

**VIRGINIA STATE POLICE  
UNIFORM CRIME REPORTING INCIDENT-BASED  
PROCEDURE GUIDE MANUAL**



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## **UNIFORM CRIME REPORTING PROGRAM**

### **BACKGROUND**

Development of the nationwide summary Uniform Crime Reporting (UCR) Program began over seventy-five years ago. In 1930, crime counts were first requested from local police departments, with the Federal Bureau of Investigation (FBI) designated by Congress to collect, compile, and analyze these statistics. The Committee on Uniform Crime Records of the International Association of Chiefs of Police played a primary role in the origin and development of the UCR Program and, to this day, serves in a strong advisory capacity. In 1966 the National Sheriffs' Association (NSA) established a Committee on Uniform Crime Reporting to serve in an advisory capacity to the NSA membership and the national Uniform Crime Reporting Program. This and similar committees continue to be active in promoting interest and integrity in the UCR Program through standardization of offense classifications and scoring procedures to ensure uniformity and consistency of data. Despite these types of efforts, it was recognized that Uniform Crime Reporting suffered substantial inherent limitations. Such limitations eventually led to the development of the Incident Based Reporting (IBR).

### **DEVELOPMENT OF INCIDENT BASED REPORTING**

The IBR system was designed to meet crime reporting needs well into the future by capturing more and more detailed information. During the preliminary development of IBR and with the support of the FBI, advice was solicited from the National Association of State UCR programs, the International Association of Chiefs of Police, the National Sheriffs' Association, the National Alliance of State Drug Enforcement Agencies and other federal, state and local criminal justice agencies. The guidelines and specifications developed were provided to South Carolina for testing in a pilot program in 1987. As a result of the testing, further refinements were made. In 1988, a national conference was held to present these guidelines and obtain feedback from representatives of law enforcement agencies in attendance. While the consensus was that the FBI should proceed with efforts to implement this system nationally, additional suggestions and modifications concerning this program were submitted over the following months. The FBI began accepting National Incident Based Reporting System (NIBRS) data as of January 1989. To date, 41 state Programs are certified for NIBRS participation. One of the states certified by the National Program to collect NIBRS data is Virginia.

Virginia formed a State UCR Committee in 1986 to follow the developments of the national IBR system and to evaluate its impact. This committee was composed of representatives from the Virginia State Sheriffs' Association, the Virginia Association of Chiefs of Police, the Department of Criminal Justice Services, and the Department of State Police. Among its many undertakings, the State UCR Committee created the UCR Forms Subcommittee. This subcommittee developed, tested and subsequently recommended a standard Incident Based Reporting form for use in Virginia. The Forms Subcommittee recommended this form be used at the option of the reporting agencies. Nevertheless, agencies may use their own form to report the required data to the central repository. It is important to recognize that this form is used to *collect* the various data concerning criminal activity. Because of the numerous data elements collected, law enforcement agencies *report* this data to the central repository via an automated system. The UCR Committee recommended that the Superintendent of the Department of State Police adopt the minimum, mandatory data standards recommended by FBI/UCR and proceed with the implementation of Incident Based Reporting in Virginia. The committee also recommended that the data be collected that would relate each offense within an incident to the type of property, type of security/alarm

system used, how the offender was able to enter and exit the structure as well as the means used to leave the scene.

IBR data is also collected on:

1. Law Enforcement Officers Killed and Assaulted (LEOKA) relating to the types of activities and assignments the officer was performing at the time of the offense,
2. hate crimes – those criminal offenses that are motivated in whole or in part, by the offender’s bias against a race, religion, sexual orientation, ethnicity or national origin or disability. Such crimes may be committed against persons, property or society, and
3. the number of full-time sworn and civilian personnel employed by law enforcement agencies.

Some of the major benefits derived from the IBR system are:

- Greater specificity in reporting;
- More correlation between offenses, property, victims, offenders, and arrestees;
- Expanded victim/offender relationships;
- Distinction between attempted and completed crimes;
- Increased reporting of various circumstances relative to specific crimes.

## **AUTHORITY**

The Code of Virginia, under § 52-28 et seq., requires the submission of periodic uniform crime reports to Virginia State Police by local law enforcement agencies. In the past, some of these reports have been inaccurate, incomplete or nonexistent. As a partial remedy to this situation, the 2006 Virginia General Assembly, under House Bill 599, placed additional restrictions regarding the appropriation of state funds to localities with police departments. In part, House Bill 599 states:

*Effective July 1, 2007, the director of the Department of Criminal Justice Services is authorized to withhold reimbursements due to a locality under Title 9.1, Chapter 1, Article 8, Code of Virginia, upon notification from the Superintendent of State Police that there is reason to believe that crime data reported by the locality to the Department of State Police in accordance with § 52-28, Code of Virginia, is missing, incomplete or incorrect. Upon subsequent notification by the superintendent that the data is accurate, the director shall make reimbursement of withheld funding due the locality when such corrections are made within the same fiscal year that funds have been withheld.*

In addition, House Bill 599 places greater restrictions on Sheriffs’ Offices and also states:

*Effective July 1, 2007, the Compensation Board is authorized to withhold reimbursements due the locality for sheriff and jail expenses upon notification from the Superintendent of State Police that there is reason to believe that the crime data reported by the locality to the Department of State Police in accordance with § 52-28, Code of Virginia, is missing, incomplete or incorrect. Upon subsequent notification by the Superintendent that the data is accurate, the Compensation Board shall make reimbursement of withheld funding due the locality when such corrections are made within the same fiscal year that funds have been withheld.*

## THE INCIDENT BASED REPORTING SYSTEM

The Incident Based Reporting System (IBR) requires that extensive data be reported for *each crime* occurring during a particular incident. Under the old summary system, only limited data concerning the *most serious crime* occurring during a particular incident was reported. Information relating to two different levels of offenses is collected by the IBR system. The most serious offenses are designated as Group “A” offenses; the less serious offenses are designated as Group “B” offenses. Group “A” offenses consist of 22 categories of crimes involving 46 different offenses; a maximum of 10 offenses per incident may be reported. Agencies are required to report 75 data elements for each Group “A” offense. Group “B” offenses, consisting of 12 crime categories, only require reporting arrest data and the identification of the case and reporting agency.

The following comprise Group A and Group B offenses.

1. **Arson**
2. **Assault Offenses**
  - Aggravated Assault
  - Simple Assault
  - Intimidation
3. **Bribery**
4. **Burglary/Breaking and Entering**
5. **Counterfeiting/Forgery**
6. **Destruction/Damage/Vandalism of Property**
7. **Drug/Narcotic Offenses**
  - Drug/Narcotic Violations
  - Drug Equipment Violations
8. **Embezzlement**
9. **Extortion/Blackmail**
10. **Fraud Offenses**
  - False Pretenses/Swindle/Confidence Game
  - Credit Card/Automatic Teller Machine Fraud
  - Impersonation
  - Welfare Fraud
  - Wire Fraud
11. **Gambling Offenses**
  - Betting/Wagering
  - Operating/Promoting/Assisting Gambling
  - Gambling Equipment Violations
  - Sports Tampering
12. **Homicide Offenses**
  - Murder and Nonnegligent Manslaughter
  - Negligent Manslaughter
  - Justifiable Homicide
13. **Kidnapping/Abduction**

- 14. Larceny/Theft Offenses**
  - Pocket-picking
  - Purse-snatching
  - Shoplifting
  - Theft from Building
  - Theft from Coin-Operated Machine or Device
  - Theft from Motor Vehicle
  - Theft of Motor Vehicle Parts or Accessories
  - All Other Larceny
- 15. Motor Vehicle Theft**
- 16. Pornography/Obscene Material**
- 17. Prostitution Offenses**
  - Prostitution
  - Assisting or Promoting Prostitution
- 18. Robbery**
- 19. Sex Offenses, Forcible**
  - Forcible Rape
  - Forcible Sodomy
  - Sexual Assault With An Object
  - Forcible Fondling
- 20. Sex Offenses, Nonforcible**
  - Incest
  - Statutory Rape
- 21. Stolen Property Offenses (Receiving, etc.)**
- 22. Weapon Law Violations**

There are twelve additional offenses which are known as Group B offenses for which only arrestee data are to be reported. Most Group B offenses only come to law enforcement attention when arrests are made.

- 1. Bad Checks**
- 2. Curfew/Loitering/Vagrancy Violations**
- 3. Disorderly Conduct**
- 4. Driving Under The Influence**
- 5. Drunkenness**
- 6. Family Offenses, Nonviolent**
- 7. Liquor Law Violations**
- 8. Peeping Tom**
- 9. Runaway**
- 10. Trespass of Real Property**
- 11. Conspiracy to commit one of the Group A Offenses**
- 12. All Other Offenses**

## **IBR REPORTS**

Participation in IBR requires that certain facts be reported on each criminal incident coming to law enforcement attention. In most cases, the data are captured through an incident report form, generally completed when a crime is first reported to the law enforcement agency. Incident report forms are an integral part of IBR and should be designed with care to satisfy the primary needs of the local agency and provide IBR data as a by-product.

In IBR, there are two types of reports: (1) the Group A Incident Report; and (2) the Group B Arrest Report. These two reports should not be confused with the incident report form used to collect data about offenses being reported. The Group A Incident Report and the Group B Arrest Report are generated by the agency (utilizing the data collected within the agency's records system). The Group A Incident Report is used to report incidents and arrests involving Group A offenses. The Group B Arrest Report is used to report ARRESTEES ONLY involving Group B offenses.

Runaway juveniles are a concern to society and agencies taking them into custody. The definition of runaway on page 22 of this manual specifies what constitutes the act of being a runaway. While the act of being a runaway is not an offense against person, against property, or against society, it is considered a status offense. Thus, the handling of the runaway by law enforcement agencies **shall** be documented and reported to IBR as an arrest. Apprehension of a runaway will be coded as a Group B offense with the **90I** offense code, as specified on page 28 of this manual, with the runaway identifier being used as appropriate. This and other required Group B identifying data for the arrestee/runaway **shall** be submitted to IBR. Even though reported as an arrest, only apprehension and handling are indicated by the **90I** offense code. Other required data elements for the apprehension **of offenders** are found on pages 56-61 of this manual.

## **JURISDICTIONAL REPORTING RULES**

To be certain that data are not reported more than once by overlapping jurisdictions, the following guidelines have been developed:

1. City law enforcement agencies report offenses that occur within their city boundaries.
2. County and state law enforcement agencies report offenses, which take place in the county outside the limits of the city.
3. When two or more agencies are involved in the investigation of the same offense and there is a written or oral agreement defining the roles of the investigating agencies, the agreement should designate which agency will report the offense.
4. Agencies report only those arrests made for offenses committed within their own boundaries/jurisdictions.
5. The recovery of property is reported only by the agency that first reported it missing and/or stolen, regardless of who or what agency recovered it.

The purpose of reporting UCR data is to depict the nature and volume of crime in a particular community, not to claim or take "credit" for the number of investigations, arrests, etc., or to serve as a measurement of workload.

If the investigation of a Group A offense is referred to another agency after the submission of data concerning it to UCR, the original reporting agency must delete its report. The agency receiving the referral would then report the offense as if it were an original submission.

## **GROUP A OFFENSES**

There are 22 Group A offense categories.

### **IBR Group A Offense Definitions**

The definitions, developed for the IBR System, are not meant to be used for charging persons with crimes. They are only meant to be categories for reporting crimes that are committed throughout the nation. The purpose for UCR, as developed by law enforcement, is to provide a "common denominator" language that transcends varying local and state laws. State statutes and local ordinances must be very specific in defining crimes so that persons facing prosecution will know the exact charges being placed against them. The definitions used in IBR are generic in order not to exclude varying state and federal statutes relating to the same type of crime.

State statute definitions may cross the IBR definitions and vice versa. In these cases, the non-conforming offenses should be reported according to their IBR offense classifications. For example, someone being charged with embezzlement may also be charged with larceny. If an embezzlement, as defined in IBR, is perpetrated, it should be reported as Embezzlement, not Larceny, even though the offender is charged locally with larceny.

#### **1. Arson**

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

Only fires determined through investigation to have been unlawfully and intentionally set are to be classified as Arson. Attempts to burn should be included, but fires of suspicious or unknown origin should not be reported. One incident should be scored for each distinct arson operation originating within the reporting jurisdiction. If an arson is perpetrated in one locale and spreads to another, it would be reported by the jurisdiction in which the fire originated. Incidents in which persons are killed as a direct result of arson involve both homicide and arson. Also, the number of persons injured during an arson should be reported as assaulted along with the arson. Arson-related deaths and injuries of police officers and firefighters, unless willful murders or assaults, are not counted due to the hazardous nature of these professions.

#### **2. Assault Offenses**

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

##### **A. Aggravated Assault**

**Definition** - 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.

For purposes of Aggravated Assault reporting, a "weapon" is a commonly known weapon (a gun, knife, club, etc.) or any other item which, although not usually thought of as a weapon, becomes one when used in a manner that could cause the types of severe bodily injury described in the

definition. A "severe laceration" is one which 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: assaults or attempts to kill or murder; poisoning; assault with a dangerous or deadly weapon; maiming, mayhem, assault with explosives; and assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.). All assaults by one person upon another with the intent to kill, maim, or inflict severe bodily injury with the use of any dangerous weapon are classified as Aggravated Assault. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could cause serious personal injury. By definition, there can be no attempted assaults.

On occasion, it is the practice to charge assailants in assault cases with assault and battery or simple assault even though a knife, gun, or other weapon was used in the incident. For UCR purposes, this type of assault is to be classified as aggravated.

## **B. Simple Assault**

**Definition** - 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.

Included are offenses such as minor assault, hazing, assault and battery, and injury caused by culpable negligence. As with Aggravated Assault, there are no attempted Simple Assaults.

## **C. Intimidation**

**Definition** - 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.

Intimidation involves an offender making some type of threat to the victim without actually using or displaying a weapon. Such threats can be made in person, over the telephone, or in writing.

### **CLASSIFYING ASSAULTS:**

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.

Prosecutive policy in a jurisdiction should not influence classification or reporting of law

enforcement offense data. It is necessary that assaults in each jurisdiction be examined and classified according to the standard UCR definitions, regardless of whether they are termed felonies by local definitions.

### 3. Bribery

**Definition** - The offering, giving, receiving, or soliciting of any thing of value (i.e., a bribe, gratuity, or kickback) to sway the judgment or action of a person in a position of trust or influence.

This offense excludes sports bribery, i.e., changing the outcome of a sporting contest or event, which is covered in the offenses dealing with gambling.

The phrase, "The offering, giving, receiving, or soliciting of any thing of value...", includes such things as gratuities, kickbacks, favors, or anything else used illegally to influence the outcome of something that is governed by law, fair play, contractual agreement, or any other guideline.

### 4. Burglary/Breaking and Entering

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

For UCR purposes, 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 should be classified as burglary.

In the UCR standard definition of burglary, a "structure" is considered to include, but not be limited to, the following:

Apartment	Office
Barn	Other Building
Cabin	Outbuilding
Church	Public Building
Condominium	Railroad Car
Dwelling House	Room
Factory	School
Garage	Stable
House trailer or Houseboat (used as permanent dwelling)	Vessel (Ship)
Mill	Warehouse

Any house trailer or other mobile unit that is permanently fixed as an office, residence, or storehouse should also be considered a structure.

Whenever a question arises as to whether a type of structure comes within the purview of the burglary definition, the law enforcement officer should look to the nature of the crime and be guided by the examples set forth. The illegal entry of a tent, tent trailer, motor home, house trailer, or any other mobile unit that is being used for recreational purposes, followed by a theft,

felony, or attempt to commit a felony or theft, should NOT be classified as burglary, but as larceny.

Burglaries of hotels, motels, lodging houses, or other places where lodging of transients is the main purpose or burglaries of temporary rental storage facilities, i.e., "mini-storage" and "self-storage" buildings, can pose reporting questions. If a number of units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants/renters, the burglary should be reported as a single incident. Examples are burglaries of a number of rental hotel rooms, rooms in "flop" houses, rooms in a youth hostel, units in a motel, and storage units in a commercial self-storage building. If the individual living areas in a building are rented or leased to the occupants for a period of time, which would preclude the tenancy from being classified as transient, then the burglaries would most likely be reported separately by the occupants. Such burglaries should be reported as separate incidents. Examples of this latter type of multiple burglary would be the burglaries of a number of apartments in an apartment house, of the offices of a number of commercial firms in a business building, of the offices of separate professionals within one building, or of a number of rooms in a college dormitory.

Thefts from automobiles (whether locked or not); shoplifting from commercial establishments; and thefts from telephone booths, coin boxes, or coin-operated machines do not involve unlawful entry of a structure and under UCR definition are a larceny and not a burglary.

## **5. Counterfeiting/Forgery**

**Definition** - 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.

Included in this category are 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, bank notes, checks, etc.; possessing forged or counterfeited 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 counterfeited trademarks. Although Counterfeiting/Forgery offenses can involve elements of fraud, they are treated separately due to their unique nature.

## **6. Destruction/Damage/Vandalism of Property**

**Definition** - 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.

This offense includes a broad range of injury to property, i.e., from deliberate, extensive destruction of property to mischievous, less extensive damage. It does not include destruction or damage to property caused by arson. As a general rule, the offense is to be reported only if the reporting agency deems that substantial damage to property has occurred. However, any offense

suspected to have been motivated by the offender's bias against the victim's race, religion, ethnicity, sexual orientation or disability is to be reported regardless of the amount or type of damage. (Refer to "Bias Motivation" on page 33)

Incidental damage resulting from another offense (e.g., burglary, robbery) is to be reported in this offense category only if the reporting agency deems the amount of damage to be substantial. For example, "insubstantial" damage, such as a broken window, forced door, etc., should not be reported; but, "substantial" damage, such as where a truck is backed into a store front to gain admittance and major structural damage is caused, should be reported. For the crime of arson, however, incidental damage resulting from fighting the fire should be included as part of the loss caused by burning. The determination of whether the damage was "substantial" is left to the discretion of the reporting law enforcement agency and should not require burdensome damage assessments.

## **7. Drug/Narcotic Offenses**

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

### **A. Drug/Narcotic Violations**

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

### **B. Drug Equipment Violations**

**Definition** - 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.

## **8. Embezzlement**

**Definition** - 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.

Generally, the victims of embezzlement offenses are businesses, financial institutions, etc.

## **9. Extortion/Blackmail**

**Definition** - 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 extortion/blackmail cases, this offense is considered a crime against property. Like robbery, which is also a crime against property, the object or target of extortion/blackmail is to obtain money or property.

Extortions include offenses where threats are made 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 threat of force or violence could be carried out immediately, the offense should be reported as Robbery.

## 10. Fraud Offenses

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

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." 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 "intangible." Intangibles are anything which cannot be perceived by the sense of touch. They can be benefits, e.g., a right or privilege, a promotion, enhanced reputation, etc.; or a detriment, e.g., loss of reputation, injured feelings, etc.

The most specific subcategory of fraud should be reported whenever the circumstances fit the definition of more than one of the subcategories listed below. For example, most frauds would fit the definition of False Pretenses/Swindle/Confidence Game. But, if a credit card was used to perpetrate the fraud, the offense would be classified as Credit Card/Automatic Teller Machine Fraud.

The only fraud-related violations that would not be reported under the Fraud Offenses category are counterfeiting, forgery, and bad checks. These offenses are reported under their own specific offense classifications.

When classifying fraud cases other than the most obvious ones, i.e., con-games, swindles, etc., care should be used 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. Both offenses can involve theft; it is the method used to steal that makes the difference between the two. Fraud is achieved through deceit or lying and larceny is the physical taking of something.

Examples of common fraud cases are where something of value, e.g., a VCR or automobile, is rented for a period of time but is not returned. This offense, conversion of goods lawfully possessed by bailees, is classified as fraud and not larceny. In such cases, the offenders originally had lawful possession of the property (the property was either rented, loaned, or the person was in some way entrusted with its possession) 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 takes gasoline from a self-service gas station without paying for it, the offense is classified as larceny. In this case, no contract was entered into nor agreement made for payment. This would be the same as taking a can of oil off of the station's rack. If a station attendant is asked to fill the tank, however, there is a tacit agreement that he will be paid for the gas, and the offender, never having the intention to pay for it in the first place, utilized deception and stole the gas. This, then, is classified as a fraud.

### **A. False Pretenses/Swindle/Confidence Game**

**Definition** - 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.

### **B. Credit Card/Automatic Teller Machine Fraud**

**Definition** - 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.

### **C. Impersonation**

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

### **D. Welfare Fraud**

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

### **E. Wire Fraud**

**Definition** - The use of an 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, micro-relay facilities, internet, etc., are used in the commission or furtherance of a fraud.

## **11. Gambling Offenses**

**Definition** - 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.

### **A. Betting/Wagering**

**Definition** - 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.

### **B. Operating/Promoting/Assisting Gambling**

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

### **C. Gambling Equipment Violations**

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

Such equipment is also known as "gambling paraphernalia."

### **D. Sports Tampering**

**Definition** - 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 a jockey was bribed to lose a horse race, it would be reported as Sports Tampering, not Bribery.

## **12. Homicide Offenses**

**Definition** - The killing of one human being by another.

### **A. Murder and Nonnegligent Manslaughter**

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

As a general rule, any death due to injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified in this category. Although offenders may be charged with lesser offenses, e.g., manslaughter, if the killing was "willful" or intentional it must be reported as Murder and Nonnegligent Manslaughter. The findings of a court, coroner's inquest, etc., do not affect the reporting of offenses in this category; these are law enforcement statistics.

Suicides, accidental deaths, assaults to murder, traffic fatalities, and attempted murders are not classified as Murder and Nonnegligent Manslaughter. Situations where a victim dies of a heart attack as a result of a robbery or witnessing a crime likewise do not meet the criteria for inclusion in this classification. A heart attack cannot, in fact, be caused at will by an offender. Even in instances where an individual is known to have a weak heart, there is no assurance that an offender can cause sufficient emotional or physical stress to guarantee the victim will suffer a fatal heart attack. Suicides, traffic fatalities, and fetal deaths are totally excluded from the UCR Program, while some accidental deaths are counted as Negligent Manslaughter. Assaults to murder and attempted murders are classified as Aggravated Assaults.

### **B. Negligent Manslaughter**

**Definition** - The killing of another person through negligence.

Included in this offense are killings resulting from hunting accidents, gun cleaning, children playing with guns, etc. Not included are deaths of persons due to their own negligence; accidental deaths not resulting from gross negligence; and accidental traffic fatalities. Again, the subsequent findings of a court, coroner's inquest, etc., do not affect the reporting of offenses in this category; these are law enforcement statistics.

### **C. Justifiable Homicide**

**Definition** - 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 is not an actual "offense" and is not included in an agency's crime counts. A "serious criminal offense" is a felony or high misdemeanor. Do not count a killing as justifiable or excusable solely on the basis of self-defense or the action of a coroner, prosecutor, grand jury, or court. The willful killing of one individual by another is being reported, not the criminal liability of the person or persons involved. For UCR purposes, crime determinations and counts are based on law enforcement investigation.

In the summary UCR system, justifiable homicides were reported as murders and then unfounded. In IBR, since the offenses are recorded as justifiable homicides initially, they should not be unfounded. They will be tallied separately and maintained apart from the murder counts. Justifiable homicide, by definition, often occurs in conjunction with other offenses. The crime that was being committed when the justifiable homicide took place must be reported as a separate incident. These guidelines are based on the definition of an incident which requires that all of the offenders "act in concert." It cannot be said that the criminal killed justifiably acted in concert with the police officer or civilian who killed him; nor that the police officer or civilian who killed the criminal acted in concert with the criminal in committing the offense that gave rise to the justifiable homicide. Therefore, justifiable homicide cases involve two criminal incidents rather than one.

If the "justified killer" (officer or civilian) committed another offense in connection with the justifiable homicide (e.g., illegal possession of the gun he/she used) that offense would constitute a third incident.

### **13. Kidnapping/Abduction**

**Definition** - 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. This offense includes not only kidnapping and abduction, but hostage situations as well. Although the object of a kidnapping may be to obtain money or property, this category is intended to capture information only on the persons actually kidnapped or abducted, not those persons or organizations paying ransoms. Therefore, for each kidnapping incident, report as victims only those persons taken or detained against their will.

### **14. Larceny/Theft Offenses**

**Definition** - 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. Motor vehicle theft is not included and is counted separately because of the great volume of such thefts. Local offense classifications such as "grand theft," "petty larceny," "felony larceny," or "misdemeanor larceny" have no bearing on the fact that each distinct operation of larceny is reported as one offense for UCR purposes. Also, all larceny offenses are reported regardless of the value of the property stolen.

Do not classify embezzlement; fraudulent conversion of entrusted property; conversion of goods lawfully possessed by bailees; 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.

#### **A. Pocket-picking**

**Definition** - 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 crowd, public conveyance, or other similar situation to disguise the activity. Theft from a person in an unconscious state, including drunks, should also be classified as Pocket-picking. However, if the victim is manhandled or force beyond simple jostling is used to overcome the resistance of the victim, the offense becomes strong-arm robbery.

#### **B. Purse-snatching**

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

If more force is used than is actually necessary to snatch the purse from the grasp of the person, or if the victim resists the theft in any way, then robbery has occurred. Also, cases in which a purse or some other item of value is left unattended and is stolen should not be classified as a Purse-snatching. This offense would be properly classified as a theft from a building, from a motor vehicle, or other appropriate larceny category.

#### **C. Shoplifting**

**Definition** - The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale. This violation assumes that 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 buildings, such as department stores, hardware stores, supermarkets, fruit stands, gas stations, etc.

#### **D. Theft From Building**

**Definition** - A theft within a building which is either open to the general public or where the offender has legal access.

Do not include shoplifting and thefts from coin-operated devices or machines within open buildings; these are other specific larceny types. Theft 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.

A theft from a structure, accompanied by a breaking or unlawful entry (trespass) without breaking, should be reported as burglary and not larceny.

### **E. Theft From Coin-Operated Machine or Device**

**Definition** - A theft from a machine or device which is operated or activated by the use of coins.

Some examples of such machines are candy, cigarette, 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 a building was broken into or illegally entered and a coin-operated machine in the building was rifled for money and/or merchandise, the matter would be classified as burglary.

### **F. Theft From Motor Vehicle**

**Definition** - The theft of articles from a motor vehicle, whether 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 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. Do not include items that are automobile accessories, as they fall under Theft of Motor Vehicle Parts or Accessories.

If a theft from a motor vehicle occurs in conjunction with a motor vehicle theft, the incident will most often be reported as a motor vehicle theft with the stolen property recorded within the appropriate property-type categories. If, however, the reporting jurisdiction determines that the real object of the theft was the contents, rather than the vehicle, two offenses can be reported, the vehicle theft and the theft from the vehicle. For example, if an automobile with a coat in the back seat is stolen, the offense would be reported as Motor Vehicle Theft and the coat accounted for as property stolen in connection with the automobile theft. The theft of a tractor-trailer (truck) containing a shipment of televisions can, however, be reported as two offenses if in the judgment of the reporting agency the real object of the theft was the televisions, e.g., the truck is found abandoned and empty not far from the scene of the theft.

In larceny situations where both motor vehicle parts and accessories and articles from the motor vehicle are stolen, report both offenses if they occurred within the same incident as well as the property.

### **G. Theft of Motor Vehicle Parts or Accessories**

**Definition** - 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.

Thefts of motors, transmissions, radios, heaters, hubcaps and wheel covers, manufacturers' emblems, license plates, radio antennas, side-view mirrors, gasoline, tape decks, CB radios, radar detectors, etc., are included in this larceny type. If items being transported in the vehicle are stolen, the offense should be classified as Theft From Motor Vehicle.

## H. All Other Larceny

**Definition** - All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

This offense includes thefts from fenced enclosures. Thefts of bicycles, boats, bulldozers, airplanes, animals, lawn mowers, lawn furniture, handtools, and farm and construction equipment are also included where no breaking or entering of a structure is involved.

Additionally, the illegal entry of a tent, tent trailer, or travel trailer used for recreational purposes, followed by a theft or attempted theft, should be counted as All Other Larceny. Yet another example is the taking of gasoline from a self-service gas station and leaving without paying.

## 15. Motor Vehicle Theft

**Definition** - The theft of a motor vehicle.

A "motor vehicle" is defined for UCR purposes as a self-propelled vehicle that runs on land surface and not on rails and which fits one of the following property descriptions:

**Automobiles** - sedans, coupes, station wagons, convertibles, taxicabs, or other similar motor vehicles which serve the primary purpose of transporting people.

**Buses** - motor vehicles which are specifically designed (but not necessarily used) to transport groups of people on a commercial basis.

**Recreational Vehicles** - motor vehicles which are specifically designed (but not necessarily used) to transport people and also provide them temporary lodging for recreational purposes.

**Trucks** - motor vehicles which are specifically designed (but not necessarily used) to transport cargo on a commercial basis.

**Other Motor Vehicles** - any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, golf carts, motorized wheelchairs, etc. whose primary purpose is to transport people. Classify as Motor Vehicle Theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned. Include joyriding. Do 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, however, occurred in these situations. For example, if a chauffeur steals a car entrusted to his care, an Embezzlement should be reported, not a Motor Vehicle Theft. Motor vehicles taken as the proceeds of other offenses, whether Embezzlement, Burglary or Fraud, etc. should not be entered/counted as a Motor Vehicle Theft.

## 16. Pornography/Obscene Material

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

## **17. Prostitution Offenses**

**Definition** - To unlawfully engage in or promote sexual activities for profit.

### **A. Prostitution**

**Definition** - To unlawfully engage in sexual relations for profit.

This offense includes prostitution by both males and females.

### **B. Assisting or Promoting Prostitution**

**Definition** - 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.

## **18. Robbery**

**Definition** - 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, aggravated by the element of force or threat of force. The victim, who usually is the owner or person having custody of the property, is directly confronted by the perpetrator and is threatened with force or is put in fear that force will be used. If there is no direct confrontation and the victim is not in fear of immediate harm, an extortion should be reported. In pocket-picking or purse-snatchings, direct confrontation does occur, but force or threat of force is absent. However, if during a purse-snatching or other such crime, force or threat of force is used to overcome the active resistance of the victim, the offense is to be classified as robbery.

Cases involving pretended weapons or where the weapon is not seen by the victim but the robber claims to possess one are also classified as Robbery and the alleged weapon reported. If an immediate "on-view" arrest proves that there was no weapon, the offense is classified as Robbery, but the weapon is reported as "None."

Because some type of assault is an element of the crime of robbery, an assault should not be reported as a separate crime as long as it was performed in furtherance of the robbery. However, if the injury results in death, a homicide offense must also be reported.

In any instance of robbery, report one offense for each distinct operation. As in the case of other crimes against property, only one offense is reported regardless of the number of victims involved. The victims of a robbery include not only those persons and other entities (businesses, financial institutions, etc.) from whom property was 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 bank, the teller toward whom the robber pointed a gun and made a demand should also be reported as a victim, as well as any other person upon whom an assault was committed during the course of the robbery.

## **19. Sex Offenses, Forcible**

**Definition** - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

### **A. Forcible Rape**

**Definition** - The carnal knowledge of a person, forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

This offense includes the forcible rape of both males and females. In cases where several offenders rape one person, report one Forcible Rape. Do not count the number of offenders. If force was used or threatened, the crime should be classified as Forcible Rape regardless of the age of the victim.

If no force or threat of force was used and the victim was under the statutory age of consent, the crime should be classified as Statutory Rape. The ability of the victim to give consent must be a professional determination by the law enforcement agency. The age of the victim plays a critical role in this determination. Individuals do not mature mentally at the same rate. No 4-year-old is capable of consenting, however, victims aged 10 to 12 may need to be assessed within the specific circumstances.

### **B. Forcible Sodomy**

**Definition** - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

If a victim is both raped and sodomized in one incident, then both offenses should be reported.

### **C. Sexual Assault With An Object**

**Definition** - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

An "object" or "instrument" is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.

### **D. Forcible Fondling**

**Definition** - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Forcible fondling includes "indecent liberties" and "child molesting." Because Forcible Fondling is an element of Forcible Rape, Forcible Sodomy, and Sexual Assault With An Object, it should be reported only if it is the sole forcible sex offense committed against a victim.

## **20. Sex Offenses, Nonforcible**

**Definition** - Unlawful, nonforcible sexual intercourse.

### **A. Incest**

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

### **B. Statutory Rape**

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

If force was used or threatened or the victim was incapable of giving consent because of his/her youth or mental impairment, either temporary or permanent, the offense should be classified as Forcible Rape, not Statutory Rape.

## **21. Stolen Property Offenses**

**Definition** - 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.

## **22. Weapon Law Violations**

**Definition** - 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.

Include 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.

## **GROUP B OFFENSES**

There are 12 Group B offense categories and they encompass all the crimes which are not Group A offenses, with the exception of most traffic offenses. Only arrestee data (or Group B Arrest Reports) are reported for Group B crimes.

## **IBR GROUP B OFFENSE DEFINITIONS**

### **1. Bad Checks**

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

This offense includes fraudulent checks and insufficient funds checks but not counterfeited checks or forged checks.

### **2. Curfew/Loitering/Vagrancy Violations**

**Definition** - 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.

Included in this offense are unlawful assembly, begging, and vagabondage. Persons arrested as being a suspicious character, suspicious person, etc., are also to be included.

### **3. Disorderly Conduct**

**Definition** - 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, breach of the peace, blasphemy, profanity, obscene language, disturbing the peace, and public nuisance.

### **4. Driving Under the Influence**

**Definition** - 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.

### **5. Drunkenness**

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

Included are drunk and disorderly, common drunkard, habitual drunkard, and intoxication.

### **6. Family Offenses, Nonviolent**

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

This offense includes: abandonment, desertion, neglect, nonsupport, nonviolent abuse, and nonviolent cruelty to other family members. It also includes the nonpayment of court-ordered alimony, as long as it is not considered to be "Contempt of Court" within the reporting jurisdiction.

Do not include victims of these offenses who are taken into custody for their own protection.

## **7. Liquor Law Violations**

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

Driving Under the Influence and Drunkenness violations are excluded. Included are violations of laws/ordinances prohibiting the maintenance of unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor; using a vehicle for the illegal transportation of liquor; etc.

## **8. Peeping Tom**

**Definition** - To secretly look through a window, doorway, keyholes, or other aperture for the purpose of voyeurism.

## **9. Runaway**

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

**While running away does not constitute a criminal offense, each "handling" of a runaway shall be reported as an arrest.** Include apprehensions for protective custody. Detentions (pickups) of runaways from one jurisdiction by another agency shall be reported by the home jurisdiction. Please refer to page five.

## **10. Trespass of Real Property**

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

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

## **11. Conspiracy to Commit a Group A Offense**

This was added as a Group B offense by the state and is included in All Other Offenses for the national program.

Offenses of General Applicability (i.e., any offense prefixed by "Accessory Before/After the Fact," "Aiding and Abetting," "Assault to Commit," "Conspiracy to Commit," "Facilitation of," "Solicitation to Commit," "Threat to Commit," or any other prefix identifying it as other than the substantive offense) are included in this category, if the substantive is within Group A. If Group B offenses are involved, classify as the substantive offense.

## **12. All Other Offenses**

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

Generally, traffic offenses are excluded from this offense category. The vehicle-related offenses of hit and run (of a person) and vehicular manslaughter are, however, included; but Driving Under the Influence is not as it is a separate Group B offense.

### **IBR DATA SUBMISSIONS**

IBR data submissions address crime incidents and all the elements associated with them, e.g., offenses, victims, offenders, property loss, clearances, and arrestees. The incident report is used to collect information about Group A offenses within six categories: administrative, offense, property, victim, offender, and arrestee.

In most cases, an initial incident report will contain administrative, offense, property (if applicable), victim, and offender information. Details concerning one or more arrestees may also be included if apprehensions were made by the time the initial report was submitted. However, in many cases, arrests will be made after the initial report and the arrestee information will be submitted as "updates" to the initial report. If an arrest involving a Group A offense occurs for a crime not previously reported to the UCR Program (e.g., an "on-view arrest") then, of course, all applicable data should be submitted.

Sometimes the applications for warrants are made without the police being notified of the details of the crime, e.g., "Bench Warrant" situations. Insofar as possible, when arrests for Group A offenses are made under these circumstances, the information regarding the offenses should be obtained and reported in incident reports.

The arrest report is used to report data concerning each arrestee for a Group B offense. The report is comprised of selected data which describe the arrestee and the circumstance of the arrest.

# GROUP A INCIDENT REPORT

## ADMINISTRATIVE DATA

ORI Number	Exceptional Clearance
Incident Number	Exceptional Clearance Date
Incident Date/Hour	Cargo Theft

## OFFENSE DATA

UCR Offense Codes	Method of Entry
Offense Attempted/Completed	Type of Criminal Activity
Offender(s) Suspected of Using	Type Weapon/Force Involved
Bias Motivation	Entry/Exit
Location Type	Type Security
Number of Premises Entered	How Left Scene

## PROPERTY DATA

Type Property Loss/Etc.	Number of Recovered Motor Vehicles
Property Description	Suspected Drug Type
Value of Property	Drug Quantity/Measurement
Date Recovered	Property Quantity
Number of Stolen Motor Vehicles	Property Offense Code

## VICTIM DATA

Victim Sequence Number	Additional Justifiable Homicide
Victim Connected to UCR Offense Code	Circumstances
Type of Victim	Type of Injury
Age of Victim	Offender Number(s) To Be Related
Sex of Victim	Relationship of Victim to Offender
Race of Victim	Assault Status
Ethnicity of Victim	Type Activity
Resident Status of Victim	Type Assignment
Aggravated Assault/Homicide Circum.	Victim/Offender/Arrestee Relationship

## OFFENDER DATA

Offender (Sequence) Number	Sex of Offender
Age of Offender	Race of Offender

## ARRESTEE DATA

Arrestee (Sequence) Number	Age of Arrestee
Arrest (Transaction) Number	Sex of Arrestee
Arrest Date	Race of Arrestee
Type of Arrest	Ethnicity of Arrestee
Multiple Arrestee Segments Indicator	Resident Status of Arrestee
UCR Arrest Offense Code	Disposition of Arrestee Under 18
Arrestee Was Armed With	Arrest Type Activity
	Arrest Type Drug

## GROUP B ARREST REPORT

ORI Number	UCR Arrest Offense Code
Arrestee (Sequence) Number	Arrestee Was Armed With
Arrest (Transaction) Number	Age of Arrestee
Arrest Date	Sex of Arrestee
Type of Arrest	Race of Arrestee
Multiple Arrest Segment Indicator	Ethnicity of Arrestee
Resident Status of Arrestee	Arrest Type Activity
Disposition of Arrestee Under 18	Arrest Type Drug

### DEFINITION OF "INCIDENT"

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

"Acting in concert" requires that the offenders actually commit or assist in the commission of the crime(s). The offenders must be aware of, and consent to, the commission of the crime(s); or even if nonconsenting, their actions assist in the commission of the offense(s). This is important because all of the offenders in an incident are considered to have committed all of the offenses in the incident. If one or more of the offenders did not act in concert, then there is more than one incident involved.

"Same time and place" means that the time interval between the offenses and the distance between the locations where they occurred were insignificant. Normally, the offenses must have occurred during an unbroken time duration and at the same or adjoining location(s). However, incidents can also be comprised of offenses which by their nature involve continuing criminal activity by the same offender(s) at different times and places, as long as the activity is deemed to constitute a single criminal transaction.

Because it is not possible to provide instructions which will cover all of the possible situations which might occur, in some cases the reporting agency will have to use its best judgment in determining how many incidents were involved.

**Example (1):** Two offenders robbed a bar. The bartender was forced at gunpoint to surrender money from the cash register. 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 outside of the view of the other offender. When the rapist returned, both robbers left. There were two incidents, one involving robbery and the other involving forcible rape, because the offenders weren't "acting in concert" in both offenses.

**Example (2):** Same situation as Example (1), except that the rape occurred in the bar and the other offender told the rapist to stop and only rob the victim. There was only one incident with two offenses, i.e., robbery and forcible rape. Although the other robber did not consent to the rape, by displaying a gun he prevented someone coming to the victim's assistance and thereby assisted in the commission of the crime.

**Example (3):** 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 constituted a single "incident" involving the crime of embezzlement.

## **CLASSIFYING OFFENSES**

In the reporting of data to the UCR Program, it is first necessary to classify appropriate offenses within an incident into the Group A or Group B offense categories as defined by IBR.

All criminal offenses of law will be classified as either Group A or Group B in IBR. Both incidents and arrests are to be reported for Group A offenses, while only arrests are reported for Group B offenses. If a complaint reported to IBR is later determined by law enforcement investigation to be false or baseless (i.e. no crime occurred or was attempted), UCR/IBR Program procedures dictate that the reported offense will be classified as "UNFOUNDED" (i.e. does not exist) and must be electronically re-submitted to remove it from the State Program's database.

Each of the Group A offenses included in IBR was selected based on the following criteria:

1. seriousness or significance of the offense,
2. frequency or volume of its occurrence,
3. how widespread the offense occurs in the nation,
4. whether the offense will come to the attention of law enforcement,
5. whether law enforcement is the best channel for collecting data on the offense,
6. the burden placed on law enforcement,
7. national statistical validity and usefulness of the collected data, and
8. as the sole collector of criminal incident information, the national UCR Program's responsibility to make crime data available not only to law enforcement, but to others having a legitimate interest in it.

The goal is to capture information currently in law enforcement records, not to require the collection of additional information.

*LAW ENFORCEMENT SHOULD CLASSIFY AND REPORT OFFENSES AFTER PRELIMINARY CONFIRMATION OF A CALL FOR SERVICE OR A COMPLAINT ESTABLISHES THAT A CRIME WAS COMMITTED. OFFENSES KNOWN TO LAW ENFORCEMENT ARE TO BE RECORDED, NOT FINDINGS OF A COURT, CORONER, JURY, OR DECISION OF A PROSECUTOR SINCE CRIME STATISTICS GENERATED FROM IBR ARE INTENDED TO ASSIST IN IDENTIFYING LAW ENFORCEMENT PROBLEMS.*

## **CRIMES AGAINST PERSONS/PROPERTY/SOCIETY**

IBR offenses are divided into three categories: "Crimes Against Persons," "Crimes Against Property," or "Crimes Against Society." "Crimes Against Persons" are those whose victims are always "Individuals," e.g., murder, forcible rape, assault. The object of "Crimes Against Property" is to obtain money, property, or some other benefit, e.g., robbery, bribery, burglary. "Crimes Against Society" represent society's prohibition against engaging in certain types of activity, e.g., gambling, prostitution, drug violations.

For counting purposes, one offense is counted for each victim of a "Crime Against Person", one offense is counted for each distinct operation for "Crime Against Property" (except motor vehicle theft, where one offense is counted for each stolen vehicle); and one offense is counted for each "Crime Against Society."

Listings of the Group A and Group B offenses, along with whether they are "Crimes Against Persons, Property, or Society," appear below on pages 27-29.

## **IBR OFFENSE CODES**

The three-digit codes shown on the following listing are used for identifying IBR Group A and Group B offenses in Group A Incident Reports and Group B Arrest Reports. The codes are unique to IBR but were derived from the four-digit National Crime Information Center (NCIC) Uniform Offense Classification Codes in order to facilitate interrelating offense data between the NCIC and UCR systems.

### **GROUP A OFFENSES**

OFFENSE	CRIME AGAINST:	CODE
Arson	Property	200
Assault Offenses:		
Aggravated Assault	Person	13A
Simple Assault	Person	13B
Intimidation	Person	13C
Bribery	Property	510
Burglary/Breaking & Entering	Property	220
Counterfeiting/Forgery	Property	250
Destruction/Damage/Vandalism of Property	Property	290
Drug/Narcotic Offenses:		
Drug/Narcotic Violations	Society	35A
Drug Equipment Violations	Society	35B
Embezzlement	Property	270
Extortion/Blackmail	Property	210
Fraud Offenses:		
False Pretenses/Swindle		
Confidence Game	Property	26A
Credit Card/Automatic Teller Machine Fraud	Property	26B
Impersonation	Property	26C
Welfare Fraud	Property	26D
Wire Fraud	Property	26E
Gambling Offenses:		
Betting/Wagering	Society	39A
Operating/Promoting/Assisting Gambling	Society	39B
Gambling Equipment Violations	Society	39C
Sports Tampering	Society	39D
Homicide Offenses:		

Murder & Nonnegligent Manslaughter	Person	09A
Negligent Manslaughter	Person	09B
Justifiable Homicide	Not a Crime	09C
Kidnapping/Abduction	Person	100
Larceny/Theft Offenses:		
Pocket-picking	Property	23A
Purse-snatching	Property	23B
Shoplifting	Property	23C
Theft From Building	Property	23D
Theft From Coin-Operated Machine or Device	Property	23E
Theft From Motor Vehicle	Property	23F
Theft of Motor Vehicle Parts or Accessories	Property	23G
All Other Larceny	Property	23H
Motor Vehicle Theft	Property	240
Pornography/Obscene Material	Society	370
Prostitution Offenses:		
Prostitution	Society	40A
Assisting or Promoting Prostitution	Society	40B
Robbery	Property	120
Sex Offenses, Forcible:		
Forcible Rape	Person	11A
Forcible Sodomy	Person	11B
Sexual Assault With An Object	Person	11C
Forcible Fondling	Person	11D
Sex Offenses, Nonforcible:		
Incest	Person	36A
Statutory Rape	Person	36B
Stolen Property Offenses	Property	280
Weapon Law Violations	Society	520

### GROUP B OFFENSES

OFFENSE	CRIME AGAINST:	CODE
Bad Checks		90A
Curfew/Loitering/Vagrancy Violations		90B
Disorderly Conduct		90C
Driving Under the Influence		90D
Drunkness		90E
Family Offenses, Nonviolent		90F
Liquor Law Violations		90G
Peeping Tom		90H
Runaway	Not a Crime	90I
Trespass of Real Property		90J

Conspiracy to Commit Group A  
All Other Offenses

90X  
90Z

## **ADMINISTRATIVE DATA**

The administrative data portion of the Group A Incident Report allows the UCR Program to identify uniquely each criminal incident reported under IBR, along with common characteristics of all offenses within each incident, e.g., the date and hour the incident occurred. The administrative details to be reported for each incident are outlined below.

### **ORI NUMBER**

The 9-character NCIC Originating Agency Identifier (ORI) Number assigned to your agency is used to identify (a) the reporting agency and (b) the location where the incident occurred. An ORI Number must be included in each Group A Incident Report (or Group B Arrest Report).

### **INCIDENT NUMBER**

This is the number assigned by your agency to each Group A Incident Report to identify it uniquely, e.g., the Originating Agency Case (OCA) Number. The number can be up to 12 characters in length and can be the actual case number (OCA) or a number assigned purely for UCR purposes. In either event, the incident numbers will be encrypted by the FBI prior to their dissemination to data requesters. The encryption will ensure recipients cannot identify actual cases.

### **CARGO THEFT**

Indicates whether or not this incident included the criminal taking of any cargo deemed as moving in commerce at all points between the point of origin and the final destination.

### **INCIDENT DATE**

Report the year, month and day, (YRMMDD) when the incident occurred or started, or the beginning of the time period in which it occurred if it continued over a protracted period of time. If the incident date or range of dates is not known, use the report date.

### **INCIDENT HOUR**

Report the hour of the day when the incident started or occurred. If the incident hour is unknown, the code for unknown is 99. Military 24-hour time is to be used. For example, if the incident occurred on or between midnight and 1 a.m., the hour would be reported as "00." If it occurred between 1 a.m. and 1:59 a.m., the hour would be reported as "01"; and if between 11 p.m. and 11:59 p.m., it would be entered as "23," etc. If the incident occurred at exactly midnight, it is considered to have occurred at the beginning of the next day, as if the time was 1 minute past midnight.

## REPORT DATE INDICATOR

An "R" is entered in this field if the incident date used is the report date.

## CLEARANCE OF AN INCIDENT

In IBR, incidents may be cleared in one of two ways, either by arrest or through exceptional means. If cleared through arrest, the submission of data for the first arrestee in connection with an incident automatically clears all offenses within that incident and any other incidents in which the arrestee was involved. Incidents can likewise be cleared by exceptional means when some element beyond law enforcement control precludes a physical arrest. Any exceptional clearance clears all offenses. If an offense has been cleared through an arrest, other offenses in that jurisdiction that become known to law enforcement in which the same offender was involved should also be cleared through arrest. For offenders that have been arrested outside state boundaries, offenses can be cleared either by arrest or exceptionally cleared depending upon the specific circumstances.

## EXCEPTIONAL CLEARANCE

In order to clear an offense by exceptional means, each of the following four conditions must be met:

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

When all four of the above conditions are met, exceptional clearances can be made and should be reported for one of the following circumstances:

- **Death of the Offender** (e.g., offender accidentally killed or dies of natural causes after warrant is obtained, suicide of the offender, double murder, deathbed confession, offender killed by police or citizen)
- **Prosecution Declined** (by the prosecutor for other than lack of probable cause, e.g., offense falls outside prosecution guidelines by virtue of value of loss, first-time offender, etc.)
- **Extradition Denied/In Custody of Other Jurisdiction** (offender prosecuted by state or local authorities in another city for a different offense or prosecuted in another city or state by the Federal government for an offense which may be the same [an attempt is made to return the offender for prosecution, but the other jurisdiction will not allow the release] or offender currently in custody in another jurisdiction)
- **Victim Refuses to Cooperate** (in the prosecution)
- **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)

**Example (1):** A kidnapper holding a hostage killed himself when the building in which he barricaded himself was surrounded by police. The kidnapping is cleared exceptionally under, "Death of the Offender."

**Example (2):** An offender is arrested and incarcerated in jurisdiction "A," but later identified with offenses he committed in jurisdictions "B" and "C." Jurisdictions "B" and "C" should clear their offenses by exceptional clearance, "Extradition Denied/In Custody of Other Jurisdiction" OR wait until the offender is released from jurisdiction "A" and make another physical arrest.

It is recognized that internal policy in various law enforcement agencies permits the administrative closing of cases. This may occur when all productive investigation has been completed (i.e. inactive), the case has been transferred to another department within the agency, etc. Reasons for such administrative closing of a case or the "clearing" of it by departmental policy does not permit exceptionally clearing of an offense unless all four criteria, listed above, have been met (see page 30). Clearances in accordance with UCR/IBR procedures should have no effect on whether an agency has internal policies as to "closing" a case administratively or discontinuing active investigation. In addition, neither the recovery of property nor the issuance of a warrant clears a case for UCR/IBR purposes.

#### **EXCEPTIONAL CLEARANCE DATE**

If an incident was cleared by exceptional means, the year, month, and day that it was cleared must be reported.

**Example:** If the incident in the preceding example occurred on April 13, 2011, report: 20110413.

#### **OFFENSE DATA**

The following information requirements apply to each offense within each crime incident. Since in IBR all Group A offenses occurring in an incident are to be reported, care must be taken to identify all such offenses involved in an incident. For example, a rape case might also involve the crimes of motor vehicle theft and kidnapping, and they should all be reported. Care must also be taken to ensure that each offense which is reported is a separate, distinct crime, rather than just a part of another offense. For example, every robbery includes some type of assault; but because the assault is an element which makes up the crime of robbery, only Robbery should be reported. If during a robbery, however, the victim is forced to engage in sexual relations, both Robbery and Forcible Rape should be reported, as forced sexual intercourse is not an element of robbery.

Offense data describe the various types of offenses involved in the incident and are reported for each of the (up to) ten most serious Group A offenses in the incident (as determined by the reporting agency).

Information on at least one offense must be included in each Group A Incident Report.

## **IBR OFFENSE CODE**

Report the IBR Offense Codes for the most serious offenses (up to 10) involved in the incident. Record each code only once even though there may have been more than one victim per offense. One set of offense data is to be submitted for each code reported.

**Example (1):** If an incident involved robbery and rape, two sets of offense data should be reported - one with the UCR offense code "120" (Robbery) and the other with "11A" (Forcible Rape).

**Example (2):** Even if two females were raped in Example (1) only one set of offense data should be reported with the offense code "11A." The two rape victims would be recorded in the victim data portion of the report. That is, an offense of forcible rape occurred, and there were two victims.

Classifying is determining the appropriate crime categories (or codes) in which to report offenses in UCR. Classification is based on the facts of the agency's investigations of crimes.

## **OFFENSE ATTEMPTED/COMPLETED**

For each offense within an incident, record whether the crime was attempted (A) or completed (C). If there was more than one occurrence of the same UCR offense within an incident (as in the preceding Example [2] concerning Forcible Rape), and only one was completed, then "Completed" is still reported.

An attempted murder is to be reported as Aggravated Assault, and all Assault Offenses are to be reported as "Completed."

**Example:** During the same incident, offenders attempted to kidnap two men.

One man struggled and was able to escape. The other was abducted. Since one kidnapping was completed, the offense data would indicate "Completed."

## **OFFENDER(S) SUSPECTED OF USING**

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 of using a computer, computer terminal, or other computer equipment to perpetrate the crime. Any or all of the following three categories can be used for each offense:

- A Alcohol
- C Computer Equipment
- D Drugs/Narcotics

The code N is used if this field is not applicable in this incident.

**Example (1):** Witnesses to an assault reported that the victim and offender were in a bar drinking beer when an argument broke out, and the offender attacked the victim with a knife. The report should indicate "Alcohol."

**Example (2):** A rape victim advised that her attacker bragged that he had been "freebasing" cocaine just prior to the incident. The report should read "Drugs/Narcotics."

**Example (3):** A medical supply warehouse was burglarized and large amounts of Methadone, Morphine, Benzedrine, and Valium were stolen. The report should NOT indicate "Drugs/Narcotics." While the drugs were the object of the crime, there was no indication that the offenders used drugs or narcotics before or during the incident. That drugs were the object of the offense will be recorded with the property data on the crime.

**Example (4):** A computer "hacker" used his personal computer and a telephone modem to gain access to a company's computer and steal proprietary data. "Computer Equipment" should be reported.

## **BIAS MOTIVATION**

Because of the difficulty of ascertaining the offender's subjective motivation, bias is to be reported only if investigation reveals sufficient objective facts to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias against a racial, religious, ethnic/national origin, sexual orientation, or disability group. The most appropriate one of the following bias types is to be reported:

### **Racial Bias:**

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

### **Religious Bias:**

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

### **Ethnicity/National Origin Bias:**

Anti-Hispanic  
Anti-Other Ethnicity/National Origin

### **Sexual Orientation Bias:**

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

### **Disability Bias:**

Anti-Physical Disability  
Anti-Mental Disability

In IBR, incidents which do not involve any facts indicating biased motivation on the part of the offender are to be reported as "None," while incidents involving ambiguous facts (i.e., where some facts are present, but are not conclusive) are to be reported as "Unknown."

## **LOCATION TYPE**

One of the following location/premises types should be reported to show where each offense took place:

**Abandoned/Condemned Structure** (buildings or structures which are completed but have been abandoned by the owner and are no longer being used).

**Air/Bus/Train Terminal** (airports, bus, or train stations or terminals).

Amusement Park (indoor or outdoor commercial enterprises that offer rides, games, and other entertainment).

**Arena/Stadium/Fairgrounds/Coliseum** (open-air or enclosed amphitheater-type areas used for the presentation of sporting events, concerts, assemblies, etc.).

**ATM Separate from Bank** (machines that provide the ability to make deposits and/or withdrawals using a bank card. If located at a banking facility, use Bank/Savings and Loan).

**Auto Dealership New/Used** (businesses specifically designed for selling new and used motor vehicles).

**Bank/Savings and Loan** (includes other financial institutions, whether in a separate building or inside of another store).

**Bar/Night Club** (establishments that are primarily for entertainment, dancing, and the consumption of beverages).

**Camp/Campground** (areas used for setting up camps, including tent and recreational vehicle campsites).

**Church/Synagogue/Temple/Mosque** (buildings for public religious activities, meetings, or worship).

**Commercial/Office Building** (establishments that pertain to commerce and trade).

**Construction Site** (includes all buildings/locations that are under some type of construction).

**Convenience Store** (establishments that are primarily for convenience shopping, e.g., stores that include the sale of other items as well as gasoline or vehicle repairs).

**Daycare Facility** (child or adult care. Facilities designed to provide supervision, recreation, and/or meals during the daytime for adults or children).

**Department/Discount Store** (establishments that are considered department stores. Includes stores that are free-standing and sell a wide range of goods. This category does not include shopping malls).

**Dock/Wharf/Freight/Modal Terminal** (platforms at which trucks, ships, or trains load or unload cargo).

**Drug Store/Doctor's Office/Hospital** (includes medical supply companies and buildings. Includes stores that are primarily considered pharmacies).

**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. Includes grain bins).

**Field/Woods** (primarily open fields or wooded areas. This category does not include parks).

**Gambling Facility/Casino/Race Track** (indoor or outdoor facilities used to legally bet on uncertain outcomes of games of chance, contests, and/or races).

**Government/Public Building** (buildings that are primarily used for local, state, or federal offices, or public businesses).

**Grocery/Supermarket** (establishments that are primarily used for the buying/ selling of food items, etc.).

**Highway/Road/Alley/Street/Sidewalk** (open public ways for the passage of vehicles, people, and animals).

**Hotel/Motel/Etc.** (includes other temporary lodgings. This category does not include campgrounds or recreational vehicle parks).

**Industrial Site** (manufacturing locations, factories, mills, plants, etc., specifically designed for the manufacturing of goods).

**Jail/Prison/Penitentiary/Corrections Facility** (places for the confinement of persons in lawful detention or awaiting trial).

**Lake/Waterway/Beach** (shorelines, lakes, streams, canals, or bodies of water other than swimming pools).

**Liquor Store** (establishments that are primarily used for the buying/selling of alcoholic beverages).

**Military Installation** (locations specifically designed and used for military operations).

**Park/Playground** (areas of land set aside for public use usually maintained for recreational or ornamental purposes).

**Parking/Drop Lot/Garage** (areas that are primarily used for parking motorized vehicles).

**Rental Storage Facility** (includes any mini-storage and/or self storage buildings).

**Residence/Home** (Permanent residences. Include apartments, condominiums, townhouses, nursing homes, residential driveways, and/or residential yards).

**Rest Area** (designated areas usually along a highway, where motorists can stop).

**Restaurant** (includes cafeterias. Any commercial establishments that serve meals or refreshments).

**School-College/University** (institutions for the higher education of individuals, which give instruction in specialized fields. Includes community colleges and/or trade schools).

**School-Elementary/Secondary** (institutions for the instruction of children from preschool through 12<sup>th</sup> grade).

**Service/Gas Station** (establishments where motor vehicles are serviced and gasoline, oil, etc., are sold).

**Shelter-Mission/Homeless** (establishments that provide temporary housing for homeless individuals and/or families).

**Shopping Mall** (shopping areas and/or centers with multiple stores and/or businesses. Includes strip malls).

**Specialty Store** (includes fur, jewelry, TV store, dress shop, clothing store, etc.).

**Tribal Lands** (Native American reservations, communities, and/or trust lands).

**Other/Unknown** (any location that does not fit a specific location or when the actual location of the incident is unknown).

**Example:** An assault started in a bar, continued into an adjoining parking lot, and ended in the street. As the bar was the location where the offense was initiated and best describes the circumstances of the crime, "Bar/Night Club" should be reported.

## **NUMBER OF PREMISES ENTERED**

Report this information ONLY if the crime is Burglary/Breaking and Entering and the location is Hotel/Motel/Etc." or "Rental Storage Facility." In such cases, the number of structures (premises) entered is to be reported. Include in the total the number of individual rooms, units, suites, storage compartments, etc., entered.

**Example (1):** A self-storage building was burglarized and 11 rented storage compartments were forcibly entered. The owner/manager of the building reported the incident to police. Since the offense was burglary and the location a rental storage facility, the 11 compartments entered should be reported.

**Example (2):** A private residence was burglarized. Again, the offense was burglary, but because the location was not a hotel/motel or rental storage facility, no information should be recorded concerning the number of premises entered.

## METHOD OF ENTRY

For each Burglary/Breaking and Entering offense, report whether force or no force was used by the burglar(s) to enter a structure. A forced entry is where force of any degree or a mechanical contrivance of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This act includes entry by use of tools; breaking windows; forcing windows, doors, transoms, or ventilators; cutting screens, walls, or roofs; and where known, the use of master keys, picks, unauthorized keys, celluloid, or other devices which leave no outward mark but are used to force a lock. Burglary by concealment inside a building followed by an exiting of the structure after the theft is included in this category.

An unforced entry involves unlawful entry through an unlocked door or window. The element of trespass to the structure is essential in this classification, which includes thefts from open garages and warehouses, open or unlocked dwellings, and open or unlocked common basement areas in apartment houses (where entry is by someone other than by the tenant who has lawful access). If the structure entered was one of open access, thefts from the premises would not involve an unlawful trespass and would be reported as larceny.

If both forcible and nonforcible entries were involved in the crime, the offense should be reported as having been accomplished through force.

## TYPE CRIMINAL ACTIVITY/GANG INFORMATION

Report for Murder/Nonnegligent Manslaughter, Negligent Manslaughter, Kidnapping, Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, Forcible Fondling, Robbery, Aggravated Assault, Simple Assault, Intimidation, Counterfeiting/Forgery; Stolen Property Offenses; Drug/Narcotic Violations; Drug Equipment Violations; Gambling Equipment Violations; Pornography/Obscene Material; and Weapon Law Violations. Record up to three of the below-listed activities:

- Buying/Receiving
- Cultivating/Manufacturing/Publishing/Producing
- Distributing/Selling
- Exploiting Children
- Other Gang (applicable to violent offenses)
- Juvenile Gang (applicable to violent offenses)
- None/Unknown (applicable to violent offenses)
- Operating/Promoting/Assisting
- Possessing/Concealing
- Transporting/Transmitting/Importing
- Using/Consuming

**Example:** The offenders published and sold pornographic photographs they took of children. Because up to three types of activity can be reported, "Cultivating/Manufacturing/Publishing/Producing"; "Distributing/Selling"; and "Exploiting Children" should be recorded.

## **TYPE WEAPON/FORCE INVOLVED**

Up to three types of weapons/force used by the offender in committing certain crimes can be recorded. If the weapon was an automatic firearm, "Automatic" along with the firearm type is reported. An automatic firearm is defined 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.

Up to three of the following weapons can be reported for each offense:

- Firearm (type unknown)
- Handgun
- Rifle
- Shotgun
- Other Firearm (machine gun, bazooka, etc.)
- Knife/Cutting Instrument (ax, ice pick, screwdriver, switch blade, etc.)
- Blunt Object (club, hammer, etc.)
- Motor Vehicle (when used as weapon)
- Personal Weapons (i.e., hands, fists, feet, etc.)
- Poison
- Explosives
- Fire/Incendiary Device
- Drugs/Narcotics/Sleeping Pills
- Asphyxiation (by drowning, strangulation, suffocation, gas, etc.)
- Other (any weapon for force not fitting the above listed weapons)
- Unknown

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

**Example:** Three robbers held up a bank. One was armed with a revolver, the second had a sawed-off shotgun, and the third had an automatic assault rifle. The weapons reported should be: "Handgun," "Shotgun;" and "Automatic Rifle."

The offenses for which weapons/type of force information is collected are:

- Murder and Nonnegligent Manslaughter
- Negligent Homicide
- Justifiable Homicide
- Kidnapping/Abduction
- Forcible Rape
- Forcible Sodomy
- Sexual Assault With An Object
- Forcible Fondling
- Robbery
- Aggravated Assault
- Simple Assault

Extortion/Blackmail  
Weapon Law Violations

**AUTOMATIC FIREARM**

An "A" in this field indicates that the weapon used was an automatic. The value for the weapon used must be a firearm, handgun, rifle, shotgun, or other firearm.

**TYPE SECURITY**

Record the type of security utilized at the scene of the offense. There can be up to two values specified for each offense of the following:

Alarm/Audio	Alarm/Silent
Bars/Grate	Camera
Dog	Dead Bolt
Locked	Unlocked
Exterior Lights	Interior Lights
Fence	Guard
Neighborhood Watch	Other
None	

**ENTRY/EXIT**

Report the appropriate values to describe the means by which both the entry and the exit of the building or other structure were accomplished. A maximum of two entries and two exits can be reported per offense with the following values:

Front	Rear
Side	Attic
Vent/A.C.	Window
Door	Patio/Sliding Door
Balcony/Fire Escape	Attached Garage
Wall	Vehicle
Floor	Roof/Skylight
Hidden Within	Other
Unknown	

**HOW LEFT SCENE**

Report the means by which the offender left the scene of the offense. One of the following values can be reported:

Auto	Truck
Van	Motorcycle
Bicycle	Foot
Moped	Other
Unknown	

## PROPERTY DATA

Property data are collected to describe the type, value, and quantity of property involved in the incident. Property information is to be submitted separately for each type of property loss, i.e., burned, counterfeited, forged, destroyed, recovered, seized, etc., for the following offenses/offense categories:

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

## PROPERTY QUANTITY

Record the quantity of property reported in the property record. Applicable values are from 000001 to 999999.

## TYPE PROPERTY LOSS/ETC.

Record the type of property loss, recovery, etc., which occurred in an incident as:

- None**
- Burned** - (includes damage caused by fighting an arson fire)
- Counterfeited/Forged**
- Destroyed/Damaged/Vandalized**
- Recovered** - (property that was previously stolen)
- Seized** - (property that was NOT previously stolen)
- Stolen/Defrauded, Etc.**
- Unknown**

**Example:** For Arson, the report might be "None" (an attempt with no property burned), "Burned" (property burned) or "Unknown" (not known whether property burned).

## PROPERTY DESCRIPTION

For each type of property loss/etc., up to ten property descriptions (types) can be reported. If more than ten types of property are involved, the nine most valuable specifically listed types of property are to be reported and the remaining types of property are to be combined and reported as "Other."

The property type categories are:

**Aircraft** (any machines or devices capable of atmospheric flight. Includes airplanes, helicopters, dirigibles, gliders, ultralights, hot air balloons, blimps, etc. This category does not include toy planes).

**Aircraft Parts/Accessories** (parts or accessories of an aircraft, whether inside or outside. This category does not include aircrafts that are intact or model/toy planes).

**Alcohol** (any intoxicating liquors containing alcohol used for human consumption. Includes alcoholic beverages, e.g., beer, wine, and liquor. Denatured alcohol should be classified under chemicals or fuel. Rubbing alcohol should be classified under consumable goods).

**Artistic Supplies/Accessories** (items or equipment used to create or maintain paintings, sculptures, crafts, etc.).

**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. Includes sedans, taxicabs, minivans, sport utility vehicles, limousines, and other similar motor vehicles).

**Bicycles** (vehicles usually propelled by pedals, connected to the wheel by a chain, and having handlebars for steering and a saddle-like seat. Includes tandem bicycles, unicycles, and tricycles).

**Building Materials** (items used to construct buildings. Includes lumber, concrete, gravel, drywall, bricks, plumbing supplies, uninstalled windows, uninstalled doors, etc. This category is not to be used when items are stolen from a completed building. This category does not include copper wire, aluminum, etc. See: Metals, Non-Precious).

**Buses** (motor vehicles that are specifically designed, but not necessarily used, to transport groups of people on a commercial basis. Includes school/coach/tourist/double-decker buses, trolleys, commercial vans, etc.).

**Camping/Hunting/Fishing Equipment/Supplies** (items, tools, or objects used for recreational camping, hunting, or fishing. Includes tents, camp stoves, fishing poles, sleeping bags, etc. Rifles, pistols, and shotguns are listed under Firearms).

**Chemicals** (substances with distinct molecular compositions that are produced by or used in chemical processes. Includes herbicides, insecticides, industrial or household products, solvents, fertilizers, lime, antifreeze, mineral oil, paint thinners, etc., except when used in conjunction with illegal drug activity, which would be classified as Drugs/Narcotics or Drug/Narcotic Equipment).

**Clothes/Furs** (garments for the body, articles of dress, wearing apparel for human use. Includes accessories such as belts, shoes, scarves, ties, etc.).

**Collections/Collectibles** (objects that are collected because they arouse interest due to being novel, rare, bizarre, or valuable. Includes art objects and stamp/baseball/comic book collections. Report a specific category, if possible. For example, the theft of a collection of old guns should be Firearms).

**Computer Hardware/Software** (electrical components making up a computer system or written programs, procedures, or rules and associated documentation pertaining to the operation of a computer system and that are stored in read/write memory. Includes computers, printers, storage media, video games, video consoles such as Wii®, Game Boy®, PlayStation®, and Xbox®, and software packages).

**Consumable Goods** (expendable items used by humans for nutrition, enjoyment, or hygiene. Includes food, non-alcoholic beverages, grooming products, cigarettes, firewood, etc.).

**Credit/Debit Cards** (plastic 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. Includes ATM cards and electronic benefit transfer [EBT] cards. This category does not include gift cards).

**Crops** (cultivated plants or agricultural produce grown for commercial, human, or livestock consumption and use. Usually sold in bulk. Includes grains, fruits, vegetables, tobacco, and cotton. This category does not include crops that yield illegal substances. Crops of illegal substances should be classified as Drugs/Narcotics).

**Documents/Personal or Business** (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. This category does not include Identity Documents).

**Drug/Narcotic Equipment** (articles, items, products, etc. used to prepare and consume drugs or narcotics. Includes glass pipes, bongs, pop cans, meth labs, etc.).

**Drugs/Narcotics** (substances such as narcotics or hallucinogens that affect the central nervous system, causing changes in behavior and often addiction. Includes prescription, over the counter, legal, and illegal drugs).

**Explosives** (devices that explode or cause an explosion. Includes bombs, dynamite, Molotov cocktails, fireworks, ammunition, etc.).

**Farm Equipment** (any kind of machinery used on a farm to help with farming. Includes tractors, combines, etc.).

**Firearm Accessories** (items used in conjunction with a firearm to improve ease of use or maintenance. Includes gun belts, cases, cleaning tools/equipment, targets, aftermarket stocks, laser sights, and rifle, spotting, handgun scopes).

**Firearms** (weapons that fire a projectile by force of an explosion. Includes handguns, rifles, shotguns, assault rifles, semiautomatics, homemade guns, etc. Does not include "BB," pellet, or gas-powered guns).

**Fuel** (products used to produce energy. Includes coal, gasoline, diesel, biodiesel, natural gas, oil).

**Gambling Equipment** (any equipment or devices used to produce, manufacture, or perpetrate gambling. Includes slot machines, keno, card tables, poker chips, bingo, raffles, lottery tickets, etc.).

**Heavy Construction/Industrial Equipment** (large-scale equipment used in the construction of buildings, roads, etc. Includes cranes, bulldozers, steamrollers, oil- drilling rigs, backhoes, excavators, etc.).

**Household Goods** (items which would normally be used to furnish a residence. Includes furniture, appliances, utensils, air conditioning/heating equipment, mailboxes, household lighting, etc. This category does not include radios, televisions, digital video discs [DVDs], compact disc [CD] players, etc.).

**Identity Documents** (formal documents that provide proof pertaining to a specific individual's identity. Includes passports, visas, driver's licenses, social security cards, alien registration cards, voter registration cards, etc.).

**Identity-Intangible** (sets of characteristics or behavioral or personal traits by which an entity or person is recognized or known. Includes damaged reputations, disclosed confidential information, etc.).

**Jewelry/Precious Metals** (articles of gold, silver, precious stones, etc., for personal adornment. Includes bracelets, necklaces, rings, watches, gold, silver, platinum, loose gems, etc.).

**Law Enforcement Equipment** (equipment specifically used by law enforcement personnel during the performance of their duties. Includes vests, handcuffs, flashlights, nightsticks, badges, etc. Does not include firearms).

**Lawn/Yard/Garden Equipment** (equipment used for maintaining and decorating lawns and yards. Includes mowers, line trimmers, tools, tillers, etc. Does not include plants, trees, fountains, bird baths, etc.).

**Livestock** (domesticated animals raised for home use or profit. Includes cattle, chickens, hogs, horses, sheep, bees, etc. Includes household pets, such as dogs and cats, *if* commercially raised for profit).

**Logging Equipment** (equipment specifically used by the logging industry personnel during the performance of their duties. Includes choker cables, binders, blocks, etc.).

**Medical/Medical Lab Equipment** (equipment specifically used in the medical field. Includes X-ray machines, testing equipment, magnetic resonance imaging [MRI] machines, ultrasound machines, wheelchairs, etc.).

**Merchandise** (items/goods which are exposed or held for sale. Use specific category if possible).

**Metals, Non-Precious** (base metals or alloys possessing luster, malleability, ductility, and conductivity of electricity and heat. Includes ferrous and non-ferrous metals such as iron, steel, tin, aluminum, copper, brass, copper wire, copper pipe, etc.).

**Money** (any circulating medium of exchange, legal tender, currency. Includes coins, paper money, demand deposits, etc.).

**Musical Instruments** (instruments relating to or capable of producing music. Includes percussion, brass, woodwind, and string instruments, etc.).

**Negotiable Instruments** (any 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. Includes endorsed checks, [including forged checks that have been endorsed], endorsed money orders, endorsed traveler's checks, bearer checks, and bonds).

**Nonnegotiable Instruments** (documents requiring further action to become negotiable. Includes unendorsed checks, money orders, traveler's checks, stocks, bonds, blank checks, etc.).

**Office-type Equipment** (items which would normally be used in an office/business setting. Includes calculators, cash registers, copying machines, facsimile machines, shredders, etc.).

**Other Motor Vehicles** (motorized vehicles that do not fit the definition of automobile, bus, truck, or recreational vehicle. Includes motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, motorized golf carts, all-terrain vehicles, go-carts, Segways®, etc.).

**Pets** (animals kept for pleasure or companionship, other than livestock. Includes cats, dogs, household birds, fish, rodents, reptiles, and exotic animals raised as pets and not for profit.)

**Photographic/Optical Equipment** (equipment used to take photographs and/or relating to the science of optics or optical equipment. Includes cameras, camcorders, telescopes, lenses, prisms, optical scanners, binoculars, monoculars, etc. Does not include camera phones).

**Portable Electronic Communications** (electronic devices used to communicate audible or visual message. Includes cell phones, camera phones, pagers, personal digital assistants [PDA's], BlackBerrys®, etc.).

**Purses/Handbags/Wallets** (bags or pouches used for carrying articles such as money, cards, keys, photographs, and other miscellaneous items. Includes briefcases, fanny packs, and backpacks when used as a purse/wallet).

**Radios/TVs/VCRs** (items used to transmit audible signals and visual images of moving and stationary objects. Includes radios, televisions, videocassette recorders, high fidelity and stereo equipment, CD players, MP3 players, iPods®, cable boxes, etc. This category does not include radios/stereos installed in vehicles; these are considered Vehicle Parts/Accessories).

**Recordings-Audio/Visual** (phonograph records, magnetic tapes, or wires upon which sound

and visual images have been recorded. Includes phonograph records, CDs, tape recordings, cassettes, VHS tapes, DVDs, magnetic media, audio/visual recording discs, etc.).

**Recreational Vehicles** (motor vehicles that are specifically designed, but not necessarily used, to transport people and also to provide them temporary lodging for recreational purposes).

**Recreational/Sports Equipment** (equipment and materials used for recreational purposes or during sports activities. Includes skis, balls, gloves, weights, nets, bats, rackets, etc. Do not include Camping, hunting, fishing equipment or supplies).

**Structures-Industrial/Manufacturing** (buildings designated to or engaged in the production or distribution of goods, refined and unrefined, for use by industry. Includes factories, plants, assembly lines, etc.).

**Structures-Other** (any other types of structures not fitting the more specific structure descriptions. Includes outbuildings, monuments, buildings under construction, etc.).

**Structures-Other Commercial/Business** (buildings designated to or engaged in the buying and selling of commodities or services, commercial trade, or forms of gainful activity that have the objective of supplying commodities. Includes stores, office buildings, restaurants, etc.).

**Structures-Other Dwellings** (any other residential dwellings not meeting the definition of Single Occupancy Dwellings, e.g., apartments, tenements, flats, boarding houses, and dormitories, as well as temporary living quarters, such as hotels, motels, inns, bed and breakfasts).

**Structures-Public/Community** (buildings used by a group of people for social/cultural/group/recreational activities, common interests, classes, etc.

Includes colleges, hospitals, jails, libraries, meeting halls, passenger terminals, religious buildings, schools, sports arenas, etc.).

**Structures-Single Occupancy Dwellings** (buildings occupied by single families, individuals, or housemates, commonly referred to as houses, mobile homes, townhouses, duplexes, etc.).

**Structures-Storage** (buildings used for storing goods, belongings, merchandise, etc. Includes barns, garages, storehouses, warehouses, sheds, etc.).

**Tools** (hand-held implements that are used in accomplishing work. Includes hand tools and power tools).

**Trailers** (transportation devices designed to be hauled by a truck. Includes truck trailers, semi-trailers, utility, etc.).

**Trucks** (motor vehicles which are specifically designed, but not necessarily used, to transport cargo on a commercial basis, or vehicles designed for transporting loads).

**Vehicle Parts/Accessories** (items attached to the inside or outside of a vehicle.

Includes motor vehicle batteries, engines, transmissions, heaters, hubcaps, tires, radios, CD/DVD players, and automotive global positioning system [GPS].

navigation systems, etc.).

**Watercraft** (vehicles used in the water, propelled by a motor, paddle, or sail.

Includes motorboats, sailboats, canoes, fishing boats, jet skis, etc.).

**Watercraft Equipment/Parts/Accessories** (watercraft equipment or accessories that are used for the crafts' maintenance or operation. Includes buoys, life preservers, paddles, or sails. This category does not include accessories for water sports, which should be coded

Recreational/Sports Equipment).

**Weapons-Other** (weapons not classified under other categories. Includes knives, swords, nunchakus, brass knuckles, flare guns, crossbows, bows and arrows, sling shots, "BB" guns, pellet guns, gas-powered guns, paintball guns, etc.).

**Other** (all other property not fitting the specific descriptions identified).

**Pending Inventory** (property description unknown until an inventory is conducted).

## **PROPERTY OFFENSE CODE**

Report the IBR offense code connected with each property description occurring within the incident.

## **VALUE/QUANTITY OF PROPERTY**

Report the total dollar values and quantity of the property which was burned, stolen, destroyed, etc., as a result of the incident. Up to ten values can be entered to match the up to ten property descriptions. If more than ten types of property are involved, the values of the nine most valuable properties are to be reported; then, the total value of the remaining properties which were coded "Other" is to be combined and reported as one total.

There is no requirement to list the value of any drugs/narcotics "seized" in a Drug/Narcotic Violation offense. Thus, if the offense was "Drug/Narcotic Violation," the property description was "Drugs/Narcotics," and the type property loss, "Seized," no valuation is required. However, when drugs are involved in other types of crime (e.g., they were stolen in a burglary or burned in an arson) their value is to be reported. Data on drugs seized are handled separately in specific categories relating to them.

### **Guidelines For Property Valuation**

Questions frequently arise as to how to evaluate property involved in a criminal incident. The following guidelines are suggested:

1. Use fair market value for articles which are subject to depreciation because of wear and tear, age, or other factors which cause the value to decrease with use.
2. Use 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.
3. Use victim's valuation of items such as jewelry, watches, and other similar goods which 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. When the victim obviously exaggerates the value of stolen/destroyed/damaged property for insurance or other purposes, common sense and good judgment will dictate a fair market value to be placed on the stolen items by law enforcement.

In most instances, the victim's valuation can be accepted. The theft of nonnegotiable instruments such as traveler's checks, personal checks, money orders, stocks, bonds, food stamps, etc., should be scored but no value recorded. Negotiable instruments such as bonds payable to the bearer, etc., are valued at the current market price at the time of the theft, seizure, etc. Values should be rounded to the nearest whole dollar.

Often the condition of the property is different at recovery than it was when stolen. The market value at the time of recovery should be used even though it is less than the value reported at the time of the theft. If the value has increased by the time the property is recovered, the recovery value should not exceed its value at the time it was stolen.

An agency should only report the value of property stolen in its jurisdiction. Likewise, the value of property recovered will include only property originally stolen in its own jurisdiction. It does not matter who recovers the property or where it was recovered. Although another police agency recovers the stolen property, the jurisdiction from which the property was stolen would report the value of the recovery. This procedure applies to all stolen property, including motor vehicles. Some agencies find it valuable, however, to maintain separate records on property recovered by them for other jurisdictions.

### **DATE RECOVERED**

If previously stolen property is recovered, the month, day, and year of its recovery is to be reported. Up to 10 dates of recovery can be reported to match each of the up to 10 property descriptions in the incident. If there is more than one date of recovery for the same type of property, report the earliest date. If the recovery date is unknown, record the date of the report.

**Example:** On March 20, 1995, three cars were stolen from a used car lot. One was recovered on July 24 and another on August 5. The date reported should be 19950724.

### **NUMBER OF STOLEN MOTOR VEHICLES**

For all Motor Vehicle Theft offenses, report the total number of motor vehicles stolen in a Motor Vehicle Theft incident. Up to 99 vehicles can be reported per incident. Motor vehicles taken as the proceeds of other offenses, i.e. Burglary, Fraud, Embezzlement, etc. should not be entered.

**Example:** In the case above, the report would be "3."

### **NUMBER OF RECOVERED MOTOR VEHICLES**

For all Motor Vehicle Theft offenses, record how many motor vehicles were recovered in a Motor Vehicle Theft incident. Again, up to 99 can be reported. Motor vehicles recovered that were the proceeds of other offenses, i.e. Burglary, Fraud, Embezzlement, etc. should not be entered.

**Example:** In the previous examples, the report should be "2" because two of the three cars were recovered.

### **SUSPECTED DRUG TYPE**

Because it is often difficult to determine the true identity of drugs or narcotics at the time an initial incident report is prepared, only the "suspected type of drug" is to be reported. Suspected drug type is required only for Drug/Narcotic Violations. No report is necessary when drugs or narcotics are burned, stolen, etc., in connection with other offenses, such as arson, burglary, larceny/theft, etc. The types of drugs/narcotics for reporting are:

**"Crack" Cocaine**

**Cocaine** - all forms except "crack"

**Hashish**

**Heroin**

**Marijuana**

**Morphine**

**Opium**

**Other Narcotics** - Codeine; Demerol; Dihydromorphinone or Dilaudid; Hydrocodone or Percodan; Methadone; etc.

**LSD****PCP**

**Other Hallucinogens** - BMDA or "White Acid"; DMT; MDA; MDMA; Mescaline or Peyote; Psilocybin; STP; etc. Also includes synthetic marijuana (brand names of K2, Spice).

**Amphetamines/Methamphetamines**

**Other Stimulants** - Adipex, Fastine, and Ionamin (Derivatives of Phentermine); Benzedrine; Didrex; Methylphenidate or Ritalin; Phenmetrazine or Preludin; Tenuate; etc.

**Barbiturates**

**Other Depressants** - Glutethimide or Doriden; Methaqualone or Quaalude; Pentazocine or Talwin; etc.

**Other Drugs** - Antidepressants, i.e., Elavil, Triavil, Tofranil, etc.; Aromatic Hydrocarbons; Propoxyphene or Darvon; Tranquilizers, i.e., Chlordiazepoxide or Librium, Diazepam or Valium; etc.

**Unknown Type Drug****Over Three Drug Types**

Up to three drug/narcotic types can be recorded. 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) are to be reported under their applicable drug types and the remaining drugs are to be recorded as "Over Three Drug Types."

**Example:** In a drug case, the following drugs were seized: (1) 1.5 kilograms of "crack", (2) 20.3 pounds of marijuana; (3) 2.125 liquid ounces of morphine; and (4) 200 Valium capsules. Because of their quantity, the "crack" and marijuana are the most important drugs, and therefore, should be reported separately. The morphine and Valium are reported as "Over Three Drug Types" because more than three types of drugs were seized.

**ESTIMATED DRUG QUANTITY**

Because of problems in determining the "street value" of drugs or narcotics, no monetary value is to be reported when they are seized in connection with Drug/Narcotic Violations. However, in order to obtain some measure of the drug problem, the "Estimated Quantity" of seized drugs or narcotics is to be reported for each Drug/Narcotic Violation where drugs are seized.

Up to three quantities can be made to match the "Suspected Drug Types" reported. 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) are to be reported. No quantity indicator is required for the "Over Three Drug Types" category.

**TYPE DRUG MEASUREMENT**

Each specific drug type has its own measurement. Measurements can be made in the following categories:

**GM** - Gram

**KG** - Kilogram

**OZ** - Ounce

**LB** - Pound

**DU** - Dosage Unit (Number of capsules, pills, tablets, etc.)

**ML** - Milliliter

**LT** - Liter

**FO** - Fluid Ounce

**GL** - Gallon

**NP** - Number of Plants (e.g., marijuana plants, bushes)

**XX** - Not Reported (Interim report; must subsequently be replaced with true value)

**Example (1):** In the preceding example given for "Suspected Drug Type," 1.5 KG should be reported for the "crack" and 20.3 LB for the marijuana. No report is required for the morphine and Valium.

It is frequently the case that suspected drugs/narcotics are sent to a forensic laboratory for assessment as to type, measurement, etc. In such instances, "Not Reported" can be used in the interim. Upon receipt for laboratory results, the "Not Reported" must be replaced.

**Example (2):** A bag of white powder, suspected to be drugs, was seized. The powder was sent to the laboratory for analysis. "Unknown" is recorded for "Suspected Drug Type" and "Not Reported" for the "Estimated Drug Quantity/Type Drug Measurement" pending laboratory results.

## **VICTIM DATA**

Victim data are collected to describe the victims involved in the incident. A separate set of victim data is to be submitted for each of the (up to 999) victims involved in the incident. There must be at least one set of victim data for each crime incident.

## **VICTIM SEQUENCE NUMBER**

Each victim in an incident is to be assigned a sequence number from 001 to 999. A separate set of victim data is to be submitted for each numbered victim.

The sequence numbers provide uniqueness when there are multiple victims. For example, if three victims were involved in an incident, one victim would be assigned the number 001, the next victim would be designated 002, and the last victim 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.

## **VICTIM CONNECTED TO IBR OFFENSE CODE(S)**

For each victim, report the up to 10 most serious (as determined by the reporting agency) Group A offenses which were perpetrated against him/her during the incident.

*EVERY VICTIM MAY NOT BE AFFECTED BY EACH OFFENSE WITHIN AN INCIDENT.  
REPORT FOR EACH VICTIM ONLY THOSE OFFENSES AFFECTING HIM OR HER.*

**Example:** Two victims, victim 001 and victim 002, were robbed and victim 001 was also raped. Report both Robbery and Forcible Rape for victim 001. Only Robbery should be reported for victim 002.

## **TYPE OF VICTIM**

The type of victim is to be reported for each numbered victim. Only one of the following types is to be reported for each victim:

- Individual
- Business
- Financial Institution
- Government
- Law Enforcement Officer (**only valid for offenses 09A, 13A, 13B, 13C**)
- Religious Organization
- Society/Public
- Other
- 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 tried to interfere with the escape. Report three victims, i.e., the bank (Financial Institution), the teller (Individual), and the pistol-whipped customer (Individual).

## **AGE OF VICTIM**

If the victim was a person, his/her age is to be reported either as an exact age, a range of years, or as unknown. An age is required for each "Individual" victim. The following are the age categories:

- NN** - Under 24 hours (neonate)
- NB** - 1-6 days old
- BB** - 7-364 days old
- 01 - 98** years old - (report the exact age)
- 99** - 99 years old or older
- 00** - Unknown

**Example:** If the victim was a person 18 years old, report "18."

If the exact age is unknown, an approximate "age" can be reported. Any range in years is acceptable.

**Example:** If a deceased female victim appeared to be a teenager, the report could be "13 to 19."

## **SEX OF VICTIM**

If the victim was a person, his/her sex is to be indicated as:

- Male**
- Female**
- Unknown**

## **RACE OF VICTIM**

If the victim is a person, his/her race is to be reported as one of the following:

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

**Black** - A person having origins in any of the black racial groups of Africa.

**American Indian or Alaskan Native** - A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

**Asian or Pacific Islander** - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

## **ETHNICITY OF VICTIM**

If the victim was a person, his/her ethnic origin is reported as:

**Hispanic Origin** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Not of Hispanic Origin**

**Unknown**

**Example:** If the victim was Cuban, report "Hispanic Origin."

The racial and ethnic origin categories used in the UCR Program were adopted from the Statistical Policy Handbook published by the Office of Federal Statistical Policy and Standards, U. S. Department of Commerce.

## **RESIDENT STATUS OF VICTIM**

If the victim was a person, whether he/she was a resident or nonresident of the locality where victimized is to be reported as:

**Resident**

**Nonresident**

**Unknown**

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

**Example:** A victim was robbed in Richmond, Virginia, where she resides. Report "Resident."

## **AGGRAVATED ASSAULT/HOMICIDE CIRCUMSTANCES**

The circumstances surrounding Aggravated Assaults and Homicide Offenses (Murder, Negligent Manslaughter, Justifiable Homicide) are to be reported for each victim. Remember, selections of circumstances should be based on information known to law enforcement following their investigation, not decisions of a grand jury, coroner's inquest, or other agency outside law enforcement. Always select the most descriptive circumstances as determined by investigation.

Up to two of the following can be recorded for each *AGGRAVATED ASSAULT AND/OR MURDER AND NONNEGLIGENT MANSLAUGHTER* victim:

- Argument**
- Assault on Law Enforcement Officer(s)**
- Drug Dealing**
- Gangland (Organized Crime involvement)**
- Juvenile Gang**
- Lovers Quarrel**
- Mercy Killing (not applicable to aggravated assault)**
- Other Felony Involved**
- Other Circumstances**
- Unknown Circumstances**

Select one of the following for each *NEGLIGENT MANSLAUGHTER* victim:

- Child Playing With Weapon**
- Gun-Cleaning Accident**
- Hunting Accident**
- Other Negligent Weapon Handling**
- Other Negligent Killings**

Keep in mind traffic fatalities, accidental deaths, or deaths of victims due to their own negligence are not to be included as negligent manslaughters. Information is to be reported regarding all other negligent manslaughters regardless of prosecutive action.

Select one of the following for each Justifiable Homicide victim:

- Criminal Killed by Private Citizen**
- Criminal Killed by Police Officer**

**Example (1):** Two rival juvenile street gangs rumbled over "turf" rights to sell drugs and one of the gang members was killed. Involved are "Argument," "Drug Dealing," and "Juvenile Gang." While all three apply, only two circumstances can be reported. Therefore, the two most descriptive categories (in the judgment of the reporting agency) should be used. In this case, they would be "Drug Dealing" and "Juvenile Gang."

**Example (2):** In resisting arrest, a fugitive pulled a gun and fired two times at the two officers attempting the apprehension. Neither officer was hit, but both returned fire, killing the fugitive. As this is a justifiable homicide, report "Criminal Killed by Police Officer."

## **ADDITIONAL JUSTIFIABLE HOMICIDE CIRCUMSTANCES**

To further describe the circumstances of a justifiable homicide, report one of the following:

- Criminal Attacked Police Officer and That Officer Killed Criminal**
- Criminal Attacked Police Officer and Criminal Killed by Another Police Officer**
- Criminal Attacked a Civilian**
- Criminal Attempted Flight From a Crime**
- Criminal Killed in Commission of a Crime**
- Criminal Resisted Arrest**
- Unable to Determine/Not Enough Information**

Only one category can be reported; therefore, the most descriptive (as determined by the reporting agency) should be selected. Assuming the facts as in Example (2) above, the possible choices are "Criminal Attacked Police Officer and That Officer Killed Criminal" and "Criminal Resisted Arrest."

The former is more descriptive of the occurrence.

## **TYPE OF INJURY**

To describe the type(s) of bodily injury suffered as a result of certain offenses, report up to five of the following injury types for each victim (Individual):

- None**
- Apparent Broken Bones**
- Possible Internal Injuries**
- Severe Laceration**
- Apparent Minor Injury**
- Other Major Injury**
- Loss of Teeth**
- Unconsciousness**

The offenses for injury type are to be reported as:

- Kidnapping/Abduction**
- Forcible Rape**
- Forcible Sodomy**
- Sexual Assault With An Object**
- Forcible Fondling**
- Robbery**
- Aggravated Assault**
- Simple Assault**
- Extortion/Blackmail**

**Example (1):** The offender assaulted a man with a tire iron, breaking the man's arm and opening a cut about 3 inches long and 1 inch deep on his back. The report should be "Apparent Broken Bones" and "Severe Laceration."

**Example (2):** The victim, a respected religious figure, was blackmailed regarding his sexual activities. As he suffered no physical injury, none should be reported.

### **OFFENDER NUMBER(S) TO BE RELATED**

Along with the following data on Relationship of Victim to Offender, this sequence number is used to link victims to offenders who have perpetrated a Crime Against Person (Assault, Homicide, Kidnapping/Abduction, Forcible Sex Offense, and Nonforcible Sex Offense) and/or a Robbery. For each robbery or personal crime victim, assign a sequence number from "01" to "10" for up to 10 of the offenders involved. If there are more than 10 offenders, select those that are "closest" in relationship to the victim. If nothing is known about the perpetrators, report "00."

*THESE SAME SEQUENCE NUMBERS MUST BE USED TO IDENTIFY THE SAME OFFENDERS IN THE OFFENDER SECTION OF THE INCIDENT REPORT.*

**Example:** Three teenagers beat a schoolmate. The offenders would be numbered "01," "02," and "03."

### **RELATIONSHIP OF VICTIM TO OFFENDER**

Using the offender numbers assigned as above, report the relationship of each victim to up to 10 offenders who have perpetrated a Crime Against Person and/or a robbery against them. Relationship to be reported are:

Within The Family

Victim Was:

**Spouse**

**Common-Law Spouse**

**Parent**

**Sibling (brother or sister)**

**Child**

**Grandparent**

**Grandchild**

**In-law**

**Stepparent**

**Stepchild**

**Stepsibling (stepbrother or stepsister)**

**Other Family Member**

Outside Family But Known to Victim

Victim Was:

**Acquaintance**

**Friend**

**Neighbor**

**Babysittee (the baby)**

**Boyfriend/Girlfriend**

**Child of Boyfriend or Girlfriend**

**Homosexual Relationship**

**Ex-Spouse**  
**Employee**  
**Employer**  
**Victim Was Otherwise Known**

Not Known By Victim  
**Relationship Unknown**  
**Victim Was Stranger**

Other  
**Victim was Offender**

The category "Victim Was Offender" is to be used in cases where all of the participants in the incidents were victims and offenders of the same offense such as domestic disputes where both husband and wife are charged with assault; double murders (i.e., two people kill each other); or barroom brawls where many participants are arrested.

When reporting these data, keep in mind that the relationship requested is that of the victim to the offender. Also the relationship of the victim to each offender is to be reported.

Using the situation in the preceding example "Victim Was Friend" would be reported for each of the three offenders, "01," "02," and "03."

**Example (1):** An employee assaulted his employer (a person) with his fists. "Victim Was Employer" should be reported.

**Example (2):** Two unknown men robbed a male and female couple. Report "Stranger" as the relationship of each of the two victims to each of the two offenders.

## **ASSAULT STATUS**

Report whether or not an assault/homicide on a police officer has been cleared. This field is required if an officer was assaulted or is the victim of a homicide. Applicable values are:

**Cleared**  
**Pending**

The Assault Status may only be entered if the victim is your agency's police officer and the offense is one of the following:

Aggravated Assault  
Simple Assault  
Intimidation  
Murder & Nonnegligent Manslaughter

## **TYPE ACTIVITY**

Report the type of activity the police officer was handling at the time of the assault/homicide. The same requirements apply as the field above. Applicable values for this field are:

**Responding to Disturbance calls (Family quarrels, man with gun)**  
**Burglaries in progress or pursuing burglary suspects**  
**Robberies in progress or pursuing robbery suspects**  
**Attempting other arrests**  
**Civil disorder (riot, mass disobedience)**

## **TYPE ASSIGNMENT**

Report the type of assignment the police officer was on at the time of the assault/homicide. The same requirements apply as the field above. Applicable values are:

**Two-man vehicle**  
**One-man vehicle, alone**  
**One-man vehicle, assisted**  
**Detective or special assignment, alone**  
**Detective or special assignment, assisted**  
**Other, alone**  
**Other, assisted**

## **OFFENDER DATA**

Offender data include characteristics (age, sex, and race) of each offender (up to 99) involved in a crime incident whether or not an arrest has been made. The object is to capture any information known to law enforcement concerning the offenders even though they may not have been identified. There are, of course, instances where no information about perpetrators is known.

## **OFFENDER (SEQUENCE) NUMBER**

Each offender in the incident is to be assigned a sequence number from "01" to "99." A separate set of offender data is to be submitted for each numbered offender. If nothing is known about the offender(s), report "00."

If sequence numbers have already been assigned because the offenders perpetrated a Crime Against Person or a Robbery, simply use the same numbers.

**Example (1):** A corpse with five bullet holes in it was found in an abandoned warehouse. There were no witnesses to the crime or suspects. The remainder of the offender data are ignored. (Remember "00" should also have been reported in the offender portion of the victim data since murder is a Crime Against Person).

**Example (2):** Two offenders were seen fleeing the scene of a burglary, but because they were wearing ski masks, their age, sex, and race could not be determined. Two sets of offender data would be recorded - one with sequence number "01" and the other with "02." "Unknown" would be reported in the remaining offender categories.

## **AGE OF OFFENDER**

The age of each numbered offender is to be reported either as an exact number of years, a range of years, or as unknown. Record one of the following:

- 01 to 98** years old - report the exact age
- 99** - 99 years old or older
- 00** - Unknown

Should the exact age be unknown, an age range can be reported. Any range in years is acceptable. For example, for a teenager the report could be "13 to 19."

**Example:** A robbery victim described his assailant, who escaped, as in his "mid-twenties." The report could be "24 to 26" years old.

## **SEX OF OFFENDER**

The sex of the offender is to be indicated:

- Male**
- Female**
- Unknown**

**Example:** A female was seen shoplifting but escaped the scene with merchandise. The report would be "Female."

## **RACE OF OFFENDER**

The race of the offender is to be indicated as one of the following:

- White**
- Black**
- American Indian/Alaskan Native**
- Asian/Pacific Islander**
- Unknown**

**Example:** A white female was seen shoplifting but escaped the scene with merchandise. Report "White."

## **ARRESTEE DATA**

Arrestee data are to be reported for all persons apprehended for the commission of Group A or Group B crimes, that is, all offenses except Justifiable Homicide (not a crime). The object of this data set is to collect data on persons arrested, not on charges lodged. For example, a person may be arrested on several charges in connection with the same incident; in this situation, only one set of arrestee data would be reported, again, if the offenses involved were in connection with one incident. Likewise, one person may be arrested many times during a given time span for similar or different violations within a jurisdiction. Because of a separation of time between the arrests, a set of arrestee data is to be reported for each separate arrest. Again,

more than one charge could be lodged during the individual arrests, but only one set of arrestee data would be reported for each crime incident.

The arrestee data to be reported describe the arrestee (e.g., his/her age, sex, race, etc.) and the circumstances of the arrest. Data are to be recorded for each of the (up to 99) arrestees involved in each incident. If there were no arrestees, no report is required. Group A crime incidents will automatically be cleared upon the receipt of the first set of data for any arrestee connected with an incident.

Record arrest data on all persons processed by arrest, citation, or summons for committing an offense within the reporting jurisdiction. Include:

1. Those persons arrested and released without a formal charge being placed against them. (An arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the person for a specific offense(s) and a record is made of the detention).
2. Juveniles taken into custody or arrested but merely warned and released without being charged.

Data on persons taken into custody for other jurisdictions should not be reported by the arresting agency. The agency for whom the arrest was made, i.e., the jurisdiction where the offense occurred, will report the arrestee data, and thus, duplication in reporting will be avoided. Most agencies will, of course, maintain a separate record of such arrests for administrative use.

## **GROUP B ARREST REPORTS**

Because of the different natures of Group A and Group B offense, not all details required for Group A Incident Reports are requested for Group B Arrest Reports. As previously stated, only arrestee data are required for Group B crimes. Only the designated information in this Arrestee Data Section, along with the appropriate ORI relate to Group B Arrest Reports. No other information need be supplied for Group B offenses. Indications of whether information is to be submitted for Group A and Group B offenses or only for Group A offenses are shown below.

### **ARRESTEE (SEQUENCE) NUMBER (Groups A & B)**

Each arrestee reported in a Group A Incident Report or a Group B Arrest Report is to be assigned a sequence number from 01 to 99. In Group A Incident Reports, a separate set of arrestee data is to be supplied for each numbered arrestee. A separate Group B Arrest Report is to be supplied for each person arrested for a Group B offense.

**Example:** If two persons were arrested for the commission of a robbery, one arrestee would be numbered as "01" and the other "02."

### **ARREST (TRANSACTION) NUMBER (Groups A & B)**

This number is assigned by your agency to an arrest report to identify it uniquely. It may be the Incident Number relating to the arrest or a separate arrest transaction number. It is assigned by

the reporting agency and is used solely to identify the arrest and link it with other reports. The number may be up to 12 characters in length. For Group B offenses, data about two or more arrestees can be reported under the same Arrest Transaction Number.

#### **ARREST DATE (Groups A & B)**

The year, month, and day (YYYYMMDD) the arrest took place are to be reported.

**Example:** If an arrest was made on July 23, 1995, the report would be "19950723."

#### **TYPE OF ARREST (Groups A & B)**

Describe the type of apprehension (at the time of initial contact with the arrestee) by selecting one of the following:

**On-View Arrest** - taken into custody without a previously obtained warrant or without previous incident report

**Summoned/Cited** - not taken into custody

**Taken Into Custody** - based on outstanding warrant and/or previously submitted incident report

**Example (1):** A female was arrested without a warrant while in the act of soliciting for prostitution on a street corner. The report would be "On-View Arrest."

**Example (2):** A man was summoned to appear in court. The report would be "Summoned/Cited."

**Example (3):** A suspect was taken into custody as the result of a complaint being filed, an investigation being conducted, and a warrant being issued. The report should be "Taken Into Custody."

#### **MULTIPLE ARRESTEE SEGMENTS INDICATOR (Group A Only)**

This information helps ensure that an arrestee (person) is counted only once when a single apprehension results in the submission of arrestee data for more than one Group A Incident Report for your jurisdiction. In such situations, "Count" arrestee is to be recorded (code "C") in one incident. "Multiple" is recorded (code "M") in all other Group A Incident Reports containing data on this arrestee. In most situations (i.e. where there are no multiple incidents within the same jurisdiction, "Not Applicable (code "N") must be used.

**Example:** After a suspect's arrest for robbery, it was learned that he was also the perpetrator of five additional robberies within the jurisdiction. A set of arrestee data should be reported for each of the six robberies. Five should have "Multiple" and one "Count" arrestee. This process will identify that one arrestee is involved in multiple Group A offenses and only count the arrestee (person) once.

## **IBR ARREST OFFENSE CODE (Groups A & B)**

The three-digit NIBRS Offense Code of the offense for which the arrestee was apprehended is to be reported. There are 58 possible codes, as the perpetrator may have been arrested for any of the 46 Group A offenses or any of the 12 Group B crime categories.

Usually there is only one crime classification involved in an arrest. If the arrestee was apprehended for more than one offense, the reporting agency is to determine which was the most serious offense and report it as the arrest offense. The Offense Lookup Table at the end of this section will assist as a general guide in determining whether the arrest offense is a Group A or Group B offense. A Group B offense code can be recorded even for Group A Incident Reports, as long as the Group B offense was in the view of the reporting agency 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):** A perpetrator was arrested for both robbery and murder. The code for Murder and Nonnegligent Manslaughter, "09A," should be reported as the arrest offense.

**Example (2):** An arrest was made for Driving Under the Influence (DUI), a Group B offense. It was subsequently determined that the arrestee was wanted for a previously reported robbery. The arrest data would be reported in connection with the Group A Incident Report, relating to the robbery, but the arrest offense code would be "90D" or DUI. No Group B Arrest Report would be required.

## **ARRESTEE WAS ARMED WITH (Groups A & B)**

Indicate whether the arrestee was armed with a commonly known weapon at the time of his/her apprehension. Up to two weapons can be reported.

If the weapon was an automatic firearm, an "Automatic" is to be appended to the weapon type. An "automatic firearm" is defined 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.

Up to two of the following weapon types can be recorded:

### **Unarmed**

**Firearm** - type unknown

**Handgun**

**Rifle**

**Shotgun**

**Other Firearm** - type known, but not covered by allowed categories, e.g., machine gun

**Lethal Cutting Instrument** - e.g., switchblade knife

**Club/Blackjack/Brass Knuckles**

**Example (1):** When apprehended, an arrestee had in his possession a .357-magnum handgun and a penknife. The handgun should be reported. Because the small pocket knife is not generally considered to be a "weapon," it does not qualify for reporting.

**Example (2):** A suspect resisted arrest using a liquor bottle and a chair as weapons before being subdued. The report should be "unarmed." Although the arrestee used items as weapons, they were not commonly known weapons.

**Example (3):** If an arrestee was armed with an automatic assault rifle when apprehended, the report would be "Automatic Rifle."

### **AGE OF ARRESTEE (Groups A & B)**

The age of the arrestee is to be reported either as an exact number of years, a range of years, or as unknown. Record one of the following:

- 01 to 98** years old - report the exact age
- 99** - 99 years old or older
- 00** - Unknown

**Example (1):** If the arrestee was 23 years old, report "23."

If the exact age of the arrestee is unknown, an age range can be reported. Any range of years is acceptable.

**Example (2):** An arrestee refused to give his date of birth but appeared to be 35 to 40 years old. A valid report would be "35 to 40" years old.

### **SEX OF ARRESTEE (Groups A & B)**

The sex of the arrestee is to be indicated:

- Male**
- Female**

"Unknown" cannot be reported for sex of the arrestee.

### **RACE OF ARRESTEE (Groups A & B)**

Use only one of the following to indicate the race of the arrestee.

- White**
- Black**
- American Indian/Alaskan Native**
- Asian/Pacific Islander**
- Unknown**

(The definitions of the racial designations appear on page 49).

## **ETHNICITY OF ARRESTEE (Groups A & B)**

For each arrestee, the ethnic origin is to be recorded as one of the following:

**Hispanic**  
**Not of Hispanic Origin**  
**Unknown**

(See page 49, for a discussion of ethnicity)

## **RESIDENT STATUS OF ARRESTEE (Groups A & B)**

Record whether the arrestee was a resident or nonresident of the locality where the crime occurred. A resident is a person who maintains his/her permanent home for legal purposes in the locality (i.e., town, city, or community) where the crime took place. Law enforcement agencies should base their determinations of residency on the town, city, or community where the crime occurred rather than their broader geographical jurisdictions. The allowed categories are:

**Resident**  
**Nonresident**

**Example (1):** The crime occurred in the city of Richmond and the arrestee maintained legal residence in that city. The report would be "Resident."

**Example (2):** An offense took place in the city of Petersburg, but the arrestee maintained legal residence in Dinwiddie County. Report "Nonresident."

## **DISPOSITION OF ARRESTEE UNDER 18 (Groups A & B)**

The information to be reported in this category relates to law enforcement disposition of juveniles (age 17 or younger only) who are taken into custody or arrested. An adult is usually held for prosecution for some charge or is released for future handling in court. However, a juvenile, depending on the seriousness of the offense and the offender's prior criminal record, may be warned by the police and released to parents, relatives, friends, or guardians. Juveniles may also be referred to the probation department or some other branch of the juvenile court; to welfare agencies; to other law enforcement agencies; or in the case of serious offenders, to criminal or adult court by waiver of juvenile court.

The word "arrest" as it applies to juveniles is intended to mean the law enforcement handling of all juveniles (under age 18) 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. Police "contacts" with juveniles where no offense has been committed and instances wherein juveniles are taken into custody for their own protection should not be recorded as arrests.

One of the following is to be reported only for arrestees under 18 years of age:

**Handled Within Department** - e.g., released to parents; released with warning  
**Referred to Other Authorities** - e.g., turned over to juvenile court, probation department, welfare agency, other police agency, criminal or adult court

**Example (1):** The arrestee, age 13, who is taken into custody for vandalizing a school, is released to his parents with a warning. The report would be "Handled Within Department."

**Example (2):** The arrestee, age 17, who is arrested for murder, is turned over to adult court to be tried as an adult. The report would be "Referred to Other Authorities."

### **ARREST TYPE ACTIVITY**

This field provides additional information on the criminal activity of the arrestee(s) in certain offenses. This field is only to be reported if the UCR Arrest Offense Code is Drugs/Narcotics Violations. Up to 3 types of activity may be entered for each arrestee. Applicable values are:

**Buying/Receiving**  
**Cultivating/Manufacturing/Publishing**  
**Distributing/Selling**  
**Exploiting Children**  
**Operating/Promoting/Assisting**  
**Possessing/Concealing**  
**Transporting/Transmitting/Importing**  
**Using/Consuming**

### **ARREST TYPE DRUG**

Report the type of drugs or narcotics that were seized from the arrestee in a drug case. Up to three types of drugs may be entered. If one code is "Over Three Drug Types", then two other codes must also be reported. Applicable values are:

**"Crack" Cocaine**  
**Cocaine**  
**Hashish**  
**Heroin**  
**Marijuana**  
**Morphine**  
**Opium**  
**Other Narcotics**  
**LSD**  
**PCP**  
**Other Hallucinogens**  
**Amphetamines/Methamphetamines**  
**Other Stimulants**  
**Barbiturates**  
**Other Depressants**  
**Other Drugs**  
**Unknown Type Drug**  
**Over Three Drug Types**

## **JUVENILE ARREST REPORTING**

For purposes of Uniform Crime Reporting, a juvenile should be counted as "arrested" when the circumstances are such that if he or she were an adult, an arrest would be reported. Juvenile arrests should be reported under the classification of the offense for which they were taken into custody. For example, if a juvenile is arrested for committing an offense of larceny, the arrest offense should be reported as Larceny/Theft, even though the technical charge is "juvenile delinquency." Arrests should not be reported in cases of:

1. police "contacts" with juveniles where no offense was committed, or
2. juveniles taken into custody for their own protection but no crime was committed (e.g., neglect cases).

Two of the Group B offenses are Curfew/Loitering/Vagrancy Violations and Runaway. Except for these two offenses, violations of local juvenile acts should be included in the All Other Offenses classification. Not only should "arrests" in the usual sense be included, but any situation where a young person, in lieu of an actual arrest, is summoned, cited, or notified to appear before a juvenile or youth court or similar authority for a violation of the law should likewise be reported as an arrest.

It must be emphasized that only violations by young persons where some police or official action is taken beyond a mere interview, warning, or admonishment should be reported. For example, children playing ball in the street who are instructed by an officer to go to the playground for such activity would not be counted as "arrested" any more than would an adult who is only warned against burning leaves on a windy day. Do not include those situations where young persons have committed no violation but are taken into custody because their welfare is endangered. "Callbacks" or "follow-up contacts" with young offenders by officers for the purpose of determining their progress should not be counted as "arrests." It is useful to understand that statistics are being gathered to measure law enforcement problems, not juvenile court activity.

Identities of individuals are not involved in the Uniform Crime Reports collection for statistical purposes. Therefore, laws or regulations pertaining to the confidential treatment of the identity of juvenile offenders do not preclude the collection of arrest information for UCR purposes or an agency's administrative use.

In a situation where juvenile records are not readily available because they are kept 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:

The "arrest" report (or copy) can be routed by juvenile or youth offices through the main records operation so that the necessary information can be retrieved.

A statistical slip showing the required IBR information, but not the name can be routed to the employee who prepares IBR arrestee reports.

## OFFENSE LOOKUP TABLE

The offense lookup table was compiled to assist in determining whether a crime is a Group A or Group B offense. This is an important distinction because both incidents and arrests involving Group A offenses are to be reported using Group A Incident Reports, and arrests (only) involving Group B offenses are to be reported using Group B Arrest Reports.

The table should not be used to determine (classify) what offenses were involved in a criminal incident. Such a determination must have already been made. After the offenses have been classified, the table is to be used to ascertain whether the offenses are Group A or Group B offenses. The table does not include all of the offenses which can possibly occur. Therefore, it should be used as a "general guide."

Care should be taken to identify all offenses involved in a particular criminal incident. For example, forcible rape might be accompanied by the crimes of motor vehicle theft and kidnapping. A notational reminder of "Other offenses may have been committed" has been included for some of the crimes which are most likely to involve companion offenses.

Care must also be taken to ensure that each offense which is reported 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 which makes up the crime of robbery, only Robbery should be reported. However, if during robbery the victim was forced to engage in sexual relation, both Robbery and Forcible Rape should be reported, as forced sexual intercourse is not an element of the crime of robbery.

## HOW TO CLASSIFY OFFENSES OF GENERAL APPLICABILITY

Offense prefixed by:

Accessory Before/After the Fact,  
Aiding/Abetting,  
Conspiracy to Commit,  
Facilitation of,  
Solicitation to Commit,  
Threat to Commit, Etc.

are offenses of General Applicability. If they involve a Group A offense, they should be reported as 90X, Conspiracy to Commit Group A. If they involve a Group B offense, they should be reported according to their own Group B offense category. "Attempts to Commit" (i.e., attempted crimes) are to be reported the same as the substantive offense, with "Attempted" indicated on the offense report. Attempted murders must be reported as Aggravated Assaults and all assaults are to be reported as "Completed."

**Example (1):** Three members of a motorcycle gang were arrested for conspiracy to commit murder. Three Group B Arrest Reports should be submitted with the UCR Arrest Offense Code entered as "90X" (All Other Offense).

**Example (2):** Five liquor store owners were arrested for conspiring to avoid paying local liquor taxes. Five Group B Arrest Reports should be submitted 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. A Group A Incident Report should be submitted indicating the UCR Offense Code as "200" (Arson) and that the offense was "Attempted."

## OFFENSE LOOKUP TABLE

Various types of crime have been listed in the lookup table, followed first by whether they are within Group A or Group B and next by the applicable IBR crime category. For example, the crime of "Abduction" is listed as a Group A offense covered by the crime category "Kidnapping-Abduction." As the table does not include all of the crimes which can occur, the determination of whether an unlisted crime is a Group A or B offense will be a judgment call by the reporting agency. 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.

### OFFENSE/GROUP A OR B/COVERED BY

- A -

Abandonment/B/Family Offense, Nonviolent  
Abduction/A/Kidnapping-Abduction  
Abortion/B/All Other Offenses  
Abuse, Nonviolent/B/Family Offenses, Nonviolent or All Other Offenses  
Accessory After the Fact/B/(Classify as 90X if Group A offense involved, or as substantive offense if Group B offense involved)  
Accessory Before the Fact/B/(Classify as 90X if Group A offense involved, or as substantive offense if Group B offense involved)  
Accosting/B/All Other Offenses  
Adulterated Food, Drugs, or Cosmetics/B/All Other Offenses (Other offenses may have been committed, e.g., Homicide; Aggravated or Simple Assault; Fraud; etc.)  
Adultery/B/All Other Offenses  
Affray/B/Disorderly Conduct  
Aiding and Abetting/B/(Classify as 90X if Group A offense involved, or as substantive offense if Group B offense involved)  
Aiding Prisoner to Escape/B/All Other Offenses  
Air Piracy-Hijacking/A/(Classify as substantive offense, e.g., Kidnapping-Abduction; Robbery, etc.)  
Alcoholic Beverage Control (ABC) Laws/B/Liquor Law Violations  
Antitrust Law Violations/B/All Other Offenses  
Arson/A/Arson  
Assault/A/Assault Offenses  
Assault, Aggravated/A/Assault Offenses  
Assault and Battery/A/Assault Offenses  
Assault, Minor/A/Assault Offenses  
Assault, Sexual/A/(Classify as Forcible Rape, Sodomy, or Fondling; Sexual Assault With An Object; or Statutory Rape)  
Assault, Simple/A/Assault Offenses  
Assembly, Unlawful/B/All Other Offenses  
Automatic Teller Machine Fraud/A/Fraud Offenses

- B -

Bad Checks/B/Bad Checks  
Battery/A/Assault Offenses

Begging/B/Curfew-Loitering-Vagrancy Violations  
Bestiality/B/All Other Offenses  
Betting, Unlawful/A/Gambling Offenses  
Bigamy/B/All Other Offenses  
Blackmail/A/Extortion-Blackmail  
Blasphemy/B/Disorderly Conduct  
Blue Law Violations/B/All Other Offenses  
Boating Law Violation/B/All Other Offenses  
Bomb Threat/A/Assault Offenses (Intimidation)  
Bombing Offenses/A/(Classify same as substantive offense, e.g., Homicide; Aggravated or Simple Assault; Destruction-Damage-Vandalism of Property; Weapon Law Violations)  
Bookmaking/A/Gambling Offenses  
Breaking and Entering (B&E)/A/Burglary-B&E  
Bribery/A/Bribery  
Bribery, Sports/A/Gambling Offenses (Sports Tampering)  
Buggery (Consensual Sodomy)/B/All Other Offenses  
Burglary/A/Burglary-B&E  
Burglary Tools, Possessing/B/All Other Offenses  
Buying Stolen Property/A/Stolen Property Offenses

- C -

Canvassing, Illegal/B/All Other Offenses  
Card Game, Unlawful/A/Gambling Offenses  
Carjacking/A/Robbery  
Carrying Concealed Weapon/A/Weapon Law Violations  
Checks, Bad/B/Bad Checks  
Checks, Fraudulent/B/Bad Checks  
Checks, Insufficient Funds/B/Bad Checks  
Child Abuse, Nonviolent/B/Family Offenses, Nonviolent  
Child Abuse, Violent/A/Assault Offenses  
Child Cruelty, Nonviolent/B/Family Offenses, Nonviolent  
Child Cruelty, Violent/A/Assault Offenses  
Child Molesting/A/Sex Offenses, Forcible  
Child Neglect/B/Family Offenses, Nonviolent  
Civil Rights Violations/B/All Other Offenses (Report predicate offenses, e.g., Arson; Murder; Aggravated Assault)  
Combinations in Restraint of Trade/B/All Other Offenses  
Commercialized Sex/(Classify as Prostitution Offenses; Pornography-Obscene Material; or All Other Offenses)  
Commercialized Vice/(Classify as Prostitution Offenses; Pornography-Obscene Material; or All Other Offenses)  
Common Drunkard/B/Drunkenness  
Compounding a Felony or Misdemeanor/B/All Other Offenses  
Computer Crime/A or B/(Classify same as substantive offense, e.g., Larceny-Theft, Embezzlement)  
Concealed Weapon/A/Weapon Law Violations  
Conditional Release Violation/B/All Other Offenses  
Confidence Game/A/Fraud Offenses  
Conflict of Interest/B/All Other Offenses

Consensual Sodomy/B/All Other Offenses  
Conservation (Environment or Ecology) Laws/A or B/All Other Offenses  
Conspiracy to Commit/B/(Classify as 90X if Group A offense involved or as substantive if Group B offense involved)  
Contempt of Court/B/All Other Offenses  
Contract Fraud/A/Fraud Offenses  
Contributing to the Delinquency of a Minor/B/All Other Offenses (Other offenses may have been committed, e.g., Pornography-Obscene Material; Prostitution; Liquor Law Violations; etc.)  
Conversion/A or B/Classify as Embezzlement; Trespass of Personal Property, etc.)  
Corrupt Conduct by Juror/B/All Other Offense (Other offenses may have been committed, e.g., Bribery; False Statement)  
Counterfeiting/A/Counterfeiting-Forgery  
Credit Card Fraud/A/Fraud Offenses  
Criminal Defamation/B/All Other Offenses  
Criminal Libel/B/All Other Offenses  
Criminal Slander/B/All Other Offenses  
Cruelty to Animal(s)/B/All Other Offenses  
Cruelty to Children, Nonviolent/B/Family Offenses, Nonviolent; or All Other Offenses  
Cruelty to Children, Violent/A/Assault Offenses  
Curfew Violation/B/Curfew-Loitering-Vagrancy Violations

**- D -**

Damage Property/A/Destruction-Damage-Vandalism of Property  
Deception/A/Fraud Offenses  
Defamation, Criminal/B/All Other Offenses  
Desecrating the Flag/Not a Crime  
Desertion/B/Family Offenses, Nonviolent  
Destroying Evidence/B/All Other Offenses  
Detention, Forcible/A/Kidnapping-Abduction  
Detention, Unlawful/A/Kidnapping-Abduction  
Dice Game, Unlawful/A/Gambling Offenses  
Disinterment, Unlawful/B/All Other Offenses  
Disorderly Conduct/B/Disorderly Conduct  
Disturbing the Peace/B/Disorderly Conduct  
Driving Under the Influence (DUI)/B/Driving Under the Influence  
Driving While Intoxicated (DWI)/B/Driving Under the Influence  
Drug Equipment Violations/A/Drug-Narcotic Offenses  
Drug Offenses/A/Drug-Narcotic Offenses  
Drug Paraphernalia Offenses/A/Drug-Narcotic Offenses  
Drunk/B/Drunkness  
Drunk and Disorderly/B/Drunkness  
Drunkard, Common/B/Drunkness  
Drunkard, Habitual/B/Drunkness  
Drunkness/B/Drunkness

**- E -**

Eavesdropping/B/All Other Offenses  
Ecology Law Violation/B/All Other Offenses

Election Law Violation/B/All Other Offenses  
Embezzlement/A/Embezzlement  
Entry, Forcible/A/Burglary-B&E  
Entry, Nonforcible/A/Burglary-B&E  
Entry, Unlawful/A/Burglary-B&E  
Environment Law Violation/B/All Other Offenses  
Equipment, Drug/A/Drug-Narcotic Offenses  
Equipment, Gambling/A/Gambling Offenses  
Escape (Flight)/B/All Other Offenses  
Espionage/B/All Other Offense (Other offenses may have been committed, e.g., Burglary;  
Larceny-Theft)  
Explosives Offenses/A/(Classify same as substantive offense, e.g., Homicide Aggravated or  
Simple Assault; Destruction-Damage-Vandalism of Property; Weapon Law Violations)  
Extortion/A/Extortion-Blackmail

- F -

Facilitation of/B/(Classify as 90X if Group A offense involved, or as substantive offense if Group  
B offense involved)  
Failure to Appear/B/All Other Offenses  
False Arrest/B/All Other Offenses  
False Citizenship/B/All Other Offenses  
False Fire Alarm/B/All Other Offenses  
False Pretenses/A/Fraud Offenses  
False Report or Statement/A or B/Fraud Offenses  
False Report or Statement/B/All Other Offenses  
Family Offenses, Nonviolent/B/Family Offenses, Nonviolent  
Family Offenses, Violent/A/(Classify same as substantive offense, e.g., Assault Offenses;  
Homicide Offenses; Forcible Sex Offenses)  
Firearms Violations/A/Weapon Law Violations (other Offenses may have been committed, e.g.,  
Aggravated Assault; Robbery; Disorderly Conduct)  
Fish and Game Law Violations/B/All Other Offenses  
Flight to Avoid Confinement, Custody, Giving Testimony, or Prosecution/B/All Other Offenses  
Fondling, Forcible/A/Sex Offenses, Forcible  
Forcible Detention/A/Kidnapping-Abduction  
Forcible Entry/A/Burglary-B&E  
Forcible Rape/A/Sex Offenses, Forcible  
Forgery/A/Counterfeiting-Forgery  
Fornication (consensual)/B/All Other Offenses  
Fraud/A/Fraud Offenses  
Fraud, Automatic Teller Machine (ATM)/A/Fraud Offenses  
Fraud, Contract/A/Fraud Offenses  
Fraud, Credit Card/A/Fraud Offenses  
Fraud, Mail/A/Fraud Offenses  
Fraud, Procurement/A/Fraud Offenses  
Fraud, Telephone/A/Fraud Offenses  
Fraud, Welfare/A/Fraud Offenses  
Fraud, Wire/A/Fraud Offenses  
Fraudulent Checks/B/Bad Checks  
Frequenting a House of Prostitution/B/All Other Offenses

Fugitive/B/All Other Offenses

- G -

Gambling/A/Gambling Offenses

Gambling Devices Offenses/A/Gambling Offenses

Gambling Equipment Offenses/A/Gambling Offenses

Gambling Goods, Possession of/A/Gambling Offenses

Gambling Paraphernalia, Possession of/A/Gambling Offenses

Gaming Offenses/A/Gambling Offenses

- H -

Habitual Drunkard/B/Drunkenness

Harassment/B/All Other Offenses

Harboring/B/All Other Offenses

Hate Crime/A or B/(Classify same as substantive offense, e.g., Arson; Assault; Murder;

Destruction-Damage-Vandalism of Property etc.)

Health and Safety Laws (Adulterated Food, Drugs, or Cosmetics)/B/All Other Offenses (Other offenses may have been committed, e.g., Homicide; Aggravated or Simple Assault; Fraud; etc.)

Hijacking-Air Piracy/A/(Classify as substantive offense, e.g., Kidnapping-Abduction; Robbery; etc.)

Hit and Run (of a person)/A or B/Aggravated assault or Murder if not accidental or All Other Offenses if accidental

Homicide/A/Homicide Offenses

Homicide, Justifiable/A/Homicide Offenses

Homosexual Act or Conduct/B/All Other Offenses

Hostage-Taking/A/Kidnapping-Abduction

House of Prostitution, Frequenting a/B/All Other Offenses

House of Prostitution, Operating a/A/Prostitution Offenses

- I -

Immigration Law Violations (Illegal Alien Entry; False Citizenship; Smuggling Alien; etc.)/B/All Other Offenses

Impersonation/A/Fraud Offenses

Incendiary Device Offenses/A/(Classify same as substantive offenses committed, e.g., Arson;

Homicide; Aggravated or Simple Assault; Weapon Law Violations; Destruction-Damage-Vandalism of Property etc.)

Incest/A/Sex Offenses, Nonforcible

Indecent Exposure/B/All Other Offenses

Indecent Liberties/A/Sex Offenses, Forcible (Forcible Fondling)

Influence Peddling/A/Bribery

Insufficient Funds Checks/B/Bad Checks

Intimidation/A/Assault Offenses

Intoxicated/B/Drunkenness

Intoxication/B/Drunkenness

Invasion of Privacy/B/All Other Offenses

Involuntary Manslaughter/A/Homicide Offenses (Negligent Manslaughter)

- J -

Joyriding/A/Motor Vehicle Theft  
Jury Tampering/B/All Other Offenses (Other offenses may have been committed, e.g., Bribery;  
Extortion-Blackmail; Intimidation; etc.)  
Justifiable Homicide/A/Homicide Offenses

- K -

Kickback/A/Bribery  
Kidnapping/A/Kidnapping-Abduction  
Kidnapping, Parental/A/Kidnapping-Abduction  
Killing/A/Homicide Offenses

- L -

Larceny/A/Larceny-Theft Offenses  
Libel, Criminal/B/All Other Offenses  
Liquor Law Violation/B/Liquor Law Violations  
Littering/B/All Other Offenses  
Loitering/B/Curfew-Loitering-Vagrancy Violations  
Looting/A/Burglary or Larceny as appropriate  
Lottery, Unlawful/A/Gambling Offenses

- M -

Mail Fraud/A/Fraud Offenses  
Malicious Mischief/A/Destruction-Damage-Vandalism of Property  
Mandatory Release Violation/B/All Other Offenses  
Manslaughter, Negligent/A/Homicide Offenses  
Manslaughter, Nonnegligent/A/Homicide Offenses  
Manslaughter, Vehicular/A or B/Murder if intentional or All Other Offenses if not intentional  
Military Law Violations (AWOL; Desertion; etc.)/B/All Other Offenses  
Minor Assault/A/Assault Offenses  
Misappropriation/A/Embezzlement  
Missing Person/(Should not be reported as it is not an "offense")  
Molesting, Child/A/Sex Offenses, Forcible  
Monopoly in Restraint of Trade/B/All Other Offenses  
Moonshining/B/Liquor Law Violation  
Motor Vehicle Theft/A/Motor Vehicle Theft  
Murder/A/Homicide Offenses

- N -

Narcotic Offenses/A/Drug-Narcotic Offenses  
Neglect of Family/B/Family Offenses, Nonviolent  
Negligent Manslaughter/A/Homicide Offenses  
Nonpayment of Alimony/B/Family Offenses, Nonviolent; or All Other Offenses (if treated as  
Contempt of Court)  
Nonsupport/B/Family Offenses, Nonviolent  
Numbers/A/Gambling Offenses

- O -

Obscene Communication/B/All Other Offenses  
Obscene Language, Use of/B/Disorderly Conduct  
Obscene Material/A/Pornography-Obscene Material  
Obscene Telephone Call/B/All Other Offenses  
Obstructing Criminal Investigation/B/All Other Offenses  
Obstructing Justice/B/All Other Offenses  
Obstructing Police Officer(s)/B/All Other Offenses  
Operating a House of Prostitution/A/Prostitution Offenses

- P -

Pandering/A/Prostitution Offenses  
Paraphernalia Offenses, Drug/A/Drug-Narcotic Offenses  
Paraphernalia Offenses, Gambling/A/Gambling Offenses  
Parental Kidnapping/A/Kidnapping-Abduction  
Parole Violation/B/All Other Offenses  
Passing Bad Checks/B/Bad Checks  
Patronizing a House of Prostitution/B/All Other Offenses  
Patronizing a Prostitute/B/All Other Offenses  
Peeping Tom/B/Peeping Tom  
Perjury/B/All Other Offenses (Other offenses may have been committed, e.g., Bribery)  
Perjury, Subornation of/B/All Other Offenses (Other offenses may have been committed, e.g.,  
Bribery; Extortion-Blackmail; Intimidation)  
Pickpocket/A/Larceny-Theft Offenses  
Pimping/A/Prostitution Offenses  
Pocket-picking/A/Larceny-Theft Offenses  
Polygamy/B/All Other Offenses  
Pornography/A/Pornography-Obscene Material  
Possession of Burglary Tools/B/All Other Offenses  
Possession of Drug Equipment/A/Drug-Narcotic Offenses  
Possession of Gambling Equipment/A/Gambling Offenses  
Possession of Stolen Property/A/Stolen Property Offenses  
Privacy, Invasion of/B/All Other Offenses  
Probation Violation/B/All Other Offenses  
Procurement Fraud/A/Fraud Offenses  
Procuring for Prostitution/A/Prostitution Offenses  
Profanity/B/Disorderly Conduct  
Prostitution/A/Prostitution Offenses  
Prostitution, Soliciting for/A/Prostitution Offenses  
Prostitution, Transporting Persons for/A/Prostitution Offenses  
Prowler/B/All Other Offenses  
Public Nuisance/B/Disorderly Conduct  
Purse-snatching/A/Larceny-Theft Offenses

- Q -

Quarantine, Violation of/B/All Other Offenses

- R -

Racketeering Influenced and Corrupt Organization (RICO)/A or B/(Report predicate offenses, e.g., Arson; Aggravated Assault; Extortion; Blackmail)  
Racketeering/A or B/(Classify same as substantive offenses, e.g., Bribery; Extortion-Blackmail; Larceny-Theft Offenses)  
Rape (Forcible)/A/Sex Offenses, Forcible  
Rape By Instrumentation/A/Sex Offenses, Forcible  
Rape, Statutory/A/Sex Offenses, Nonforcible  
Receiving Stolen Property/A/Stolen Property Offenses  
Reckless Endangerment/B/All Other Offenses  
Reckless Manslaughter (Nonvehicular)/A/Homicide Offenses(Negligent Manslaughter)  
Reckless Operation of Aircraft/B/All Other Offenses  
Release Violation, Conditional/B/All Other Offenses  
Release Violation, Mandatory/B/All Other Offenses  
Resisting Officer/A/Assault Offenses  
Restraint, Unlawful/A/Kidnapping-Abduction  
Revenue Law Violations/B/All Other Offenses  
Riot/B/Curfew-Loitering-Vagrancy Violations(Other offenses may have been committed, e.g., Arson; Destruction-Damage-Vandalism of Property)  
Robbery/A/Robbery  
Rout/B/All Other Offenses (Other offenses may have been committed)  
Runaway/B/Runaway

- S -

Sabotage/B/All Other Offenses (Other offenses may have been committed, e.g., Arson; Destruction-Damage-Vandalism of Property)  
Sanitation Law Violations/B/All Other Offenses  
Scalping, Ticket(s)/B/All Other Offenses  
Sedition/B/All Other Offenses  
Seduction/B/All Other Offenses  
Sex, Commercialized/A or B/(Classify as Prostitution Offenses; Pornography-Obscene Material; or All Other Offenses)  
Sex Offenses, Forcible/A/Sex Offenses, Forcible  
Sex Offenses, Nonforcible/A/Sex Offenses, Nonforcible  
Sexual Assault With An Object/A/Sex Offenses, Forcible  
Shoplifting/A/Larceny-Theft Offenses  
Simple Assault/A/Assault Offenses  
Slander, Criminal/B/All Other Offenses  
Smuggling Alien/B/All Other Offenses  
Smuggling Contraband/B/All Other Offenses (Other offenses may have been committed, e.g., Drug-Narcotic Offenses)  
Sodomy, Consensual/B/ All Other Offenses  
Sodomy, Forcible/A/Sex Offenses, Forcible  
Solicitation to Commit Felony/B/(Classify 90X of Group A offense involved, or as substantive offense if Group B offense involved)  
Stalking/A/Assault Offenses (Intimidation)  
Stolen Property-Buying, Receiving, or Possessing/A/Stolen Property Offenses  
Stripping Motor Vehicle/A/Larceny-Theft Offenses

Strong-arm Robbery/A/Robbery  
Subornation of Perjury/B/All Other Offenses (Other offenses may have been committed, e.g.,  
Bribery; Extortion-Blackmail; Intimidation)  
Suicide/(Should not be reported)  
Suspicion/Should not be reported as it is not an offense  
Swindle/A/Fraud Offenses

- T -

Tax Law Violation/B/All Other Offenses  
Telephone Call, Threatening/A/Assault Offenses (Intimidation)  
Telephone Fraud/A/Fraud Offenses  
Terrorism/(Classify same as substantive offense, e.g., Assault; Destruction-Damage-Vandalism of  
Property; Murder)  
Theft/A/Larceny-Theft Offenses  
Theft From Building/A/Larceny-Theft Offenses  
Theft From Coin-Operated Machine or Device/A/Larceny-Theft Offenses  
Theft From Motor Vehicle/A/Larceny-Theft Offenses  
Theft of Motor Vehicle/A/Motor Vehicle Theft  
Theft of Motor Vehicle Parts or Accessories/A/Larceny-Theft Offenses  
Theft of Vehicles or Equipment Other than Motor Vehicles/A/Larceny-Theft Offenses  
Threatening Behavior/A/Assault Offenses (Intimidation)  
Threatening Conduct/A/Assault Offenses (Intimidation)  
Threatening Gesture/A/Assault Offenses (Intimidation)  
Threatening Telephone Call/A/Assault Offenses (Intimidation)  
Threatening Words or Statement/A/Assault Offenses (Intimidation)  
Threats/A/Assault Offenses (Intimidation)  
Traffic Violations (Do not report except for: Driving Under the Influence [DUI]; Driving While  
Intoxicated [DWI]; Hit and Run [of a person]; or Vehicular Manslaughter)  
Transmitting Wagering Information/A/Gambling Offenses  
Transporting Persons for Prostitution/A/Prostitution Offenses  
Treason/B/All Other Offenses (Other offenses may have been committed, e.g., Burglary;  
Larceny-Theft)  
Trespass of Personal Property/B/All Other Offenses  
Trespass of Real Property/B/Trespass of Real Property

- U -

Unlawful Assembly/B/Curfew-Loitering-Vagrancy Violations  
Unlawful Entry/A/Burglary-B&E  
Unlawful Restraint/A/Kidnapping-Abduction  
Unlicensed Weapon/A/Weapon Law Violations  
Unregistered Weapon/A/Weapon Law Violations  
Uttering Bad Checks/B/Bad Checks

- V -

Vagabondage/B/Curfew-Loitering-Vagrancy Violations  
Vagrancy/B/Curfew-Loitering-Vagrancy Violations  
Vandalism/A/Destruction-Damage-Vandalism of Property

Vehicular Manslaughter/A or B/Murder or Negligent Manslaughter (if not accidental) or All Other Offenses (if accidental)  
Vice, Commercialized/(Classify as Prostitution Offenses; Pornography-Obscene Material; or All Other Offenses)  
Violation of Quarantine/B/All Other Offenses  
Violation of Restraining Order/B/All Other Offenses

- W -

Wagering, Unlawful/A/Gambling Offenses  
Weapon, Concealed/A/Weapon Law Violations  
Weapon, Unlicensed/A/Weapon Law Violations  
Weapon, Unregistered/A/Weapon Law Violations  
Weapon Law Violations/A/Weapon Law Violations  
Welfare Fraud/A/Fraud Offenses  
Wire Fraud/A/Fraud Offenses  
Wiretapping, Illegal/B/All Other Offenses