

INTRODUCTION TO SCIBRS DATA COLLECTION

South Carolina Law Enforcement Division

**South Carolina Incident Based Reporting System
(SCIBRS)**

SCIBRS DEFINITION

SCIBRS is an incident based reporting system that collects statistical data on each single crime incident. Ideally, this information should be the by-product of any good automated records management system.

HOW DOES SCIBRS WORK?

When an officer completes an incident report or arrest report, she/he must include certain elements of the crime to ensure the proper SCIBRS classification of the incident.

HOW DOES SCIBRS WORK?

Offenses MUST be classified according to the SCIBRS definitions, NOT according to local ordinances, state statutes, or federal statutes.

DETERMINING SCIBRS CODES

**SCIBRS definitions are based upon
THE ACTIONS OF THE OFFENDER
AT THE TIME OF THE CRIME.**

**This requires that officers write good
narratives. This also requires that
coders read the complete narrative
before coding.**

DETERMINING SCIBRS CODES

SCIBRS definitions DO NOT consider statutes, ordinances, or the findings of coroners, courts, or solicitors.

SCIBRS is a behavior-based program that uses only the findings of the police – not charges or dispositions.

EXAMPLE

**A cashier at Kmart pockets \$20.00
after ringing up a sale.**

**Upon arrest, this person
might be charged with Theft,
Larceny, etc.**

EXAMPLE

Which term more closely describes the type of crime to be reported to SCIBRS?

THEFT

EMBEZZLEMENT

EXAMPLE

A man points a handgun at his neighbor in a threatening manner. The neighbor calls police and a report is taken for “Pointing and Presenting a Firearm”.

EXAMPLE

Which SCIBRS offense describes the type of crime to be reported to SCIBRS?

WEAPONS VIOLATION

AGGRAVATED ASSAULT

PLEASE REMEMBER

SCIBRS classification is strictly a crime reporting tool and does not affect how a case is prosecuted or how a subject is charged. Incident Types, warrants, and fingerprint cards should not reflect SCIBRS codes.

JURISDICTIONAL GUIDELINES

Municipal police agencies report offenses within their city jurisdiction.

County law enforcement agencies report offenses which take place in the county outside the city's jurisdiction.

JURISDICTIONAL GUIDELINES

State agencies will report incidents in which they have original jurisdiction only.

If a state or federal agency is assisting a local department with an investigation, the agency with the most local jurisdiction will report the incident.

JURISDICTIONAL GUIDELINES

EXAMPLE

Your agency calls SLED for assistance in a homicide case. You ask SLED to help with a composite drawing of the suspect and maybe help with other areas of the investigation. SLED may also assist in arresting the suspect.

JURISDICTIONAL GUIDELINES

EXAMPLE

HOWEVER:

Your agency will still report the incident and arrest because the crime took place in your jurisdiction. SLED was only assisting you.

JURISDICTIONAL GUIDELINES

DOUBLE REPORTING?

Anderson Junior College uses private security employees for campus safety. AJC has a Motor Vehicle Theft incident on campus.

The college takes a report, then notifies the Anderson Police Dept., which also takes a report.

Should Anderson Junior College and Anderson Police Dept. both submit the incident to SCIBRS?

Wouldn't this be Double Reporting?

JURISDICTIONAL GUIDELINES

DOUBLE REPORTING?

No.

Anderson Junior College does not report this incident to SLED because they are not a law enforcement agency. (Some colleges do report directly to SCIBRS if they have sworn officers.)

The report will only be submitted to SCIBRS by Anderson Police Dept., which has jurisdiction over the Anderson Junior College campus.

JURISDICTIONAL GUIDELINES

DOUBLE REPORTING?

A murder occurred in Pleasantville. The Pleasantville PD asked the Florence SO to assist them in the investigation. Florence SO officers do a large part of the investigation, and also make the arrest.

Which department should submit this incident and arrest to SCIBRS?

Florence SO?

Pleasantville PD?

JURISDICTIONAL GUIDELINES

DOUBLE REPORTING?

Pleasantville PD should submit both the incident and the arrest.

Why?

What will the other department submit to SCIBRS?

Florence SO will not submit anything to SCIBRS. However, they may want to use an “in-house only” code to track it in their own system.

INCIDENT

SCIBRS DEFINITION

“One or more offenses committed by the same offender, or group of offenders acting in concert, at the same place and time.

ACTING IN CONCERT

SCIBRS DEFINITION

“Acting in concert” means that the offenders actually commit or assist in the commission of the crime. The offenders must be aware of and consent to the commission of the crime.

If one of the offenders committed a second crime, but the others did not act in concert with him, then a second incident will be submitted for this second act.

GROUP A & GROUP B OFFENSES

GROUP A OFFENSES

**All Group A incidents and their arrests
are reported to SCIBRS**

GROUP A & GROUP B OFFENSES

GROUP B OFFENSES

**Group B arrests ARE reported to
SCIBRS.**

**Group B incidents are NOT reported to
SCIBRS.**

SUBMITTING AN INCIDENT WITH GROUP A & GROUP B OFFENSES

GUIDELINES

When an incident occurs involving a Group A offense and a Group B offense, only the Group A offense data is submitted to SCIBRS.

Your software should automatically “hold back” the Group B offense data in this incident for your in-house records. Your software must not send it to SCIBRS.

SUBMITTING GROUP A & GROUP B OFFENSES

GUIDELINES

When an incident occurs involving only Group B offenses, your software should not submit any part of the incident data.

However:

If a Group B arrest is made in connection with the Group B incident, then the Group B arrest will be submitted to SCIBRS.

SUBMITTING AN INCIDENT WITH GROUP A & GROUP B OFFENSES

EXAMPLE

An incident report is written for both Simple Assault and Public Drunkenness.

Simple Assault is a Group A offense. Public Drunkenness is a Group B offense.

When the incident is submitted to SCIBRS, only the Simple Assault can be submitted. Your software must “hold back” the Group B information for your in-house records.

SUBMITTING AN ARREST WITH GROUP A & GROUP B OFFENSES

ARREST GUIDELINES

NOTE: Arrests made for Group A incidents are allowed to contain both Group A and Group B arrest offenses. However:

Arrests made for Group B incidents must contain only Group B arrest offenses.

(Your software should perform this function automatically, but, in case it does not, you should know this rule.)

SUBMITTING AN ARREST WITH MULTIPLE OFFENSES (CHARGES)

ARREST GUIDELINES

NOTE: SCIBRS allows you to submit up to three (3) arrest offenses (charges) on a single arrest.

However: The FBI allows SCIBRS to submit only one (1) arrest offense to their NIBRS.

Because of this FBI rule, you must always be certain to enter the code for the most serious charge in the first position. That is the one SCIBRS will send to the FBI.

ARREST

HOW DOES SCIBRS DEFINE AN ARREST?

An arrest has occurred when a law enforcement officer detains a person with the intention of seeking charges against the person for a specific offense.

ARREST

Submit arrest data on all persons processed by full custody arrest or by courtesy summons for committing an offense within the reporting jurisdiction.

This includes juvenile petitions.

ARREST

WHAT ABOUT JUVENILES?

Also include juveniles taken into custody or apprehended but then warned and released without being charged.

EXAMPLE

A college student is publicly intoxicated. An officer from the college stops the student. In lieu of a “traditional” arrest, the officer opts to write a report and send the student to the Dean’s Office. Is this incident reportable to SCIBRS?

YES! FOR SCIBRS REPORTING PURPOSES, THIS IS AN ARREST!

*Drunkenness
Group B Offense*

SCIBRS ARREST TYPES

When entering an incident during which an arrest occurred, you will be required to describe the type of arrest (at the time of initial contact with the arrestee) by selecting one of the following Arrest Codes:

ON-VIEW (Code O)

SUMMONED/CITED (Code S)

TAKEN INTO CUSTODY (Code T)

SCIBRS ARREST TYPE

ON-VIEW:

An “On-View” arrest occurs when the offender is taken into custody at or near the scene without a warrant or previous incident report.

ARRESTED AT THE SCENE

OFFENSE HAS JUST BEEN COMMITTED

SCIBRS ARREST TYPES

SUMMONED/CITED:

“Summoned/Cited” occurs when the offender is not taken into custody, but a summons or citation is issued.

SUMMONED/CITED AT THE SCENE

OFFENSE HAS JUST BEEN COMMITTED

SCIBRS ARREST TYPES

SUMMONED/CITED:

Whenever a Uniform Traffic Ticket or a County/Municipal Uniform Ordinance Summons is used as a courtesy summons, SC law requires that the arrest be reported to SCIBRS. See state Codes **56-7-10** and **56-7-80**.

SCIBRS ARREST CODES

TAKEN INTO CUSTODY:

“Taken Into Custody” occurs when the offender is arrested based on an existing warrant and/or previously submitted incident report.

OFFENSE WAS COMMITTED AT AN EARLIER DATE/EARLIER TIME.

Your department was looking for this person as a suspect.

RESIDENT STATUS OF ARRESTEE

WHAT DOES “RESIDENT STATUS” MEAN?

A “Resident” is a person who maintains his/her permanent home for legal purposes in the locality where the crime took place.

VALID CODES:

J – Lives in This Jurisdiction

S – Lives in SC, but Not in This Jurisdiction

O - Lives Outside SC

U – Unknown

GROUP A - VICTIM DATA

Data pertaining to victims is a very important component of the SCIBRS program. In many incidents, an offender's MO is based solely on a particular type of victim. Gathering this data allows agencies to recognize trends, and hopefully use the data to prevent crime.

Victim data is only entered in Group A incidents.

GROUP A - VICTIM DATA

Some of the victim data collected:

Race, Sex, Age, Type (ex. Individual, Business, Society/Public), and Victim to Offender Relationship.

Victim TO Offender Relationship

CLASSIFYING AN OFFENSE

Offenses are divided
into three categories:

CRIMES AGAINST PERSONS

CRIMES AGAINST PROPERTY

CRIMES AGAINST SOCIETY

GROUP A OFFENSES



GROUP A OFFENSES

**For each incident,
you may report
up to 5 offenses.**

GROUP A OFFENSES

Since all Group A offenses occurring in an incident are to be reported, care must be taken to ensure that each additional offense committed during the same incident is reported as part of that incident.

GROUP A OFFENSES

Some offenses, by the nature of the crime, contain elements of another offense.

EXAMPLE

Robbery includes some type of assault; but because assault is an element of robbery only the robbery should be reported.

GROUP B OFFENSES

B
GROUP

GROUP B OFFENSES

REMEMBER

Group B Offenses are reported only when an arrest is made.

GROUP B OFFENSES

Bad Checks

Curfew/Loitering/Vagrancy

Disorderly Conduct

Driving Under the Influence

Drunkenness

Family Offenses, Nonviolent

GROUP B OFFENSES

Liquor Law Violation

Peeping Tom

Runaway

Trespass of Real Property

All Other Offenses



CLEARING AN INCIDENT

**There are two ways to clear an incident
in SCIBRS:**

BY ARREST

BY EXCEPTIONAL MEANS

**PLEASE REFER TO PAGES 56 and 84 OF YOUR
SCIBRS DATA COLLECTION MANUAL**

CLEARING AN INCIDENT

ALL FOUR of the following conditions must be met to in order to clear an offense by Exceptional Means:

1) Investigation must have established the identity of at least one offender.

AND

2) Sufficient probable cause must have been developed to support the arrest, charging, and prosecution of the offender.

CLEARING AN INCIDENT

AND

- 3) **The exact location of the offender must be known so that an arrest could be made.**

AND

- 4) **There must be a reason outside of law enforcement control, which prevents the arrest.**

CLEARING AN INCIDENT

EXCEPTIONAL CLEARANCE CODES

(Valid reasons outside of law enforcement control, which prevent the arrest)

- A - Death of Offender**
- B - Prosecution Declined**
- C - Extradition Denied**
- D - Victim Refused to Cooperate**
- E - Juvenile/No Custody**

CLEARING AN INCIDENT

If an arrest is made or the conditions for an Exceptional Clearance are met, the case can be cleared. If not, the case remains not cleared.



WHAT ABOUT EXPUNGEMENTS?

SCIBRS incidents are not affected by court dispositions, including expungements.

If you receive notice that a case has been expunged, the arrestee name may be edited to John or Jane Doe, but

**DO NOT DELETE
THE INCIDENT FROM SCIBRS!**

COMMON DATA QUALITY PROBLEMS

Missing or incorrect property values

Incorrect date of incident

Incorrect time of incident

COMMON DATA QUALITY PROBLEMS

Agencies reporting arrests or recovered property for incidents which did not originate in their jurisdiction.

COMMON DATA QUALITY PROBLEMS

EXAMPLE

A Burglary occurs in Horry County.

**The perpetrator is arrested
one month later in Dillon County.**

**The arrest should be reported by
Horry County, because that is
where the original incident occurred.**

COMMON DATA QUALITY PROBLEMS

Insufficient narrative on the incident report to classify the offense, property, and/or other important information.

EXAMPLE

“Victim stated suspect was mad.”

ΘΗΛΗΚΙΟΥΣ?