=Attempted
  C=Completed

8 Offender(s) Suspected of Using >> . . .

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

CNTRL . . . . . : .....
Command . . . . . > ....

F1= Help  F3= Exit  F4= Prompt  F8= Forward  F12= Cancel
```

Expanded Screens

COMMENTS:

```
=====
12/31/99                O F F E N S E  SEGMENT  nn                UCROFD02
23:59:59                xxxxxxxx                                More: ++
```

8A Bias Motivation >> ..

Anti-Racial

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

Anti-Religious

- 21 Jewish
- 22 Catholic
- 23 Protestant
- 24 Islamic (Moslem)
- 25 Other Religion
- 26 Multi-Religious Group
- 27 Atheism/Agnosticism

Anti-Ethnicity/National Origin

- 31 Arab
- 32 Hispanic
- 33 Other Ethnicity/Natl. Origin

Anti-Sexual

- 41 Male Homosexual (Gay)
- 42 Female Homosexual (Lesbian)
- 43 Homosexual (Gay and Lesbian)
- 44 Heterosexual
- 45 Bisexual

Non-Specific

- 88 None
- 99 Unknown

Command > CNTRL:
F1= Help F3= Exit F7= Backward F8= Forward F12= Cancel

Expanded Screens

COMMENTS: Data Element 10 (Number of Premises Entered) should be entered only if the UCR Offense Code is "220" = Burglary and Data Element 9 (Location Type) Code is "14" = Hotel/Motel/Etc. or "19" = Rental Storage Facility.

Data Element 11 (Method of Entry) should be entered only if the UCR Offense Code is "220" = Burglary. If a mixture of force and no force was used to commit the burglary, enter "F" = Force.

```
=====
12/31/99          O F F E N S E  SEGMENT  nn          UCROFD03
23:59:59          xxxxxxxx                               More:  -+

9 Location Type >> ..          10 No. of Premises Entered > ..
                                11 Method of Entry . . . . > .
                                    F=Force
                                    M=No Force

LOCATION TYPE CODE
01=Air/Bus/Train Terminal          13=Highway/Road/Alley
02=Bank/Savings and Loan          14=Hotel/Motel/Etc.
03=Bar/Nightclub                  15=Jail/Prison
04=Church/Synagogue/Temple        16=Lake/Waterway
05=Commercial/Office Building     17=Liquor Store
06=Construction Site              18=Parking Lot/Garage
07=Convenience Store              19=Rental Storage Facility
08=Department/Discount Store      20=Residence/Home
09=Drug Store/Dr.'s Office/Hospital 21=Restaurant
10=Field/Woods                    22=School/College
11=Government/Public Building     23=Service/Gas Station
12=Grocery/Supermarket            24=Specialty Store (TV, Fur, Etc.)
                                25=Other/Unknown

Command . . . . > ..... CNTRL: .....
F1= Help  F3= Exit  F7= Backward  F8= Forward  F12= Cancel
```

Expanded Screens

COMMENTS:

```
=====
12/31/99                O F F E N S E  SEGMENT  nn                UCROFD04
23:59:59                xxxxxxxx                                More: -

12 Type Criminal Activity . . . > . . . . .
   B=Buying/Receiving                O=Operating/Promoting/Assisting
   C=Cultivating/Manufact./Publishing P=Possessing/Concealing
   D=Distributing/Selling            T=Transporting/Transmitting/Importing
   E=Exploiting Children              U=Using/Consuming

13 Type Weapon/Force Involved > ... .. (xxA = Automatic)
   11=Firearm (Type Not Stated)       40=Personal Weapons
   12=Handgun                        (Hands, Feet, Teeth, Etc.)
   13=Rifle                          50=Poison (Include Gas)
   14=Shotgun                        60=Explosives
   15=Other Firearm                  65=Fire/Incendiary Device
   20=Knife/Cutting Instrument       70=Drugs/Narcotics/Sleeping Pills
   (Ice Pick, Screwdriver, Ax, Etc.) 85=Asphyxiation
   30=Blunt Object (Club, Hammer, Etc.) 90=Other
   35=Motor Vehicle                  95=Unknown
                                   99=None

Enter NEXT offense CODE . . . > ...
Command . . . . . > .... CNTRL: .....
F1= Help  F3= Exit  F7= Backward  F12= Cancel
```

COMMENTS: Software should provide for repeating the screen for each type of loss as described within Data Element 14 (Type Property Loss/Etc.). The drug screen (UCRPROP3) should automatically appear if (1) a Drug/Narcotic Violation (UCR Code 35A) was previously entered, (2) "6" = Seized was entered into Data Element 14 (Type Property Loss/Etc.), and (3) "10" = Drugs/Narcotics was entered into Data Element 15 (Property Description). If these three criteria are not present, the screen should not appear.

Certain offenses as specified within Volume 4, Section I (Mandatories), require that property data be entered. State systems should have edits which ensure these requirements are met.

Up to 10 different Property Description Codes can be entered for each type of loss/etc. selected under Data Element 14 (Type Property Loss/Etc.). If more than 10 types of property are involved, enter the codes and values for the nine most valuable; next, enter "77" = Other for the remaining properties, along with their total value. If motor vehicles (Codes 03, 05, 24, 28, or 37) were stolen and/or recovered, also complete Data Elements 18 and/or 19, as applicable. If "5" = Recovered was entered into Data Element 14, enter recovery date into Data Element 17; if unknown, enter Report Date.

If value is "1" = None or "8" = Unknown for Data Element 14 (Type Property Loss/Etc.), screen control should skip remaining property screens, unless "1" = None and the offense is 35A.

The value in "n" on the first line will be generated by the computer as 01, 02, 03, etc., indicating how many property segments exist for the incident, including the segment currently being processed.

Refer to Section II (Standard Data Entry Guide) for additional details and other instructions concerning property.

```
=====
12/31/99          P R O P E R T Y   S E G M E N T   n          UCRPROP1
23:59:59          xxxxxxxx                                More:  +
```

14 Type Property Loss/Etc. >>

```
1=None           3=Counterfeited/Forged           5=Recovered       7=Stolen/Etc.
2=Burned         4=Destroyed/Damaged/Vandalized       6=Seized          8=Unknown
Enter NEXT code . . . . > . for additional types of loss
```

15 Property Description

* If unknown, enter 1 dollar

** Recovery Date

CD *16-Value **17-Date

Code Table

```
.. ..... 01=Aircraft   13=Firearms   25=Purse/Etc. 33=Str-Public
.. ..... 02=Alcohol    14=Gamb Eqp  26=Rad/TV/VCR 34=Str-Storg
.. ..... 03=Autos     15=Hy Con Eqp 27=Recordings 35=Str-Other
.. ..... 04=Bicycles  16=Hous Goods 28=Rec Vehicl 36=Tools
.. ..... 05=Buses     17=Jewel/Metl 37=Trucks
.. ..... 06=Cloth/Furs 18=Livestock  88=Pending     38=Veh Parts
.. ..... 07=Comput Eqp 19=Merchandis 99=Special     39=Watercraf
.. ..... 08=Cons. Good 20=Money      77=Other
.. ..... 09=Credit Crd 21=Nego. Inst 29=Str-Single Occupty
.. ..... 10=Drugs/Narc 22=Non-Nego.  30=Str-Other Dwelling
.. ..... 11=Dr/Nar Eqp 23=Office Eqp 31=Str-Commercial
```

Command >

F1= Help F3= Exit F8= Forward F12= Cancel

Expanded Screens

COMMENTS: This screen will appear only if, in the previous screen, "5" = Recovered or "7" = Stolen was entered into Data Element 14 (Type Property Loss/Etc.) AND the UCR Offense Code was 240 (Motor Vehicle Theft).

If motor vehicles (Codes 03, 05, 24, 28, or 37) were stolen and/or recovered, also complete Data Elements 18 and/or 19, as applicable, to show the number of vehicles involved. Edits must be included in the software to ensure this is done.

```
=====
12/31/99                P R O P E R T Y   S E G M E N T   n          UCRPROP2
23:59:59                xxxxxxxx                               More: +-
=====
```

MOTOR VEHICLES

Motor vehicle description(s) from
the previous screen :
.. ..
.. ..
.. ..
.. ..

18 Number of STOLEN Motor Vehicles > ..

19 Number of RECOVERED Motor Vehicles > ..

Command > CNTRL: 4

F1= Help F3= Exit F7= Backward F8= Forward F12= Cancel

Expanded Screens

COMMENTS: The drug screen (UCRPROP3) should automatically appear if (1) a Drug/Narcotic Violation (UCR Code 35A) was previously entered, (2) "6" = Seized was entered into Data Element 14 (Type Property Loss/Etc.), and (3) "10" = Drugs/Narcotics was entered in Data Element 15 (Property Description).

Note that if "1" = None was entered into Data Element 14 (Type Property Loss/Etc.) and the offense was 35A, Data Element 20 (Suspected Drug Type) would be required.

If the above criteria are not present, the screen should not appear.

Allowable drug type codes can be determined by pressing F4= Prompt function key. A single-choice "Selection List" panel will display the allowed choices and then return to this screen.

Software should provide automatic screen generation that controls whether UCRPROP1 or UCRVIC01 should appear next. Depending on the existence of multiple Property Segments, control should be directed to the applicable screen.

SUGGESTION: Program should be written to accept a floating decimal point if one is entered in Data Element 21 (Estimated Drug Quantity). The decimal point indicates a decimal amount up to thousandths (three decimal positions).

```

=====
12/31/99          P R O P E R T Y   S E G M E N T   n          UCRPROP3
23:59:59          xxxxxxxx                                     More: -

                20                      21                      22
                Suspected Type          Estimated Quantity      Type Measurement

Drug-1  > . . . . . +  _____  ..
Drug-2  > . . . . . +  _____  ..
Drug-3  > . . . . . +  _____  ..

22 Type Drug Measurement
  Weight:          Capacity:          Units:
  GM=Gram          ML=Milliliter      DU=Dosage Unit
  KG=Kilogram      LT=Liter          (Pills, Etc.)
  OZ=Ounce         FO=Fluid Ounce    NP=Number of Plants
  LB=Pound         GL=Gallon

  XX=Not Reported

Command > ....  CNTRL: .....
F1= Help  F3= Exit  F4= Prompt  F7= Backward  F12= Cancel

```

Expanded Screens

COMMENTS: This screen provides an automated method for looking up allowable drug type codes. The screen will only appear if requested within screen UCRPROP3 by pressing F4= Prompt.

```
=====
12/31/99                                P R O P E R T Y   S E G M E N T                                UCRPROP4
23:59:59                                xxxxxxxx
Enter "/" next to choice
. A="Crack" Cocaine
. B=Cocaine (Except "Crack")
. C=Hashish
. D=Heroin
. E=Marijuana
. F=Morphine
. G=Opium
. H=Other Narcotics: Codeine; Demerol
    Dihydromorphinone or Dilaudid;
    Hydrocodone or Percodan;
    Methadone; Etc.
. I=LSD
. J=PCP
. K=Other Hallucinogens: BMDA (White
    Acid); DMT; MDA; MDMA; Mescaline
    or Peyote; Psilocybin; STP; Etc.
. L=Amphetamines/Methamphetamines
. M=Other Stimulants: Adipex, Fastine,
    and Ionamin (Derivatives of
    Phentermine); Benzedrine; Didrex;
    Methylphenidate or Ritalin;
    Phenmetrazine or Preludin; Tenuate;
    Etc.
. N=Barbiturates
. O=Other Depressants:
    Glutethimide or Doriden;
    Methaqualone or Quaalude;
    Pentazocine or Talwin; Etc.
. P=Other Drugs: Antidepressants
    (Elavil, Triavil, Tofranil, Etc.);
    Aromatic Hydrocarbons; Propoxyphene
    or Darvon; Tranquilizers (Chlordi-
    azepoxide or Librium, Diazepam or
    Valium, Etc.); Etc.
. U=Unknown Type Drug
. X=Over 3 Drug Types>

F1= Help  F12= Cancel
```


COMMENTS: This screen is linked to those Offense Segment(s) that apply to this victim. All Offense Segments must have been entered at this point. Data Element 24 should indicate only those UCR Offense Code(s) that apply to this victim. Software should ensure that an Offense Segment exists for each offense code entered into Data Element 24. Additionally, edits should ensure that all the previously entered offenses have at least one victim referring back to them.

All screens marked "VICTIM XXX" contain data elements which make up the Victim Segment. There is one segment per VICTIM. "XXX" should be automatically initialized to "001" by the program and incremented as necessary to accommodate additional victims.

Multiple Victim Segments may be created by entering the next Victim Sequence Number into the appropriate field on screen UCRVIC05. This will cause screen "UCRVIC01" to appear again. After entering all the Victim Segments, the OFFENDER screens will follow.

IMPORTANT: When a crime is committed, there will always be a victim. The victim is known as an entity as described in Data Element 25 (Type of Victim) below. The type of victim and the offense committed against this victim will dictate what data elements will be entered. In the case of multiple victims and offenses, each victim may or may not be connected to each offense.

```
=====
12/31/99          V I C T I M   XXX SEGMENT          UCRVIC01
23:59:59          xxxxxxxx                          More: +

23 Victim (Sequence) No. >> ...

24 This Victim Connected to UCR Offense Code(s)
>> ... .....
    ... .....
    ... .....
    ... .....

25 Type of Victim . . . >> .      26 Age > .. to > ..      27 Sex > .
    I=Individual                01-98=Years Old          M=Male
    B=Business                  NN=Under 24 Hours          F=Female
    F=Fin. Inst    S=Society/Public  NB=1-6 Days Old      U=Unknown
    G=Government   O=Other           BB=7-364 Days Old
    R=Rel. Orgn.   U=Unknown         99=Over 98 Years Old
                                   00=Unknown

Command . . . . . > .....  CNTRL: .....

F1= Help  F3= Exit  F8= Forward  F12= Cancel
```

Expanded Screens

COMMENTS:

```
=====
12/31/99          V I C T I M   XXX SEGMENT          UCRVIC02
23:59:59          xxxxxxxx                          More: -+
```

```
28 Race . . . . . > .
   W=White
   B=Black
   I=American Indian/Alaskan Native
   A=Asian/Pacific Islander
   U=Unknown

29 Ethnicity > .
   H=Hispanic Origin
   N=Not of Hispanic Origin
   U=Unknown
```

```
30 Resident Status > .
   R=Resident
   N=Nonresident
   U=Unknown
```

```
Command . . . . . > .... CNTRL: ..... ..
```

```
F1= Help  F3= Exit  F7= Backward  F8= Forward  F12= Cancel
```

COMMENTS:

```
=====
12/31/99                V I C T I M   XXX SEGMENT                UCRVIC03
23:59:59                xxxxxxxx                                More: -+
```

31 Aggravated Assault/Homicide Circumstances >

AGGRAVATED ASSAULT/MURDER

01=Argument
 02=Assault on law Enf. Officer
 03=Drug Dealing
 04=Gangland
 05=Juvenile Gang
 06=Lovers' Quarrel
 07=Mercy Killing
 08=Other Felony Involved
 09=Other Circumstances
 10=Unknown Circumstances

NEGLIGENT MANSLAUGHTER

30=Child Playing W/Weapon
 31=Gun-Cleaning Accident
 32=Hunting Accident
 33=Other Negl. Weapon Handling
 34=Other Negl. Killings .

JUSTIFIABLE HOMICIDE

20=Criminal Killed By Private Citizen
 21=Criminal Killed By Police Officer

Command > CNTRL:
 F1= Help F3= Exit F7= Backward F8= Forward F12= Cancel

Expanded Screens

COMMENTS: This screen will appear only if the previous screen capturing Data Element 31 (Aggravated Assault/Homicide Circumstances) had a value of "20" = Criminal Killed by Private Citizen or "21" = Criminal Killed by Police Officer.

```
=====
12/31/99                V I C T I M   XXX SEGMENT                UCRVIC32
23:59:59                xxxxxxxx                                More: -+
```

Justifiable Homicide Circumstances:

32 Add'l Just. Homicide Circ . . >> .

CRIMINAL

|
|
V

A=Attacked Police Officer and that Officer Killed Criminal
B=Attacked Fellow Police Officer and Criminal Killed by Another Officer
C=Attacked a Civilian
D=Attempted Flight from a Crime
E=Killed in Commission of a Crime
F=Resisted Arrest
G=Unable to Determine/Not Enough Information

Command > CNTRL:
F1= Help F3= Exit F7= Backward F8= Forward F12= Cancel

COMMENTS:

```
=====
12/31/99          V I C T I M   XXX SEGMENT          UCRVIC04
23:59:59          xxxxxxxx                          More:  -+
```

33 Type Injury >

N=None	I=Possible Internal Injury	O=Other Major Injury
B=Apparent Broken Bones	L=Severe Laceration	T=Loss of Teeth
	M=Apparent Minor Injury	U=Unconsciousness

Command . . . > CNTRL:

F1= Help F3= Exit F7= Backward F8= Forward F12= Cancel

Expanded Screens

COMMENTS:

EXAMPLE: The victim was assaulted by offender-01 (a cousin) and Offender-02 (a stranger). The entries into this screen would be "01-OF" and "02-ST."

```
=====
12/31/99                      V I C T I M   XXX SEGMENT                      UCRVIC05
23:59:59                      xxxxxxxx                                     More: -

34 Offender No. to be Related followed by the 35 Relationship of Victim to
   Offender.  ("VICTIM WAS" should be mentally prefixed to each value)
>> .. - ..      > .. - ..      > .. - ..      > .. - ..      > .. - ..
> .. - ..      > .. - ..      > .. - ..      > .. - ..      > .. - ..

      WITHIN FAMILY                                OUTSIDE FAMILY BUT KNOWN TO VICTIM
SE=Spouse          SC=Stepchild                    AQ=Acquaintance    HR=Homosex Rel.
CS=Common-Law Spouse SS=Stepsibling                FR=Friend         XS=Ex-Spouse
PA=Parent          OF=Other Family                  NE=Neighbor       EE=Employee
SB=Sibling         VO=Offender                      BE=Babysittee     ER=Employer
CH=Child           |                               BG=Boy/Girlfriend  OK=Otherwise
GP=Grandparent    |                               CF=Child of BG    Known
GC=Grandchild     |                               RU=Relationship Unknown
IL=In-Law         |                               ST=Stranger
SP=Stepparent     |

Enter next VICTIM number > ... (enter *** for next higher number)

Command . . . . . > ....  CNTRL: .....

F1= Help  F3= Exit  F7= Backward  F12= Cancel
```

Expanded Screens

COMMENTS: There is one segment per OFFENDER. Software should generate the Offender Sequence Number as "01" with the ability to have multiple offenders (up to 99).

Multiple Offender Segments may be created by entering the next Offender Sequence Number into the appropriate field. This will cause screen "UCROFF01" to appear again. After entering all the offenders, the ARRESTEE screen (UCRARR01) will follow.

Software logic should ensure that all of the required segments have been entered. For example, if a victim relationship referring to Offender Sequence Number "02" was indicated, but no Offender Segment for Offender-02 was entered, an error message should appear on the screen being processed.

```
=====
12/31/99          O F F E N D E R  XX  SEGMENT          UCROFF01
23:59:59          xxxxxxxx

36 Offender (Sequence) No. >> ..

37 Age >> .. to ..
   01-98=Years Old
   99=Over 98 Years Old
   00=Unknown

38 Sex >>
   M=Male
   F=Female
   U=Unknown

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

Enter next OFFENDER number > .. (enter ** for next higher number)

Command . . . . . > ....  CNTRL: .....

F1= Help  F3= Exit  F12= Cancel
```

Expanded Screens

COMMENTS: All screens marked "ARRESTEE XX" contain data elements within this Arrestee Segment. There is one Arrestee Segment per ARRESTEE. Software will generate the Arrestee Sequence Number as "01" with the ability to have multiple arrestees (up to 99) as shown on the next screen.

Use Data Element 44 only when entering arrestee data for one or more Group "A" Incident Reports, i.e., it should not be used when entering arrest data for a Group "B" Arrest Report.

If the apprehension of this Arrestee will cause multiple criminal incidents to be cleared within the jurisdiction served by the reporting agency, enter "M" = Multiple under Data Element 44 (Multiple Arrestee Segments Indicator) on all arrestee segments except one; enter "C" = Count Arrestee on the one not containing "M" = Multiple. If multiple clearances are not involved, enter "N" = Not Applicable. In order to report the proper values in this data element, the local agency must inform the state of the other Incident Reports this arrestee clears (if any). A separate Arrestee Segment for each cleared Incident Report should be submitted to NIBRS.

Software edits should ensure that Data Element 42 (Arrest Date) cannot be earlier than Data Element 3 (Incident Date/Hour).

When entering an offense in Data Element 45, pressing Program Function key "F4= Prompt" should bring forth a single-value "Selection List" panel with all the available offense codes to choose from.

```
=====
12/31/99          A R R E S T E E  XX  SEGMENT          UCRARR01
23:59:59          xxxxxxxx                               More:  +

40 Arrestee (Sequence) No.  >>  ..

41 Arrest (Transaction) No. >> .....

42 Arrest Date  . . . . . >> .. / .. / ....

43 Type of Arrest . . . . . >> .
    O=On-View Arrest
    S=Summoned/Cited
    T=Taken into Custody

44 Mult. Arrest  Seg. Ind.  >> .
    M=Multiple
    C=Count Arrestee
    N=Not Applicable

45 UCR Arrest Offense Code  >> ... ..... +

Command  . . . . . > .....  CNTRL: .....
F1= Help  F3= Exit  F4= Prompt  F8= Forward  F12= Cancel
```


COMMENTS:

```
=====
12/31/99          A R R E S T E E  XX  SEGMENT          UCRARR02
23:59:59          xxxxxxxx                               More: ++
```

46 Arrestee Was Armed With >> ... (enter "...A" if automatic)

01=Unarmed

11=Firearm (Type Not Stated)

12=Handgun

13=Rifle

14=Shotgun

15=Other Firearm

16=Lethal Cutting Instrument

(e.g., Switchblade Knife, Etc.)

17=Club/Blackjack/Brass Knuckles

47 Age >> .. to .. 48 Sex >> .

01-98=Years Old

99=Over 98 Years Old

00=Unknown

M=Male

F=Female

Command > CNTRL:

F1= Help F3= Exit F7= Backward F8= Forward F12= Cancel

Expanded Screens

COMMENTS: Multiple Arrestee Segments may be created by entering the next Arrestee Sequence Number into the appropriate field. This will cause screen "UCRARRO1" to appear again. After entering all the arrestees, the master update menu UCRUPDC screen will follow, thus allowing for additional incidents to be entered.

```
=====
12/31/99          A R R E S T E E  XX  SEGMENT          UCRARRO3
23:59:59          xxxxxxxx                               More: -
```

```
49 Race . . . . . >> .
   W=White
   B=Black
   I=American Indian/Alaskan Native
   A=Asian/Pacific Islander
   U=Unknown
```

```
50 Ethnicity . . . . . > .
   H=Hispanic Origin
   N=Not of Hispanic Origin
   U=Unknown
```

```
51 Resident Status > .
   R=Resident
   N=Nonresident
   U=Unknown
```

```
52 Disposition of Arrestee Under 18 > .
   H=Handled Within Department
   R=Referred to Other Authorities
```

```
Enter next ARRESTEE number . . . . > .. (enter ** for next higher number)
```

```
Command . . . . . > ....  CNTRL: .....
F1= Help  F3= Exit  F7= Backward  F12= Cancel
```

V. IMPLEMENTATION PROCEDURES

GENERAL INFORMATION

When a participant has implemented an Incident-Based Reporting (IBR) system which meets the specifications within Volume 1, Data Collection Guidelines, Volume 2, Data Submission Specifications, and Volume 4, Error Message Manual, the next step is to begin submitting data to the national data base via magnetic media. Initially, test data must be submitted to the FBI so that data processing errors (e.g., those caused by software, data entry, etc.) can be corrected before officially submitting NIBRS data to the FBI. All data from these IBR test magnetic media will be considered "test data" and will not be part of the official FBI national data base until all processing problems are resolved.

Errors returned by the FBI to the participant must be corrected and resubmitted as discussed in Volume 2 (Data Submission Specifications), Section III (Error Handling). The participant's data processing department should be sure they have automated procedures (e.g., error handling, identifying incidents to be submitted, etc.) in place prior to full-scale IBR data transfer to the national Program. The "testing" will provide an opportunity for the participant to understand and experience the processes involved with data transfer.

During the testing phase, which might take several months to complete due to resolving data processing issues, the participant should continue sending summary data to include those agencies designated by the participant as NIBRS data contributors. Should this be impossible for a participant, specific arrangements must be agreed to by the participant and the FBI in order to avoid data loss in the summary system. Once participant error-handling processing has been implemented and the processing problems resolved, a date will be determined as to when the participant officially submits NIBRS data. The summary tape to be submitted, in conjunction with the NIBRS magnetic media, would then no longer contain data for those NIBRS agencies after that date.

DUPLICATE SUBMISSION FOR CRIME INCIDENTS MUST BE PREVENTED

When the participant determines that a local agency is ready for full-scale NIBRS conversion, the participant must ensure that crime data collected prior to the local agency converting to NIBRS not be entered also as NIBRS data. For example, assume agency "X" begins NIBRS reporting in June. Data from this agency entered into the summary tape for previous months must not be entered again into NIBRS magnetic media.

Guidelines have been established regarding how to report exceptional clearances, arrests, and recovered property in those instances when the participant does not maintain the original incident report. This is addressed in Volume 2 (Data Submission Specifications), Section I (Magnetic Data Submission Instructions), Subsection 6 (Determining Amount of Data to be Submitted). With the official start of NIBRS reporting for a

Implementation Procedures

participant, supplemental reporting will occur for previously submitted crime data in the summary system. The participant's computer system must address this situation.

If a local agency, which has begun submitting NIBRS data, reports these supplemental data, the complete incident report must not be submitted; only the specific segments pertaining to exceptional clearances, arrests, and recovered property would be reported. Reporting the complete incident report would, of course, duplicate crime data already included within a previously submitted summary tape.

PARTICIPANT SHOULD ESTABLISH A COMPUTER TABLE FOR ITS LOCAL AGENCIES THAT CONVERT TO NIBRS

Each participant should coordinate its local agencies' conversions from the summary system to NIBRS to prevent incidents that occurred prior to implementation from being submitted as NIBRS incident reports. This can be accomplished by establishing, within the participant's computer system, a table consisting of agency names (ORI's) and their NIBRS reporting start dates. The start dates would be compared against incoming NIBRS incident report dates and handled accordingly. The participant's software must contain this function to ensure that duplicate reporting does not occur.

Once the participant is officially sending NIBRS reports to the FBI, as additional local agencies within its domain convert to NIBRS reporting, the summary data for the agency can be dropped from the summary tapes and added to the NIBRS tapes. No prior notification to the FBI of additional individual agency conversions is necessary.

AGENCIES MUST BEGIN SUBMITTING NIBRS DATA ON THE "1ST" OF A MONTH

The participant should ensure that a local agency is added to its NIBRS magnetic media only on the first day of a given month; no other implementation day is allowed. This requirement will eliminate both participant and FBI computer systems having to "handle" summary and NIBRS data for an agency that are split within the month (any month) chosen for NIBRS implementation (e.g., May 1-18 for summary and May 19-31 for NIBRS).

SUMMARY SYSTEM TAPES MUST INCLUDE "DUMMY" NIBRS AGENCY INDICATORS

Currently in the summary system, a dummy magnetic tape record is submitted if no agency data are available for the month for a specific agency. Until such time as the participating state is 100 percent NIBRS, dummy magnetic tape records should be continued.

Implementation Procedures

The dummy record contains a special "99" = Converted to NIBRS code value entered into the Action Type field on the Summary Tape instead of "14" = Not Reported. This will notify the FBI's software that produces summary statistics to ignore the IBR agencies for that month.

SUMMARY

The following issues are those with which participants must concern themselves when converting from the Summary Reporting System to NIBRS. New issues not previously mentioned may surface as participants begin converting their local agencies to NIBRS. Those affecting the national Program will be handled on an "as-needed" basis. Internal state-related issues between local agencies and the state UCR Program not directly affecting data submission to the FBI are not included within this document.

1) Initial Test Phase With FBI:

- A. Error correction procedures must be in place within the participant's computer system.
- B. Summary system tapes must continue to include aggregate reporting for the agencies being tested. (Special provisions may be available in unusual situations.)

2) Date When NIBRS is First Officially Started in the State:

- A. NIBRS tapes from this point forward will contain official NIBRS data for converted agencies.
- B. Stop including data for NIBRS converted agencies in the summary system tapes.
- C. Include "dummy" agency code values for NIBRS converted agencies in the summary tapes.
- D. Do not submit test data with production data on the same NIBRS tape.
- E. State must ensure completeness of each agency's conversion prior to actually including its data on the NIBRS tape.

3) As Agencies Are Implemented Within a State:

Prevent Group "A" Incident Report submissions on incidents occurring prior to each local agency's conversion.