

SOUTH CAROLINA LAW ENFORCEMENT DIVISION

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

Revised 2014



An Accredited Law Enforcement Agency

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TESTING Submissions
Send Test data files to this e-mail address: sleducr@sled.sc.gov
Note: Always put your ORI, name of your department, month/year of data to be tested and TEST in “Subject” box of your e-mail. In body of e-mail, state “This is a TEST file for XXX department for XX month/XX year”. Also Give name, e-mail address, and phone number of who we should contact for questions, errors, etc. See Naming Conventions below for naming data files.
“LIVE” SUBMISSIONS TO SCIBRS (Only after notification of certification by SLED)
Send LIVE data files to this e-mail address: sleducr@sled.sc.gov
Note: Always put name of your department, month/year of data being submitted in “Subject” box of your e-mail. In body of e-mail, state “This is a LIVE file for XXX department for XX month/XX year”. Also give the name, e-mail address, and phone number of who we should contact for questions, errors, etc.

Naming Your Data Files – Important!
Files sent to SLED for processing must conform to our naming conventions. Files that do not conform must be renamed and the agency notified to comply with these conventions. Files received after 1 February 2004 that do not conform will be rejected and returned to the agency unprocessed.
The File name will contain eight characters (digits) with a three character file extension. The file name will contain the core numbers (4 th thru 7 th characters) of the agency ORI. As an example, for the ORI SC0123400 the core numbers are the county number and PD identifier as follows: 1234.
The file name will contain the numeric month. In this example the abbreviation for January will look like: 123401.
The file name will contain the two digit year. In this example the year is 2006. Now the file looks like: 12340106.
The file will contain the extension .dat or .txt Now the complete file name looks like: 12340105.dat

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1 Introduction

The South Carolina Law Enforcement Division (SLED) Uniform Crime Reporting (UCR) Program's primary objective is to collect reliable and detailed criminal information for use in law enforcement administration, operation, and management. Criminologists, sociologists, legislators, municipal planners, the media and students of criminal justice use the data for varied research and planning purposes. SLED's UCR Program prepared this manual to assist Law Enforcement Agencies (LEA) in reporting crime statistics via South Carolina Incident-Based Reporting System (SCIBRS). It addresses both National Incident-Based Reporting (NIBRS) and SCIBRS policies, the types of offenses reported and guidelines for an agency to become certified to submit NIBRS and SCIBRS data.

1.1 Background of the South Carolina Incident-Based Reporting System

South Carolina was the first state to implement an operational state UCR program, SLED administered the program. The information collected and the uniform classification under which it is collected are based directly upon the guidelines developed by the International Association of Chiefs of Police (IACP) and Federal Bureau of Investigation (FBI).

Upon initiation of the South Carolina UCR program in July, 1973, SLED, in conjunction with the FBI, held workshops around the state to instruct or refresh the county and city law enforcement agencies on the scope of the program and the mechanics of completing the forms.

Since that time, SLED, along with the local law enforcement agencies, has instituted an incident-based records management system which has greatly enhanced and improved the quality of information gathered under the Uniform Crime Reports system. Under this procedure, crime data and other information gathered by municipal and county law enforcement agencies are collected and submitted to SLED on a daily, monthly and annual basis. This new system lent itself to a more complete and accurate crime reporting system which, in most instances, alleviated some of the paperwork with which many departments had been burdened. An additional advantage of using standard incident and booking reports was realized from the uniformity of documents. Standardized reports facilitated the exchange of information between law enforcement agencies within the state. The forms have been included in the report writing classes taught at the South Carolina Criminal Justice Academy.

In 1991 South Carolina became the first state to implement the new NIBRS which was developed by the FBI, using our state as a model and demonstration site. The NIBRS is an enhanced version of the previous South Carolina system.

1.2 Jurisdiction

The purpose of establishing appropriate jurisdiction is to depict the nature and amount of crime in a particular community. Throughout the United States, there are thousands of LEAs; some have overlapping jurisdictions. To ensure LEAs with overlapping jurisdictions are not reporting duplicate data (offense or arrest), the SLED UCR Program developed the following guidelines:

1. Local, county, state, tribal, and federal LEAs should report offenses that occur within their jurisdictions.
2. When two or more local, county, state, tribal, or federal LEAs are involved in the investigation of the same offense, the agency with investigative jurisdiction based on local, county, state, tribal, and federal law and/or applicable interagency agreements or memorandums of understanding should report the offense. If there is uncertainty as to the lead or primary agency, the agencies must agree on which agency should report the offense.
3. LEAs will report only those arrests made for offenses committed within their own jurisdictions.
4. The recovery of property should be reported only by the LEA who first reported it missing and/or stolen regardless of which agency recovered it.

As a rule, cities having their own police departments report their own crime data. However, smaller locales may combine their crime data with larger agencies (e.g., sheriffs' offices and state police) for reporting purposes. This practice most often occurs in rural or unincorporated areas employing constables, town marshals, or other officers who infrequently report offenses. In cases where the county sheriff or state police has a contract to provide law enforcement services for an incorporated city, the sheriff or state police will continue to report incidents occurring within the boundaries of these cities. These reports should reflect the geographic location of where the incident occurred by use of the city's Originating Agency Identifier (ORI). In some localities, the sheriff, state police, or a federal LEA will assist a local police department in the investigation of crimes committed within the limits of the city. Even though this is the case, the city police department should report the offenses unless there is a written or oral agreement specifying otherwise.

2 Incidents & Offenses

Participation in SCIBRS requires LEAs to report certain facts about each criminal incident coming to their attention within their jurisdiction. In most cases, officers capture the data through an incident report when a complainant first reports the crime. In other instances, officers may collect data via a mobile terminal which interfaces with their department's records management system.

2.1 Definition of an Incident

With regard to the SCIBRS, SLED's UCR Program 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 of the offenders to actually commit or assist in the commission of all of the crimes in an incident. The offenders must be aware of, and consent to, the commission of all of the offenses; or even if nonconsenting, their actions assist in the commission of all of the offenses. See Example 1, Acting in Concert. This is important because the SCIBRS considers all of the offenders in an incident to have committed all of the offenses in an incident. The arrest of any offender will clear all of the offenses in the incident. If one or more of the offenders did not act in concert, then the LEA should report more than one incident. See Examples 2 and 3, Acting in Concert.

The Concept of Same Time and Place

The fundamental concept of *Same Time and Place* presupposes if the same person or group of persons committed more than one crime and the time and space intervals separating them were insignificant, all of the crimes make up a single incident. Normally, the offenses must have occurred during an unbroken time period and at the same or adjoining locations. However, incidents can also be comprised of offenses which by their nature involve continuing criminal activity by the same offenders at different times and places, as long as law enforcement deems the activity to constitute a single criminal transaction. See Example 4, Same Time and Place.

In the Summary-Based Reporting (SBR), LEAs use the concept of Same Time and Place to determine whether they should apply the Hierarchy Rule to a group of crimes; if so, the agency reports only the crime highest in the hierarchy. Though SCIBRS does not follow the Hierarchy Rule, LEAs must still apply the concept of Same Time and Place to determine whether a group of crimes constitute a single incident. This is crucially important since the application of the concept determines whether they should report the crimes as individual incidents or as a single incident comprised of multiple offenses.

Examples of Acting in Concert and Same Time and Place

Because it is not possible to provide instructions covering all of the situations possible, the reporting agency should use its best judgment in determining how many incidents were involved in some cases.

Example 1, Acting in Concert

During a robbery scenario, one offender began to rape a victim in a bar. The other offender told the rapist to stop and only rob the victim. In this example, there was only one incident with two offenses, i.e., Robbery and Rape. Although the other robber did not consent to the rape, by displaying a gun he prevented someone from coming to the victim's assistance and thereby assisted in the commission of the crime. The LEA should report one incident with two offenses; one offender is connected to the victim through the offense of robbery and rape: the other is connected to the victim through the offense of robbery.

Example 2, Acting in Concert

A domestic argument escalated from a shouting match between a husband and wife to an aggravated assault during which the husband began beating his wife. The wife, in her own defense, shot and killed the husband. The responding officer submitted one incident report. The LEA should have reported this information via SCIBRS as two separate incidents because the husband could not have been acting in concert with the wife in his own killing. The LEA could have submitted one incident involving the Aggravated Assault perpetrated by the husband and the second incident involving the killing. This would have allowed the maintenance of the original incident number for record keeping purposes at the local level and simultaneously satisfied reporting requirements for SCIBRS.

Example 3, Acting in Concert

Two offenders robbed a bar, forcing the bartender to surrender money from the cash register at gunpoint. The robbers also took money and jewelry from three customers. One of the robbers, in searching for more customers to rob, found a female customer in the rest room and raped her there without the knowledge of the other offender. When the rapist returned, both robbers left. In this example, there were two incidents: one involving Robbery and the other involving Rape, because the offenders were not acting in concert in both offenses. The LEA should report two incidents, each with one offense.

Example 4, Same Time and Place

Over a period of 18 months, a computer programmer working for a bank manipulated the bank's computer and systematically embezzled \$70,000. The continuing criminal activity *against the same victim* constituted a single incident involving the crime of Embezzlement.

2.2 Classifying Offenses

For SCIBRS, LEAs must report *all* offenses within a particular crime. For example, an incident can include the crimes of Rape, Motor Vehicle Theft, and Kidnapping/Abduction. LEAs must ensure each reported offense is a separate, distinct crime and not just a part of another offense. For example, every robbery includes some type of assault, but because the assault is an element integral to the crime of Robbery, the LEA should report only Robbery. However, if during a robbery the offender forces the victim to engage in sexual

relations, then the LEA should report both Robbery and Rape since forced sexual intercourse is not an element of the crime of Robbery.

Note: Law enforcement should classify and report offenses after they complete the preliminary investigation of a call for service or a complaint. Agencies should report only offenses known to law enforcement, not the findings of a court, coroner, jury, or prosecutor since identifying the crime problems faced by law enforcement is one of the objectives of the SCIBRS.

Criteria for Distinguishing Between Group A and Group B Offenses

When reporting data to the SLED UCR Program via SCIBRS, law enforcement must also classify the offenses within an incident as Group A offenses or Group B offenses. Though some state and local records management systems require the same level of reporting for all offenses, SCIBRS requires differing levels of details in reporting Group A and Group B offenses. Law enforcement must report both incidents and arrests for Group A offenses, and they must report only arrests for Group B offenses.

SCIBRS developers used the following criteria to determine if a crime should be designated as a Group A offense:

- The seriousness or significance of the offense.
- The frequency or volume of its occurrence.
- The prevalence of the offense nationwide.
- The probability law enforcement becomes aware of the offense.
- The likelihood law enforcement is the best channel for collecting data regarding the offense.
- The burden placed on law enforcement in collecting data on the offense.
- The national statistical validity and usefulness of the collected data.
- The SLED UCR Program's responsibility to make crime data available not only to law enforcement but to others having a legitimate interest in it.

Additional Information Regarding Classifying Offenses

Traffic offenses (e.g., parking and moving violations) are not to be reported except for driving while intoxicated, hit and run (of a person), and vehicular manslaughter.

When an offense includes one of the Offenses of General Applicability: Accessory Before/After the Fact, Aiding/Abetting, Conspiracy to Commit, Enticement, Facilitation of, Solicitation to Commit or Threat to Commit, when the principal offense is Group A, the General Applicability should be coded as a 90Z, but if the principal offense is Group B then the General Applicability should be coded as the principal Group B offense.

LEAs should report Attempts to Commit (i.e., attempted crimes) the same as the substantive offense, with the data value A = Attempted in Data Element 7 (Offense

Attempted/Completed). Agencies should report attempted murders as Aggravated Assaults, and *all* assaults should be reported as C = Completed.

Example 1

An LEA arrests three members of a motorcycle gang for conspiracy to commit murder. The LEA should submit three Group B Arrest Reports with the UCR Arrest Offense Code entered as 90Z = All Other Offenses.

Example 2

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

Example 3

A witness observed and scared away two unknown teenagers who were trying to set fire to an abandoned building in the inner city. The LEA should submit a Group A Incident Report indicating the UCR Offense Code as 200 = Arson and the offense was Attempted.

Offense Categories – Crimes Against Persons, Property, and Society

Each NIBRS offense belongs to one of three categories: Crimes Against Persons, Crimes Against Property, and Crimes Against Society. Crimes Against Persons, e.g., murder, rape, and assault, are those whose victims are always individuals. The object of Crimes Against Property, e.g., robbery, bribery, and burglary, is to obtain money, property, or some other benefit. Crimes Against Society, e.g., gambling, prostitution, and drug violations, represent society's prohibition against engaging in certain types of activity; they are typically victimless crimes in which property is not the object.

For counting purposes, agencies should count one offense for each victim of a Crime Against Person, one offense for each distinct operation of a Crime Against Property (with the exception of motor vehicle theft, where one offense is counted for each stolen vehicle), and one offense for each Crime Against Society.

The listings of the Group A and Group B offenses appearing in this section indicate whether the offenses are Crimes Against Persons, Property, or Society.

The Use of Offense Codes in the NIBRS

In the NIBRS, there are a total of 59 three-digit UCR offense codes for each of the 59 Group A and Group B offenses. The three-digit data values are used to identify the Group A and Group B offenses in an incident in order to submit NIBRS Group A Incident Reports and Group B Arrest Reports.

Group A Offense Codes

There are 26 Group A crime categories made up of 52 Group A offenses; therefore, there are 52 Group A Offense Codes. The Group A Offense Codes, while unique to the NIBRS, were generally derived from the four digit NCIC Uniform Offense Classification Codes in order to facilitate interrelating offense data between the NCIC and the FBI UCR Program. NIBRS developers accomplished this correlation by using the first two characters from the NCIC Codes of certain offenses as the same first two characters of the UCR Offense Codes for respective offenses. For the third character of the UCR Offense Code, developers designated either a zero (0) or an alphabetical letter (A, B, C, etc.) to reference a subcategory of the crime category. For example, the NCIC Code for Simple Assault is 1313, whereas the UCR Offense Code is 13B.

Two exceptions to the coding convention of Group A offenses are:

1. The NCIC Offense Code for Statutory Rape is 1116, whereas the UCR Offense Code is 36B = Statutory Rape.
2. The NCIC Offense Code for Fondling (of child) is 3601, whereas the UCR Offense Code is 11D = Fondling.

Group B Offense Codes

NIBRS developers assigned a separate 90 offense code numbering series to the 10 Group B crime categories consisting of 15 Group B offenses. For example, the NCIC Offense Code for Bad Checks is 2606, whereas the UCR Offense Code is 90A. Developers established the different numbering series to assist in distinguishing the Group B offenses from the Group A offenses.

2.3 Group A and Group B Offense Listing

There are 26 Group A offense categories making up 52 Group A offenses. The crime categories are listed below in alphabetical order. Additionally, each offense's corresponding UCR Offense Code precedes its name. Immediately following the name of each offense name is an indication of whether it involves a Crime Against Person, Crime Against Property, or Crime Against Society.

Group A Offenses

Offense	SCIBRS Offense Code	Crime Against Category
Arson		
Arson	200	Property
Supicious Fires	978	Not a Crime
Assault Offenses		
Aggravated Assault	13A	Person
Simple Assault	13B	Person
Intimidation	13C	Person
Bribery		
Bribery	510	Property
Burglary/Breaking & Entering		
Burglary/Breaking & Entering	220	Property
Counterfeiting/Forgery		
Counterfeiting/Forgery	250	Property
Destruction/Damage/Vandalism of Property		
Destruction/Damage/Vandalism of Property	290	Property
Drug/Narcotic Offenses		
Drug/Narcotic Violations	35A	Society
Drug Equipment Violations	35B	Society
Embezzlement		
Embezzlement	270	Property
Extortion/Blackmail		
Extortion/Blackmail	210	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
Gambling Offenses		
Betting/Wagering	39A	Society
Operating/Promoting/Assisting Gambling	39B	Society
Gambling Equipment Violations	39C	Society
Sports Tampering	39D	Society
Homicide Offenses		
Murder & Nonnegligent Manslaughter	09A	Person
Negligent Manslaughter	09B	Person
Justifiable Homicide	09C	Not a Crime
Kidnapping/Abduction		
Kidnapping/Abduction	100	Person
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
Missing Person		
Missing Person	979	Person
Motor Vehicle Theft		
Motor Vehicle Theft	240	Property
Using Motor Vehicle Without Consent	756	Property
Pornography/Obscene Material		
Pornography/Obscene Material	370	Society
Prostitution		
Prostitution	40A	Society
Assisting or Promoting Prostitution	40B	Society
Purchasing Prostitution	40C	Society
Prowler		
Prowler	992	Not a Crime
Robbery		
Robbery	120	Property
Sex Offenses With Force		
Rape	11A	Person
Sodomy	11B	Person
Sexual Assault With An Object	11C	Person
Fondling	11D	Person
Sex Offenses Without Force		
Incest	36A	Person
Statutory Rape/Criminal Sexual Conduct with a Minor	36B	Person
Sexual Exposure	36C	Person
Stolen Prpperty Offenses		
Stolen Prpperty Offenses	280	Property
Suicide		
Suicide	980	Person
Telephone Calls/Obscene/Harassing		
Telephone Calls/Obscene/Harassing	753	Person
Weapon Law Violations		
Weapon Law Violations	520	Society

Group B Offenses

There are 15 Group B offense categories. They encompass all of the crimes not considered Group A offenses. The Group B offense categories listed below are in alphabetical order.

Offense	SCIBRS Offense Code	Crime Against Category
Alcohol Law Violation		
Alcohol Law Violation	90G	Society
Bad Checks		
Bad Checks	90A	Property
Contributing To The Delinquency of a Minor		
Contributing To The Delinquency of a Minor	90P	Person
Curfew/Loitering/Vagrancy Violations		
Curfew/Loitering/Vagrancy Violations	90B	Society
Disorderly Conduct		
Disorderly Conduct	90C	Society
Driving Under The Influence		
Driving Under The Influence	90D	Society
Drunkenness		
Drunkenness	90E	Society
Family Offenses-Nonviolent		
Family Offenses-Nonviolent	90F	Person and Society
Incorrigible Child		
Incorrigible Child	90K	Society
Peeping Tom		
Peeping Tom	90H	Society
Resisting Arrest		
Resisting Arrest	90N	Society
Runaway		
Runaway	90I	Not a Crime
Trespass of Real Property		
Trespass of Real Property	90J	Society
Truancy		
Truancy	90L	Society
All Other Offenses		
All Other Offenses	90Z	Persons, Property and Society

2.4 Offense Definitions

Source of Offense Definitions

The use of standardized definitions in the SCIBRS is essential to the maintenance of uniform and consistent data. This practice ensures the SLED UCR Program considers and appropriately counts all criminal offenses of law, regardless of their different titles under state and local law or United States Titles and Statutes.

As developed by law enforcement, the purpose of the SLED UCR Program is to provide a common language transcending the varying local and state laws. Therefore, the developers did not intend LEAs to use SCIBRS offense definitions for charging persons with crimes. Instead, LEAs should use the definitions as receptacles to translate crime into the common UCR language used throughout the United States. Though state statutes specifically define crimes so persons facing prosecution will know the exact charges placed against them, the definitions used in the SCIBRS must be generic in order not to exclude varying state statutes relating to the same type of crime.

The developers based the SCIBRS offense definitions on the common-law definitions found in *Black's Law Dictionary*, as well as those used in the NCIC 2000 Uniform Offense Classifications. Due to most states basing their statutes on the common-law definitions, even though they may vary as to specifics, most should fit into the corresponding SCIBRS offense classifications.

State Offenses

If a state statute for an offense includes additional offenses not fitting the SCIBRS offense definition, LEA should report the nonconforming offenses according to their SCIBRS offense classifications. For example, some states worded their larceny statutes so broadly as to include the crime of Embezzlement. If an offender perpetrates embezzlement within such a state, law enforcement should report the offense via the SCIBRS as Embezzlement, not Larceny/Theft.

Certainly, unusual situations will arise in classifying offenses, and this manual cannot cover all circumstances. In classifying unusual situations, law enforcement should consider the nature of the crime along with the guidelines provided. In addition to the Group A and Group B offense definitions and explanations, the Offense Lookup Table at the end of this section will also aid in classifying offenses.

Group A Offenses

There are 26 Group A offense categories made up of 52 Group A offenses. The offense categories listed below are in alphabetical order. Each entry includes the following information:

- SCIBRS offense code, offense name
- Definition

- Considerations and examples (as appropriate)

200 Arson

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

An LEA should report only fires determined through investigation to have been unlawfully and intentionally set. Though the agency should include attempts to burn, it should not include fires of suspicious or unknown origin. In addition, an agency should report one incident for each distinct arson operation originating within its jurisdiction. If a fire started by arson in one jurisdiction spreads to another jurisdiction and destroys property, the LEA in which the fire started should report the incident.

If a fire marshal collects arson-related incident information, the LEA having jurisdiction should gather the information from the fire marshal and report it with their monthly submission. The SLED UCR Program excludes arson-related deaths and injuries of police officers and firefighters, unless determined as willful murders or assaults, due to the hazardous nature of these professions.

LEAs should report the type of property burned into Data Element 15 (Property Description) and the value of property burned in Data Element 16 (Value of Property), which includes incidental damage resulting from fighting the fire.

978 Suspicious Fires (SCIBRS SPECIFIC)

Fires of a suspicious or undermined nature should be reported as suspicious fires.

- If later found to be accidental, their status can be changed to “unfounded”
- If later found to be an arson, they can be changed to code 200 (Arson)

13A – 13C Assault Offenses

An unlawful attack by one person upon another.

Careful consideration of the following factors should assist in classifying assaults:

1. The type of weapon employed or the use of an object as a weapon.
2. The seriousness of the injury.
3. The intent and capability of the assailant to cause serious injury.

Usually, the weapons used or the extent of the injury sustained will be the deciding factors in distinguishing aggravated from simple assault. In only a very limited number of instances should it be necessary to examine the intent and capability of the assailant. Prosecution policy in a jurisdiction should not influence classification or reporting of law

enforcement offense data. Reporting agencies should examine and classify the assaults in their respective jurisdictions according to the standard UCR definitions, regardless of whether the offenses are termed misdemeanors or felonies by local definitions.

By definition there can be no *attempted* assaults, only *completed* assaults. Therefore, reporting agencies must enter the data value of C = Completed for all Assault Offenses into Data Element 7 (Offense Attempted/Completed).

13A Aggravated Assault

An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

In the definition above, a weapon is a commonly known weapon (a gun, knife, club, etc.) or any other item becoming one, although not usually thought of as a weapon, when used in a manner which *could* cause the types of severe bodily injury described. The SCIBRS considers mace and pepper spray to be weapons. A severe laceration is one that should receive medical attention. A loss of consciousness must be the direct result of force inflicted on the victim by the offender.

Aggravated Assault includes assault with disease (as in cases when the offender is aware he/she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.), assaults or attempts to kill or murder, poisoning, assault with a dangerous or deadly weapon, maiming, mayhem, and assault with explosives. In addition, this offense usually includes offenses such as Pointing and Presenting a Firearm, Brandishing a Firearm, etc. Though an agency may, on occasion, charge assailants with assault and battery or simple assault when an offender uses a knife, gun, or other weapon in the incident, the agency should classify this type of assault as aggravated for UCR purposes. It is not necessary for injury to result from an aggravated assault when an offender uses a gun, knife, or other weapon with the potential to cause serious personal injury.

The agency should enter the type of weapon or force involved with an Aggravated Assault in Data Element 13 (Type Weapon/Force Involved); it should also enter the circumstances in Data Element 31 (Aggravated Assault/Homicide Circumstances).

13B Simple Assault

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Simple Assault includes offenses such as minor assault, hazing, assault and battery, and injury caused by culpable negligence.

13C Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

This offense includes stalking. In addition, the offender can make the threats associated with intimidation in person, over the telephone, or in writing.

510 Bribery

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

In addition to bribes, gratuities, and kickbacks, the phrase, “anything of value,” includes favors or anything else used illegally to influence the outcome of something governed by law, fair play, contractual agreement, or any other guideline. The offering, giving, receiving, or soliciting of the bribe would bring the outcome of an event outside any realm of reasonableness, the result of which could be predicted based on the offering or influence given to the person(s) in a position to render decisions.

This offense excludes sports bribery, i.e., changing the outcome of a sporting contest or event. Agencies should report such activities under the crime category of gambling offenses as Sports Tampering, not Bribery.

220 Burglary/Breaking & Entering

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

LEAs should classify offenses locally known as burglary (any degree), unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, and safecracking as burglary. However, because larceny/theft is an element of Burglary, agencies should not report the larceny as a separate offense if it is associated with the unlawful entry of a structure. The element of trespass is essential to the offense of Burglary/ Breaking & Entering.

By definition, a structure has four walls, a ceiling, and a door (e.g., apartment, barn, cabin, church, condominium, dwelling house, factory, garage, house trailer or houseboat used as a permanent dwelling, mill, office, outbuilding, public building, railroad car, room, school, stable, vessel or ship, warehouse).

A structure is also any house trailer or other mobile unit permanently fixed as an office, residence, or storehouse. However, a tent, tent trailer, motor home, house trailer, or any other mobile unit used for recreational purposes is not a structure. LEAs should not

classify the illegal entry of such mobile units, followed by a felony, theft, or attempt to commit a felony or theft, as Burglary, but rather as larceny.

Hotel Rule

The Hotel Rule applies to burglaries of hotels, motels, lodging houses, or other places where lodging of transients is the main purpose. Burglaries of temporary rental storage facilities, e.g., mini-storage and self-storage buildings, can pose reporting questions.

- If a number of units under a single manager are the object of a burglary and the manager, rather than the individual tenants/renters, will most likely report the offenses to the police, the agency should report the burglary to the SLED UCR Program as a single incident. Examples are burglaries of a number of rental hotel rooms, rooms in “flop” houses, rooms in a youth hostel, and units in a motel.
- If multiple occupants rent or lease individual living or working areas in a building for a period of time, which would preclude the tenancy from being classified as transient, and the occupants would most likely report the individual burglaries separately, the reporting agency should submit the burglaries as separate incidents. Examples of this latter type of multiple burglaries include burglaries of a number of apartments in an apartment house, offices of a number of commercial firms in a business building, offices of separate professionals within one building, and rooms in a college dormitory.

Whenever a question arises as to whether a type of structure comes within the scope of the burglary definition, LEAs should examine the nature of the crime and use the examples provided as guidance.

When a hotel, motel, inn, or other temporary lodging, or a rental storage facility is the object of a burglary, the LEA should report the number of premises (e.g., rooms, suites, units, or storage compartments) in Data Element 10 (Number of Premises Entered). For all Burglary offenses, the agency should report the method of entry in Data Element 11 (Method of Entry) as either data value F = Force or N = No Force. A forced entry occurs when the offender(s) use force of any degree or a mechanical contrivance of any kind (e.g., a passkey or skeleton key) to unlawfully enter a building or other structure. An unforced entry occurs when the offender(s) achieve unlawful entry without force through an unlocked door or window. If both forced and unforced entries are involved, the agency should enter F = Force.

Agencies should report incidental damage resulting from a burglary (e.g., a forced door, broken window, hole in the wall, or dynamited safe) only if the amount of damage is deemed substantial by the reporting agency. If deemed substantial, the agency should report the damage under the offense category destruction/damage/vandalism of property.

Note: LEAs should classify offenses according to NIBRS definitions and not according to local, state, or federal codes. For example, though some jurisdictions may categorize a shoplifting or a theft from an automobile as burglary, the FBI UCR Program considers

these offenses as larcenies. Thefts from automobiles (whether locked or not); shoplifting from commercial establishments; and thefts from coin boxes, or coin-operated machines (including machines which accept paper bills) do not involve unlawful entry of a structure; thus, no burglary occurred.

250 Counterfeiting/Forgery

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

Most states treat forgery and counterfeiting as allied offenses. This category includes offenses such as altering and forging public and other records; making, altering, forging or counterfeiting bills, notes, drafts, tickets, checks, credit cards, etc.; forging wills, deeds, notes, bonds, seals, trademarks, etc.; counterfeiting coins, plates, banknotes, checks, etc.; possessing forged or counterfeit instruments; erasures; signing the name of another or fictitious person with intent to defraud; using forged labels; possession, manufacture, etc., of counterfeiting apparatus; and selling goods with altered, forged, or counterfeit trademarks. Although Counterfeiting/Forgery offenses can involve elements of fraud, the SLED UCR Program treats them separately due to their unique nature.

Agencies should enter the type of activity (namely publishing, distributing, selling, buying, possessing, or transporting) in Data Element 12, (Type Criminal Activity/Gang Information). Likewise, the agency should enter the type of property altered, counterfeited, or forged in Data Element 15 (Property Description).

Problems arise in scoring Counterfeiting/Forgery offenses for UCR purposes when LEAs find the offender(s) used forged checks or counterfeit money to obtain items such as cash, groceries, electronic equipment, etc. If the offense of Counterfeiting/Forgery is completed, the Type Property Loss/Etc. can only be 3 = Counterfeited/Forged, 5 = Recovered, or 6 = Seized. Therefore, LEAs do not report items the offender(s) obtained as the result of passing a forged or counterfeit instrument.

When incidents involving the passing of a forged or counterfeited instrument to obtain items occur, an additional fraud offense should accompany the Counterfeiting/Forgery to allow the capture of fraudulently obtained items.

Example: A lone male enters a department store to purchase a \$400 television and a \$300 DVD player (retail value) with a forged check. Later, the store manager finds the offender(s) used a forged check to make the purchase. The manager then summons the police to file a report. LEAs should report the incident with UCR Offense Code, 250 = Counterfeiting/Forgery; Type Property Loss/Etc., 3 = Counterfeited/Forged; Property Description, 21 = Negotiable Instruments (no value). In addition, Offense Code 26A = False Pretense/Swindle/Confidence Game; Type Property Loss/Etc., 7 = Stolen/Etc.;

Property Description, 26 = Radios/TVs/DVDs; Value of Property \$700; \$550 (wholesale value) should be reported.

290 Destruction/Damage/Vandalism of Property (except Arson)

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

As a general rule, law enforcement officers should report this offense only if they deem *substantial damage* to property has occurred, e.g., major structural damage, property damage generally classified as a felony destruction of property. Agencies should not report insubstantial damage, such as a broken window or other minor damage. The SLED UCR Program leaves the determination of whether the damage was substantial to the discretion of the reporting LEA as it should not require burdensome damage assessments.

Note: Agencies should report incidental damage resulting from another offense (e.g., burglary or robbery) under destruction/damage/vandalism only if they deem the amount of damage to be substantial. Finally, agencies should report any destruction/damage/vandalism of property they suspect the offender(s) caused because of his/her bias against the victim's race, religion, ethnicity, disability, sexual orientation, gender, or gender identity regardless of the amount or type of damage. With regard to arson, agencies should include the incidental damage resulting from fighting the fire as part of the loss caused by burning.

35A – 35B Drug/Narcotic Offenses

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.

For Drug/Narcotic Offenses, reporting agencies should enter the type of activity (namely, cultivating, manufacturing, distributing, selling, buying, using, possessing, transporting, or importing) in Data Element 12 (Type Criminal Activity/Gang Involvement).

Note: Driving Under the Influence is a Group B offense.

35A Drug/Narcotic Violations

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

Because it is difficult to determine the street value of drugs or narcotics seized in Drug/Narcotic Violations, reporting agencies should not enter a data value in Data Element 16 (Value of Property). However, agencies should report the type of drug or narcotic in Data Element 20 (Suspected Drug Type); the quantity in Data Element 21

(Estimated Drug Quantity); and the type of measurement, e.g., kilograms or liquid ounces, in Data Element 22 (Type Drug Measurement).

35B Drug Equipment Violations

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

This offense covers those cases involving drug paraphernalia, equipment, chemicals, illegal labs, etc. Various statutes and/or codes may vary in the description of unlawful equipment or paraphernalia involved with drugs/narcotics.

270 Embezzlement

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

In general, an employer/employee or legal agent relationship must exist for embezzlement to occur. Typically, the victims of these offenses are businesses, financial institutions, etc.

Agencies should enter the type of victim in Data Element 25 (Type of Victim) (e.g., financial institution, business, government, individual, religious organization, society/public, and other).

210 Extortion/Blackmail

To unlawfully obtain money, property, or any other thing of value, either tangible or intangible, through the use or threat of force, misuse of authority, threat of criminal prosecution, threat of destruction of reputation or social standing, or through other coercive means.

Even though persons are involved or victimized in cases of Extortion/Blackmail, the object of these crimes is to obtain money or property; therefore, they should be classified as Crimes Against Property.

Extortions include offenses where the offender made threats in non-confrontational circumstances and the victim is not in fear of immediate harm. If during a demand for money, property, etc., there is a personal confrontation between the victim and offender and the offender has the opportunity to carry out the threat of force or violence immediately, the agency should report the offense as Robbery.

If a law enforcement agency determines the the Extortion/Blackmail produced an intangible (i.e. advantage or disadvantage), the agency should enter it as data value 66 = Identity-Intangible or 77=Other in Data Element 15 (Property Description) depending on the circumstances. Intangibles are anything a person cannot perceive by the sense of

touch. They can be a benefit (a right or privilege, a promotion, enhanced reputation, etc.) or a detriment (the loss of reputation, injured feelings, etc.).

26A – 26E Fraud Offenses (except Counterfeiting/Forgery and Bad Checks)

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

When classifying fraud cases other than the most obvious ones, e.g., con games, swindles, etc., agencies should use care in applying the facts of the case to the definition of fraud. Often questions arise as to whether or not the facts of a case describe a fraud or a larceny. Though both offenses can involve theft, it is the method used to steal which differentiates the two. Fraud is achieved through deceit or lying, whereas larceny is the physical taking of something.

By definition, fraud involves either the offender receiving a benefit or the victim incurring a detriment. The benefit or detriment could be either tangible or intangible. Intangibles are anything a person cannot perceive by the sense of touch. They can be a benefit (a right or privilege, a promotion, enhanced reputation, etc.) or a detriment (the loss of reputation, injured feelings, etc.). For example, if a person impersonates a doctor to gain entrance to a restricted area of a hospital, the benefit to the offender (entry to the restricted area) is an intangible.

The only fraud-related violations agencies should not report under the Fraud Offenses category are counterfeiting/forgery and bad checks. These offenses have their own specific offense classifications.

Examples of common fraud involve cases in which an offender rents something of value, e.g., equipment or an automobile, for a period of time but does not return the item. Agencies should classify this offense, conversion of goods lawfully possessed by a bailee, as fraud and not larceny. In such cases, the offenders originally had lawful possession of the property (the property was either rented or loaned) and through deceit (they promised to return it) kept the property.

A common classification problem is the taking of gasoline without paying for it. If an offender steals gasoline from a self-service gas station without paying for it, the reporting agency should classify the offense as a 23H = All Other Larceny. In this case, the victim made no contract or agreement for payment with the offender.

However, if someone gets gasoline at a full-service gas station and drives off without paying for it, the offense is considered to be a 26A = False Pretenses/Swindle/Confidence Game. The individual asked someone to provide a service and product to them and failed to pay for it (they made a tacit agreement for product and services rendered).

Note: Agencies should report the most specific subcategory of fraud whenever the circumstances fit the definition of more than one of the subcategories listed below. For

example, many frauds would fit the definition of False Pretenses/Swindle/Confidence Game. However, if the offender used a credit card to perpetrate the fraud, the agency should classify the offense as Credit Card/Automated Teller Machine Fraud.

26A False Pretenses/Swindle/Confidence Game

The intentional misrepresentation of existing fact or condition or the use of some other deceptive scheme or device to obtain money, goods, or other things of value.

This offense includes renting a vehicle and failing to return it, dining at a restaurant and failing to pay the bill, or misrepresenting information on an application for a firearm.

26B Credit Card/Automated Teller Machine Fraud

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

This offense does not apply to the theft of a credit/debit card but rather its fraudulent use.

Note: Credit card number is included.

26C Impersonation

Falsely representing one's identity or position and acting in the character or position thus unlawfully assumed to deceive others and thereby gain a profit or advantage, enjoy some right or privilege, or subject another person or entity to an expense, charge, or liability that would not have otherwise been incurred.

Note: Identity theft refers to crimes in which someone wrongfully obtains and uses another person's personal data (e.g., name, date of birth, Social Security number, driver's license number). For SCIBRS purposes, LEAs should report this as a 26C = Impersonation.

Example: While standing in line at a grocery store paying for items with a personal check, an individual standing immediately behind the victim memorized the victim's name, address, and telephone number. The individual subsequently opened a credit card account using the information. Later, the victim received the credit card bill and realized someone had gained access to their information and they were a victim of identity theft.

26D Welfare Fraud

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

This offense includes the fraudulent use of Electronic Benefit Transfer (EBT) cards for welfare purposes (e.g., SNAP cards, government-sponsored cash cards).

26E Wire Fraud

The use of an electric or electronic communications facility to intentionally transmit a false and/or deceptive message in furtherance of a fraudulent activity.

This classification applies to those cases where telephone, teletype, computers, e-mail, text messages, etc., are used in the commission or furtherance of a fraud.

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.

While explicit definitions are provided for most Group A crimes, some crimes, such as Gambling Offenses, depend on the violation of locally established statutes. For example, in those areas of the nation where gambling is legal, agencies should report gambling offenses only if they violate the statutes of the jurisdiction.

If a seizure is involved, the reporting agency should enter the type of property seized, e.g., money or gambling equipment, in Data Element 15 (Property Description) and its value in 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.

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.

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

39D Sports Tampering

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

This offense includes engaging in bribery for gambling purposes. For example, if an offender bribed a jockey to lose a horse race, the agency should report the offense as Sports Tampering, not Bribery.

09A – 09C Homicide Offenses

The killing of one human being by another.

LEAs should 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.

As a general rule, agencies should classify in this category any death due to injuries received in a fight, argument, quarrel, assault, or commission of a crime. Although LEAs may charge offenders with lesser offenses, e.g., negligent manslaughter, agencies should report the offense as Murder and Nonnegligent Manslaughter if the killing was willful or intentional.

Agencies should not classify suicides, traffic fatalities (including those involving DUI), fetal deaths, assaults to murder, attempted murders, or accidental deaths as Murder and Nonnegligent Manslaughter. The SLED UCR Program traditionally excludes suicides, traffic fatalities, and fetal deaths from its crime counts. In addition, the SLED UCR Program classifies assault to murder and attempted murder as Aggravated Assault, and it counts some accidental deaths as Negligent Manslaughter.

Situations in which a victim dies of a heart attack as a result of a robbery or of witnessing a crime likewise do not meet the criteria for inclusion as Murder and Nonnegligent Manslaughter. An offender cannot willfully cause someone to have a heart attack. Even in instances where an individual has a weak heart, there is no assurance an offender can cause sufficient emotional or physical stress to guarantee the victim will suffer a fatal heart attack.

Note: The findings of a court, coroner's inquest, etc., should not influence the reporting of offenses in this category.

09B Negligent Manslaughter

The killing of another person through negligence.

This offense includes killings resulting from hunting accidents, gun cleaning, children playing with guns, etc. It does not include deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and accidental traffic fatalities.

Note: This offense does not include Vehicular Manslaughter, which agencies should report as Murder and Nonnegligent Manslaughter if not accidental or All Other Offenses if accidental.

09C Justifiable Homicide (Not a Crime)

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

Justifiable homicide, by definition, always occurs in conjunction with a serious criminal offense, i.e., a felony or high misdemeanor. Agencies must report the crime that was being committed when the justifiable homicide took place as a separate incident. The definition of an incident requires all offenders to act in concert. Certainly, the criminal killed justifiably did not act in concert with the police officer or civilian who killed him; likewise, the police officer or civilian who killed the criminal did not act in concert with the criminal in committing the offense which resulted in the justifiable homicide. Therefore, justifiable homicide cases involve at least two criminal incidents rather than one. If the “justified” killer committed another offense in connection with the justifiable homicide (e.g., illegal possession of the gun he/she used), the LEA should report a third incident.

Law enforcement must report the additional circumstances regarding a Justifiable Homicide in Data Element 32 (Additional Justifiable Homicide Circumstances).

64A – 64B Human Trafficking Offenses

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

Human trafficking has also occurred if a person under 18 years of age has been induced, or enticed, regardless of force, fraud, or coercion, to perform a commercial sex act.

64A Human Trafficking, Commercial Sex Acts

Inducing a person by force, fraud, or coercion to participate in commercial sex acts, or in which the person induced to perform such act(s) has not attained 18 years of age.

64B Human Trafficking, Involuntary Servitude

The obtaining of a person(s) through recruitment, harboring, transportation, or provision, and subjecting such persons by force, fraud, or coercion into voluntary servitude, peonage, debt bondage, or slavery (not to include commercial sex acts).

100 Kidnapping/Abduction

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

Kidnapping/Abduction includes hostage situations as well. Although the object of a kidnapping may be to obtain money or property, this offense type captures information only on the persons actually kidnapped or abducted, not those persons or organizations paying ransoms. Therefore, for each kidnapping incident, law enforcement should report only those persons taken or detained against their will as victims.

Kidnapping/Abduction is the only Crime Against Persons where LEAs must report property information. Property information is necessary so LEAs can report information regarding any ransom paid for the victim's release.

23A – 23H Larceny/Theft Offenses

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

Larceny and theft mean the same thing in UCR. Local offense classifications such as grand theft, petty larceny, felony larceny, or misdemeanor larceny have no bearing on the fact LEAs should report one offense for each distinct operation of such larcenies for UCR purposes, regardless of the value of the property stolen.

When multiple types of larceny/theft occur within a single incident, agencies should report all types of larceny/theft involved. LEAs should report multiple offenses because these offenses are not inherent.

For example, if an individual stole a factory-installed compact disc player valued at \$600 and a laptop computer valued at \$1,500 from a motor vehicle in the same incident, the agency should report both offenses—23G = Theft of Motor Vehicle Parts or Accessories for the CD player and a 23F = Theft From Motor Vehicle for the laptop.

The SLED UCR Program does not include motor vehicle theft in the larceny/theft offense category. Because of the great volume of such thefts, the SLED UCR Program counts these offenses separately. Also, agencies should not classify embezzlement, fraudulent conversion of entrusted property, conversion of goods lawfully possessed by a bailee, counterfeiting, obtaining money by false pretenses, larceny by check, larceny by bailee,

and check fraud as larceny offenses. Each of the aforementioned crimes falls within other offense categories.

Agencies should enter the type of property which was the object of the theft in Data Element 15 (Property Description).

23A Pocket-picking

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

This type of theft includes removal of such items as wallets from women's purses and men's pockets and usually occurs in a crowded area or on public transportation to disguise the activity. Agencies should also classify a theft from a person in an unconscious state, including an individual who is drunk, as Pocket-picking.

Note: If the offender manhandled the victim in any way or used force beyond simple jostling to overcome the victim's resistance, the agency must classify the offense as a strong-arm robbery.

23B Purse-snatching

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

If the victim left a purse or other item of value unattended in a location which was open to the general public and the item was subsequently stolen, the agency should classify the incident as 23D = Theft From Building, 23F = Theft From Motor Vehicle, or other appropriate larceny category and not as a 23B = Purse-snatching. Purse-snatching only applies when the victim has physical possession of the item (i.e., it is on the victim's person).

Note: If the offender used more force than was actually necessary to snatch the purse from the grasp of the victim, or if the victim resists the theft in any way, then a strong-arm robbery occurred rather than a Purse-snatching.

23C Shoplifting

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

This violation assumes the offender had legal access to the premises, and thus, no trespass or unlawful entry was involved. This offense includes thefts of merchandise displayed as part of the stock in trade outside of buildings such as department stores, hardware stores, supermarkets, and fruit stands.

23D Theft From Building

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

Thefts from buildings include those from such places as churches, restaurants, schools, libraries, public buildings, and other public and professional offices during the hours when such facilities are open to the public. Agencies should not include shoplifting and thefts from coin-operated machines or devices within open buildings, but should classify these as other specific larceny types.

For example, if an individual invites another person to their home for a meal, and the other person takes something from the home during the course of the meal, the incident should be classified as Theft From Building (the guest had every right to be in the home but they stole something from the home while they were there).

Note: Law enforcement should report a theft from a structure where the offender entered the structure illegally, as burglary and not larceny.

23E Theft From Coin-Operated Machine or Device

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

This includes machines or devices which accept paper money as well as those which accept coins. Examples include candy and food vending machines; telephone coin boxes; parking meters; pinball machines; or washers and dryers located in laundromats where no breaking or illegal entry of the building is involved.

If an offender breaks into a building or illegally enters a building and rifles a coin-operated machine for money and/or merchandise, law enforcement should classify this as burglary.

23F Theft From Motor Vehicle (except Theft of Motor Vehicle Parts or Accessories)

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

This type of larceny includes thefts from automobiles, trucks, truck trailers, buses, motorcycles, motor homes, or other recreational vehicles. It also includes thefts from any area in the automobile or other type of vehicle, e.g., the trunk, glove compartment, or other enclosure. Some of the items stolen in this type of theft are cameras, suitcases, wearing apparel, packages, etc., which are not an integral part of the vehicle.

Agencies should not include items considered automobile accessories, as they fall under Theft of Motor Vehicle Parts or Accessories. For larceny situations in which offenders steal both articles from the motor vehicle and motor vehicle parts and accessories,

agencies should report both types of larceny theft with each corresponding property type/loss; conversion to summary will take the greatest and combine values

Certain state statutes might interpret thefts from motor vehicles as burglaries. However, agencies must classify these offenses as larcenies for UCR purposes.

If a theft from a motor vehicle occurs in conjunction with a motor vehicle theft, the agency will most often report the incident as a Motor Vehicle Theft and record the stolen property within the appropriate property-type categories. If, however, the reporting jurisdiction determines the real object of the theft was the contents, rather than the vehicle, it may report two offenses: the vehicle theft and the theft from the vehicle.

For example, if an offender stole an automobile with a coat in the back seat, the responding agency would report the offense as Motor Vehicle Theft and account for the coat as property stolen in connection with the automobile theft. Conversely, an agency could report the theft of a tractor-trailer (truck) containing a shipment of televisions as two offenses if, in the judgment of the reporting agency, the real object of the theft was the televisions, e.g., the truck was found abandoned and empty not far from the scene of the theft. In this situation, the LEA should also classify the two offenses as Cargo Theft.

23G Theft of Motor Vehicle Parts or Accessories

The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle or necessary for its operation.

This larceny subcategory includes thefts of motors, transmissions, radios, heaters, hubcaps and wheel covers, manufacturers' emblems, license plates, side-view mirrors, siphoned gasoline, built-in DVD players, mounted GPS devices, radar detectors, etc. If such items were not part of the vehicle and were only being transported in the vehicle and were stolen, the reporting agency should classify the offense as Theft From Motor Vehicle.

23H All Other Larceny

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

All Other Larceny includes thefts from fenced enclosures, boats (houseboats if used for recreational purposes), and airplanes. It also includes the illegal entry of a tent, tent trailer, or travel trailer used for recreational purposes, followed by a theft or attempted theft. Examples of items stolen from areas in which the offender did not break into a structure are thefts of animals, lawnmowers, lawn furniture, hand tools, and farm and construction equipment.

Agencies should also classify instances in which the offender takes gasoline from a self-service gas station and leaves without paying as All Other Larceny.

979 Missing Person (SCIBRS SPECIFIC)

A person missing under mysterious or unknown circumstances.

- NOT a known runaway.
- Missing persons are not considered part of the crime rate or clearance rate.

240 Motor Vehicle Theft

The theft of a motor vehicle.

As defined by the SLED UCR Program, a motor vehicle is a self-propelled vehicle that runs on the surface of land and not on rails and that fits one of the following descriptions:

- Automobiles—sedans, coupes, station wagons, convertibles, taxicabs, or other similar motor vehicles serving the primary purpose of transporting people

This includes minivans, automobiles used as taxis, sport-utility vehicles, and automobile derivative vehicles. Minivans should be classified as 03 = Automobiles, as they meet the definition serving the primary purpose of transporting people. This classification also includes automobiles used as taxis; sport-utility vehicles, such as Explorers, Highlanders, 4Runners, Pathfinders, and Hummers; and automobile derivative vehicles, such as Ranchero, El Camino, Caballero, and Brat.

- Buses—motor vehicles specifically designed (but not necessarily used) to transport groups of people on a commercial basis
- Recreational Vehicles—motor vehicles specifically designed (but not necessarily used) to transport people and also provide them with temporary lodging for recreational purposes
- Trucks—motor vehicles specifically designed (but not necessarily used) to transport cargo on a commercial basis

Pickup trucks and pickup trucks with campers should be classified as 37 = Trucks, as they meet the definition specifically designed, but not necessarily used, to transport cargo.

- Other Motor Vehicles—other motorized vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, all-terrain vehicles, or golf carts whose primary purpose is to transport people

Using the vehicle descriptions above, agencies should enter the type of motor vehicle in Data Element 15 (Property Description).

Note: LEAs should classify full-size vans, both regular wheelbase and extended wheelbase, as buses, recreational vehicles, or trucks depending upon their configuration, e.g., vans with rows of seats (buses), custom vans with temporary lodging accommodations (recreational vehicles), and work vans with primarily cargo areas (trucks).

Agencies should report incidences of Carjacking as 120 = Robbery, with the type of vehicle taken (automobile, truck, etc.) identified in the property description. The offense of 240 = Motor Vehicle Theft is not to be identified as an additional offense, as the stolen motor vehicle is the proceeds of the offense of robbery, and not a separate, distinct operation. Consequently, Data Element 18 (Number of Stolen Motor Vehicles) and Data Element 19 (Number of Recovered Motor Vehicles) are not used.

When the offender takes a motor vehicle from the garage of a house during a burglary, the LEA should report the offense as 220 = Burglary/Breaking & Entering and should identify the type of vehicle taken (automobile, truck, etc.) in the property description. The offense 240 = Motor Vehicle Theft is not to be identified as an additional offense because the stolen motor vehicle is the proceeds of the Burglary, and not a separate, distinct operation. Consequently, Data Element 18 (Number of Stolen Motor Vehicles) and Data Element 19 (Number of Recovered Motor Vehicles) are not used.

Agencies should classify incidents as Motor Vehicle Theft when persons not having lawful access take automobiles even if the vehicles were later abandoned, e.g., joyriding. Agencies should not include the taking of a vehicle for temporary use when prior authority has been granted or can be assumed, such as in family situations; or unauthorized use by chauffeurs and others having lawful access to the vehicle. Other Group A offenses may have occurred in these situations. For example, if a chauffeur steals a car entrusted to his care, the responding agency should report Embezzlement.

Note: Motor Vehicle Thefts do not include farm equipment (tractors, combines, etc.), which falls under a separate property description.

756 Using Motor Vehicle Without Consent (SCIBRS SPECIFIC)

The taking of a vehicle, without the expressed consent of the owner, for temporary use, when prior authority has been granted or can be assumed, such as in family or roommate situations, or unauthorized use by chauffeurs and others having access to the vehicle.

370 Pornography/Obscene Material

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

Law enforcement should enter the type of activity (manufacturing, publishing, selling, buying, or possessing) into Data Element 12, Type Criminal Activity/Gang Information.

40A – 40C Prostitution Offenses

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

40A Prostitution

To engage in commercial sex acts for anything of value.

This offense involves prostitution by both males and females.

40B Assisting or Promoting Prostitution

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

40C Purchasing Prostitution

To purchase or trade anything of value for commercial sex acts.

992 Prowler (SCIBRS SPECIFIC)

A report of a suspicious person lurking in an areawhere he or she has no authority to be. Usually occurs at residences.

- Prowler incidents are not counted as part of the crime or clearance rate.
- These incidents can be used in the later investigation of B&Es and CSCs.

120 Robbery

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

Robbery involves the offender taking or attempting to take something of value from a victim, usually the property owner or custodian, by the use of force or threat of force. (The victim must be present.) If there is no direct confrontation and the victim is not in fear of immediate harm, law enforcement should report Extortion. Though direct confrontation occurs in pocket-pickings or purse-snatchings, force or threat of force is absent. However, if during a purse-snatching or other such crime, the offender uses force or threat of force to overcome the active resistance of the victim, law enforcement should classify the offense as Robbery.

Law enforcement should classify cases involving pretend weapons or those in which the robber claims to possess a weapon but the victim does not see it as Robbery and report

the alleged weapon. If an immediate on-view arrest proves there was no weapon, the agency should classify the offense as Robbery and report the weapon with the data value “None.”

Because assault is an element of the crime of Robbery, law enforcement should not report an assault as a separate crime as long as the offender committed the assault in furtherance of the robbery. However, if the injury results in death, law enforcement must also report a Homicide offense.

As in the case of all crimes against property, law enforcement should report only one offense for each distinct operation of robbery, regardless of the number of victims involved. However, the victims of a robbery include not only those persons and other entities (businesses, financial institutions, etc.) from whom property was taken (or was attempted to be taken), but also those persons toward whom the robber(s) directed force or threat of force in perpetrating the offense. Therefore, although the primary victim in a bank robbery would be the financial institution, law enforcement should report as a victim the teller toward whom the robber pointed a gun and made a demand, as well as any other person against whom the offender committed an assault during the course of the robbery.

Law enforcement should enter the type of weapon/force used (or threatened) and the resulting injury in Data Element 13 (Type Weapon/Force Involved) and Data Element 33 (Type Injury).

11A – 11D Sex Offenses

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

11A Rape (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 his/her age or because of his/her temporary or permanent mental or physical incapacity.

Agencies should classify the crime as rape, regardless of the age of the victim, if the victim did not consent or if the victim was incapable of giving consent. If the victim consented, the offender did not force or threaten the victim, and the victim was under the statutory age of consent, agencies should classify the crime 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. *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 sexual organ of the female (vagina) by the sexual organ of the male (penis).

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

11B 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 because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

If the offender both raped and sodomized the victim in one incident, then LEAs should report both offenses.

11C Sexual Assault With An Object

To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

An “object” or “instrument” is anything used by the offender other than the offender’s genitalia, e.g., a finger, bottle, handgun, stick.

11D Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Because there is no penetration in fondling, this offense will not convert to the SRS as Rape.

36A – 36C Sex Offenses, Nonforcible

Unlawful, nonforcible sexual intercourse.

36A Incest

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

36B Statutory Rape

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

If the offender used or threatened the use of force or the victim was incapable of giving consent because of his/her youth or mental impairment, either temporary or permanent, law enforcement should classify the offense 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.

- Other incidents of “Indecent Exposure” such as urinating in public or “mooning” should be reported to SCIBRS as Disorderly Conduct.

280 Stolen Property Offenses

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

Reporting agencies should enter the type of activity (receiving, buying, selling, possessing, concealing, and/or transporting) in Data Element 12 (Type Criminal Activity/Gang Information).

980 Suicide (SCIBRS SPECIFIC)

The intentional taking of one’s own life.

- This offense is not counted as part of an agency’s crime or clearance rate.

753 Telephonecalls, Obscene, Harassing (SCIBRS SPECIFIC)

The unlawful use of telephones for harassment.

- If telephone calls are used to place victim in reasonable fear of bodily harm, then the incidents must be coded as Intimidation (13C).

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.

This offense includes violations such as the manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., silencers; and furnishing deadly weapons to minors.

Reporting agencies should enter the type of activity (manufacturing, buying, selling, transporting, possessing, concealing, or using) in Data Element 12 (Type Criminal Activity/Gang Information) and the type of weapon in Data Element 13 (Type Weapon/Force Involved).

Group B Offenses

There are 15 Group B crime categories encompassing all offenses not considered Group A offenses. The offense categories listed below are in alphabetical order. Each entry includes the following information: 1) SCIBRS offense code, offense name, 2) Definition, and 3) Considerations and examples (as appropriate).

90A Bad Checks (except Counterfeit Checks or Forged Checks)

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

This offense includes insufficient funds checks but not counterfeit checks or forged checks.

90P Contributing to the Delinquency of A Minor (SCIBRS SPECIFIC)

This code is used whenever a person is charged with this offense under state statute.

90B Curfew/Loitering/Vagrancy Violations

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

This offense includes begging, vagabondage, and panhandling. LEAs should also include in this category are persons arrested as being a suspicious character, suspicious person, etc.

90C Disorderly Conduct

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

This offense includes affray (when not physical), blasphemy, profanity, obscene language, disturbing the peace, indecent exposure, loud music, and public nuisance.

90D Driving Under the Influence

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

This offense includes driving while intoxicated and operating a bus, train, streetcar, boat, etc., while under the influence.

90E Drunkenness (except Driving Under the Influence)

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

This offense includes drunk and disorderly, common drunkard, habitual drunkard, and intoxication.

90F Family Offenses, Nonviolent

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

Nonviolent Family Offenses include abandonment, desertion, neglect, nonsupport, nonviolent abuse, and nonviolent cruelty to other family members. This category also includes the nonpayment of court-ordered alimony, as long as it is not illegal (i.e., considered to be contempt of court) within the reporting jurisdiction. Agencies should not include the victims of these offenses taken into custody for their own protection.

90K Incurable Child (SCIBRS SPECIFIC)

The service of court papers ordering your agency to take a person into custody as an incurable child.

90G Liquor Law Violations (except Driving Under the Influence and Drunkenness)

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

Liquor law violations include violations of laws/ordinances prohibiting the maintenance of unlawful drinking places; operating without a liquor license; underage drinking; furnishing liquor to a minor; bootlegging; operating a still; using a vehicle for the illegal transportation of liquor; etc.

90H Peeping Tom

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

90N Resisting Arrest (SCIBRS SPECIFIC)

To be used whenever a person is charged with Resisting Arrest.

90I Runaway (Not A Crime) (SCIBRS SPECIFIC)

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

In January 2011, the SLED UCR Program discontinued the collection of arrest data for the category of runaways. Agencies may continue to collect and submit data on runaways, but the SLED UCR Program will no longer use or publish those data. Should an agency wish to submit data on runaways, they can use the Group B Arrest Report format to report each incident, including the runaway's apprehension for protective custody. If an LEA chooses to report runaways, the jurisdiction where the runaway resides should report the detention (pickup) of the runaway when another jurisdiction picks up the minor.

90J Trespass of Real Property

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

All burglary offenses include the element of trespass. Trespassing, however, involves entry with no intent to commit a felony or theft.

90L Truancy (SCIBRS SPECIFIC)

This code is to be used if your agency takes a person into custody for truancy.

90Z All Other Offenses

All crimes that are not Group A offenses and not included in one of the specifically named Group B crime categories listed previously.

This category includes Offenses of General Applicability if the substantive offense is a Group A offense unless it is an integral component of the Group A offense such as Human Trafficking. Offenses of General Applicability are those offenses prefixed by "Accessory Before/After the Fact," "Aiding and Abetting," "Assault to Commit," "Conspiracy to Commit," "Enticement," "Facilitation of," "Solicitation to Commit," "Threat to Commit," or any other prefix identifying it as other than the substantive offense.

Generally, this category excludes traffic offenses. However, the vehicle-related offenses of hit and run (of a person), failure to stop for blue lights and vehicular manslaughter are included.

3 Flat File Submissions

In the SCIBRS, LEAs use three types of electronic flat file 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, and finally, the Zero Report indicates no criminal activity occurred within an agency's jurisdiction during a given month. Using a series of the 58 established data elements (i.e., data fields within each segment), law enforcement 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).

3.1 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 law enforcement 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 which 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 make applications 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 which apply 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.

Note: The SLED UCR Program designed the SCIBRS so Data Element 1 (ORI Number) and Data Element 2 (Incident Number) link the Administrative Segment to the Offense, Property, Victim, Offender, and Arrestee Segments in each incident.

Offense Segment

The Offense Segment identifies and describes the types of offenses involved in the incident (e.g., 200 = Arson, 40A = 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. Even though there may have been more than one victim of a particular crime, the reporting agency should submit only one Offense Segment for each reported UCR Offense Code. Each Group A Incident Report must contain at least one Offense Segment.

For example, in the same incident, an offender assaulted two people by threatening them with a handgun. The reporting agency should submit only one Offense Segment with 13A = Aggravated Assault entered into Data Element 6 (UCR Offense Code). In addition, the agency should submit two Victim Segments and enter 13A = Aggravated Assault into Data Element 24 (Victim Connected to UCR Offense Code), to link the two victims to this Offense Segment.

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 or a Kidnapping/Abduction. The reporting agency should submit a separate Property Segment for each type of property loss/etc. (i.e., Burned; Counterfeited/Forged; Destroyed/Damaged/Vandalized; Recovered; Seized; and/or Stolen/Etc. occurring in the incident). Furthermore, the agency may report up to ten types of property (e.g., Aircraft, Alcohol, and Automobiles) for each type of property loss/etc.

Victim Segment

The Victim Segment provides information about each of the victims involved in the incident (e.g., his/her 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. There must be at least one Victim Segment in each incident report.

Offender Segment

The Offender Segment captures data about each of the offenders in the incident (e.g., his/her 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. If the reporting agency knows nothing about the offenders—i.e., no one saw the offenders, there were no suspects, and the number of offenders is unknown—then the agency should enter 00 = Unknown as the data value for Data Element 36 (Offender Sequence Number), and

leave Data Elements 37 through 39A blank. There must be at least one Offender Segment in each incident report.

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 he or she was arrested, and the arrestee data (e.g., his/her 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. However, if there were no arrestees, the agency should not submit this segment.

3.2 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 (e.g., his/her age, sex, race, and ethnicity). This report does not include incident data since agencies report only arrests for Group B offenses. Reporting agencies should submit a separate Group B Arrest Report for each arrestee.

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. The agency should enter the appropriate Group B offense code as the data value for Data Element 45 (UCR Arrest Offense Code) of the Arrestee Segment of the Group A Incident Report.

For example, on August 1, 2012, an LEA arrested a man for DUI, a Group B offense. The arresting agency determined he was also wanted for a previously reported robbery, a Group A offense, which occurred on March 23, 2012. Instead of submitting a Group B Arrest Report, the reporting agency should submit an Arrestee Segment as an update to the previous Group A Incident Report with 90D = Driving Under the Influence as the data value for Data Element 45.

3.3 Zero Report

On occasion, a small 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. This assists SLED to compute valid statistics because it establishes no crime occurred in the jurisdiction rather than the LEA reported no crime information. If an agency submits a Zero Report for a given month and subsequently enters a Group A Incident Report, a Group B Arrest Report, or an Arrestee Segment for the month, the submission will override the Zero Report.

3.4 Report Modifications

Clearing Incidents in the 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 the NIBRS

Once LEAs submit an incident to the FBI UCR Program, circumstances may arise which warrant updating their original submission. The flexibility of the NIBRS provides for updating reports by adding, modifying, and deleting data. The FBI UCR Program's updating policy states an agency should update a report only if the change would substantially alter the report's statistical significance. Circumstances which warrant updating a report include the occurrence of a subsequent event materially affecting the report or finding out the LEA made a serious error when they submitted the original report. Anytime an agency updates a report, the agency should resubmit the report so the data are the same at all levels—local, state, and federal.

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 the agency learning the exact age of the offender (e.g., 22) after reporting an age range (e.g., 20-25); the agency learning the true value of stolen property (e.g., \$958) after reporting the approximate cost (e.g., \$1,000); or the agency learning, besides suffering a severe laceration previously reported, the victim also suffered internal injury.

An agency participating in the NIBRS may, of course, update more data than is required by the FBI UCR Program's policy. If a reporting UCR Program (or a direct agency participant) updates a record in its RMS, they should also submit the updated record for the national file.

LEAs can find additional information about adding, deleting, and modifying information in NIBRS in the *NIBRS Technical Specification*.

3.5 Window Records

A windowed record occurs when certain activity takes place to a case that was reported prior to the active data on the data base. This active data is current calendar year – 1. All window records submitted by the agency should have the activity or run date of the full incidents that are being submitted. The updated circumstances or event that triggered the window submission should be in the date range of the active data on the SLED database.

The windowed record can be three different types, administrative, property and/or arrest. Each of these types is treated independently and not all types are required when an event at a local agency triggers a window submission.

The administrative window should be reported to SLED as a 1W when the status changes and needs to be reflected in the agencies statistics. This status is for items such as admin closed, unfounded, exceptionally closed etc, but the incident date on the admin window will reflect the original incident date.

The property window should be reported to SLED as a 3W when the original incident has property changes such as seizures, recovered, etc. The date in the property record window submission should be in the current year -1 time frame.

The arrest window should be reported to SLED as a 6W when arrests or bookings are made against the original incident. The arrest or booking date should be in the current year -1 time frame.

Your software should include programming which automatically sends Window records to SCIBRS when necessary, simply by comparing the date of the arrest, recovery, or exceptional clearance being entered to the date of the original incident report and determining if the original incident is older than "current year minus one". However, not all software vendors have programmed this automatic conversion. If your vendor has not programmed this feature for you, you will have to manually format Window records. All local agencies must determine how their software handles this procedure, and insure that it works according to SCIBRS and NIBRS rules. SLED will be glad to talk with your agency or your vendor about Window records. Failure to properly submit Window records will result in a very **serious loss** of arrest, clearance, and recovery data to your agency.

Window reporting is required for compliance with SCIBRS and NIBRS rules.

NOTE: Group B Arrest Records (Level 7 Records) CAN NOT be submitted as Window records. In the SCIBRS and NIBRS systems, Group B (Level 7) arrests do not have incidents associated with them, and, therefore, cannot be cleared or have property recovered at the state or national levels. They are "stand-alone" arrests. Local records systems should have programming to handle Group B incidents and clearances, but such data must not be transmitted to the state and national programs.

3.6 Activity/Run Date

The Activity/Run Date is a simple concept. It is simply a "batch submission date" for sending data to SCIBRS; it is not meant for any other reason:

1. The system administrator, or other authorized person simply decides what month's work is about to be entered;
2. This person sets the Activity Date to correspond to that month;
3. Any reports to be entered that have dates in that month or earlier are simply entered routinely. No special handling is necessary.

Example: Smallville PD is about to begin entering reports for the month of May, 2004;

Set the Activity date to 052004;

Smallville can enter reports for May, 2004, as well as late reports or corrections for any month going back to January, 2003 - all having the Activity Date of 052004. Routine. No special processing.

Note: If your software does not handle the Activity Date just like this, it is likely that your software is not programmed correctly, and SCIBRS may not be storing all of your records. This is one of the most common software errors, and one that leads to more rejections than most other software problems.

Note: Any incident, arrest, recovery, etc. can be entered routinely in this manner as long as the incident date or arrest date or recovery date, etc. falls within the current year or the previous year (often referred to as “current year minus one”). Note the Smallville PD example above.

Note: Activity Date is **NOT**:

- Date of Entry
- Date of Incident
- Date of Arrest
- Date of Recovery
- Date of Change, etc.

It is only a batch submission date. **It must be a user-set date.** It must be re-set by the user with every new month’s work. It can never be used more than once to submit reports to SCIBRS.

PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSON AT YOUR DEPARTMENT. CALL SLED SCIBRS IMMEDIATELY IF YOU THINK YOUR SOFTWARE DOES NOT OPERATE AS DESCRIBED ABOVE. PLEASE CHECK THIS OUT FOR YOURSELF. DO NOT ASSUME THAT YOUR SOFTWARE IS CORRECT.

(Note on a Related Matter: Crime statistics should be based upon the “date of event” (incident date, arrest date, recovery date, clearance date, etc.) Crime statistics should NOT be compiled by Activity Date or date of entry, as these dates have nothing to do with when a crime or an arrest actually occurred.)

4 Data Elements & Data Values

LEAs use data elements and data values to report data to the SLED UCR Program via SCIBRS. Additional information about reporting requirements and specifications for submitting data to the SCIBRS is located in the *NIBRS Technical Specification*.

4.1 Definition of Data Element

A data element is the smallest named item of data which conveys meaningful information or condenses a lengthy description into a short code. Law enforcement should use a series of the 58 established data elements, i.e., data fields, within each segment of the Group A Incident Report and in the Group B Arrest Report to describe the details of each component of crime.

4.2 Mandatory Versus Optional Data Elements

LEAs are required to report some data elements, i.e., they are mandatory. The agency submitting the report to the FBI may choose whether to report others; they are optional.

4.3 Definition of Data Values

A data value is a characteristic of an object (such as the sex of a person) or a parameter of a data element. For each data element, reporting agencies should choose the most appropriate data value(s), i.e., specific characteristics or types of the reported data which have assigned codes. Although some data values require a specific format, most are codes from an approved list, each followed by an equal sign (=) and the actual value. For example, for Data Element 3 (Incident Date), the specific format for the data value is YYYYMMDDHH. For Data Element 27 (Sex of Victim), agencies may enter one of the codes M = Male, F = Female, or U = Unknown to describe the gender of the victim; but for Data Element 48 (Sex of Arrestee), agencies can enter only M = Male or F = Female to describe the sex of the arrestee.

If more than one of the data values associated with a data element could apply to the situation, agencies should use the most specific one. For example, in Data Element 9 (Location Type), a 7-Eleven store could be described as 05 = Commercial/Office Building, 07 = Convenience Store, or 12 = Grocery/Supermarket. Because 07 = Convenience Store is the most specific description, reporting agencies should use this code.

In some instances, data elements allow for the entry of more than one data value. For example, Data Element 12 (Type Criminal Activity/Gang Information) allows LEAs to report up to three types of activity for each offense. If, in a drug case, the offenders grew marijuana and distributed it by having children sell it at school, the data values of C = Cultivating/ Manufacturing/Publishing, D = Distributing/Selling, and E = Exploiting Children should be entered.

4.4 Clarification of Specific Data Elements & Data Values

The information about data elements and data values in this section represent clarifications for specific data elements and data values and are more FBI UCR Program policy related rather than technical in nature. LEAs will find the technical aspects for each data element (format, related edits, and valid data values) in the *NIBRS Technical Specification*.

Administrative Segment

Data Element 1 (ORI)

ORI is a unique nine-character identifier the NCIC has assigned to each LEA. This data element is mandatory in each SCIBRS submission.

Data Element 2 (Incident Number)

Incident Number is the number assigned by the reporting agency to each Group A Incident Report to uniquely identify the incident (e.g., the LEA's Case Number). This data element is mandatory in each SCIBRS submission.

If data from a Group A Incident Report are furnished to outside entities for research purposes, the FBI will encrypt the incident numbers prior to their dissemination to ensure the recipient cannot identify the actual case. Agencies may also encrypt their incident numbers before sending them to the FBI.

Data Element 2A (Cargo Theft)

This data element indicates whether or not the incident involved a Cargo Theft. The SLED UCR Program has defined Cargo Theft as “the criminal taking of any cargo including, but not limited to, goods, chattels, money, or baggage that constitutes, in whole or in part, a commercial shipment of freight moving in commerce, from any pipeline system, railroad car, motor truck, or other vehicle, or from any tank or storage facility, station house, platform, or depot, or from any vessel or wharf, or from any aircraft, air terminal, airport, aircraft terminal or air freight station, warehouse, freight distribution facility, or freight consolidation facility. For purposes of this definition, cargo shall be deemed as moving in commerce at all points between the point of origin and the final destination, regardless of any temporary stop while awaiting transshipment or otherwise.” Two key phrases in the classification of cargo theft are “commercial shipment” and “in the supply chain.” For LEAs to classify an incident as a Cargo Theft, the items must be part of a commercial shipment and must be in the supply chain (i.e., moving in commerce).

LEAs should consider thefts from United Parcel Service (UPS), Federal Express (FedEx), the U.S. mail, etc., to be cargo until the items arrive at a final distribution point. Once the business receives the items (i.e., personnel at the company sign for the goods), the goods are no longer considered cargo because they are outside of the supply chain. Therefore, LEAs should not consider deliveries from UPS, FedEx, to individuals or other businesses (e.g., flowers, pizza, electronics, appliances, etc.) to be cargo because they are outside of the supply chain.

Cargo Theft-related offenses are:

120 = Robbery
210 = Extortion/Blackmail
220 = Burglary/Breaking & Entering
23D = Theft From Building
23F = Theft From Motor Vehicle
23H = All Other Larceny
240 = Motor Vehicle Theft
26A = False Pretenses/Swindle/Confidence Game
26B = Credit Card/Automated Teller Machine Fraud
26C = Impersonation
26E = Wire Fraud
270 = Embezzlement
510 = Bribery

Valid Data Values

Y = Yes

N = No

Detailed Cargo Theft information and scenarios are located in the *Cargo Theft User Manual*.

Data Element 3 (Incident Date)

LEAs should use Incident Date to enter the year, month, and day when the incident occurred or the beginning of the time period in which it occurred, as appropriate. This data element also includes the hour of the incident and the report date indicator, which LEAs should use to designate the date entered is the Report Date rather than the Incident Date. This data element is mandatory in each SCIBRS submission.

If the incident occurred on or between midnight and 0059, 00 should be entered; if on or between 0100 and 0159, 01 should be entered; if on or between 2300 and 2359, 23 should be entered; etc. If the incident occurred at exactly midnight, LEAs should consider it occurred at the beginning of the next day, as if the crime occurred at 1 minute past midnight. Therefore, LEAs would enter 00 for the hour, along with the next day's date.

Example 1

If a robbery occurred at 9:30 p.m. on July 2, 2012, the entry should be 07/02/2012.

Example 2

If a kidnapping started at 11:30 p.m. on November 1, 2012, and ended on November 16, 2012, the entry should be 11/01/2013.

Example 3

If an incident occurred at midnight on December 31, 2012, the entry should be 01/01/2013.

Example 4

If the date and hour of the incident are unknown but the date of the report was March 15, 2012, the entry should be 03/15/2012 and the Report Date Indicator should be entered as R = Report Date.

Data Element 4 (Cleared Exceptionally)

Incidents can be cleared by exceptional means when some element beyond law enforcement control precludes a physical arrest.

In order to Exceptionally Clear an incident, the following four conditions must be met:

1. The investigation must have clearly and definitely established the identity of at least one offender.
2. Sufficient probable cause must have been developed which would support the arrest, charging, and prosecution of the offender.
3. The exact location of the offender must be known so that an arrest could be made by a police agency.
4. There must be a reason outside the control of law enforcement which prevents the arrest, charging, and turned over for prosecution.

Valid Data Values

Reasons for an Exceptional Clearance:

A = Death of Offender

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

C = In Custody of Other Jurisdiction (includes extradition denied)

D = Victim Refused to Cooperate (in the prosecution)

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

N = Not Applicable (not cleared exceptionally)

C = In Custody of Other Jurisdiction

Beginning January 1, 2011, agencies started using data value C = In Custody of Other Jurisdiction for cases in which extraditions are formally denied or in circumstances where an offender committed offenses in two jurisdictions and was arrested in one of the jurisdictions. The LEA in the jurisdiction not reporting the arrest should report this data value when they become aware of the arrest.

N = Not Applicable

If an incident was not cleared by either an arrest or exceptional means by the time an initial Group A Incident Report is submitted regarding it, then N = Not Applicable should be entered.

If, after a Group A Incident Report was submitted, an offender was arrested, the previously submitted report should be updated with an Arrestee Segment. Submitting an Arrestee Segment will automatically clear the incident. This data element should still contain N = Not Applicable.

Example 1

A kidnapper, who was holding a hostage, killed himself when the building in which he barricaded himself was surrounded by police. The kidnapping should be reported and cleared exceptionally by A = Death of Offender.

Data Element 5 (Exceptional Clearance Date)

Exceptional Clearance Date is used to enter the date the incident is cleared by exceptional means (i.e., a data value other than N = Not Applicable is entered in Data Element 4).

Case Status

Administrative Closure-C

Means the case is closed, but **not cleared or solved**. The agency has decided not to put any more resources into this case, or has turned over all investigation to a Federal agency.

Unfounded-U

A case can be marked unfounded” only if:

- The investigation shows that **NO crime** occurred;
- The crime is determined to have occurred in another jurisdiction.

Offense Segment

Data Element 6 (UCR Offense Code)

UCR Offense Code is used to enter the data values of the ten most serious Group A offenses occurring in the incident (as determined by the reporting agency). A minimum of one Offense Segment must be included in a Group A Incident. In addition, LEAs should submit only one offense for each reported UCR Offense Code even though there may have been more than one victim of the crime. LEAs can find a complete listing of Group A offenses in 2.3, Group A and Group B Offense Listing.

LEAs must report each offense if it is a separate, distinct crime, rather than just a part of another offense. For example, because every robbery includes an element of assault, agencies should report only the offense of Robbery. If during a robbery, however, the offender forces the victim to engage in sexual relations then the LEA should report both Robbery and Rape because forced sexual intercourse is not an element of robbery.

Data Element 7 (Offense Attempted/Completed)

LEAs should use Offense Attempted/Completed to indicate whether each offense in the incident was attempted or completed. When an offense occurs more than once within an incident and one of the instances was completed, then LEAs should consider all of the instances of the offense completed.

Note: Attempted Murder should be reported as Aggravated Assault, and all Assault Offenses should be coded as C = Completed.

Valid Data Values

A = Attempted
C = Completed

Data Element 8 (Offender Suspected of Using)

LEAs should use Offender Suspected of Using to indicate whether any of the offenders in the incident were suspected of consuming alcohol or using drugs/narcotics during or shortly before the incident, or using computer equipment to perpetrate the crime. LEAs can enter up to three types of activity per offense type.

Valid Data Values

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

Data Element 8A (Bias Motivation)

Bias Motivation is used to indicate whether or not an offense was motivated by the offender's bias and, if so, what kind. LEAs can enter up to five bias motivations per offense type.

Because of the difficulty of ascertaining the offender's subjective motivation, LEAs should report a bias motivation only if investigation reveals sufficient objective facts to lead a reasonable and prudent person to conclude the offender's actions were motivated, in whole or in part, by bias against race, religion, disability, ethnicity, gender, gender identity, or sexual orientation.

Unless the bias for a hate crime falls into one of the SLED UCR Program's bias categories, an agency should report zero hate crime data. LEAs should report zero hate crime data as data value 88 = None. In the SCIBRS, incidents not involving any facts which indicate bias motivation on the part of the offender are to be reported as 88 = None, whereas incidents involving ambiguous facts (some facts are present but are not conclusive) should be reported as data value 99 = Unknown. When an offense is initially classified as bias motivation 99 = Unknown and subsequent investigation reveals the crime was motivated by bias or no bias was found, the agency must update its original submission.

Valid Data Values

Race

- 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

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

Ethnicity

- 32 = Anti-Hispanic or Latino
- 33 = Anti-Not Hispanic or Latino

Sexual Orientation

- 41 = Anti-Gay
- 42 = Anti-Lesbian
- 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 (offender's motivation not known)

Example 1

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 blacks and told him blacks were not welcome in the neighborhood. The offense should be reported as 12 = Anti-Black or African American based on the difference in the race of the victim and offenders, the offenders used a racial epithet, and the facts reveal no other reason for the attack than the stated one, to keep blacks out of the neighborhood.

Example 2

A group home for persons with psychiatric disabilities who were in transition back into the community was the site of a reported arson. Apparently, neighbors had expressed many concerns about the group home and were angry the house was located in their community. Shortly before the fire was reported, a witness heard a white male state, "I'll get rid of those 'crazies,' I'll burn them out." The offense should be reported as 52 = Anti-Mental Disability because the suspect apparently committed the crime because of his bias against persons with psychiatric disabilities.

Example 3

A white juvenile male snatched a Jewish woman's purse and, in doing so, knocked her down and called her by a well-known and recognized epithet used against Jews. During the incident's investigation, the LEA did not discover the offender's identity. Although the offender used an epithet for Jews, the agency did not know whether he belongs to another religious group or whether his motive was anything more than robbery. Because the facts are ambiguous, the offense should be reported as 99 = Unknown. Should an offender be arrested, subsequent investigation would determine whether or not the offense was bias motivated, and the offense should then be reported as either 88 = None or the code for the appropriate bias motivation.

Example 4

Overnight, unknown persons broke into a synagogue and destroyed several religious objects. The perpetrators painted a large red swastika on the door and wrote "Death to Jews" on a wall. Although valuable items were present, the offenders did not take them.

The offense should be reported as 21 = Anti-Jewish because the offenders destroyed religious objects, left anti-Semitic words and graffiti behind, and theft did not appear to be the motive for the burglary.

Example 5

A 51-year-old black male wielding a tire iron attacked a 29-year-old Japanese-American male. The victim suffered severe lacerations and a broken arm. The incident took place in a parking lot next to a bar. Investigation revealed the offender and victim had previously exchanged racial insults in the bar; the offender initiated the exchange by calling the victim by a well-known epithet used against the Japanese and complained the Japanese were taking away jobs from Americans. The offense would be reported as 14 = Anti-Asian based on the difference in race of the victim and offender, the exchange of racial insults, and the absence of other reasons for the attack.

Data Element 9 (Location Type)

LEAs should use this data element to report the type of location/premises where each offense in an incident took place.

The SLED UCR Program recognizes that for many incidents, there is more than one possible choice for reporting a location. Therefore, law enforcement personnel should use their best judgment in reporting location type after investigating the crime and considering the circumstances surrounding the location and the offender's intent during the commission of the crime.

Because the geographic location of an incident is not always the same as the functional location of the incident, the SLED UCR Program relies on LEAs to report the most appropriate location type. For example, if an offense occurs at an elementary school playground during school hours, the location can be classified as 53 = School – Elementary/Secondary. But, if the offense occurred at the same physical location on a Saturday afternoon when the school is not operating and the public are allowed to use the facility for recreational purposes, LEAs would be equally correct in classifying the location as 50 = Park/Playground.

Sometimes, LEAs can determine the location by the offender's intent during the commission of the crime. For example, if the offender chose to commit a robbery during a church service held at a public facility routinely used for basketball games, LEAs can choose to classify the location as 04 = Church/Synagogue/Temple/Mosque since the building was being used for a public religious activity at the time the crime was committed.

Second Location Code

The use of two Location/Premise codes is allowed when a second premise code will significantly enhance the description of the crime scene.

Note: A second location code is required whenever "18=Parking Lot" is used.

Data Value	Data Value Includes
01 = Air/Bus/Train Terminal	airports; bus, boat, ferry, or train stations and terminals
02 = Bank/Savings and Loan	other financial institutions, whether in a separate building or inside of another store Note: This data value does not include payday lender type businesses.
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; 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	places for the confinement of persons in

Facility	lawful detention or awaiting trial
16 = Lake/Waterway/Beach	shorelines, lakes, streams, canals, or bodies of water other than swimming pools
17 = Liquor Store	establishments primarily used for buying/selling alcoholic beverages
18 = Parking/Drop Lot/Garage	areas primarily used for parking motorized vehicles that are commercial in nature
19 = Rental Storage Facility	any mini-storage and/or self-storage buildings
20 = Residence/Home	apartments, condominiums, townhouses, nursing homes, residential driveways, residential yards; extended/continuous care facilities Note: This data value refers to permanent residences.
21 = Restaurant	any commercial establishments that serve meals or refreshments; cafeterias
22 = School/College	universities Note: This data value was replaced by the following new location codes and is to be used <i>only</i> by LEAs that have not adopted the new codes: 52 = School – College/University 53 = School – Elementary/Secondary
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
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.
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/Race Track	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.
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.

Data Element 10 (Number of Premises Entered)

LEAs should use this data element only if the crime is Burglary/Breaking & Entering and the Hotel Rule applies (see the offense of Burglary/Breaking & Entering for more information about the Hotel Rule). In such cases, the number of structures (premises) entered should be reported.

In the SCIBRS, the Hotel Rule includes rental storage facilities such as mini-storage and self-storage buildings. Therefore, this data element is used if the offense is 220 = Burglary/Breaking & Entering and either data value 14 = Hotel/Motel/Etc. or data value 19 = Rental Storage Facility is entered into Data Element 9 (Location Type). The total number (up to 99) of individual rooms, units, suites, storage compartments, etc. entered should then be reported in this data element.

Example 1

A burglar forcibly entered 11 rented storage compartments in a self-storage building. The owner/manager of the building reported the incident to the police. The police department should then enter data values 220 = Burglary/Breaking & Entering into Data Element 6 (UCR Offense Code), 19 = Rental Storage Facility into Data Element 9 (Location Type), and the number 11 (for 11 compartments) into this data element.

Example 2

If an LEA investigates a burglary at a private residence, the agency should enter data value 220 = Burglary/Breaking & Entering into Data Element 6 (UCR Offense Code) and data value 20 = Residence/Home into Data Element 9 (Location Type). However, because the Location Type was not 14 = Hotel/Motel/Etc. or 19 = Rental Storage Facility, no entry should be made into this data element. It should be blank.

Data Element 11 (Method of Entry)

This data element should be used only if the offense is 220 = Burglary/Breaking & Entering, 240=Theft of Motor Vehicle, 23F=Theft from Motor Vehicle and 23G=Theft of Motor Vehicle Parts/Accessories. LEAs should use it to report whether the burglar(s) used Force or No Force to enter the structure. A forced entry is where the burglar used force of any degree or a mechanical contrivance of any kind (including a passkey or skeleton key) to unlawfully enter a building or other structure. An unforced entry is one where the burglar unlawfully entered through an unlocked door or window, but used no force. If both forced and unforced entries were involved in the crime, the entry should be reported as F = Force since the entry was accomplished through the use of force.

Valid Data Values

F = Force

- Must be reported any time a locking mechanism of any sort is defeated by any means.

N = No Force

- Includes unlawful entry through an unlocked door or window.

Example

An investigation of a burglary complaint disclosed the offender(s) entered the building through an unlocked street door and then forced a locked door to an office and stole a laptop. Since one door was forced, F = Force should be entered.

Data Element 12 (Type Criminal Activity/Gang Information)

Type Criminal Activity/Gang Information indicates the criminal activity/gang involvement of the offenders for certain offenses.

Criminal Activity

Agencies should report the type of criminal activity of offenders 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

Valid Data Values (Criminal Activity)

LEAs can enter up to three types of activity for each offense above:

B = Buying/Receiving
 C = Cultivating/Manufacturing/Publishing (i.e., production of any type)
 D = Distributing/Selling
 E = Exploiting Children
 O = Operating/Promoting/Assisting
 P = Possessing/Concealing
 T = Transporting/Transmitting/Importing
 U = Using/Consuming

Example

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

Gang Violence-Type Criminal Activity

Definition of a Gang:

An ongoing organization, association, or group of three or more persons who have common interests and activities characterized by involvement in a pattern of criminal or delinquent conduct.

- An organized group that commits crimes on a regular basis.

LEAs should use this data element to describe the type, or lack of presence, of an offender's gang activity for incidents involving the following offenses:

09A Murder and Nonnegligent Manslaughter
09B Negligent Manslaughter
100 Kidnapping/Abduction
120 Robbery
290 Destruction/Damage/Vandalism of Property
11A Rape
11B Sodomy
11C Sexual Assault With An Object
11D Fondling
13A Aggravated Assault
13B Simple Assault
13C Intimidation

Valid Data Values (Gang Information)

LEAs should enter up to two gang information codes for each offense above:

J = Juvenile Gang (membership is predominantly juvenile [under 18 years of age])

G = Other Gang (membership is predominantly 18 years of age or older)

N = None/Unknown

For SCIBRS reporting purposes, a gang is an ongoing organization, association, or group of three or more persons who have a common interest and/or activity characterized by the commission of or involvement in a pattern of criminal or delinquent conduct. If an agency establishes gang involvement with any of the offenses above, the agency should use the predominant age of the associated gang's membership (and not the offender's age) to determine whether J = Juvenile Gang or G = Other Gang should be entered.

Juvenile Gang refers to a group of persons who go about together or act in concert, especially for antisocial or criminal purposes; typically adolescent members have common identifying signs and symbols, such as hand signals and distinctive colors; they are also known as street gangs.

Other Gang refers to persons associated with the world of criminal gangs and organized crime commonly related to widespread criminal activities coordinated and controlled through a central syndicate and who rely on their unlawful activities for income; they traditionally extort money from businesses by intimidation, violence, or other illegal methods.

Example

Two females, aged 19, were riding bicycles through a neighborhood. Three males approached them and forced them to stop. They exchanged words and one of the males attacked the bicyclists. Each of the three attackers, one, aged 16, and the other two, aged 17, had identical tattoos on their upper right arm. This marking was commonly associated with a local gang. The entry should be J = Juvenile Gang.

Data Element 13 (Type Weapon/Force Involved)

LEAs can report up to three types of weapons or force used by the offender:

When reporting the weapons used, select the most specific weapon type listed, e.g., LEAs should report a revolver as Handgun rather than Firearm. If a weapon was used that could be employed in several ways, choose the weapon type which indicates how the weapon was used. For example, if the offender used a bottle in the commission of a murder, report Blunt Object if the victim was beaten or Knife/Cutting Instrument if the offender cut or stabbed the victim with the bottle.

The SLED UCR Program defines an automatic firearm as any firearm which shoots, or is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading. If the weapon was an automatic firearm, LEAs should add an A as a suffix to its weapon data value, e.g., 13A = Automatic Rifle.

Valid Data Values

- 11 = Firearm
- 12 = Handgun
- 13 = Rifle
- 14 = Shotgun
- 15 = Other Firearm
- 20 = Knife/Cutting Instrument
- 30 = Blunt Object
- 35 = Motor Vehicle
- 40 = Personal Weapons (i.e., hands, fists, feet, teeth, etc.)
- 50 = Poison

60 = Explosives
65 = Fire/Incendiary Device
70 = Drugs/Narcotics/Sleeping Pills
90 = Other
91 = Drowning
92 = Strangulation/Hanging/Suffocation/Gas
93 = Pushing from High Place
95 = Unknown
99 = None

If a firearm is Full-automatic or Semi-automatic, indicate with the codes below:

A=Full-automatic
S=Semi-automatic

Special Circumstance Codes

These are special circumstance codes which allow your agency to code significant data about a crime. Enter up to 3 codes.

Special circumstance codes can be used with any offense.

DO NOT SKIP OVER THESE CODES!

Always use the following descriptive codes any time they apply to an incident:

B = Bomb Threat
C = Car Jacking
G = Gas Drive Off
H = Hate/Bias Motivated
I = Offender Mentally Ill-Suspected
J= Joy Ride
M = Mutilated (any unusual mutilation of a person's body)
P= Assault Victim is Police Officer
S=Officer Committed Suicide
X= Safe Cracking
Y = Youth Gang Activity

Example

Three robbers held up a bank. One offender brandished a revolver, the second had a sawed-off shotgun, and the third had an automatic machine gun. The weapon data values should be 12 = Handgun, 14 = Shotgun, and 15A = Automatic Other Firearm.

Property Segment

Data Element 14 (Type Property Loss/Etc.)

This data element should be used to describe the type(s) of property loss, recovery, seizure, etc., which occurred in an incident. LEAs should report separate property information for each type of loss/etc., when the incident involved Kidnapping/Abduction, Crimes Against Property, Drug/Narcotic Offenses, and Gambling Offenses.

A Property Segment must be submitted whenever any of the following offenses are reported:

- Arson
- Bribery
- Burglary/Breaking and Entering
- Counterfeiting/Forgery
- Destruction/Damage/Vandalism of Property
- Drug/Narcotic Offenses/Drug Equipment Offenses
- Embezzlement
- Extortion/Blackmail
- Fraud Offenses
- Gambling Offenses
- Kidnapping/Abduction
- Larceny/Theft Offenses/Motor Vehicle Theft
- Robbery/Stolen Property Offenses

Valid Data Values

LEAs should enter one for each type of property loss:

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

An agency should report property stolen in its jurisdiction only. Likewise, only the agency who reported the property stolen can report the property recovered even if another jurisdiction recovered the property.

Example 1

For arson, the entries could be 1 = None (an attempt with no property burned), 2 = Burned (property burned), or 8 = Unknown (not known whether property burned).

Example 2

For burglary, the entries could be 1 = None (an attempted burglary or the structure was entered but no property was taken), 7 = Stolen/Etc. (property was taken), 5 = Recovered (stolen property was recovered), or 8 = Unknown (it is not known whether property was taken).

Example 3

If the same incident involved both Arson and Burglary, the choices of property loss/etc. codes shown in Examples 1 and 2 would apply depending on the circumstances.

Data Element 15 (Property Description)

LEAs should use this data element to report descriptions of the property that was burned, counterfeited/forged, destroyed/damaged/vandalized, recovered, seized, stolen, bribed, defrauded, embezzled, extorted, ransomed, robbed, etc., as a result of the incident. LEAs can report up to ten property descriptions per type of property loss, etc.

The SLED UCR Program recognizes sometimes there is more than one possible choice. Law enforcement personnel should use their best judgment in reporting the property description after investigating the crime and considering the circumstances surrounding the crime and the use of the property during the commission of the crime.

For example, full-size vans, both regular wheelbase and extended wheelbase, may be classified as either 05 = Buses, 28 = Recreational Vehicles, or 37 = Trucks depending on the vehicle configuration, i.e., vans with rows of seats (05 = Buses), custom vans with temporary lodging accommodations (28 = Recreational Vehicles), or work vans with primarily cargo areas (37 = Trucks).

Data Value	Data Value Includes
01 = Aircraft	<p>machines or devices capable of atmospheric flight; airplanes, helicopters, dirigibles, gliders, ultra-lights, hot air balloons, blimps, etc.</p> <p>Note: This data value does not include toy planes; LEAs should classify these as 19 = Merchandise or 77 = Other, as appropriate.</p>
02 = Alcohol	<p>any intoxicating liquors containing alcohol used for human consumption; alcoholic beverages, i.e., beer, wine, and liquor</p> <p>Note: Denatured alcohol can be classified as either 45 = Chemicals or 64 = Fuel depending on how it was used in the incident. LEAs should classify rubbing</p>

	alcohol as 08 = Consumable Goods.
03 = Automobiles	any passenger vehicles designed for operation on ordinary roads and typically having four wheels and a motor with the primary purpose of transporting people other than public transportation; sedans, taxicabs, minivans, sport-utility vehicles, limousines, and other similar motor vehicles
04 = Bicycles	vehicles usually propelled by pedals, connected to the wheel by a chain, and have handlebars for steering and a saddle-like seat; tandem bicycles, unicycles, and tricycles
05 = Buses	motor vehicles specifically designed, but not necessarily used, to transport groups of people on a commercial basis; trolleys, school/coach/tourist/double-decker buses, commercial vans, etc.
06 = Clothes/Furs	garments for the body, articles of dress, wearing apparel for human use; accessories such as belts, shoes, scarves, ties, etc.; eyewear/glasses, hearing aids, etc.
07 = Computer Hardware/Software	electrical components making up a computer system, written programs/procedures/rules/associated documentation pertaining to the operation of a computer system stored in read/write memory; computers, printers, storage media, video games, software packages, video consoles such as Wii®, PlayStation®, and Xbox®
08 = Consumable Goods	expendable items used by humans for nutrition, enjoyment, or hygiene; food, non-alcoholic beverages, grooming products, cigarettes, firewood, etc.
09 = Credit/Debit Cards	cards and/or the account number associated with the cards that function like a check and through which payments or credit for purchases or services are made electronically to the bank accounts of participating establishments directly from the cardholders' accounts; automated teller machine (ATM) cards, electronic benefit transfer (EBT) cards

	Note: This data value does not include gift cards; LEAs should classify these as 77 = Other.
10 = Drugs/Narcotics	substances such as narcotics or hallucinogens that affect the central nervous system causing changes in behavior and often addiction; prescription, over-the-counter, legal, and illegal drugs
11 = Drug/Narcotic Equipment	unlawful articles, items, products, etc. used to prepare and consume drugs or narcotics; glass pipes, bongos, pop cans, methamphetamine (meth) labs, etc.
12 = Farm Equipment	any kind of machinery used on a farm to conduct farming; tractors, combines, etc.
13 = Firearms	weapons that fire a projectile by force of an explosion; handguns, rifles, shotguns, assault rifles, semiautomatics, homemade guns, flare guns, etc. Note: This data value does not include “BB,” pellet, or gas-powered guns. LEAs should classify these as 80 = Weapons – Other.
14 = Gambling Equipment	any equipment or devices used to produce, manufacture, or perpetrate gambling; slot machines, keno, card tables, poker chips, bingo, raffles, lottery tickets, etc.
15 = Heavy Construction/Industrial Equipment	large-scale equipment used in the construction of buildings, roads, etc.; cranes, bulldozers, steamrollers, oil-drilling rigs, backhoes, excavators, etc.
16 = Household Goods	items normally used to furnish a residence; furniture, appliances, utensils, air conditioning/heating equipment, mailboxes, household lighting, etc. Note: This data value does not include radios, televisions, digital video disc (DVD) or compact disc (CD) players, etc.; LEAs should classify these as 26 = Radios/TVs/VCRs/DVD Players and the media for such devices as 27 = Recordings – Audio/Visual.
17 = Jewelry/Precious Metals/Gems	articles made of gold, silver, precious stones, etc. used for personal adornment; bracelets, necklaces, rings, watches, platinum, loose gems, etc.

18 = Livestock	domesticated animals raised for home use or profit; cattle, chickens, hogs, horses, sheep, bees, household pets such as dogs and cats if commercially raised for profit, animals raised and/or used for illegal gambling, e.g., dogs, roosters, etc.
19 = Merchandise	items/goods which are exposed or held for sale Note: LEAs should use a more specific data value whenever possible.
20 = Money	any circulating medium of exchange, legal tender, currency; coins, paper money, demand deposits, etc.; counterfeited currency
21 = Negotiable Instruments	documents, other than currency, that are payable without restriction; an unconditional promise or order of payment to a holder upon issue, possession, on demand, or at a specific time; endorsed checks (including forged checks that have been endorsed), endorsed money orders, endorsed traveler's checks, bearer checks, and bearer bonds
22 = Nonnegotiable Instruments	documents requiring further action to become negotiable; unendorsed checks, money orders, traveler's checks, stocks, bonds, blank checks, etc.
23 = Office-type Equipment	items normally used in an office/business setting; calculators, cash registers, copying machines, facsimile machines, shredders, etc. Note: LEAs should use a more specific data value whenever possible.
24 = Other Motor Vehicles	motorized vehicles that do not fit the definition of automobile, bus, truck, or recreational vehicle; motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, motorized golf carts, motorized wheelchairs, all-terrain vehicles, go-carts, Segways®, etc.
25 = Purses/Handbags/Wallets	bags or pouches used for carrying articles such as money, credit/debit cards, keys, photographs, and other miscellaneous items; briefcases, fanny packs, and backpacks when used as a purse/wallet

26 = Radios/TVs/VCRs/DVD Players	<p>items used to transmit audible signals and visual images of moving and stationary objects; high fidelity and stereo equipment, CD players, MP3 players, cable boxes, etc.</p> <p>Note: This data value does not include radios/stereos installed in vehicles; LEAs should classify these as 38 = Vehicle Parts/Accessories.</p>
27 = Recordings – Audio/Visual	<p>phonograph records or blank or recorded tapes or discs upon which the user records sound and/or visual images; compact discs (CDs), digital video discs (DVDs), cassettes, VHS tapes, etc.</p>
28 = Recreational Vehicles	<p>motor vehicles that are specifically designed, but not necessarily used, to transport people and also provide them temporary lodging for recreational purposes</p>
29 = Structures – Single Occupancy Dwellings	<p>buildings occupied by single families, individuals, or housemates, commonly referred to as houses, mobile homes, townhouses, duplexes, etc.</p>
30 = Structures – Other Dwellings	<p>any other residential dwellings not meeting the definition of 29 = Structures – Single Occupancy Dwellings; apartments, tenements, flats, boarding houses, dormitories; temporary living quarters such as hotels, motels, inns, bed and breakfasts</p>
31 = Structures – Other Commercial/Business	<p>buildings designated for or occupied by enterprises engaged in the buying and selling of commodities or services, commercial trade, or forms of gainful activity that have the objective of supplying commodities; stores, office buildings, restaurants, etc.</p>
32 = Structures – Industrial/Manufacturing	<p>buildings designated for or occupied by enterprises engaged in the production or distribution of goods, refined and unrefined, for use by industry; factories, plants, assembly lines, etc.</p>
33 = Structures – Public/Community	<p>buildings used by a group of people for social/cultural/group/recreational activities, common interests, classes, etc.; colleges, hospitals, jails, libraries, meeting</p>

	halls, passenger terminals, religious buildings, schools, sports arenas, etc.
34 = Structures – Storage	buildings used for storing goods, belongings, merchandise, etc.; barns, garages, storehouses, warehouses, sheds, etc.
35 = Structures – Other	any other types of structures not fitting the descriptions of the previous types of structures listed (i.e., in Data Values 29 through 34); outbuildings, monuments, buildings under constructions, etc.
36 = Tools	hand-held implements that are used in accomplishing work; hand and power tools
37 = Trucks	motor vehicles which are specifically designed, but not necessarily used, to transport cargo on a commercial basis, or vehicles designed for transporting loads
38 = Vehicle Parts/Accessories	items attached to the inside or outside of a vehicle; motor vehicle batteries, engines, transmissions, heaters, hubcaps, tires, radios, CD/DVD players, automotive global positioning system (GPS) navigation systems, etc.
39 = Watercraft	vehicles used in the water, propelled by a motor, paddle, or sail; motorboats, sailboats, canoes, fishing boats, jet skis, etc.
41 = Aircraft Parts/Accessories	parts or accessories of an aircraft, whether inside or outside Note: This data value does not include aircrafts that are intact or model/toy planes; LEAs should classify complete aircraft as 01 = Aircraft and model/toy planes as 77 = Other.
42 = Artistic Supplies/Accessories	items or equipment used to create or maintain paintings, sculptures, crafts, etc.; frames, oil paints, clay
43 = Building Materials	items used to construct buildings; lumber, concrete, gravel, drywall, bricks, plumbing supplies, uninstalled windows, uninstalled doors, etc. Note: This data value does not include items stolen from a completed building. LEAs should classify copper wire,

	aluminum, etc., as 71 = Metals, Non-Precious.
44 = Camping/Hunting/Fishing Equipment/Supplies	<p>items, tools, or objects used for recreational camping, hunting, or fishing; tents, camp stoves, fishing poles, sleeping bags, etc.</p> <p>Note: LEAs should classify rifles, pistols, and shotguns as 13 = Firearms.</p>
45 = Chemicals	<p>substances with distinct molecular compositions that are produced by or used in chemical processes; herbicides, paint thinner, insecticides, industrial or household products, solvents, fertilizers, lime, mineral oil, antifreeze, etc.</p> <p>Note: LEAs should classify chemicals used in conjunction with illegal drug activity as 10 = Drugs/Narcotics or 11 = Drug/Narcotic Equipment, as appropriate.</p>
46 = Collections/Collectibles	<p>objects that are collected because they arouse interest due to being novel, rare, bizarre, or valuable; art objects, stamp/baseball/comic book collections</p> <p>Note: LEAs should use a more specific data value whenever possible. For example, a collection of old guns should be classified as 13 = Firearms.</p>
47 = Crops	<p>cultivated plants or agricultural produce grown for commercial, human, or livestock consumption and use that is usually sold in bulk; grains, fruits, vegetables, tobacco, cotton</p> <p>Note: This data value does not include crops that yield illegal substances. LEAs should classify crops used in conjunction with illegal drug activity as 10 = Drugs/Narcotics or 11 = Drug/Narcotic Equipment, as appropriate.</p>
48 = Documents/Personal or Business	<p>includes affidavits, applications, certificates, credit card documents, savings account books, titles, deposit slips, pawn shop slips, patents, blueprints, bids, proposals, personal files, and U.S. mail</p>

	Note: This data value does not include identity documents.
49 = Explosives	devices that explode or cause an explosion; bombs, dynamite, Molotov cocktails, fireworks, ammunition, etc.
59 = Firearm Accessories	items used in conjunction with a firearm to improve ease of use or maintenance; gun belts, cases, cleaning tools/equipment, targets, aftermarket stocks, laser sights, rifle/spotting/handgun scopes
64 = Fuel	products used to produce energy; coal, gasoline, diesel, biodiesel, natural gas, oil
65 = Identity Documents	formal documents and/or their numbers that provide proof pertaining to a specific individual's identity; passports, visas, driver's licenses, Social Security cards, alien registration cards, voter registration cards, etc.
66 = Identity – Intangible	sets of characteristics or behavioral or personal traits by which an entity or person is recognized or known; damaged reputation, disclosed confidential information, etc.
67 = Law Enforcement Equipment	anything specifically used by law enforcement personnel during the performance of their official duties; vests, uniforms, handcuffs, flashlights, nightsticks, badges, etc.; canines (K-9s), horses, etc. Note: This data value does not include firearms. LEAs should classify firearms as 13 = Firearms and should select the most appropriate motor vehicle or other mobile property data value when applicable, e.g., 01 = Aircraft, 39 = Watercraft, 24 = Other Motor Vehicles.
68 = Lawn/Yard/Garden Equipment	equipment used for maintaining and decorating lawns and yards; mowers, line trimmers, tools, tillers, etc. Note: This data value does not include plants, trees, fountains, bird baths, etc.
69 = Logging Equipment	equipment specifically used by logging industry personnel during the performance of their duties; choker cables,

	binders, blocks, etc.
70 = Medical/Medical Lab Equipment	equipment specifically used in the medical field; X-ray machines, testing equipment, MRI (magnetic resonance imaging) machines, ultrasound machines, wheelchairs, stethoscopes, etc.
71 = Metals, Non-Precious	base metals or alloys possessing luster, malleability, ductility, and conductivity of electricity and heat; ferrous and non-ferrous metals such as iron, steel, tin, aluminum, copper, brass, copper wire, copper pipe, etc.
72 = Musical Instruments	instruments relating to or capable of producing music; percussion, brass, woodwind, and string instruments, etc.; guitar strings, picks, drum sticks, etc.
73 = Pets	animals kept for pleasure or companionship, other than livestock; dogs, household birds, fish, rodents, reptiles, and exotic animals raised as pets and not for profit
74 = Photographic/Optical Equipment	equipment used to take photographs and/or relating to the science of optics or optical equipment; cameras, camcorders, telescopes, lenses, prisms, optical scanners, binoculars, monoculars, etc. Note: This data value does not include camera phones. LEAs should classify these as 75 = Portable Electronic Communications.
75 = Portable Electronic Communications	electronic devices used to communicate audible or visual messages; cell phones, camera phones, pagers, personal digital assistants (PDAs), BlackBerrys®, Gameboy®, iPads®, iPods®, Kindles®, Nooks®, etc.
76 = Recreational/Sports Equipment	equipment and materials used for recreational purposes, or during sports activities; skis, balls, gloves, weights, nets, bats, rackets, team uniforms, etc.
77 = Other	all other property not fitting the specific descriptions of the data values identified
78 = Trailers	transportation devices designed to be hauled by a motor vehicle; truck trailers, semi-trailers, utility trailers, farm trailers, etc.

79 = Watercraft Equipment/Parts/Accessories	watercraft equipment or accessories that are used for the crafts' maintenance or operation; buoys, life preservers, paddles, sails Note: This data value does not include accessories for water sports. LEAs should classify these as 76 = Recreational/Sports Equipment.
80 = Weapons – Other	weapons not classified under other categories; knives, swords, nunchakus, brass knuckles, crossbows, bows and arrows, pepper spray, tasers, sling shots, “BB” guns, pellet guns, gas-powered guns, paintball guns, etc.
88 = Pending Inventory	items whose property description is unknown until an inventory is conducted
99 = (blank)	this data value is a special data value used at the discretion of the SLED UCR Program to compile statistics on certain designated types of property, which are the object of theft fads; it is not currently used

Example 1

If a house was destroyed by arson and the homeowners were away on an overseas trip making it impossible to determine the property loss until their return, 88 = Pending Inventory should be entered.

Note: LEAs should update the property information with entries describing the type(s) of burned property when the results of the inventory are subsequently determined.

Example 2

The following property was stolen as the result of a burglary: (1) a \$10,000 stamp collection, (2) jewelry worth \$5,000, (3) an \$1,800 personal computer, (4) clothes worth \$1,500, (5) silverware worth \$800, (6) a \$650 TV, (7) \$450 in stereo equipment, (8) a \$400 microwave oven, (9) \$350 in cash, (10) a \$250 copier (11) a \$150 shotgun, (12) a \$100 bicycle, (13) two credit cards (no value), and (14) ten blank personal checks (no value).

The stamp collection should be coded as 46 = Collections/Collectibles. The jewelry and silverware should be entered as code 17 = Jewelry/Precious Metals/Gems, the personal computer as 07 = Computer Hardware/Software, the clothes as 06 = Clothes/Furs, the TV and stereo equipment as 26 = Radios/TVs/VCRs/DVD Players, the microwave oven as 16 = Household Goods, the cash as 20 = Money, the copier as 23 = Office-type Equipment,

and the shotgun as 13 = Firearms. Because more than ten items were taken, the bicycle, the two credit cards, and the ten blank personal checks should be coded as 77 = Other.

Data Element 16 (Value of Property)

This data element should be used to enter the total dollar value (in whole dollars) of the property burned (includes damage caused in fighting the fire), counterfeited, destroyed/damaged/vandalized, recovered, seized, stolen, etc., as a result of the incident.

LEAs can enter up to ten values to match the up to ten property descriptions (Data Element 15) associated with each Property Segment (i.e., each type of property loss/etc.) in the incident. If more than ten types of property are involved, the values of the nine most valuable, coded properties should be entered; then, the total value of the remaining properties combined which were coded as 77 = Other in Data Element 15 should be combined and then entered.

If the value of a property is unknown, the agency should enter the value one dollar (\$1), which means unknown.

An agency should report only the value of the property stolen in its jurisdiction. Likewise, the agency who originally reported the property stolen should report the value of the property as recovered, regardless of whether another agency recovered the property. This procedure to all stolen property, including motor vehicles. (Some agencies find it valuable to maintain separate records on property they recover for other jurisdictions.)

Additional Considerations

When LEAs seize drugs or narcotics in a drug case, they should report no value for this data element, but should report the estimated quantity of the drugs/narcotics. Therefore, when the offense is 35A = Drug/Narcotic Violations, the data value of 6 = Seized should be entered into Data Element 14 (Type Property Loss/Etc.) and 10 = Drugs/Narcotics should be entered into Data Element 15 (Property Description). The agency should enter no value into this data element; instead, agencies should use Data Element 20 (Suspected Drug Type), Data Element 21 (Estimated Drug Quantity), and Data Element 22 (Type Drug Measurement).

When drugs or narcotics are involved in other types of crime (e.g., they were stolen through burglary, robbery, theft, etc., or destroyed by arson) their value should be entered into this data element, and Data Elements 20, 21, and 22 should be left blank.

Guidelines for Property Valuation

Questions frequently arise as to how to value property involved in a criminal incident.

The SLED UCR Program suggests the following guidelines:

1. Round values to the nearest whole dollar.

2. Use the fair market value for articles subject to depreciation because of wear and tear, age, or other factors causing the value to decrease with use.
3. Use the victim's valuation (in most instances) of items such as jewelry, watches, and other similar goods that decrease in value slightly or not at all with use or age.
4. Use replacement cost or actual cash cost to victim for new or almost new clothes, auto accessories, bicycles, etc.
5. Use the current market price at the time of the theft, seizure, etc. for negotiable instruments such as bonds payable to the bearer, etc.
6. Score the theft of nonnegotiable instruments such as traveler's checks, personal checks, money orders, stocks, bonds, food stamps, etc., but do not record a value.
7. Use the cost to the merchant (wholesale cost) of goods recovered, seized, stolen, etc., from retail establishments, warehouses, etc. In other words, use the dollar value representing the actual cash loss to the victim without any markup or profit added.
8. When the victim obviously exaggerates the value of stolen/destroyed/damaged property for insurance or other purposes, LEAs should use common sense and good judgment to determine the value reported for the stolen items.
9. Often the condition of the property is different at recovery than it was when stolen. LEAs should use the market value at the time of recovery even though it is less than the value reported at the time of the theft. If the value has increased by the time law enforcement recovers the property, the recovery value should not exceed its initial stolen value. Hair-splitting refinements are unnecessary.

Note: LEAs can use any type of resource to determine the value of property including the Internet, Craigslist, eBay, Kelley Blue Book, etc.

Example 1

Two victims had their bicycles stolen at the same time and place—one was worth \$300 and the other \$150. A data value of 04 = Bicycles should be entered into Data Element 15 (Property Description) and the total value of the bicycles, 450 ($\$300 + \$150 = \$450$), should be entered into Data Element 16 (Value of Property).

Example 2

The following property was stolen as the result of a burglary: (1) a \$10,000 stamp collection, (2) jewelry worth \$5,000, (3) an \$1,800 personal computer, (4) clothes worth \$1,500, (5) silverware worth \$800, (6) a \$650 TV, (7) \$450 in stereo equipment, (8) a \$400 microwave oven, (9) \$350 in cash, (10) a \$250 copier (11) a \$150 shotgun, (12) a

\$100 bicycle, (13) two credit cards (no value), and (14) ten blank personal checks (no value).

The values for each specifically coded property should be: \$10,000 for data value 46 (the stamp collection), \$5,800 for data value 17 (the jewelry and silverware), \$1,800 for data value 07 (the personal computer), \$1,500 for data value 06 (the clothes), \$1,100 for data value 26 (the TV and stereo equipment), \$400 for data value 16 (the microwave oven), \$350 for data value 20 (the cash), \$250 for data value 23 (the copier), and \$150 for data value 13 (the shotgun). Because more than ten items were taken, the value of the bicycle, the two credit cards, and the ten blank personal checks should be combined and their value (\$100) entered under data value 77 = Other.

Example 3

If an arsonist destroyed a house while the homeowners were away on an overseas trip making it impossible to determine the property loss until their return, the LEA should enter \$1 into Data Element 16 (Value of Property). In addition, the LEA should submit an updated Property Segment with appropriate property loss values after they inventory the property.

Data Element 17 (Date Recovered)

If an LEA recovers previously stolen property, they should report the month, day, and year of its recovery in this data element. Accordingly, this data element should be used only if data value 5 = Recovered is entered into Data Element 14 (Type Property Loss/Etc.). If the recovery date is unknown, enter the date of the report.

LEAs can report up to ten dates of recovery to match each of the up to ten property descriptions associated with each type of property loss/etc. in the incident. If there is more than one date of recovery for the same Property Description, the agency should report the earliest date.

Note: LEAs should report recovered property only if they also first reported the property stolen.

Example

On March 28, 2012, a car thief stole three cars from a used car lot. An LEA recovered one of the cars on April 1, 2012. On April 24, 2012, they recovered a second car. The date reported for this data element should be 04/01/2012.

Data Element 18 (Number of Stolen Motor Vehicles)

LEAs should use this data element to report how many motor vehicles they found were stolen in a Motor Vehicle Theft incident. Therefore, it should be used only if the offense is 240 = Motor Vehicle Theft, 7 = Stolen was entered into Data Element 14 (Type Property Loss/Etc.), and 03 = Automobiles, 05 = Buses, 24 = Other Motor Vehicles, 28 =

Recreational Vehicles, or 37 = Trucks was entered into Data Element 15 (Property Description). If the number of vehicles stolen is unknown, 00 = Unknown should be entered. LEAs should not report motor vehicles taken as the proceeds of other offenses, i.e., burglary, fraud, embezzlement, etc. In the SCIBRS, agencies can report up to 99 vehicles stolen per incident.

Data Element 19 (Number of Recovered Motor Vehicles)

This data element indicates how many motor vehicles an LEA recovered in a Motor Vehicle Theft incident. It should be used only if the offense is 240 = Motor Vehicle Theft, 5 = Recovered was entered into Data Element 14 (Type Property Loss/Etc.), and 03 = Automobiles, 05 = Buses, 24 = Other Motor Vehicles, 28 = Recreational Vehicles, or 37 = Trucks was entered into Data Element 15 (Property Description). If the number of recovered vehicles is unknown, the agency should report 00 = Unknown. The agency should not report motor vehicles recovered as the proceeds of other offenses, i.e., Burglary, Fraud, Embezzlement, etc. In the NIBRS, agencies can report up to 99 vehicles recovered per incident.

Data Element 20 (Suspected Drug Type)

This data element identifies the types of drugs or narcotics the LEA seized in a drug case. It should be used only if one of the offenses in the incident was 35A = Drug/Narcotic Violations, 6 = Seized was entered into Data Element 14 (Type Property Loss/Etc.), and data value 10 = Drugs/Narcotics was entered into Data Element 15 (Property Description). It also should be entered if one of the offenses is 35A = Drug/Narcotic Violations and 1 = None is entered in Data Element 14 (Type Property Loss/Etc.). This applies to drugs the offenders flushed down a toilet, swallowed, or the LEA used as part of an undercover investigation.

LEAs can report up to three types of drugs/narcotics per incident. If more than three are involved, the two most important (as determined by the reporting agency taking into account the quantity, value, and deadliness of the drugs/narcotics) should be reported under their applicable drug types and the remaining drugs/narcotics should be entered as a single X = Over 3 Drug Types entry.

LEAs should not use this data element when they find drugs or narcotics burned, stolen, etc., in connection with other offenses, such as Arson, Burglary/Breaking & Entering, or Larceny/Theft.

Valid Data Values

LEAs should enter up to three drug types per incident:

A = Crack Cocaine

B = Cocaine (all forms except Crack)

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

Note: Only agencies in jurisdictions where the possession of Spice, also known as K2, is illegal should report offenses and/or arrests for the drug. Spice is a synthetic, cannabinoid herbal substance that, when smoked, produces a marijuana-like high. However, agencies should not classify Spice as marijuana for crime reporting purposes. Because it has been known to cause hallucinations in some users, the FBI Laboratory's Chemical Unit has advised the drug should be reported as K = Other Hallucinogens by agencies reporting in the SCIBRS.

Example

In a drug case, an LEA seized the following drugs: (1) 1.5 kilograms of Crack, (2) 2.125 pounds of Marijuana, (3) 2.0 liquid ounces of Morphine, and (4) 500 Valium capsules. The agency should enter A = Crack Cocaine, E = Marijuana, and X = Over 3 Drug Types as a single entry for the Morphine and Valium because more than three types of drugs were seized.

Data Element 21 (Estimated Drug Quantity)

LEAs should use this data element to indicate the quantity of drugs or narcotics seized in a drug case. Therefore, LEAs should use it only if one of the offenses in the incident was 35A = Drug/Narcotic Violations, 6 = Seized was entered into Data Element 14 (Type Property Loss/ Etc.), and 10 = Drugs/Narcotics was entered into Data Element 15 (Property Description).

If the substance was sent to a laboratory for analysis, and a response has not yet been received, then 1 = None (i.e., 000000000100) must be entered into Data Element 21 to indicate None. LEAs should update this interim report with the true quantity once the response arrives.

The *NIBRS Technical Specification* indicates nine characters are available to enter the number of whole pounds, ounces, grams, etc., and three more characters are available to enter the decimal amount, i.e., the quantity expressed in thousandths. Because the decimal is implied, agencies should not enter a decimal point into this data value. LEAs should enter trace amounts of a drug as “000000000001” in this data element.

LEAs can enter up to three quantities to match the up to three drug types reported in Data Element 20 (Suspected Drug Type). If more than three drugs or narcotics are involved, the quantities of the two most important (as determined by the reporting agency taking into account their quantity, value, and deadliness) should be entered. Do not enter the quantity of the remaining drugs/narcotics coded as X = Over 3 Drug Types; leave this data element blank.

Because of problems in determining the street value of drugs or narcotics, agencies should not report a monetary value when they seize the drugs or narcotics in connection with Drug/ Narcotic Violations. However, in order to obtain some measure of the drug problem, agencies should report the Estimated Quantity of seized drugs or narcotics for each Drug/Narcotic Violation in these instances.

LEAs should not use this data element when they find drugs or narcotics, e.g., Arson, Burglary/Breaking & Entering, Larceny/Theft, connected with other offenses.

Example 1

An agency seizes 1.5 kilograms of Crack, 2.125 pounds of Marijuana, 2.0 liquid ounces of Morphine, and 500 Valium capsules. The agency should enter 000000001500 for the Crack and 000000002125 for the Marijuana into Data Element 21. The agency should not enter quantities for the Morphine or Valium.

Example 2

Law enforcement seized 15 marijuana plants from a greenhouse which was inside a residence. Police also seized 5 pounds of marijuana. The agency should enter 000000015000 for the plants and for the 000000005000 for the marijuana. (Remember the last three digits of the field represent the tenths, hundredths, and thousandths to the right of an implied decimal.)

Example 3

An LEA seized a bag of white powder which they suspected was drugs. They sent the powder to the laboratory for analysis. Therefore, the agency would enter 1 = None into

Data Element 21, and the agency must update the information once the analysis was complete.

Data Element 22 (Type Drug Measurement)

LEAs should use this data element to indicate the type of measurement used in quantifying drugs or narcotics seized in a drug case. Therefore, it should be used only if one of the offenses in an incident was 35A = Drug/Narcotic Violations, 6 = Seized was entered into Data Element 14 (Type Property Loss/Etc.), and 10 = Drugs/Narcotics was entered into Data Element 15 (Property Description).

Data Element 22 (Type Drug Measurement) can contain up to three entries and the data values should be consistent with the data values reported for Data Element 20 (Suspected Drug Type). If more than three are involved, the types of measurement of the two most important drugs or narcotics (as determined by the reporting agency taking into account their quantity, value, and deadliness) should be entered. Do not enter the type of measurement for the remaining drugs or narcotics which are coded as X = Over 3 Drug Types in Data Element 20 (Suspected Drug Type); leave this data element blank.

If the substance was sent to a laboratory for analysis and a response has not yet been received, XX = Not Reported should be entered. In addition, 1 = None should be entered into Data Element 21 (Estimated Drug Quantity). When the agency receives the results of the laboratory analysis, the agency must update Data Elements 21 and 22.

LEAs should not use this data element when they find drugs or narcotics, e.g., Arson, Burglary/Breaking & Entering, Larceny/Theft, connected with other offenses.

Valid Data Values

LEAs should enter up to three:

Weight

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

Capacity

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

Units

DU=Dosage Units/Items-1
NP=Number of Plants-2

1 -Number of capsules, pills, tablets, etc.
2 -e.g., Marijuana plants (bushes)

Note:

1. If the type of drug seized has not been determined, Enter "U" Unknown for Drug Type.
2. If the laboratory analysis/weight of the drug has not been determined,

Enter “1” None in the Drug Quantity, and
Enter “XX” Not Reported in the Drug Measurement.

If you enter “U= Unknown”, “1=None” or “XX=Not Reported”, you must update the record and submit it to SCIBRS as soon as you know the Drug Type, Quantity and Measurement.

Example 1

An agency seizes 1.5 kilograms of Crack, 2.125 pounds of Marijuana, 2.0 liquid ounces of Morphine, and 500 Valium capsules. The agency should enter KG = Kilogram for the Crack and LB = Pound for the Marijuana. The agency should make no entries for the Morphine or Valium.

Example 2

Law enforcement seized 15 marijuana plants from a greenhouse which was inside a residence. Police also seized 5 pounds of marijuana. The agency should enter NP = Number of Plants for the plants and LB = Pound for the marijuana.

Example 3

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 U = Unknown for Suspected Drug Type and XX = Type Drug Measurement pending laboratory results.

Victim Segment

Data Element 23 (Victim Sequence Number)

Data Element 23 (Victim Sequence Number) is used to assign each victim in an incident a sequence number from 001 to 999. LEAs should then submit separate victim information for each numbered victim.

Example 1

If there were three victims in the incident, LEAs should report victim information for each of the three victims—one with Victim Sequence Number 001, another with 002, and the last with 003.

Some assault situations can pose difficulties in distinguishing victims. If a number of persons are involved in a dispute or disturbance and law enforcement investigations cannot establish the aggressors from the victims, record all persons involved as both victims and offenders. (Similar situations can occur with domestic disputes, etc.)

Data Element 24 (Victim Connected to UCR Offense Code)

This data element should be used to link each victim to the up to ten most serious (as determined by the reporting agency) Group A offenses which were perpetrated against him/her during the incident.

Example

An offender robbed two victims, Victim 001 and Victim 002 and also raped Victim 001. In the victim information for Victim 001, the agency reported both 120 (Robbery) and 11A (Rape). In the victim information for Victim 002, the agency submitted only 120.

Note: Each offense may not affect every victim in an incident. For each victim, report only those offenses affecting him/her.

Data Element 25 (Type of Victim)

LEAs should use this data element to categorize each victim associated with a SCIBRS incident.

Valid Data Values

LEAs should enter only one per victim:

I = Individual

B = Business

F = Financial Institution

G = Government

R = Religious Organization

S = Society/Public

L = Law Enforcement Officer (valid for offenses 09A, 13A, 13B, and 13C only)

O = Other

U = Unknown

Example

During a bank robbery, the offender pointed a gun at a teller and demanded and received money. The robber also pistol-whipped a customer who stood in his way as he made his getaway from the bank. There were three victims: the bank (F = Financial Institution), the teller (I = Individual), and the pistol-whipped customer (I = Individual). Therefore, agencies should enter the appropriate codes into their respective Victim Segments.

Note: When the type of victim is L = Law Enforcement Officer, agencies must report Data Elements 25A, 25B, and 25C. Agencies should only report the victim type of L = Law Enforcement Officer when an officer is the victim of a homicide or an assault. For other types of crimes (such as Robbery), the victim type should be I = Individual.

25A – 25C LEOKA

LEAs should use Data Elements 25A, 25B, and 25C to report line-of-duty felonious killings and assaults on sworn law enforcement officers, who have full arrest powers. LEAs should report all assaults on officers, with or without injuries.

Data Element 25A (Type of Officer Activity/Circumstance)

Type of Officer Activity/Circumstance describes the type of activity in which the officer was engaged at the time he/she was assaulted or killed in the line of duty.

Valid Data Values

LEAs should enter only one per victim:

- A = Responding to Disturbance Call (Family Quarrels, Person with Firearm, Etc.)
- B = Burglaries in Progress or Pursuing Burglary Suspects
- C = Robberies in Progress or Pursuing Robbery Suspects
- D = Attempting Other Arrests
- E = Civil Disorder (Riot, Mass Disobedience)
- F = Handling, Transporting, Custody of Prisoners
- G = Investigating Suspicious Persons or Circumstances
- H = Ambush/No Warning
- I = Mentally Deranged Assailant
- J = Traffic Pursuits and Stops
- K = All Other

Data Element 25B (Officer Assignment Type)

LEAs should use Officer Assignment Type to specify the officer's type of assignment at the time he/she sustained injury or died while on duty. Code F (Two-Officer Vehicle) and codes G and H (One-Officer Vehicle) pertain to uniformed officers; codes I and J (Detective or Special Assignment) to nonuniformed officers; and codes K and L (Other) to officers assaulted or killed while in other capacities, such as foot patrol or off duty. The term assisted refers to law enforcement assistance only.

Valid Data Values

LEAs should enter only one per victim:

- 1= Two-Officer Vehicle
- 2 = One-Officer Vehicle (Alone)
- 3 = One-Officer Vehicle (Assisted)
- 4= Detective or Special Assignment (Alone)
- 5 = Detective or Special Assignment (Assisted)
- 6 = Other (Alone)

7 = Other (Assisted)

Example 1

An agency dispatches a one-officer vehicle to the scene of a crime in progress. There are no other units to back up the officer. The perpetrator, who had committed a burglary, immediately fired on the officer upon his arrival at the scene. The agency should report the incident as G = One-Officer (Alone).

Example 2

An agency dispatches a one-officer vehicle to the scene of a crime in progress. Another one-officer vehicle answers the call as well. While attempting to apprehend the individual, the perpetrator punches one of the officers. The agency should code the incident as H = One-Officer (Assisted).

Data Element 25C (Officer – ORI Other Jurisdiction)

This is the unique nine-character ORI the NCIC has assigned to each agency. If a perpetrator kills or assaults a law enforcement officer while on duty in a jurisdiction other than his/her own, the law enforcement agency having jurisdiction should report the law enforcement officer killed or assaulted using Data Element 25C to identify the ORI of the law enforcement officer's agency. No entry is required if the officer is assaulted in his own jurisdiction.

Example

On May 2, 2011, a perpetrator shot a law enforcement officer working in conjunction with a state narcotics task force in a jurisdiction outside his own duty assignment while serving a warrant on an individual known to be operating a methamphetamine lab. In reporting the incident, the agency covering the jurisdiction in which the incident occurred should indicate Data Element 25C (Officer – ORI Other Jurisdiction) because the law enforcement officer was assaulted in the line of duty outside his regularly assigned jurisdiction.

Data Element 26 (Age of Victim)

Age of Victim indicates the age or age range of an individual (person) victim in an incident *when the crime occurred*.

Valid Data Values

01 – 98 = Years Old
NN = Under 24 Hours
NB = 1 – 6 Days Old
BB = 7 – 364 Days Old
99 = Over 98 Years Old
00 = Unknown

Example 1

A 20-year-old female told police she was a victim of rape when she was 15 years old. The correct reported age value for Data Element 26 is 15 = 15 Years Old.

Example 2

If a deceased male victim appeared to be a teenager, agencies could report the Age of Victim as 13 to 19 (i.e., 1319).

Data Element 27 (Sex of Victim)

Sex of Victim indicates the sex of an individual (person) victim in an incident.

Valid Data Values

F = Female
M = Male
U = Unknown

Data Element 28 (Race of Victim)

Race of Victim indicates the race of an individual (person) victim in an incident.

Valid Data Values

W = White
B = Black or African American
I = American Indian or Alaska Native
A = Asian
P = Native Hawaiian or Other Pacific Islander
U = Unknown

The definitions of the racial designations are:

White—A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Black or African American—A person having origins in any of the black racial groups of Africa

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

Asian—A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

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., individuals who are Carolinian, Fijian, Kosraean, Melanesian, Micronesian, Northern Mariana Islander, Palauan, Papua New Guinean, Ponapean (Pohnpelan), Polynesian, Solomon Islander, Tahitian, Tarawa Islander, Tokelauan, Tongan, Trukese (Chuukese), and Yapese.

Note: The term “Native Hawaiian” does not include individuals who are native to the state of Hawaii simply by virtue of being born there.

Data Element 29 (Ethnicity of Victim)

If the victim type entered in Data Element 25 was I = Individual, then the person’s ethnic origin may be entered into this data element. This is an optional data element.

Valid Data Values

H = Hispanic or Latino

N = Not Hispanic or Latino

U = Unknown

The ethnic designation of Hispanic or Latino includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Example

If the victim was Cuban, report Hispanic or Latino.

Data Element 30 (Resident Status of Victim)

If the victim type entered in Data Element 25 (Type of Victim) was I = Individual, then the person’s resident status (resident or nonresident) can be entered into this data element. This is an optional data element.

Valid Data Values

J=Jurisdiction (lives in this jurisdiction)

S=State (lives in SC, but not this jurisdiction)

O=Outside (lives outside SC)

U=Unknown

Notes: Resident Status does not refer to the immigration or national citizenship status of the individual. Instead, it identifies whether individuals are residents or nonresidents of the jurisdiction in which the incident occurred. It also enables agencies having a high

transient population to show their population at risk is actually higher than their official resident population.

A resident is a person who maintains his/her permanent home for legal purposes in the locality (town, city, or community) where the crime took place. Reporting agencies should base their determinations of residency on the town, city, or community where the crime occurred rather than their broader geographical jurisdictions. Concerning university/college campuses, only persons living on campus (in dormitories, etc.) would be considered residents if victimized within the confines of the school property; the crime should be reported by a campus law enforcement agency.

Example 1

A victim was robbed in San Diego, California, where he resides; R = Resident should be entered.

Example 2

The victim of a crime was a business. LEAs should not use this data element since the type of victim was not an individual.

Data Element 31 (Aggravated Assault/Homicide Circumstances)

This data element describes the circumstances of either an Aggravated Assault or a Homicide. Therefore, LEAs should use it only with offenses of 13A = Aggravated Assault and 09A-09C = Homicide Offenses.

LEAs should base selections of circumstances on information known following their investigation, not decisions of a grand jury, coroner's inquest, or other agency outside law enforcement and should always select the most appropriate circumstances as determined by investigation.

Traffic fatalities, accidental deaths, or deaths of victims due to their own negligence are not to be included as negligent manslaughters. LEAs should report Information regarding all other negligent manslaughters regardless of actions to prosecute.

Valid Data Values

13A = Aggravated Assault

09A = Murder and Nonnegligent Manslaughter

LEAs should enter up to two circumstances:

01 = Argument

02 = Assault on Law Enforcement Officer

03 = Drug Dealing

04 = Gangland (Organized Crime Involvement)

- 05 = Juvenile Gang
- 06 = Lovers' Quarrel
- 07 = Mercy Killing (Not applicable to Aggravated Assault)
- 08 = Other Felony Involved
- 09 = Other Circumstances (department knows what happened but it does not fit any of the other circumstances)
- 10 = Unknown Circumstances (department can not determine anything about why it happened)
- 11=Institutional (in prison, mental hospital)
- 12=Drive By/Sniper (sometimes associated with Drug Dealing)

09B = Negligent Manslaughter

LEAs should enter one circumstance:

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

09C = Justifiable Homicide

LEAs should enter one circumstance:

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

Example 1

Two juvenile street gangs fight over “turf rights” to sell drugs and a member of one gang kills a member of the other gang. Possible entries are 01 = Argument, 03 = Drug Dealing, and 05 = Juvenile Gang. Even though all three would apply, there is a limit of two entries. Since the agency should report the two most descriptive data values, it chose to report 03 = Drug Dealing and 05 = Juvenile Gang.

Example 2

In resisting arrest, a fugitive pulled a gun and fired twice in the direction of two police officers who were attempting to take him into custody. Neither officer sustained injury, but both drew their weapons and returned fire, killing the fugitive. Because this was a Justifiable Homicide, 21 = Criminal Killed by Police Officer should be entered.

Data Element 32 (Additional Justifiable Homicide Circumstances)

Additional Justifiable Homicide Circumstances further describes the circumstances of a justifiable homicide, i.e., when either 20 = Criminal Killed by Private Citizen or 21 = Criminal Killed by Police Officer was entered into Data Element 31.

Valid Data Values

LEAs should enter one circumstance:

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

Example

In resisting arrest, a fugitive pulled a gun and fired twice in the direction of two police officers who were attempting to take him into custody. Neither officer sustained injury, but both drew their weapons and returned fire, killing the fugitive. This was a Justifiable Homicide; the LEA should report the incident as 21 = Criminal Killed by Police Officer. Since the agency can report only one Additional Justifiable Homicide Circumstance data value, they should submit the most descriptive data value. In this case, the reporting agency should enter A = Criminal Attacked Police Officer and That Officer Killed Criminal.

Data Element 33 (Type Injury)

When Data Element 25 (Type of Victim) is I = Individual and Data Element 6 (UCR Offense Code) is one or more of the following offenses, LEAs should use Data Element 33 (Type Injury) to describe the type of bodily injury suffered by the victim:

- 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

Valid Data Values

- N = None
- B = Apparent Broken Bones
- I = Possible Internal Injury
- L = Severe Laceration
- M = Apparent Minor Injury

O = Other Major Injury
T = Loss of Teeth
U = Unconsciousness

Example 1

The offender assaulted the victim with a tire iron, breaking the victim's arm and making a cut about three inches long and one inch deep on his back. The entries should be B = Apparent Broken Bones and L = Severe Laceration.

Example 2

Because the victim was a respected religious figure, the offender blackmailed the victim regarding his sexual activities. Since he suffered no physical injury, the entry should be N = None.

Data Element 34 (Offender Number to be Related)

LEAs should use Offender Number to be Related to enter the Offender Sequence Number (found in Data Element 36) of each offender to be identified in Data Element 35 (Relationship of Victim to Offender). Enter 00 = Unknown when Data Element 36 (Offender Sequence Number) is 00 = Unknown Offender. This data element is mandatory when one or more of the offenses reported in Data Element 24 (Victim Connected to UCR Offense Code) is a Crime Against Person or a Robbery:

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
13C Intimidation
36A Incest
36B Statutory Rape
64A Human Trafficking, Commercial Sex Acts
64B Human Trafficking, Involuntary Servitude

Valid Data Values

01 – 99

00 = Unknown Offender

Example 1

If three offenders assault a victim, the agency should report three data values in Data Element 34 (Offender Number to be Related), i.e., 01, 02, 03.

Data Element 35 (Relationship of Victim to Offender)

Relationship of Victim to Offender is used, along with Data Element 34 (Offender Number to be Related), to report the relationship of the victim to the offender(s) who perpetrated a Crime Against Person or a Robbery against the victim.

When the LEA identifies more than ten offenders, they should enter the ten most closely related to the victim.

This data element is mandatory when one or more of the offenses reported in Data Element 24 (Victim Connected to UCR Offense Code) is a Crime Against Person or a Robbery and Data Element 36 (Offender Sequence Number) is other than 00 = Unknown:

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
13C Intimidation
36A Incest
36B Statutory Rape
64A Human Trafficking, Commercial Sex Acts
64B Human Trafficking, Involuntary Servitude

Valid Data Values

LEAs should enter up to ten per victim:

Within Family

SE = Victim Was Spouse
CS = Victim Was Common-Law Spouse
PA = Victim Was Parent
SB = Victim Was Sibling (brother or sister)

CH = Victim Was Child
GP = Victim Was Grandparent
GC = Victim Was Grandchild
IL = Victim Was In-law
SP = Victim Was Stepparent
SC = Victim Was Stepchild
SS = Victim Was Stepsibling (stepbrother or stepsister)
OF = Victim Was Other Family Member

Outside Family But Known to Victim

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

Not Known By Victim

RU = Relationship Unknown
ST = Victim Was Stranger

Other

VO = Victim Was Offender

The category Victim Was Offender should be used in cases where a participant in the incident is a victim and offender in the incident, such as domestic disputes where both husband and wife are charged with assault, double murders (two people kill each other), or barroom brawls where many participants are arrested.

When reporting these data, the LEA should keep in mind they should report the relationship of the victim to *each offender*.

Example 1

When one of the offenders is the brother of the victim and the other 15 offenders were acquaintances of the victim, the LEA should enter the information for the brother and 9 of the offenders who were acquaintances.

Example 2

An employee assaulted his employer with his fists. The LEA should report ER = Victim Was Employer.

Example 3

Two subjects rob a male and female couple. The victims could not identify the age, sex, and race of the subjects. The LEA should report RU = Relationship Unknown to indicate the relationship of each victim to each offender.

Offender Segment

Data Element 36 (Offender Sequence Number)

The reporting agency should assign each offender in an incident a sequence number from 01 to 99 using this data element. If the agency knows nothing about the offender(s), 00 = Unknown Offender should be reported.

Valid Data Values

01 – 99

00 = Unknown Offender

Note: If sequence numbers have already been assigned because the offenders perpetrated a Crime Against Person or Robbery, the same numbers must be used.

Example 1

An LEA investigated a corpse with five bullet holes found in an abandoned warehouse. There were no witnesses to the crime or suspects. Data Element 36 (Offender Sequence Number) should contain 00 = Unknown Offender.

Example 2

A witness saw two offenders fleeing the scene of a burglary, but because they were wearing ski masks, their age, sex, and race could not be determined. The reporting agency should enter offender information for both offenders. Data Element 36 (Offender Sequence Number) would contain 01 and 02 and applicable data values would be reported in Data Elements 37, 38, and 39 for each offender.

Data Element 37 (Age of Offender)

Age of Offender indicates the age or age range of an offender in an incident.

Valid Data Values

01 – 98 = Years Old
99 = Over 98 Years Old
00 = Unknown

Example

If the victim or a witness reported the offender’s age as between 25 and 30 years old, the LEA should report 2530 (i.e., 25 to 30 years old).

Data Element 38 (Sex of Offender)

Sex of Offender indicates the sex of an offender in an incident.

Valid Data Values

F = Female
M = Male
U = Unknown

Data Element 39 (Race of Offender)

Race of Offender indicates the race of an offender in an incident.

Valid Data Values

W = White
B = Black or African American
I = American Indian or Alaska Native
A = Asian
P = Native Hawaiian or Other Pacific Islander
U = Unknown

The definitions of the racial designations are:

White—A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Black or African American—A person having origins in any of the black racial groups of Africa

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

Asian—A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

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., individuals who are Carolinian, Fijian, Kosraean, Melanesian, Micronesian, Northern Mariana Islander, Palauan, Papua New Guinean, Ponapean (Pohnpelan), Polynesian, Solomon Islander, Tahitian, Tarawa Islander, Tokelauan, Tongan, Trukese (Chuukese), and Yapese.

Note: The term “Native Hawaiian” does not include individuals who are native to the state of Hawaii simply by virtue of being born there.

Data Element 39A (Ethnicity of Offender)

Ethnicity of Offender indicates the ethnicity of an offender in an incident. This is an optional data element.

Valid Data Values

H = Hispanic or Latino
N = Not Hispanic or Latino
U = Unknown

The ethnic designation of Hispanic or Latino includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Example

If the offender was Cuban, report Hispanic or Latino.

Arrestee Segment

Data Element 40 (Arrestee Sequence Number)

The LEA should assign each arrestee reported in a Group A Incident Report or Group B Arrest Report a sequence number from 01 to 99.

Example

If two persons were arrested in connection with a Group A offense, the LEA would report two sets of arrest information.

Data Element 41 (Arrest Transaction Number)

An LEA assigns an Arrest Transaction Number to an arrest report to uniquely identify it. It may be the incident number of the previously reported incident relating to the arrest or a separate arrest transaction number. The number may be up to 12 characters in length.

For Group B offenses, LEAs can report data about multiple arrestees under the same Arrest Transaction Number. The FBI will use ORI, Arrest Transaction Number, and the Arrestee Sequence Number to uniquely identify the arrestees.

Data Element 42 (Arrest Date)

The Arrest Date is the date (year, month, and day) of an arrest.

Data Element 43 (Type of Arrest)

LEAs should use this data element to indicate the type of apprehension (at the time of initial contact with the arrestee).

Valid Data Values

LEA should enter only one per arrestee:

O = On-View Arrest (apprehension without a warrant or previous incident report)

S = Summoned/Cited (not taken into custody)

T = Taken Into Custody (based on a warrant and/or previously submitted incident report)

Example 1

An LEA arrested a woman without a warrant while soliciting for prostitution on a street corner. The entry should be O = On-View Arrest.

Example 2

An officer served a man with a subpoena summoning him to appear in court. The entry should be S = Summoned/Cited.

Example 3

A citizen filed a complaint. The LEA then investigated the incident and, based on a warrant, took the offender into custody. The LEA should report T = Taken Into Custody for Type of Arrest.

Data Element 44 (Multiple Arrestee Segments Indicator)

The Multiple Arrestee Segments Indicator ensures an LEA counts the arrestee only once when the arrest is related to multiple incidents.

In this situation, the reporting agency should enter C = Count Arrestee for one incident in the Multiple Arrestee Segments Indicator and M = Multiple in this data element for all of the remaining incidents. If a suspect's arrest did not clear additional incidents, the entry should be N = Not Applicable.

Valid Data Values

LEAs should enter only one per arrestee per incident:

C = Count Arrestee

- This arrestee will clear more than one incident.

M = Multiple

- After entering the person using a "C" on the first incident, you will enter his arrest data on all other incidents to which he is connected, using an "M".
- This will clear multiple incidents.

N = Not Applicable

- This arrestee clears only one incident.
- There are no other incidents cleared.

Example

After an LEA apprehended a suspect for robbery, they learned he was also responsible for five additional robberies within the jurisdiction. The agency should enter C = Count Arrestee for the robbery using the Multiple Arrestee Segments Indicator and M = Multiple in this data element for all of the remaining robberies.

Data Element 45 (UCR Arrest Offense Code)

The UCR Arrest Offense Code identifies the offense for which the LEA arrested an offender. An LEA can arrest an offender for any of the Group A or Group B offenses with the exception of 09C = Justifiable Homicide or 90I = Runaway. If an LEA apprehends an arrestee for more than one offense, the reporting agency must determine the most serious offense and enter it as the arrest offense.

A Group B offense can be reported even for Group A Incident Reports, as long as the Group B offense was determined by the reporting agency to be the most serious arrest offense. Remember, any arrest (regardless of arrest offense reported) made in connection with a Group A incident will result in its clearance.

Example 1

If an LEA arrests an offender for both robbery and murder, they should report 09A = Murder and Nonnegligent Manslaughter, the more serious offense.

Example 2

An LEA arrests an offender for DUI, a Group B offense. They subsequently determined the arrestee had been involved in a previously reported robbery. The LEA should report the arrest offense for the Robbery as 90D = Driving Under the Influence. The agency would not have to submit a Group B Arrest Report.

Data Element 46 (Arrestee Was Armed With)

An agency should use this data element to indicate whether they arrested an offender in possession of a commonly-known weapon at the time of his/her arrest.

Note: SLED defines an automatic firearm as any firearm which shoots, or is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading. If the weapon was an automatic firearm, an A should be reported in the Automatic Weapon Indicator, e.g., 13A = Automatic Rifle.

Valid Data Values

LEAs should enter up to two:

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

Example 1

When an LEA arrested a man, he had in his possession a .357-caliber revolver and a penknife. The entry should be 12 = Handgun. Because law enforcement does not generally consider a small pocket knife to be a weapon, the LEA should not report it.

Example 2

An LEA arrested a female who resisted the arrest using a liquor bottle and a chair as weapons before being subdued. The entry should be 01 = Unarmed. Although the subject used items as weapons, SLED does not consider the weapons as weapons commonly known.

Data Element 47 (Age of Arrestee)

Age of Arrestee indicates the age or age range of an arrestee in an incident.

Valid Data Values

01 – 98 = Years Old
99 = Over 98 Years Old
00 = Unknown

Example

The arrestee refused to give his date of birth, but he appeared to be 35 to 40 years old. The LEA can report either 00 = Unknown or 3540 (i.e., 35 to 40 years old).

Data Element 48 (Sex of Arrestee)

Sex of Arrestee indicates the sex of an arrestee in an incident.

Valid Data Values

F = Female
M = Male

Data Element 49 (Race of Arrestee)

Race of Arrestee indicates the race of an arrestee in an incident.

Valid Data Values

W = White
B = Black or African American
I = American Indian or Alaska Native
A = Asian
P = Native Hawaiian or Other Pacific Islander
U = Unknown

The definitions of the racial designations are:

White—A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Black or African American—A person having origins in any of the black racial groups of Africa

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

Asian—A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

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., individuals who are Carolinian, Fijian, Kosraean, Melanesian, Micronesian, Northern Mariana Islander, Palauan, Papua New Guinean, Ponapean (Pohnpelan), Polynesian, Solomon Islander, Tahitian, Tarawa Islander, Tokelauan, Tongan, Trukese (Chuukese), and Yapese.

Note: The term “Native Hawaiian” does not include individuals who are native to the state of Hawaii simply by virtue of being born there.

Data Element 50 (Ethnicity of Arrestee)

Ethnicity of Arrestee indicates the ethnicity of an arrestee in an incident. This is an optional data element.

Valid Data Values

H = Hispanic or Latino
N = Not Hispanic or Latino
U = Unknown

The ethnic designation of Hispanic or Latino includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Example

If the arrestee was Cuban, report Hispanic or Latino.

Data Element 51 (Resident Status of Arrestee)

LEAs should use Resident Status of Arrestee to indicate whether the arrestee was a resident or nonresident of the jurisdiction in which the incident occurred. This is an optional data element.

Note: Resident Status does not refer to the immigration or national citizenship status of the individual.

A resident is a person who maintains his/her permanent home for legal purposes in the locality (town, city, or community) where the crime took place. Reporting agencies should base their determinations of residency on the town, city, or community where the crime occurred rather than their broader geographical jurisdictions. Concerning university/college campuses, only persons living on campus (in dormitories, etc.) would be considered residents if victimized within the confines of the school property; the crime should be reported by a campus law enforcement agency.

Valid Data Values

R = Resident
N = Nonresident
U = Unknown

Example 1

The crime occurred in Phoenix, Arizona, and the arrestee maintained his legal residence in the city. The entry should be R = Resident.

Example 2

The crime occurred in Washington, D.C., but the arrestee maintained his legal residence in Alexandria, Virginia. The entry should be N = Nonresident.

Data Element 52 (Disposition of Arrestee Under 18)

LEAs should use Disposition of Arrestee Under 18 to report the nature of the arrestee's detention when the arrestee was 17 years of age or younger at the time of the arrest. The word arrest as it applies to juveniles is intended to mean the law enforcement handling of those juveniles who have committed a crime and are taken into custody under such circumstances that, if the juvenile were an adult, an arrest would have been reported.

Depending on the seriousness of the offense and the offender's prior criminal record, this can include a warning by the police with the juvenile being released to parents, relatives, friends, or guardians. Or, LEAs may refer juveniles to the probation department or some other branch of the juvenile court; to welfare agencies; to other LEAs; or, in the case of serious offenders, to criminal or adult court by waiver of juvenile court. Therefore, not only should arrests in the usual sense be included, but an LEA should report any situation where they handle/process a young person for a violation of the law, in lieu of an actual arrest, e.g., summons, citation, or notification to appear before a juvenile or youth court or similar authority.

Police contacts with juveniles where no offense has been committed (e.g., instructing children to move their ballgame from the street to the playground) and instances where juveniles are taken into custody for their own protection (i.e., the juvenile's welfare is endangered) should not be recorded as arrests. In addition, LEAs should not report as arrests callbacks or follow-up contacts with young offenders by officers for the purpose of determining their progress since SLED intends these statistics to measure law enforcement problems, not juvenile court activity.

Valid Data Values

LEAs should enter only one per arrestee:

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

Juvenile Arrest Reporting

The SLED UCR Program does not collect the identities of individuals. Therefore, laws or regulations pertaining to the confidential treatment of the identity of juvenile offenders do not preclude the collection of arrest information for SLED UCR Program purposes or an agency's administrative use.

In a situation where juvenile records are not readily available because the LEA keeps them in a juvenile bureau, youth bureau, or other special office, statistical compilation problems involving juveniles can normally be resolved in one of the following ways:

1. The agency can route the arrest report (or copy) by juvenile or youth offices through the main records operation so they can retrieve the necessary information.
2. The agency can route a statistical slip showing the required SCIBRS information but not the name of the juvenile to the employee who prepares the SCIBRS arrestee reports.

Example 1

An LEA arrested a 13-year-old for vandalizing a school and released the juvenile to his parents with a warning. The entry should be H = Handled Within Department.

Example 2

An LEA arrested a 17-year-old for Murder and turned the juvenile over to the Adult Court for trial as an adult. The entry should be R = Referred to Other Authorities.

Drug Arrest-Type Activity

Determine the most serious drug charge against an arrestee, then use one of the following codes with one Type Drug code to describe it:

B-Buying/Receiving
C-Cultivating/Manufacturing/Publishing
D-Distributing/Selling
E-Exploiting Children
O-Operating/Promoting/Assisting
P-Possession/Concealing (simple possession)
T-Transporting/Transmitting/Importing
U-Using/Consuming

Drug Arrest-Type Drug

Use one of the following Type Drug codes with one Type Activity code to describe the most serious drug charge:

A-Crack Cocaine
B-Cocaine (all forms)
C-Hashish
D-Heroin
E-Marijuana
F-Morphine
G-Opium
H-Other Narcotics
I-LSD
J-PCP
K-Other Hallucinogens
L-Amphetamines/Methamphetamines
M-Other Stimulant
N-Barbiturates
O-Other Depressants
P-Other Drug

Example

- If the most serious drug charge is Possession with Intent to Distribute crack cocaine, the codes would be D A.
- If Simple Possession of marijuana, the codes would be P E.
- If Sale of LSD, the codes would be D I.

5 Training

5.1 Automated Submission To SCIBRS

1. Computer software must meet SCIBRS/NIBRS specifications. **(Please call SLED SCIBRS at 803-896-4593 before purchasing or upgrading computer software, since many vendors who are compliant in other states are NOT compliant with SCIBRS. DO NOT take a vendor's word for this. Call SLED SCIBRS.)**
2. Computer software must have the capability to produce paper incident and arrest reports that meet current state paper reporting standards in information and appearance. This requirement is necessary so that required state-level quality assurance reviews can be performed after your department is approved to send automated data to SLED SCIBRS. This requirement for quality assurance reviews will be a permanent part of the state's statutory responsibility to assure the accuracy of the data.

3. A period of “parallel testing” is required before a department will be approved to send “live” automated SCIBRS data to the state and national SCIBRS/NIBRS programs. During the testing:
 - A. All personnel who will apply SCIBRS codes **must** be trained by SLED;
 - B. An agency continues to send all paper reports to SLED SCIBRS just as it always has;
 - C. An agency enters, classifies, and codes its own data and submits it to SLED SCIBRS for review;
 - D. SLED SCIBRS will read the paper reports for content and review the agency’s classification, coding, and accuracy;
 - E. When an agency’s accuracy meets state and national standards, the agency is approved for live submission.

This “parallel testing” period usually takes three full months, but may continue longer if a department does not quickly meet required classification, coding, and accuracy standards.

Notes On Automated SCIBRS And NIBRS Participation

1. Department agrees to follow state and national standards for classifying, coding, reporting, etc.
2. Department agrees to provide a team of trained personnel (usually part of the records division) who will perform 100% Quality Review of all SCIBRS and NIBRS coding entered by police officers, booking officers, dispatchers, etc.
3. Department must purchase or develop SCIBRS and NIBRS compatible software. Be sure this is in your contract. Call the SLED UCR Department before committing to any vendor.
4. Software must also be able to produce paper incident and arrest reports in the same format as the standard paper incident and arrest reports used in paper submission to SLED – for purposes of regular quality review.
5. All department personnel who will apply SCIBRS and NIBRS codes (including officers, detectives, and booking personnel) must attend a SLED-sponsored SCIBRS and NIBRS coding class (only SLED – not vendors - can supply this training).
6. Software must not convert statutes, NCIC codes, or any other codes directly to SCIBRS and NIBRS codes. Coding choices must be made by department’s personnel, not by the computer software.
7. Agencies agree to submit paper reports on all suspected hate/bias motivated crimes and on all death investigations, including murders, manslaughters, suicides,

accidental deaths, hunting deaths, deaths of unknown origin, etc. (Paper reports do not need to be submitted on traffic deaths known to be accidental, or on deaths clearly due to natural causes.)

8. Agencies agree to submit a small number of paper reports throughout any calendar (2%-10%) to be selected by SLED for purposes of quality review.
9. All departments must successfully complete a Parallel Test before they can stop sending paper reports to SLED. The Parallel Test reviews the accuracy and completeness of SCIBRS and NIBRS coding by the department's personnel as well as an additional review of the software's performance. Parallel testing usually takes about three months, but may take longer if there are unusual coding or software problems.
10. Software vendors must program all SCIBRS and NIBRS specifications. There is no "acceptable" error rate.
11. Any agency planning to purchase or upgrade police software should call the SLED UCR Department before selecting a software vendor to determine whether the vendor can supply SCIBRS and NIBRS compatible software. Do not accept a vendor's assurances, since they are often mistaken. Please contact SLED UCR about any issue regarding participating in the automated SCIBRS and NIBRS program, since vendors are often not aware of all requirements.

Important General Requirement For Participation

Listed below are some brief notes which "nutshell" some of the basic requirements for participation in automated submission of UCR/SCIBRS data to the state and national programs. Unless otherwise noted, every note represents an absolute requirement for participation.

1. **IGNORE STATE STATUTES and local ordinances.** As explained elsewhere in this manual, UCR/SCIBRS definitions are general in nature in order to summarize actions, rather than to identify statutes (which vary greatly from state to state).
2. **IGNORE COURT FINDINGS.** UCR/SCIBRS data are meant to capture law enforcement findings, and, again, to describe events - not the outcome of hearings, inquests, indictments or trials.
3. **COUNT ALL ATTEMPTED OFFENSES.** All attempted crimes MUST be coded. They are entered exactly the same as completed crimes, except that they are code as "attempted" rather than "completed" in the appropriate space on your screen. Remember, the purpose of UCR/SCIBRS is to count criminal activity, not statutory charges. Therefore, an officer may be able to identify an incident as being an attempted Burglary, even though the actual charge may only be Malicious Damage

to Property. (The only exception to this rule is that attempted Murder is coded as Aggravated Assault.)

4. **CODE ALL OFFENSES:** All offenses identified in a single incident **MUST** be coded within that incident. For instance, if a home is broken into, a woman raped, and a man shot, then that single incident **MUST** contain the codes for Burglary, Rape, and Aggravated Assault. (This procedure does **NOT** affect an agency's crime rate, since only the most serious crime is selected for that count; the other codes are used to produce specialized reports which give a more detailed picture of criminal events.)
5. **CRIME RATES:** Many agencies are concerned that coding multiple offenses in a single incident will increase their crime rates. This belief is not accurate. All offenses identified in a single incident **MUST** be coded; **HOWEVER**, the SLED computer selects only the single most serious offense in an incident to be counted in an agency's crime rate. This is exactly the same procedure for counting that has been used by the FBI and SLED for decades. (The additional codes are used to produce specialized reports for your agency which allow you to have a more complete and detailed look at criminal activity in your area. For example, in the example above, you know that the rape occurred in a home during a burglary, in which another victim was shot. In the old program, all you would have known about the incident was that a woman was raped.)
6. **REPORT ALL GROUP A INCIDENTS AND ARRESTS:** All Group A incidents and arrests **MUST** be entered, even though handled through the use of S.C. Uniform Traffic Tickets. (Agencies submitting paper incidents to the state program were asked not to submit certain kinds of crimes. However, whenever an agency begins automated submission, all Group A crime must be submitted.)
7. **GROUP B OFFENSES:** Only arrests for Group B crimes can be submitted to the SCIBRS program, however, your software should allow you to enter **ANY** kind of incident for your own internal use, whether Group A or Group B, The software should be designed to download to the SCIBRS data file **ONLY** the arrest information from Group B incidents (while downloading both incident and arrest data for Group A incidents), Group B offenses codes **CAN** be submitted on Group A arrest records, if appropriate, All Group B arrests **MUST** be reported, even those handled through the use of a S.C. Uniform Traffic Ticket or County/Municipal Uniform Ordinance Summons.
8. **IN-HOUSE CODES:** If your agency wishes to collect information on **NON-REPORTABLE** events, such as:
 - Traffic Accidents
 - Traffic Arrests
 - Bench Warrants
 - Mental Commitment Papers
 - Arrests Made for Other Agencies

- Assisting Other Jurisdictions
- Non-criminal Events

Then your agency **MUST** develop in-house codes which will **NOT** be downloaded to the SCIBRS data file. Your software vendor or programmer can assist you in this matter. The category of All Other Offenses (code 90Z) is to be used **ONLY** for **CRIMINAL** violations which do not better fit into a more specific category. 90Z **MUST NOT** be used to report “routine traffic” offenses or non-criminal events.

9. **TRAFFIC VIOLATIONS:** No traffic violations may be submitted to the SCIBRS program except DUI (90D), Vehicular Homicide (90Z), and Hit and Run with injury (90Z).
10. **UNIFORM TRAFFIC TICKETS and COUNTY/MUNICIPAL UNIFORM ORDINANCE SUMMONS (Noncustodial Arrests):** As specified by South Carolina statutes 56-7-10 and 56-7-80, **ALL** arrests effected through the use of the S.C. Uniform Traffic Ticket or the County/Municipal Uniform Ordinance Summons **MUST** be reported to the UCR/SCIBRS program (except “routine” traffic; see item 9, above). Many agencies believe that non-custodial arrests in which defendants are released at the scene do not need to be reported to SCIBRS. State law, however, requires that they be submitted. Additionally, any agency not reporting these arrests will be lowering its arrest counts, while neighboring jurisdictions will be showing them, giving an incorrect picture of law enforcement actions for the agency which fails to report.
11. All software **MUST** have the capability to print paper copies of Incident reports, Supplemental Incident reports, Supplemental reports, and Booking reports in **exactly** the same format as the standard paper reports used in South Carolina since 1991. No other formats will be accepted for audit purposes.
12. **CONSPIRACY, ACCESSORY, AIDING AND ABETTING:**
All GROUP A offenses preceded by such terms as "Conspiracy to Commit", "Accessory Before", "Accessory After", etc. should be coded as All Other Offenses, (90Z). All GROUP B offenses preceded by such terms as conspiracy, accessory, etc., should be coded as the specific Group B offense which these words precede.

For example:
Conspiracy to commit murder should be coded as All Other Offenses (90Z);
Conspiracy to violate liquor laws should be coded 90G, Liquor Law Violation.
13. **NO CONVERSION OF SCIBRS CODES FROM STATUTES:** As explained elsewhere in this manual, an automated (computerized) conversion of SCIBRS codes from state statutes or local ordinances **IS NOT ALLOWED** in this program. If an agency's software contains a routine which automatically converts statutes or ordinances to SCIBRS codes, that system is in violation of standards, and **MAY NOT** send automated data to the state or national programs.

UCR/SCIBRS standards have always required that the specific actions in any incident be evaluated in light of the uniform definitions in order to arrive at an offense classification, regardless of how the event is titled under state law.

The reasons for using UCR/SCIBRS codes instead of statutes is explained elsewhere. However, briefly stated, the reason is that state codes vary widely in the fifty states, and what may be called by the title "Burglary" in one state may be called "Larceny" or "Trespass" in other states. This well-understood fact means that uniform definitions MUST be used in all fifty states so that incidents are called by the same titles everywhere.

It is necessary that each law enforcement agency in this state, and in the nation, conform to the same standardized reporting practices in order for crime information to be fairly and uniformly collected, with maximum utility to criminal justice agencies, government, and the public.

5.2 NIBRS Action Type Codes

“A = Add” can only be used to submit:

- additional Group A Arrestee Segments (6A) (an arrest is made on an incident that has been previously submitted to SCIBRS) or
- Group B Arrestee Segments (7A).

“M = Modify” can only be used to modify:

- an Exceptional Clearance Code or an Exceptional Clearance Date,
- a Group B Arrestee Segment previously submitted to SCIBRS,
- a “Window” Property Segment previously submitted to SCIBRS,
- a “Window” Group A Arrestee Segment previously submitted to SCIBRS.

“D = Delete” can be used to delete:

- an Administrative Segment – this will delete the entire Group A incident report, including arrestees (6I and 6A),
- a “Window” Recovered Property report,
- a “Window” Group A Arrestee Segment,
- a Group B Arrestee Segment.

W = Window” can only be used to submit:

- an Exceptional Clearance for an incident whose Incident Date is prior to the current Time Window of “current year minus one”,
- a Recovered Property for an incident whose Incident Date is prior to the current Time Window of “current year minus one”,
- a group A Arrest for an incident whose Incident Date is prior to the current Time Window of “current year minus one”.

Note To Vendors And Users:

“M = Modify” and “A = Add” can only be used under the limited conditions described above. For any other changes to Group A Incidents and Group A Arrestees that have previously been submitted to SCIBRS, you must first send a “D = Delete” in the Administrative Segment of the Case Number you wish to change, and then resubmit the entire incident with the new / changed information on it. (This applies to changing information in any segment of a previously submitted Group An incident – e.g. Administrative, Offense, Property, Offender, Victim, or Arrestee – except as specified above.) This is generally referred to as “delete and resubmit”. Failure to follow this procedure will result in the new / changed information being rejected by SCIBRS.

Note: If a vendor or local agency chooses to do so, any change or update to an incident already stored at SLED may be accomplished by first sending “D=Delete” for that incident, then resubmitting the entire incident with the changed or updated information included (provided, of course, that the original incident date is within the “current year minus one” time window for the active data base). Please call us prior to programming changes if you plan to use this method.

5.3 Quality Assurance Review Process

The QAR is a program developed by the CJIS Audit Unit (CAU) designed to assist UCR agencies in collecting and reporting accurate and dependable crime data. Its mission is to assess compliance with the standards to operate a certified UCR Program. The CAU accomplishes this mission by the evaluation and review of incident reports submitted by LEAs to ensure the data reported meets FBI UCR Program guidelines and offense definitions. The QAR assesses both SRS and NIBRS data at both state and local levels. The CAU offers participation in a QAR to each UCR Program every three years, but participation is not mandatory.

Objectives of the QAR

The objectives of the QAR are to:

- Evaluate the UCR Program’s conformity to FBI UCR Program guidelines.
- Confirm the accuracy of the statistics.
- Ensure consistency in crime reporting.
- Increase agency reporting integrity.
- Assess discrepancies in crime reporting practices.
- Provide feedback and identify UCR Program needs.
- Evaluate the effectiveness of the response to recommendations made during the previous QAR.

The QAR reviews the accuracy and completeness of crime data at LEAs with the presumption that the LEA has initially reported accurate and complete data to the FBI UCR Program. The QAR compares this data to the case documentation immediately available. Therefore, it is rather unlikely that a compliance review such as the QAR would

yield results similar to an investigation that may include in-depth offender, victim, and witness interviews.

Several months prior to the scheduled QAR, the CAU contacts the UCR Program's manager to begin the review process, which includes the LEA providing pertinent documentation and selecting agencies to review. A QAR at the local level consists of an administrative interview, data quality review, and an exit briefing. The administrative review focuses on how an agency manages incident reporting. During the data quality review, the auditor reviews a predetermined number of incidents based on a random sampling method applied at the state level. For all records selected, the auditor then compared the complete incident reports to data reported to the FBI UCR Program to determine if the LEA appropriately applied national standards and definitions. The auditor then conducts the exit briefing to review administrative interview and data quality review findings with agency personnel. The CAU then compiles local and state agency information into a draft report and submits the report to the UCR Program's manager, who should respond to any recommendations within 30 days of receipt of the report. The CAU then finalizes the report and shares the results with the APB UCR Subcommittee during their semi-annual meetings.

The QAR provides a valuable service to both state and local UCR participants. It is a resource that LEAs can use at no cost and allows the agency to gauge their compatibility with the FBI UCR Program standards. Valid and accurate crime statistics allow LEAs to better allocate resources and provide more meaningful information in the development of crime legislation.

SCIBRS Quality Assurance Reviews

The FBI UCR Program expects SLED to develop and implement their own quality assurance procedures for ensuring proper classification of UCR submissions for our reporting domain.

The SCIBRS unit will assess all agencies data to ensure compliance with the state and FBI UCR Program standards and requirements. The purpose is to ensure the highest quality and uniformity of the data nationwide. The SLED SCIBRS unit will assess the validity of the crime data each agency submits through reviews of reporting procedures. The SLED SCIBRS unit will confirm the accuracy of our statistics by assessing discrepancies in offense classification.

5.4 Training and Education

In order to ensure uniformity in the submission of crime data and further enhance the quality of the data the SLED UCR and the FBI UCR programs publish, SLED has trainers who provide on-site training for LEAs participating in the UCR Program. The trainers provide courses in data collection procedures and guidelines for the SCIBRS, the LEOKA Program, the Hate Crime Statistics Program, and Cargo Theft. The trainers are available by telephone or e-mail to provide LEAs with answers to specific questions about classification or scoring or other questions about the UCR Program.

The trainers provide the following services:

- Responses to letters, e-mails, or telephone questions regarding clarifications of issues, policies, and procedures for the NIBRS, Hate Crime Statistics Program, LEOKA, and Cargo Theft.
- Background information and subject matter expertise.
- Policy files for historic references.

5.5 SCEIx, N-DEx and SC CODE

SCEIx

SCIEx provides law enforcement agencies in South Carolina with a powerful investigative tool to search, link, analyze, and share criminal justice information such as, incident/case report and arrest data, booking and incarceration data and probation/parole data. SCIEx allows participating Law Enforcement Agencies to detect relationships between people, places, things, and crime characteristics, and link information across jurisdictions.

N-DEx

N-DEx is a new FBI CJIS Division system that provides law enforcement agencies (LEAs) with a powerful new investigative tool to search, link, analyze, and share criminal justice information such as, incident/case report and arrest data, booking and incarceration data, probation/parole data, and expanded DOJ data sources on a national basis to a degree never before possible. N-DEx allows participating Law Enforcement Agencies (LEAs) to detect relationships between people, places, things, and crime characteristics, and link information across jurisdictions. N-DEx has been developed in collaboration with the law enforcement community, and is accessible to authorized users within law enforcement and criminal justice communities.

SC CODE

Beyond 20/20 is an online server that houses all UCR data submitted by local agencies to SLED's SCIBRS department. This server gives users the capability to manipulate data using filters that are synonymous with UCR coding. Beyond 20/20 has proven to be a vital tool for crime analysis and investigation by providing detailed statistics on crime data reported by South Carolina law enforcement officers. In the near future, SLED is planning to offer local agencies throughout the state access to this site.