SOUTH CAROLINA INCIDENT-BASED REPORTING SYSTEM

SCIBRS MANUAL

Version 2025.0

Disclaimer:

The South Carolina Incident-Based Reporting System (SCIBRS) reporting manual is designed to assist law enforcement agencies across the State of South Carolina. This material, including specific methods, practices, and techniques, is not intended to replace, interfere with, or override any individual agency's protocols, tactics, policies, or procedures. All agencies are responsible for adhering to their own protocols, tactics, and policies, as well as complying with local, state, and federal laws.

For questions or concerns, please contact the SCIBRS unit via email at SCIBRS@sled.sc.gov..

Change Description		
Revision	Change	Date
2023.0	Added language to Data Element 3 (Incident Date) "If the incident date is unknown, the date of the report with the indicator R= Report should be entered. If the Incident Hour is unknown, the hour should be left blank." This data element is mandatory in each NIBRS Submission.	06/30/2023
2023.0	Under Data Element 8A (Bias Motivation), changed Religion data value from Anti-Mormon to Anti-Church of Jesus Christ (and all following instances)	06/30/2023
2023.0	Under Data Element 31(Aggravated Assault/Homicide Circumstances), in the note section of Valid Data Values for 09B= Negligent Manslaughter, changed reference for Negligent Manslaughter data value from 33 to "34=Other Negligent Killing."	06/30/2023
2023.0	Under Data Element 31 (Aggravated Assault/Homicide Circumstances), added language to indicate that data values 30-33 for 09B=Negligent Manslaughter are reserved for the use of a firearm.	06/30/2023
2023.0	Updated Data Element (Offender Number to be Related) to account for mandatory reporting of the relationship of the offender for Robbery and the optional reporting of the relationship for any other Crime Against Property.	06/30/2023
2025.0	Updated the 11A, 11B, 11C - Rape classifications and definitions.	01/24/2025
2025.0	Updated offense title for 11D – Fondling to 11D – Criminal Sexual Contact.	01/24/2025
2025.0	Revised the formatting of the SCIBRS Manual to improve clarity, consistency, and usability.	01/24/2025

Change Details	
Page	Change Description
39 - 41	Sex offenses classified under UCR codes 11A, 11B, and 11C have been changed to coincide with federal standards while retaining data granularity for South Carolina.
42	Updated the offense title for 11D from "Fondling" to "Criminal Sexual Contact" to align with federal classification changes.

SCIBRS Mission Statement

The mission of SLED's South Carolina Incident-Based Reporting System (SCIBRS) unit is to empower law enforcement agencies across South Carolina with the tools, resources, and support necessary to achieve accurate and comprehensive crime data reporting in alignment with the National Incident-Based Reporting System (NIBRS). Through collaboration, training, and accessible resources, SCIBRS ensures that agencies can effectively collect, manage, and report incident-based data to enhance public safety, inform decision-making, and foster transparency. By maintaining the highest standards of data quality and compliance with state and federal regulations, SCIBRS supports the shared goal of providing actionable insights for law enforcement, policymakers, and the communities they serve.

SCIBRS Team Contacts

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Introduction to the South Carolina Incident-Based Reporting System

Introduction

The South Carolina Incident-Based Reporting System (SCIBRS) serves as the state-level Uniform Crime Reporting (UCR) Program under the South Carolina Law Enforcement Division (SLED). The primary objective of this program is to facilitate compliance with South Carolina Code of Laws and Code of Regulations requiring that,

Every law enforcement agency must send SLED a copy of each [incident] report made by any officer during the performance of [their] duties in responding to reported criminal violations within the jurisdiction of that agency. Reports must be sent to SLED regardless of the degree of seriousness of the reported criminal activity. The reports must be recorded on standard forms approved by SLED. Reports must include details of all offenses investigated by officers, whether actual or unfounded, to include follow-up investigations, reports of property recovered, changes in the status of any case, and other similar comments.

Every law enforcement agency must send SLED a copy of each arrest document made by any officer, jailor, or other official. Departments must record the personal descriptive data and criminal charges of each person who is placed under lawful arrest, regardless of whether that person is incarcerated, released on bail, or otherwise disposed of. Arrest documents must be completed on all persons placed under lawful arrest regardless of whether the case is ultimately prosecuted. Arrest documents must be completed on each person placed under lawful arrest regardless of the degree of seriousness of the offense committed. Arrest documents must be of a standard type approved by SLED, commonly referred to as booking reports.

All copies of incident reports and booking reports must be forwarded to SLED on a regular and timely basis, but not less often than once weekly. Incident and booking reports made by any agency during any month must arrive at SLED no later than the fifth day of the following month. (SC Code of Regulations 73-30)

Consequently, The SCIBRS program is able to collect reliable and detailed criminal data across South Carolina for use in law enforcement administration, operations, and management.

This information is valuable not only for law enforcement but also for criminologists, sociologists, legislators, municipal planners, the media, students of criminal justice, who use the data for diverse research and planning purposes, and the public.

To facilitate accurate crime reporting, SCIBRS has developed this manual for Law Enforcement Agencies (LEAs). Its primary purpose is to provide comprehensive guidance on both the National Incident-Based Reporting System (NIBRS) and SCIBRS-specific policies. This manual includes:

- An overview and definitions of reportable offenses.
- Detailed offense listings with corresponding codes.
- Guidelines for agency certification to submit NIBRS and SCIBRS data.

Historical Development of the South Carolina UCR Program

In the 1920s, the International Association of Chiefs of Police (IACP) developed a system for collecting uniform crime statistics, forming the foundation of the Uniform Crime Reporting (UCR) Program in 1929.

In July 1973, the South Carolina Law Enforcement Division (SLED), in collaboration with the Federal Bureau of Investigation (FBI), conducted workshops across the state to train and update county and city law enforcement agencies on the program's scope and the mechanics of completing reporting forms. This marked the initiation of the South Carolina UCR Program, establishing South Carolina as the pilot state for an operational state UCR program.

The collection and uniform classification of information under this program are directly based on guidelines developed by the International Association of Chiefs of Police (IACP) and the FBI.

In 1991, South Carolina became the first state to implement the newly developed National Incident-Based Reporting System (NIBRS), which was created by the FBI. South Carolina served as both a model and demonstration site for the system. NIBRS is an enhanced version of

the earlier South Carolina UCR system, offering improved functionality and reporting capabilities.

Since its implementation, SLED, in partnership with local law enforcement agencies, has established an incident-based records management system. This system has significantly improved the quality and completeness of data gathered under the Uniform Crime Reports system. Crime data and related information from municipal and county law enforcement agencies are now submitted to SCIBRS on a monthly basis.

This modernized system not only provides more comprehensive and accurate crime reporting but also reduces the paperwork burden for many departments. The standardization of incident and booking reports has further enhanced efficiency by fostering uniformity in documentation, facilitating the exchange of information among law enforcement agencies across the state. These standardized forms are also included in report writing courses taught at the South Carolina Criminal Justice Academy.

UCR Advisory Groups

Advisory Policy Board (APB)

The Advisory Policy Board (APB) was established in 1988 as the Data Providers' Advisory Policy Board and operated independently until 1993, when it merged with the National Crime Information Center (NCIC) APB to form a single entity addressing all FBI CJIS services. The APB operates under the principle of shared management, emphasizing collective accountability and collaboration between the FBI, local and state data providers, and system users. This ensures that all systems administered by the FBI effectively serve the criminal justice community.

The APB reviews appropriate policy, technical, and operational issues related to CJIS Division programs and makes recommendations to the FBI Director. By law, the FBI Director appoints a Designated Federal Officer (DFO) to manage the advisory process, including coordinating APB meetings and activities. The APB meets at least twice a year, with meeting notices published in the Federal Register. These sessions are open to the public unless determined otherwise by the DFO.

The APB is composed of 35 representatives from criminal justice and national security agencies and organizations across the United States. Membership includes:

- Twenty members selected by the four regional working groups, representing state and local criminal justice agencies.
- Five members appointed by the FBI Director, representing prosecutorial, judicial, correctional, tribal, and national security agencies.
- One representative each from the Federal Working Group, the National Crime Prevention and Privacy Compact Council, and the courts or court administrators.
- Representatives from major criminal justice professional associations, such as the IACP, Major Cities Chiefs' Association, Major County Sheriffs' of America, and others.

CJIS Advisory Process Components

The CJIS Advisory Process consists of three key components:

1. **Advisory Policy Board (APB)**: The overarching body responsible for integrating recommendations and guiding CJIS Division programs.
2. **Working Groups**: Representatives from all 50 states, U.S. territories, and the Royal Canadian Mounted Police (RCMP) are organized into five working groups (North Central, Northeastern, Southern, Western, and Federal). These groups review operational, policy, and technical issues related to CJIS Division programs and provide recommendations to the APB or its subcommittees.
3. **Subcommittees**: These ad hoc groups, composed of APB members and subject-matter experts, address controversial policies, program changes, and complex issues. Subcommittees formulate recommendations for the APB's consideration. There are currently 10 subcommittees, including:
- **Bylaws Subcommittee**: Evaluates proposed changes to CJIS advisory process bylaws.
- **Identification Services Subcommittee**: Addresses biometric identification and criminal history use.
- **Data Sharing Services (DSS) Subcommittee**: Focuses on the N-DEx System and LEEP development.
- **NCIC Subcommittee**: Reviews issues related to the FBI's NCIC program.

- **UCR Subcommittee**: Examines topics related to the UCR Program, including NIBRS, LEOKA, and Hate Crime Statistics.
- **NICS Subcommittee**: Analyzes issues related to the National Instant Criminal Background Check System (NICS).
- **Public Safety Strategy Subcommittee**: Maintains a future-oriented strategic approach for CJIS services.

APB State-Level Leadership from South Carolina

South Carolina plays a prominent role in the advisory process:

- Major Monty Coats (SLED, S.C. CJIS Security Officer) serves as the Chair of the APB.
- Lieutenant Bryan C. Ridgeway (SLED, S.C. UCR Program Manager) serves as the Vice-Chair of the APB's UCR Subcommittee.

South Carolina's active participation in the APB provides several benefits to the state and its partners:

1. **Influence on National Policy**: By holding leadership positions, South Carolina can directly shape national policies, ensuring that the state's needs are considered in decision-making.
2. **Early Access to Information**: South Carolina gains timely insights into upcoming changes within CJIS programs, allowing for proactive preparation and adaptation.
3. **Networking and Collaboration**: Participation fosters collaboration with other states, sharing best practices and solutions to enhance law enforcement operations.
4. **Advocacy for State Interests**: Representation enables South Carolina to advocate for resources and modifications tailored to its specific requirements.
5. **Enhanced Data Quality and Security**: Involvement in subcommittees ensures the state contributes to maintaining high standards for data integrity and system security.

Association of State UCR Programs (ASUCRP)

In addition to the APB, the Association of State UCR Programs (ASUCRP) serves as a vital connection between the FBI and local law enforcement agencies (LEAs) that submit and utilize

UCR data. ASUCRP focuses on improving the collection, application, and overall utility of crime data reported to the FBI's UCR Program. This includes:

- Promoting widespread and responsible use of crime statistics.

- Assisting data contributors with technical and procedural challenges.

- Acting as a key liaison for state programs in discussions with federal partners.

ASUCRP also has an elected liaison who participates in APB meetings, ensuring seamless communication and representation of state-level concerns at the national level. Additionally, Lt. Bryan C. Ridgeway **(SLED, S.C. UCR Program Manager), also** serves as the 2nd Vice-Chair of the ASUCRP Executive Committee.

More information about the Association of State UCR Programs is available at www.asucrp.net.

UCR Program Standards

More than 18,000 law enforcement agencies (LEAs) are eligible to provide data to the FBI's Uniform Crime Reporting (UCR) Program. To streamline data collection, ensure consistency and comparability, and provide higher-quality service, states operate their own UCR Programs to collect data from LEAs and report it to the FBI's UCR Program. Establishing a UCR Program is not limited to state governments—federal, territorial, and tribal agencies may also institute UCR Programs. These programs gather crime information from LEAs within their domain and forward the data to the FBI.

National Standards for UCR Programs

A UCR Program must adhere to the following operational standards:

1. **Conformance with FBI Standards**: UCR Programs must conform to the FBI's submission standards, definitions, specifications, and required deadlines.
2. **Data Integrity Procedures**: UCR Programs must establish procedures to maintain data integrity and assign personnel to assist contributing agencies with quality assurance practices and crime reporting procedures.
3. **Comprehensive Coverage**: UCR Programs must cover more than 50% of the LEAs within their reporting domain and must be willing to include any and all UCR-contributing agencies within their jurisdiction.
4. **Submission to the FBI**: UCR Programs must provide the FBI's UCR Program with all data collected from LEAs within their domain.

These standards do not preclude states from gathering additional statistical data beyond the national collection. Data integrity procedures should include crime trend analysis, offense classification verification, and technical specification validation.

FBI's Responsibilities

The FBI supports UCR Programs by:

- Editing and reviewing submissions to ensure completeness and quality.

- Contacting contributors as needed regarding crime reporting matters.

- Requesting specific agency information from contributing UCR Programs when necessary.

- Assessing data validity through **Quality Assurance Reviews (QARs)**.

- Coordinating with UCR Programs to conduct training on LE record-keeping and crime-reporting procedures.

- Distributing **UCR Program Quarterly** documents, which include policy clarifications, procedure updates, and publication notifications for dissemination to contributing agencies.

Direct Contributors

LEAs that submit data directly to the FBI without routing it through a state UCR Program are referred to as **direct contributors**. The FBI allows direct contributions on a case-by-case basis, often with the state UCR Program's permission. Direct contributors collaborate closely with FBI UCR Program staff to ensure compliance with FBI guidelines.

Noncompliance with Standards

If a state or other UCR Program fails to comply with these standards, the FBI may reinstate direct collection of data submissions from LEAs within that jurisdiction.

SCIBRS Standards

Reporting Agency Requirements

To comply with SCIBRS reporting, agencies must meet the following requirements:

1. **Classification and Submission**:
   Classify and submit every criminal incident occurring within their jurisdiction according to the guidelines outlined in this manual.

2. **SCIBRS-Compatible Software**:
   Use SCIBRS-compatible software for data submission.

Reporting Software Requirements

Agencies must use SCIBRS-compatible software for all data submissions. To qualify, a Records Management System (RMS) must meet the following criteria:

1. **Incident-Based Reporting**:

   Report incident-based data in the flat file format. Submissions using the Summary System are not accepted in South Carolina. Reporting must adhere to the NIBRS/SCIBRS standards outlined in this manual.

2. **Complete Data Elements**:

   Include every data element, value, and edit required by SCIBRS.

3. **Prohibition on Defaults**:

   o The software must not allow defaults for any NIBRS/SCIBRS data elements.

   o Local agency users must select all values reported to SCIBRS, especially UCR Offense Codes.

   o Coding decisions must be made by agency personnel, not the software.

4. **Compliance with Specifications**:

   Meet all NIBRS/SCIBRS specifications.

Important Note:

RMS vendors should contact the SCIBRS unit with any questions about technical requirements. Agencies must notify the SCIBRS unit before switching RMS vendors.

Acquiring a New SCIBRS Reporting System

The SCIBRS unit cannot recommend specific RMS vendors. However, agencies looking to start SCIBRS reporting or switch vendors can contact the SCIBRS unit (**SCIBRS@sled.sc.gov**) for a list of vendors currently operating in South Carolina.

Key Considerations:

- Agencies may select a new vendor not currently operating in South Carolina, but the vendor's software must be reprogramed to meet SCIBRS specifications.

- Vendors claiming FBI NIBRS compliance must also meet South Carolina's additional requirements, including state-specific data elements, values, and validation edits.

Important Note:

If an RMS vendor claims their software includes all FBI NIBRS specifications, this alone DOES NOT meet SCIBRS requirements for submission to SLED. South Carolina mandates additional data elements, data values, and validation edits not included in the FBI NIBRS program. Without these state-specific modifications, the RMS software will not be capable of submitting SCIBRS data to SLED and the agency will not be in compliance with state statutes and regulations.

To ensure proper programming of their product for SCIBRS data submission to SLED, RMS vendors must contact the SLED SCIBRS unit as early as possible to obtain the necessary technical documentation and guidance. Only the SLED SCIBRS unit can determine whether an RMS vendor's product is approved for SCIBRS data submission.

The SLED SCIBRS unit strongly encourages agencies to consult current clients of their prospective RMS vendors to evaluate the product's performance in real-world applications. SCIBRS Points of Contact (POCs) are advised to provide honest feedback about the benefits and challenges of their current RMS software when approached by other agencies for reviews.

Vendor Approval Process:

RMS vendors must:

1. Contact the SCIBRS unit early in the process to obtain technical documentation and guidance.

2. Ensure their product meets all SCIBRS specifications before submission.

The SLED SCIBRS unit strongly recommends that agencies contact current users of prospective vendors to evaluate the software's performance. Agencies are encouraged to provide honest feedback to other agencies about their experiences with RMS vendors.

Notes on Automated SCIBRS and NIBRS Participation

Agencies participating in automated SCIBRS and NIBRS submission must adhere to the following requirements:

1. **State and National Standards**:

   Agencies must classify, code, and report incidents according to state and national standards.

2. **Quality Review**:

   Assign trained personnel (e.g., records division) to perform 100% quality reviews of SCIBRS and NIBRS coding entered by officers, dispatchers, and other staff. At least one person must be trained in NIBRS/SCIBRS coding.

3. **Software Compatibility**:

   Ensure that the RMS software is fully compatible with SCIBRS and NIBRS standards and includes paper report capabilities matching the South Carolina standard formats.

4. **Mandatory Training**:

   Staff responsible for SCIBRS/NIBRS coding (e.g., officers, detectives, and booking personnel) must attend SLED-sponsored training sessions. Only SLED, not vendors, provides authorized training.

5. **Paper Reporting for Review**:

   Submit paper reports for specific incidents (e.g., bias-motivated crimes, murders, cargo thefts) and periodic quality reviews (2%–10% annually).

6. **Testing Period**:

   Agencies must complete a testing period (typically three months) to ensure accurate coding and system performance before live submissions to SCIBRS.

Important General Requirements

The following notes summarize key requirements for UCR/SCIBRS participation:

1. **Ignore State Statutes**:

   UCR/SCIBRS definitions focus on describing actions, not identifying specific state statutes. Agencies must use uniform definitions, regardless of state law terminology.

2. **Ignore Court Findings**:

   UCR/SCIBRS data should reflect law enforcement findings, not court outcomes such as indictments or trial results.

3. **Report All Attempts**:

   Attempted crimes must be coded and reported as "attempted" in the appropriate data element. **Note**: Attempted Murder is classified as **Aggravated Assault**.

4. **Include All Offenses in Incidents**:

   If multiple offenses occur in one incident (e.g., burglary, rape, and aggravated assault), each offense must be coded and reported within the same incident.

5. **Report All Group A Incidents and Arrests**:

   All Group A incidents and arrests must be reported, including those handled via traffic tickets.

6. **Group B Offenses**:

   Only arrests for Group B offenses should be submitted to SCIBRS. Group B offense codes may also appear on Group A arrest records if appropriate.

7. **Non-Reportable Events**:

   Agencies must use in-house codes for non-reportable events (e.g., traffic accidents, mental commitments). **90Z – All Other Offenses** must only be used for criminal violations.

8. **Traffic Violations**:

    Only certain traffic-related offenses (e.g., DUI, Failure to Stop for Blue Lights, Vehicular Homicide) are reportable.

9. **Uniform Traffic Tickets**:

    All arrests made using South Carolina Uniform Traffic Tickets must be reported, including non-custodial arrests.

10. **No Automated Conversions**:

    Automated conversion of statutes or local ordinances to SCIBRS codes is prohibited. Agencies must classify incidents based on uniform definitions.

Jurisdiction

Establishing appropriate jurisdiction is essential to accurately depict the nature and volume of crime within a specific community. Across the United States, thousands of law enforcement agencies (LEAs) operate, many with overlapping jurisdictions. To prevent duplicate reporting of offenses or arrests by LEAs with overlapping responsibilities, the South Carolina Incident-Based Reporting System (SCIBRS) follows these guidelines:

1. **Jurisdictional Reporting**: Local, county, and state LEAs must report offenses that occur within their jurisdiction.

2. **Investigative Jurisdiction**: When two or more LEAs are involved in investigating the same offense, the agency with investigative jurisdiction—based on local, county, or state law, and/or applicable interagency agreements or memorandums of understanding—must report the offense. If there is uncertainty regarding the lead agency, the involved agencies must agree on which one will report the offense.

3. **Arrest Reporting**: LEAs must report only arrests made for offenses committed within their jurisdiction.

4. **Property Recovery**: The recovery of property should be reported only by the LEA that initially reported it missing or stolen, regardless of which agency ultimately recovered it.

Special Cases

- Cities with their own police departments must report their own crime data. However, smaller agencies may combine their crime data with larger agencies (e.g., sheriff's offices or state police) for reporting purposes.

- When a county sheriff's office has a contract to provide law enforcement services for an incorporated city, the sheriff or state police must report incidents occurring within the city's boundaries. These reports must reflect the geographic location of the incident using the city's Originating Agency Identifier (ORI).

- In situations where a sheriff's office, state police, or a federal LEA assists a city police department in investigating a crime within city limits, the city police department must report the offense unless a written or oral agreement specifies otherwise.

Referrals from Other Agencies

If a reporting agency refers an investigation to another federal, state, local, or tribal agency after submitting data to the FBI's UCR Program, the original reporting agency must:

1. **Delete the Report**: The original agency must delete its previously submitted report from the system.

2. **New Reporting Responsibility**: The agency receiving the referral must report the incident as if it were an original submission.

Incident and Offense Considerations

Definition of an Incident

The South Carolina Incident-Based Reporting System (SCIBRS) defines an incident as:

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

The Concept of Acting in Concert

Acting in Concert requires all offenders to commit or assist in the commission of all the crimes in an incident. Offenders must be aware of and consent to the commission of all offenses, or their actions must assist in committing all the offenses, even if they do not explicitly consent. This distinction is important because SCIBRS considers all offenders in an incident as having committed all the offenses reported. Consequently, the arrest of any offender clears all offenses in the incident.

If offenders are not acting in concert, LEAs should report more than one incident. Examples provided below illustrate this concept:

- **Example 1: Acting in Concert**

  During a bar robbery, one offender began raping a victim. The other offender, while objecting to the rape, displayed a gun that prevented others from intervening. This action indirectly assisted the commission of the rape. The LEA should report one incident with two offenses (Robbery and Rape), as both offenders contributed to both offenses.

- **Example 2: Not Acting in Concert**

  During a domestic argument, a husband assaulted his wife. In self-defense, the wife shot and killed him. The LEA initially submitted one incident report, but SCIBRS guidelines require this situation to be reported as two separate incidents. One involves the aggravated assault by the husband; the second involves the killing by the wife. This method allows for accurate record keeping and satisfies SCIBRS reporting requirements.

- **Example 3: Partial Acting in Concert**

    Two offenders robbed a bar, taking money from the cash register and valuables from customers. One offender then raped a woman in the restroom without the other offender's knowledge. Since the offenders did not act in concert in committing both crimes, the LEA should report two incidents: one for the Robbery and one for the Rape.

The Concept of Same Time and Place

Same Time and Place means crimes committed by the same offender(s) during an unbroken time period and at the same or adjoining locations typically constitute a single incident. However, crimes involving continuous criminal activity, even if committed at different times and places, may be reported as a single incident if law enforcement deems it a unified criminal transaction.

Examples of this concept include:

- **Example 4: Same Time and Place**

    Over 18 months, a bank programmer embezzled $70,000 by manipulating the bank's computer system. Despite the extended timeframe, the continuing criminal activity against the same victim constituted a single incident involving Embezzlement.

LEAs must carefully apply the **Same Time and Place** concept to determine whether to report crimes as individual incidents or as a single incident with multiple offenses. SCIBRS does not follow the Hierarchy Rule, making this distinction critical.

In ambiguous situations not covered by these guidelines, LEAs should use their best judgment to determine the number of incidents involved.

Classifying Offenses

SCIBRS requires law enforcement agencies (LEAs) to report all offenses—up to ten—within a particular incident. For example, an incident can include multiple crimes such as Rape, Motor Vehicle Theft, and Kidnapping/Abduction. Each offense must be reported as a distinct crime and not simply as part of another offense.

Lesser Included and Mutually Exclusive Offenses

Some offenses, such as Assault within a Robbery, are considered **lesser included offenses** because they are integral elements of the primary crime and should not be reported separately. However, distinct crimes that are not integral to another offense should be reported individually. For example:

- **Robbery with Rape**: If, during a Robbery, the offender forces the victim to engage in sexual relations, the LEA should report both Robbery and Rape because forced sexual intercourse is not an element of Robbery.

- **Murder vs. Aggravated Assault**: These are **mutually exclusive offenses** and cannot be reported as occurring to the same victim, as per UCR definitions. Refer to 09A – Murder (page 31) and 13A – Aggravated Assault (page 26) for detailed offense definitions.

Offense Classification Timing

LEAs should classify and report offenses after completing a **preliminary investigation** of a complaint or call for service. Since SCIBRS aims to identify crime trends and challenges faced by law enforcement, agencies should report offenses based on their knowledge at the time, rather than relying on determinations by courts, coroners, juries, or prosecutors.

Criteria for Distinguishing Between Group A and Group B Offenses

When reporting data to SCIBRS, LEAs must classify offenses as either **Group A offenses** or **Group B offenses**:

- **Group A Offenses**: Include major crimes such as Murder, Rape, and Robbery. LEAs must report both **incidents** and **arrests** for these offenses.

- **Group B Offenses**: Include minor crimes such as Curfew/Loitering/Vagrancy Violations, Disorderly Conduct, and Driving Under the Influence. For Group B offenses, LEAs are required to report only **arrests**.

Refer to **Group A and Group B Offense Listing** for further details.

SCIBRS Criteria for Group A Offenses

The following factors determine whether a crime qualifies as a Group A offense:

- Seriousness or significance of the offense.

- Frequency or volume of the offense's occurrence.

- Prevalence of the offense nationwide.

- Probability of law enforcement awareness.

- Appropriateness of law enforcement as the primary data collection channel.

- Data collection burden on law enforcement agencies.

- National statistical validity and usefulness of the data.

- SLED UCR Program's responsibility to make crime data available to stakeholders.

Additional Guidelines for Classifying Offenses

1. **Excluded Traffic Offenses**: SCIBRS does not collect traffic offenses (e.g., parking or moving violations) except for:

   o Driving Under the Influence

   o Hit and Run (of a person)

   o Vehicular Manslaughter (Reckless Homicide or Felony DUI)

   o Failure to Stop for Blue Lights

2. **Offenses of General Applicability**: When offenses include terms such as Accessory Before/After the Fact, Aiding/Abetting, or Conspiracy, LEAs should classify the offense as follows:

- o If part of a **Group A offense** (e.g., Human Trafficking), classify it under that specific Group A offense.

- o If not, classify it as the Group B offense **90Z—All Other Offenses** or the appropriate Group B category.

3. **Attempted Crimes**: LEAs should report attempted crimes using the data value **A = Attempted** in Data Element 7 (Offense Attempted/Completed). For example:

  - o Attempted Murders should be reported as **Aggravated Assaults**.

  - o All assaults should be reported as **C = Completed**.

Examples

- • **Example 1: Conspiracy to Commit Murder**

  An LEA arrested three motorcycle gang members for conspiring to commit Murder. The agency should submit three Group B Arrest Reports with the UCR Arrest Offense Code as **90Z = All Other Offenses**.

- • **Example 2: Conspiracy to Avoid Liquor Taxes**

  An LEA arrested five liquor store owners for conspiring to avoid paying local liquor taxes. The agency should submit five Group B Arrest Reports with the UCR Arrest Offense Code as **90G = Liquor Law Violations**.

- • **Example 3: Attempted Arson**

  A witness scared away two teenagers attempting to set fire to an abandoned building. The LEA should submit a Group A Incident Report with the UCR Offense Code as **200 = Arson**, indicating the offense was **Attempted**.

Offense Categories – Crimes Against Persons, Property, and Society

Each SCIBRS offense falls into one of three categories:

1. **Crimes Against Persons**: Offenses where the victims are individuals, such as Murder, Rape, and Assault.

2. **Crimes Against Property**: Offenses where the objective is to obtain money, property, or other benefits, such as Robbery, Burglary, and Bribery.

3. **Crimes Against Society**: Offenses that violate societal norms or prohibitions, such as Drug Violations, Gambling, and Prostitution.

Counting Offenses

- For **Crimes Against Persons**, count one offense for each victim.

- For **Crimes Against Property**, count one offense for each distinct operation (except Motor Vehicle Theft, where one offense is counted for each stolen vehicle).

- For **Crimes Against Society**, count one offense for each prohibited act.

The **Group A and Group B Offense Listings** in this section specify the crime category (Persons, Property, or Society) for each offense.

The Use of Offense Codes in SCIBRS

SCIBRS uses three-digit UCR offense codes to identify and report offenses within incidents. These codes ensure consistency in submitting Group A Incident Reports and Group B Arrest Reports.

Group A Offense Codes

SCIBRS has 23 Group A offense categories comprising:

- **49 Group A offenses** collected nationally.

- **7 additional SCIBRS-specific Group A offenses**, for a total of **56 Group A offense codes**.

SCIBRS codes are derived from the NCIC Uniform Offense Classification Codes to facilitate data compatibility. The first two characters of the UCR offense code often match the NCIC code, while the third character is a numeric or alphabetic identifier for subcategories. For example:

- NCIC Code: **1313** for Simple Assault

- UCR Offense Code: **13B** for Simple Assault

Exceptions to Group A Coding

1. **Statutory Rape**: NCIC Code **1116**, UCR Code **36B**

2. **Sexual Contact (of child)**: NCIC Code **3601**, UCR Code **11D**

Group B Offense Codes

A separate **90-series code** is used for the **12 Group B offenses**, including **5 SCIBRS-specific offenses**. The first two characters are **90**, with an alphabetic third character indicating the offense category. Group B codes are used only when an arrest is made.

Group A and Group B Offense Listings

The following tables list Group A and Group B offenses, their SCIBRS offense codes, and their crime categories:

Group A Offense Listing

Group A Offense	SCIBRS Offense Code	Crime Category
CRIMES AGAINST PERSONS		
Assault Offenses		
Aggravated Assault	**13A**	Person
Simple Assault	**13B**	Person
Intimidation	**13C**	Person
Homicide Offenses		
Murder/Nonnegligent Manslaughter	**09A**	Person
Negligent Manslaughter	**09B**	Person
Justifiable Homicide	**09C**	NOT a Crime
Human Trafficking Offenses		
Commercial Sex Acts	**64A**	Person
Involuntary Servitude	**64B**	Person
Kidnapping/Abduction	**100**	Person
Missing Persons	*979*	*SCIBRS*
Sex Offenses (Nonconsensual)		

Rape – Sexual Intercourse*	**11A**	Person
Rape – Sodomy*	**11B**	Person
Rape - Sexual Assault with an Object*	**11C**	Person
Criminal Sexual Contact	**11D**	Person
Sex Offenses (Nonforcible)		
Incest	**36A**	Person
Statutory Rape	**36B**	Person
Sexual Exposure	*36C*	*SCIBRS*

* The NIBRS program implemented the APB's recommendation to classify Sodomy and Sexual Assault with an Object under one Rape category (11A). However, SCIBRS requires that the individual offenses and associated definitions and UCR codes are to remain in use. SCIBRS will convert the individual codes to 11A when sending to the FBI's NIBRS system.

Suicide	*980*	*SCIBRS*
Telephone Calls, Obscene, Harassing	*753*	*SCIBRS*
CRIMES AGAINST PROPERTY		
Arson	**200**	Property
Suspicious Fires	*978*	*SCICRS*
Bribery	**510**	Property
Robbery	**120**	Property
Extortion/Blackmail	**210**	Property
Burglary/Breaking and Entering	**220**	Property
Destruction/Damage/Vandalism of Property	**290**	Property
Counterfeiting/Forgery	**250**	Property
Embezzlement	**270**	Property
Fraud Offenses		
False Pretenses/Swindle/Confidence Game	**26A**	Property
Credit Card/Automated Teller Machine Fraud	**26B**	Property
Impersonation	**26C**	Property
Welfare Fraud	**26D**	Property
Wire Fraud	**26E**	Property
Identity Theft	**26F**	Property
Hacking/Computer Invasion	**26G**	Property
Larceny/Theft Offenses		
Pocket-picking	**23A**	Property
Purse-snatching	**23B**	Property
Shoplifting	**23C**	Property
Theft From Building	**23D**	Property
Theft From Coin-Operated Machine or Device	**23E**	Property
Theft From Motor Vehicle	**23F**	Property
Theft of Motor Vehicle Parts or Accessories	**23G**	Property
All Other Larcenies	**23H**	Property

Motor Vehicle Theft	**240**	Property
Using Motor Vehicle Without Consent	*756*	*SCIBRS*
Stolen Property Offenses	**280**	Property
CRIMES AGAINST SOCIETY		
Drug/Narcotic Offenses		
Drug/Narcotic Violations	**35A**	Society
Drug Equipment Violations	**35B**	Society
Gambling Offenses		
Betting/Wagering	**39A**	Society
Operating/Promoting/Assisting Gambling	**39B**	Society
Gambling Equipment Violations	**39C**	Society
Sports Tampering	**39D**	Society
Prostitution		
Prostitution	**40A**	Society
Assisting or Promoting Prostitution	**40B**	Society
Purchasing Prostitution	**40C**	Society
Prowler	992	*SCIBRS*
Weapon Law Violations	**520**	Society
Animal Cruelty	**720**	Society

Group B Offense Listing

There are 12 Group B offenses. They encompass all the crimes for which SCIBRS collects data that are not considered Group A offenses. The Group B offense categories are listed below. Additionally, each offense's corresponding NIBRS Offense Code follows its name.

Group B offenses are coded <u>only when an arrest is made</u>.

Group B Offense	SCIBRS Offense Code	
Curfew/Loitering/Vagrancy Violations	**90B**	
Disorderly Conduct	**90C**	
Driving Under the Influence	**90D**	
Family Offenses-Nonviolent	**90F**	
Alcohol Law Violations	**90G**	
Runaway	**90I**	*SCIBRS*
Trespass of Real Property	**90J**	
Incorrigible Child	**90K**	*SCIBRS*

Truancy	**90L**	*SCIBRS*
Resisting Arrest	**90N**	*SCIBRS*
Contributing to the Delinquency of a Minor	**90P**	*SCIBRS*
All Other Offenses	**90Z**	

State Offenses

In cases where a state statute for an offense includes additional elements that do not fit within a SCIBRS offense definition, law enforcement agencies (LEAs) should report the nonconforming offense according to its corresponding SCIBRS offense classification. For example:

- If a jurisdiction's larceny statute is broad enough to encompass the crime of Embezzlement, any Embezzlement offenses should be reported under the SCIBRS classification for **Embezzlement** rather than as Larceny/Theft.

Handling Unusual Situations

SCIBRS recognizes that unusual situations may arise when classifying offenses. While this manual cannot address every possible circumstance, LEAs should use the following guidance when encountering unique scenarios:

1. Consider the **nature of the crime**.

2. Refer to the **guidelines provided in this manual**.

3. Seek assistance from the **SLED SCIBRS unit** for clarification, if necessary. The SLED SCIBRS team can be contacted via email at **SCIBRS@sled.sc.gov**.

By adhering to these principles, LEAs can ensure consistency in reporting and alignment with SCIBRS standards.

Offense Definitions

Source of Offense Definitions

The use of standardized definitions in SCIBRS is essential for maintaining uniform and consistent data. This practice ensures that the SLED UCR Program accurately considers and categorizes all criminal offenses, regardless of the varying titles and descriptions under state and local laws or United States statutes.

The purpose of the SLED UCR Program is to establish a common language that transcends differences in local and state laws. SCIBRS offense definitions are not intended for use in charging individuals with crimes. Instead, these definitions serve as a framework for translating local crime data into the standardized UCR terminology used across the United States. While state statutes define crimes specifically to ensure clarity for individuals facing prosecution, SCIBRS definitions remain intentionally generic to accommodate varying state statutes for the same type of offense.

The developers of SCIBRS based its offense definitions on:

- **Common-law definitions** as found in *Black's Law Dictionary*.

- **NCIC 2000 Uniform Offense Classifications**.

- **NIBRS Definitions**

Since most state statutes are derived from common-law definitions, the majority align with SCIBRS offense classifications, despite variations in specifics.

Group A Offense Definitions

Crimes Against Persons

Assault Offenses (13A – 13C)

An **unlawful attack** by one person upon another.

When classifying assaults, agencies should carefully consider the following factors:

1. The type of weapon used or whether an object was used as a weapon.

2. The severity of the victim's injury.

3. The intent and capability of the offender to cause serious injury.

The **weapon used** or the **extent of the injury sustained** typically determines whether an offense is classified as **Aggravated Assault (13A)** or **Simple Assault (13B)**. In very limited cases, it may be necessary to examine the **intent and capability** of the assailant.

Important Considerations:

- **Attempted assaults do not exist in SCIBRS/NIBRS.** All assaults must be classified as **C = Completed** in **Data Element 7 (Offense Attempted/Completed)**.

- **Prosecution policies** should not influence offense classification. Incidents should be classified based on **UCR/NIBRS definitions**, regardless of whether the offense is considered a felony or misdemeanor under local law.

13A - Aggravated Assault

An **unlawful attack** by one person upon another in which:

- The offender **uses or attempts to use a dangerous weapon**,

- The offender **displays a dangerous weapon in a threatening manner**, or

- The victim **suffers severe or aggravated bodily injury**, or there is **a risk for serious injury** or **intent to cause serious injury**.

Clarifications:

An offense must be classified as **13A - Aggravated Assault** if **any** of the following conditions are present:

- The offender **uses or attempts to use** a dangerous weapon.

- The offender **displays a serious weapon** in a **threatening manner**.

- The victim sustains **serious bodily injury**, including but not limited to:

    o **Broken bones**

    o **Loss of teeth**

    o **Severe laceration requiring medical attention**

    o **Gunshot wounds**

    o **Loss of consciousness**

    o **Possible internal injury**

- **Strangulation (choking)** may be difficult to determine, but common signs include:

    o Loss of consciousness/blacking out

    o **Petechiae** (small broken blood vessels in the eyes, earlobes, or scalp)

    o Bruising or marks on the neck

    o Respiratory distress

    o Nausea/vomiting

    o Lightheadedness

    o   Involuntary urination and/or defecation

Other qualifying circumstances for 13A - Aggravated Assault:

- **Injury is not required** if the offender uses a **gun, knife, or other weapon capable of causing serious injury**.

- **Mace and pepper spray** are considered weapons for SCIBRS and must be reported as **90 = Other Weapon** in **Data Element 13 (Type Weapon/Force Involved)**.

- **A "serious weapon"** includes any commonly recognized weapon (e.g., gun, knife, club) **or any other object used in a manner capable of causing serious bodily injury** (e.g., broken glass bottle, heavy blunt object).

Examples:

1. **Weapon Display – No Injury**

       o   During an argument, a woman points a loaded handgun at her neighbor without legal justification.

       o   **Classification**: 13A - Aggravated Assault (Weapon Display).

       o   **Data Reporting**: Enter **firearm** in **Data Element 13 (Type Weapon/Force Involved)**.

2. **Gunshot – Fatal & Non-Fatal Injuries**

       o   A man fires into a moving car, hitting the driver and passenger.

       o   The **driver dies** (09A - Murder/Nonnegligent Manslaughter).

       o   The **passenger survives** but is critically injured (13A - Aggravated Assault).

       o   **Classification**:

           ▪   **09A - Murder** for the driver's death.

▪ **13A - Aggravated Assault** for the passenger's injury.

13B - Simple Assault

An **unlawful physical attack** by one person upon another where:

- **No dangerous weapon** is displayed, **AND**

- The victim does **not** suffer **severe or aggravated bodily injury** (e.g., broken bones, loss of teeth, internal injury, severe lacerations, or loss of consciousness).

Clarifications:

A **13B - Simple Assault** must be reported if **all** of the following conditions are met:

- **No serious weapon was used.**

- **No serious weapon was displayed.**

- **The victim did not sustain a serious injury.**

Simple Assault Includes:

- Minor physical altercations (e.g., pushing, slapping, shoving).

- Hazing (creating **mental or physical discomfort, embarrassment, harassment, or ridicule**).

- Assault and battery.

- Injury caused by **culpable negligence** or **attempts** to cause injury.

Examples:

1. **Minor Injury to Law Enforcement**

   o An officer is punched in the face while arresting an offender and suffers a bruised cheek.

- o **Classification**: **13B - Simple Assault**.

- o **Reporting**: The officer must be classified as **L = Law Enforcement Officer** in **Data Element 25 (Type of Victim)**.

2. **Attempted Punch – No Contact**

    - o A woman swings at her boyfriend's jaw but misses.

    - o **Classification**: **13B - Simple Assault** (even though there was no physical contact).

    - o **Reporting**:

        - ▪ **C = Completed** in **Data Element 7 (Offense Attempted/Completed)**.

        - ▪ **40 = Personal Weapons (hands, fists, feet, arms, etc.)** in **Data Element 13 (Type Weapon/Force Involved)**.

        - ▪ **N = None** in **Data Element 33 (Type Injury)**.

13C - Intimidation

To unlawfully **place another person in reasonable fear of harm** through **threatening words and/or conduct without displaying a weapon or causing physical harm**.

Clarifications:

- The offender does **not** have to physically attack the victim.

- Threats can be made **in person, over the phone, in writing, or through electronic communication.**

- This offense includes **stalking**, depending on circumstances.

Examples:

1. **Online Threat**

- o A threat is posted online, targeting a local business. A concerned citizen reports it to law enforcement.

- o **Classification**: **13C - Intimidation**.

- o **Reporting**: The victim type may be the business manager or another individual placed in fear.

2. **Bomb Threat to a School**

- o A school secretary answers a phone call where the caller threatens there is a bomb in the school.

- o **Classification**: **13C - Intimidation**.

- o **Reporting**:

    - ▪ Victim may be classified as **I = Individual** (e.g., the school secretary, principal, or another staff member).

09A-09C: Homicide Offenses

The killing of one human being by another.

Reporting Requirements:

All Homicide Offenses must be reported with a data value of **C = Complete** in Data Element 7 (Offense Attempted/Completed), **Attempted** cannot be entered for a homicide, if the victim did not die, a Homicide did not occur. In such cases, a **13A = Aggravated Assault** should likely be reported instead.

LEAs must report the circumstances of a homicide in Data Element 31 (Aggravated Assault/Homicide Circumstances).

09A - Murder and Nonnegligent Manslaughter

The willful (nonnegligent) killing of one human being by another.

Clarifications:

As a general rule, agencies should classify any death caused by injuries sustained during a fight, argument, quarrel, assault, or the commission of a crime as murder and nonnegligent manslaughter. Even if law enforcement agencies charge offenders with lesser offenses, such as negligent manslaughter, the incident should still be reported as murder and nonnegligent manslaughter if the killing was willful or intentional.

Agencies should not classify the following as murder and nonnegligent manslaughter:

- Suicides

- Traffic fatalities (including those involving driving under the influence)

- Fetal deaths

- Assaults intended to murder

- Attempted murders

- Accidental deaths

Incidents where a victim suffers a fatal heart attack due to stress or fear caused by a crime do not meet the criteria for inclusion as murder and nonnegligent manslaughter.

Note: Reporting in this category should rely on evidence and circumstances observed at the time of the incident. Findings from a court, coroner's inquest, or similar proceedings should not influence the classification of offenses.

09B - Negligent Manslaughter

The killing of another person through gross negligence.

Examples of Applicable Incidents:

- Hunting accidents.

- Firearm-related incidents, such as gun cleaning or children playing with guns.

- Traffic accidents caused by driving under the influence, distracted driving (e.g., using a cell phone), or reckless driving.

Clarifications:

This category does not include:

- Deaths caused by the victim's own negligence.
- Accidental deaths not resulting from gross negligence.
- Accidental traffic fatalities.

09C - Justifiable Homicide (Not a Crime)

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

Clarifications:

- Justifiable Homicides always occur in conjunction with a serious criminal offense (e.g., felony or high misdemeanor).
- Agencies must report the crime that was being committed when the Justifiable Homicide occurred as a separate incident.
- Justifiable Homicide cases typically involve at least **two** incidents:
  1. The crime committed by the offender who was killed.
  2. The Justifiable Homicide itself.

Special Cases:

- If the "justified" killer committed another offense in connection with the Justifiable Homicide (e.g., illegal possession of a firearm), agencies must report a third incident.

Reporting Requirements:

- Additional circumstances related to the Justifiable Homicide must be reported in **Data Element 32 (Additional Justifiable Homicide Circumstances).**
- The crime committed by the perpetrator who was killed must be reported with a data value of **A = Death of the Offender in Data Element 4 (Cleared Exceptionally).**

Exclusions:

- Justifiable Homicides are not considered crimes and will not be counted in crime or clearance rates.
- Arrests cannot be submitted for incidents classified as Justifiable Homicide, nor can these incidents be exceptionally cleared.

Examples of Applicable Incidents:

- A law enforcement officer fatally shoots an armed robber during a crime.
- A private citizen kills a home intruder who is committing a burglary.

Human Trafficking Offenses (64A – 64B)

The inducement of a person to perform a commercial sex act, labor, or services through force, fraud, or coercion.

- Human trafficking **also applies to minors** (under 18 years old) who are induced or enticed to perform commercial sex acts, **regardless of force, fraud, or coercion**.
- These offenses often involve **multiple jurisdictions**. If jurisdictional responsibility is unclear, **all involved agencies must coordinate** to determine which agency will report the offense to SCIBRS.
- **Important Note**: If a **state or federal agency** takes over the investigation, the **jurisdiction where the crime occurred must still report the offense to SCIBRS**.
- **SLED and the state grand jury do not report incidents to SCIBRS**; the responsibility falls on the local jurisdiction.

64A - Human Trafficking, Commercial Sex Acts

Inducing a person to engage in commercial sex acts through **force, fraud, or coercion**, or in cases where the victim is under **18 years of age**, regardless of coercion.

Clarifications:

- **Juveniles (under 18) should always be classified as victims** of human trafficking if they are induced into commercial sex acts, even if no force, fraud, or coercion is involved.
- **Human trafficking involves exploitation**—it is not solely defined by the act of commercial sex itself.

Key Considerations:

- **Survival sex** qualifies as human trafficking.
  - This refers to **individuals engaging in sex acts in exchange for food, shelter, or other basic needs due to extreme circumstances** (e.g., homelessness or economic distress).

Examples:

1. A **15-year-old runaway** is recruited by an adult who promises housing in exchange for engaging in sex work.
   - **Classification**: **64A - Human Trafficking, Commercial Sex Acts**
   - **Reporting Details**:
     - Enter **99 = None** in **Data Element 13 (Type Weapon/Force Involved)** (if no weapon was involved).
     - Enter **EE = Victim was Employee** in **Data Element 35 (Relationship of Victim to Offender)**.
2. A woman is promised a legitimate modeling job but is later forced into prostitution under threats of violence.
   - **Classification**: **64A - Human Trafficking, Commercial Sex Acts**
   - **Reporting Details**:
     - If a weapon was used to coerce the victim, enter the specific weapon type in **Data Element 13**.
     - Enter the offender's relationship to the victim in **Data Element 35**.

64B - Human Trafficking, Involuntary Servitude

The recruitment, harboring, transportation, or provision of individuals for the purpose of forced labor through force, fraud, or coercion. This includes involuntary servitude, peonage, debt bondage, or slavery, but does not include commercial sex acts.

Clarifications:

- **Human trafficking is distinct from smuggling.** The key factor in human trafficking is **exploitation**, while smuggling primarily involves **illegal transportation across borders**.
- Victims may be coerced into forced labor through:
    - Physical or psychological abuse.
    - **Debt bondage** (forcing labor to pay off an alleged debt).
    - Restricting access to personal identification documents (e.g., passports).

Examples:

A **doctor is arrested for falsely promising a juvenile from a foreign country** a home, education, and work in the U.S. Once there, the victim is **forced into domestic labor** without pay and is denied schooling.

- **Classification**: **64B - Human Trafficking, Involuntary Servitude**
- **Reporting Details**:
    - Enter **99 = None** in **Data Element 13 (Type Weapon/Force Involved)** (if no weapon was used).
    - Enter **EE = Victim was Employee** in **Data Element 35 (Relationship of Victim to Offender)**.

A group of migrant workers is recruited under false pretenses and then **forced to work long hours with no pay** while being threatened with deportation.

- **Classification**: **64B - Human Trafficking, Involuntary Servitude**
- **Reporting Details**:

- ▪ If physical force was used, the corresponding weapon type must be entered in **Data Element 13**.
- ▪ Enter the **employer's relationship to the victim** in **Data Element 35**.

100 - Kidnapping/Abduction

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

Clarifications:

- **Kidnapping/Abduction includes**:
  - o **Hostage situations**
  - o **Parental abductions**
  - o **Domestic violence with unlawful detainment**
- **Reporting Property Information**:
  - o This is the **only Crimes Against Persons offense** where LEAs must **report property information** if a ransom is paid for the victim's release.
  - o If **no ransom was paid**, agencies must **enter 1 = None** in **Data Element 14 (Type Property Loss/Etc.)**.

Reporting Kidnapping in Conjunction with Other Crimes:

- **Kidnapping should only be reported separately** if the victim was **detained longer than necessary** to commit another violent crime (e.g., Rape, Robbery).
- **By definition**, every **Robbery (120) or Rape (11A)** incident could be considered a kidnapping **because the victim is detained against their will**. However, **Kidnapping should not be reported in addition to these offenses unless a hostage situation or prolonged detainment occurs**.

Examples of Kidnapping Classification

Example 1: Domestic Violence with Unlawful Detainment

Scenario:

Officers respond to a domestic violence call where an intoxicated husband has detained his wife in the bathroom against her will. The victim states that her husband punched her in the face twice and blocked the door to prevent her from leaving. She sustained **minor injuries** (bruising).

Classification & Reporting:

- **13B - Simple Assault** (for physical attack).
- **100 - Kidnapping** (for unlawful detainment).
- **Property Reporting**: **1 = None** in **Data Element 14 (Type Property Loss/Etc.)**, since no ransom was paid.
- **Injury Reporting**: **M = Apparent Minor Injury** in **Data Element 33 (Type Injury)**.

Example 2: Armed Bank Robbery – No Hostages Taken

Scenario:

A gunman enters a bank and demands money from a teller. **Five customers** are in the lobby at the time. As soon as the robber receives the money, he exits the bank.

Classification & Reporting:

- **120 - Robbery** (for the bank robbery).
- **100 - Kidnapping should NOT be reported** because the victims were **not unlawfully detained longer than necessary to complete the robbery**.

Example 3: Armed Bank Robbery – Hostage Situation

Scenario:

Two gunmen enter a bank and demand money from a teller. **Five customers** are in the lobby. **One gunman orders everyone to lie on the floor**. Police arrive on the scene before the offenders can escape. The robbers **hold the victims as hostages** while attempting to negotiate with law enforcement.

Classification & Reporting:

- **120 - Robbery** (for the bank robbery).
- **100 - Kidnapping** (because a hostage situation occurred).
- **Property Reporting**: **1 = None** in **Data Element 14 (Type Property Loss/Etc.)**, since no ransom was paid.

Victim Type Reporting:

- **120 - Robbery**:
  - **F = Financial Institution** (for the bank).
  - **I = Individual** (for the five customers and one bank teller).
- **100 - Kidnapping**:
  - **I = Individual** (for the five customers and one bank teller).

11A-11D: Sex Offenses (Nonconsensual)

Any sexual act directed against another person without their consent, including cases where the victim is incapable of giving consent.

Clarifications:

- In South Carolina, victims aged 10 or younger are considered incapable of giving consent under any circumstances.
- Any sex act involving a victim aged 10 or younger must be reported using one of the **11A-11D** offense codes. These incidents cannot be classified as **36A = Incest or 36B = Statutory Rape.**
- All attempted sex offenses must be reported with the relevant 11A-11D code and a data value of **A = Attempted in Data Element 7 (Offense Attempted/Completed).**

Note:

The FBI has adopted the Advisory Policy Board's (APB) recommendation to consolidate **11A – Rape**, **11B – Sodomy**, and **11C – Sexual Assault with an Object** under the single classification of **11A – Rape**. However, to preserve data granularity and enable trend comparisons with historical data, SCIBRS will not implement this change for data submissions to the SCIBRS

repository, with one exception. SCIBRS has amended the offense titles to include "Rape" as a prefix.

Law enforcement agencies (LEAs) in South Carolina must continue to record and report offenses using the historical or SCIBRS-amended offense titles, definitions, and rules. The SLED SCIBRS team will map these offenses to **11A – Rape** before submission to NIBRS to ensure compliance with federal rules and regulations.

11A - Rape - Sexual Intercourse (Except Statutory Rape)

The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or due to temporary or permanent mental or physical incapacity.

Clarifications:

- Black's Law Dictionary, 6th ed., defines carnal knowledge as "the act of a man having sexual bodily connections with a woman; sexual intercourse."
- There is carnal knowledge if there is the slightest penetration of the female sexual organ (vagina) by the male sexual organ (penis).
- Agencies should classify the crime as Rape – Sexual Intercourse, regardless of the age of the victim, if the victim did not consent or was incapable of giving consent.
- If the victim consented, the offender did not use force or threats, and the victim was under the statutory age of consent, the offense should be classified as **Statutory Rape**.
- This offense includes the rape of both males and females as long as at least one of the offenders is the opposite sex of the victim.

Reporting Instructions:

- In cases where multiple offenders rape one person, the responding agency should count one Rape (for one victim) and report separate offender information for each offender.

Examples:

- An adult male forcing a female victim into sexual intercourse without her consent.
- A female victim incapacitated by drugs or alcohol being assaulted by a male offender.

11B – Rape - Sodomy

Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent due to age or temporary or permanent mental or physical incapacity.

Clarifications:

- If the offender engaged in carnal knowledge and sodomy with the victim during the same incident, both offenses must be reported.
- Sodomy applies to acts involving lack of consent or inability to consent, regardless of the biological sexes of the victim or offender.

Examples:

- A victim is forcibly subjected to oral sexual activity by an offender.

- An intoxicated victim incapable of consent is subjected to anal or oral sexual intercourse.

11C – Rape - Sexual Assault with an Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of another person, without the victim's consent, including instances where the victim is incapable of giving consent due to age or temporary or permanent mental or physical incapacity.

Clarifications:

- An "object" or "instrument" is defined as anything used by the offender other than their genitalia (e.g., a finger, bottle, handgun, stick).
- Both intent and lack of consent are essential for classification under this offense.

Examples:

- An offender using a foreign object to assault an unconscious victim.
- A victim threatened with a weapon and the offender inserts their fingers into the vagina or anus of the victim.

11D – Criminal Sexual Contact (formerly "Fondling")

The touching of the private body parts of another person for the purpose of sexual gratification, without the victim's consent, including instances where the victim is incapable of giving consent due to age or temporary or permanent mental or physical incapacity.

Clarifications:

- Fondling **must** be done for the purpose of sexual gratification to qualify under this offense.

- *Children incapable of sexual urges cannot commit this offense. It is up to the LEA to determine if a child is too young to have sexual urges and should be based on the totality of the circumstances surrounding the behavior. SCIBRS does recommend reviewing cases with offenders that are under the age of 12 and strongly recommend reconsidering any offenses involving child offenders aged 5 or below.*

- Private body parts commonly include the genital and anal area, buttocks, and for females, the breasts.

- Sexual Contact is an element of **11A – Rape - Sexual Intercourse**, **11B – Rape - Sodomy**, and **11C – Rape - Sexual Assault with an Object** and cannot be reported separately for the same victim.

- Any penetration of the vagina or anus, no matter how slight, falls under the definition of 11C – Rape – Sexual Assault with an Object and should be coded accordingly.

Examples:

- A female victim's breast or male or female victim's genital area is groped by an offender in a public place.

- A female child's breast is inappropriately touched by a caregiver for sexual gratification.

These examples are not exhaustive of actions that could be considered sexual contact for the purpose of sexual gratification. LEAs should evaluate the actions based on what a reasonable and prudent person would consider as touching another person's "private body parts" for sexual gratification.

36A–36C: Sex Offenses (Nonforcible)

Unlawful, nonforcible sexual intercourse.

36A - Incest

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

36B - Statutory Rape

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

Clarifications:

- If the offender used or threatened the use of force, or the victim was incapable of giving consent due to youth or mental impairment (either temporary or permanent), the offense should be classified as **Rape**, not **Statutory Rape**.

36C - Sexual Exposure (SCIBRS Specific)

The unlawful exposure of a person's sexual organs or other private parts for the purpose of sexual gratification.

Clarifications:

- Other incidents of "Indecent Exposure," such as public urination or "mooning," should be reported to SCIBRS as **90C** - **Disorderly Conduct**.

SCIBRS Specific Offenses

979 - Missing Persons (SCIBRS Specific, NOT a Crime)

A person reported missing under **mysterious or unknown circumstances**.

Clarifications:

- **This code should NOT be used** for:

- o **Known runaways** – These should be classified under the appropriate offense category.

- o **Cases where foul play is suspected** – If evidence suggests a crime occurred (e.g., Kidnapping or Murder), a different offense code must be used.

- **Updating the Offense Code After Investigation**:
  - o If the missing person is **located and no crime occurred**, the original **979 = Missing Person** report should be **removed or marked unfounded**.
  - o If an investigation **reveals that a crime occurred**, the agency must **remove the Missing Person offense code** and report the appropriate offense, such as:
    - ▪ **100 = Kidnapping/Abduction**
    - ▪ **09A = Murder/Nonnegligent Homicide**

Reporting Considerations:

- Because **Missing Persons cases do not constitute a crime**, the following **reporting restrictions apply**:
  - o **Arrests cannot be submitted** for a **979 - Missing Person** offense.
  - o **Missing Persons cases are not included in crime totals or clearance rates**.

980 - Suicide (SCIBRS Specific, NOT a Crime)

The **intentional taking of one's own life**.

Clarifications:

- **Coding for Completed vs. Attempted Suicides:**

  - o If the victim **died**, report the incident as **C = Completed** in **Data Element 7 (Offense Attempted/Completed)**.

  - o If the attempt was **unsuccessful** or if there was a **credible threat of suicide**, report the incident as **A = Attempted** in **Data Element 7**.

- **Offender Classification in Suicide Cases:**

o The **suicide victim must also be reported as the offender** for the incident.

o If the victim committed other SCIBRS-reportable offenses at the time of the suicide (e.g., Murder/Suicide cases), those offense codes **must be included under the same incident number**.

- **Arrest Reporting Restrictions:**

  o **Arrestee segments will only be accepted** if the **980 - Suicide** is reported as **A = Attempted**.

  o **Completed suicides do not result in an arrestee record.**

Reporting Considerations:

- Agencies **must record** the **type of weapon used** in **Data Element 13 (Type Weapon/Force Involved)**.

- **Suicide is not considered a crime** and therefore:

  o It **is not included in crime totals**.

  o It **does not count toward an agency's clearance rate**.

Special Note:

If the victim is involved with the law enforcement profession, or formerly involved (i.e. retired or separated), the agency taking the report must notify SLED's SCIBRS Unit and complete the provided Law Enforcement Suicide Data Collection packet.

753 - Telephone Calls, Obscene or Harassing (SCIBRS Specific)

The **unlawful use of telephones for harassment**.

Clarifications:

- This code **also applies to** harassing or obscene **text messages, emails, and social media messages** (e.g., Facebook, Instagram, Twitter).

- **If the intent of the communication is to place the victim in reasonable fear of bodily harm**, the offense **must be classified as 13C - Intimidation instead**.

Crimes Against Property

200 - Arson

The **unlawful and intentional** act of damaging or attempting to damage **any real or personal property** of another person or entity **by fire or incendiary device**.

Clarifications:

- **Arson must be determined through investigation.**

  o Agencies should **only report fires that have been confirmed as intentionally set.**

  o **Do not report fires of suspicious or unknown origin** as **200 – Arson**, instead, these should be reported as **978 – Suspicious Fires**. If a later investigation determines that the fire was intentional, the report should then be changed to **200 - Arson**.

- **Point of Origin & Jurisdictional Responsibility:**

  o **An agency should report one incident per distinct Arson operation** within its jurisdiction.

  o If a fire **originates in one jurisdiction but spreads to another**, the **jurisdiction where the fire started must report the offense** and account for **all property damage** (even if the fire caused destruction in another jurisdiction).

  o **The key to proper Arson classification is determining the point of origin of the fire.**

- **Fire Marshal Reporting:**

- o If a **fire marshal** collects Arson-related information, the **LEA with jurisdiction must obtain that information and include it in their monthly SCIBRS submission** (unless the Fire Marshal has a valid ORI).

- **Arson-Related Deaths & Injuries:**

  - o **SCIBRS and the FBI's UCR Program exclude deaths and injuries of police officers and firefighters resulting from Arson, unless determined to be willful Murders or assaults.**

  - o This exclusion accounts for the **hazardous nature** of fire response.

Property & Damage Reporting:

- Agencies must report:

  - o **Type of property burned** in **Data Element 15 (Property Description)**.

  - o **Value of the property burned** in **Data Element 16 (Value of Property)**.

  - o **Incidental damage** caused by fire suppression efforts should be included as part of the total loss.

- **Structures deemed abandoned but intentionally burned must still be reported as Arson.**

Examples of Arson Classification

Example 1: Multi-Jurisdictional Arson Case

Scenario:

Two juveniles **intentionally set a shed on fire in Jurisdiction A**. The blaze **spreads across several acres and crosses into Jurisdiction B**, causing extensive property damage.

Classification & Reporting:

- **Jurisdiction A** (point of origin) must:

- o **Report 200 - Arson** as a **Completed offense**.

- o **Include all damage** (from both Jurisdictions A & B) in **Data Element 16 (Value of Property)**, with **Type Property Loss = 2 (Burned)**.

- o **List all affected property types** in **Data Element 15 (Description of Property)**.

- o **Do not report 290 - Destruction/Damage/Vandalism of Property**, as all damage caused by the fire is included in the Arson classification.

978 - Suspicious Fires (SCIBRS Specific)

Fires that are classified as **suspicious or of undetermined origin**.

Clarifications:

- **This offense code should only be used when the cause of the fire is unknown or under investigation.**

- If the investigation determines the fire was intentionally set, the offense **must be reclassified as 200 - Arson**.

- If the fire is determined to be accidental, the incident should be reported to SCIBRS as **U = Unfounded** in **Case Status**, which will remove the incident from the SCIBRS database.

Reporting Restrictions:

- **Suspicious Fires are NOT considered crimes** and are excluded from:

  - o **Crime rates**

  - o **Clearance rates**

- **Arrests cannot be submitted** for **978 - Suspicious Fires**.

- **No property information** related to Suspicious Fires will be accepted in SCIBRS.

510 - Bribery

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

Clarifications:

- **"Anything of value" includes**:

  o Bribes (money or property).

  o Gratuities or kickbacks.

  o Favors or **any other benefit used illegally** to manipulate an outcome.

  o Any action that **compromises fairness, law, or contractual agreements** by placing undue influence on decision-makers.

- **Exclusions**:

  o **Sports Bribery (39A - Sports Tampering)** should be reported under **Gambling Offenses**, not **510 - Bribery**.

  o **Sports bribery** refers to attempts to alter the outcome of a sporting event **through financial incentives or coercion**.

Examples of Bribery Classification

Example 1: Public Official Accepting Kickbacks

Scenario:

A **city mayor accepts kickbacks** from a **construction company CEO** in exchange for supporting a **multimillion-dollar no-bid contract**. The mayor received **cash payments and free home remodeling** in return for awarding the contract to the CEO's company.

Classification & Reporting:

- **510 - Bribery** (for the exchange of money/favors for political influence).

- **Two offenders must be reported**:

    o **The mayor** (for receiving the bribe).

    o **The CEO** (for offering the bribe).

220 - Burglary/Breaking & Entering

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

Clarifications:

- **Burglary includes**:

    o Any **unlawful entry** with intent to commit a **felony or theft**.

    o Offenses commonly referred to as **housebreaking, breaking and entering, or safecracking**.

    o **Trespassing situations** where the offender has been previously banned from the premises and returns to commit a theft (e.g., a previously trespassed individual enters a store and steals merchandise).

- **Burglary does NOT include**:

    o Thefts from an **automobile** (23F - Theft from Motor Vehicle).

    o **Shoplifting** (23C - Shoplifting) unless the offender was previously banned from the store.

    o Thefts from **coin-operated machines** (e.g., vending machines, laundromats).

Definition of a Structure for Burglary Reporting

A **structure must have four walls, a roof, and a door**. This includes:

- Apartments, houses, and condominiums.

- Businesses, factories, offices, warehouses.

- Schools, churches, and public buildings.

- Barns, garages, outbuildings, and railroad cars.

- House trailers or houseboats **only if used as a permanent dwelling**.

Not considered a structure:

- **Tents, tent trailers, motor homes, and house trailers used for recreation**.

- Unenclosed **carports, open-air porches, or gazebos**.

- Automobiles, boats, or other vehicles **not used as dwellings**.

Hotel Rule for Burglary

- **Applies to burglaries of hotels, motels, rental storage facilities, and similar transient lodging**.

- **One Burglary offense should be reported** if multiple units (rooms, storage units, etc.) are burglarized under the management of a **single property manager**.

- If multiple occupants rent separate living or working spaces in the same building (e.g., an apartment building or office complex), **each burglary should be reported separately**.

Method of Entry Reporting

- **Forced Entry**: The offender **used force** (e.g., breaking a window, forcing a door, using a passkey).

- **Unforced Entry**: The offender **gained access without force** (e.g., an unlocked door or window).

- **If both forced and unforced entry occurred, report as "Forced Entry".**

Damage Reporting

- **If substantial damage** occurs during a Burglary (e.g., doors broken, safes dynamited, structural damage), agencies **should report 290 - Destruction/Damage/Vandalism of Property** as an additional offense.

- **Minor damage or damage inherent to entry (e.g., broken window, forced door) should NOT be reported separately**.

Examples of Burglary Classification

Example 1: After-Hours Jewelry Store Break-In

Scenario:
Three juveniles **enter a jewelry store through an unlocked window** after hours. They **smash glass cases, overturn shelves, and steal jewelry worth thousands of dollars**.

Classification & Reporting:

- **220 - Burglary/Breaking & Entering** (unlawful entry to commit a theft).

  - **N = No Force** in **Data Element 11 (Method of Entry)** (entry was through an unlocked window).

  - **7 = Stolen** in **Data Element 14 (Type Property Loss/Etc.)**.

- **290 - Destruction/Damage/Vandalism of Property** should be **reported separately if the damage is substantial** (e.g., smashed cases and shelves).

Example 2: Trespassed Offender Shoplifts

Scenario:
A woman is **caught shoplifting at a clothing store**. The responding officer learns that **she had previously been banned from the store** for prior theft incidents.

Classification & Reporting:

- **220 - Burglary/Breaking & Entering** (because the offender was **previously trespassed**, making the entry unlawful).

- **Do NOT report 23C - Shoplifting**, because the offender's **entry was unlawful due to prior trespass**.

250 - Counterfeiting/Forgery

The **altering, copying, or imitating** of something **without authority or legal right**, with the **intent to deceive or defraud** by:

- Passing the altered or imitated item as genuine.

- Selling, buying, or possessing an altered, copied, or imitated item to deceive or defraud.

Clarifications:

- **Counterfeiting and Forgery are treated as allied offenses in most states** but are categorized separately from Fraud in SCIBRS.

- **Common offenses under this category include**:

  o Altering and forging **public records, legal documents, or financial instruments**.

  o Counterfeiting **currency, credit cards, checks, bonds, or banknotes**.

  o Signing the name of **another person or a fictitious person** to defraud.

  o Manufacturing, possessing, or selling **counterfeit trademarks, licenses, or labels**.

  o Possession of **counterfeiting or forgery apparatus**.

- **Fraud offenses may also apply** if the offender uses the forged or counterfeit item to obtain goods, money, or services.

Reporting Considerations:

- Agencies must report:

- **The type of counterfeiting/forgery activity** (publishing, distributing, selling, buying, possessing, or transporting) in **Data Element 12 (Type Criminal Activity/Gang Information)**.

- **The type of property altered, counterfeited, or forged** in **Data Element 15 (Property Description)**.

- If Counterfeiting/Forgery is **completed**, **Type Property Loss (Data Element 14)** must be one of the following:

  - **3 = Counterfeited/Forged**

  - **5 = Recovered**

  - **6 = Seized**

- If the offender **used a forged/counterfeit instrument to obtain goods or money**, the agency **must also report a Fraud offense** (e.g., 26A - False Pretenses/Swindle/Confidence Game) to capture the fraudulently obtained property.

Examples of Counterfeiting/Forgery Classification

Example 1: Passing a Forged Check to Purchase Merchandise

Scenario:
An offender **enters a department store and uses a forged check** to purchase a **$400 television and a $300 DVD player**. The store manager later discovers the check is fraudulent and reports the incident.

Classification & Reporting:

- **250 - Counterfeiting/Forgery** (for passing the forged check).

  - **3 = Counterfeited/Forged** in **Data Element 14 (Type Property Loss/Etc.)**.

  - **21 = Negotiable Instruments** in **Data Element 15 (Property Description)**.

- **26A - False Pretenses/Swindle/Confidence Game** (for obtaining goods by deception).

  - **7 = Stolen** in **Data Element 14 (Type Property Loss/Etc.)**.

  - **26 = Radios/TVs/DVDs** in **Data Element 15 (Property Description)**.

  - **$550** (wholesale value) as the reported loss.

Example 2: Possession of Counterfeit Checks Found During a Search Warrant

Scenario:
While executing a **search warrant**, officers **find several counterfeit checks** on a woman's kitchen table.

Classification & Reporting:

- **250 - Counterfeiting/Forgery** (for possessing counterfeit financial instruments).

  - **3 = Counterfeited/Forged** in **Data Element 14**.

  - **22 = Non-Negotiable Instruments** in **Data Element 15**.

Example 3: Use of a Fake License Plate to Deceive Authorities

Scenario:
An officer **pulls over a driver displaying a fictitious temporary license plate**.

Classification & Reporting:

- **250 - Counterfeiting/Forgery** (for possessing a forged license plate).

  - **3 = Counterfeited/Forged** in **Data Element 14**.

  - **38 = Vehicle Parts/Accessories** in **Data Element 15**.

- **26A - False Pretenses/Swindle/Confidence Game** (for using the fake plate to deceive authorities).

- o **7** = **Stolen** in **Data Element 14**.

- o **66** = **Identity-Intangible** in **Data Element 15**.

- o **G** = **Government** in **Data Element 25 (Type of Victim)**.

290 - Destruction/Damage/Vandalism of Property (Except Arson)

The **willful or malicious destruction, damage, defacement, or injury** of any **public or private property without the consent** of the owner or the person having **custody or control** of it.

Clarifications:

- **Agencies should report this offense only if the property damage is considered substantial.**

  - o **Substantial damage** includes **major structural damage** or damage typically classified as **felony destruction of property**.

  - o **Minor damage** (e.g., a single broken window) **should not be reported unless** it meets the criteria for a **bias-motivated offense**.

- **If damage is incidental to another offense (e.g., Burglary or Robbery)**, agencies should report **290 - Destruction/Damage/Vandalism of Property only if the damage is substantial**.

- **For Arson-related incidents**, incidental fire damage should be reported as part of the **200 - Arson offense** and not as a separate vandalism offense.

Bias-Motivated Property Crimes

- **Bias-motivated property damage must be reported regardless of the amount of damage.**

  - o **Any offense suspected to be motivated by bias (race, ethnicity, religion, disability, gender, gender identity, or sexual orientation) must be reported.**

o **The amount or type of damage does not affect whether an incident qualifies as a bias-motivated crime.**

Reporting Considerations:

- Agencies must report:

    o **Location type** in **Data Element 9** (e.g., Auto Dealership, Community Center, etc.).

    o **Type of property loss** in **Data Element 14 (Destroyed/Damaged/Vandalized = 4)**.

    o **Property description** in **Data Element 15** (e.g., Automobiles, Buildings, etc.).

    o **Value of damage** in **Data Element 16** (estimate of the property's repair/replacement cost).

- If the offense is **bias-motivated**, agencies must **report the appropriate bias category** in **Data Element 8A (Bias Motivation)**.

Examples of Destruction/Damage/Vandalism Classification

Example 1: Vandalism at a Car Dealership

Scenario:
Three teenage girls **break the windows of six new cars and two pickup trucks** at an auto dealership, causing **$2,500 in damages**.

Classification & Reporting:

- **290 - Destruction/Damage/Vandalism of Property** (since damage is substantial).

- **Location Type: 41 = Auto Dealership New/Used** (Data Element 9).

- **Property Loss Type: 4 = Destroyed/Damaged/Vandalized** (Data Element 14).

- **Property Description:**

  - **03 = Automobiles**.

  - **37 = Trucks** (Data Element 15).

- **Value of Damages: $2,500** (Data Element 16).

Example 2: Bias-Motivated Vandalism of an LGBT+ Community Center

Scenario:

A manager reports that the **front door of an LGBT+ community center** was **spray-painted with a derogatory sexual orientation epithet**, causing **$150 in damages**. Investigation confirms this is a **bias-motivated crime**.

Classification & Reporting:

- **290 - Destruction/Damage/Vandalism of Property** (**reported regardless of the damage amount** due to bias motivation).

- **Bias Motivation: 43 = Anti-LGBT (Mixed Group)** (Data Element 8A).

- **Location Type: 57 = Community Center** (Data Element 9).

- **Property Loss Type: 4 = Destroyed/Damaged/Vandalized** (Data Element 14).

- **Value of Damages: $150** (Data Element 16).

270 - Embezzlement

The **unlawful misappropriation** of **money, property, or anything of value** by an offender who was **entrusted with its care, custody, or control**.

Clarifications:

- **An employer/employee or legal agent relationship must exist for Embezzlement to occur.**

- o The offender **must have been entrusted** with the property as part of their role.

- o **Common victims** include **businesses, financial institutions, government entities, and nonprofit organizations**.

- **SCIBRS does not restrict Embezzlement to public funds.**

- o While **South Carolina law only recognizes the misappropriation of public funds as embezzlement**, SCIBRS applies the offense **to any entity where an offender has legal custody of assets**.

Key Reporting Requirements:

- Agencies **must report the type of victim** in **Data Element 25 (Type of Victim)**:

- o **B = Business** (e.g., retail stores, restaurants, financial institutions).

- o **F = Financial Institution** (e.g., banks, credit unions).

- o **G = Government** (if the funds belong to a government entity).

- o **O = Other** (e.g., nonprofit organizations, homeowner associations).

- **Embezzlement vs. Theft**:

- o **If the offender was entrusted with the money/property**, report **270 - Embezzlement**.

- o **If the offender was NOT entrusted but had access**, report **23D - Theft from Building** or another applicable Larceny offense.

Examples of Embezzlement Classification

Example 1: Restaurant Manager Stealing from the Safe

Scenario:

A **restaurant manager** is responsible for **depositing the restaurant's earnings at the bank**. Instead of depositing the full amount, she **takes $500 for herself**.

Classification & Reporting:

- **270 - Embezzlement** (since the manager had legal control over the funds).

- **Victim Type Reporting: B = Business** (restaurant).

Example 2: Restaurant Server Stealing from the Safe

Scenario:

A **restaurant server** walks past the office, notices the **safe is open**, and **steals $500**.

Classification & Reporting:

- **23D - Theft from Building** (the server had access to the restaurant but was NOT entrusted with handling the money).

- **Victim Type Reporting: B = Business** (restaurant).

Example 3: Homeowners Association Treasurer Misusing Funds

Scenario:

A **Homeowners Association (HOA) treasurer** uses HOA funds to **pay off personal credit card bills and expenses**.

Classification & Reporting:

- **270 - Embezzlement** (the treasurer had legal custody of HOA funds).

- **Victim Type Reporting:**

  - **O = Other** (for the HOA as an organization).

o **Agencies may report additional victims** (e.g., individual HOA members affected by the theft).

26A-26G: Fraud Offenses (Except Counterfeiting/Forgery)

The **intentional deception** of another **to obtain money, property, services, or a legal right** through misrepresentation or concealment of facts.

Clarifications:

- **Fraud vs. Larceny/Theft**

    o **Fraud**: Involves **deceit, misrepresentation, or lying** to obtain something of value.

    o **Larceny/Theft**: Involves **the physical taking of property** without consent.

- **Fraud vs. Counterfeiting/Forgery**

    o Fraud and Counterfeiting/Forgery are **separate offenses** in SCIBRS.

    o **Counterfeiting/Forgery (250) must not be reported under Fraud** (e.g., a forged check must be reported under Counterfeiting/Forgery, while its use to obtain money must be reported as Fraud).

Fraud Reporting Considerations:

- Agencies must **report the most specific subcategory** of Fraud whenever possible.

- Fraud offenses must identify:

    o **Property obtained or attempted to be obtained** in **Data Element 15 (Property Description)**.

    o **Victim Type** (e.g., Individual, Business, Government) in **Data Element 25**.

o **If a fraud attempt was unsuccessful**, report **A = Attempted** in **Data Element 7 (Attempted/Completed)**.

26A - False Pretenses/Swindle/Confidence Game

Definition:

The **deliberate misrepresentation of facts** or use of **deceptive tactics** to obtain **money, property, or services**.

Examples:

- **Renting a vehicle or equipment and failing to return it**.

- **Dining at a restaurant and leaving without paying**.

- **Not scanning items at self-checkout to avoid payment**.

- **Misrepresenting income or personal information on a loan or benefits application**.

- **Running a fraudulent investment or Ponzi scheme**.

26B - Credit Card/Automated Teller Machine (ATM) Fraud

Definition:

The **unauthorized use of a credit/debit card** (physical or digital) to make purchases or withdraw funds.

Clarifications:

- If the card **itself** was stolen, agencies must **also** report **23H - Larceny/Theft**.

- If a **stolen card was later used for fraudulent purchases**, both **23H (Theft) and 26B (Fraud)** must be reported.

Examples:

- **Using a stolen credit card to buy electronics**.

- **Skimming card information and making unauthorized purchases**.

- **Making online purchases with stolen card numbers**.

26C - Impersonation

Definition:

Falsely assuming another identity or position **to deceive others and gain an advantage**.

Examples:

- **Wearing a military uniform to receive benefits**.

- **Posing as a police officer for special treatment**.

- **Using a fake identity to gain employment**.

- **Impersonating a doctor to gain access to restricted areas**.

Note:

- If the offender **uses stolen personal data**, classify as **26F - Identity Theft** instead.

26D - Welfare Fraud

Definition:

Using deceitful practices to **unlawfully obtain government benefits**.

Examples:

- **Providing false income information to qualify for SNAP (food stamps), Medicaid, or housing assistance**.

- **Using someone else's government benefits card**.

- **Claiming dependents that do not exist on tax forms**.

26E - Wire Fraud

Definition:

Using **electronic communications** (phone, internet, text, email) to facilitate fraud.

Examples:

- **Running an online scam to collect money for fake charities**.

- **Sending phishing emails to steal bank account login information**.

- **Setting up fake auction sites to collect payments but not delivering goods**.

Note:

If the fraud involves **unauthorized hacking**, report as **26G - Hacking/Computer Invasion** instead.

26F - Identity Theft

Definition:

Illegally obtaining and using another person's personal information (name, Social Security number, bank details) to commit fraud.

Examples:

- **Opening credit accounts in someone else's name**.

- **Filing false tax returns to collect refunds**.

- **Using stolen driver's licenses for financial fraud**.

Note:

- If the offender **impersonates another without using stolen personal data**, report as **26C - Impersonation**.

26G - Hacking/Computer Invasion

Definition:

Illegally accessing another person's or organization's **computer, network, or data**.

Examples:

- **Gaining access to another person's email account without permission**.

- **Hacking into a company's database to steal customer information**.

- **Using malware to gain control of another person's computer**.

Examples of Fraud Classification

Example 1: Gasoline Theft at a Full-Service Gas Station

Scenario:

A driver **fills their gas tank at a full-service station and drives off without paying**.

Classification & Reporting:

- **26A - False Pretenses/Swindle/Confidence Game** (because the offender **received a service under false pretenses and failed to pay**).

Example 2: Using a Stolen Credit Card to Buy Electronics

Scenario:

A suspect **steals a wallet** containing a **credit card** and **uses the card to buy a $1,000 TV**.

Classification & Reporting:

- **23H - Larceny/Theft (for stealing the wallet and credit card).**

- **26B - Credit Card/ATM Fraud (for using the stolen card to make purchases).**

Example 3: Impersonating a Military Service Member for Discounts

Scenario:

An individual **wears a military uniform to fraudulently claim discounts at a retail store**.

Classification & Reporting:

- **26C - Impersonation** (because the offender **falsely represented their identity** for financial gain).

Example 4: Using a Stolen Social Security Number for a Loan

Scenario:

A suspect **applies for a loan using another person's Social Security number**.

Classification & Reporting:

- **26F - Identity Theft** (because the offender **used another person's personal data for fraud**).

Example 5: Phishing Scam to Steal Bank Information

Scenario:

A suspect **sends fake emails posing as a bank**, tricking victims into **providing their login credentials**.

Classification & Reporting:

- **26E - Wire Fraud** (since **electronic communication was used** to facilitate fraud).

210 - Extortion/Blackmail

The **unlawful** act of obtaining **money, property, or any other thing of value**, either **tangible or intangible**, through:

- **Threats of force** (without immediate harm).

- **Misuse of authority**.

- **Threats of criminal prosecution**.

- **Threats to destroy reputation, social standing, or personal/professional relationships**.

- **Other coercive means**.

Clarifications:

- **Extortion/Blackmail is classified as a Crime Against Property** because the **primary objective is financial or personal gain**, even if a victim is involved.

- **Personal confrontation and immediate fear of harm determine the difference between Extortion and Robbery**:

  o **Extortion (210)**: The **threat is non-confrontational**, and the victim is **not placed in immediate fear of harm**.

  o **Robbery (120)**: The **offender personally confronts the victim** and has an **immediate opportunity to carry out a violent threat**.

Reporting Considerations:

- **Intangible Benefits (e.g., reputation, promotions, personal favors)** must be coded appropriately:

  o **66 = Identity-Intangible** (if updated property descriptions exist).

  o **77 = Other** (only if no specific intangible category is programmed in the agency's system).

- **Attempted vs. Completed Extortion/Blackmail**:

  o If the victim **did not comply**, report **A = Attempted** in **Data Element 7 (Attempted/Completed)** and **1 = None** in **Data Element 14 (Type Property Loss/Etc.)**.

o   If the victim **gave in to the demand**, report **C = Completed** in **Data Element 7**, **7 = Stolen** in **Data Element 14**, and the stolen property type (e.g., **20 = Money** in **Data Element 15**).

Examples of Extortion/Blackmail Classification

Example 1: Blackmail Through Threats to Expose Personal Information

Scenario:
A woman had an affair and previously sent the offender **nude photos** of herself. After the relationship ended, the **offender threatened to expose the affair** and share the photos with her husband **unless she paid him $5,500**.

Classification & Reporting:

- **210 - Extortion/Blackmail** (because the demand for money was based on coercion, not immediate violence).

- **Victim Type Reporting**:

  o   **I = Individual** (the blackmailed victim).

- **Property & Attempted/Completed Status Reporting**:

  o   **If the victim refused to pay**:

    ▪   **A = Attempted** in **Data Element 7 (Attempted/Completed)**.

    ▪   **1 = None** in **Data Element 14 (Type Property Loss/Etc.)**.

  o   **If the victim complied and paid the money**:

    ▪   **C = Completed** in **Data Element 7**.

    ▪   **7 = Stolen** in **Data Element 14**.

    ▪   **20 = Money** in **Data Element 15 (Property Description)**.

Example 2: Blackmail Turns Into Robbery

Scenario:

The same woman **repeatedly refused to pay the $5,500**, despite ongoing threats from the offender. One day, the offender **corners her inside a grocery store, repeats the demand, and threatens to assault her if she does not pay**.

Classification & Reporting:

- **120 - Robbery** (because the threat of force was made in person, creating an immediate risk of harm).

- **Weapon Reporting**:

    o   If the offender displayed a weapon, report the **weapon type** in **Data Element 13 (Type Weapon/Force Involved)**.

    o   If no weapon was displayed, but force was used or threatened, enter **40 = Personal Weapons (hands, fists, feet, etc.)**.

23A-23H: Larceny/Theft Offenses

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

Clarifications:

- **Larceny and Theft** are interchangeable terms under the **UCR Program**.

- **Offense classification (grand/petty theft, felony/misdemeanor) is irrelevant** for UCR reporting purposes.

- Each distinct operation of theft must be **reported as a separate offense**, regardless of property value.

- **Motor Vehicle Theft (240) is classified separately** due to its volume and unique characteristics.

Considerations on Larceny Reporting

- **If force is used**, classify as **Robbery (120)**.
- **If the offender had lawful access and used deception**, classify as **Fraud (26A-26G)**.
- **Motor Vehicle Theft (240) is NOT considered Larceny/Theft**.

When to Report Multiple Larceny/Theft Offenses in One Incident

- If multiple **types** of Larceny/Theft occur, **report each applicable offense**.

  - Example: **An offender steals both a factory-installed car radio and a laptop from a vehicle.**

  - The agency should **report**:

    - **23G - Theft of Motor Vehicle Parts or Accessories** for the radio.

    - **23F - Theft from Motor Vehicle** for the laptop.

When NOT to Report Larceny Separately from Burglary

- If theft occurs **inside a structure** following **unlawful entry**, classify under **Burglary (220)**.

- However, if **items are stolen from outside the structure**, **Larceny must be reported separately**.

23A - Pocket-picking

Definition:

The **theft of articles from another person's physical possession by stealth**, where the victim is **not immediately aware**.

Examples:

- **Stealing a wallet from someone's pocket without them noticing.**
- **Removing a phone from a person's backpack while standing in line.**

- **Taking cash from an unconscious or intoxicated person's pocket.**

If force is used beyond simple jostling, **classify as 120 - Robbery** instead.

23B - Purse-snatching

Definition:

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

Clarifications:

- If the **victim resists, or force is used beyond necessary to snatch the item**, **classify as Robbery (120)**.

- If the purse was **left unattended** (e.g., on a store counter or in a shopping cart), **classify under Theft from Building (23D) or other appropriate theft category**.

Examples:

- **Snatching a purse from a person's hands while they are walking.**
- **Grabbing a fanny pack worn around someone's waist.**

23C - Shoplifting

Definition:

The **unlawful taking of goods or merchandise exposed for sale**.

Clarifications:

- If the **offender was previously trespassed from the store**, classify as **Burglary (220)**.

- Shoplifting includes **theft of items displayed outside** (e.g., items in front of a hardware store).

Examples:

- **Hiding merchandise inside a bag or clothing and leaving without paying.**

- **Switching price tags to pay less for an item.**
- **Walking out of a store without paying for a cart full of groceries.**

23D - Theft from Building

Definition:

The **unlawful taking of items from within a building** that is **open to the public or where the offender has legal access**.

Clarifications:

- If the offender **entered unlawfully**, report as **Burglary (220)**.

- Does NOT include **Shoplifting (23C)** or **Theft from Coin-Operated Machines (23E)**.

Examples:

- **Stealing a laptop from an office building where the suspect was a visitor.**
- **Taking an item from a church pew during a service.**
- **A guest at a house dinner stealing cash from the homeowner's desk.**

23E - Theft from Coin-Operated Machine or Device

Definition:

The **unlawful taking of items from a machine operated by coins, paper money, or electronic payment**.

Examples:

- **Stealing money or products from a vending machine.**
- **Forcing open a laundromat dryer to remove coins.**

If the offender broke into a building to access the machine, classify it as Burglary (220).

23F - Theft from Motor Vehicle

Definition:

The **unlawful taking of articles from a motor vehicle, locked or unlocked**.

Clarifications:

- **Does not include theft of auto parts (report under 23G).**

- If a **Motor Vehicle Theft (240) also occurred**, **only report Motor Vehicle Theft** unless the **contents of the vehicle were the primary target**.

Examples:

- **Stealing a purse, laptop, or gym bag from a parked car.**
- **Taking cash or sunglasses from the center console.**

23G - Theft of Motor Vehicle Parts or Accessories

Definition:

The **unlawful taking of motor vehicle components necessary for its operation**.

Examples:

- **Stealing catalytic converters.**
- **Removing side mirrors or hubcaps.**
- **Taking a mounted GPS device or stereo system.**

23H - All Other Larceny

Definition:

Any theft that **does not fit into the other Larceny categories**.

Examples:

- **Stealing a lawnmower from a fenced backyard.**
- **Theft of livestock, farm equipment, or tools.**
- **Taking gasoline from a self-service gas station without paying.**

240 - Motor Vehicle Theft

Definition:
The **theft of a self-propelled vehicle** that runs on land and **is not attached to rails**.

Clarifications:

- If the vehicle is stolen **during a Burglary (220)**, **only report Burglary**.
- **Carjackings should be reported as Robbery (120).**

Examples:

- **Stealing a parked car from a driveway.**
- **Taking a motorcycle without permission.**
- **"Joyriding" when the offender does not return the vehicle.**

756 - Using Motor Vehicle Without Consent (SCIBRS Specific)

The **temporary unauthorized use** of a vehicle when prior authority **could be assumed** (e.g., family disputes, chauffeurs, or valets).

Example:

- **A teenager takes their parent's car without permission but returns it later.**

120 - Robbery

The **taking or attempted taking** of **anything of value** from the **control, custody, or care of another person by force, threat of force, or by putting the victim in fear of immediate harm**.

Clarifications:

- **Robbery requires the victim to be present** at the time of the offense.

- If the victim is **not directly confronted** or **not placed in fear of immediate harm**, the offense should be classified as **210 - Extortion/Blackmail** instead.

- If **force or threat of force** is used **during a Pocket-picking (23A) or Purse-snatching (23B)** to overcome **active resistance**, the offense must be classified as **120 - Robbery**.

Weapon Use in Robbery Cases

- If an offender **claims to have a weapon but does not display one**, agencies **must still classify the offense as Robbery** and report the **alleged weapon** type in **Data Element 13 (Type Weapon/Force Involved)**.

- If an on-view arrest **determines that no actual weapon was present**, agencies must **report the weapon type as "1 = None"**.

Reporting Considerations:

- **Assault is an inherent element of Robbery** and **should not be reported separately** unless the victim **sustains fatal injuries** (in which case, **Homicide must also be reported**).

- **Only one Robbery offense should be reported per distinct incident**, regardless of the number of victims.

- **All victims** include both **the entity from which property was stolen (e.g., a business)** and **any individuals directly threatened or assaulted during the offense**.

Examples of Robbery Classification

Example 1: Armed Robbery with Alleged Firearm

Scenario:
A woman enters a **convenience store**, yells, **"I have a gun! Everyone on the floor—face down!"** and demands money from the cashier.

- **Five customers** are present in the store at the time.

- No one **sees a firearm**, but all comply due to fear.

- The woman takes the money and exits.

Classification & Reporting:

- **120 - Robbery** (force/threat of force used to take money).

- **Victim Type Reporting**:

  o **I = Individual** (cashier and five customers).

  o **B = Business** (convenience store).

- **Weapon Reporting**:

  o **11 = Firearm** (since the offender claimed to have a gun).

  o **If later determined to be a fake gun**, update to **1 = None** in **Data Element 13 (Type Weapon/Force Involved)**.

Example 2: On-View Arrest Determines Fake Firearm

Scenario:
Same convenience store robbery scenario, but as soon as the offender exits, a **law enforcement officer witnesses the robbery and arrests her**.

- Upon search, the officer finds **a fake firearm**.

Classification & Reporting:

- **120 - Robbery**.

- **Victim Type Reporting**:

  o **I = Individual** (cashier and five customers).

  o **B = Business** (convenience store).

- **Weapon Reporting**:

    o **1 = None** (since the officer determined it was a fake gun).

- **Arrest Reporting**:

    o **O = On-View Arrest** (apprehended without a warrant or prior incident report).

280 - Stolen Property Offenses

Definition:

The **buying, receiving, possessing, selling, concealing, or transporting** of any property **known to be unlawfully taken** as a result of **burglary, embezzlement, fraud, larceny, robbery, or similar offenses**.

Clarifications:

1. **Stolen Property vs. Original Theft Incident**

    o If the stolen property **offense occurred at a separate time or place** from the original theft, **report it under a separate incident number** from the original theft.

    o If the **time and place of the original theft are known**, the **recovered property must be reported under the original theft** incident.

    o If the **origin of the stolen property is unknown**, the **recovering agency must report it under Stolen Property Offenses (280)**.

2. **Reporting Responsibilities Across Jurisdictions**

    o **Only the agency where the original theft occurred** can **report the property as recovered** (even if another jurisdiction recovers it).

    o The **recovering agency should report a Stolen Property Offense (280)** only if the original theft details are unknown.

3. **Multiple Criminal Activities**

- o Agencies **must enter at least one, but no more than three, types of activity** in **Data Element 12 (Type Criminal Activity/Gang Information)**.

- o Common activities include:

    - **Receiving**

    - **Buying**

    - **Selling**

    - **Possessing**

    - **Concealing**

    - **Transporting**

Examples:

Scenario 1: Stolen Property Discovered During a Traffic Stop

A **22-year-old man** is pulled over for a **traffic violation**. The officer notices a **catalytic converter** in the bed of his pickup truck. The officer recalls a **recent theft report of a stolen catalytic converter**. When questioned, the driver **admits to cutting the converter from his neighbor's vehicle two days ago**. The officer arrests the man and takes the converter as evidence.

How to Report:

- **Do not report a separate 280 Stolen Property offense** since the original theft location and time are known.

- **Instead, update the original 23G - Theft of Motor Vehicle Parts or Accessories** incident with property recovery.

- Report the following in the original **23G - Theft of Motor Vehicle Parts or Accessories** incident:

  - **Data Element 14 (Type Property Loss/Etc.)** → 5 = Recovered

  - **Data Element 15 (Property Description)** → 38 = Vehicle Parts/Accessories

- Submit an **Arrestee Segment**:

  - **Data Element 43 (Type of Arrest)** → T = Taken into Custody

  - **Data Element 47 (Age of Arrestee)** → 22

Scenario 2: Trafficked Stolen Goods Identified During a Traffic Stop

A **22-year-old woman** is pulled over for a **traffic violation**. The officer notices **several unopened boxes of laptops** in the back seat. The officer recalls a **recent 23F - Theft from Motor Vehicle** incident where **laptops were stolen from a truck making a retail delivery**. When questioned, the woman nervously states she got them from **a friend she met on social media**. Further questioning **reveals she knew the property was stolen**. The officer arrests the woman and takes the laptops into evidence.

How to Report:

- **Report a 280 - Stolen Property offense** since the offender knowingly possessed stolen goods.

- **Update the original 23F - Theft from Motor Vehicle incident** to document property recovery.

- Report the following for **the new 280 - Stolen Property incident**:

  - **Data Element 14 (Type Property Loss/Etc.)** → 1 = None (since the property is already accounted for in the original theft report)

  - Submit an **Arrestee Segment**:

- ▪ **Data Element 43 (Type of Arrest)** → T = Taken into Custody

- ▪ **Data Element 47 (Age of Arrestee)** → 22

- Report the following for **the original 23F - Theft from Motor Vehicle incident**:

    - o **Data Element 14 (Type Property Loss/Etc.)** → 5 = Recovered

    - o **Data Element 15 (Property Description)** → 07 = Computer Hardware/Software

    - o **Do not submit an arrestee segment for the original theft** unless the **actual thief** is arrested.

Crimes Against Society

720 - Animal Cruelty

Definition:

Intentionally, knowingly, or recklessly taking an action that mistreats or kills any animal without just cause.

Animal Cruelty includes:

- **Torturing, tormenting, mutilating, maiming, poisoning, or abandoning an animal.**

- **Failure to provide adequate care,** including shelter, food, water, or medical attention for sick or injured animals.

- **Transporting or confining an animal in conditions likely to cause injury or death.**

- **Causing an animal to fight another animal.**

- **Inflicting excessive or repeated unnecessary pain or suffering,** such as using objects to beat or injure an animal.

This offense **does not** include:

- **Proper maintenance of animals** for **show or sport.**

- **Use of animals for food.**

- **Lawful hunting, fishing, or trapping.**

Clarifications:

- **Activity Type Required:**

  - Agencies must enter **at least one but no more than three** of the following in **Data Element 12 (Type Criminal Activity/Gang Information):**

    - **N = Simple/Gross Neglect**

    - **O = Organized Abuse (e.g., dogfighting, cockfighting).**

    - **I = Intentional Abuse or Torture.**

    - **S = Animal Sexual Abuse.**

- **Victim Type:**

  - **S = Society/Public** in **Data Element 25 (Type of Victim).**

Example 1: Organized Dogfighting Ring

Law enforcement investigates an abandoned warehouse and finds **multiple injured dogs, fighting equipment, and training materials.** Officers arrest three suspects.

How to Report:

- **720 - Animal Cruelty Offense**

- **Victim:** S = Society in **Data Element 25 (Type of Victim)**

- **Activity Type:** O = Organized Abuse in **Data Element 12 (Type Criminal Activity/Gang Information)**

Example 2: Neglect and Starvation

A woman calls law enforcement after noticing her **neighbor's dog chained outside without food or water for several days.** Officers find the dog emaciated and seize it.

How to Report:

- **720 - Animal Cruelty Offense**

- **Victim:** S = Society in **Data Element 25 (Type of Victim)**

- **Activity Type:** N = Simple/Gross Neglect in **Data Element 12 (Type Criminal Activity/Gang Information)**

Example 3: K-9 Officer Stabbed During Suspect Pursuit

A **law enforcement officer** pulls over a **wanted robbery suspect.** The suspect flees on foot, and the officer releases a **K-9 unit** to pursue him. After a brief struggle, the **suspect stabs the K-9.**

How to Report:

- **720 - Animal Cruelty Offense**

- **Victim:** S = Society in **Data Element 25 (Type of Victim)**

- **Clarification:**

  - Although **law enforcement K-9s are considered law enforcement partners,** this offense **should not** be classified as **13A - Aggravated Assault,** because **Aggravated Assault is defined as "an unlawful attack by one person upon another."**

35A-35B: Drug/Narcotic Offenses

Definition:

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

Clarifications:

1. **Type of Criminal Activity**

   o Agencies **must enter the type of activity** involved in the offense (up to three activities) in **Data Element 12 (Type Criminal Activity/Gang Information)**.

   o Common activities include:

      ▪ Cultivating

      ▪ Manufacturing

      ▪ Distributing

      ▪ Selling

      ▪ Buying

      ▪ Using

      ▪ Possessing

      ▪ Transporting

      ▪ Importing

2. **Driving Under the Influence (DUI) is NOT a Drug/Narcotic Violation**

   o DUI offenses should be **reported under 90D = Driving Under the Influence**, not as a Drug/Narcotic Violation.

35A - Drug/Narcotic Violations

Definition:

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

Clarifications:

1. **No Property Value is Required**

   o Agencies **should not enter a value in Data Element 16 (Value of Property)** for drugs/narcotics because determining street value is highly variable.

2. **How to Report Drugs/Narcotics**

   o Agencies **must report the following information**:

     ▪ **Type of drug/narcotic → Data Element 20 (Suspected Drug Type)**

     ▪ **Quantity of drugs seized → Data Element 21 (Estimated Drug Quantity)**

     ▪ **Unit of measurement → Data Element 22 (Type Drug Measurement)**

3. **If No Drugs Are Seized**

   o Report **suspected drug type** in **Data Element 20**.

   o Enter **1=None** in **Data Element 14 (Type Property Loss)**.

   o Leave **Data Elements 15 (Property Description) and 16 (Value of Property) blank**.

4. **Attempted Drug Violations**

   o Report an **A=Attempted** in **Data Element 7 (Offense Attempted/Completed)**.

   o Enter **1=None** in **Data Element 14 (Type Property Loss)** and leave property details blank.

5. **Report the Offense Even if No Arrest is Made**

   o If a **drug law is violated**, the agency **must report a 35A Drug/Narcotic Violation**, even if the offender is not arrested or charged.

Example 1: Drug Seizure During a Traffic Stop

A **law enforcement officer pulls over a driver** for a **traffic violation**. During the stop, the officer **searches the vehicle** and finds **two grams of methamphetamine in a container**. The drugs are **seized as evidence**.

How to Report:

- **Report a 35A - Drug/Narcotic Violation**.

- **Report Property Details:**

    o **Data Element 14 (Type Property Loss/Etc.)** → 6 = Seized

    o **Data Element 15 (Property Description)** → 10 = Drugs/Narcotics

    o **Data Element 20 (Suspected Drug Type)** → L = Amphetamines/Methamphetamines

    o **Data Element 21 (Estimated Drug Quantity)** → 000000002000 (represents 2 grams)

    o **Data Element 22 (Type Drug Measurement)** → GM = Gram

If Drug Equipment (e.g., Pipe or Scale) is Also Found:

- **Report an Additional 35B - Drug Equipment Violation**.

- **Report Drug Equipment Details:**

    o **Data Element 15 (Property Description)** → 11 = Drugs/Narcotic Equipment

    o **Data Element 16 (Value of Property)** → (Estimate based on officer knowledge or reference sources).

If Drug Equipment is NOT Illegal in Jurisdiction:

- **Do not report a 35B Drug Equipment Violation**.

35B - Drug Equipment Violations

Definition:

The unlawful **manufacture, sale, purchase, possession, or transportation** of **equipment or devices** used for the **preparation or use** of drugs/narcotics.

Clarifications:

1. **What is Included?**

   o Drug paraphernalia (e.g., pipes, bongs, rolling papers, syringes).

   o Equipment for **manufacturing, growing, or packaging** controlled substances.

   o Chemicals used in **clandestine drug labs**.

2. **Report the Offense Even if No Arrest is Made**

   o If **drug equipment laws are violated**, report a **35B Drug Equipment Violation**, even if **no one is arrested or charged**.

Example 2: Drug Equipment Found During a Search

A **law enforcement officer pulls over a driver** and finds **two grams of methamphetamine in a container**. The officer also **seizes a digital scale and glass pipe** from the center console.

How to Report:

- **Report a 35A - Drug/Narcotic Violation** (for methamphetamine).

- **Report a 35B - Drug Equipment Violation** (for the scale and pipe).

For the 35B - Drug Equipment Violation:

- **Data Element 14 (Type Property Loss/Etc.)** → 6 = Seized

- **Data Element 15 (Property Description)** → 11 = Drugs/Narcotic Equipment

- **Data Element 16 (Value of Property)** → (Estimate value based on officer's knowledge or reference sources).

If Drug Equipment is NOT Illegal in Jurisdiction:

- **Do not report a 35B Drug Equipment Violation**.

39A-39D: Gambling Offenses

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

Clarifications:

1. **State and Local Gambling Laws Apply**

   o Some gambling offenses depend on locally established statutes.

   o If gambling is legal in a jurisdiction, only illegal activities should be reported.

2. **How to Report Gambling Offenses with Seizures**

   o If gambling property (money, gambling equipment, etc.) is seized, agencies must enter:

     ▪ 6 = Seized → Data Element 14 (Type Property Loss/Etc.)

     ▪ Type of property seized (money, gambling equipment) → Data Element 15 (Property Description)

     ▪ Value of property seized → Data Element 16 (Value of Property)

39A - Betting/Wagering

To unlawfully stake money or something else of value on the happening of an uncertain event or on the ascertainment of a fact in dispute.

Example 1: Illegal Sports Betting Operation

A law enforcement agency uncovers an illegal sports betting ring operating in a private residence. Officers arrest two women and one man who are running the operation and cite twenty-two other individuals for illegal betting.

How to Report:

- Report a 39A - Betting/Wagering Offense (for the bettors).

- Report a 39B - Operating/Promoting/Assisting Gambling Offense (for the organizers).

- For the 39A Offense:

  - Data Element 12 (Type Criminal Activity/Gang Information) → U = Using

- For the 39B Offense:

  - Data Element 12 (Type Criminal Activity/Gang Information) → O = Operating/Promoting/Assisting

39B - Operating/Promoting/Assisting Gambling

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

This offense includes bookmaking, numbers running, transmitting wagering information, etc.

Example 2: Illegal Casino Raid

Law enforcement raids an unregistered casino operating in the back room of a convenience store. No patrons were present during the raid. Officers arrest the store owner for managing an illegal gambling business and seize a virtual blackjack table.

How to Report:

- Report a 39B - Operating/Promoting/Assisting Gambling Offense (for running the casino).

- Report a 39C - Gambling Equipment Violations Offense (for possessing illegal gambling equipment).

- For the 39B Offense:

  - Data Element 12 (Type Criminal Activity/Gang Information) → O = Operating/Promoting/Assisting

- For the 39C Offense:

  - Data Element 12 (Type Criminal Activity/Gang Information) → P = Possessing/Concealing

  - Data Element 14 (Type Property Loss/Etc.) → 6 = Seized (property impounded)

  - Data Element 15 (Property Description) → 14 = Gambling Equipment

39C - Gambling Equipment Violations

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

Gambling paraphernalia is another name for such equipment.

Agencies must enter the type of activity (namely manufacturing, selling, buying, possessing, or transporting) in Data Element 12 (Type Criminal Activity/Gang Information).

Example 3: Illegal Gambling Machine Possession

During an investigation, police find a warehouse storing hundreds of unregistered gambling machines meant for underground casinos.

How to Report:

- Report a 39C - Gambling Equipment Violations Offense.

- For the 39C Offense:

- o Data Element 12 (Type Criminal Activity/Gang Information) → P = Possessing/Concealing

- o Data Element 14 (Type Property Loss/Etc.) → 6 = Seized

- o Data Element 15 (Property Description) → 14 = Gambling Equipment

39D - Sports Tampering

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

This offense includes engaging in bribery for gambling purposes.

If the bribe is unrelated to a sporting event, report as 510 - Bribery instead.

Example 4: Bribing an Athlete to Lose a Game

A boxer accepts a bribe from a known gambler to purposefully lose a match in a high-stakes fight.

How to Report:

- Report a 39D - Sports Tampering Offense.

- Do not report as a 510 - Bribery offense, because this bribe is specifically tied to gambling on a sporting event.

- List two offenders:

  - o The person offering the bribe

  - o The athlete who agreed to lose

370 - Pornography/Obscene Material

The violation of laws or ordinances prohibiting the manufacture, publishing, distribution, sale, purchase, or possession of sexually explicit material deemed legally obscene.

Clarifications:

- **Legally Obscene:** Content must meet South Carolina's definition of obscenity.

- **Multiple Activities:** Agencies must enter up to three of the types of activity (manufacturing, publishing, selling, buying, or possessing) in **Data Element 12 (Type Criminal Activity/Gang Information).**

Example 1: Possession of Child Pornography

A 23-year-old woman sees multiple images of naked children on a friend's phone. When she asks about them, the man admits to downloading them from the internet. She reports him to law enforcement, and officers confirm the presence of illegal images.

How to Report:

- **370 - Pornography Offense**

- **Victim:** S = Society in **Data Element 25 (Type of Victim)**

Example 2: Non-Consensual Image Distribution (Revenge Porn)

A man posts nude pictures of his ex-girlfriend on social media. Friends notify her, and she contacts law enforcement.

How to Report:

- If the pictures are deemed **legally obscene**, report as **370 - Pornography**

- **Victim:** S = Society in **Data Element 25 (Type of Victim)**

40A-40C: Prostitution Offenses

To unlawfully engage in or promote sexual activities for anything of value.

40A - Prostitution

Definition: To engage in commercial sex acts for anything of value.

- **Applies to all genders.**

Example 1: Prostitution in a Residence

Law enforcement investigates a house where multiple men frequently visit. A search warrant leads to the arrest of a **madam, four prostitutes, and three customers (johns).**

How to Report:

- **40A - Prostitution** → Four prostitutes.

- **40B - Assisting or Promoting Prostitution** → Madam.

- **40C - Purchasing Prostitution** → Three customers (johns).

40B - Assisting or Promoting Prostitution

Definition:

To solicit customers, transport persons for prostitution, own, manage, or operate a dwelling for prostitution, or otherwise assist or promote prostitution.

Note: This offense generally applies to pimps and madams.

Example 2: Managing a Brothel

Law enforcement serves a warrant on a property used exclusively for prostitution. The **madam** and **several prostitutes** are arrested.

How to Report:

- **40A - Prostitution** → Prostitutes.

- **40B - Assisting or Promoting Prostitution** → Madam.

40C - Purchasing Prostitution

Definition:

To purchase or trade anything of value for sex acts.

Note: This offense applies to customers (johns).

Example 3: Arresting Johns in a Sting Operation

Undercover officers conduct a prostitution sting, leading to the arrest of **five male customers (johns).**

How to Report:

- **40C - Purchasing Prostitution** → All five men.

992 - Prowler (SCIBRS Specific, NOT a Crime)

A report of a suspicious person lurking in an area where they have no authority to be, usually near residences.

Clarifications:

- **Not a Crime:** This offense is **not considered criminal**, so:

  o **Arrests will not be accepted.**

  o **Not included in crime totals or clearance rates.**

520 - Weapon Law Violations

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

Clarifications:

- **Activity Type Required:**

  o Agencies must enter **manufacturing, buying, selling, transporting, possessing, concealing, or using** in **Data Element 12 (Type Criminal Activity/Gang Information).**

- **Weapon Type Required:**

  o Agencies must enter the **type of weapon** in **Data Element 13 (Type Weapon/Force Involved).**

Example 1: Felon in Possession of a Firearm

During a search warrant for a **probation violation**, officers find a **handgun** in possession of a convicted felon, violating state statutes.

How to Report:

- **520 - Weapon Law Violation**

- **Victim:** S = Society in **Data Element 25 (Type of Victim)**

- **Activity Type:** P = Possessing/Concealing in **Data Element 12 (Type Criminal Activity/Gang Information)**

- **Weapon Type:** 12 = Handgun in **Data Element 13 (Type Weapon/Force Involved)**

Group B Offense Definitions

The **Group B** category consists of 12 crime classifications that do not fall under **Group A** offenses. While Group A offenses require detailed incident reporting, Group B offenses are only reported when an arrest occurs. Agencies must submit an **Arrestee Segment** for all Group B offenses, ensuring accurate classification based on **SCIBRS** guidelines.

The following **Group B offense categories** are listed in numerical order by **UCR Offense Code** for consistency and ease of reference.

90B – Curfew/Loitering/Vagrancy Violations

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

- Includes **begging, vagabondage, panhandling, and loitering**.

- Includes persons arrested as **"suspicious characters" or "suspicious persons."**

90C – Disorderly Conduct

Any behavior that **disturbs the public peace or decorum**, scandalizes the community, or shocks the public sense of morality.

- **Includes**:

  - Affray (when not physical), blasphemy, profanity, obscene language, disturbing the peace, **indecent exposure (not done for sexual gratification)**, loud music, and public nuisance.

    - If a **physical attack occurs**, or if a **victim is placed in reasonable fear of bodily harm**, the appropriate **Assault offense (13A-13C)** must be reported instead.

- ▪ **Minor fights** that do **not** involve an **assault or reasonable fear of bodily harm** should be reported under **Disorderly Conduct (90C)**.

  o **Indecent exposure cases that do NOT involve sexual gratification** should be reported under **Disorderly Conduct (90C)**.

  - ▪ **Examples**:

    - ▪ Public urination

    - ▪ "Mooning" or streaking

    - ▪ **Non-sexual exposure in settings where public decency standards apply, such as public beaches, pools, or other public areas.**

  o If **exposure is committed for sexual gratification**, it must be classified under **36C – Sexual Exposure (SCIBRS Specific).**

Clarification on Public Decency Laws\Ordinances and Biological Differences

Some **jurisdictions apply indecent exposure laws differently based on biological characteristics**, even in cases where **sexual intent is absent**.

- **Example: A biological female who self-identifies as male but has not undergone breast removal surgery and is topless at a resort pool or public beach.**

- If the exposure would **traditionally be considered indecent under local public decency laws applicable to biological females**, the appropriate classification would be **90C – Disorderly Conduct**, unless the act was committed for sexual gratification.

90F – Family Offenses (Nonviolent)

Unlawful, **nonviolent acts** by a family member (or legal guardian) that threaten the **physical, mental, or economic well-being** of another family member.

- Includes **abandonment, desertion, neglect, nonsupport, nonviolent abuse, and nonviolent cruelty to other family members**.

- Includes **nonpayment of court-ordered alimony**, which is considered **contempt of court**.

- Does **not** include **violent family offenses**, such as **Assault, Incest, or Statutory Rape**.

90G – Liquor Law Violations (Except DUI)

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

- Includes **operating without a liquor license, underage drinking, furnishing liquor to a minor, bootlegging, operating a still, and using a vehicle for illegal transportation of liquor**.

- Does **not** include **Driving Under the Influence (90D)**.

90I – Runaway (SCIBRS Specific)

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

- The **FBI discontinued collecting Runaway data** in 2011, but agencies may still submit data for local tracking.

- If reported, agencies should use the **Group B Arrest Report format** and report the jurisdiction where the **runaway resides**.

90J – Trespass of Real Property

To unlawfully **enter, remain, or refuse to leave** land, a dwelling, or **other real property**.

- **Trespassing differs from Burglary (220) because it does not involve intent to commit a felony or theft.**

- If an individual **illegally enters a structure** but does **not** intend to **commit a felony or theft**, agencies should report **Trespass of Real Property (90J)** instead of **Burglary (220)**.

90N – Resisting Arrest (SCIBRS Specific)

Knowingly and willfully **opposing or resisting** an arrest being made by a law enforcement officer.

- If the **officer is assaulted** during the **course of resisting the arrest**, the **appropriate Assault offense (13A-13C)** must also be reported.

- LEOKA information must be included in **Data Elements 25A (Type of Officer Activity/Circumstance) and 25B (Officer Assignment Type).**

90P – Contributing to the Delinquency of a Minor (SCIBRS Specific)

Knowingly and willfully **encouraging, aiding, causing, or influencing a minor** to violate the law or to otherwise commit acts of **juvenile delinquency**.

- Includes **persuading or assisting a minor to commit a crime, purchase alcohol, skip school, or engage in other delinquent behavior**.

90Z – All Other Offenses

All crimes that are **not classified as Group A offenses** and are **not included in one of the specific Group B offense categories**.

- Includes **Offenses of General Applicability**, such as **Accessory Before/After the Fact, Aiding and Abetting, Conspiracy, Solicitation to Commit, and Threats to Commit a Crime**.

- Generally, this category **excludes traffic offenses**.

- **Hit and Run (of a person)** and **Vehicular Manslaughter** could be **Group A or Group B offenses** depending on the circumstances.

- **Driving Under the Influence (DUI) must always be classified under 90D**

Reporting and Submission Procedures

Electronic File Submissions

In SCIBRS, LEAs use three types of electronic submissions to forward data to SLED:

- The Group A Incident Report provides all the information about Group A offenses using up to six data segments: Administrative, Offense, Property, Victim, Offender, and Arrestee.

- The Group B Arrest Report supplies data concerning each arrestee for a Group B offense via the Arrestee Segment.

- The Zero Report, which indicates no criminal activity occurred within an agency's jurisdiction during a given month.

Using a series of 52 NIBRS-established data elements (i.e., data fields within each segment) and two additional South Carolina-specific data elements (i.e., S9 and S10), LE can describe the details of each component of the crime. For each data element, reporting agencies may choose the most appropriate data value (i.e., a specific code representing one of the acceptable entries for each data element).

Group A Incident Report

An initial Group A Incident Report contains an Administrative Segment, Offense Segment(s), Property Segment(s) (if applicable), Victim Segment(s), and Offender Segment(s). If the reporting agency arrests an offender by the time it submits the initial report, it may also include one or more Arrestee Segments. If, however, the reporting agency arrests an offender for the reported offense after submitting the initial report, the agency should submit the Arrestee Segment(s) as an update to the initial report.

If LE arrests an offender for a Group A offense for which it did not previously submit an initial incident report (e.g., an on-view arrest), the agency must create and submit a Group A Incident Report that provides not only the Arrestee Segment but also the Administrative, Offense,

Property (if applicable), Victim, and Offender Segments. In other words, an agency cannot submit an Arrestee Segment for a Group A offense without the other segment information.

Note: Sometimes courts apply for warrants without notifying LEAs of the details of the crime (e.g., bench warrant and warrant of arrest situations). As often as possible, LEAs should obtain the information regarding such crimes and report it in Group A Incident Reports or Group B Arrest Reports, depending on whether the crimes are Group A or Group B offenses.

An explanation of the purpose of each of the six Group A Incident Report segments follows:

Administrative Segment

This segment contains administrative data that applies to the entire incident report (e.g., the identifying number assigned to the incident and the date and hour the incident occurred). The reporting agency should submit a single Administrative Segment for each reported incident.

Offense Segment

The Offense Segment identifies and describes the types of offenses involved in the incident (e.g., Arson, Prostitution). The reporting agency should submit an Offense Segment for each of the (up to) ten most serious (as determined by the agency) Group A offenses in the incident.

Property Segment

The Property Segment describes the type, value, and, in cases of drug seizures, quantity of property involved in the incident. Agencies should report Property Segment(s) only when an incident involves a Crime Against Property offense, a Kidnapping/Abduction offense, Drug/Narcotic Offenses, or Gambling Offenses.

Victim Segment

The Victim Segment provides information about each of the victims involved in the incident (e.g., age, sex, race, and ethnicity). The reporting agency should submit a separate Victim Segment for each of the (up to 999) victims involved in the incident.

Offender Segment

The Offender Segment captures data about each of the offenders in the incident (e.g., age, sex, race, and ethnicity). The reporting agency should submit a separate Offender Segment for each of the (up to 99) offenders involved in the incident.

Arrestee Segment

The Arrestee Segment is used to report the apprehension of the person(s) arrested for committing the crime(s) reported in the Group A Incident Report, the offense for which they were arrested, and the arrestee data (e.g., age, sex, race, and ethnicity). The reporting agency should submit an Arrestee Segment for each of the (up to 99) arrestees who were involved in the incident.

Group B Arrest Report

The Group B Arrest Report describes only the circumstances of the arrest, the Group B arrest offense, and the arrestee data. This report does not include incident data since agencies report only arrests for Group B offenses.

If an arrest for a Group B offense results in the clearance of a previously submitted Group A Incident Report, the reporting agency should submit an Arrestee Segment as an update to the previously submitted Group A Incident Report.

Zero Report

On occasion, a reporting agency may have no crime, arrests, or recovered property to report for a given month. In such instances, reporting agencies should use the Zero Report Form. This assists SLED in computing valid statistics because it establishes that no crime occurred in the jurisdiction rather than indicating that the LEA reported no crime information.

Report Modifications

Clearing Incidents in SCIBRS

In SCIBRS, LEAs clear incidents rather than individual offenses. This means a clearance by arrest or exceptional means of one offense in a multiple-offense incident clears the entire incident. Therefore, the first Arrestee Segment reported in connection with an incident automatically clears the incident. However, an agency cannot clear an incident by exceptional

means if it was already cleared by arrest (i.e., the agency previously submitted an Arrestee Segment).

Updating Incidents in SCIBRS

Once LEAs submit incidents to SCIBRS, circumstances may arise that warrant updating their original submissions. The flexibility of SCIBRS provides for updating reports by adding, modifying, and deleting data. SCIBRS updating policy states that an agency should update a report only if the change would substantially alter the report's statistical significance.

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

Examples of circumstances not requiring an update include learning the exact age of the offender after reporting an age range; learning the true value of stolen property after reporting an approximate cost; or learning, besides suffering a severe laceration previously reported, that the victim also suffered an internal injury.

If a reporting agency updates a record in its RMS, it should also submit the updated record to SCIBRS to ensure data consistency at all levels.

Activity Date Concept

SCIBRS requires agencies to use an **Activity Date**, which corresponds to the month and year in which most incident arrests in the submission batch occurred. The Activity Date is always in **MMYYYY** format.

How Activity Date is Assigned

1. The system administrator determines the month for data entry.

2. The Activity Date is set to that month.

3. Any records entered (including late reports and corrections) with dates from that month or earlier use the same Activity Date.

Example Usage

If a department is entering records for **May 2016**, they:

- Set the Activity Date to **052016**

- Enter reports for May 2016, along with any older reports (e.g., from **January 2015**)

What Activity Date is NOT

- Incident Date

- Arrest Date

- Clearance Date

- Status Change Date

- Date of initial entry

If software **incorrectly** generates the Activity Date based on these factors, it **must be corrected immediately** to comply with SCIBRS standards.

Data Elements

Data Elements and Values

- **Data Elements**: The smallest meaningful unit of data (e.g., Incident Date, Victim's Sex).

- **Data Values**: Specific codes assigned to describe a Data Element (e.g., M = Male, 88 = No Bias Motivation).

Types of Data Elements

- **Mandatory**: Required for a valid SCIBRS submission.

- **Conditional**: Required if certain other data elements are present.

- **Optional**: Reported at the agency's discretion.

Example of Data Value Selection

For **Location Type (Data Element 9)**:

- A **7-Eleven store** could be coded as:

  - **05 = Commercial/Office Building**

  - **07 = Convenience Store** (most specific, so this is the best choice)

Multiple Data Values

Some elements allow multiple entries. Example:

- **Criminal Activity (Data Element 12)** in a drug case:

  - **C = Cultivating/Manufacturing**

  - **D = Distributing/Selling**

  - **E = Exploiting Children**

Key Administrative Data Elements

Originating Agency Identifier (ORI) (Data Element 1)

- A **unique nine-character identifier** assigned by NCIC.

- Format: **SC0XXXX00**, where **XXXX** is the agency's unique code.

- Required for every SCIBRS submission.

Incident Number (Data Element 2)

- **Uniquely identifies each incident** (e.g., agency case number).

- Incident numbers **must not repeat**, even across different years.

- Agencies should use **unique identifiers**, such as appending the year to the case number.

Cargo Theft Indicator (Data Element 2A)

- Identifies whether the incident involved **cargo theft**.

- Only applies when the stolen items were part of a **commercial shipment** still in the **supply chain**.

- Must be reported alongside at least one of **15 cargo-related offenses**, such as:

  o **120 = Robbery**

  o **220 = Burglary/Breaking & Entering**

  o **26F = Identity Theft**

Incident Date (Data Element 3)

- **YYYYMMDD** format

- If unknown, enter **report date** with an **R indicator** (e.g., **20150318R**).

- **Incident Hour** (00-23) is required **if known** but should be **left blank if unknown**.

Exceptional Clearance (Data Elements 4 & 5)

- Used when an incident is cleared by exceptional means, meeting **all four** of the following criteria:

  1. Offender identity is **confirmed**.

  2. Probable cause exists for **arrest and prosecution**.

  3. Offender's **location is known**.

  4. The **arrest is prevented by a reason beyond law enforcement's control**.

- **Valid Clearance Codes:**

  - **A = Death of Offender**

  - **B = Prosecution Declined**

  - **C = In Custody of Other Jurisdiction**

  - **D = Victim Refused to Cooperate**

  - **E = Juvenile/No Custody**

Case Status (Data Element S2)

- **C = Administrative Closure** (Investigation closed, not cleared)

- **U = Unfounded** (No crime occurred, incident is deleted from SCIBRS)

Offense Segment Data Elements

UCR Offense Code (Data Element 6)

- Reports the **ten most serious** offenses in an incident.

- Agencies **must not** report lesser-included offenses (e.g., **Robbery already includes Assault**).

Offense Attempted/Completed (Data Element 7)

- **A = Attempted**

- **C = Completed**

- **Attempted Murder must be reported as Aggravated Assault (13A).**

Offender Suspected of Using (Data Element 8)

- **Indicates whether the offender used alcohol, drugs, or computer equipment during the crime.**

- **Valid values:**

  - **A = Alcohol**

  - **C = Computer Equipment (Handheld Devices)**

  - **D = Drugs/Narcotics**

Bias Motivation Reporting (Data Element 8A)

Data Element 8A is used to indicate whether an offense was **motivated by the offender's bias** and, if so, what type of bias. Law enforcement agencies (LEAs) can report up to **five bias motivations** per offense.

Determining Bias Motivation

Because bias motivation reflects **an offender's intent**, LEAs must report a bias-motivated offense **only when the investigation reveals objective facts** that **lead a reasonable and prudent person** to conclude the offense was motivated, **in whole or in part**, by bias.

To ensure **accurate classification**, LEAs should rely on the totality of the circumstances surrounding the offense, including:

- **Statements made by the offender** before, during, or after the offense.

- **Bias-related symbols, words, or gestures** used during the offense.

- **Previous threats, actions, or similar offenses** by the offender.

- **Victim and witness statements** supporting bias motivation.

- **Pattern of similar offenses in the area.**

Guidance on Bias Classification

- **If there is no evidence of bias**, agencies must report **88 = None**.

- **If bias motivation is ambiguous**, and facts exist that a would cause a **reasonable and prudent person** to infer that the is a strong possibility that the incident was motivated by bias, agencies must report **99 = Unknown**.

- If an incident is initially classified as 99 = Unknown and further investigation reveals a definitive bias motivation or confirms no bias, the agency must update its original submission.

Valid Bias Motivation Codes

Race/Ethnicity/Ancestry

- **11** = Anti-White

- **12** = Anti-Black or African American

- **13** = Anti-American Indian or Alaska Native

- **14** = Anti-Asian

- **15** = Anti-Multiple Races, Group

- **16** = Anti-Native Hawaiian or Other Pacific Islander

- **31** = Anti-Arab

- **32** = Anti-Hispanic or Latino

- **33** = Anti-Other Race/Ethnicity/Ancestry

Religion

- **21** = Anti-Jewish

- **22** = Anti-Catholic

- **23** = Anti-Protestant

- **24** = Anti-Islamic (Muslim)

- **25** = Anti-Other Religion

- **26** = Anti-Multiple Religions, Group

- **27** = Anti-Atheism/Agnosticism

- **28** = Anti-Church of Jesus Christ

- **29** = Anti-Jehovah's Witness

- **81** = Anti-Eastern Orthodox (Greek, Russian, etc.)

- **82** = Anti-Other Christian

- **83** = Anti-Buddhist

- **84** = Anti-Hindu

- **85** = Anti-Sikh

Sexual Orientation

- **41** = Anti-Gay (Male)

- **42** = Anti-Lesbian (Female)

- **43** = Anti-Lesbian, Gay, Bisexual, or Transgender (Mixed Group)

- **44** = Anti-Heterosexual

- **45** = Anti-Bisexual

Disability

- **51** = Anti-Physical Disability

- **52** = Anti-Mental Disability

Gender

- **61** = Anti-Male

- **62** = Anti-Female

Gender Identity

- **71** = Anti-Transgender

- **72** = Anti-Gender Non-Conforming

None/Unknown

- **88** = None (No Bias)

- **99** = Unknown (Bias Motivation Not Determined)

Examples of Bias Motivation Cases

Example 1: Anti-Black or African-American Bias

While driving through a predominantly White neighborhood, a Black male stopped his car to repair a flat tire. A group of White males leaving a bar across the street accosted the driver and then attacked him with bottles and clubs. During the attack, the offenders called the victim by a well-known and recognized epithet used against Black individuals and told him Black people were not welcome in the neighborhood.

- **Offense:** Aggravated Assault

- **Bias Motivation:** 12 = Anti-Black or African American

Example 2: Anti-Mental Disability Bias

A group home for persons with psychiatric disabilities who were in transition back into the community was the site of a reported arson. Investigation revealed that neighbors had expressed many concerns about the group home in town meetings and were angry that the house was located in their community. Shortly before the fire was reported, a witness heard a man state,

"I'll get rid of those 'crazies,' I'll burn them out." Twelve people, including patients and staff, suffered second- and third-degree burns resulting from the Arson.

Classification:

- **Offense**: 200 = Arson, 13A = Aggravated Assault (12 victims)

- **Bias Code**: 52 = Anti-Mental Disability

Example 3: Unclear Bias Motivation

Scenario: A **Jewish woman** is knocked down during a **purse-snatching**. The suspect uses a well-known **Jewish epithet**, but there is **no evidence** the crime was committed for reasons other than robbery.

Classification:

- **Offense**: 120 = Robbery

- **Bias Code**: **99 = Unknown** (pending further investigation)

Example 4: Anti-Jewish Bias

An unknown subject broke into a **synagogue** overnight and **destroyed** several priceless **religious objects**. The perpetrators painted a **large red swastika** on the door and wrote "**Death to Jews**" on a wall. Although other valuable items were present, none were stolen.

Classification:

- **Offense**: 220 = Burglary, 290 = Destruction/Damage/Vandalism

- **Bias Code**: 21 = Anti-Jewish

Example 5: Anti-Asian Bias

A **Japanese American** man is attacked outside a bar by a **Black male** who previously accused him of **"stealing American jobs."** The suspect uses an anti-Japanese slur during the assault.

Classification:

- **Offense**: 13A = Aggravated Assault

- **Bias Code**: **14 = Anti-Asian**

Example 6: Anti-Arab Bias

A **Syrian-owned** convenience store is vandalized. A **rock** with an **anti-Arab message** is thrown through the window, striking the owner in the head.

Classification:

- **Offense**: 13A = Aggravated Assault, 290 = Destruction/Damage/Vandalism

- **Bias Code**: **31 = Anti-Arab**

Example 7: No Bias

A woman wakes up one morning and notices that an unidentified person has **stolen the Rainbow Pride flag** mounted on her **front porch**. There is no damage to the property or other missing items. The homeowner tells the officer that **she believes** the flag was stolen because she is **lesbian**.

Classification:

- **Offense**: 23H = All Other Larceny

- **Bias Code**: 88 = None

  - There is no evidence or other circumstances that indicate the unidentified subject knew that the homeowner was lesbian, or any of the other identities commonly associated with the LGBT community.
  - Bias motivation is determined solely by the offender's intent, as established through objective facts or evidence gathered in a fair and unbiased investigation—not solely by the victim's perception.

o   However, if a suspect is arrested during the investigation, and they express bias against lesbians or the LGBT community, the report **MUST** be changed to **42 = Anti-Lesbian** or **43 = Anti-LGBT.**

Data Element 9: Location Type

Law enforcement agencies (LEAs) must use **Data Element 9 (Location Type)** to indicate the **type of premises or location** where each offense in an incident occurred.

Guidelines for Reporting Location Type:

*   Many incidents could be classified under multiple location types. **LE personnel should use their best judgment** to select the **most specific** and **most relevant** location type based on their investigation and an assessment of the circumstances surrounding the incident.

*   **The functional location may differ from the geographic location.** LEAs must classify the offense based on how the location was being used at the time of the incident rather than solely by its physical structure or address.

    Considerations for Selecting the Most Appropriate Location Type:

1. **Geographic vs. Functional Use of the Location:**

    o   If a crime occurs on an **elementary school playground** during school hours, it should be classified as **53 = School – Elementary/Secondary** because it was functioning as a school at the time.

    o   If the same offense occurs at the **same playground on a weekend** when the area is open for general public use, it should be classified as **50 = Park/Playground** instead.

2. **Offender's Intent and Purpose of Location at the Time of the Crime:**

    o   If a **robbery occurs inside a public facility that is sometimes used for sports activities but was being used for a religious service at the time of the crime**,

LEAs should classify the location as **04 = Church/Synagogue/Temple/Mosque**, since that was its function at the time.

Key Reporting Principle:

When selecting the **Location Type**, officers should consider **the offender's intent, how the location was being used at the time of the incident, and the most specific classification available.**

Valid Data Values

Data Value	Data Value Includes
01 = Air/Bus/Train Terminal	Airports; bus, boat, ferry, or train stations and terminals
02 = Bank/Savings and Loan	Financial institutions, whether in a separate building or inside another store **Note:** This data value does not include payday lender type businesses (see Data Value 24).
03 = Bar/Nightclub	Establishments primarily for entertainment, dancing, and the consumption of beverages
04 = Church/Synagogue/Temple/Mosque	Buildings for public religious activities, meetings, or worship
05 = Commercial/Office Building	Establishments that pertain to commerce and trade
06 = Construction Site	All buildings/locations that are under some type of construction
07 = Convenience Store	Establishments primarily for convenience shopping, e.g., stores that include the sale of other items as well as gasoline
08 = Department/Discount Store	Establishments that are considered department stores and that sell a wide range of goods, etc., Target, Wal-Mart, etc. **Note:** This data value does not include shopping malls.
09 = Drug Store/Doctor's Office/Hospital	Medical supply companies and buildings; stores that are primarily considered pharmacies; veterinary practices, veterinary hospitals, and medical practices
10 = Field/Woods	Areas that are primarily open fields or wooded areas **Note:** This data value does not include parks.
11 = Government/Public Building	Buildings primarily used for local, state, or federal offices or public businesses
12 = Grocery/Supermarket	Establishments primarily used for buying/ selling food items, etc.
13 = Highway/Road/Alley/ Street/Sidewalk	Open public ways for the passage of vehicles, people, and animals
14 = Hotel/Motel/Etc.	Other temporary lodgings **Note:** This data value does not include campgrounds or recreational vehicle parks.
15 = Jail/Prison/Penitentiary/ Corrections Facility	Places for the confinement of persons in lawful detention or awaiting trial
16 = Lake/Waterway/Beach	Shorelines, lakes, streams, canals, or bodies of water other than swimming pools

Data Value	Data Value Includes
17 = Liquor Store	Establishments primarily used for buying/ selling alcoholic beverages
18 = Parking/Drop Lot/Garage	Areas that are commercial in nature and are primarily used for parking motorized vehicles
19 = Rental Storage Facility	Any mini-storage and/or self-storage buildings
20 = Residence/Home	Townhouses, nursing homes, residential driveways, residential yards; extended/continuous care facilities **Note:** This data value refers to permanent residences. It does not include apartments/condominiums. LEAs should use 28 = Apartments/Condominiums instead.
21 = Restaurant	Any commercial establishments that serve meals or refreshments; cafeterias
23 = Service/Gas Station	Establishments where motor vehicles are serviced and gasoline, oil, etc., are sold
24 = Specialty Store	Fur stores, jewelry stores, television stores, dress shops, and clothing stores, etc.; payday lender type businesses
25 = Other/Unknown	Any location that does not fit in one of the other defined data values or when the location of the incident is unknown
28 = Apartments/Condominiums (SCIBRS Specific)	Multi-family residential housing where multiple separate units for residential inhabitants are contained within one building or complex; may be rented or owned
30 = Courts/Courthouses (SCIBRS Specific)	Property used for court proceedings (local, state, or federal)
37 = Abandoned/Condemned Structure	Buildings or structures which are completed but have been abandoned by the owner and are no longer being used **Note:** This data value does not include vacant rental property. LEAs should use the data value that best describes the property in question, e.g., vacant rental house should be classified as 20 = Residence/Home, vacant convenience store that is for rent should be classified as 07 = Convenience Store, etc.
38 = Amusement Park	Indoor or outdoor, permanent or temporary, commercial enterprises that offer rides, games, and other entertainment
39 = Arena/Stadium/ Fairgrounds/Coliseum	Open-air or enclosed amphitheater-type areas designed and used for the presentation of sporting events, concerts, assemblies, etc.
40 = ATM Separate from Bank	Machines that provide the ability to make deposits and/or withdrawals using a bank card; ATM machines located inside a mall or store **Note:** LEAs should use 02 = Bank/Savings and Loan if the ATM is located at a banking facility.
41 = Auto Dealership New/Used	Businesses specifically designed for selling new and used motor vehicles **Note:** This data value also includes the parking lots and garages of these facilities.

Data Value	Data Value Includes
42 = Camp/Campground	Areas used for setting up camps, including tent and recreational vehicle campsites
44 = Daycare Facility	Facilities that provide short-term supervision, recreation, and/or meals for adults or children during the daytime or at night; respite care facilities for seniors or for physically or mentally challenged individuals
45 = Dock/Wharf/Freight/ Modal Terminal	Separate facility with platforms at which trucks, ships, or trains load or unload cargo **Note:** This data value does not include cargo bays attached to a department store or shopping mall. LEAs should classify these as 08 = Department/Discount Store or 55 = Shopping Mall, respectively.
46 = Farm Facility	Facilities designed for agricultural production or devoted to the raising and breeding of animals, areas of water devoted to aquaculture, and/or all building or storage structures located there; grain bins **Note:** LEAs should classify the house on a farm as 20 = Residence/Home.
47 = Gambling Facility/Casino/Racetrack	Indoor or outdoor facilities used to legally bet on the uncertain outcome of games of chance, contests, and/or races
48 = Industrial Site	Active manufacturing locations, factories, mills, plants, etc., specifically designed for the manufacturing of goods **Note:** This data value does not include abandoned facilities. LEAs should classify these as 37 = Abandoned/Condemned Structure.
49 = Military Installation	Locations specifically designed and used for military operations
50 = Park/Playground	Areas of land set aside for public use usually maintained for recreational or ornamental purposes; soccer fields, baseball fields
51 = Rest Area	Designated areas, usually along a highway, where motorists can stop
52 = School – College/University	Institutions for the higher education of individuals, which gives instruction in specialized fields; community colleges; trade schools
53 = School – Elementary/Secondary	Institutions for the instruction of children from preschool through 12th grade
54 = Shelter – Mission/Homeless	Establishments that provide temporary housing for homeless individuals and/or families; venues set up as temporary shelters, i.e., a shelter set up in a church or school during a storm
55 = Shopping Mall	Indoor or outdoor shopping areas and/or centers with multiple (two or more) stores and/or businesses; strip malls **Note:** LEAs should use the data value that best describes the location in question.

Data Value	Data Value Includes
56 = Tribal Lands	Native American reservations, communities, and/or trust lands **Note:** The FBI UCR Program intends that non-tribal LEAs will primarily use this data value. Tribal agencies should use the data value that best describes the location in question.
57 = Community Center	Public locations where members of a community gather for group activities, social activities, public information, and other purposes; they may sometimes be open for the whole community or for a specialized group within the greater community; Christian community center; Islamic community center; Jewish community center; youth clubs, etc.
58 = Cyberspace	A virtual or internet-based network of two or more computers in separate locations which communicate either through wireless or wire connections

Examples of Location Type Reporting

The following examples illustrate how law enforcement agencies (LEAs) should **accurately classify the Location Type** in different scenarios based on **the offender's intent, the function of the location at the time of the crime, and how the offense was committed.**

Example 1: Identity Theft via Online Hacking

- A **business** notifies a customer that its **computers were hacked**, and customer **personal information** may have been compromised.

- The customer later discovers **credit cards and loans were fraudulently opened in their name** using the stolen data.

- **How to Report:**

  - **UCR Offense Code: 26F = Identity Theft** (because the victim's personal data was used to fraudulently open accounts).

  - **Location Type: 58 = Cyberspace** (since the personal data was **stolen via an online hack**, meaning the internet was essential for the crime to occur).

Example 2: Identity Theft from a Stolen Business Computer

- A **corporation (e.g., Target)** sends a letter to customers notifying them that **computers containing customer data were physically stolen**.

- A customer later discovers **fraudulent accounts were opened in their name** using the stolen information.

- **How to Report:**

  - **UCR Offense Code: 26F = Identity Theft** (since the victim's data was stolen and used to open fraudulent accounts).

  - **Location Type: 08 = Department/Discount Store** (because the theft of customer data resulted from the **physical theft of computers from a retail business**, not from an online intrusion).

  - **Key Distinction:** This incident **is not classified as Cyberspace (58)** because the **internet was not a necessary element in committing the crime**—instead, the data was obtained via **physical theft of a computer**.

Example 3: Business Hacking from a Foreign Internet Address

- A **business reports its systems were hacked** and determines the attack **originated from an internet address in Iran**.

- **How to Report:**

  - **UCR Offense Code: 26G = Hacking/Computer Invasion** (since the business's computer system was unlawfully accessed).

  - **Location Type: 58 = Cyberspace** (because the attack was **internet-based**, and the crime could not have been committed without online access).

Example 4: Employee Uses Work Computer to Steal Trade Secrets

- A **company reports an employee** used their work computer to **fraudulently access and steal confidential business information** (e.g., trade secrets).

- The employee **did not use the internet** but instead gained access via the **internal company network**.

- **How to Report:**

  o **UCR Offense Code: 26G = Hacking/Computer Invasion** (since the employee unlawfully accessed restricted business data).

  o **Location Type: 05 = Commercial/Office Building** (because the crime occurred **within the company's internal system**, not over the internet).

  o **Key Distinction:** This incident **is not classified as Cyberspace (58)** because the data theft **occurred within an internal business network** rather than an internet-based attack.

Number of Premises Entered

LEAs should use **Number of Premises Entered only** if the crime is **Burglary/Breaking and Entering (220) and** the **Hotel Rule applies** (see **Burglary/Breaking and Entering** for more details).

In SCIBRS, the **Hotel Rule also applies to rental storage facilities** such as **mini-storage and self-storage buildings**. Therefore, **this data element must be used if**:

- The **UCR Offense Code** is **220 = Burglary/Breaking and Entering**,

- **AND** the **Location Type** is **14 = Hotel/Motel/Etc.** or **19 = Rental Storage Facility**.

- The total number of individual **rooms, units, suites, or storage compartments** entered must then be reported (range: **01–99**).

Example 1: Burglary of Storage Units

- **A burglar forcibly enters 11 storage compartments** in a **self-storage building**.

- The **building owner/manager** reports the incident to police.

- **How to Report:**

  - **UCR Offense Code: 220 = Burglary/Breaking and Entering**

  - **Location Type: 19 = Rental Storage Facility**

  - **Number of Premises Entered: 11** (for **11** compartments)

Example 2: Burglary of a Private Residence (Hotel Rule Does NOT Apply)

- **A residence is burglarized.**

- **How to Report:**

  - **UCR Offense Code: 220 = Burglary/Breaking and Entering**

  - **Location Type: 20 = Residence/Home**

  - **Number of Premises Entered: Leave Blank** (Hotel Rule **does not apply**).

Method of Entry

Data Element 11 (Method of Entry) must **only** be reported if the offense is **220 = Burglary/Breaking and Entering**.

This data element identifies whether the offender(s):

- **Used force** to gain entry into a structure (**forced entry**)

- **Entered without force** through an **unlocked** door or window (**unforced entry**)

Defining Forced vs. Unforced Entry

Forced Entry (F = Force)

An entry is classified as **forced** when the offender:

- Uses **physical force** (e.g., prying a door open, breaking a window)

- Uses a **mechanical device** (e.g., passkey, lock-picking tools, skeleton key, unauthorized keycard)

- **Conceals themselves inside a building** before closing hours and later **exits with stolen property** (burglary by concealment → **reported as forced entry**)

Unforced Entry (N = No Force)

An entry is classified as **unforced** when the offender:

- Enters through an **unlocked** door or window

- Gains access **without** using force or mechanical tools

Special Rule for Mixed Entry Methods

- If **both forced and unforced entries** occurred in the same burglary incident, **report as F = Force** because **force was used at some point.**

Valid Data Values

Data Value	Data Value Includes
F = Force	Any attempt to defeat a locking mechanism or break into a structure
N = No Force	Entry through an unlocked door or window without any physical force

Example: Forced Entry After Initially Unforced Entry

- **A burglar enters an office building through an unlocked front door** *(unforced entry)*.

- **Once inside, the burglar forces open a locked office door** to steal a laptop *(forced entry)*.

- **How to Report:**

o **UCR Offense Code: 220 = Burglary/Breaking and Entering**

o **Method of Entry: F = Force** *(because force was used to open the interior office door)*

Type of Criminal Activity/Gang Information

Data Element 12 (Type Criminal Activity/Gang Information) is used to describe the **criminal activity or gang involvement** associated with an offense.

This data element is applicable **only** to specific offense types and is divided into **three distinct categories**:

1. **Criminal Activity (e.g., manufacturing, selling, possessing, neglect, abuse, etc.)**

2. **Animal Cruelty Specific Activity (e.g., neglect, organized abuse, sexual abuse, etc.)**

3. **Gang Information (e.g., juvenile or organized gang involvement)**

LEAs **must only** use the **data values** that correspond to the **offense reported** in **Data Element 6 (UCR Offense Code)**.

Criminal Activity Classification

This data element provides a **common language** to describe **criminal acts** in incidents involving the following offenses:

- **250 = Counterfeiting/Forgery**

- **280 = Stolen Property Offenses**

- **35A = Drug/Narcotic Violations**

- **35B = Drug Equipment Violations**

- **39C = Gambling Equipment Violations**

- **370 = Pornography/Obscene Material**

- **520 = Weapon Law Violations**

- **720 = Animal Cruelty**

Valid Data Values (Criminal Activity)

LEAs may report **up to three types of criminal activity** per offense:

Code	Activity Description
A	**Simple/Gross Neglect** *(Only for 720 - Animal Cruelty)*
B	**Buying/Receiving**
C	**Cultivating/Manufacturing/Publishing** *(Production of any type)*
D	**Distributing/Selling**
E	**Exploiting Children**
F	**Organized Abuse** *(Dog Fighting, Cock Fighting - Only for 720 Animal Cruelty)*
I	**Intentional Abuse or Torture** *(Tormenting, mutilating, maiming, poisoning, or abandonment - Only for 720 Animal Cruelty)*
O	**Operating/Promoting/Assisting**
P	**Possessing/Concealing**
S	**Animal Sexual Abuse** *(Bestiality - Only for 720 Animal Cruelty)*
T	**Transporting/Transmitting/Importing**
U	**Using/Consuming**

Example of Criminal Activity Classification

Example 1: Child Exploitation & Distribution of Pornography

- **Scenario:**

  o Offenders **manufactured** and **sold** pornographic photographs of children.

  o The investigation determined that **child exploitation** was involved.

- **How to Report:**

  o **Offense Code (Data Element 6): 370 = Pornography/Obscene Material**

- o **Criminal Activity (Data Element 12):**

  - ▪ **C = Cultivating/Manufacturing/Publishing** *(Production of the material)*

  - ▪ **D = Distributing/Selling** *(Sale of the material)*

  - ▪ **E = Exploiting Children** *(Involvement of minors in the production)*

Animal Cruelty

Data Element 12 (Type of Criminal Activity/Gang Information) must be used to describe the specific type of **animal cruelty offense** when reporting **720 = Animal Cruelty** incidents.

Valid Data Values for Animal Cruelty

LEAs **must report** at least **one** (up to three) of the following types of criminal activity when reporting a **720 = Animal Cruelty** offense:

Code Activity Description

Code	Activity Description
A	**Simple/Gross Neglect** *(Failure to provide food, water, shelter, veterinary care, hoarding, etc.)*
F	**Organized Abuse** *(Dog fighting, cock fighting, or other forms of organized animal cruelty)*
I	**Intentional Abuse and Torture** *(Tormenting, mutilating, maiming, poisoning, abandonment, etc.)*
S	**Animal Sexual Abuse** *(Bestiality or other forms of sexual abuse involving animals)*

Example of Animal Cruelty Reporting

Example 1: Animal Neglect and Abuse

- • **Scenario:**

- o Police receive a complaint about a woman leaving her dog outside in extreme heat **without food or water** daily.

- o Upon investigation, officers find the **German Shepherd severely malnourished and suffering from heat exhaustion**.

- o The **dog owner denies** the allegations but is arrested and charged with **Animal Cruelty**.

- **How to Report:**

  - o **Offense Code (Data Element 6): 720 = Animal Cruelty**

  - o **Criminal Activity (Data Element 12): A = Simple/Gross Neglect** *(Failure to provide necessary care)*

Gang Information Reporting

Gang Information is a subset of Data Element 12 (Type Criminal Activity/Gang Information).

South Carolina Gang Reporting Requirements

- **State law (S.C. Code § 16-8-320)** requires that **all gang-related incidents be reported** in SCIBRS.

- A **gang** is defined as an **ongoing organization, association, or group of three or more persons** engaged in a **pattern of criminal conduct**.

- **Casual social groups or "hangouts" do not qualify as gangs.**

Gang-Related Offenses

Gang information must be **reported when any of the following offenses occur**:

UCR Code	Offense
09A	Murder & Nonnegligent Manslaughter

UCR Code	Offense
09B	Negligent Manslaughter
100	Kidnapping/Abduction
120	Robbery
11A	Rape
11B	Sodomy
11C	Sexual Assault With an Object
11D	Sexual Contact
13A	Aggravated Assault
13B	Simple Assault
13C	Intimidation

Valid Data Values for Gang Information

LEAs **should enter up to two gang-related codes per offense**:

Code	Gang Type
G	**Other Gang** *(Predominantly adult gang members, 18 or older)*
J	**Juvenile Gang** *(Predominantly juvenile members under 18)*
N	**None/Unknown** *(No gang involvement determined)*

Example of Gang-Related Crime Reporting

Example 1: Juvenile Gang-Related Assault

- **Scenario:**

    o   Two 19-year-old women are riding bicycles through a neighborhood.

    o   Three **male offenders (aged 16, 17, and 17)** approach them and **force them to stop**.

    o   **Verbal altercation occurs**, followed by **physical assault**.

- o The attackers **all have identical tattoos** known to be **associated with a local gang**.

- **How to Report:**

  - o **Offense Code (Data Element 6): 13A = Aggravated Assault**

  - o **Gang Activity (Data Element 12): J = Juvenile Gang** *(Because the offenders were under 18 and associated with a known gang.)*

Weapons and Force Used (Data Element 13)

Identification of weapons or force used by the offender in the commission of specific offenses.

Applicable Offenses

This data element applies to the following offenses:

- **09A** - Murder and Nonnegligent Manslaughter

- **09B** - Negligent Manslaughter

- **09C** - Justifiable Homicide

- **100** - Kidnapping/Abduction

- **11A** - Rape

- **11B** - Sodomy

- **11C** - Sexual Assault With An Object

- **11D** - Fondling

- **120** - Robbery

- **13A** - Aggravated Assault

- **13B** - Simple Assault

- **210** - Extortion/Blackmail

- **520** - Weapon Law Violations

- **64A** - Human Trafficking, Commercial Sex Acts

- **64B** - Human Trafficking, Involuntary Servitude

Clarifications

- A weapon may be a **traditional weapon** (e.g., gun, knife, club) or any **object used as a weapon of opportunity** capable of causing serious injury.

- If multiple weapons were used, **report up to three types** in order of severity.

- If a firearm was automatic, **add an "A" suffix** (e.g., 13A = Automatic Rifle). **Do NOT include semi-automatic firearms as "automatic."**

- If no weapon or force was used, **use "99 = None" (mutually exclusive)**.

- **When in doubt, report the weapon based on how it was used.**

  - Example: If an offender stabs a victim with a broken bottle, report it as **"20 = Knife/Cutting Instrument"** instead of **"30 = Blunt Object."**

Valid Data Values

- **11** = Firearm (when specific firearm type is unknown)

- **12** = Handgun

- **13** = Rifle

- **14** = Shotgun

- **15** = Other Firearm (e.g., sawed-off shotguns, homemade firearms, zip guns)

- **20** = Knife/Cutting Instrument (knives, razors, axes, cleavers, broken glass, ice picks)

- **30** = Blunt Object (clubs, baseball bats, tire irons, bricks, bottles when used to strike)

- **35** = Motor Vehicle/Vessel (intentionally used to harm or kill)

- **40** = Personal Weapons (hands, fists, feet, arms, teeth—does NOT include strangulation with objects)

- **50** = Poison

- **60** = Explosives

- **65** = Fire/Incendiary Device

- **70** = Drugs/Narcotics/Sleeping Pills (administered to incapacitate or kill)

- **85** = Asphyxiation (strangulation by hand or object, suffocation, drowning)

- **90** = Other (BB guns, pellet guns, stun guns, Tasers, pepper spray, electric shock devices)

- **95** = Unknown

- **99** = None (Use only when no force or weapon was involved)

Automatic Firearm Indicator (if applicable)

- **A** = Fully automatic firearm (fires continuously with a single trigger pull)

- **S** = Semi-automatic firearm (fires one shot per trigger pull, automatically reloads)

- **[Blank]** = Manual firearm (must be manually reloaded between shots)

Examples

Example 1: Armed Robbery With Multiple Weapons

Scenario: Three robbers held up a bank. One brandished a **revolver**, the second carried a **sawed-off shotgun**, and the third had an **automatic machine gun**.
Reporting:

- **120 = Robbery**

- **Weapons Used:**

  - **12 = Handgun** (for the revolver)

  - **14 = Shotgun** (for the sawed-off shotgun)

  - **15A = Automatic Other Firearm** (for the machine gun)

Example 2: Negligent Manslaughter Involving a Boat Crash

Scenario: A boat operator, under the influence of alcohol, collided with another boat, resulting in a passenger's death.
Reporting:

- **09B = Negligent Manslaughter**

- **Weapon Used:**

  - **35 = Motor Vehicle/Vessel**

Example 3: Assault With an Unusual Weapon

Scenario: During a bar fight, an offender attacked another patron with a **pool cue**, breaking the cue over the victim's head.
Reporting:

- **13A = Aggravated Assault**

- **Weapon Used:**

  - **30 = Blunt Object**

Example 4: Poisoning Attempt

Scenario: A suspect attempted to poison a family member by slipping cyanide into their coffee, but the victim detected the smell and didn't drink it.

Reporting:

- **13A = Aggravated Assault**

- **Weapon Used:**

  - **50 = Poison**

Offense Special Circumstances (Data Element S6)

This element is used to describe specific **circumstances related to the offense**. Up to **three special circumstances** can be reported per offense.

Valid Data Values

- **B** = Bomb Threat

- **C** = Carjacking *(Only report with 120 = Robbery)*

- **G** = Gas Drive-Off

- **H** = Hate/Bias Motivated *(Bias must be reported in Data Element 8A)*

- **I** = Offender Mentally Ill-Suspected

- **J** = Joy Ride

- **M** = Mutilated *(Used when there is **unusual** bodily mutilation)*

- **P** = Victim is Police Officer *(Mandatory for all offenses against law enforcement officers)*

- **S** = Offender Committed Suicide *(Requires 980 = Suicide offense and Exceptional Clearance "A")*

- **X** = Safe Cracking

- **Y** = Youth Gang Activity *(If applicable, also report "J = Juvenile Gang" in Data Element 12)*

Examples

Example 1: Carjacking With a Firearm

Scenario: An offender **brandished a handgun** and forcibly removed a driver from their car at a gas station before fleeing in the vehicle.
Reporting:

- **120 = Robbery**

- **Weapons Used:**

  o **12 = Handgun**

- **Special Circumstances:**

  o **C = Carjacking**

Example 2: Murder Motivated by Bias

Scenario: A White offender fatally stabbed a Black victim while shouting racial slurs.
Reporting:

- **09A = Murder and Nonnegligent Manslaughter**

- **Weapons Used:**

  o **20 = Knife/Cutting Instrument**

- **Special Circumstances:**

  o **H = Hate/Bias Motivated**

  o *(Also report "12 = Anti-Black or African American" in Data Element 8A)*

Example 3: Suicide Following a Homicide

Scenario: A suspect **killed their spouse** and then **shot themselves** at the scene.

Reporting:

- **09A = Murder and Nonnegligent Manslaughter**

- **Weapons Used:**

    o **12 = Handgun**

- **Special Circumstances:**

    o **S = Offender Committed Suicide**

    o *(Also report "A = Death of Offender" in Exceptional Clearance Data Element 5)*

Property Segment Data Elements

Property Loss Type (Data Element 14)

This data element describes the type of property loss, recovery, seizure, or damage associated with an incident.

Applicable Offenses

LEAs must report property information when an incident involves at least one of the following offenses:

- **200** = Arson

- **510** = Bribery

- **220** = Burglary/Breaking and Entering

- **520** = Counterfeiting/Forgery

- **290** = Destruction/Damage/Vandalism of Property

- **35A-B** = Drug Offenses

- **270** = Embezzlement

- **210** = Extortion/Blackmail

- **26A-E** = Fraud Offenses

- **39A-D** = Gambling Offenses

- **100** = Kidnapping/Abduction

- **23A-H** = Larceny-Theft Offenses

- **240** = Motor Vehicle Theft

- **120** = Robbery

- **280** = Stolen Property Offenses

Clarifications

- **LEAs should report property stolen only in the jurisdiction where the theft occurred.**

- **Only the original reporting jurisdiction can report the recovery** of stolen property, even if another agency recovered it.

- **For incidents involving multiple property loss types**, agencies must submit separate property records for each type.

Valid Data Values

Each property record should indicate one of the following types of loss:

Code	Property Loss Type
1	None *(e.g., attempted crimes with no property loss)*

Code	Property Loss Type
2	Burned *(includes damage from firefighting efforts)*
3	Counterfeited/Forged
4	Destroyed/Damaged/Vandalized
5	Recovered *(previously stolen property that has been found)*
6	Seized *(impounded property that was not stolen, such as evidence in a drug case)*
7	Stolen/Etc. *(includes bribed, defrauded, embezzled, extorted, ransomed, robbed, etc.)*
8	Unknown

Examples

Example 1: Arson Case

Scenario:

A fire destroyed an abandoned building. Investigators determined it was arson, but there was no stolen property involved.

Reporting:

- **200 = Arson**

- **Property Loss Type:**

    o **2 = Burned** *(since the property was damaged by fire)*

Example 2: Burglary With Stolen and Recovered Property

Scenario:

A suspect broke into a home and stole electronics and jewelry. Two weeks later, police recovered the stolen items.

Reporting:

- **220 = Burglary/Breaking and Entering**

- **Property Loss Types:**

- o   **7 = Stolen/Etc.** *(for the stolen items in the initial burglary report)*

- o   **5 = Recovered** *(when the stolen items were later found by law enforcement)*

Example 3: Attempted Burglary Without Property Loss

Scenario:

A suspect broke into a business but left without taking anything after triggering the alarm.

Reporting:

- **220 = Burglary/Breaking and Entering**

- **Property Loss Type:**

  - o   **1 = None** *(since no property was stolen or damaged)*

Example 4: Counterfeit Currency Seized

Scenario:

Police seized counterfeit $100 bills from a suspect attempting to pass them at a retail store.

Reporting:

- **520 = Counterfeiting/Forgery**

- **Property Loss Type:**

  - o   **3 = Counterfeited/Forged** *(since the seized items were fake currency)*

  - o   **6 = Seized** *(because the property was taken into custody by law enforcement)*

Reporting Recovered Property

Key Guidelines for Recovery Reporting:

1. **The jurisdiction where the property was stolen is responsible for reporting its recovery.**

2. **If another agency recovers the property, the original reporting jurisdiction must update the case; only the jurisdiction where the theft originally occurred should report the recovery.**

3. **If the stolen jurisdiction is unknown, the recovering agency may report the property as recovered.**

Examples of Recovered Property Reporting

Example 1: Vehicle Stolen and Recovered in the Same Jurisdiction

Scenario:

A vehicle reported stolen in Smallville was found by a Smallville PD officer during a routine patrol.

Reporting:

- **240 = Motor Vehicle Theft**

- **Property Loss Types:**

    o **7 = Stolen/Etc.** *(when the vehicle was reported stolen)*

    o **5 = Recovered** *(when the vehicle was found and returned to the owner)*

Example 2: Vehicle Stolen in One Jurisdiction, Recovered in Another

Scenario:

A vehicle was stolen in **Smallville**, but a **Metropolis PD** officer recovered it during a traffic stop.

Reporting:

- **Smallville PD (Original Reporting Agency):**

    o **Updates their report to show 5 = Recovered**

- **Metropolis PD (Recovering Agency):**

- o **Reports a 280 = Stolen Property Offense** *(for possession of stolen property, not theft itself)*

- o **Uses 1 = None for Type Property Loss** *(to avoid duplicate reporting of the vehicle's theft/recovery)*

Example 3: Recovered Property of Unknown Origin

Scenario:

During a traffic stop, a Smallville PD officer found a suspect in possession of multiple stolen cell phones. The theft location was unknown.

Reporting:

- **280 = Stolen Property Offense** *(since the suspect had stolen property)*

- **Property Loss Type:**

  - o **5 = Recovered** *(because the property was secured by law enforcement but its theft location was unknown)*

Property Description (Data Element 15)

This data element is used to classify and describe the property associated with an offense, including property that was **stolen, burned, counterfeited/forged, destroyed/damaged/vandalized, recovered, seized, bribed, defrauded, embezzled, extorted, ransomed, or robbed.**

Guidelines for Reporting

- **Up to ten property descriptions** can be entered per type of property loss.

- **If more than ten property types are involved**, list the nine most valuable, and classify the remaining property under **77 = Other**.

- **Choose the most specific data value** available based on how the property was used in the incident.

For example, a full-size van may be classified as:

- **05** = **Buses** *(if configured to transport multiple passengers)*

- **28** = **Recreational Vehicles** *(if used as temporary lodging)*

- **37** = **Trucks** *(if primarily used for cargo transportation)*

Valid Property Description Codes

Code	Property Type	Includes
01	Aircraft	Airplanes, helicopters, dirigibles, gliders, ultra-lights, hot air balloons, blimps
02	Alcohol	Beer, wine, liquor
03	Automobiles	Passenger vehicles, sedans, SUVs, minivans, limousines
04	Bicycles	Bicycles, unicycles, tandem bikes
05	Buses	School buses, coach/tourist buses, trolleys
06	Clothes/Furs	Apparel, shoes, accessories, hearing aids, glasses
07	Computer Hardware/Software	Computers, printers, software, video consoles (PlayStation, Xbox, Wii)
08	Consumable Goods	Food, non-alcoholic beverages, hygiene products, cigarettes
09	Credit/Debit Cards	ATM cards, electronic benefit transfer (EBT) cards *(not gift cards)*
10	Drugs/Narcotics	Prescription, over-the-counter, illegal drugs
11	Drug/Narcotic Equipment	Paraphernalia, bongs, meth labs, syringes
12	Farm Equipment	Tractors, combines
13	Firearms	Handguns, rifles, shotguns, assault rifles *(not BB or pellet guns)*
14	Gambling Equipment	Slot machines, lottery tickets, poker chips
15	Heavy Construction Equipment	Bulldozers, cranes, steamrollers

Code	Property Type	Includes
16	Household Goods	Furniture, appliances, mailboxes *(not radios/TVs/DVD players)*
17	Jewelry/Precious Metals/Gems	Bracelets, rings, necklaces, platinum, gold
18	Livestock	Cattle, hogs, horses, sheep *(including household pets raised for profit)*
19	Merchandise	Retail products *(use a more specific code when possible)*
20	Money	Cash, coins, legal tender, demand deposits
21	Negotiable Instruments	Endorsed checks, bearer bonds, money orders
22	Non-Negotiable Instruments	Unendorsed checks, blank checks, stocks, traveler's checks
23	Office-Type Equipment	Cash registers, copiers, fax machines
24	Other Motor Vehicles	Motorcycles, scooters, ATVs, snowmobiles, golf carts
25	Purses/Handbags/Wallets	Includes backpacks and briefcases used as purses
26	Radios/TVs/VCRs/DVD Players	Stereo equipment, MP3 players, cable boxes *(not vehicle radios)*
27	Recordings – Audio/Visual	CDs, DVDs, VHS tapes
28	Recreational Vehicles	Motor homes
29	Structures – Single Occupancy Dwellings	Houses, townhouses, mobile homes
30	Structures – Other Dwellings	Apartments, dormitories, boarding houses
31	Structures – Other Commercial/Business	Office buildings, restaurants, stores
32	Structures – Industrial/Manufacturing	Factories, plants, refineries
33	Structures – Public/Community	Schools, libraries, hospitals, jails, sports arenas
34	Structures – Storage	Barns, garages, warehouses
35	Structures – Other	Outbuildings, monuments, construction sites

Code	Property Type	Includes
36	Tools	Hand and power tools
37	Trucks	Cargo and commercial trucks, pickups
38	Vehicle Parts/Accessories	Tires, hubcaps, car radios, GPS devices
39	Watercraft	Motorboats, canoes, jet skis, yachts
41	Aircraft Parts/Accessories	Aircraft components, excluding intact aircraft
42	Artistic Supplies/Accessories	Paint, sculpting tools, canvases
43	Building Materials	Lumber, drywall, concrete, plumbing supplies
44	Camping/Hunting/Fishing Equipment	Tents, sleeping bags, fishing poles
45	Chemicals	Solvents, insecticides, fertilizers *(not drugs/narcotics)*
46	Collections/Collectibles	Art objects, rare stamps, vintage comic books
47	Crops	Agricultural products *(not illegal drug crops)*
48	Documents – Personal/Business	Affidavits, deeds, legal papers *(not identity documents)*
49	Explosives	Bombs, fireworks, ammunition, Molotov cocktails
59	Firearm Accessories	Gun belts, cases, scopes, laser sights
64	Fuel	Gasoline, diesel, biodiesel, coal, natural gas
65	Identity Documents	Passports, visas, driver's licenses, Social Security cards
66	Identity – Intangible	Stolen personal data, reputational harm
67	Law Enforcement Equipment	Uniforms, handcuffs, flashlights, police canines
68	Lawn/Yard/Garden Equipment	Lawnmowers, hedge trimmers, landscaping tools
69	Logging Equipment	Choker cables, binders, blocks
70	Medical/Medical Lab Equipment	X-ray machines, MRI machines, stethoscopes
71	Metals – Non-Precious	Copper, brass, aluminum, steel, wiring
72	Musical Instruments	Guitars, violins, keyboards, drum sets
73	Pets	Cats, dogs, exotic animals *(not livestock)*

Code	Property Type	Includes
74	Photographic/Optical Equipment	Cameras, telescopes, binoculars
75	Portable Electronic Communications	Cell phones, iPads, Kindles, Gameboys
76	Recreational/Sports Equipment	Baseball bats, gloves, skis, weights
77	Other	Any property not covered by other categories
78	Trailers	Truck trailers, semi-trailers, utility trailers
79	Watercraft Equipment/Parts	Buoys, sails, paddles, life vests
80	Weapons – Other	Tasers, bows, nunchakus, pepper spray
88	Pending Inventory	Property that cannot be described until an inventory is completed

Examples of Property Reporting

Example 1: Pending Inventory for Arson Loss

Scenario: A home was completely destroyed in a fire, but the owner is traveling overseas and cannot yet provide details on the loss.

Reporting:

- **200 = Arson**

- **Property Description: 88 = Pending Inventory** *(until the homeowner can assess losses)*

Example 2: Burglary With Multiple Property Types Stolen

Scenario: A burglary resulted in the theft of:

1. A **stamp collection** ($10,000)

2. **Jewelry** ($5,000)

3. A **computer** ($1,800)

4. **Clothes** ($1,500)

5. **Silverware** ($800)

6. A **TV** ($650)

7. **Stereo equipment** ($450)

8. A **microwave** ($400)

9. **Cash** ($350)

10. A **copier** ($250)

Since more than ten property types were stolen, the **bicycle, two credit cards, and blank personal checks** will be coded as **77 = Other** to avoid exceeding the limit.

Property Value (Data Element 16)

This data element is used to **record the total monetary value (rounded to the nearest whole dollar) of property that was stolen, recovered, seized, counterfeited, destroyed, damaged, vandalized, or otherwise affected by an incident.**

Guidelines for Reporting Property Value

- **LEAs can enter up to ten values** corresponding to the up to ten **property descriptions** (Data Element 15) associated with each type of property loss in an incident.

- **If more than ten property types are involved**, enter the values for the nine **most valuable** properties and combine the remaining items under **77 = Other.**

- **For unknown values**, enter **$1**, which denotes that the value is unknown.

Jurisdictional Reporting Rules

- **An agency should report only the value of the property stolen within its jurisdiction.**

- **The original reporting agency** (not the agency that recovered the property) **must report the value of the recovered property.** This rule applies to **all stolen property, including motor vehicles.**

Some agencies may wish to track property recovered for other jurisdictions in their RMS, but this data should not be transmitted to SCIBRS.

Valid Data Values

- **Whole dollar amounts: $1 – $999,999,999**

- **Unknown value:** Enter **$1** *(e.g., 000000001 in the database)*

Special Considerations for Specific Crimes

Drug/Narcotic Seizures

When LEAs **seize** drugs/narcotics (35A) in a drug case:

- **Do not enter a property value** in this data element.

- Instead, enter:

  - **6 = Seized** in **Data Element 14 (Type Property Loss/Etc.)**

  - **10 = Drugs/Narcotics** in **Data Element 15 (Property Description)**

  - Use **Data Elements 20, 21, and 22** to **report the type, quantity, and measurement of drugs.**

Exception: If drugs/narcotics are involved in other property crimes (e.g., stolen in a burglary or robbery), **enter the property value** and **leave Data Elements 20, 21, and 22 blank.**

Property Valuation Guidelines

Scenario	Valuation Method
Depreciable property (vehicles, electronics, furniture, etc.)	Use **fair market value** (price considering depreciation, wear and tear)
Jewelry, watches, and rare goods	Use the **victim's valuation** (as they retain value over time)
New/near-new items	Use **replacement cost**
Negotiable instruments (bonds, bearer checks, etc.)	Use **current market price** at the time of theft/seizure
Non-negotiable instruments (checks, money orders, food stamps, stocks, etc.)	**Score as stolen,** but **do not assign a monetary value**
Retail goods stolen from stores, warehouses, etc.	Use **wholesale cost** (no markup or profit margin)
Exaggerated victim estimates	Use **common sense** and **independent verification** (e.g., online pricing tools, Craigslist, eBay, Kelley Blue Book)
Recovered property with changed condition	Use **market value at the time of recovery**, even if lower than the stolen value *(value should not exceed original amount reported for stolen property)*

Examples of Property Valuation

Example 1: Stolen Bicycles

Scenario:

Two bicycles were stolen at the same time and place—one valued at **$300**, the other at **$150**.

Reporting:

- **Property Description: 04 = Bicycles**

- **Property Value: $450** *(combined total of both bikes)*

Example 2: Complex Burglary Valuation

Scenario:

A burglary resulted in the theft of:

1. **Stamp collection – $10,000**

2. **Jewelry – $5,000**

3. **Personal computer – $1,800**

4. **Clothes – $1,500**

5. **Silverware – $800**

6. **Television – $650**

7. **Stereo equipment – $450**

8. **Microwave oven – $400**

9. **Cash – $350**

10. **Copier – $250**

11. **Shotgun – $150**

12. **Bicycle – $100**

13. **Two credit cards** *(no monetary value)*

14. **Ten blank personal checks** *(no monetary value)*

Reporting:

- **Property Type Values:**

  - **Stamp collection**: **$10,000 → 46 = Collections/Collectibles**

- o **Jewelry & silverware**: **$5,800 → 17 = Jewelry/Precious Metals/Gems**

- o **Personal computer**: **$1,800 → 07 = Computer Hardware/Software**

- o **Clothes: $1,500 → 06 = Clothes/Furs**

- o **TV & stereo equipment**: **$1,100 → 26 = Radios/TVs/VCRs/DVD Players**

- o **Microwave oven**: **$400 → 16 = Household Goods**

- o **Cash**: **$350 → 20 = Money**

- o **Copier**: **$250 → 23 = Office-Type Equipment**

- o **Shotgun**: **$150 → 13 = Firearms**

Since more than ten items were taken, the **bicycle, two credit cards, and ten blank checks** should be **combined** and reported as:

- **77 = Other → $100**

Recovered Property Date (Data Element 17)

Reports the **month, day, and year** when an LEA **recovered** property that was previously stolen **within their jurisdiction**.

Usage Criteria:

- **Only used if 5 = Recovered** is entered in **Data Element 14 (Type Property Loss/Etc.)**

- If the **exact recovery date is unknown**, enter the **date of the report.**

- Agencies **should not report recovered property unless they also took the original stolen report.**

Reporting Multiple Recovered Items:

- **Up to ten dates** may be reported, matching the **up to ten property descriptions** (Data Element 15).

- **If multiple recovery dates exist for the same property type**, enter the **earliest date**.

Example:

On **March 28, 2018**, a thief stole three cars from a used car lot. The LEA recovered:

- **One car on April 1, 2018.**

- **The second car on April 24, 2018.**

Reporting:

- Enter **20180401** (April 1, 2018) in Data Element 17, as it is the earliest recovery date.

Number of Stolen Motor Vehicles (Data Element 18)

Records the **number of stolen motor vehicles** in a **Motor Vehicle Theft (240)** incident.

Usage Criteria:

- Only used if:

    o **240 = Motor Vehicle Theft** is reported in **Data Element 6 (UCR Offense Code)**

    o **7 = Stolen** is entered in **Data Element 14 (Type Property Loss/Etc.)**

    o One of the following is entered in **Data Element 15 (Property Description):**

        ▪ **03 = Automobiles**

        ▪ **05 = Buses**

        ▪ **24 = Other Motor Vehicles**

        ▪ **28 = Recreational Vehicles**

- ▪ **37 = Trucks**

- • If the **number of stolen vehicles is unknown**, enter **00 = Unknown.**

- • **Motor vehicles stolen as proceeds of other crimes** (e.g., **Burglary, Fraud, Embezzlement**) **should not** be included.

Example:

A car dealership reported the theft of **six vehicles** during an overnight break-in.

Reporting:

- • Enter **06** in **Data Element 18**.

SCIBRS Maximum: 99 vehicles per incident.

Number of Recovered Motor Vehicles (Data Element 19)

Records the **number of recovered motor vehicles** in a **Motor Vehicle Theft (240)** incident.

Usage Criteria:

- • Only used if:

  - o **240 = Motor Vehicle Theft** is reported in **Data Element 6 (UCR Offense Code)**

  - o **5 = Recovered** is entered in **Data Element 14 (Type Property Loss/Etc.)**

  - o One of the following is entered in **Data Element 15 (Property Description):**

    - ▪ **03 = Automobiles**

    - ▪ **05 = Buses**

    - ▪ **24 = Other Motor Vehicles**

    - ▪ **28 = Recreational Vehicles**

- ▪ **37 = Trucks**

- If the **number of recovered vehicles is unknown**, enter **00 = Unknown.**

- **Do not report motor vehicles recovered as proceeds of other offenses** (e.g., **Burglary, Fraud, Embezzlement**).

Example:

A stolen **truck and a van** were recovered in a neighboring jurisdiction.

Reporting:

- Enter **02** in **Data Element 19**.

SCIBRS Maximum: 99 vehicles per incident.

Suspected Drug Type (Data Element 20)

Identifies the **types of drugs/narcotics seized** in a **drug case (35A)**.

Usage Criteria:

- Only used if:

    - ○ **35A = Drug/Narcotic Violations** is reported in **Data Element 6 (UCR Offense Code)**

    - ○ **6 = Seized** is entered in **Data Element 14 (Type Property Loss/Etc.)**

    - ○ **10 = Drugs/Narcotics** is entered in **Data Element 15 (Property Description)**

- If drugs were **flushed, swallowed, or used in undercover investigations**, enter **1 = None** in **Data Element 14 (Type Property Loss/Etc.)**

- **Do not use** for drugs found burned, stolen, etc., in **non-drug crimes (e.g., Arson, Burglary, Larceny).**

Valid Data Values (Up to 3 per Incident)

Code	Drug Type
A	Crack Cocaine
B	Cocaine (non-crack)
C	Hashish
D	Heroin
E	Marijuana
F	Morphine
G	Opium
H	Other Narcotics (Codeine, Demerol, Methadone, Percodan)
I	LSD
J	PCP
K	Other Hallucinogens (MDMA, Peyote, Spice, Psilocybin)
L	Amphetamines/Methamphetamines
M	Other Stimulants (Adipex, Bath Salts, Ritalin)
N	Barbiturates
O	Other Depressants (Quaalude, Valium, Tranquilizers)
P	Other Drugs (Steroids, Antidepressants, Aerosols)
U	Unknown Type Drug
X	Over 3 Drug Types (use if more than 3 drugs are involved)

Spice (K2) Reporting:

- If illegal in the jurisdiction, report as **K = Other Hallucinogens**

- Do **not** classify as **E = Marijuana**

Example:

An LEA seized:

1. **1.5 kg of Crack**

2. **2.125 lbs of Marijuana**

3. **2.0 liquid oz of Morphine**

4. **500 Valium capsules**

Reporting:

- **A = Crack Cocaine**

- **E = Marijuana**

- **X = Over 3 Drug Types** (for Morphine & Valium)

Estimated Drug Quantity (Data Element 21)

Indicates the **amount of drugs/narcotics seized** in a **drug case (35A)**.

Usage Criteria:

- Only used if:

  o **35A = Drug/Narcotic Violations** is reported in **Data Element 6 (UCR Offense Code)**

  o **6 = Seized** is entered in **Data Element 14 (Type Property Loss/Etc.)**

  o **10 = Drugs/Narcotics** is entered in **Data Element 15 (Property Description)**

- If drugs were sent to a lab for analysis, enter **1 = None (000000001000)** as a placeholder.

- **SCIBRS requires agencies to update this entry** with lab-confirmed quantities.

- **Do not report drug quantity** for drugs classified as **X = Over 3 Drug Types.**

Example 1:

An LEA seized:

- **1.5 kg of Crack → 000000001500**

- **2.125 lbs of Marijuana → 000000002125**

Type Drug Measurement (Data Element 22)

Reports the **unit of measurement** used to quantify **seized drugs/narcotics**.

Valid Data Values (Up to 3 per Incident)

Measurement Type	Code
Weight	
Gram	GM
Kilogram	KG
Ounce	OZ
Pound	LB
Volume	
Milliliter	ML
Liter	LT
Fluid Ounce	FO
Gallon	GL
Units	
Dosage Units (# Pills)	DU
Number of Plants	NP
Not Reported (Lab Pending)	XX

Example 1:

An LEA seized:

- **1.5 kg Crack → KG**

- **2.125 lbs Marijuana → LB**

- **14 Valium Pills → DU**

Example 2:

An LEA seized a bag of white powder, suspected to be drugs. They sent the powder to the laboratory for analysis. The agency should enter:

- **Suspected Drug Type: U = Unknown**

- **Drug Measurement: XX = Not Reported (Pending)**

Recovery ORI (Data Element S8)

Reports the **jurisdiction (ORI) where stolen property was recovered**, if **different** from the original reporting agency. The core four digits of the ORI (the 4th through 7th characters of the nine-digit ORI) of the jurisdiction that physically recovered the property should be reported here.

Example:

Smallville PD (DC0010200) reported stolen property, but **Metropolis PD (DC0240100)** recovered it.

Reporting: Smallville PD enters **"2401"** in **Data Element S8**.

Victim Segment Data Elements

Victim Sequence Number (Data Element 23)

Assigns each victim a **unique three-digit identifier** (001-999) within an incident.

Usage Criteria:

- **Each victim** must be reported separately.

- **Every Group A incident must contain at least one victim.**

- If multiple victims exist, **each receives a unique number (001, 002, 003, etc.).**

- **SCIBRS does not collect names or other PII, the Victim Sequence Number distinguishes them within the report.**

Special Considerations:

- Victims may be associated with **all reported offenses** or **only specific ones** in an incident.

- Use **Data Element 24 (Victim Connected to UCR Offense Code)** to link victims to relevant offenses.

- If LE cannot determine who are subjects or victims (e.g., bar fights, domestic disputes), report **each person as both a victim and an offender**.

Example:

A **multiple offense** incident involved **three victims**:

- **Victim 001** (Robbery and Assault)

- **Victim 002** (Robbery only)

- **Victim 003** (Witnessed crime but was not physically harmed)

Each victim must be **assigned a unique sequence number**.

Victim Connected to UCR Offense Code (Data Element 24)

This element **links each victim** to the **specific offenses** that affected them.

Usage Guidelines:

- Each victim **must be associated** with at least **one** offense.

- If an offense **affected multiple victims**, it **must be reported separately for each victim**.

- LEAs may link up to **10 offenses per victim**.

Example:

A **home invasion** involved **two victims, one of whom was raped:**

- **Victim 001** was **robbed and raped** → **Report offenses: 120 (Robbery), 11A (Rape)**

- **Victim 002** was **only robbed** → **Report offense: 120 (Robbery)**

Each victim should be **linked only to the applicable offenses**.

Type of Victim (Data Element 25)

This categorizes the **victim type** for each reported offense.

Valid Data Values (Only One Per Victim)

Code	Victim Type
B	Business
F	Financial Institution
G	Government
I	Individual
L	Law Enforcement Officer *(Valid for: 09A, 13A, 13B, 13C only)*
O	Other
R	Religious Organization
S	Society/Public
U	Unknown

Usage Guidelines:

- **Businesses, financial institutions, and government entities** are victims only in crimes such as **fraud, counterfeiting, vandalism, and embezzlement**.

- **S = Society/Public** applies to **victimless crimes** (e.g., drug offenses, prostitution, weapons violations).

- **Only use L = Law Enforcement Officer** for **homicide and assault cases** involving sworn officers. For **other crimes (e.g., robbery),** classify them as **I = Individual**.

Example:

During a **bank robbery**, the following victims are identified:

- **The bank (loss of money) → F = Financial Institution**

- **The teller (threatened with a gun) → I = Individual**

- **A customer (physically assaulted) → I = Individual**

Each must be categorized correctly.

Law Enforcement Officers Killed and Assaulted (LEOKA) Data Elements (25A-25C)

LEAs should use Data Elements 25A, 25B, and 25C to report line-of-duty felonious killings and assaults on sworn LEOs, who have full arrest powers. LEAs should report all assaults on officers, with or without injuries.

Note: In 2015, LEOKA included special role functions in its definition: "An individual serving in the capacity of a LEO at the request of an LEA whose officers meet the current collection criteria. The individual must be under the supervision of a certified LEO from the requesting agency at the time of the incident but is not required to be in the physical presence of the officer while he or she is working an assigned duty."

Type of Officer Activity/Circumstance (Data Element 25A)

Describes **what the officer was doing** at the time of injury or death.

Code	Activity Type
01	Responding to Disturbance Call *(family dispute, person with firearm, etc.)*
02	Burglary in Progress/Pursuing Burglary Suspect
03	Robbery in Progress/Pursuing Robbery Suspect
04	Attempting Other Arrests
05	Civil Disorder *(riot, mass protest, etc.)*
06	Handling, Transporting, Custody of Prisoners
07	Investigating Suspicious Persons or Circumstances

Code	Activity Type
08	Ambush (No Warning)
09	Handling Persons with Mental Illness
10	Traffic Pursuits and Stops
11	All Other

Example:

A **uniformed officer** was conducting a **traffic stop** when he was **shot by the driver**.

- **Report as: 10 = Traffic Pursuits and Stops**

Officer Assignment Type (Data Element 25B)

Identifies the **officer's assignment** at the time of the incident.

Code	Assignment Type	Notes
F	Two-Officer Vehicle	Uniformed
G	One-Officer Vehicle (Alone)	Uniformed
H	One-Officer Vehicle (Assisted)	Uniformed
I	Detective/Special Assignment (Alone)	Non-Uniformed (Detective, etc.)
J	Detective/Special Assignment (Assisted)	Non-Uniformed (Detective, etc.)
K	Other (Alone) *(Foot patrol, Off duty, etc.)*	Foot Patrol or Off Duty
L	Other (Assisted)	Foot Patrol or Off Duty

Example:

- **Scenario 1:** A **detective** was **shot while investigating** a robbery.
  Report as: I = Detective/Special Assignment (Alone)

- **Scenario 2:** Two **officers** in a **patrol car** were ambushed.
  Report as: F = Two-Officer Vehicle

- **Scenario 3:** An **officer** in a **one-officer vehicle** was dispatched to a crime in progress. Another **officer** also **responded to the call**. While attempting an arrest, the **subject punched** one of the **officers**.
  Report as: H = One-Officer Vehicle (Assisted)

Officer - ORI Other Jurisdiction (Data Element 25C)

If an officer is **assaulted/killed outside their assigned jurisdiction**, **enter the ORI of their home agency**.

Example:

- A **state narcotics officer** was **shot** while executing a warrant in a **different county**.

  o **Enter the officer's home ORI in Data Element 25C.**

Victim Age (Data Element 26)

Records the **age** of an **individual victim** at the time of the crime.

Code	Age Description
01 - 98	Age in years
NN	Under 24 Hours
NB	1 – 6 Days Old
BB	7 – 364 Days Old
99	Over 98 Years Old
00	Unknown

Note: For **Law Enforcement Officers**, valid ages are **17 – 98**.

Example:

- A **rape victim** who was **15 years old at the time of the crime** but **reported it at 20**.

  o **Report as: 15 = 15 Years Old**

- A **deceased male** victim **appeared to be a teenager**.

  - **Report as: 1319 (Range: 13-19 years old)**

Victim Sex (Data Element 27)

Indicates the **biological sex** of the victim. Biological sex is defined as a classification based on the reproductive organs and functions that are derived from the chromosomal complement.

Code	Sex
F	Female
M	Male
U	Unknown

Note:

- **U = Unknown** sex, especially for a victim, should be very rare. In the vast majority of cases, the responding or investigating officer should be able to accurately describe the victim's biological sex.
- **SCIBRS does not collect gender identity or presentation.**

Example:

- A biologically **female victim → Report as F**

- A biologically **male victim → Report as M**

- A **badly decomposed or incomplete body** where sex **cannot be determined → Report as U**

Race of Victim (Data Element 28)

Indicates the **racial classification** of a **person** who was the victim of a crime. Agencies should select the most **appropriate racial category** based on the victim's identification, records, self-reporting, or officer's objective observations and knowledge.

Valid Data Values

Code	Race	Definition
W	**White**	A person having origins in any of the original peoples of **Europe, the Middle East, or North Africa**.
B	**Black or African American**	A person having origins in any of the **Black racial groups of Africa**.
I	**American Indian or Alaska Native**	A person having origins in any of the **original peoples of North and South America (including Central America) AND** who maintains **tribal affiliation or community attachment**.
A	**Asian**	A person having origins in any of the **original peoples of the Far East, Southeast Asia, or the Indian subcontinent**, including but not limited to **China, India, Japan, Korea, Malaysia, Pakistan, the Philippines, Thailand, and Vietnam**.
P	**Native Hawaiian or Other Pacific Islander**	A person having origins in any of the **original peoples of Hawaii, Guam, Samoa, or other Pacific Islands** (e.g., **Fijian, Micronesian, Polynesian, Tongan, Melanesian**).
U	**Unknown**	**Should only be used rarely** when the victim's race **cannot be determined due to unavailability or other substantive factors.**

Important Notes:

- **Native Hawaiian does not** include individuals who are native to the state of Hawaii **simply by birth**.

- **The use of 'U = Unknown' should be rare**, as most victim demographics can be determined through reports, investigation, or objective observations and knowledge.

Example:

A **homicide** victim was identified as being of **Japanese descent**. The agency should report **A = Asian** in Data Element 28.

Ethnicity of Victim (Data Element 29)

Indicates the **ethnicity** of a **person** who was the victim of a crime. This element **only applies** if **Data Element 25 (Type of Victim)** is **I = Individual**

Valid Data Values

Code	Ethnicity	Definition
H	**Hispanic or Latino**	A person of **Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin**, regardless of race.
N	**Not Hispanic or Latino**	A person **not** of Hispanic or Latino ethnicity.
U	**Unknown**	Ethnicity **cannot be determined**.

Race vs. Ethnicity:

- **Race** is associated with **biological traits** (e.g., skin color, hair texture).

- **Ethnicity** is linked to **cultural identity and heritage**.

- **Hispanic or Latino includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.**

Example:

A **victim of robbery** is identified as **Cuban**.

- The agency should report **W= White** in Data Element 28 and **H = Hispanic or Latino** in Data Element 29.

Resident Status of Victim (Data Element 30)

Indicates whether the **victim maintains a permanent residence** in the **town, city, or community** where the crime occurred. **This does not refer to immigration or national citizenship status.**

Valid Data Values

Code	Resident Status	Definition
R	Resident	The victim **lives in the jurisdiction** where the crime occurred.
N	Nonresident	The victim **does not live in the jurisdiction** where the crime occurred.
U	Unknown	The victim's residency status **cannot be determined**.

Key Considerations:

- The **reporting agency's jurisdiction determines residency** (i.e., the city, town, or county, not the entire state).

- **For university/college police**, only individuals living **on campus** (e.g., dormitories) are considered **residents**.

Examples:

1. **Resident:**

   o A **Chester County resident is robbed in Chester County** → **Report as R = Resident**.

2. **Nonresident:**

   o A **Columbia, SC resident is assaulted while visiting Myrtle Beach** → **Report as N = Nonresident**.

3. **Not Applicable:**

   o A **business is the victim of a fraud case** → **Do not use this data element**.

Aggravated Assault/Homicide Circumstances (Data Element 31)

Identifies the **circumstances surrounding an Aggravated Assault or Homicide**.
LEAs should use this only for offenses classified as:

- **13A = Aggravated Assault**

- **09A-09C = Homicide Offenses (Murder, Nonnegligent Manslaughter, Justifiable Homicide, Negligent Manslaughter)**

General Guidance:

- Use the most **accurate circumstances** based on the **investigation's findings**, **NOT** based on **court rulings or other legal proceedings**.

- **Traffic-related deaths** should only be classified as **Negligent Manslaughter** if they resulted from **DUI, reckless driving, or distracted driving**. **Accidental deaths** or those **caused by a victim's own actions** should **not** be reported under this offense.

- **Domestic Violence cases** must be reported using **06 = Domestic Violence**.

Valid Circumstances for 13A = Aggravated Assault and 09A = Murder/Nonnegligent Manslaughter

(Up to two per victim segment)

Code	Circumstance	Definition
01	Argument	Any **non-specific dispute** between individuals. More specific codes should be used when applicable.
02	Assault on Law Enforcement Officer	**Required** for all LEOKA victims related to 13A or 09A.
03	Drug Dealing	Attack related to **manufacturing, selling, or distributing illegal drugs** (not simply drug use).

Code	Circumstance	Definition
04	**Gangland**	Attack linked to **organized crime activities**.
05	**Juvenile Gang**	Conflict between **juvenile street gangs**.
06	**Domestic Violence**	The **perpetrator and victim had a familial or intimate relationship** (see full definition below).
07	**Mercy Killing**	**Only applicable to Homicide cases (Not Aggravated Assault).**
08	**Other Felony Involved**	Attack occurred **during another felony offense**, e.g., home invasion, robbery.
09	**Other Circumstances**	Known circumstances that **do not fit any other category**.
10	**Unknown Circumstances**	The **motive is unknown** to law enforcement at this time. If used, no second value can be reported.

Examples

Example: Gang-Related Drug Murder

- Two **juvenile street gangs** fought over **drug territory**, leading to a **murder**.

- **Valid Circumstances:**

    o **03 = Drug Dealing**

    o **05 = Juvenile Gang**

Note: Domestic and Family Violence (Circumstance Code 06)

- **Defined as: The use, attempted use, or threatened use of force by a current/former spouse, parent, cohabitant, or intimate partner.**

- **Includes coercion, intimidation, or property crimes committed due to the relationship.**

- **Examples:**

  o **Victim was attacked by an ex-boyfriend/girlfriend.**

  o **Victim was assaulted by a parent or sibling.**

  o **Victim was murdered by a spouse.**

Valid Circumstances for 09B = Negligent Manslaughter

(One per victim segment; used only for firearm-related cases unless otherwise noted.)

Code	Circumstance	Definition
30	**Child Playing With Weapon**	Accidental firearm discharge by a **child**.
31	**Gun-Cleaning Accident**	Fatal shooting caused by **firearm maintenance or cleaning**.
32	**Hunting Accident**	Shooting during **hunting** activity.
33	**Other Negligent Weapon Handling**	Firearm discharge due to **reckless handling** (not otherwise classified).
34	**Other Negligent Killing**	Used for **DUI-related fatalities, reckless driving, or distracted driving (cell phone use, etc.)**.

Valid Circumstances for 09C = Justifiable Homicide

(One per victim segment; only used when homicide was justifiable.)

Code	Circumstance	Definition
20	**Criminal Killed by Private Citizen**	Private citizen **killed an offender** in self-defense or to prevent a crime.
21	**Criminal Killed by Police Officer**	A **law enforcement officer** killed an offender in **line of duty**.

Example: Justifiable Homicide by Law Enforcement

- A **fugitive fired at officers**, who then **returned fire and killed the suspect**.

- **Valid Circumstances:**

  - **21 = Criminal Killed by Police Officer**

  - **A = Criminal Attacked Police Officer and That Officer Killed Criminal**

Additional Justifiable Homicide Circumstances (Data Element 32)

- **Used only when Data Element 31 = 20 (Criminal Killed by Private Citizen) or 21 (Criminal Killed by Police Officer).**

- **Describes the reason for the justifiable homicide.**

Code	Circumstance	Definition
A	**Criminal Attacked Police Officer and That Officer Killed Criminal**	Officer acted in **self-defense**.
B	**Criminal Attacked Police Officer and Criminal Killed by Another Officer**	Officer was **assisted** by another LEO.
C	**Criminal Attacked a Civilian**	Civilian **defended themselves** against an attacker.
D	**Criminal Attempted Flight From a Crime**	Offender was **killed while trying to escape** a crime scene.
E	**Criminal Killed in Commission of a Crime**	Offender **killed while actively committing a crime** (e.g., robbery, home invasion).
F	**Criminal Resisted Arrest**	Offender **violently resisted arrest**, leading to use of deadly force.
G	**Unable to Determine/Not Enough Information**	Circumstances **unknown or unclear**.

Examples

Example 1: Justifiable Homicide by Private Citizen

- A store clerk **shot an armed robber** in **self-defense**.

- **Valid Circumstances:**

    o **20 = Criminal Killed by Private Citizen**

    o **C = Criminal Attacked a Civilian**

Example 2: Justifiable Homicide by Law Enforcement

- A police officer was **ambushed by an armed suspect**.

- **Valid Circumstances:**

    o **21 = Criminal Killed by Police Officer**

    o **A = Criminal Attacked Police Officer and That Officer Killed Criminal**

Type of Injury (Data Element 33)

- **Used to describe the physical injuries sustained by a victim**.

- Required for **person-type victims** connected to certain crimes (e.g., Assault, Robbery, Sex Offenses).

Valid Injury Types

Code	Injury Type	Definition
N	**None**	No **physical injury** reported.
B	**Apparent Broken Bones**	Bone **fractures or breaks**.
I	**Possible Internal Injury**	Suspected **organ damage or internal bleeding**.
L	**Severe Laceration**	Deep cuts requiring **medical attention**.
M	**Apparent Minor Injury**	Bruises, scrapes, or other **non-severe injuries**.
O	**Other Major Injury**	Severe injuries **not covered above**.

Code	Injury Type	Definition
T	**Loss of Teeth**	**Chipped or knocked-out** teeth.
U	**Unconsciousness**	Victim was **rendered unconscious** by force.

Example

- **Victim was attacked with a crowbar**, resulting in a **broken arm and deep cuts**.

- **Valid Injury Codes:**

  o **B = Apparent Broken Bones**

  o **L = Severe Laceration**

Offender Sequence Number (Data Element 36)

Each **offender in an incident** must be assigned a **unique sequence number (01-99)** to differentiate them within the report.

If **absolutely nothing is known** about the offender(s), including how many offenders were involved, the LEA must report **00 = Unknown Offender**.

Key Considerations:

- **Every known offender must have a sequence number** (01-99).

- If the **number of offenders is known**, **but details are missing**, the LEA **must still assign sequence numbers**.

- If **nothing is known about the offender(s)** (e.g., a hit-and-run with no witnesses), **enter 00 = Unknown Offender**.

- **If the offender is known**, additional details (age, sex, race, ethnicity) must be provided in the corresponding data elements.

- **If the case involves multiple offenders acting in concert**, each must receive their **own sequence number**.

- **SCIBRS does not collect** names or personally identifying information (PII) for offenders.

Valid Data Values

Code	Description
01-99	Unique sequence number assigned to each offender
00	Unknown Offender (if no information is available)

Examples

Example 1: Completely Unknown Offender

- A **corpse was discovered** in an **abandoned warehouse**.

- No witnesses, no suspects, and **no information** on the offender.

- **Valid Entry: 00 = Unknown Offender**.

Example 2: Two Offenders Seen but Not Identified

- A **witness saw two burglars** wearing **ski masks**, fleeing a scene.

- The **number of offenders is known**, but **their identities are unknown**.

- The agency should **not** report **00 = Unknown Offender** because the number of offenders is known.

- **Valid Entries:**

  o **Offender 01**

  o **Offender 02**

  o Age, Sex, and Race should be coded as **Unknown** for both, unless the witness can provide sex and race details.

Example 3: Domestic Dispute with Mutual Assault

- A **husband and wife** both attacked each other.

- Each is **both a victim and an offender**.

- The LEA must assign **Offender Sequence Numbers to both**:

    o **Offender 01: Husband**

    o **Offender 02: Wife**

    o **Victim 01: Husband**

    o **Victim 02: Wife**

    o **Relationship: SE = Spouse** for both.

Age of Offender (Data Element 37)

Data Element 37 indicates the **offender's age or estimated age range** at the time of the incident.

Key Considerations:

- If the **exact age is known**, enter **a two-digit number** (e.g., **25 = 25 years old**).

- If the **offender's age is estimated**, enter the **lowest and highest** estimated age range (e.g., **2530** for **25-30 years old**).

- If **no age information is available**, enter **00 = Unknown**.

- **Do not use placeholder values (01, 02, 98, 99) if the age is unknown**.

- If the offender is **over 98 years old**, enter **99 = Over 98 Years Old**.

- **Master Name Files:** If an agency uses a system that calculates ages from birthdates, it **must ensure the calculated age is reported according to SCIBRS specifications**.

Valid Data Values

Code	Description
01-98	Exact offender age in years
99	Over 98 years old
00	Unknown age

Examples

Example 1: Witness Provides an Age Estimate

- A **witness describes** the offender as **"in his mid-20s"**.

- The LEA should **report an age range**:

    o **Valid Entry: 2530** (for 25-30 years old).

Example 2: Offender's Age is Completely Unknown

- No information is available on the offender's **age or range**.

- **Valid Entry: 00 = Unknown Age**.

Sex of Offender (Data Element 38)

Data Element 38 specifies the **biological sex of the offender**.

Key Considerations:

- If the **offender's sex is known**, enter **M = Male** or **F = Female**.

- If **the sex is unknown**, enter **U = Unknown**.

- **Use U = Unknown only in rare cases** where the **sex is truly undetermined**.

- **The vast majority of incidents should report a known sex**.

Valid Data Values

Code	Description
M	Male
F	Female
U	Unknown (should be used only when no information is available)

Examples

Example 1: Sex is Known

- A **male suspect** was seen robbing a gas station.

- **Valid Entry: M = Male**.

Example 2: Sex is Unknown

- A **car drove by a residence and fired shots at it while the residents were sleeping**.

- The **victim did not see** the offender.

- **Valid Entry: U = Unknown**.

Race of Offender (Data Element 39)

Data Element 39 indicates the **race of the offender**.

Key Considerations:

- **Race is based on observable characteristics, self-reporting, identification, or witness descriptions.**

- If **race is unknown**, enter **U = Unknown**.

- The term **"Native Hawaiian" does not apply** to individuals born in Hawaii unless they are of **Native Hawaiian descent**.

Valid Data Values

Code	Description
W	White (Origins in Europe, Middle East, or North Africa)
B	Black or African American (Origins in any Black racial groups of Africa)
I	American Indian or Alaska Native (Indigenous North/South American with tribal affiliation)
A	Asian (Far East, Southeast Asia, Indian subcontinent)
P	Native Hawaiian or Other Pacific Islander (Hawaii, Guam, Samoa, etc.)
U	Unknown (Use only if no information is available)

Examples

Example 1: Race is Known

- The **offender was described as White**.

- **Valid Entry: W = White**.

Example 2: Race is Unknown

- **A masked and gloved offender committed a robbery**.

- **Valid Entry: U = Unknown**.

Ethnicity of Offender (Data Element 39A)

Data Element 39A **captures the offender's ethnicity**.

Key Considerations:

- Ethnicity is **separate from race**.

- A person may identify as **both White and Hispanic** or **Black and Hispanic**.

- If ethnicity is **unknown**, enter **U = Unknown**.

Valid Data Values

Code	Description
H	Hispanic or Latino (Mexican, Puerto Rican, Cuban, etc.)
N	Not Hispanic or Latino
U	Unknown

Examples

Example 1: Hispanic Offender

- A **Cuban suspect** was arrested for **Robbery**.

- **Valid Entry: H = Hispanic or Latino**.

Example 2: Ethnicity is Unknown

- A **masked offender** robbed a **gas station**.

- **Valid Entry: U = Unknown**.

Arrestee Segment Data Elements

Arrestee Sequence Number (Data Element 40)

The LEA should assign a unique **Arrestee Sequence Number** to each individual arrested in a **Group A Incident Report** or **Group B Arrest Report**. This sequence number helps differentiate multiple arrestees within the same incident or arrest report.

Valid Data Values	Description
01 – 99	Unique sequence number for each arrestee in the incident

Key Considerations:

- If an incident involves multiple arrestees, each arrestee must have a unique sequence number within that report.

- If there is only one arrestee in the incident, assign **01** as the sequence number.

Example:

- If two individuals are arrested in connection with a Group A offense, the LEA should report two sets of arrest information, assigning **01** to the first arrestee and **02** to the second.

Arrest Transaction Number (Data Element 41)

An **Arrest Transaction Number** uniquely identifies an arrest report. It can be:

- The **incident number** of the original reported crime, or

- A separate **arrest transaction number** generated by the agency.

Data Requirements Details

Format	Up to 12 alphanumeric characters
Purpose	Identifies the arrest in agency records and for research purposes

Key Considerations:

- The **Arrest Transaction Number** should remain unique for each arrest.

- Multiple arrestees can share the same **Arrest Transaction Number** within an incident.

- For **Group B offenses**, multiple arrestees may be reported under the same **Arrest Transaction Number**.

- If the FBI shares the data for research purposes, the **Arrest Transaction Number** is encrypted to prevent case identification.

Arrest Date (Data Element 42)

The **Arrest Date** records the **year, month, and day** when the arrestee was taken into custody.

Valid Format Example

YYYYMMDD 20250215 (February 15, 2025)

Key Considerations:

- The **Arrest Date** must reflect the actual date of arrest, not when the report is filed.

- If multiple arrestees are involved, each arrestee should have their own **Arrest Date**.

Type of Arrest (Data Element 43)

This element indicates how law enforcement apprehended the arrestee.

Valid Data Values	Description
O = On-View Arrest	Arrest made **without** a warrant or previous incident report (e.g., an officer witnesses a crime and immediately arrests the suspect).
S = Summoned/Cited	The arrestee was **not taken into custody** but issued a summons or citation (e.g., traffic violations, minor offenses).
T = Taken into Custody	Arrest made **with** a warrant or based on a previously submitted incident report.

Examples:

1. **O = On-View Arrest:**

   o An officer **witnesses** a suspect committing vandalism and arrests them immediately.

2. **S = Summoned/Cited:**

   o A suspect receives a **Uniform Traffic Ticket** for failing to appear on a misdemeanor charge.

3. **T = Taken into Custody:**

    o   A detective **executes a warrant** for a robbery suspect and arrests them at home.

Multiple Arrestee Segments Indicator (Data Element 44)

This data element ensures that an arrestee **is counted only once** when their arrest is related to **multiple incidents**.

Data Values	Description
C = Count Arrestee	This arrest clears **one or more** incidents. **Count this arrest** when calculating the number of arrests made. (Use this only once for an arrestee).
M = Multiple	This arrest clears **multiple incidents** but has already been counted in another report. **Do NOT count this arrest again** when calculating arrest totals.
N = Not Applicable	This arrestee clears **only one incident**, so no multiple incident considerations are needed.

Key Considerations:

- If an arrest clears multiple incidents, **only one** of the incidents should be coded as **C = Count Arrestee** while the rest should be **M = Multiple**.

- If an arrest is linked to **only one incident**, it must be reported as **N = Not Applicable**.

Example:

- A **robbery suspect** is arrested and confesses to **five additional robberies**.

    o   The first robbery report should include **C = Count Arrestee**.

    o   The other **five** robbery reports should include **M = Multiple**.

Arrestee Segment Data Elements

UCR Arrest Offense Code (Data Element 45)

The **UCR Arrest Offense Code** identifies the specific offense for which an individual was arrested. An LEA can arrest an individual for any Group A or Group B offense, except **09C = Justifiable Homicide**.

An agency can report a Group B offense for Group A Incident Reports, as long as the reporting agency determined that the Group B offense was the most serious arrest offense. Any arrest (regardless of arrest offense reported) made in connection with a Group A incident will result in its clearance.

Key Considerations:

- If an individual is arrested for **multiple offenses**, the LEA should **report only the most serious** arrest offense.

- If an arrest is made for a **Group B offense**, but the arrestee is later linked to a **previously reported Group A offense**, the **Group B offense should still be reported**.

Examples:

1. **Murder and Robbery Arrest:**

   o The suspect is arrested for both **Murder and Robbery**.

   o The LEA should report the arrest as **09A = Murder and Nonnegligent Manslaughter**, as it is the **most serious** offense.

2. **DUI and Prior Robbery Arrest:**

   o An individual is arrested for **DUI (90D)**.

   o The officer later determines the suspect is linked to a **previously reported Robbery**.

o   The LEA should **still report 90D = Driving Under the Influence** as the arrest offense.

Arrestee Was Armed With (Data Element 46)

Indicates whether the arrestee was in possession of a **weapon at the time of arrest**.

Valid Data Values	Description
01 = Unarmed	No weapons were found on the arrestee.
11 = Firearm	Any firearm not classified as a handgun, rifle, or shotgun.
12 = Handgun	A firearm designed for one-handed use (e.g., pistol, revolver).
13 = Rifle	A firearm designed to be fired from the shoulder.
14 = Shotgun	A firearm that fires a spread of shot pellets.
15 = Other Firearm	Any other type of firearm (e.g., homemade guns).
16 = Lethal Cutting Instrument	Any bladed or sharp object (e.g., switchblade, martial arts stars).
17 = Club/Blackjack/Brass Knuckles	Any blunt force weapon.

Automatic Firearm Indicator

Valid Values	Description
A	Full-automatic firearm (fires multiple rounds with one trigger pull).
S	Semi-automatic firearm (fires one round per trigger pull).
[Blank]	Manual firearm (requires manual reloading).

Examples:

1. **Arrestee had a revolver and a small pocketknife:**
   o   The LEA must report **12 = Handgun**.

- The LEA must leave the Automatic Firearm Indicator BLANK since a revolver is a "manual firearm."
- A **small pocketknife** is generally **not considered a weapon** unless used as one.

2. **Arrestee used a liquor bottle and chair as weapons during resistance:**
    - The LEA should report **01 = Unarmed**, as these are **not commonly possessed weapons**.

Age of Arrestee (Data Element 47)

Indicates the age or age range of the individual at the time of arrest.

Valid Data Values	Description
01 – 98	Actual age in years.
99	Over 98 years old.
00	Unknown age (should be used rarely).

Key Considerations:

- If an exact age is unknown, **enter an age range** (e.g., **25-30** as **2530**).
- **00 = Unknown** should be used only when **absolutely necessary**.

Example:

- The arrestee **refuses to give their date of birth** but appears **between 35-40** years old.
- The LEA should report **3540 (35 to 40 years old)**.

Sex of Arrestee (Data Element 48)

Indicates the **biological sex** of the Arrestee. Biological sex is defined as a classification based on the reproductive organs and functions that are derived from the chromosomal complement.

Valid Data Values	Description
F	Female

Valid Data Values	Description
M	Male

Key Considerations:

- **SCIBRS does not collect gender identity or presentation.**
- **Unknown sex is not allowed** in arrestee records.

Race of Arrestee (Data Element 49)

Indicates the race of the arrestee based on standard UCR and OMB classifications.

Data Values	Description
W	White – **A person with origins in Europe, the Middle East, or North Africa**.
B	Black or African American – **A person with origins in any of the Black racial groups of Africa**.
I	American Indian or Alaska Native – **A person with origins in North, Central, or South America and maintains tribal affiliation**.
A	Asian – **A person with origins in East Asia, Southeast Asia, or the Indian Subcontinent**.
P	Native Hawaiian or Other Pacific Islander – **A person with origins in Pacific Islands**.
U	Unknown (should be rarely used).

Key Considerations:

- Use **Unknown (U) only in rare cases** where **no** racial identification can be made.

Ethnicity of Arrestee (Data Element 50)

Indicates the ethnicity of the arrestee.

Data Values	Description
H	Hispanic or Latino – **A person with Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish origin**.
N	Not Hispanic or Latino
U	Unknown

Key Considerations:

- **Race vs. Ethnicity:**
    - **Race is biological (e.g., White, Black, Asian).**
    - **Ethnicity is cultural (e.g., Hispanic/Latino or Not Hispanic/Latino).**

Resident Status of Arrestee (Data Element 51)

Indicates whether the arrestee was a **resident or nonresident** of the jurisdiction where the arrest took place.

Data Values	Description
N	Nonresident – **Lives outside of the town, city, or community of the incident**.
R	Resident – **Maintains permanent residence in the town, city, or community of the incident**.
U	Unknown

Key Considerations:

- **Resident status is NOT related to immigration or national citizenship.**
- For **university or college campus arrests**, only those **living on campus (e.g., dormitories)** are considered residents.
- This data helps agencies **understand transient vs. local crime rates**.

Examples:

1. **Resident Arrestee:**
   - The crime occurred in **Columbia**, and the arrestee **lives in Columbia**.
   - The entry should be **R = Resident**.
2. **Nonresident Arrestee:**
   - The crime occurred in **Spartanburg County**, but the arrestee **resides in Greenville County**.
   - The entry should be **N = Nonresident**.

Disposition of Arrestee Under 18 (Data Element 52)

LEAs should use **Data Element 52** to report the nature of an arrestee's **detention** if the individual was **17 years of age or younger** at the time of the arrest.

Definition of Juvenile Arrest in SCIBRS

- In the context of **SCIBRS reporting**, an **arrest of a juvenile** is defined as:
  - **Taking a juvenile into custody** under circumstances that would be **reported as an arrest if they were an adult**.
  - **Issuing a warning** and releasing the juvenile to a **parent, guardian, or responsible adult**.
  - **Referring the juvenile** to a **juvenile court, probation department, welfare agency, another LEA, or criminal/adult court by waiver or petition**.
- **Important Distinction for South Carolina:**
  - For **SCIBRS reporting purposes, any arrestee under the age of 18 must be considered juveniles** even if they are **prosecuted as adults**.
- **Excluded Situations: LEAs should not report the following for SCIBRS purposes:**
  - **Police contacts with juveniles where no offense has been committed** (e.g., instructing children to stop playing ball in the street).
  - **Taking juveniles into custody for their protection** (e.g., if their **welfare is endangered**).
  - **Follow-up contacts or callbacks for monitoring progress** (SCIBRS **tracks law enforcement activity, not court proceedings**).

Valid Data Values for Dispositions of Juveniles

Code	Description
H	**Handled Within Department** (e.g., released to parents, issued a warning)
R	**Referred to Other Authorities** (e.g., turned over to juvenile court, probation department, another agency, or adult court if tried as an adult)

Juvenile Arrest Reporting Considerations

- **SCIBRS does not collect personal identifying information (PII).**
- **Confidentiality laws do not prevent juvenile arrest reporting for SCIBRS purposes** since SCIBRS tracks statistical data, not personal details.

Examples

1. **Juvenile Vandalism - Handled Internally**
   - A **13-year-old** is arrested for **vandalizing a school**.
   - The **officer releases the juvenile to the parents** with a **warning**.
   - The agency should report **H = Handled Within Department**.
2. **Juvenile Murder - Referred to Adult Court**
   - A **17-year-old** is arrested for **murder**.
   - The **juvenile is waived to adult court for prosecution**.
   - The agency should report **R = Referred to Other Authorities**.

Drug Arrest Data Elements (S9 & S10)

Data Element S9 (Drug Arrest-Type Criminal Activity)

LEAs should use **Data Element S9** to describe the **criminal activity** associated with the **most serious drug charge** for an arrestee.

- This data element **must be reported** whenever an arrestee is charged with **35A = Drug/Narcotic Violations** in **Data Element 45 (UCR Arrest Offense Code).**

- The LEA should report **only one** criminal activity per arrestee.
- If an arrestee is involved in multiple drug-related activities, the **most serious** (as determined by the reporting agency) should be selected.

Valid Data Values for Data Element S9

Code	Description
B	**Buying/Receiving** – Purchasing or acquiring drugs.
C	**Cultivating/Manufacturing/Publishing** – Producing drugs, such as growing marijuana or manufacturing methamphetamine.
D	**Distributing/Selling** – Includes **Possession with Intent to Distribute (PWID)**.
E	**Exploiting Children** – Using children in drug-related crimes (e.g., involving minors in drug distribution).
O	**Operating/Promoting/Assisting** – Managing or supporting drug-related operations.
P	**Possessing/Concealing** – Includes **simple possession** of illegal drugs.
T	**Transporting/Transmitting/Importing** – Moving drugs across locations, including smuggling.
U	**Using/Consuming** – Personal use of drugs.

Examples

1. **Marijuana Possession Case**
   - A suspect is arrested for simple possession of **marijuana**.
   - The agency should report:
     - **P = Possessing/Concealing** (for the criminal activity).
     - **E = Marijuana** (for the drug type in Data Element S10).
2. **Methamphetamine Distribution Case**
   - A suspect is caught selling **methamphetamine**.
   - The agency should report:
     - **D = Distributing/Selling**.
     - **L = Amphetamines/Methamphetamines**.

3. **Cocaine Trafficking Case**

   o A suspect is arrested for **smuggling cocaine across state lines**.

   o The agency should report:

   ▪ **T = Transporting/Transmitting/Importing**.

   ▪ **B = Cocaine**.

Data Element S10 (Drug Arrest - Drug Type)

LEAs should use **Data Element S10** to classify the **drug type** associated with an arrestee's **most serious drug charge**.

- **Must be reported** for every arrestee charged with **35A = Drug/Narcotic Violations** in **Data Element 45 (UCR Arrest Offense Code).**
- The **most serious** drug involved in the offense should be reported.
- If multiple drugs are involved, select **only one**, based on factors such as **quantity, severity, or value**.

Valid Data Values for Data Element S10

Code	Drug Type
A	**Crack Cocaine**
B	**Cocaine (All forms except crack)**
C	**Hashish**
D	**Heroin**
E	**Marijuana** *(Includes THC products but not synthetic cannabinoids like K2/Spice)*
F	**Morphine**
G	**Opium**
H	**Other Narcotics** (e.g., Codeine, Dilaudid, Hydrocodone, Methadone, Darvon)
I	**LSD (Lysergic Acid Diethylamide)**
J	**PCP (Phencyclidine)**
K	**Other Hallucinogens** (e.g., MDMA, Psilocybin, Spice/K2, Peyote)

Code	Drug Type
L	**Amphetamines/Methamphetamines** (Includes Methcathinone)
M	**Other Stimulants** (e.g., Ritalin, Phentermine, Khat, Bath Salts)
N	**Barbiturates**
O	**Other Depressants** (e.g., Quaaludes, Glutethimide)
P	**Other Drugs** (e.g., Steroids, Aromatic Hydrocarbons)
Q	**Benzodiazepines** (e.g., Valium, Xanax, Klonopin, Ativan)
U	**Unknown Drug Type** *(Should rarely be used; agencies should identify the drug type when possible.)*

Examples

1. **Synthetic Drug Case (K2/Spice)**

    o   A suspect is caught possessing **K2/Spice**.

    o   The agency should report:

    ▪   **P = Possessing/Concealing** (for Data Element S9).

    ▪   **K = Other Hallucinogens** (for Data Element S10).

2. **Heroin Trafficking Case**

    o   A suspect is **importing heroin**.

    o   The agency should report:

    ▪   **T = Transporting/Transmitting/Importing**.

    ▪   **D = Heroin**.

3. **Prescription Fraud Case (Xanax)**

    o   A suspect is arrested for **selling Xanax without a prescription**.

    o   The agency should report:

    ▪   **D = Distributing/Selling**.

    ▪   **Q = Benzodiazepines**.

SCIBRS Policies and Procedures

Automated Submission to SCIBRS

Reporting Agency Requirements

To ensure **compliance** and **data integrity**, all reporting agencies must adhere to the following **SCIBRS requirements**:

- **Accurate classification and reporting** of every criminal incident occurring within their jurisdiction, per the definitions and guidelines outlined in this manual.

- **Timely reporting** using **SCIBRS-compatible software**.

- **Data validation** to prevent errors in reporting and ensure adherence to national crime reporting standards.

- **Complete and truthful reporting**, regardless of prosecutorial or judicial outcomes.

Reporting Software Requirements

All agencies **must** report to SCIBRS using **SCIBRS-compatible software**. For a **Records Management System (RMS)** to qualify as **SCIBRS-compatible**, the software must:

- **Transmit incident-based data in the flat file format**.

  o **Summary reporting is not accepted** in South Carolina.

  o The RMS **must follow SCIBRS/NIBRS reporting standards** outlined in this manual.

- **Contain all required data elements, values, and validation edits**.

- **Prevent automated defaulting of data values**, particularly:

  o **UCR Offense Codes**

  o **Bias Motivation Data**

- o **Victim-Offender Relationships**

- **Not auto-convert** local statutes, NCIC codes, or CDR codes to SCIBRS Offense Codes.

  - o **Coding must be performed by local agency personnel**, not automated systems.

- **Support modifications and re-submissions** based on SCIBRS correctional feedback.

Vendor Responsibilities

- RMS vendors **must contact the SCIBRS unit** before offering their software for sale to ensure it meets state and federal requirements.

- Vendors must be capable of modifying their software as SCIBRS/NIBRS specifications evolve.

- **No vendor claims of compliance should be accepted without SCIBRS approval**.

Acquiring a New SCIBRS Reporting System

- SLED **does not endorse** or recommend specific RMS vendors.

- Agencies should **contact the SCIBRS unit** for a list of **current SCIBRS-compliant vendors**.

- If an agency **chooses a vendor that is new to South Carolina**, they must ensure:

  - o **The vendor commits to SCIBRS compliance.**

  - o **Software modifications are completed before implementation.**

  - o **All additional SCIBRS state-specific reporting requirements are met.**

  - o **Proper testing is completed before live submission.**

Testing & Compliance

- Agencies implementing a **new RMS system** must undergo **a SCIBRS testing period** (approx. 3 months).

- RMS vendors must **program all SCIBRS/NIBRS specifications** with **zero errors** allowed.

- **Agencies should validate vendor compliance before signing contracts.**

NIBRS Action Type Codes

NIBRS action type codes **define how agencies submit, modify, delete, or update** data within SCIBRS.

Valid Action Types

Code	Action
A = Add	Submit **new** Group A arrestee (6A) or Group B arrestee (7A) records.
M = Modify	Update an **Exceptional Clearance Code**, **Recovered Property Record**, or a **Group A arrestee record**.
D = Delete	Remove an entire incident or a **specific segment** of a report.
W = Window	Submit updates for incidents **older than one calendar year**.

Implementation Guidelines

- **Modification of existing incidents requires a full deletion and re-submission.**

- Agencies **must use the correct action type** based on FBI and SCIBRS rules.

- **Vendors should consult SCIBRS before programming system updates** to avoid compliance violations.

Quality Assurance Review (QAR) Process

The **Quality Assurance Review (QAR)** is an FBI-led audit process ensuring agency **compliance with SCIBRS and NIBRS**.

Objectives

- **Ensure compliance** with federal crime reporting standards.

- **Validate data accuracy** to prevent misrepresentation.

- **Identify inconsistencies** in crime reporting procedures.

- **Provide feedback** to improve data integrity.

SCIBRS Quality Assurance

- SCIBRS reviews **submitted agency data for compliance**.

- Agencies must **submit supporting reports** for audit verification.

- SCIBRS issues **quarterly quality assurance emails** requiring agencies to **validate data accuracy**.

POC Responsibilities

Each agency must **assign a SCIBRS Point of Contact (POC)** responsible for:

- **Uploading monthly reports** to the **Beyond 2020 Crime Insight Repository**.

- **Resolving data submission errors** and re-uploading corrected files.

- **Verifying data accuracy in the quarterly Quality Assurance process**.

- **Ensuring personnel changes are reported to SCIBRS**.

Monthly Audits

Agencies must submit **paper copies** of the following incidents to SCIBRS:

- **Homicides**

- **Bias-Motivated Incidents**

- **Law Enforcement Officers Killed and Assaulted (LEOKA)**

- **Cargo Thefts**

Training & Education

- **SLED provides SCIBRS/NIBRS training** to ensure accurate data collection.

- **Training covers classification, coding, and error resolution.**

- **Agencies can request training sessions or consult SCIBRS for clarification.**

Other Data Collections

All SCIBRS-reporting agencies must participate in **mandatory federal crime data collections**.

National Use-of-Force Data Collection

- **Documents fatalities, serious bodily injuries, and firearm discharges by officers.**

- **Monthly reporting is required**.

- **No personally identifiable information (PII) is collected.**

Law Enforcement Suicide Data Collection (LESDC)

- **Collects data on officer suicides and attempted suicides**.

- **Includes demographic and circumstantial factors**.

- **Participation is voluntary but strongly encouraged.**

Law Enforcement Officers Killed and Assaulted (LEOKA)

- **Tracks felonious, accidental, and health-related officer deaths.**

- **Agencies must submit LEOKA incidents to SCIBRS for validation.**

- **Data includes officer demographics, assignment, weapon used, and circumstances.**

Final Reminders

- **SCIBRS reporting ensures accurate crime statistics at the state and federal levels.**

- **Data quality is critical for crime analysis and resource allocation.**

- **Agencies must maintain up-to-date training and compliance with reporting standards.**

- **Failure to report crime data properly may impact agency funding, federal grant eligibility, accreditation, and South Carolina CJIS access.**

For further assistance, contact **SCIBRS@sled.sc.gov**.