NIBRS Compliant
NYS IBR Data Element and File Structure Specifications

New York State Incident-Based Reporting (IBR) Reference Documents

This reference provides data capture specifications for the seventy-three NYS IBR data elements and nine transmission data elements, and files structure specifications for each of these data elements in their respective data transmission segment.

It is intended for use by law enforcement agencies participating in the NYS IBR program as well as vendors who build and support Records Management System (RMS) software.

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NIBRS Compliant NYS IBR Data Element and File Structure Specifications

The NIBRS Compliant NYS IBR Data Element and File Structure Specifications provides code detail for each of the seventy-three Capture Data Elements including each data element, its data format and coding structure. It also includes the nine Transmission Data Elements that are used to describe and structure the data transmission between NYS IBR contributors and DCJS. The NYS IBR File Structure section provides the layout of segments and data elements that make up an IBR submission file.

Contents

Appendix A: New Data Elements and *Appendix B: Revised Data Elements* repeat data elements listed in other sections and are provided here as a quick reference of data elements that were either added or modified to align the NYS IBR Program with federal NIBRS specifications. Modifications to data elements in *Appendix B: Revised Data Elements* are indicated in **bold**. *Appendix C* is the Summary Code book: a condensed version of the Data Elements.

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Administrative Segment *Data Elements #1 - #11, #69.*

DE #1 ORI NUMBER

DE #2 INCIDENT/COMPLAINT NUMBER

DE #3 INCIDENT OCCURRENCE DATE

DE #4 INCIDENT OCCURRENCE TIME

DE #5 INCIDENT REPORT DATE

DE #6 INCIDENT TIME REPORTED

DE #7 INCIDENT CASE STATUS

DE #8 INCIDENT EXCEPTIONAL CLEARANCE DATE

DE #9 LOCATION CODE OF INCIDENT

DE #10 STATION/DIVISION/PRECINCT IDENTIFIER

DE #11 BIAS CRIME TYPE

DE #69 CARGO THEFT INDICATOR

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DATA ELEMENT #1   **ORI NUMBER**

DATA FORMAT: 9 characters, alphanumeric

CODING STRUCTURE: Enter the 9-character NCIC Originating Agency Identifier (ORI) Number which has been assigned to each agency.

NOTE:
Agency software should automatically add the ORI NUMBER to each incident record.

DATA ELEMENT #2   **INCIDENT/COMPLAINT NUMBER**

DATA FORMAT: 12 characters, alphanumeric

CODING STRUCTURE: Enter the agency-defined number (up to 12 characters) which uniquely identifies each reported incident.

DATA ELEMENT #3   **INCIDENT OCCURRENCE DATE**

DATA FORMAT: 8 characters, numeric

CODING STRUCTURE: This is the Year, Month, and Day when the incident occurred or the beginning of the time period in which it started (when appropriate).

YYYYMMDD = Year-Month-Day
88888888 = Not Reported
99999999 = Unknown

EXAMPLE 1:
If a robbery occurred at 9:30 p.m. on July 2, 2017, the entry would be *20170702*.

EXAMPLE 2:
If a burglary occurred sometime between 11:15 a.m. on June 24, 2017, and 4:30 p.m. on June 26, 2017, when the victim reported the incident to police, then the entry for Data Element #3 would be *20170624* and for Data Element #4 *1115* and would define the start date and time for this incident. Data Element #5-INCIDENT REPORT DATE would be *20170626* and Data Element #6-INCIDENT TIME REPORTED would be *1630*, and together would define the end date and time for this incident.

EXAMPLE 3:
A homicide victim is discovered and reported to police at 6:00 a.m. on January 17, 2017. Since no other information about the time of death will be available until the autopsy is completed, the entry for INCIDENT OCCURRENCE DATE should be *99999999* and Data Element #5-INCIDENT REPORT DATE should be *20170117*. Once a more specific time of death is determined, the entry for this data element should be updated to reflect the coroner's determination of the date when the murder occurred.

DATA ELEMENT #4   **INCIDENT OCCURRENCE TIME**

DATA FORMAT: 4 characters, numeric

CODING STRUCTURE: Military time when the incident started.

7777 = Not Applicable
8888 = Not Reported
9999 = Unknown

NOTE:
Midnight is *0000*, there is no *2400*.

EXAMPLE 1:
9:30 p.m. on If a robbery occurred at July 2, 2017, the entry would be *2130*.

EXAMPLE 2:
A homicide victim is discovered and reported to police at 6:00 a.m. on January 17, 2017. Since no other information about the time of death will be available until the autopsy is completed the entry for this data element should be *9999*, but *0600* should be entered in Data Element #6-INCIDENT TIME REPORTED. Once a more specific time of death is determined, the entry for this data element should be updated to capture the time at which the coroner determines the murder to have occurred.

DATA ELEMENT #5   **INCIDENT REPORT DATE**

DATA FORMAT: 8 characters, numeric

CODING STRUCTURE: Enter the date the incident was reported to police. In most cases this will be the same as the INCIDENT OCCURRENCE DATE (Data Element #3). If the incident occurred over several days, then INCIDENT REPORT DATE will serve as a delimiter for the end of the incident.

YYYYMMDD = Year-Month-Day

EXAMPLE 1:
A robbery takes place on a street corner at 10:45 p.m. on July 25, 2017. The victim phones police and they arrive on the scene and complete an incident report at 11:00 p.m. The entry for Data Element #3-INCIDENT OCCURRENCE DATE would be *20170725*, Data Element #4-INCIDENT OCCURRENCE TIME would be *2245*, while Data Element #5-INCIDENT REPORT DATE would be *20170725* and Data Element #6-INCIDENT TIME REPORTED would be *2300*.

EXAMPLE 2:
If a burglary occurred sometime between 11:15 a.m. on June 24, 2017, and 4:30 p.m. on June 26, 2017, when the victim reported the incident to police, then the entry for Data Element #3-INCIDENT OCCURRENCE DATE would be *20170624* and for Data Element #4-INCIDENT OCCURRENCE TIME would be *1115*. Data Element #5-INCIDENT REPORT DATE would be *20170626* and Data Element #6-INCIDENT TIME REPORTED would be *1630*, and together would define the end date and time for this incident.

DATA ELEMENT #6   **INCIDENT TIME REPORTED**

DATA FORMAT: 4 characters, numeric

CODING STRUCTURE: Military time when the incident was reported.
7777 = Not Applicable
8888 = Not Reported
9999 = Unknown

NOTE:
Midnight is 0000, there is no 2400.

EXAMPLE 1:
A robbery takes place on a street corner at 10:45 p.m. on July 25, 2017. The victim phones the police and they arrive on the scene and complete an incident report at 11:00 p.m. The entry for Data Element #3-INCIDENT OCCURRENCE DATE would be *20170725*, Data Element #4-INCIDENT OCCURRENCE TIME would be *2245*, while Data Element #5-INCIDENT REPORT DATE would be *20170725* and Data Element #6-INCIDENT TIME REPORTED would be *2300*.

EXAMPLE 2:
A robbery occurred at 8:45 a.m. on July 4, 2017 and was immediately reported to the police. Data Element #6-INCIDENT TIME REPORTED would be *0845*.

DATA ELEMENT #7　　　　**INCIDENT CASE STATUS**

DATA FORMAT:　　　　2 characters, alphanumeric

CODING STRUCTURE:

NYSIBR CLEARANCE (ARREST)
01 = Cleared by Arrest--Adult - An offense is "cleared by arrest" when at least one person
is arrested; charged with the commission of an offense; and turned over to the Court for prosecution
(whether following arrest, court summons, or police notice). In incidents, which involve multiple arrests,
this code is used if at least one of those arrested is 18 years of age or older.

02 = Cleared by Arrest--Juvenile - Same as above. Additionally, although no physical
arrest is made, a clearance by arrest can be claimed when the offender is under 18 years of
age and is cited to appear in juvenile court or before other juvenile authorities. In incidents,
which involve multiple arrests, **this code is used when all those arrested are under 18
years of age.**

NYSIBR CLEARANCE (EXCEPTIONAL MEANS)
To clear an offense by exceptional means, the following **four conditions must be met:**
(1) the investigation must have clearly and definitively 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; and
(4) there must be a reason outside the control of law enforcement which prevents the arrest, i.e., codes
10 through 14 below.

10 = Death of Offender - Applicable when the suspect has committed suicide, is the victim of
a double murder (two persons kill each other), has made a "deathbed confession," is killed by
the police/citizen or died due to other causes.

11 = Prosecution Declined - For other than lack of probable cause. For example, the case is
cleared by the confession of an offender already in the custody of the arresting agency or
currently serving a sentence in jail or prison. Another example is when the offender is being
prosecuted in another jurisdiction by local, state, or federal authorities for either different
offenses or the offense in question, and the other jurisdiction will not release him.

12 = Extradition Denied - Used when the authorities of another state or country refuse to
remand the suspect to the custody of the jurisdiction that wishes to prosecute him for the
offense in question.

13 = Victim Refuses to Cooperate - Applies when the victim of an offense fails to cooperate
in the prosecution of the suspect.

14 = No Court Referral (Juvenile Only) - Used when a juvenile suspect is either orally
reprimanded or has written notice sent to his parents or legal guardian in instances involving
minor offenses, and no referral is made to juvenile court.

OTHER CASE STATUSES

20 = Warrant Issued - Applies when an arrest warrant has been issued for a suspect, but has not yet been served, and the final disposition of the case depends on the suspect being arrested.

21 = Investigation Pending - Appropriate when the final disposition of the case depends on the completion of some aspect of an investigation that is currently being pursued.

22 = Closed - Applicable when a case is deemed permanently inactive for reasons of unsolvability, elapsed time since occurrence, etc.

88 = Not Reported - Applicable when information regarding the disposition of the case is not reported.

99 = Unknown - Applies when information regarding the disposition of the case is not available.

EXAMPLE 1:
A 30-year-old suspect commits a burglary and is subsequently arrested. The proper code would be *01 (Cleared by Arrest-Adult)*.

EXAMPLE 2:
A homicide investigation is cleared when the person wanted for the murder is discovered dead on July 14, 2017. The entry for Data Element #7 would be *10 (Death of Offender)*.

EXAMPLE 3:
The incident involved two offenders: one of whom could not be extradited and the second was still at large. An incident record was transmitted to DCJS with Data Element #7-INCIDENT CASE STATUS coded as *12 (Extradition Denied)*. The second offender involved is arrested a year later. Since for UCR purposes an Arrest Clearance is superior to an Exceptional Clearance, Data Element #7-INCIDENT CASE STATUS must be updated to show a new status of *01 (Cleared by Arrest-Adult)* or *02 (Cleared by Arrest-Juvenile)* depending on the age of the Arrestee recorded in Data Element #61-ARRESTEE AGE. The updated incident record sent to DCJS must also contain an Arrestee Segment for this Arrestee as well as all appropriate Arrest Charge Segments.

DATA ELEMENT #8   **INCIDENT EXCEPTIONAL CLEARANCE DATE**

DATA FORMAT: 8 characters, numeric

CODING STRUCTURE: Enter the date the incident was cleared by exceptional means.

          YYYYMMDD - Year-Month-Day
          77777777 = Not Applicable

NOTE:
If there is a subsequent arrest update that changes Data Element #7-INCIDENT CASE STATUS from exceptional clearance to an arrest clearance, then Data Element #8-INCIDENT EXCEPTIONAL CLEARANCE DATE must also be updated to *77777777 (Not Applicable)*.

EXAMPLE 1:
A homicide investigation is cleared when the person wanted for the murder is discovered dead on July 14, 2017. The entry for Data Element #7-INCIDENT CASE STATUS would be *10 (Death of Offender)* and the INCIDENT EXCEPTIONAL CLEARANCE DATE would be *20170714*.

EXAMPLE 2:
The incident was cleared on the "books" of the reporting agency on May 27, 2017. It was entered into the local and/or state computer on June 6, 2017. The date *20170527* should be entered Data Element #8, as that was the date of the exceptional clearance.

DATA ELEMENT #9   **LOCATION CODE OF INCIDENT**

DATA FORMAT: 4 characters, alphanumeric

CODING STRUCTURE: Use DCJS CTV (city, town, and village) codes for the location where the incident occurred. Agencies may further delineate location by using Data Element #10- STATION/DIVISION/PRECINCT IDENTIFIER.

EXAMPLE:
The incident occurred within the Village of Ravena in Albany County. The proper LOCATION CODE from the DCJS CTV coding table is *0123*.

DATA ELEMENT #10   **STATION/DIVISION/PRECINCT IDENTIFIER**

DATA FORMAT: 6 characters, alphanumeric

CODING STRUCTURE: Optional use of up to 6 characters of an alpha or numeric identifier to specify the station, division, or precinct where the incident occurred.

777777 = Not Applicable

EXAMPLE:
The incident took place in the 2nd precinct of the Buffalo Police Department. Enter *2* for this data element.

DATA ELEMENT #11   **BIAS CRIME TYPE**

DATA FORMAT: 2 characters, alphanumeric

CODING STRUCTURE: Enter up to 5 codes per incident.

RACIAL BIAS
11 = Anti-White
12 = Anti-Black/African American
13 = Anti-American Indian/Alaskan Native
14 = Anti-Asian
15 = Anti-Multiple Races (Group)
16 = Anti-Native Hawaiian/Pacific Islander

RELIGIOUS BIAS
20 = Anti-Religious Practice (Generally)
21 = Anti-Jewish
22 = Anti-Roman Catholic
23 = Anti-Protestant
24 = Anti-Islamic (Muslim)
26 = Anti-Multiple Religions (Group)
27 = Anti-Atheism/Agnosticism
28 = Anti-Mormon
29 = Anti-Other Religion
30 = Anti-Jehovah's Witness
81 = Anti-Eastern Orthodox (Russian/Greek/Other)
82 = Anti-Other Christian
83 = Anti-Buddhist
84 = Anti-Hindu
85 = Anti-Sikh

ETHNICITY/NATIONAL ORIGIN/ANCESTRY BIAS
31 = Anti-Hispanic/Latino
32 = Anti-Arab
34 = Anti-Other Ethnicity/National Origin/Ancestry
35 = Anti-Not Hispanic/Latino
39 = Anti-Other Origin

SEXUAL BIAS
41 = Anti-Gay
42 = Anti-Lesbian
43 = Anti-Lesbian/Gay/Bisexual/Transgender (Mixed Group)
44 = Anti-Heterosexual
45 = Anti-Bisexual

OTHER
04 = Anti-Age (60 years old or more)
51 = Anti-Physical Disability
52 = Anti-Mental Disability
61 = Anti-Male
62 = Anti-Female
71 = Anti-Transgender
72 = Anti-Gender Non-Conforming

77 = No Bias/Not Applicable
88 = Not Reported by Agency
99 = Motivation of Perpetrator(s) Unknown

DEFINITION: A bias crime is an offense, which after investigation by law enforcement, is or appears to be motivated primarily by the offender's bias against race, religion, disability, sexual orientation, ethnicity, national origin, ancestry, gender, or gender-identity; also known as a Hate Crime.

Bias Crime Type is used to indicate whether an offense was motivated by the offender's bias and, if so, what type of bias.

DATA ELEMENT #69   **CARGO THEFT INDICATOR**

DATA FORMAT: 1 character, alpha

CODING STRUCTURE: **Y = Yes**
                          N = No

This data element indicates whether the incident involved a Cargo Theft. Incidents not containing a cargo theft-related offense must have *N (No)* entered in Data Element #69-CARGO THEFT INDICATOR.

DEFINITION: The national UCR program defines Cargo Theft as the criminal taking of any cargo including, but not limited to, goods, chattels, money, or baggage that constitutes, in whole or in part, a commercial shipment of freight moving in commerce, from any pipeline system, railroad car, motor truck, or other vehicle, or from any tank or storage facility, station house, platform, or depot, or from any vessel or wharf, or from any aircraft, air terminal, airport, aircraft terminal or air freight station, warehouse, freight distribution facility, or freight consolidation facility.

Cargo Theft-related offenses include:

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

Offense Segment *Data Elements #12 - #21, #70.*

DE #12 OFFENSE NUMBER

DE #13 INCIDENT/COMPLAINT OFFENSE CODE

DE #14 INCIDENT LARCENY TYPE

DE #15 INCIDENT LOCATION TYPE

DE # 16 WEAPON/FORCE

DE #17 NUMBER OF PREMISES ENTERED (BURGLARY)

DE #18 METHOD OF ENTRY (BURGLARY)

DE #19 ASSAULT/HOMICIDE CIRCUMSTANCES (ALLEGED)

DE #20 JUSTIFIABLE HOMICIDE CIRCUMSTANCE

DE #21 OFFENDER USED COMPUTER

DE #70 TYPE OF CRIMINAL ACTIVITY/GANG INFORMATION

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DATA ELEMENT # 12   **OFFENSE NUMBER**

DATA FORMAT: 2 characters, numeric

CODING STRUCTURE: Each offense is to be assigned a unique number from 01 to 75.

An agency's records management system should assign an Offense Number for each submitted Offense Segment. The OFFENSE NUMBER is used to link offenses to victims in Data Element #39-VICTIM/OFFENSE LINK. A separate Offense Segment (Data Elements #12 through #21) must be completed for **each offense** involved in an incident.

NOTE:
It is <u>NOT</u> necessary that offense segments be numbered consecutively, as long as they have a unique and valid number in the range of 01 to 75.

EXAMPLE:
If an incident involved both a homicide and a burglary, an Offense Segment would be submitted for each offense. The first Offense Segment for the homicide would have *01* entered in Data Element #12 as it will be the first Offense Segment for this incident and the Offense Segment for the burglary would have *02* entered in Data Element #12 as it will be the second offense reported for the incident.

DATA ELEMENT # 13   INCIDENT/COMPLAINT OFFENSE CODE

DATA FORMAT: 22 characters, alphanumeric

CODING STRUCTURE: **Law Title - (3 characters, alphanumeric)**
                         Article and Section - (9 characters, alphanumeric)
                         Subsection - (6 characters, alphanumeric)
                         Statutory - Class (1 character, alphanumeric)
                         Category - (1 character, alphanumeric)
                         Degree - (1 character, numeric)
                         Attempt Indicator - (1 character, alpha)
                         The attempt indicator is either A (Attempted) or C (Completed)

NOTES:
The first 21 characters of Data Element #13-INCIDENT/COMPLAINT OFFENSE CODE must be an **EXACT MATCH with the DCJS Coded Law File**. The 22nd character is the attempt indicator and would be either *A* for attempted or *C* for completed. DCJS will convert valid NYS law citations contained in Data Element #13-INCIDENT/COMPLAINT OFFENSE CODE to Offense IBR Codes as defined by NIBRS.

PL 35.30 JUSTIFICATION - USE OF PHYSICAL FORCE IN MAKING AN ARREST must be used as the INCIDENT/COMPLAINT OFFENSE CODE when reporting a Justifiable Homicide and would be entered as "PLƄ35.30ƄƄƄƄƄƄƄƄƄƄƄƄƄ" in Data Element #13-INCIDENT/COMPLAINT OFFENSE CODE. This law is classified in the DCJS Coded Law file as IBR Offense Code *09C (Justifiable Homicide)*.

EXAMPLE:
If an incident involved two offenses, Aggravated Sexual Abuse 1st and Operating a Motor Vehicle with a BAC of .08 of 1% - 1st Offense, there would be two Offense Segments submitted.

The first Offense Segment would have *01* entered in Data Element #12-OFFENSE NUMBER and Attempted Aggravated Sexual Abuse 1st Degree would be entered as "PLƄ130.70ƄƄƄ01ƄƄƄƄBF1A" in Data Element #13-INCIDENT/COMPLAINT OFFENSE CODE. This law is classified in the DCJS Coded Law file as IBR Offense Code *11C (Sexual Assault with an Object)*.

The second Offense Segment would have *02* entered in Data Element #12-OFFENSE NUMBER and OPER MOTOR VEH W/ .08 OF 1% OR MORE ALCOHOL IN BLOOD-1ST OFF would be entered as "VTL1192ƄƄƄƄƄ 02ƄƄƄƄUM0C" in Data Element #13-INCIDENT/COMPLAINT OFFENSE CODE. This law is classified in the DCJS Coded Law file as IBR Offense Code *90D (Driving Under the Influence)*.

DATA ELEMENT # 14   **INCIDENT LARCENY TYPE**

DATA FORMAT: 2 characters, alphanumeric

CODING STRUCTURE: This offense specific coding is necessary to delineate the type of larceny which cannot be determined using the NYS Penal Law.

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

02 = Purse-Snatching - The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person. [If more force was used than necessary to wrench the purse from the grasp of the person, then a Robbery occurred rather than a Purse-Snatching.]

03 = Shoplifting - The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.

04 = Theft from Building - A theft from within a building which is either open to the general public or where the offender has legal access.

05 = Theft from Coin-Operated Machine or Device - A theft from a machine or device which is operated or activated by the use of coins.

06 = Theft from Motor Vehicle (except Theft of Motor Vehicle Parts or Accessories) - The theft of articles from a motor vehicle, whether locked or unlocked.

07 = Theft of Motor Vehicle Parts or Accessories -The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.

08 = Theft from Mailbox - The theft of the contents of a mailbox, whether a public mailbox or a private mailbox.

09 = All Other Larceny Offenses - All thefts, excluding Motor Vehicle Theft, which do not fit in any of the specific subcategories of Larceny/Theft listed above.

10 = **Motor Vehicle Theft**

77 = Not Applicable - the offense is NOT a larceny (23A, 23B, 23C, 23D, 23E, 23F, 23G, 23H)

88 = Not Reported

99 = Unknown

DEFINITION: Larceny is the unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

EXAMPLE 1:
A visiting tourist is jostled in the subway and has his wallet removed from his pants pocket. Code as *01 (Pocket-Picking)*.

EXAMPLE 2:
New motor vehicle license plates are stolen from the victim's mailbox. Code as *08 (Theft from Mailbox)*.

DATA ELEMENT # 15   **INCIDENT LOCATION TYPE**

DATA FORMAT: 2 characters, alphanumeric

CODING STRUCTURE: Enter only one location for each offense. Select the most specific location code possible.

RESIDENTIAL STRUCTURES
01 = Single Family Home - A private residential building designed for occupancy by a single-family unit, which is not physically attached to any other dwelling unit, includes large manufactured homes that are non-mobile.

02 = Multiple Dwelling - A private residence which is one of two or more dwelling units contained within a single structure; includes apartment, duplex, condominium, housing project and townhouse.

03 = Residential Facility - A building used primarily for long term congregate living, may or may not include individual cooking facilities and toilets; includes nursing homes, rooming houses and dormitories.

04 = Other Residential - A structure used for individual, family, or congregate housing on a temporary or mobile basis including mobile trailers, truck campers, motor homes and houseboats used for residential purposes, **EXCLUDES** hotels and motels.

05 = Garage/Shed - A structure designed for storage of automobiles or other personal property adjacent or attached to a dwelling; includes barns and other outbuildings on residential property.

54 = Shelter - Mission/Homeless - Establishments that provide temporary housing for homeless individuals and/or families; venues set up as temporary shelters, i.e., a shelter set up in a church or school during a storm.

PUBLIC ACCESS BUILDINGS
06 = Transit Facility - A building or structure used primarily to shelter air/bus/train/subway passengers in transit; includes stations, terminals, token booths, ticket counters, platforms and waiting areas.

07 = Government Office - A building or structure which primarily houses offices of a local, state or the federal government; includes public library, post office, courthouse, but **EXCLUDES** *08 (School)*.

08 = School - A building or structure used to provide primary and secondary education; includes preschool through grade 12, both public and private.

09 = College - A building or structure used to provide post-secondary education or training; includes trade and technical schools, junior colleges and universities.

10 = Church - A building or structure used primarily as a place of religious worship; includes Synagogue, Temple, Cathedral, and Mosque.

11 = Hospital - A building or structure used for medical treatment and care; includes clinics and psychiatric centers.

12 = Jail/Prison - A building or structure used as a correctional or detention facility; includes lock-up, penitentiary and work camp.

13 = Parking Garage - A building or structure designed primarily for the parking or storage of motor vehicles; includes private, public and commercial parking facilities.

14 = Other Public Access Building - A public access building location that cannot be assigned to any of the enumerated public access building locations.

57 = Community Center - Public locations where members of a community gather for group activities, social activities, public information, and other purposes; they may sometimes be open for the whole community or for a specialized group within the greater community; Christian community center; Islamic community center; Jewish Community Center; youth clubs, etc.

63 = Daycare Facility - facilities that provide short-term supervision, recreation, and/or meals for adults or children during the daytime or at night; respite care facilities for seniors or for physically or mentally challenged individuals.

COMMERCIAL SERVICE LOCATIONS
15 = Auto Shop - A service business primarily engaged in the repair of vehicles; includes body and fender, muffler, brake, and transmission shops.

16 = Financial Institution - A service business processing financial transactions; includes commercial banks, savings and loan associations, credit unions, finance companies and check cashing services.

17 = Barber/Beauty Shop - A service business engaged primarily in the cutting and styling of hair.

18 = Hotel/Motel - A service establishment primarily engaged in the rental of sleeping accommodations on a short-term basis.

19 = Dry Cleaners/Laundry - A service establishment offering laundering and/or dry cleaning and pressing of clothing and other articles.

20 = Professional Office - A business office engaged primarily in providing legal, dental, accountancy, engineering, architectural or similar services.

21 = Doctor's Office - A business office engaged primarily in providing medical services.

22 = Other Business Office - A business office, other than those above, dealing with the creation and/or distribution of goods and services, may or may not deal directly with the general public; for example, brokerage house, travel agency, real estate or insurance offices.

23 = Amusement Center - A service establishment primarily engaged in providing recreation or entertainment; includes bowling alley, pool hall, movie theater and video or pinball arcade.

24 = Rental Storage Facility - A service establishment primarily engaged in the rental of secure, relatively small storage spaces of various sizes to the public, **EXCLUDE** large leased locations under the control of a single firm or individual e.g., warehouse/shipping terminal.

25 = Other Commercial Service Location - A commercial service location that cannot be assigned to any of the enumerated commercial service locations, for example, photo finishing.

61 = ATM Separate from Bank - Machines that provide the ability to make deposits and/or withdrawals using a bank card; ATM machines located in a mall or store.

COMMERCIAL RETAIL LOCATIONS

26 = Bar - A retail location serving alcoholic beverages by the drink, may also serve limited menu food and provide entertainment; includes tavern, saloon, nightclub.

27 = Buy, Sell, or Trade Shop - A retail establishment primarily engaged in sale and purchase of used personal property including coin and stamp dealers, precious metals dealers, pawn shops, second hand stores and "flea markets".

28 = Restaurant - A retail location which serves fully prepared food for consumption on the premises and which may or may not sell food to take out; includes cafeteria, diner, fast food location, **INCLUDES** restaurants and coffee shops inside hotels, hospitals, department stores, etc.

29 = Gas Station - A retail location selling primarily gasoline, which may or may not also sell other automotive products and may or may not also perform auto repairs.

30 = Auto Sales Lot - A retail location primarily engaged in selling either new or used motor vehicles, may or may not include service facilities.

31 = Jewelry Store - A retail location selling primarily jewelry, includes watch sellers.

32 = Clothing Store - A retail location selling primarily personal apparel; includes furriers, shoe and lingerie stores.

33 = Drug Store - A retail store **containing a pharmacy** where prescription drugs can be obtained, which usually sells a variety of non-prescription medications and hygiene products as well, **EXCLUDES** drug stores that are inside supermarkets, thrift and department stores.

34 = Liquor Store - A retail store selling primarily beer, wine, spirits and other alcoholic beverages.

35 = Shopping Mall - A grouping of retail stores in one or more buildings having common ownership, shared maintenance and surrounded by or adjacent to a common parking facility for the use of customers; includes all common areas but not the parking lots or the stores themselves.

36 = Sporting Goods - A retail location selling primarily sporting or recreational equipment, may or may not include sports-oriented apparel and service and repair facilities; includes gun shop, boat, bait and tackle stores.

37 = Grocery/Supermarket - A retail store selling a wide variety of fresh and processed food items; includes food markets, corner grocery stores, but **EXCLUDE** specialized food outlets such as delicatessen, bakery and ice cream parlor.

38 = Variety/Convenience Store - A retail store selling a relatively **restricted selection** of basic, popular food and non-food items, usually open extended hours, may or may not sell gasoline; includes bodega, delicatessen. Examples include Seven-Eleven, Cumberland Farms.

39 = Department/Discount Store - Establishments that are considered department stores and that sell a wide range of goods; Target, Walmart, etc. Does not include *35 (Shopping Mall)*.

40 = Other Retail Store - A commercial retail location that cannot be assigned to any of the enumerated commercial locations, for example, butcher shop, hardware store, appliance store, furniture store, etc.

41 = Factory/Mill/Plant - A business location engaged in the manufacture of goods or the performance of services, separate from the locations at which these are made available to the public.

42 = Other Building - An indoor location that cannot be assigned to the residential, public access, or commercial location categories.

OUTSIDE
43 = Yard - An outside location adjacent to residential property; includes private walks and driveways.

44 = Construction Site - An outside location that is under active development; residential building not yet occupied; commercial structure not yet in business.

45 = Lake/Waterway - A body of water; includes stream, creek, pond, river, reservoir, canal, marsh, bay, swamp and ocean.

46 = Field/Woods - An outside location that is primarily open fields or wooded areas.

47 = Street - An outside location used primarily for pedestrian or vehicular traffic; includes public sidewalk, highway, road and alley.

48 = Parking Lot - An outside location used primarily to store motor vehicles; includes private, public and commercial places but **EXCLUDE** street parking.

49 = Park/Playground - An outside location developed for recreational or ornamental use; including school yards, playing fields and golf courses.

50 = Cemetery - An outside location used primarily for the burial of human remains, may or may not include erected memorials or mausoleums.

51 = Public Transit Vehicle - An outside location, (usually "street") in which an incident occurs aboard a bus, taxi, or subway train.

52 = Other Outside Location - An outside location that cannot be assigned to any of the enumerated outside locations.

53 = Rest Area - Designated areas, usually along a highway, where motorists can stop.

62 = Camp/Campground - Area used for setting up camps, including tent and recreational vehicle campsites.

OTHER
56 = Tribal Lands - Native American reservations, communities, and/or trust lands.

58 = Cyberspace - A virtual or internet-based network of two or more computers in separate locations which communicate either through wireless or wire connections.

59 = Abandoned/Condemned Structure - Buildings or structures which are completed but have been abandoned by the owner and are no longer being used. Does not include vacant rental property.

60 = Arena/Stadium/Fairgrounds/Coliseum - Open-air or enclosed amphitheater-type arenas designed and used for the presentation of sporting events, concerts, assemblies, etc.

64 = Dock/Wharf/Freight Terminal/Modal Terminal - separate facility with platforms at which trucks, ships, or trains load or unload cargo. Does not include cargo bays attached to a department store or shopping mall. These should be classified as *39 (Department/Discount Store)* or *35 (Shopping Mall)*, respectively.

65 = Farm Facility - Facilities designed for agricultural production or devoted to raising and breeding of animals, areas of water dedicated to aquaculture, and/or all buildings or storage structures located there; grain bins. Classify a house on a farm as *01 (Single Family Home)*.

66 = Gambling Facility/Casino/Race Track - Indoor or outdoor facilities used to legally bet on the uncertain outcome of games of chance, contests, and/or races.

67 = Military Installation - Location specifically designed and used for military operations.

88 = NOT REPORTED - The location of the incident was not reported.

99 = UNKNOWN - The location of the incident cannot be determined.

EXAMPLE:
An assault started in a *26 (Bar)*, continued into an adjoining *48 (Parking Lot)* and ended in the *47 (Street)*. Because the bar was the location where the offense originated and best describes the circumstances of the crime, *26 (Bar)* should be entered.

DATA ELEMENT # 16   WEAPON/FORCE INVOLVED

DATA FORMAT: 2 characters, numeric

CODING STRUCTURE: Enter up to 3 per offense

01 = Firearm (type unspecified or not stated)
02 = Revolver/Derringer/Single-Shot Pistol
03 = Semiautomatic Handgun (fires a bullet with each pull of the trigger)
04 = Fully Automatic Handgun/Submachine Gun (fires more than one bullet for each pull of the trigger, includes those weapons with a selectable rate of fire between semi and fully automatic)
05 = Single Shot/Pump Action/Bolt Action Rifle
06 = Semiautomatic Rifle (fires a bullet with each pull of the trigger)
07 = Fully Automatic Rifle/Machine Gun (fires more than one bullet for each pull of the trigger, includes those weapons with a selectable rate of fire between semi and fully automatic)
08 = Shotgun (includes sawed-off shotguns)
09 = Imitation Firearm (includes toy gun and starter pistol)
10 = Simulated Firearm (e.g., hand in pocket)
11 = Knife/Cutting Instrument (knife, razor, hatchet, axe, scissors, broken bottle, ice pick, etc.)
12 = Blunt Object (baseball bat, butt of handgun, club, brick, jack handle, tire iron, bottle, etc.)
13 = Motor Vehicle (when used as a weapon)
14 = Personal Weapons (e.g., hands, feet, arms, teeth, etc.)
15 = Poison (includes gas)
16 = Explosives
17 = Fire/Incendiary Device
18 = Drug/Narcotics/Sleeping Pills
19 = Other Weapon (BB-gun, pellet gun, Taser, pepper spray, stun gun, etc.)
85 = Asphyxiation

77 = None/Not Applicable
88 = Not Reported
99 = Unknown

EXAMPLE 1:
Three offenders rob a bank. One was armed with a revolver, the second had a sawed-off shotgun and the third had a machine gun. The entries for this data element should be: *02 (Revolver/Derringer/Single-Shot Pistol); 08 (Shotgun);* and *07 (Fully Automatic Rifle/Machine Gun).*

EXAMPLE 2:
A perpetrator effects a robbery by approaching his victim from the rear and using his hand inside a jacket to simulate a gun placed against the victim's back. Code as *10 (Simulated Firearm).*

DATA ELEMENT # 17   **NUMBER OF PREMISES ENTERED (BURGLARY)**

DATA FORMAT: 2 characters, numeric

Use only when offense is burglary (220) of a hotel or rental storage facility. Use only when the "Hotel Rule" is applicable. The total number (up to 99) of individual rooms, units, suites, storage compartments, etc., entered is to be reported in this Data Element.

CODING STRUCTURE: **01 - 99** *(Enter the number of premises entered)*
                            00 = Not Applicable

NOTE:
In the Summary Reporting System, the Hotel Rule states:

"If a number of dwelling 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, the burglary should be scored as one offense."

In NIBRS, the Hotel Rule has been expanded to include rental storage facilities such as Mini-Storage and Self-Storage buildings.

EXAMPLE:
A local motel is burglarized and total of 28 rooms were entered during the incident. Enter *28* in Data Element #17.

DATA ELEMENT # 18   METHOD OF ENTRY (BURGLARY)

DATA FORMAT: 1 character, alpha

                          Use only when the offense is a burglary (220).

CODING STRUCTURE: **F = Force**
                          N = No Force
                          X = Not Applicable

A **forced entry** is where force of any degree, a mechanical contrivance of any kind (including a passkey or skeleton key), or concealment, was used to unlawfully enter a building or other structure.

An **unforced entry** is one where the unlawful entry was achieved without force through an unlocked door or window.

If both forced and unforced entries were involved in the crime, the entry should be reported as *F*.

EXAMPLE 1:
Investigation of a burglary complaint disclosed that the offenders entered the building through an unlocked street door and then forced a locked door to an office and stole a typewriter. Since one door was forced, *F* should be entered.

EXAMPLE 2:
Some teenagers entered an unlocked garage and stole a bicycle and some power tools. The entry should be *N* since the garage door was unlocked and no force was used to enter.

EXAMPLE 3:
The offense was NOT a burglary; code as *X*.

DATA ELEMENT # 19   **ASSAULT/HOMICIDE CIRCUMSTANCE (ALLEGED)**

DATA FORMAT: 2 characters, alphanumeric

CODING STRUCTURE: If INCIDENT/COMPLAINT OFFENSE CODE = 09A (Murder or Non-Negligent Manslaughter) or 13A (Aggravated Assault), enter up to two codes from the list below. Occurrence 2 may = 77 (Not Applicable).

01 = Argument
02 = Assault on Law Enforcement Officer(s)
03 = Dispute Among Drug Dealers
04 = Drug Buyer-Dealer Dispute
05 = Robbery/Theft from Drug Dealer
06 = Dispute Between Drug Dealer and Witness or Complainant
07 = Other Drug-Related
08 = Gangland
09 = Juvenile Gang
10 = Domestic Violence
11 = Mercy Killing
12 = Other Felony Involved
20 = Other Circumstances
21 = Unknown Circumstances

If INCIDENT/COMPLAINT OFFENSE CODE = 09B (Negligent Manslaughter), enter one code from the list below in Occurrence 1, and 77 in Occurrence 2.

30 = Child Playing with Weapon
31 = Gun Cleaning Accident
32 = Hunting Accident
33 = Other Negligent Weapon Handling
34 = Negligent Vehicular Killings
40 = Other Negligent Killings

77 = Not Applicable

NOTE:
The coding of drug-related circumstance includes five categories instead of one per Federal Guidelines.

EXAMPLE 1:
Rival gangs fight over a disputed drug territory and one gang member is killed. Possible entries are *01 (Argument)*, *03 (Dispute Among Drug Dealers)*, and *09 (Juvenile Gang)*. While all three apply, there is a limit of two entries. The most descriptive codes should be entered: *03 (Dispute Among Drug Dealers)*, and *09 (Juvenile Gang)*.

EXAMPLE 2:
If INCIDENT/COMPLAINT OFFENSE does not = 09A (Murder or Non-Negligent Manslaughter), 09B (Negligent Manslaughter), or 13A (Aggravated Assault), enter 77 in occurrence 1 & 2.

DATA ELEMENT # 20   **JUSTIFIABLE HOMICIDE CIRCUMSTANCE**

DATA FORMAT: 2 characters, numeric

CODING STRUCTURE: **Enter only one code per Justifiable Homicide (09C) offense.**

CRIMINAL KILLED BY POLICE OFFICER
01 = Criminal Attacked Police Officer and That Officer Killed Criminal
02 = Criminal Attacked Police Officer and Criminal Killed by Another Police Officer
03 = Criminal Attacked Civilian
04 = Criminal Attempted Flight from Crime
05 = Criminal Killed in Commission of Crime
06 = Criminal Resisted Arrest
09 = Unable to Determine/Not Enough Information

CRIMINAL KILLED BY PRIVATE CITIZEN
13 = Criminal Attacked Civilian
14 = Criminal Attempted Flight from Crime
15 = Criminal Killed in Commission of Crime
16 = Criminal Resisted Arrest
17 = Criminal Attacked Police Officer and Criminal Killed by Civilian Aiding Police Officer
19 = Unable to Determine/Not Enough Information

77 = Not Applicable

NOTE:
If a Justifiable Homicide occurs in the context of a criminal incident it is to be reported as an additional Offense Segment with the article and section of the penal law used for Justifiable Homicides "PLb35.30bbbbbbbbbbbbbbb b" entered in Data Element #13. This Offense Segment will be classified by DCJS to the Offense IBR Code of *09C (Justifiable Homicide)* for reporting to NIBRS.

EXAMPLE 1:
A law enforcement officer observes a gas station robbery in progress. The perpetrator attempts to leave the gas station after taking money from the station attendant at gun point. The officer confronts the perpetrator and orders him to drop the gun. Shots are exchanged resulting in serious injury to the officer and fatal injury to the perpetrator. There are four victims in this incident with three VICTIM TYPES (Data Element #40) coded as follows: *B (Business)* for the gas station, *L (Law Enforcement Officer in the Line of Duty)* for the officer and *I (Individual)* for both the station attendant and the robber (who is the victim of the Justifiable Homicide offense). In Data Element #39-VICTIM/OFFENSE LINK the gas station would be linked to the robbery Offense Segment, as would the station attendant and the police officer. The robber would be linked to the Justifiable Homicide Offense Segment. In this incident, both the robber and the police officer would appear as both victims and offenders. Although it may be distasteful to put a police officer in an Offender Segment, the fact that the segment is associated with a Justifiable Homicide distinguishes the officer's involvement from the other

offenses in the incident. For any incident involving a Justifiable Homicide offense, a victim segment must be submitted for the person killed and an offender segment must be submitted for the person who committed the Justifiable Homicide. The Offense Segment for the Justifiable Homicide would have Data Element #20 coded as *01 (Criminal Attacked Police Officer and That Officer Killed Criminal)*.

EXAMPLE 2:
In resisting arrest, a fugitive pulled a gun and fired two times in the direction of two police officers who were attempting to take him into custody. Neither officer was hit but both drew their weapons and returned the fire, killing the fugitive. The possible entries are: *01 (Criminal Attacked Police Officer and That Officer Killed Criminal)*; *02 (Criminal Attacked Police Officer, Criminal Killed by Another Police Officer)*; and *06 (Criminal Resisted Arrest)*. As only one code can be entered, the most descriptive code (as determined by the reporting agency) should be used. In this example, the reporting agency entered *01 (Criminal Attacked Police Officer and That Officer Killed Criminal)*.

DATA ELEMENT # 21   **OFFENDER USED COMPUTER**

DATA FORMAT: 1 character, alphanumeric

CODING STRUCTURE: **Enter one code per Offense Segment.**

0 = Computer Not Used to Commit Offense
1 = Offender Used Computer to Commit Offense
8 = Not Reported

EXAMPLE 1:
A hacker used his personal computer and an internet connection to gain access to a rival company's computer and to steal proprietary data. This incident should be coded as *1 (Offender Used Computer to Commit Offense)*.

EXAMPLE 2:
A private residence was burglarized, and a personal computer was stolen along with other items. The incident should be coded as *0 (Computer Not Used to Commit Offense)*, as the computer was stolen property.

DATA ELEMENT # 70   **TYPE OF CRIMINAL ACTIVITY/GANG INFORMATION**

DATA FORMAT: 1 character, alpha

CODING STRUCTURE: **Enter one code up to 3 times per Offense Segment.**

CRIMINAL ACTIVITY (Up to 3 types per specified offense)

A = Simple/Gross Neglect (fail to provide food/water/shelter/veterinary care) (720 only)
B = Buying/Receiving
C = Cultivating/Manufacturing/Publishing (i.e., production of any type)
D = Distribution/Selling
E = Exploiting Children
F = Organized Abuse (dog/cock fighting) (720 only)
I = Intentional Abuse/Torture (tormenting/mutilating/maiming/poisoning/abandonment) (720 only)
O = Operating/Promoting/Assisting
P = Possessing/Concealing
S = Animal Sexual Abuse (Bestiality)   (720 only)
T = Transporting/Transmitting/Importing
U = Using/Consuming
N = None/Unknown
X = Not Applicable

GANG INFORMATION (Up to 2 types per specified offense)

J = Juvenile Gang (membership is predominantly juvenile [under 18 years of age])
G = Other Gang (membership is predominantly 18 years of age or older)
N = None/Unknown
X = Not Applicable

DEFINITION: Type of Criminal Activity/Gang Information indicates either the type of criminal activity or gang involvement of the offenders for certain offenses.

Criminal Activity
Law enforcement agencies MUST report the type of criminal activity of offenders in incidents involving the following offenses:

    250 = Counterfeiting/Forgery
    280 = Stolen Property Offenses
    35A = Drug/Narcotic Violations
    35B = Drug Equipment Violations
    370 = Pornography/Obscene Material
    39C = Gambling Equipment Violations
    520 = Weapon Law Violations
    720 = Animal Cruelty

LEA's can enter up to three types of criminal activity for each specified offense in an incident.

EXAMPLE 1:
The offenders published and sold pornographic photographs of children. Because up to three types of activity can be entered, the agency should enter *C (Cultivating/Manufacturing/Publishing)*, *D (Distributing/ Selling)*, and *E (Exploiting Children)*.

EXAMPLE 2:
Police received a telephone complaint from a person whose neighbor was leaving her dog outside in extreme heat without food or water daily. Police responded to the call and found a German Sheppard that was breathing heavily and appeared to be very thin. Police contacted the owner of the dog, who denied the allegations. Police arrested the dog's owner and charged her with Animal Cruelty. The agency should enter the criminal activity with a data value of *A (Simple/Gross Neglect)*.

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

> 09A = Murder and Non-Negligent Manslaughter
> 09B = Negligent Manslaughter
> 100 = Kidnapping/Abduction
> 120 = Robbery
> 11A = Rape
> 11B = Sodomy
> 11C = Sexual Assault with An Object
> 11D = Fondling
> 13A = Aggravated Assault
> 13B = Simple Assault
> 13C = Intimidation

LEA's can enter up to two types gang information for each specified offense in an incident.

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

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

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

EXAMPLE 3:
Two females, aged 19, were riding bicycles through a neighborhood. Three males approached them and forced them to stop. They exchanged words and one of the males attacked the bicyclists. Each of the three attackers, one, aged 16, and the other two, aged 17, had identical tattoos on their upper right arm. This marking was commonly associated with a local gang. The agency should enter the gang information with a data value of *J (Juvenile Gang)*.

Property Segment *Data Elements #22 - #31.*

DE #22 PROPERTY INVOLVEMENT

DE #23 PROPERTY TYPE

DE #24 PROPERTY VALUE

DE #25 PROPERTY RECOVERY DATE

DE #26 NUMBER OF MOTOR VEHICLES STOLEN

DE #27 NUMBER OF MOTOR VEHICLES RECOVERED

DE #28 SOURCE OF DRUG DATA

DE #29 DRUG TYPE (SUSPECTED)

DE #30 DRUG QUANTITY (ESTIMATED)

DE #31 DRUG MEASUREMENT UNIT

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DATA ELEMENT # 22 **PROPERTY INVOLVEMENT**

DATA FORMAT: 2 characters, numeric

CODING STRUCTURE: Enter one per Property Segment.

01 = None/Not Applicable
02 = Burned (Arson [200] only)
03 = Counterfeited/Forged
04 = Destroyed/Damaged/Vandalized
05 = Recovered (To Impound property which was previously reported stolen)
06 = Seized (To Impound property which was not previously reported stolen)
07 = Stolen/etc. (includes bribed, defrauded, embezzled, extorted, ransomed, robbed, etc.)
88 = Not Reported
99 = Unknown

NOTE:
A separate Property Segment must be submitted for each method of loss described under PROPERTY INVOLVEMENT.

EXAMPLE 1:
In an arson incident, the entries might be *01 (None)* for an attempt where no property was burned; *02 (Burned)* for property burned; or *99 (Unknown)* if it is unknown whether property burned.

EXAMPLE 2:
In a burglary incident, the entries might be *01 (None)* for an attempted burglary or if the structure was entered but no property was taken; *07 (Stolen/Etc.)* when property was taken; *05 (Recovered)* if stolen property was recovered; *99 (Unknown)* when it is not known whether property was taken.

EXAMPLE 3:
If the same incident involved both an arson and a burglary, then the codes listed in Examples 1 and 2 above could be applicable and a separate Property Segment would be completed for each type of property involvement.

EXAMPLE 4:
The incident involved an Attempted Burglary where no property was stolen. Data Element #22-PROPERTY INVOLVEMENT should be coded as *01 (None/Not Applicable)*.

DATA ELEMENT # 23   **PROPERTY TYPE**

DATA FORMAT: 2 characters, numeric

CODING STRUCTURE: Enter up to 10 PROPERTY TYPE descriptions for each Property Segment (i.e., each type of loss/etc.) If more than 10, enter 9 most valuable specifically codable types of property and *49 (Other Property)* as the 10th property type.

EXCHANGE MEDIUMS
01 = Money - United States or other currency, including both bills and coins etc., counterfeited currency.

02 = Credit/Debit Cards - Cards and/or account number associated with the cards that function like a check and through which payments or credit for purchases or services are made electronically to the bank accounts of participating establishments directly from the cardholders' accounts; automated teller machine (ATM) cards, electronic benefit transfer (EBT) cards. Note: This does not include gift cards; LEAs should classify these as *49 (Other Property)*.

03 = Negotiable Instruments - Any document, other than currency, which is payable without restriction, e.g., endorsed check, endorsed money order, endorsed travelers' checks; "bearer" checks and bonds, lotto tickets, tokens, railroad tickets, food stamps, etc.

DOCUMENTS
04 = Non-Negotiable Instruments - Documents requiring further action to become negotiable, e.g., unendorsed checks, unendorsed money orders, stocks and bonds, etc.

05 = Documents (Personal/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 data value does not include *65 (Identity Documents)*.

65 = Identity Documents - formal documents and their numbers that provide proof pertaining to a specific individual's identity; passports, visas, driver's licenses, Social Security cards, alien registration cards, voter registration cards, etc.

VALUABLES
06 = Jewelry/Precious Metals - Bracelets, necklaces, rings, watches, charms, pins, etc. and gold, silver, platinum, etc.

07 = Art Objects/Antiques/Other Precious Items - Any group of objects whose value is due to their collectability and rarity and not simply to their use or currency value such as coin collections, stamp collections, paintings, tapestries, etc.

PERSONAL EFFECTS
08 = Clothing/Furs - Any wearing apparel for human use including accessories such as belts, shoes, scarves, ties; eyewear/glasses, hearing aids, etc.; but EXCLUDING *06 (Jewelry/Precious Metals)*.

09 = Purses/Handbags/Wallets - Bags or pouches used for carrying articles such as money, credit/debit cards, keys, photographs, and other miscellaneous items; brief cases, fanny packs, and backpacks when used as a purse/wallet.

HOUSEHOLD ITEMS
10 = Household Items - Objects designed primarily for use in a residence, including household furniture and appliances, draperies, carpets, beds, chairs, desks, sofas, tables, refrigerators, stoves, washers, dryers, air conditioning and heating equipment, silverware, flatware, dishes, kitchen appliances, cookware, generators, sewing machines, etc.

EQUIPMENT
11 = Drug/Narcotic Equipment - Devices, chemicals or materials used in preparing and/or using drugs and narcotics such as syringes, hypodermic needles, etc.

12 = Gambling Equipment - Includes all gambling paraphernalia such as roulette wheels, crap tables, flash paper, etc.

13 = Computer Hardware/Software - Electrical components making up a computer system, written programs/procedures/rules/associated documentation pertaining to the operation of a computer system stored in ready/write memory; computers, printers, storage media, video games, software packages, video consoles such as Wii®, PlayStation®, and Xbox®.

14 = Office Equipment - Objects designed primarily for use in an office including desks, filing cabinets, safes and other office furniture; typewriters, photocopiers, adding machines, calculators, cash registers, sample cases, pocket calculators and other business machines.

15 = Stereo Equipment/TV/Radio (NOT from Vehicle) - Items used to transmit audible signals and visual images of moving and stationary objects; high fidelity and stereo equipment, CD players, MP3 Players, cable boxes, etc. **Note:** This does not include radios/stereos installed in vehicles, which should be classified as *23 (Vehicle Parts/Accessories)*.

16 = Recordings (Audio/Visual) - Phonograph records or blank or recorded tapes or discs upon which the user records sound and/or visual images; compact discs (CDs), digital video discs (DVDs), cassettes, VHS tapes, etc.

17 = Sports Equipment (EXCLUDE bicycles and firearms) - Objects designed for use in sports activities; skis, golf clubs, tennis racquets, football, basketball backboard and hoop, etc.

18 = Photographic/Optical Equipment - Includes still and movie cameras and lenses, film projectors, slide projectors, screens, films, etc., as well as binoculars, telescopes, microscopes, etc.

19 = Farm Equipment - Includes tractors, combines, etc.

20 = Heavy Construction/Industrial Equipment - Includes cranes, bulldozers, steamrollers, oil-drilling rigs, manufacturing machinery, etc.

21 = Building Supplies for Construction - Items for use in residential or commercial construction such as doors, windows, plumbing fixtures and pipes, ceiling tile, flooring materials, etc.

22 = Tools - Any item designed for use as a tool in manufacturing, industry, home repair, professional repair, maintenance, building trades, etc. Includes hand tools, and power tools such as hammers, screwdrivers, wrenches, pliers, drills, snow blowers, etc., Excludes motorized vehicles.

53 = Artistic Supplies/Accessories - Items or equipment used to create or maintain paintings, sculptures, crafts, etc.; frames, oil paints, clay.

54 = Camping/Hunting/Fishing Equipment or Supplies - Items, tools, or objects used for recreational camping, hunting, or fishing; tents, camp stoves, fishing poles, sleeping bags, etc.

55 = Chemicals - Substances with distinct molecular compositions that are produced by or used in chemical processes; herbicides, paint thinner, insecticides, industrial or household products, solvents, fertilizers, lime, mineral oil, antifreeze, etc. Chemicals used in conjunction with illegal drug activity should be classified as *26 (Drugs/Narcotics)* or *11 (Drug/Narcotic Equipment)*, as appropriate.

59 = Firearm Accessories - items used in conjunction with a firearm to improve ease of use or maintenance; gun belts, cases, cleaning tools/equipment, targets, aftermarket stocks, laser sights, rifle spotting/handgun scopes.

67 = Law Enforcement Equipment - anything specifically used by law enforcement personnel during the performance of their official duties; vests, uniforms, badges, handcuffs, flashlights, nightsticks, etc.; canines (K-9s), horses, etc. Does not include *39 (Firearms)* or mobile property e.g., *31 (Automobiles)*, *36 (Watercraft)*, *38 (Other Motor Vehicles, etc.)*

68 = Lawn/Yard/Garden Equipment - Equipment used for maintaining and decorating lawns and yards; mowers, line trimmers, tools, tillers, etc. Does not include plants, trees, fountains, birdbaths, etc.

69 = Logging Equipment - Equipment used specifically by logging industry personnel during the performance of their duties; choker cables, blinders, blocks, etc.

70 = Medical/Medical Lab Equipment - Equipment used specifically in the medical field; X-ray machines, testing equipment, MRI (magnetic resonance imaging) machines, ultrasound machines, wheelchairs, stethoscopes, etc.

72 = Musical Instruments - Instruments relating to or capable of producing music; percussion, brass, woodwind, and string instruments, etc.; guitar strings, picks, drum sticks, etc.

75 = Portable Electronic Communication Devices - Electronic devices used to communicate audible or visual messages; cell phones, pagers, personal digital assistants (PDAs), BlackBerrys®, Gameboy®, iPads®, iPods®, Kindles®, Nooks®, etc.

24 = Miscellaneous Equipment - Any equipment not in the above Equipment Categories.

CONSUMABLE ITEMS
25 = Alcohol - Alcoholic Beverages, e.g., beer, wine, liquor, etc.

26 = Drugs/Narcotics - Includes all medical prescriptions and non-prescription drugs as well as illicit drugs.

27 = Consumable Goods - Expendable items used for nutrition, enjoyment or hygiene, e.g., food, nonalcoholic beverages, grooming products, cigarettes, firewood, pet food, animal feed, paper products, utilities--gas, water, electric, cable service, etc.

ANIMALS
28 = Livestock - Domesticated animals raised for home use or profit; cattle, chickens, hogs, horses, sheep, bees, household pets such as dogs and cats if commercially raised for profit, animals raised and/or used for illegal gambling, e.g., dogs, roosters, etc., but not household pets such as dogs and cats.

29 = Household Pets - Domesticated animals kept as pets in personal residence such as cats, dogs, fish, snakes, hamsters, etc.

VEHICLES
30 = Aircraft - Vehicles used for air transportation such as airplane, dirigible, glider, etc.

31 = 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; sedan, coupe, station wagon, convertible, minivan, sport-utility vehicle, limousine, taxicab and other similar motor vehicles.

32 = Bicycles - Bicycle, tricycle, or unicycle or similar non-motorized wheeled vehicle.

33 = Buses - Motor vehicles specifically designed, but not necessarily used, to transport groups of people on a commercial basis; trolley, school/coach/tourist/double-decker bus, commercial van, etc.

34 = Trucks - Motor vehicles which are specifically designed, but not necessarily used, to transport cargo on a commercial basis.

36 = Watercraft - Vehicles used for water transport such as motorboat, sailboat, houseboat, canoe, jet ski, etc.

37 = Recreational Vehicles - Motor vehicles which are specifically designed, but not necessarily used, to transport people and provide temporary lodging for recreational purposes.

38 = Other Motor Vehicles - Any other motor vehicles, e.g., motorcycle, motor scooter, trail bike, moped, snowmobile, golf carts, motorized wheel chairs, all-terrain vehicle, go-cart, Segway, riding lawn mower, etc.

35 = Trailers - Cargo carriers designed to be pulled by a motor vehicle; truck trailers, semi-trailers, utility trailers, farm trailers, etc.

23 = Vehicle Parts/Accessories - Any object attached to the interior or exterior of a vehicle including operating parts such as batteries, engines, transmissions, heaters, etc.; license plates, interior parts such as bucket seats, steering wheels; decorative parts such as hubcaps, hood ornaments, side view mirrors, manufacturers emblems; and accessories such as vehicle radios, antennas tape decks, CD/DVD players, automotive global positioning system (GPS) navigation systems, etc.

52 = Aircraft Parts/Accessories - Parts or accessories of an aircraft, whether inside or outside of a vehicle.

79 = Watercraft Equipment/Parts/Accessories - Watercraft equipment or accessories that are used for the crafts' maintenance or operation; buoys, life preservers, paddles, sails. Should not include accessories for water sports.

WEAPONS
39 = Firearms - Weapons that fire a shot by force of an explosion, i.e., handguns, rifles, shotguns, automatic firearms, homemade guns, flare guns, etc., but NOT "BB", pellet, or gas-powered guns.

40 = Other Weapons - Other commonly known weapons such as "BB", pellet, or gas-powered guns, slingshots, knives, martial arts stars, brass knuckles, blackjack, etc.

57 = Explosives - Devices that explode or cause an explosion; bombs, dynamite, Molotov cocktails, fireworks, ammunition, etc.

STRUCTURES
41 = Structures-Single Occupancy Dwellings - Houses, town houses, duplexes, mobile homes, or other private dwellings which are occupied by a single person, family, house mates, or other groups.

42 = Structures-Other Dwellings - Any other residential dwelling not meeting the definition of "Single Occupancy Dwellings", e.g., apartments, tenements, flats, boarding houses, dormitories, as well as temporary living quarters such as hotels, motels, inns, etc.

43 = Structures-Other Commercial/Business - Buildings designated for or occupied by enterprises engaged in the buying or selling of commodities or services, commercial trade, or forms of gainful activity that have the objective of supplying commodities; stores, office buildings, restaurants, etc.

44 = Structures-Other Industrial/Manufacturing - Buildings designated for or occupied by enterprises engaged in the production or distribution of goods, refined and unrefined, for use by industry; factories, plants, assembly lines, etc.

45 = Structures-Public/Community - Buildings used by a group of people for social/cultural/group/recreational activities, common interests, classes, etc.; colleges, hospitals, jails, libraries, meeting halls, passenger terminals, religious buildings, schools, sports arenas, etc.

46 = Structures-Storage - Buildings used for storing goods, belongings, merchandise, etc.; barns, garages, storehouses, RR boxcars, warehouses, sheds, etc.

47 = Structures-Other - Any other structures not fitting the other "Structures" descriptions, e.g., out buildings, monuments, buildings under construction, etc.

OTHER
48 = Merchandise - Items/goods which are held for sale in a wholesale or retail store.

56 = Crops - Cultivated plants or agricultural produce grown for commercial, human or livestock consumption, and use that is usually sold in bulk; grains, fruits, vegetables, tobacco, cotton. Does not include crops that yield illegal substances. Crops used in conjunction with illegal drug activity should be classified as *26 (Drugs/Narcotics)* or *11 (Drug/Narcotic Equipment)*, as appropriate.

64 = Fuel - Products used to produce energy; coal, gasoline, diesel, biodiesel, natural gas, oil

66 = Identity (Intangible) - sets of characteristics or behavioral or personal traits by which an entity or person is recognized or known; damaged reputation, disclosed confidential information, etc.

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

51 = Special Categories - Special category to be used by the National UCR Program to compile statistics on certain designated types of property, e.g., "CB" radios, which are the object of theft fads.

49 = Other Property - All property which cannot be assigned to any of the preceding property type categories. Include gift cards

50 = Pending Inventory - Property description unknown until an inventory is conducted.

77 = NOT APPLICABLE

88 = NOT REPORTED

99 = UNKNOWN

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

Item (1), the stamp collection, was the most expensive property; and would be coded *07 (Art Objects/Antiques/Other Precious Items)*. Items (2) through (10) become the remaining eight most valuable properties as follows: the jewelry should be entered as code *06*; the silverware and the microwave oven as code *10*; the personal computer as code *13*; the clothes as code *08*; the TV and VCR as code *15*; the cash as code *01*; the typewriter as code *14*; and the shotgun as code *39*. Items (12) through (14) should be combined and entered as code *49 (Other Property)*.

EXAMPLE 2:
If a house is destroyed by arson and the homeowners are away on an overseas trip making it impossible to determine the property loss until they return, enter *50 (Pending Inventory)*. An updated Property Segment with entries describing the type(s) of burned property should be submitted when the results of the inventory are subsequently learned.

EXAMPLE 3:
The incident involved an Attempted Burglary with no property stolen. Code as *77 (Not Applicable)*.

DATA ELEMENT # 24   **PROPERTY VALUE**

DATA FORMAT: 9 characters, numeric

CODING STRUCTURE: Enter total dollar value loss in whole dollars for all victims in the incident for each of the up to 10 PROPERTY TYPES listed in Data Element #23.

        777777777 = Not Applicable
        999999999 = Unknown

NOTE:
Since *777777777* and *999999999* are used as residual codes if the actual value of the property type equals these numbers subtract one and report the value.

Up to ten (10) PROPERTY VALUES can be entered to match the up to ten PROPERTY TYPES which are associated with each Property Segment (i.e., each type of property loss/etc.) in the incident.

If more than ten PROPERTY TYPES are involved, the values of the nine (9) most valuable PROPERTY TYPES are to be entered; then, the total value of the remaining properties which were coded as *49 (Other Property)* are to be entered.

If drugs or narcotics were seized (Data Element #22-PROPERTY INVOLVEMENT = *06*) in a drug case, show corresponding seized drug value as *777777777*, *999999999*, or known value; the source and estimated type and quantity of the Drugs/Narcotics are to be reported in data Elements #28 through #31.

However, when an occurrence of Data Element #23-PROPERTY TYPE shows Drugs or Narcotics are involved in other types of property involvement (e.g., they were stolen through burglary, robbery, theft, etc., or destroyed by arson) their value is to be entered this data element and Data Elements #28 through #31 are to be coded as Not Applicable.

If the incident did not involve 10 property types, fill the remaining occurrences of this field with *777777777* (*Not Applicable).*

If the incident did not involve any property involvement, then the first occurrence of both PROPERTY TYPE and PROPERTY VALUE must be coded as *777777777* (*Not Applicable)*.

EXAMPLE 1:
In Example 1 for Data Element #23-PROPERTY TYPE, the values for each specifically coded property should be entered as follows: *000010000* for the $10,000 stamp collection coded as *07*; *000005000* for code *06* (the jewelry); *000001200* for code *10* (the silverware and the microwave); *000001800* for code *13* (the personal computer); *000001500* for code *08* (the clothes); *000001100* for code *15* (the TV and VCR); *000000350* for code *01* (the cash); *000000250* for code *14* (the typewriter); *000000150* for code *40* (the shotgun); *000000100* for code *49* (the bicycle worth "$100 and the two credit cards and ten blank checks with no value affixed).

EXAMPLE 2:
In Example 2 for Data Element #23-PROPERTY TYPE, since a determination of the property loss must await an inventory, *999999999 (Unknown)* should be entered the first occurrence of Data Element # 24 and the

remaining 9 occurrences should be coded as *7777777777 (Not Applicable)*. An updated Property Segment with appropriate property values should be submitted after the results of the inventory are known.

EXAMPLE 3:
Two victims had their bicycles stolen at the same time and place, one was worth $300 and the other $150. The first occurrence of Data Element #23-PROPERTY TYPE should be coded as *32 = Bicycles* and their total value *000000450* ($300 + $150 = $450) should be entered into the first occurrence Data Element #24-PROPERTY VALUE. All remaining occurrences of PROPERTY VALUE should be coded as *777777777 (Not Applicable)*.

DATA ELEMENT # 25   **PROPERTY RECOVERY DATE**

DATA FORMAT: 8 characters, numeric

CODING STRUCTURE: Date of recovery for each type of property listed in Data Element #23 on the Property Segment where Data Element #22-PROPERTY INVOLVEMENT is coded as *05 (Recovered)*.

Up to ten (10) dates of recovery can be entered to match each of the up to ten property types which are associated with the Recovered Property Segment for the incident.

If there is more than one date of recovery for the same PROPERTY TYPE, enter the earliest date.

If the PROPERTY RECOVERY DATE is unknown, enter the date of the report. **YYYYMMDD = Year-Month-Day**

77777777 = Not Applicable

EXAMPLE:
On March 28, 2017, a residence was burglarized. Two bicycles were stolen. The first bicycle was recovered on July 1, 2017. On July 24, 2017, the remaining bicycle was recovered. The first occurrence of Data Element #23-PROPERTY TYPE should be *32 (Bicycles),* and the first occurrence of Data Element #25 should be *20170701* since that is the earliest date of recovery for this property type. All remaining occurrences of Data Element #25-PROPERTY RECOVERY DATE should be coded as *77777777 (Not Applicable)*.

DATA ELEMENT # 26   **NUMBER OF MOTOR VEHICLES STOLEN**

DATA FORMAT: 3 characters, numeric

CODING STRUCTURE: **000 - 500 = Actual Number of Stolen Vehicles**
501 = more than 500 Stolen Vehicles
777 = Not Applicable
999 = Unknown

NOTES:
This data element can contain a valid number <u>ONLY</u> if the Property Segment has Data Element #22-PROPERTY INVOLVEMENT is *07 (Stolen/etc.)*.

EXAMPLE:
A car-carrier truck loaded with 6 new vehicles awaiting delivery is stolen. The NUMBER OF MOTOR VEHICLES STOLEN in this incident would be *007* (the truck and six new cars) if the one vehicle per incident reporting practice was not used.

DATA ELEMENT # 27   **NUMBER OF MOTOR VEHICLES RECOVERED**

DATA FORMAT: 3 characters, numeric

CODING STRUCTURE: **000 - 500 = Actual Number of Vehicles Recovered**
501 = more than 500 Recovered Vehicles
777 = Not Applicable
999 = Unknown

NOTE:
This data element can contain a valid number <u>ONLY</u> if the Property Segment has Data Element #22-PROPERTY INVOLVEMENT is *05 (Recovered)*.

EXAMPLE:
Using the example given for Data Element #26, the car-carrier truck is subsequently recovered but the six new cars are still missing. The entry for this data element should be *001* because the truck was recovered.

DATA ELEMENT # 28   **SOURCE OF DRUG DATA**

DATA FORMAT: 1 character, alphanumeric

CODING STRUCTURE: This data element describes whether the information in Data Elements #29 - #31 is based on an estimate or on the results of laboratory analysis.

1 = Estimate
2 = Laboratory Analysis
7 = Not Applicable
9 = Unknown

NOTE:
Use ONLY to identify source of Drugs/Narcotics seized in a drug case where Data Element #22-PROPERTY INVOLVEMENT is *06 (Seized)*. Otherwise code as *7 (Not Applicable)*.

EXAMPLE 1:
A police officer arrests a suspect who is selling a white powdery substance believed to be cocaine. If Data Elements #29 - #31 are to be completed using the officer's estimate of the type and quantity of the drug, then code Data Element #28 as *1 (Estimate)*.

EXAMPLE 2:
A police officer arrests a suspect who is selling a white powdery substance believed to be cocaine. The evidence seized is sent to the Department's crime laboratory for analysis. If Data Elements #29 - #31 are to be completed using the known laboratory results, then code Data Element #28 as *2 (Laboratory Analysis)*.

EXAMPLE 3:
The incident did <u>NOT</u> involve a drug seizure; code Data Element #28 as *7 (Not Applicable)*.

DATA ELEMENT # 29   **DRUG TYPE (SUSPECTED)**

DATA FORMAT: 2 characters, alphanumeric

CODING STRUCTURE: Enter up to 3 types.

00 = NONE/NOT APPLICABLE

OPIATES AND SYNTHETIC NARCOTICS
01 = Heroin
02 = Morphine
03 = Codeine
04 = Opium
05 = Methadone
06 = Synthetic Narcotics including Demerol, Dihydromorphinone (Dilaudid) and Hydrocodone (Percodan)
09 = Other Opium Derivatives or Synthetic Narcotics

COCAINE
10 = Cocaine Hydrochloride
11 = Crack
19 = Other Coca Derivatives

HALLUCINOGENS
21 = PCP (Angel Dust)
22 = LSD (Acid)
29 = Other Hallucinogens including DMT, Psilocybin, Peyote, Mescaline, MDMA, BMDA (White Acid) and MDA

STIMULANTS
31 = Amphetamine
32 = Methamphetamine
33 = Crystal Methamphetamine (ice)
39 = Other Stimulants including Adipex, Fastin, Ionamin or Phentermine Derivatives, Benzedrine, Didrex, Methylphenidate, Ritalin, Phenmetrazine, Preludin and Tenuate

DEPRESSANTS AND TRANQUILIZERS
41 = Barbiturates (Phenobarbital, Pentobarbital, etc.)
42 = Tranquilizers including Librium (Chlordiazepoxide) and Valium (Diazepam)
49 = Other Depressants or Tranquilizers including Glutethimide, Doriden, Methaqualone, Quaalude, Pentazocine and Talwin

CANNABIS
51 = Marijuana
52 = Hashish
59 = Other Cannabis Derivatives including Hash Oil and THC

OTHER DRUGS
61 = Glue or Aerosol Vapors (Aromatic Hydrocarbons)
62 = Antidepressants (Elavil, Triavil, Tofranil, etc.)
63 = Darvon (Propoxyphene)
69 = Other Drugs
97 = Over 3 Drug Types - Enter the codes for two most important (as determined by the reporting agency taking into account the quantity, value and deadliness of the drugs/narcotics) and *97* for the third occurrence of this data element.

99 = UNKNOWN TYPE

NOTE:
Use ONLY to identify type of drugs/narcotics seized, where Data Element #22-PROPERTY INVOLVEMENT is *06*. Otherwise code as *00 (Not Applicable)*.

If more than three DRUG TYPES are involved, the two most important (as determined by the reporting agency taking into account the quantity, value and deadliness of the drugs/narcotics) are to be reported under their applicable DRUG TYPES and the remaining drugs/narcotics are to be entered as *97 (Over 3 Drug Types)*.

EXAMPLE:
In a drug case, the following drugs were seized: 1.5 kilograms of Crack; 2.125 pounds of Marijuana; 2.0 liquid ounces of Morphine; and 500 Valium capsules. The Crack was entered as *11* in the first occurrence of this data element and the Morphine as *02* in the second occurrence. The Marijuana and Valium were coded as a single *97 (Over 3 Drug Types)* in the third occurrence of this data element because more than three types of drugs were seized.

DATA ELEMENT # 30   **DRUG QUANTITY (ESTIMATED)**

DATA FORMAT: 12 characters, numeric
9-digit whole number portion and a 3-digit fractional portion, will be transmitted separately for this 12-character data element.

CODING STRUCTURE: **Up to three entries to correspond to quantity of the drug types entered in each occurrence of Data Element #29.**

                    Whole #   Fraction
                    777777777777 = Not Applicable
                    888888888888 = Not Reported
                    999999999999 = Unknown

NOTE:
If more than three DRUG TYPES are involved, do NOT enter a quantity estimate in the third occurrence of this data element; instead code as *777777777777 (Not Applicable)*.

ONLY use this data element to identify the quantity of Drugs/Narcotics seized in a drug case when Data Element #22-PROPERTY INVOLVEMENT is *06*. Otherwise code all occurrences as *777777777777*.

EXAMPLE:
In the example given for Data Element #29-DRUG TYPE (SUSPECTED) the first occurrence of Data Element #30-DRUG QUANTITY (ESTIMATED) should be *000000001500* for the Crack, the second occurrence *00000002000* for the Morphine and the third occurrence *777777777777* for the combined Marijuana and Valium.

DATA ELEMENT # 31   **DRUG MEASUREMENT UNIT**

DATA FORMAT: 2 characters, alpha

CODING STRUCTURE: Up to 3 entries can be made to match the Drug Types entered in Data Element #29 and the Drug Quantity entered in Data Element #30.

If the third occurrence of Data Element #29 is coded as *97 = (Over 3 Drug Types)*, enter *NA* for the third occurrence of this data element.

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

CAPACITY
ML = Milliliter
LT = Liter
FL = Fluid Ounce
GL = Gallon

UNIT
DU = Dosage Units (capsules, pills, tablets, etc.)
NP = Number of Plants
XX = Unknown
NA = Not Applicable

NOTE:
ONLY enter the DRUG MEASUREMENT UNIT for Drugs/Narcotics seized in a drug case where Data Element #22-PROPERTY INVOLVEMENT is *06*. Otherwise code all occurrences of this data element as *NA (Not Applicable)*.

EXAMPLE:
In the example given for Data Element #29-DRUG TYPE (SUSPECTED), the first occurrence of Data Element #31-DRUG MEASUREMENT UNIT should be *KG* to correspond to the quantity for the Crack, the second occurrence should be *OZ* to correspond to the quantity for the Morphine and the third occurrence should be *NA,* since combined drug types (the Marijuana and Valium) cannot have a quantity entered.

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Offender Segment *Data Elements #32 - #37.*

DE #32 OFFENDER NUMBER

DE #33 OFFENDER AGE

DE #34 OFFENDER SEX

DE #35 OFFENDER RACE

DE #36 OFFENDER ETHNIC ORIGIN

DE #37 OFFENDER CONDITION

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DATA ELEMENT # 32 **OFFENDER NUMBER**

DATA FORMAT: 3 characters, numeric

CODING STRUCTURE: Each offender is assigned a unique number from 001 to 099.

A separate "Offender Segment" containing Data Elements #32 through #37 is to be submitted for each numbered offender.

If the number of offenders is unknown, enter 999 in this data element and enter the codes for *Unknown* for Data Elements #33 - #37.

NOTE:
Agency software should automatically assign and count the number of offender segments entered. Alternatively, agency forms can have pre-numbered lines for each offender. This variable is used to link victim and offenders in Data Element #46 VICTIM/OFFENDER LINK in order to establish VICTIM/OFFENDER RELATIONSHIP in Data Element #47.

EXAMPLE 1:
A corpse with five bullet holes was found in an abandoned warehouse. There were no witnesses to the crime and no suspects. A single Offender Segment should be submitted with *999 (Unknown)* entered into Data Element #32 and entries for *999 (Unknown)* in Data Elements #33 through #37.

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 Offender Segments should be submitted--one with Offender Number *01* entered and the other with Offender Number *02*. Applicable *999 (Unknown)* codes should be entered for Data Elements #33 through #37.

DATA ELEMENT # 33   **OFFENDER AGE**

DATA FORMAT: 4 characters, numeric

CODING STRUCTURE: **Enter either an exact age, age range, or unknown.**

                                         0001 - 0098 = exact age in years
                                         0099 = Over 98 years old
                                         9999 = Unknown

                                         OR supply an age range as 4-digit code: e.g., **1921** would be the age range 19 to 21.

EXAMPLE 1:
If the victim or a witness reported the offender's age as between 25 and 30 years old, *2530* should be entered.

EXAMPLE 2:
The offender was 31 years old; enter *0031* for Data Element #33-OFFENDER AGE.

DATA ELEMENT # 34   **OFFENDER SEX**

DATA FORMAT: 1 character, alpha

CODING STRUCTURE: **M = Male**
                                    F = Female
                                    U = Unknown
                                    R = Not Reported

EXAMPLE:
The witness caught only a fleeting glance of the offender and, therefore, was unable to report the OFFENDER SEX. The entry should be *U*.

DATA ELEMENT # 35   **OFFENDER RACE**

DATA FORMAT: 1 character, alpha

CODING STRUCTURE: **W = White**
B = Black/African American
I = American Indian/Alaskan Native
A = Asian
P = Native Hawaiian/Pacific Islander
R = Not Reported
U = Unknown

EXAMPLE:
If the offender was Asian, the entry should be *A*.

DATA ELEMENT # 36   **OFFENDER ETHNIC ORIGIN**

DATA FORMAT: 1 character, alpha

CODING STRUCTURE: **H = Hispanic/Latino**
N = Not Hispanic/Latino
R = Not Reported
U = Unknown

EXAMPLE 1:
If the offender was Hispanic or Latino, enter *H*.

EXAMPLE 2:
The box on the agency's incident report for offender ethnicity was not checked; enter *R*.

DATA ELEMENT # 37 **OFFENDER CONDITION**

DATA FORMAT: 2 characters, alphanumeric

CODING STRUCTURE: Enter one code for each offender

01 = Appears to be Impaired with Drugs - the victim, complainant, or witness states, (or the reporting officer observes) that the offender appeared to be impaired with drugs.

02 = Appears to be Impaired with Alcohol - the victim, complainant, or witness states, (or the reporting officer observes) that the offender appeared to be impaired with alcohol.

03 = Appears to be Mentally Disordered - the victim, complainant, or witness states, (or the reporting officer observes) that the offender appeared to be mentally disordered.

04 = Appears to be Injured or Ill - the victim, complainant, or witness states, (or the reporting officer observes) that the offender appeared to be ill or injured.

05 = Apparently Normal - the victim, complainant, or witness states, (or the reporting officer observes) that the offender was apparently normal.

88 = Not Reported - the condition of the offender was not reported.

99 = Unknown - the condition of the offender is unknown.

DEFINITION: This data element indicates the alleged condition of each offender involved in the incident. Use the most descriptive code if more than one applies.

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, who appeared drunk, attacked the victim with a knife. Code *02 (Appeared to Be Impaired with Alcohol)* should be entered.

EXAMPLE 2:
A rape victim advised that her attacker bragged that he had been freebasing cocaine just prior to the incident. Code *01 (Appeared to Be Impaired with Drugs)* should be entered.

EXAMPLE 3:
A medical supply warehouse was burglarized, and large quantities of Methadone, Morphine, Benzedrine and Valium were stolen. Two offenders were seen fleeing the scene. Code *99 (Unknown)* should be entered for each offender because although drugs were the object of the crime, there was no indication that the offenders were impaired by drugs during the incident.

Victim Segment *Data Elements #38 - #50, #71 - #73.*

DE #38 VICTIM NUMBER

DE #39 VICTIM/OFFENSE LINK

DE #40 VICTIM TYPE

DE #41 VICTIM AGE

DE #42 VICTIM SEX

DE #43 VICTIM RACE

DE #44 VICTIM ETHNIC ORIGIN

DE #45 VICTIM RESIDENCE STATUS

DE #46 VICTIM/OFFENDER LINK

DE #47 VICTIM/OFFENDER RELATIONSHIP

DE #48 LEVEL OF INJURY

DE #49 TYPE OF INJURY

DE #50 VICTIM MEDICAL TREATMENT

DE #71 TYPE OF OFFICER ACTIVITY/CIRCUMSTANCE (LEOKA)

DE #72 OFFICER ASSIGNMENT TYPE (LEOKA)

DE #73 OFFICER ORI/JURISDICTION (LEOKA)

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DATA ELEMENT # 38   **VICTIM NUMBER**

DATA FORMAT: 3 characters, numeric

CODING STRUCTURE: **Each victim is assigned a unique number from 001 to 999.** A
                                         separate Victim Segment containing Data Elements #38 through
                                         #50 is to be submitted for each numbered victim.

NOTE:
Agency records management system should automatically assign and count the number of victim screens
entered. Alternatively, agency forms can have pre-numbered lines for each victim.

EXAMPLE:
A gang of youths walked through a public cemetery, approached the night watchman and assaulted him with a
baseball bat. They then ran through the cemetery and turned over several grave stones, breaking them. In this
example, there were two victims in the incident. One Victim Segment numbered *001* should be submitted for
the night watchman with Data Element #40-VICTIM TYPE coded as *I (Individual)* and a second Victim
Segment numbered *002* should be submitted for the damage to the cemetery with Data Element #40-VICTIM
TYPE coded as *S (Society/Public)*.

DATA ELEMENT # 39   **VICTIM/OFFENSE LINK**

DATA FORMAT: 2 characters, numeric

CODING STRUCTURE: Enter the OFFENSE NUMBER (Data Element #12) to link each
                                         victim to the (up to 10) offenses that were perpetrated against
                                         him/her/it.

                                         77 = Not Applicable (used to fill multiple occurrences of this Data
                                         Element when less than 10 offenses are present for the victim).

NOTE:
Each victim must be linked to at least one offense.

EXAMPLE 1:
Two victims, Victim *001* and Victim *002*, were robbed and Victim *001* was also raped. Two Offense Segments
were reported, one for robbery and one for rape. Data Element #12-OFFENSE NUMBER assigned offense
number *01* to the robbery Offense Segment and *02* to the rape Offense Segment and Data Element #13-
INCIDENT/COMPLAINT OFFENSE CODE contained the respective New York State Penal Law descriptions of
these offenses. In Data Element #39, the OFFENSE NUMBER from Data Element #12 will be used to link
offenses to victims. The Victim Segment for Victim *001* will contain the OFFENSE NUMBER *01* for the robbery
in the first occurrence of Data Element #39-VICTIM/OFFENSE LINK and *02* for the rape in the second
occurrence for the rape and the remaining occurrences would all be filled with *77 (Not Applicable)* codes. The
segment for Victim *002* would only show the robbery offense with OFFENSE NUMBER *01* in the first
occurrence and *77* in the remaining nine occurrences of Data Element #39-VICTIM/OFFENSE LINK.

EXAMPLE 2:
The incident involved the burglary of an auto parts store. One Offense Segment numbered *03* was present
and contained the INCIDENT/COMPLAINT OFFENSE CODE (Data Element #13) for burglary. There was one
Victim Segment present with Data Element #40-VICTIM TYPE is *B (Business)*. In Data Element #39-
VICTIM/OFFENSE LINK, the first occurrence would be coded *03* to link the business victim to the burglary
offense and the remaining nine occurrences of Data Element #39 would be coded as *77 (Not Applicable)*.

DATA ELEMENT # 40 **VICTIM TYPE**

DATA FORMAT: 1 character, alpha

CODING STRUCTURE: Enter only one code per victim.

A = Firefighter
I = Individual
L = Law Enforcement Officer (LEOKA)
B = Business
F = Financial Institution
G = Government
R = Religious Organization
S = Society/Public
O = Other
U = Unknown

EXAMPLE 1:
During a bank robbery, the offender pointed a gun at a teller and demanded and received money. The offender also pistol whipped a customer who stood in his way as he made his getaway from the bank. There were three victims: the bank [*F (Financial Institution*)], the teller [*I (Individual*)] and the pistol-whipped customer [*I (Individual)*]. Therefore, three Victim Segments should be completed with the proper VICTIM TYPE code entered into each Victim Segment.

EXAMPLE 2:
A suspect is arrested for selling drugs to an undercover officer. The VICTIM TYPE for this incident would be *S (Society/Public)*

EXAMPLE 3:
A law enforcement officer, while off duty, observes a gas station robbery in progress. After telling a bystander to call the police, the officer approaches the scene. The perpetrator attempts to leave the gas station after taking money from the station attendant at gun point. The officer confronts the perpetrator and orders him to drop the gun. Shots are exchanged resulting in serious injury to the officer and fatal injury to the perpetrator. There are four VICTIM TYPES: gas station [*B (Business*)], station attendant [*I (Individual*)], the officer [*L (Law Enforcement Officer*)], and the perpetrator [*I (Individual)*] for reporting the Justifiable Homicide part of the incident.

Note: Individual, Law Enforcement Officer, and Firefighter are Individual (Person) Victim Types.

DATA ELEMENT # 41   **VICTIM AGE**

DATA FORMAT: 4 characters, alphanumeric

CODING STRUCTURE: Enter either an exact age, age range, Not Applicable, or Unknown.

                                                     00NN = under 24 hours (neonate)
         00NB = 1 to 6 days
         00BB = 7 to 364 days

         0001-0098 = exact age in years
         0099 = Over 98 years old

         7777 = Not Applicable
         9999 = Unknown

         OR supply **age range** in form ___ to ____ as 4-digit code, e.g., 1921 would be age range 19 to 20.

EXAMPLE 1:
If the victim was a person 18 years old, enter *0018*.

EXAMPLE 2:
If the victim was a neonate, enter *00NN*.

EXAMPLE 3:
If the victim was a Financial Institution, enter *7777*.

DATA ELEMENT # 42   **VICTIM SEX**

DATA FORMAT: 1 character, alpha

CODING STRUCTURE: **M = Male**
            F = Female
            R = Not Reported
            U = Unknown
            X = Not Applicable

EXAMPLE 1:
If the victim was a male, enter *M*.

EXAMPLE 2:
If the victim was a Financial Institution, enter *X*.

DATA ELEMENT # 43 **VICTIM RACE**

DATA FORMAT: 1 character, alpha

CODING STRUCTURE: **W = White**
B = Black/African American
I = American Indian/Alaskan Native
A= Asian
P = Native Hawaiian/Pacific Islander
R = Not Reported
U = Unknown
X= Not Applicable

EXAMPLE 1:
If the victim was white, enter *W*.

EXAMPLE 2:
If the victim was a Financial Institution, enter *X*.

DATA ELEMENT # 44   **VICTIM ETHNIC ORIGIN**

DATA FORMAT: 1 character, alpha

CODING STRUCTURE: **H = Hispanic/Latino**
                              N = Not Hispanic/Latino
                              R = Not Reported
                              U = Unknown
                              X = Not Applicable

EXAMPLE 1:
If the victim was Hispanic or Latino, enter *H*.

EXAMPLE 2:
If the victim was a Financial Institution, enter *X*.

DATA ELEMENT # 45   **VICTIM RESIDENCE STATUS**

DATA FORMAT: 2 characters, alphanumeric

CODING STRUCTURE:

01 = Resident - the victim is a permanent, legal resident of the county/city where the incident took place.

02 = Commuter - the victim is a commuter, living outside the county/city where the incident took place but entering on a regular basis to work.

03 = Tourist - the victim lives outside the county/city where the incident took place and was visiting for vacation or other recreational purpose at the time the incident occurred.

04 = Military - the victim is a member of the armed forces and lives in the county/city in connection with a military assignment.

05 = Student - the victim attends school within the county/city and either lives outside the area or has a temporary domicile in the jurisdiction only because of school attendance.

06 = Temporary Resident/Foreign National - the victim is a foreign national (include both legal and illegal aliens) who has a temporary or seasonal domicile in the jurisdiction where the incident took place.

07 = Other Status - the victim's residence status, as described in the report, is different from any of those described above e.g., an out of state trucker robbed at a rest area.

08 = Homeless - the victim has no permanent address.

77 = Not Applicable - the victim is not an individual.

88 = Not Reported - the victim's residence status is not listed in the incident report.

99 = Unknown - there is not enough information to determine the victim's residence status.

EXAMPLE 1:
If the victim was robbed in White Plains, NY, where he resides, enter *01 (Resident)*.

EXAMPLE 2:
If the victim was a business, then enter *77 (Not Applicable)*.

EXAMPLE 3:
If the victim was a Mexican national, enter *06 (Temporary Resident/Foreign National)*.

DATA ELEMENT # 46   **VICTIM/OFFENDER LINK**

DATA FORMAT: 3 characters, numeric

CODING STRUCTURE: Enter the OFFENDER NUMBER (Data Element #32) of up to 10 offenders for whom victim-to-offender relationships are going to be reported in Data Element #47.

      777 = Not Applicable

NOTE:

Data Element #46-VICTIM/OFFENDER LINK is <u>ONLY</u> logically used to link individual victims (Data Element #40-VICTIM TYPE is *I (Individual)* or *L (Law Enforcement Officer in the Line of Duty)* to offenders who victimized them. Thus, if the Victim Segment is <u>not</u> for an individual, then <u>all</u> occurrences of Data Element #46-VICTIM/OFFENDER LINK must be coded as *777 (Not Applicable)*. Code *777* is also used to fill multiple occurrences of Data Element #46 when less than 10 offenders are involved in the victimization of an individual victim.

EXAMPLE 1:

If Victim *001*'s relationship to Offender *004* is to be reported, enter *004* in the first occurrence of Data Element #46 in the Victim Segment for the first victim and code all remaining occurrences as *777*.

EXAMPLE 2:

If the victim was only being linked to two offenders, numbered 001 and 005 respectively in Data Element #32-OFFENDER NUMBER, then the first occurrence of Data Element #46-VICTIM/OFFENDER LINK would have *001* entered, the second occurrence would have *005* entered and the remaining eight occurrences would be filled with *777 (Not Applicable)*.

DATA ELEMENT # 47   **VICTIM/OFFENDER RELATIONSHIP**

DATA FORMAT: 2 characters, alphanumeric

CODING STRUCTURE: Enter up to 10 occurrences of VICTIM/OFFENDER RELATIONSHIP to match the offenders identified in the corresponding occurrence of Data Element #46-VICTIM/OFFENDER LINK. Victim was _____.

WITHIN FAMILY
01 = Spouse: Legally married
02 = Former Intimate Partner: Former partner; boyfriend/girlfriend, fiancé, or same-sex partner.
03 = Parent: Legal guardian through blood or adoption
04 = Sibling: Any person who shares at least one of the same parents
05 = Child: Child-in-common, child-in-household, or child-in-family
06 = Grandparent: Parent of child's legal guardian
07 = Grandchild: Child of the offender's child
08 = In-Law: Relative through marriage (limited to father, mother, sister, brother)
09 = Stepparent: The husband or wife of victim's parent from a subsequent marriage
10 = Stepchild: The child of a spouse from a previous marriage
11 = Stepsibling: Son or daughter of a stepparent
12 = Other Family: Other family members including aunt, uncle, niece, nephew
22 = Current Boyfriend/Girlfriend: Current heterosexual couple
23 = Child of Intimate Partner: Child of one of the intimate partners
27 = Current Same-Sex Relationship: Current same-sex couple
29 = Ex-Spouse: Legally separated husband or wife

OUTSIDE FAMILY BUT KNOWN TO VICTIM
20 = Acquaintance: A known associate
21 = Babysittee (the baby): Individual under the supervision of a babysitter or caretaker (non-familial)
24 = Employee: Victim works for or with (co-worker) offender
25 = Employer: Offender works for or is employed by victim
26 = Friend: Person who the offender knows well and regards positively
28 = Neighbor: Person who lives in proximity of the offender including next door, same street, apartment complex, or neighborhood
30 = Otherwise Known: All other relationships not identified by other categories

NOT KNOWN TO VICTIM
40 = Relationship Unknown: Identity of offender is unknown by the victim and cannot be determined by investigation
41 = Stranger: Identity of offender is known to the victim, but there is no relationship between the victim and offender

OTHER
70 = Victim Was Offender: Use when reporting a Justifiable Homicide
77 = Not Applicable: Relationship is not required because victim is not an individual (person)
88 = Not Reported: Relationship was not reported by either the victim or the law
enforcement officer completing the incident report

EXAMPLE 1:
An employee assaulted his employer with his fists. The Offender Segment corresponding to the employee was identified in the third occurrence of Data Element #46-VICTIM/OFFENDER LINK, thus the third occurrence of Data Element #47 should be coded as *25 (Employer)*.

EXAMPLE 2:
Two offenders rob a male and a female couple. Neither victim knew the offenders. Both the Victim Segment for the male victim and the Victim Segment for the female victim should have the occurrences corresponding to the offenders being linked in Data Element #46-VICTIM/OFFENDER LINK coded as *41 (Stranger)*.

EXAMPLE 3:
The victim was a Financial Institution not an individual. Enter *77 (Not Applicable)*.

DATA ELEMENT # 48   LEVEL OF INJURY

DATA FORMAT: 1 character, alphanumeric

CODING STRUCTURE:

    1 = Dead-the victim was killed by a perpetrator.

    2 = Appeared to Be Seriously Injured-the victim suffered an injury requiring more than simple first aid for treatment.

    3 = Appeared to Be Physically Injured, But Not Seriously-the victim suffered a physical injury of some kind, but there was no indication that the injury was serious. The injury required only first aid treatment or did not require any immediate treatment at all.

    4 = Not Injured - the report indicates that the victim did not appear to be physically injured in the incident.

    7 = Not Applicable - the incident did not have an individual as a victim.

    8 = Not Reported - the level of injury to the victim is not stated on the incident report.

    9 = Unknown - the level of injury to the victim cannot be determined or is not known.

EXAMPLE 1:
The offender assaulted the victim with a tire iron, breaking the victim's arm and opening up a cut about three inches long and one inch deep on his back. The entry should be *2 (Appeared to Be Seriously Injured)* since the treatment necessary was more than simple first aid.

EXAMPLE 2:
The victim, a respected religious figure, is blackmailed regarding his sexual activities. As he suffered no physical injury, the entry should be *4 (Not Injured)*.

DATA ELEMENT # 49   **TYPE OF INJURY**

DATA FORMAT: 2 characters, alphanumeric

CODING STRUCTURE: Enter up to 5 types for each victim. The TYPE OF INJURY should be entered for dead victims to describe the apparent cause of death.

00 = None - No apparent physical injury to the victim as a result of the crime is observed by the officers or reported by the victim or witness.

01 = Apparent Broken Bones - An injury to the victim involving the possible fracture, tearing or dislocation of the skeletal system including bones, cartilage and tendons.

02 = Possible Internal Injury - An injury to the victim possibly affecting the internal organs of the body (brain, heart, lungs, stomach, kidney, liver, etc.), usually associated with penetrating wounds in stabs, shootings and/or blunt trauma. Also, includes injury to the victim of sexual assault from oral, vaginal, or anal contact.

03 = Severe Laceration - An injury to the victim which results from the use of a cutting instrument to cut, stab, or slash the body.

04 = Loss of Teeth - An injury that results in the breakage or loss of one or more teeth from the victim's mouth.

05 = Unconsciousness - The victim was found unconscious or is reported to have lost consciousness as the result of the injury. Includes loss of consciousness from suffocation, blow(s) to the head or neck, bleeding or shock.

06 = Other Major Injury - Any physical injury to the victim other than those defined above, for example scalds, electrical shocks, burns or chemical contamination.

07 = Apparent Minor Injury - An injury to the victim characterized as superficial, including scratches and minor cuts, bruises, discolorations, bumps and/or swelling.

77 = Not Applicable - The victim is not an individual or this occurrence is not used as there were less than 5 injury types applicable for this victim.

88 = Not Reported - The type of injury to the victim is not stated in the incident report.

99 = Unknown - The type of injury to the victim cannot be determined or is not known.

EXAMPLE 1:
The offender assaulted the victim with a tire iron, breaking the victim's arm and opening up a cut about three inches long and one inch deep on his back. The first occurrence of Data Element #49-TYPE OF INJURY should be *01 (Apparent Broken Bones)*, the second occurrence should be *03 (Severe Laceration)*, and the remaining three occurrences coded as *77 (Not Applicable)*.

EXAMPLE 2:
The victim, a respected religious figure, is blackmailed regarding his sexual activities. Since he suffered no physical injury, the first occurrence should be *00 (None)* and the remaining four occurrences of Data Element #49 should be *77 (Not Applicable)*.

EXAMPLE 3:
This Victim Segment has Data Element #40-VICTIM TYPE of G (Government). All occurrences of Data Element #49-TYPE OF INJURY should be coded as *77 (Not Applicable)* since the victim is not a person.

DATA ELEMENT # 50   **VICTIM MEDICAL TREATMENT**

DATA FORMAT: 1 character, alphanumeric

CODING STRUCTURE:

1 = Hospitalized - the victim was transported to a hospital for examination and treatment and was formally admitted for an overnight stay.

2 = Treated and Released - the victim was transported to a hospital or other authorized treatment center and was examined and given any emergency treatment needed but was not admitted for continued treatment.

3 = Refused Treatment - the victim was offered treatment but declined to be transported to a hospital or once there refused to be examined or treated, either because the victim did not wish treatment or because he or she preferred to consult a private doctor.

4 = Not Treated - the report states that no attempt was made to offer medical treatment to the victim.

5 = Treated at Scene

7 = Not Applicable - the victim is not an individual.

8 = Not Indicated in Report - the report does not contain any information indicating whether or not the victim was offered any medical assistance.

9 = Unknown - the report lists medical treatment as unknown.

NOTE:
This data element should be completed for dead victims as well as injured victims.

EXAMPLE 1:
The offender assaulted the victim with a tire iron, breaking the victim's arm and opening up a cut about three inches long and one inch deep on his back. The victim was taken to the Emergency Room of a local hospital to have his arm set and the cut closed by stitches but was not hospitalized overnight. The proper code would be *2 (Treated and Released)*.

EXAMPLE 2:
The victim, a respected religious figure, is blackmailed regarding his sexual activities. Since he suffered no physical injury, the entry should be *4 (Not Treated)*.

EXAMPLE 3:
The victim is Society/Public; the entry should be *7 (Not Applicable)*.

DATA ELEMENT # 71   **TYPE OF OFFICER ACTIVITY/CIRCUMSTANCE (LEOKA)**

DATA FORMAT: 2 characters, numeric

CODING STRUCTURE: Enter once per victim segment.

This data element is used to indicate the type of activity in which the law enforcement officer was engaged at the time the officer was killed or assaulted in the line of duty.

01 = Responding to Disturbance Call (family quarrel, person w/firearm, etc.)
02 = Burglaries in Progress or Pursuing Burglary Suspects
03 = Robberies in Progress or Pursuing Robbery Suspects
04 = Attempting Other Arrests
05 = Civil Disorder (Riot, Mass Disobedience)
06 = Handling, Transporting, Custody of Prisoners
07 = Investigating Suspicious Persons or Circumstances
08 = Ambush, No Warning
09 = Handling Persons with Mental Illness
10 = Traffic Pursuits and Stops
11 = All Other

77 = Not Applicable (VICTIM TYPE does not = Law Enforcement Officer)

DATA ELEMENT # 72   **OFFICER ASSIGNMENT TYPE (LEOKA)**

DATA FORMAT: 1 character, alpha

CODING STRUCTURE: Enter once per victim segment.

This data element is used to report the victim officer's type of assignment when the incident involves a Law Enforcement Officer Killed or Assaulted (LEOKA)

For Uniformed Law Enforcement Officers
F = Two-Officer Vehicle
G = One-Officer Vehicle (Alone)
H = One-Officer Vehicle (Assisted)

For Non-Uniformed Officers
I = Detective or Special Assignment (Alone)
J = Detective or Special Assignment (Assisted)

For Law Enforcement Officers Serving in other Capacities (Foot Patrol, Off Duty, etc.)
K = Other (Alone)
L = Other (Assisted)

VICTIM TYPE does not = Law Enforcement Officer
X = Not Applicable

NOTE:
The term "assisted" refers only to law enforcement assistance.

DATA ELEMENT # 73   OFFICER ORI/JURISDICTION (LEOKA)

DATA FORMAT: 9 characters, alphanumeric

CODING STRUCTURE: Enter once per victim segment.

This data element is used to identify the law enforcement agency that the killed or assaulted officer was working for at the time of the incident.

> **Valid ORI (nine-character alpha/numeric) -** Valid NCIC Originating Agency Identifier. Alpha characters must be capitalized. (same as DE #1 ORI NUMBER)
>
> **777777777 = Not Applicable** (VICTIM TYPE does not = Law Enforcement Officer)

DE #51 ARRESTEE NUMBER

DE #52 AGENCY ARREST NUMBER

DE #53 CJTN NUMBER (FORMERLY OBTS NUMBER)

DE #54 NYSID NUMBER

DE #55 ARREST DATE

DE #56 ARREST TYPE

DE #57 ARREST STATUS

DE #58 JUVENILE RELEASE STATUS

DE #59 MULTIPLE CLEARANCE INDICATOR

DE #60 ARRESTEE WEAPON

DE #61 ARRESTEE AGE

DE #62 ARRESTEE SEX

DE #63 ARRESTEE RACE

DE #64 ARRESTEE ETHNIC ORIGIN

DE #65 ARRESTEE RESIDENCE STATUS

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DATA ELEMENT # 51   ARRESTEE NUMBER

DATA FORMAT: 2 characters, numeric

CODING STRUCTURE: Each arrestee is to be assigned a unique number from 01 to 99.

NOTE:
A separate "Arrestee Segment" containing Data Elements #51 through #65 is to be submitted for each numbered arrestee.

If there is no Arrestee, do NOT submit this segment. Agency software should automatically assign and count the number of arrestees entered. Alternatively, agency forms can have renumbered lines for each arrestee.

EXAMPLE:
If two persons were arrested in connection with a reported incident, two Arrestee Segments should be submitted--one for Arrestee Number *01* and the other for Arrestee Number *02*.

DATA ELEMENT # 52   **AGENCY ARREST NUMBER**

DATA FORMAT: 12 characters, alphanumeric

CODING STRUCTURE: Use the unique case transaction number which the agency has assigned
to the arrest. It may be the INCIDENT NUMBER of the previously reported
incident or a separate arrest transaction number.

EXAMPLE:

If the AGENCY ARREST NUMBER is less than 12 characters long it should be left-justified with blank right fill,
e.g., *90123Xƀƀƀƀƀƀ*.

DATA ELEMENT # 53   **CJTN NUMBER** *Formerly the OBTS NUMBER*

DATA FORMAT: 9 characters, alphanumeric

CODING STRUCTURE: Arrestee's CJTN must default to 777777777 = Not Applicable

NOTE:
To comply with the National Incident Based Reporting System (NIBRS), the NYS Crime Reporting Program no longer accepts CJTN number as part of a NYS IBR submission

DATA ELEMENT # 54   **NYSID NUMBER**

DATA FORMAT: 8 characters, alphanumeric

CODING STRUCTURE: Arrestee's NYSID Number must default to 9999999J = Unknown

NOTE:
To comply with the National Incident Based Reporting System (NIBRS), the NYS Crime Reporting Program no longer accepts NYSID number as part of a NYS IBR submission.

DATA ELEMENT # 55   **ARREST DATE**

DATA FORMAT: 8 characters, numeric

CODING STRUCTURE: **YYYYMMDD = Year-Month-Day**

EXAMPLE:
If the subject was arrested on July 23, 2027, the entry should be *20270723*.

DATA ELEMENT # 56   **ARREST TYPE**

DATA FORMAT: 2 characters, numeric

CODING STRUCTURE: If more than one ARREST TYPE applies in an incident, code the one that best summarizes the reason for arrest. As a rule, this should be the type that initiated the arrest.

> **01 = Complaint** - An arrest resulting from investigation of a criminal incident based upon a complaint.

> **02 = Crime in Progress** - An arrest resulting from a criminal incident discovered or encountered by the officer and for which there is no previous criminal complaint.

> **04 = Court Summons** - An arrest resulting from an offender responding to a court summons and being taken into custody and booked.

> **05 = Order of Protection** - An arrest made pursuant to violation of an order of protection.

> **06 = Other** - Any other type of arrest not specified above.

EXAMPLE 1:
A woman phones in a complaint of a prowler in her back yard. The arriving officer finds her husband (from whom she is separated and being divorced) hiding behind the garage. When the identity of the prowler becomes known to the complainant, she produces an order of protection that specifies her husband is to vacate and absent himself from the premises and requests that he be arrested. Code as *01 (Complaint)*, even though there was an order of protection, as the complaint initiated the incident.

EXAMPLE 2:
An officer observes a motor vehicle being operated in an erratic and unsafe manner and after testing, arrests the driver for Driving While Intoxicated (DWI). At booking, the officer discovers that the arrestee has outstanding bench warrants for previous parking violations. Code as *02 (Crime in Progress)* as the DWI offense initiated the arrest.

DATA ELEMENT # 57   **ARREST STATUS**

DATA FORMAT: 2 characters, numeric

CODING STRUCTURE: Enter the type of release from physical custody for an arrestee.

01 = Held - The arrestee is not released.

02 = Appearance Ticket - The arrestee is given a location, date and time to return for processing and then released (includes summons).

03 = ROR - After booking the arrestee was released on recognizance.

04 = Cash Bail - Following arraignment and after posting bail the arrestee was released.

05 = Bail Bond - Following arraignment a bail bondsman posts a surety for the arrestee's appearance and the arrestee is released.

06 = Police Bail - Following booking, but prior to arraignment, the arrestee is released after posting bail based on an authorized bail schedule.

07 = Released to Third Party - After booking, but prior to arraignment, the arrestee is released in the custody of another person (e.g., parent, guardian, spouse, sibling, child, or doctor).

88 = Not Reported - Not on the arrest report.

99 = Unknown - The release status is not known.

EXAMPLE 1:
Based on a criminal complaint, signed by a neighbor, the subject was served with a summons to appear in court. The proper coding is *02 (Appearance Ticket)*, since the summons orders the subject to appear in court on a set date.

EXAMPLE 2:
Based on investigation, the victim testified before a grand jury resulting in the issuance of an indictment warrant, the subject was then arrested, arraigned and released on cash bail. Proper coding is *04 (Cash Bail)*.

DATA ELEMENT # 58   **JUVENILE RELEASE STATUS**

DATA FORMAT: 1 character, alphanumeric

CODING STRUCTURE:

H = Handled Within Department (e.g., released to parents, released with warning, etc.)

R = Referred to Criminal Court, Juvenile/Family Court, or Probation Intake

D = Diverted to Counseling/Treatment Program

X = Not Applicable (arrestee is 18 years old or older)

NOTE:
ONLY for arrestees less than 18 years old.

EXAMPLE 1:
The arrestee, age 13, who was taken into custody for vandalizing a school, was released to his parents with a warning. The entry would be *H (Handled Within Department)*.

EXAMPLE 2:
The arrestee, age 15, who was arrested for murder, was turned over to the Adult Court to be tried as an adult. The entry would be *R (Referred to Criminal Court, Juvenile/Family Court, or Probation Intake)*.

EXAMPLE 3:
The arrestee was 32 years old. The entry would be *X (Not Applicable)*.

DATA ELEMENT # 59   **MULTIPLE CLEARANCE INDICATOR**

DATA FORMAT: 1 character, alphanumeric

CODING STRUCTURE: This data element is to be used to indicate whether or not the apprehension of the arrestee resulted in the clearance of more than one previously reported incident within the jurisdiction served by the reporting agency. If so, then it is important to indicate that there was only one arrestee responsible for multiple clearances. This is done by entering *M (Multiple)* into all but one of the Arrestee Segments involved and by entering *C (Count Arrestee)* into the remaining Arrestee Segment. If the arrest did not result in multiple clearances, enter *N (Not Applicable)*.

   N = Not Applicable

   C = Count Arrestee

   M = Multiple (Multiple clearance indicator set to prevent over counting arrestees)

EXAMPLE 1:
After the subject's apprehension for robbery, it was learned that the subject was also responsible for five additional robberies within the jurisdiction. One Arrestee Segment was keyed into the local computer, along with the Incident Numbers of the six incidents. The local computer then generated six Arrestee Segments which were duplicates except for their Incident Numbers. Five of the Arrestee Segments had *M (Multiple)* and one had *C (Count Arrestee)* entered into Data Element #59.

EXAMPLE 2:
Two suspects were arrested for burglary. During processing, Arrestee #1 admitted to burglarizing two other residences. The department then cleared those two burglaries based on the suspect's confession. However, Arrestee #2 denied involvement in any additional burglaries. The Arrestee Segment for this data element for Arrestee #1 would have a *C (Count Arrestee)* for the current incident and an *M (Multiple)* for Data Element #59 in the Arrestee Segments for the two other incidents which were cleared. The Arrestee Segment for Arrestee #2 would have an *N (Not Applicable)* in Data Element #59 as this subject's arrest did not clear any additional incidents.

DATA ELEMENT # 60   **ARRESTEE WEAPONS**

DATA FORMAT: 2 characters, numeric

CODING STRUCTURE: Enter up to two codes to indicate whether the arrestee was armed
with any type of weapon, even if not used in resisting arrest, or if the arrestee
used any type of weapon when apprehended.

01 = Firearm (type unspecified or not stated)
02 = Revolver/Derringer/Single-Shot Pistol
03 = Semiautomatic Handgun (fires a bullet with each pull of the trigger)
04 = Fully Automatic Handgun/Submachine Gun (fires more than one bullet for each pull of the
trigger, includes those weapons with a selectable rate of fire between semi and fully automatic)
05 = Single Shot/Pump Action/Bolt Action Rifle
06 = Semiautomatic Rifle (fires a bullet with each pull of the trigger)
07 = Fully Automatic Rifle/Machine Gun (fires more than one bullet for each pull of the trigger;
includes those weapons with a selectable rate of fire between semi and fully automatic)
08 = Shotgun (includes sawed-off shotguns)
09 = Imitation Firearm (includes toy gun and starter pistol)
10 = Simulated Firearm (e.g., hand in pocket)
11 = Knife/Cutting Instrument (e.g., ax, ice pick, sword, screwdriver, switchblade, etc.)
12 = Blunt Object (e.g., club, hammer, etc.)
13 = Motor Vehicle (when used as a weapon)
14 = Personal Weapons (e.g., hands, feet, teeth, etc.)
15 = Poison (includes gas)
16 = Explosives
17 = Fire/Incendiary Device
18 = Drug/Narcotics/Sleeping Pills
19 = Other Weapon (includes BB-gun, pellet gun, stun gun, dart gun, crossbows, etc.)
77 = None/Not Applicable

EXAMPLE 1:
When the subject was arrested, he had in his possession a .357 Magnum handgun and a penknife. The first
occurrence should be *02 (Revolver/Derringer/Single-Shot Pistol)*. Because a small pocket knife is not generally
considered to be a "weapon", it does not qualify for reporting. The remaining occurrence should be coded as
77 (Not Applicable) since the arrestee had only one weapon.

EXAMPLE 2:
The subject resisted arrest using a liquor bottle and a chair as weapons before being subdued. The first
occurrence of Data Element #60-ARRESTEE WEAPONS should be *11 (Knife/Cutting Instrument)* for the liquor
bottle and the second occurrence should be *12 (Blunt Object)* for the chair.

DATA ELEMENT # 61   **ARRESTEE AGE**

DATA FORMAT: 2 characters, numeric

CODING STRUCTURE: Enter an exact age
                                   01 - 98 (Exact age in years)
                                   99 = Over 98 years old

EXAMPLE 1:
The arrestee states he is 19 years old. The reporting agency would enter 19.

EXAMPLE 2:
The arrestee refused to give his date of birth but appeared to be 35 to 40 years old. The reporting agency must enter an exact age even if it is an estimate. The record should be updated when the exact age becomes known.

DATA ELEMENT # 62   **ARRESTEE SEX**

DATA FORMAT: 1 character, alpha

CODING STRUCTURE: **M = Male**
                          F = Female

EXAMPLE:
If the arrestee was a female, the entry should be *F*.

DATA ELEMENT # 63   **ARRESTEE RACE**

DATA FORMAT: 1 character, alpha

CODING STRUCTURE: **W = White**
B = Black/African American
I = American Indian/Alaskan Native
A = Asian
P = Native Hawaiian/Pacific Islander
R = Not Reported
U = Unknown

EXAMPLE:
If the arrestee was white, the entry should be *W*.

DATA ELEMENT # 64   **ARRESTEE ETHNIC ORIGIN**

DATA FORMAT: 1 character, alpha

CODING STRUCTURE: **H = Hispanic/Latino**
                          N = Not Hispanic/Latino
                          R = Not Reported
                          U = Unknown

EXAMPLE:
If the arrestee was Hispanic or Latino, the entry should be *H*.

DATA ELEMENT # 65   **ARRESTEE RESIDENCE STATUS**

DATA FORMAT: 1 character, alphanumeric

CODING STRUCTURE:

R = Resident - the arrestee maintains a permanent legal residence in the town, city or community where the incident occurred.

N = Nonresident - the arrestee is not a resident of the locality where the incident occurred but maintains a permanent legal residence within the United States.

F = Foreign Nonresident - the arrestee is not a resident of the locality where the incident occurred and maintains a permanent legal residence **outside** the United States.

U = Unknown - the residence status of the arrestee is unknown.

NOTE:
State and county 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.

For New York City, the 5 boroughs of New York City are used to define residency in the City. Therefore, if the crime occurred in one borough and the arrestee resides in another borough, the arrestee should be coded as a Resident.

EXAMPLE 1:
The crime occurred in White Plains, NY and the arrestee maintained his legal residence in that city. The entry would be *R (Resident)*.

EXAMPLE 2:
The crime occurred in Manhattan, but the arrestee had a legal residence in Brooklyn. Enter *R (Resident)*.

EXAMPLE 3:
The crime occurred in Nassau County, but the arrestee lived in Queens. Enter *N (Nonresident)*.

EXAMPLE 4:
A Mexican national is arrested for heading the local drug cartel. Enter *F (Foreign Nonresident)*.

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DE #66 ARRESTEE/CHARGE LINK

DE #67 ARREST CHARGE

DE #68 ARREST LARCENY TYPE

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DATA ELEMENT # 66   **ARRESTEE/CHARGE LINK**

DATA FORMAT: 2 characters, numeric

CODING STRUCTURE: Use the ARRESTEE NUMBER (Data Element #51) to link each arrestee to the Arrest Charge Segments that pertain to him or her.

NOTE:
If there is no arrestee, do NOT submit this segment. If an Arrestee Segment is submitted there must be at least one Arrest Charge Segment submitted for each arrestee.

EXAMPLE:
If an incident had 2 arrestees, numbered *01* and *02* respectively and Arrestee *01* had 3 arrest charges while Arrestee *02* had only 1, then 3 Arrest Charge Segments would be submitted for Arrestee *01* in which Data Element #66 had a *01* entered to link these charges to this arrestee. Arrestee *02* would have only one Arrest Charge Segment submitted with *02* entered in Data Element #66.

DATA ELEMENT # 67   ARREST CHARGE

DATA FORMAT: 22 characters, alphanumeric

CODING STRUCTURE: **Law Title (3 A/N characters)**
                          Article and Section (9 A/N characters)
                          Subsection (6 A/N characters)
                          Statutory Class (1 A/N character)
                          Category (1 A/N character)
                          Degree (1 N character)
                          Attempt Indicator (1 A character)
                          The attempt indicator is either A (Attempted) or C (Completed

NOTE:
The first 21 characters of Data Element #67-ARREST CHARGE must be an **EXACT MATCH with the DCJS Coded Law File**. The 22nd character is the attempt indicator and would be either *A* for attempted or *C* for completed.

EXAMPLE:
If an arrestee was charged with two ARREST CHARGES, Aggravated Sexual Abuse 1st and Operating a Motor Vehicle with a BAC of .08 of 1% - 1st Offense, there would be two Arrest Charge Segments submitted.

The first ARREST CHARGE SEGMENT for the Attempted Aggravated Sexual Abuse 1st Degree would have "PLb130.70bbb01bbbbbBF1A" entered in Data Element #67-ARREST CHARGE, This law is classified in the DCJS Coded Law File as IBR Offense Code *11C (Sexual Assault with an Object)*.

The second ARREST CHARGE SEGMENT for OPER MOTOR VEH W/ .08 OF 1% OR MORE ALCOHOL IN BLOOD-1ST OFF would have "VTL1192bbbbbb02bbbbbUM0C" entered in Data Element #67-ARREST CHARGE. This law is classified in the DCJS Coded Law file as IBR Offense Code *90D (Driving Under the Influence)*.

DATA ELEMENT # 68   **ARREST LARCENY TYPE**

DATA FORMAT: 2 characters, alphanumeric

CODING STRUCTURE: This offense specific coding is necessary to delineate the type of larceny which cannot be determined using the NYS Penal Law.

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

02 = Purse-Snatching - The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person. [**NOTE**: If more force was used than necessary to wrench the purse from the grasp of the person, then a Robbery occurred rather than a Purse-Snatching.]

03 = Shoplifting - The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.

04 = Theft from Building - A theft from within a building which is either open to the general public or where the offender has legal access.

05 = Theft from a Coin-Operated Machine or Device - A theft from a machine or device which is operated or activated by the use of coins.

06 = Theft from Motor Vehicle (except Theft of Motor Vehicle Parts or Accessories) - The theft of articles from a motor vehicle, whether locked or unlocked.

07 = Theft of Motor Vehicle Parts or Accessories - The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.

08 = Theft from a Mailbox - The theft of the contents of a mailbox, whether a public mailbox or a private mailbox.

09 = All Other Larcenies - All thefts, excluding Motor Vehicle Theft, which do not fit in any of the specific subcategories of Larceny/Theft listed above.

10 = **Motor Vehicle Theft**

77 = Not Applicable - the offense was not a larceny.

88 = Not Reported

99 = Unknown

DEFINITION: A larceny is defined as the unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

EXAMPLE 1:
The arrestee is charged with jostling a visiting tourist in the subway and stealing his wallet from his pants pocket. Code as *01 (Pocket-Picking)*.

EXAMPLE 2:
The arrestee is charged with stealing new motor vehicle license plates from the victim's mailbox. Code as *08 (Theft from Mailbox)*.

Transmission Data Elements

There are nine data elements that appear in the transmission record that are not substantive descriptors of the criminal incident. They are used to describe and structure the data transmission between the local contributors and DCJS.

SEGMENT TYPE

SEGMENT ACTION

FILE CREATION DATE

IBR MONTH

IBR YEAR

TIME WINDOW TYPE

CLEARANCE INDICATOR

RECORD COUNT

HASH TOTAL

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DATA ELEMENT:　　　　　**SEGMENT TYPE**

DATABASE NAME:　　　　**SEGTYPE**

DATA FORMAT:　　　　　1 character, alphanumeric

CODING STRUCTURE:

> **0 = Header Segment**
> **1 = Administrative Segment**
> **2 = Offense Segment**
> **3 = Property Segment**
> **4 = Offender Segment**
> **5 = Victim Segment**
> **6 = Arrestee Segment**
> **7 = Arrest Charge Segment**
> **8 = Time Window Segment**
> **9 = Trailer Segment**

NOTE:

SEGMENT TYPE codes are used to identify the type of segment being transmitted, to determine if the proper segment submission sequence has been followed for a particular "type" of incident submission (e.g., an initial submission for an "active" incident) and to compute the HASH COUNT used on the Trailer Segment to verify that DCJS has accurately read a local agency file submission.

DATA ELEMENT: **SEGMENT ACTION**

DATABASE NAME: **SEGACT**

DATA FORMAT: 1 character, alpha

CODING STRUCTURE:

         H = Header
         I = Initial "Active" Incident Submission
         R = Replace "Active" Incident Submission
         A = Add Arrestee Segment for "Active" Incident
         D = Delete Segment
         W = Initial "Inactive" Incident Submission (Time Window Submission)
         U = Update to "Inactive" Incident Submission (Time Window Update)
         T = Trailer

NOTE:
SEGMENT ACTION is used to inform DCJS processing programs of the desired action to be taken for a particular segment submission.

DATA ELEMENT: **FILE CREATION DATE**

DATABASE NAME: CREATEDATE

DATA FORMAT: 8 characters, numeric

CODING STRUCTURE: YYYYMMDD

The date the NYSIBR file submission was created by the contributor agency.

DATA ELEMENT:	**IBR MONTH**
DATABASE NAME:	IBRMONTH
DATA FORMAT:	2 characters, numeric
CODING STRUCTURE:	**01 - 12**

This data element identifies the monthly data submission expected by DCJS for sequential processing for that agency.

EXAMPLE:

The March submission *(03)* must be sent to DCJS and processed before the April submission can be processed.

DATA ELEMENT: **IBR YEAR**

DATABASE NAME: IBRYEAR

DATA FORMAT: 4 characters, numeric

CODING STRUCTURE: The year in which the IBR MONTH falls.

DATA ELEMENT: **TIME WINDOW TYPE**

DATABASE NAME: TWTYPE

DATA FORMAT: 1 character, alphanumeric

CODING STRUCTURE:

         1 = Exceptional Clearance Only
         2 = Recovered Property Only
         3 = Arrest Only
         4 = Exceptional Clearance with Recovered Property
         5 = Arrest with Recovered Property

NOTE:
This data element appears in the Time Window Segment and is used to simplify the edits for the Time Window Segment.

DATA ELEMENT: **CLEARANCE INDICATOR**

DATABASE NAME: CLIND

DATA FORMAT: 1 character, alphanumeric

CODING STRUCTURE:

> **Y = Yes (incident cleared by this arrest)**
> **N = No (incident not cleared by this arrest)**
> **7 = Not Applicable**

NOTE:
This data element appears in the Time Window Segment and applies ONLY to *3 (Arrest Only)*, or *5 (Arrest with Recovered Property)* types of Inactive IBR data submissions. The CLEARANCE INDICATOR is used to inform the FBI whether this arrest submission cleared the original incident (CLEARANCE INDICATOR *(Y)* or is an additional arrest for an already cleared incident CLEARANCE INDICATOR (*N*).

If the Inactive incident is typed as *1 (Exceptional Clearance Only)*, *4 (Exceptional Clearance with Recovered Property)*, or *2 (Recovered Property Only)*, then CLEARANCE INDICATOR must equal *7 (Not Applicable)*.

If it is unknown whether this arrest clears an incident, code the CLEARANCE INDICATOR as *Y (Yes)*.

DATA ELEMENT: **RECORD COUNT**

DATABASE NAME: RECNT

DATA FORMAT: 6 character, numeric

CODING STRUCTURE: RECORD COUNT is a count of the number of segments transmitted in an agency's monthly data submission. The Header Segment and the Trailer Segment must not be counted as part of the RECORD COUNT. RECORD COUNT only applies to the Detail Records (Segment Levels 1 - 8) of a monthly data submission.

                              The RECORD COUNT, first calculated by the contributing agency for transmission, is re-calculated by DCJS software. Any difference between the two totals indicates a data transmission problem and results in DCJS rejection of the file submission.

DATA ELEMENT: **HASH TOTAL**

DATABASE NAME: HASH

DATA FORMAT: 8 character, numeric

CODING STRUCTURE: To calculate the HASH TOTAL add the SEGMENT TYPE values (i.e., 1 for an Administrative Segment, 2 for an Offense Segment... 8 for a Time Window Segment) for all segments EXCEPT the HEADER SEGMENT and the TRAILER SEGMENT contained on an agency's monthly data submission, taking the first 8 digits of the sum.

The HASH TOTAL, first calculated by the contributing agency for transmission, is re-calculated by the DCJS software. Any difference between the two totals indicates a data transmission problem and results in DCJS rejection of the file submission.

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NYS IBR File Structure

This section provides detailed information on the layout of a NIBRS compliant NYS IBR file. The following tables provide the structure for each of the 8 segments that are descriptors of the criminal incident (Administrative, Offense, Property, Offender, Victim, Arrestee, Arrest Charge, and Time Window) as well as the Header and Trailer Segments which are descriptors of the NYS IBR Submission File. Each table contains the data element type (data capture or transmission) and data element number (if it is one of the 73 data capture elements), the file position of the data element, the data length, the data attribute (ATTR) indicating if it is alpha, numeric or alphanumeric, and the data element description.

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Header Segment

There is one and only one Header Segment in a NYS IBR Submission File. The Header Segment contains data elements that indicate for which ORI, Month, and Year and the file is being submitted.

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
		LEVEL 0 - HEADER SEGMENT			
Transmission Data Element		1	1	AN	Segment Type Valid Code: 0
Transmission Data Element		2	1	A	Segment Action Valid Code: H
Transmission Data Element		3-4	2	N	IBR Month
Transmission Data Element		5-8	4	N	IBR Year
Transmission Data Element		9-16	8	N	File Creation Date
Capture Data Element	1	17-25	9	AN	ORI Number
N/A		26-300	275	AN	Filler (blanks)

Administrative Segment

There must be only one Administrative Segment for each incident in a NYS IBR Submission file.

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
LEVEL 1 – ADMINISTRATIVE SEGMENT					
Transmission Data Element		1	1	AN	Segment Type Valid Code: 1
Transmission Data Element		2	1	A	Segment Action Valid Codes: I, R, D, W, U
Transmission Data Element		3-4	2	N	IBR Month
Transmission Data Element		5-8	4	N	IBR Year
Capture Data Element	1	9-17	9	AN	ORI Number
Capture Data Element	2	18-29	12	AN	Incident/Complaint Number
Capture Data Element	3	30-37	8	N	Incident Occurrence Date
Capture Data Element	4	38-41	4	N	Incident Occurrence Time
Capture Data Element	5	42-49	8	N	Incident Report Date
Capture Data Element	6	50-53	4	N	Incident Time Reported
Capture Data Element	7	54-55	2	AN	Incident Case Status
Capture Data Element	8	56-63	8	N	Incident Exceptional Clearance Date
Capture Data Element	9	64-67	4	AN	Location Code of Incident
Capture Data Element	10	68-73	6	AN	Station/Division/Precinct Identifier
Note: Data Element #11 occurs five (5) times.					
Capture Data Element	11	74-75	2	AN	Bias Crime Type Occurrence 1
Capture Data Element	11	76-77	2	AN	Bias Crime Type Occurrence 2
Capture Data Element	11	78-79	2	AN	Bias Crime Type Occurrence 3
Capture Data Element	11	80-81	2	AN	Bias Crime Type Occurrence 4
Capture Data Element	11	82-83	2	AN	Bias Crime Type Occurrence 5
Capture Data Element	69	84	1	A	Cargo Theft
N/A		85-300	216	AN	Filler (blanks)

Offense Segment

Each incident in a NYS IBR Submission file must contain at least one offense segment and can contain up to 10 depending on the number of offenses that occurred in the incident.

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
LEVEL 2 - OFFENSE SEGMENT					
Transmission Data Element		1	1	AN	Segment Type Valid Code: 2
Transmission Data Element		2	1	A	Segment Action Valid Codes: I, R
Transmission Data Element		3-4	2	N	IBR Month
Transmission Data Element		5-8	4	N	IBR Year
Capture Data Element	1	9-17	9	AN	ORI Number
Capture Data Element	2	18-29	12	AN	Incident/Complaint Number
Capture Data Element	12	30-31	2	N	Offense Number
Capture Data Element	13	32-53	22	AN	Incident/Complaint Offense Code
Capture Data Element	14	54-55	2	AN	Incident Larceny Type
Capture Data Element	15	56-57	2	AN	Incident Location Type
Note: Data Element #16 occurs three (3) times.					
Capture Data Element	16	58-59	2	N	Weapon/Force (Occurrence 1)
Capture Data Element	16	60-61	2	N	Weapon/Force (Occurrence 2)
Capture Data Element	16	62-63	2	N	Weapon/Force (Occurrence 3)
Capture Data Element	17	64-65	2	N	Number of Premises Entered (Burglary)
Capture Data Element	18	66	1	A	Method of Entry (Burglary)
Note: Data Element #19 occurs two (2) times.					
Capture Data Element	19	67-68	2	AN	Assault/Homicide Circumstances (Occurrence 1)
Capture Data Element	19	69-70	2	AN	Assault/Homicide Circumstances (Occurrence 2)

LEVEL 2 - OFFENSE SEGMENT					
DATA ELEMENT TYPE	**DATA ELEMENT #**	**FILE POSITION**	**DATA LENGTH**	**ATTR**	**DESCRIPTION**
Capture Data Element	20	71-72	2	AN	Justifiable Homicide Circumstance
Capture Data Element	21	73	1	AN	Offender Used Computer
Note: Data Element #70 occurs three (3) times.					
Capture Data Element	70	74	1	A	Type of Criminal Activity/Gang Information (Occurrence 1)
Capture Data Element	70	75	1	A	Type of Criminal Activity/Gang Information (Occurrence 2)
Capture Data Element	70	76	1	A	Type of Criminal Activity/Gang Information (Occurrence 3)
N/A		77-300	224	AN	Filler (blanks)

Property Segment

A Property Segment is required if there is property involved in the criminal incident. There can be from 0 to 6 Property Segments per incident depending on the number of types of property loss (Data Element #22-PROPERTY INVOLVEMENT) types reported.

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
LEVEL 3 - PROPERTY SEGMENT					
Transmission Data Element		1	1	AN	Segment Type Valid Code: 3
Transmission Data Element		2	1	A	Segment Action Valid Codes: I, R, W, U
Transmission Data Element		3-4	2	N	IBR Month
Transmission Data Element		5-8	4	N	IBR Year
Capture Data Element	1	9-17	9	AN	ORI Number
Capture Data Element	2	18-29	12	AN	Incident/Complaint Number
Capture Data Element	22	30-31	2	N	Property Involvement
NOTE: Data Element #23, #24, #25 are a GROUP occurring 10 times.					
Capture Data Element	23	32-33	2	N	Property Type (Occurrence 1)
Capture Data Element	24	34-42	9	N	Property Value (Occurrence 1)
Capture Data Element	25	43-50	8	N	Property Recovery Date (Occurrence 1)
Capture Data Element	23	51-52	2	N	Property Type (Occurrence 2)
Capture Data Element	24	53-61	9	N	Property Value (Occurrence 2)
Capture Data Element	25	62-69	8	N	Property Recovery Date (Occurrence 2)
Capture Data Element	23	70-71	2	N	Property Type (Occurrence 3)
Capture Data Element	24	72-80	9	N	Property Value (Occurrence 3)
Capture Data Element	25	81-88	8	N	Property Recovery Date (Occurrence 3)
Capture Data Element	23	89-90	2	N	Property Type (Occurrence 4)
Capture Data Element	24	91-99	9	N	Property Value (Occurrence 4)
Capture Data Element	25	100-107	8	N	Property Recovery Date (Occurrence 4)
Capture Data Element	23	108-109	2	N	Property Type (Occurrence 5)
Capture Data Element	24	110-118	9	N	Property Value (Occurrence 5)
Capture Data Element	25	119-126	8	N	Property Recovery Date (Occurrence 5)
Capture Data Element	23	127-128	2	N	Property Type (Occurrence 6)
Capture Data Element	24	129-137	9	N	Property Value (Occurrence 6)

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
					LEVEL 3 - PROPERTY SEGMENT
Capture Data Element	25	138-145	8	N	Property Recovery Date (Occurrence 6)
Capture Data Element	23	146-147	2	N	Property Type (Occurrence 7)
Capture Data Element	24	148-156	9	N	Property Value (Occurrence 7)
Capture Data Element	25	157-164	8	N	Property Recovery Date (Occurrence 7)
Capture Data Element	23	165-166	2	N	Property Type (Occurrence 8)
Capture Data Element	24	167-175	9	N	Property Value (Occurrence 8)
Capture Data Element	25	176-183	8	N	Property Recovery Date (Occurrence 8)
Capture Data Element	23	184-185	2	N	Property Type (Occurrence 9)
Capture Data Element	24	186-194	9	N	Property Value (Occurrence 9)
Capture Data Element	25	195-202	8	N	Property Recovery Date (Occurrence 9)
Capture Data Element	23	203-204	2	N	Property Type (Occurrence 10)
Capture Data Element	24	205-213	9	N	Property Value (Occurrence 10)
Capture Data Element	25	214-221	8	N	Property Recovery Date (Occurrence 10)
Capture Data Element	26	222-224	3	N	Number of Motor Vehicles Stolen
Capture Data Element	27	225-227	3	N	Number of Motor Vehicles Recovered
Capture Data Element	28	228	1	AN	Source of Drug Data
NOTE: Data Elements #29, #30, #31 are a Group occurring 3 times.					
Capture Data Element	29	229-230	2	AN	Drug Type (Suspected) (Occurrence 1)
Capture Data Element	30	231-239	9	N	Drug Quantity (Estimated)-Whole (Occurrence 1)
Capture Data Element	30	240-242	3	N	Drug Quantity (Estimated)-Fraction (Occurrence 1)
Capture Data Element	31	243-244	2	A	Drug Measurement Unit (Occurrence 1)
Capture Data Element	29	245-246	2	AN	Drug Type (Suspected) (Occurrence 2)
Capture Data Element	30	247-255	9	N	Drug Quantity (Estimated)-Whole (Occurrence 2)
Capture Data Element	30	256-258	3	N	Drug Quantity (Estimated)-Fraction (Occurrence 2)
Capture Data Element	31	259-260	2	A	Drug Measurement Unit (Occurrence 2)
Capture Data Element	29	261-262	2	AN	Drug Type (Suspected) (Occurrence 3)
Capture Data Element	30	263-271	9	N	Drug Quality (Estimated)-Whole (Occurrence 3)

LEVEL 3 - PROPERTY SEGMENT					
DATA ELEMENT TYPE	**DATA ELEMENT #**	**FILE POSITION**	**DATA LENGTH**	**ATTR**	**DESCRIPTION**
Capture Data Element	30	272-274	3	N	Drug Quantity (Estimated)-Fraction (Occurrence 3)
Capture Data Element	31	275-276	2	A	Drug Measurement Unit (Occurrence 3)
N/A		277-300	24	AN	Filler (blanks)

Offender Segment

Each incident must contain at least one offender segment and can contain up to 99 depending on the number of offenders in the incident.

LEVEL 4 - OFFENDER SEGMENT					
DATA ELEMENT TYPE	**DATA ELEMENT #**	**FILE POSITION**	**DATA LENGTH**	**ATTR**	**DESCRIPTION**
Transmission Data Element		1	1	AN	Segment Type Valid Code: 4
Transmission Data Element		2	1	A	Segment Action Valid Codes: I, R
Transmission Data Element		3-4	2	N	IBR Month
Transmission Data Element		5-8	4	N	IBR Year
Capture Data Element	1	9-17	9	AN	ORI Number
Capture Data Element	2	18-29	12	AN	Incident/Complaint Number
Capture Data Element	32	30-32	3	N	Offender Number
Capture Data Element	33	33-36	4	N	Offender Age
Capture Data Element	34	37	1	A	Offender Sex
Capture Data Element	35	38	1	A	Offender Race
Capture Data Element	36	39	1	A	Offender Ethnic Origin
Capture Data Element	37	40-41	2	AN	Offender Condition
N/A		42-300	259	AN	Filler (blanks)

Victim Segment

Each incident must contain at least one victim segment and can contain up to 999 segments depending on the number of victims in the incident

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
LEVEL 5 - VICTIM SEGMENT					
Transmission Data Element		1	1	AN	Segment Type Valid Code: 5
Transmission Data Element		2	1	A	Segment Action Valid Codes: I, R
Transmission Data Element		3-4	2	N	IBR Month
Transmission Data Element		5-8	4	N	IBR Year
Capture Data Element	1	9-17	9	AN	ORI Number
Capture Data Element	2	18-29	12	AN	Incident/Complaint Number
Capture Data Element	38	30-32	3	N	Victim Number
NOTE: Data Element #39 occurs 10 times.					
Capture Data Element	39	33-34	2	N	Victim/Offense Link (Occurrence 1)
Capture Data Element	39	35-36	2	N	Victim/Offense Link (Occurrence 2)
Capture Data Element	39	37-38	2	N	Victim/Offense Link (Occurrence 3)
Capture Data Element	39	39-40	2	N	Victim/Offense Link (Occurrence 4)
Capture Data Element	39	41-42	2	N	Victim/Offense Link (Occurrence 5)
Capture Data Element	39	43-44	2	N	Victim/Offense Link (Occurrence 6)
Capture Data Element	39	45-46	2	N	Victim/Offense Link (Occurrence 7)
Capture Data Element	39	47-48	2	N	Victim/Offense Link (Occurrence 8)
Capture Data Element	39	49-50	2	N	Victim/Offense Link (Occurrence 9)
Capture Data Element	39	51-52	2	N	Victim/Offense Link (Occurrence 10)
Capture Data Element	40	53	1	A	Victim Type
Capture Data Element	41	54-57	4	AN	Victim Age
Capture Data Element	42	58	1	A	Victim Sex
Capture Data Element	43	59	1	A	Victim Race
Capture Data Element	44	60	1	A	Victim Ethnic Origin
Capture Data Element	45	61-62	2	AN	Victim Residence Status
NOTE: Data Elements #46 and #47 are a GROUP occurring 10 times.					

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
LEVEL 5 - VICTIM SEGMENT					
Capture Data Element	46	63-65	3	N	Victim/Offender Link (Occurrence 1)
Capture Data Element	47	66-67	2	AN	Victim/Offender Relationship (Occurrence 1)
Capture Data Element	46	68-70	3	N	Victim/Offender Link (Occurrence 2)
Capture Data Element	47	71-72	2	AN	Victim/Offender Relationship (Occurrence 2)
Capture Data Element	46	73-75	3	N	Victim/Offender Link (Occurrence 3)
Capture Data Element	47	76-77	2	AN	Victim/Offender Relationship (Occurrence 3)
Capture Data Element	46	78-80	3	N	Victim/Offender Link (Occurrence 4)
Capture Data Element	47	81-82	2	AN	Victim/Offender Relationship (Occurrence 4)
Capture Data Element	46	83-85	3	N	Victim/Offender Link (Occurrence 5)
Capture Data Element	47	86-87	2	AN	Victim/Offender Relationship (Occurrence 5)
Capture Data Element	46	88-90	3	N	Victim/Offender Link (Occurrence 6)
Capture Data Element	47	91-92	2	AN	Victim/Offender Relationship (Occurrence 6)
Capture Data Element	46	93-95	3	N	Victim/Offender Link (Occurrence 7)
Capture Data Element	47	96-97	2	AN	Victim/Offender Relationship (Occurrence 7)
Capture Data Element	46	98-100	3	N	Victim/Offender Link (Occurrence 8)
Capture Data Element	47	101-102	2	AN	Victim/Offender Relationship (Occurrence 8)
Capture Data Element	46	103-105	3	N	Victim/Offender Link (Occurrence 9)
Capture Data Element	47	106-107	2	AN	Victim/Offender Relationship (Occurrence 9)
Capture Data Element	46	108-110	3	N	Victim/Offender Link (Occurrence 10)
Capture Data Element	47	111-112	2	AN	Victim/Offender Relationship (Occurrence 10)
Capture Data Element	48	113	1	AN	Level of Injury
NOTE: Data Element #49 occurs 5 times.					
Capture Data Element	49	114-115	2	AN	Type of Injury (Occurrence 1)
Capture Data Element	49	116-117	2	AN	Type of Injury (Occurrence 2)
Capture Data Element	49	118-119	2	AN	Type of Injury (Occurrence 3)

LEVEL 5 - VICTIM SEGMENT					
DATA ELEMENT TYPE	**DATA ELEMENT #**	**FILE POSITION**	**DATA LENGTH**	**ATTR**	**DESCRIPTION**
Capture Data Element	49	120-121	2	AN	Type of Injury (Occurrence 4)
Capture Data Element	49	122-123	2	AN	Type of Injury (Occurrence 5)
Capture Data Element	50	124	1	AN	Victim Medical Treatment
Capture Data Element	71	125-126	2	N	Type of Officer Activity/Circumstance (LEOKA)
Capture Data Element	72	127	1	A	Type of Officer Assignment Type (LEOKA)
Capture Data Element	73	128-136	9	AN	Officer-ORI/Jurisdiction (LEOKA)
N/A		137-300	164	AN	Filler (blanks)

Arrestee Segment

An Arrestee Segment is required if an incident was cleared by an arrest. Each incident can contain from 0 to 99 Arrestee Segments depending on the number of arrestees in an incident.

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
LEVEL 6 - ARRESTEE SEGMENT					
NOTE: At least one Arrest Charge Segment must be submitted for each Arrestee Segment.					
Transmission Data Element		1	1	AN	Segment Type Valid Code: 6
Transmission Data Element		2	1	A	Segment Action Valid Code: I, A, R, W, U
Transmission Data Element		3-4	2	N	IBR Month
Transmission Data Element		5-8	4	N	IBR Year
Capture Data Element	1	9-17	9	AN	ORI Number
Capture Data Element	2	18-29	12	AN	Incident/Complaint Number
Capture Data Element	51	30-31	2	N	Arrestee Number
Capture Data Element	52	32-43	12	AN	Agency Arrest Number
Capture Data Element	53	44-52	9	AN	CJTN Number (formerly OBTS #)
Capture Data Element	54	53-60	8	AN	NYSID Number
Capture Data Element	55	61-68	8	N	Arrest Date
Capture Data Element	56	69-70	2	N	Arrest Type
Capture Data Element	57	71-72	2	N	Arrestee Status
Capture Data Element	58	73	1	AN	Juvenile Release Status
Capture Data Element	59	74	1	AN	Multiple Clearance Indicator
NOTE: Data Element #60 occurs 2 times.					
Capture Data Element	60	75-76	2	N	Arrestee Weapons (Occurrence 1)
Capture Data Element	60	77-78	2	N	Arrestee Weapons (Occurrence 2)
Capture Data Element	61	79-80	2	N	Arrestee Age
Capture Data Element	62	81	1	A	Arrestee Sex
Capture Data Element	63	82	1	A	Arrestee Race
Capture Data Element	64	83	1	A	Arrestee Ethnic Origin
Capture Data Element	65	84	1	AN	Arrestee Residence Status
N/A		85-300	216	AN	Filler (blanks)

Arrest Charge Segment

Each Arrestee Segment in an incident must have at least one corresponding Arrest Charge Segment and can contain up to 16 depending on the number of charges the arrestee faced.

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
LEVEL 7 - ARREST CHARGE SEGMENT					
NOTE: An Arrest Charge Segment may not be sent independently of an Arrestee Segment.					
Transmission Data Element		1	1	AN	Segment Type Valid Code: 7
Transmission Data Element		2	1	A	Segment Action Valid Code: I, A, R, W, U
Transmission Data Element		3-4	2	N	IBR Month
Transmission Data Element		5-8	4	N	IBR Year
Capture Data Element	1	9-17	9	AN	ORI Number
Capture Data Element	2	18-29	12	AN	Incident/Complaint Number
Capture Data Element	66	30-31	2	N	Arrestee/Charge Link
Capture Data Element	67	32-53	22	AN	Arrest Charge
Capture Data Element	68	54-55	2	AN	Arrest Larceny Type
N/A		56-300	245	AN	Filler (blanks)

Time Window Segment

The Time Window Segment acts as an "administrative" segment for an INACTIVE incident for which only limited information about exceptional clearances, property recoveries, and arrests must be submitted to DCJS. There must be a separate Time Window Segment for each INACTIVE incident submitted.

LEVEL 8 - TIME WINDOW SEGMENT					
DATA ELEMENT TYPE	**DATA ELEMENT #**	**FILE POSITION**	**DATA LENGTH**	**ATTR**	**DESCRIPTION**
Transmission Data Element		1	1	AN	Segment Type Valid Code: 8
Transmission Data Element		2	1	A	Segment Action Valid Code: W, U, D
Transmission Data Element		3-4	2	N	IBR Month
Transmission Data Element		5-8	4	N	IBR Year
Capture Data Element	1	9-17	9	AN	ORI Number
Capture Data Element	2	18-29	12	AN	Incident/Complaint Number
Transmission Data Element		30	1	AN	Time Window Type
Transmission Data Element		31	1	AN	Clearance Indicator
NOTE: Data Elements #13 and #14 are a group item occurring 10 times. If the incident involved has less than ten offenses leave the remainder of the occurrences in the TIME WINDOW SEGMENT blank. This is the only instance where blanks will be accepted as values for Data Elements in the NYSIBR Data Transmission Record.					
Capture Data Element	13	32-53	22	AN	Incident/Complaint Offense Code (Occurrence 1)
Capture Data Element	14	54-55	2	AN	Incident Larceny Type (Occurrence 1)
Capture Data Element	13	56-77	22	AN	Incident/Complaint Offense Code (Occurrence 2)
Capture Data Element	14	78-79	2	AN	Incident Larceny Type (Occurrence 2)
Capture Data Element	13	80-101	22	AN	Incident/Complaint Offense Code (Occurrence 3)
Capture Data Element	14	102-103	2	AN	Incident Larceny Type (Occurrence 3)
Capture Data Element	13	104-125	22	AN	Incident/Complaint Offense Code (Occurrence 4)
Capture Data Element	14	126-127	2	AN	Incident Larceny Type (Occurrence 4)
Capture Data Element	13	128-149	22	AN	Incident/Complaint Offense Code (Occurrence 5)
Capture Data Element	14	150-151	2	AN	Incident Larceny Type (Occurrence 5)
Capture Data Element	13	152-173	22	AN	Incident/Complaint Offense Code (Occurrence 6)

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
LEVEL 8 - TIME WINDOW SEGMENT
Capture Data Element	14	174-175	2	AN	Incident Larceny Type (Occurrence 6)
Capture Data Element	13	176-197	22	AN	Incident/Complaint Offense Code (Occurrence 7)
Capture Data Element	14	198-199	2	AN	Incident Larceny Type (Occurrence 7)
Capture Data Element	13	200-221	22	AN	Incident/Complaint Offense Code (Occurrence 8)
Capture Data Element	14	222-223	2	AN	Incident Larceny Type (Occurrence 8)
Capture Data Element	13	224-245	22	AN	Incident/Complaint Offense Code (Occurrence 9)
Capture Data Element	14	246-247	2	AN	Incident Larceny Type (Occurrence 9)
Capture Data Element	13	248-269	22	AN	Incident/Complaint Offense Code (Occurrence 10)
Capture Data Element	14	270-271	2	AN	Incident Larceny Type (Occurrence 10)
N/A		272-300	29	AN	Filler (blanks)

Trailer Segment

There must be only 1 Trailer Segment in each IBR submission file. The Trailer Segment identifies the end of an agency's monthly NYS IBR data submission and contains a Record Count and Hash Total used to ensure that NYS IBR read all the segments transmitted by the agency for a month.

LEVEL 9 - TRAILER SEGMENT					
DATA ELEMENT TYPE	**DATA ELEMENT #**	**FILE POSITION**	**DATA LENGTH**	**ATTR**	**DESCRIPTION**
Transmission Data Element		1	1	AN	Segment Type Valid Code: 9
Transmission Data Element		2	1	A	Segment Action Valid Code: T
Transmission Data Element		3-4	2	N	IBR Month
Transmission Data Element		5-8	4	N	IBR Year
Capture Data Element	1	9-17	9	AN	ORI Number
Transmission Data Element		18-23	6	N	Record Count
Transmission Data Element		24-31	8	N	Hash Total
N/A		32-300	269	AN	Filler (blanks)

Appendix A: New Data Elements

Appendix A: New Data Elements repeats data elements listed in other sections and is provided here as a quick reference of data elements that were added to align the NYS IBR Program with federal NIBRS specifications.

DE #69-CARGO THEFT

DE #70-TYPE OF CRIMINAL ACTIVITY/GANG INFORMATION

DE #71-TYPE OF OFFICER ACTIVITY/CIRCUMSTANCE (LEOKA)

DE #72-OFFICER ASSIGNMENT TYPE (LEOKA)

DE #73-OFFICER ORI/JURISDICTION (LEOKA)

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DATA ELEMENT #69   **CARGO THEFT INDICATOR**

DATA FORMAT: 1 character, alpha

CODING STRUCTURE: **Y = Yes**
                          N = No

This data element indicates whether the incident involved a Cargo Theft. Incidents not containing a cargo theft-related offense must have *N (No)* entered in Data Element #69-CARGO THEFT INDICATOR.

DEFINITION: The national UCR program has defined Cargo Theft as the criminal taking of any cargo including, but not limited to, goods, chattels, money, or baggage that constitutes, in whole or in part, a commercial shipment of freight moving in commerce, from any pipeline system, railroad car, motor truck, or other vehicle, or from any tank or storage facility, station house, platform, or depot, or from any vessel or wharf, or from any aircraft, air terminal, airport, aircraft terminal or air freight station, warehouse, freight distribution facility, or freight consolidation facility.

Cargo Theft-related offenses include:

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

DATA ELEMENT # 70   **TYPE OF CRIMINAL ACTIVITY/GANG INFORMATION**

DATA FORMAT: 1 character, alpha

CODING STRUCTURE: **Enter one code up to 3 times per Offense Segment.**

CRIMINAL ACTIVITY (Up to 3 types per specified offense)

A = Simple/Gross Neglect (unintentionally, intentionally, or knowingly failing to provide food, water, shelter, veterinary care, hoarding, etc.)
B = Buying/Receiving
C = Cultivating/Manufacturing/Publishing (i.e., production of any type)
D = Distribution/Selling
E = Exploiting Children
F = Organized Abuse (dog fighting and cock fighting)
I = Intentional Abuse and Torture (tormenting/mutilating/maiming/poisoning/abandonment)
O = Operating/Promoting/Assisting
P = Possessing/Concealing
S = Animal Sexual Abuse (Bestiality)
T = Transporting/Transmitting/Importing
U = Using/Consuming
N = None/Unknown
X = Not Applicable

GANG INFORMATION (Up to 2 types per specified offense)

J = Juvenile Gang (membership is predominantly juvenile [under 18 years of age])
G = Other Gang (membership is predominantly 18 years of age or older)
N = None/Unknown
X = Not Applicable

DEFINITION: Type of Criminal Activity/Gang Information indicates either the type of criminal activity or gang involvement of the offenders for certain offenses.

Criminal Activity
Law enforcement agencies MUST report the type of criminal activity of offenders in incidents involving the following offenses:

> 250 = Counterfeiting/Forgery
> 280 = Stolen Property Offenses
> 35A = Drug/Narcotic Violations
> 35B = Drug Equipment Violations
> 370 = Pornography/Obscene Material
> 39C = Gambling Equipment Violations
> 520 = Weapon Law Violations
> 720 = Animal Cruelty

LEA's can enter up to three types of criminal activity for each specified offense in an incident.

EXAMPLE 1:
The offenders published and sold pornographic photographs of children. Because up to three types of activity can be entered, the agency should enter *C (Cultivating/Manufacturing/Publishing)*, *D (Distributing/ Selling)*, and *E (Exploiting Children)*.

EXAMPLE 2:
Police received a telephone complaint from a person whose neighbor was leaving her dog outside in extreme heat without food or water daily. Police responded to the call and found a German Sheppard that was breathing heavily and appeared to be very thin. Police contacted the owner of the dog, who denied the allegations. Police arrested the dog's owner and charged her with Animal Cruelty. The agency should enter the criminal activity with a data value of *A (Simple/Gross Neglect)*.

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

> 09A = Murder and Non-Negligent Manslaughter
> 09B = Negligent Manslaughter
> 100 = Kidnapping/Abduction
> 120 = Robbery
> 11A = Rape
> 11B = Sodomy
> 11C = Sexual Assault with An Object
> 11D = Fondling
> 13A = Aggravated Assault
> 13B = Simple Assault
> 13C = Intimidation

LEA's can enter up to two types gang information for each specified offense in an incident.

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

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

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

EXAMPLE 3:
Two females, aged 19, were riding bicycles through a neighborhood. Three males approached them and forced them to stop. They exchanged words and one of the males attacked the bicyclists. Each of the three attackers, one, aged 16, and the other two, aged 17, had identical tattoos on their upper right arm. This marking was commonly associated with a local gang. The agency should enter the gang information with a data value of *J (Juvenile Gang)*.

DATA ELEMENT # 71   **TYPE OF OFFICER ACTIVITY/CIRCUMSTANCE (LEOKA)**

DATA FORMAT: 2 characters, numeric

CODING STRUCTURE: Enter once per victim segment.

This data element is used to indicate the type of activity in which the law enforcement officer was engaged at the time the officer was killed or assaulted in the line of duty.

01 = Responding to Disturbance Call (family quarrel, person with firearm, etc.)
02 = Burglaries in Progress or Pursuing Burglary Suspects
03 = Robberies in Progress or Pursuing Robbery Suspects
04 = Attempting Other Arrests
05 = Civil Disorder (Riot, Mass Disobedience)
06 = Handling, Transporting, Custody of Prisoners
07 = Investigating Suspicious Persons or Circumstances
08 = Ambush, No Warning
09 = Handling Persons with Mental Illness
10 = Traffic Pursuits and Stops
11 = All Other

77 = Not Applicable (Victim Type does not = Law Enforcement Officer)

DATA ELEMENT # 72   OFFICER ASSIGNMENT TYPE (LEOKA)

DATA FORMAT: 1 character, alpha

CODING STRUCTURE: Enter once per victim segment.

This data element is used to report the victim officer's type of assignment when the incident involves a Law Enforcement Officer Killed or Assaulted (LEOKA)

> FOR UNIFORMED LAW ENFORCEMENT OFFICERS
> **F = Two-Officer Vehicle**
> **G = One-Officer Vehicle (Alone)**
> **H = One-Officer Vehicle (Assisted)**
>
> FOR NON-UNIFORMED OFFICERS
> **I = Detective or Special Assignment (Alone)**
> **J = Detective or Special Assignment (Assisted)**
>
> FOR LAW ENFORCEMENT OFFICERS SERVING IN OTHER CAPACITIES (FOOT PATROL, OFF DUTY, ETC.):
> **K = Other (Alone)**
> **L = Other (Assisted)**
>
> **X = Not Applicable (Victim Type does not = Law Enforcement Officer)**

NOTE:
The term "assisted" refers only to law enforcement assistance.

DATA ELEMENT # 73   **OFFICER ORI/JURISDICTION (LEOKA)**

DATA FORMAT: 9 characters, alphanumeric

CODING STRUCTURE: Enter once per victim segment.

This data element is used to identify the law enforcement agency that the killed or assaulted officer was working for at the time of the incident.

> **Valid ORI (nine-character alpha/numeric) -** Valid NCIC Originating Agency Identifier. Alpha characters must be capitalized.
>
> **777777777 = Not Applicable (Victim Type does not = Law Enforcement Officer)**

Appendix B: Revised Data Elements

Appendix B: Revised Data Elements repeats data elements listed in other sections and is provided here as a quick reference of data elements that were modified to align the NYS IBR Program with federal NIBRS specifications. Modifications to data elements in *Appendix B: Revised Data Elements* are indicated in bold-face-type.

DE #11-BIAS CRIME TYPE

DE #15-INCIDENT LOCATION TYPE

DE #16-WEAPON/FORCE TYPE

DE #19-ASSAULT/HOMICIDE CIRCUMSTANCE (ALLEGED)

DE #23-PROPERTY TYPE

DE #35-OFFENDER RACE

DE #43-VICTIM RACE

DE #47-VICTIM/OFFENDER RELATIONSHIP

DE #53-CJTN NUMBER (FORMERLY OBTS NUMBER)

DE #54-NYSID NUMBER

DE #56-ARREST TYPE

DE #60-ARRESTEE WEAPONS

DE #63-ARRESTEE RACE

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DATA ELEMENT #11   BIAS CRIME TYPE

DATA FORMAT: 2 characters, alphanumeric

CODING STRUCTURE: Enter up to 5 codes per incident.

RACIAL BIAS
11 = Anti-White
12 = Anti-Black/African American – *was previously 12 = Black*
13 = Anti-American Indian/Alaskan Native
14 = Anti-Asian – *was previously 14 = Anti-Asian/Pacific Islander*
15 = Anti-Multiple Races (Group)
16 = Anti-Native Hawaiian/Pacific Islander

RELIGIOUS BIAS
20 = Anti-Religious Practice (Generally)
21 = Anti-Jewish
22 = Anti-Roman Catholic
23 = Anti-Protestant
24 = Anti-Islamic (Muslim)
26 = Anti-Multiple Religions (Group)
27 = Anti-Atheism/Agnosticism
28 = Anti-Mormon
29 = Anti-Other Religion
30 = Anti-Jehovah's Witness
81 = Anti-Eastern Orthodox (Russian/Greek/Other)
82 = Anti-Other Christian
83 = Anti-Buddhist
84 = Anti-Hindu
85 = Anti-Sikh

ETHNICITY/NATIONAL ORIGIN/ANCESTRY BIAS
31 = Anti-Hispanic/Latino
32 = Anti-Arab
34 = Anti-Other Ethnicity/National Origin/Ancestry
35 = Anti-Not Hispanic/Latino
39 = Anti-Other Origin

Deleted - 33 = Anti-Asian (Chinese/Korean/Vietnamese, etc.)

SEXUAL BIAS
41 = Anti-Gay – *was previously 41 = Anti-Homosexual (Gay or Lesbian)*
42 = Anti-Lesbian
43 = Anti-Lesbian/Gay/Bisexual/Transgender (Mixed Group)
44 = Anti-Heterosexual
45 = Anti-Bisexual

OTHER
04 = Anti-Age (60 years old or more)
51 = Anti-Physical Disability
52 = Anti-Mental Disability
61 = Anti-Male
62 = Anti-Female
71 = Anti-Transgender
72 = Anti-Gender Non-Conforming
77 = No Bias/Not Applicable
88 = Not Reported by Agency
99 = Motivation of Perpetrator(s) Unknown

Deleted – 50 = Other Bias Incident (e.g., anti-AIDS victim)

DEFINITION: A bias crime is an offense, which after investigation by law enforcement, is or appears to be motivated primarily by the offender's bias against race, religion, disability, sexual orientation, ethnicity, national origin, ancestry, gender, or gender-identity; also known as a Hate Crime.

Bias Crime Type is used to indicate whether an offense was motivated by the offender's bias and, if so, what type of bias.

DATA ELEMENT # 15   INCIDENT LOCATION TYPE

DATA FORMAT: 2 characters, alphanumeric

CODING STRUCTURE: Enter only one location for each offense. Select the most specific location code
                         possible.

RESIDENTIAL STRUCTURES
01 = Single Family Home - A private residential building designed for occupancy by a single-family unit,
which is not physically attached to any other dwelling unit, includes large manufactured homes that are
non-mobile.

02 = Multiple Dwelling - A private residence which is one of two or more dwelling units contained within
a single structure; includes apartment, duplex, condominium, housing project and townhouse.

03 = Residential Facility - A building used primarily for long term congregate living, may or may not
include individual cooking facilities and toilets; includes nursing homes, rooming houses and
dormitories.

04 = Other Residential - A structure used for individual, family, or congregate housing on a temporary
or mobile basis including mobile trailers, truck campers, motor homes and houseboats used for
residential purposes, EXCLUDES hotels and motels.

05 = Garage/Shed - A structure designed for storage of automobiles or other personal property
adjacent or attached to a dwelling; includes barns and other outbuildings on residential property.

**54 = Shelter - Mission/Homeless - Establishments that provide temporary housing for homeless
individuals and/or families; venues set up as temporary shelters, i.e., a shelter set up in a
church or school during a storm.**

PUBLIC ACCESS BUILDINGS
06 = Transit Facility - A building or structure used primarily to shelter air/bus/train/subway passengers
in transit; includes stations, terminals, token booths, ticket counters, platforms and waiting areas.

07 = Government Office - A building or structure which primarily houses offices of a local, state or the
federal government; includes public library, post office, courthouse, but EXCLUDES *08 (School)*.

08 = School - A building or structure used to provide primary and secondary education; includes
preschool through grade 12, both public and private.

09 = College - A building or structure used to provide post-secondary education or training; includes
trade and technical schools, junior colleges and universities.

10 = Church - A building or structure used primarily as a place of religious worship; includes
Synagogue, Temple, Cathedral, and Mosque.

11 = Hospital - A building or structure used for medical treatment and care; includes clinics and
psychiatric centers.

12 = Jail/Prison - A building or structure used as a correctional or detention facility; includes lock-up, penitentiary and work camp.

13 = Parking Garage - A building or structure designed primarily for the parking or storage of motor vehicles; includes private, public and commercial parking facilities.

14 = Other Public Access Building - A public access building location that cannot be assigned to any of the enumerated public access building locations.

57 = Community Center - Public locations where members of a community gather for group activities, social activities, public information, and other purposes; they may sometimes be open for the whole community or for a specialized group within the greater community; Christian community center; Islamic community center; Jewish Community Center; youth clubs, etc.

63 = Daycare Facility - facilities that provide short-term supervision, recreation, and/or meals for adults or children during the daytime or at night; respite care facilities for seniors or for physically or mentally challenged individuals.

COMMERCIAL SERVICE LOCATIONS
15 = Auto Shop - A service business primarily engaged in the repair of vehicles; includes body and fender, muffler, brake, and transmission shops.

16 = Financial Institution - A service business processing financial transactions; includes commercial banks, savings and loan associations, credit unions, finance companies and check cashing services.

17 = Barber/Beauty Shop - A service business engaged primarily in the cutting and styling of hair.

18 = Hotel/Motel - A service establishment primarily engaged in the rental of sleeping accommodations on a short-term basis.

19 = Dry Cleaners/Laundry - A service establishment offering laundering and/or dry cleaning and pressing of clothing and other articles.

20 = Professional Office - A business office engaged primarily in providing legal, dental, accountancy, engineering, architectural or similar services.

21 = Doctor's Office - A business office engaged primarily in providing medical services.

22 = Other Business Office - A business office, other than those above, dealing with the creation and/or distribution of goods and services, may or may not deal directly with the general public; for example, brokerage house, travel agency, real estate or insurance offices.

23 = Amusement Center - A service establishment primarily engaged in providing recreation or entertainment; includes bowling alley, pool hall, movie theater and video or pinball arcade.

24 = Rental Storage Facility - A service establishment primarily engaged in the rental of secure, relatively small storage spaces of various sizes to the public, EXCLUDE large leased locations under the control of a single firm or individual e.g., warehouse/shipping terminal.

25 = Other Commercial Service Location - A commercial service location that cannot be assigned to any of the enumerated commercial service locations, for example, photo finishing.

61 = ATM Separate from Bank - Machines that provide the ability to make deposits and/or withdrawals using a bank card; ATM machines located in a mall or store.

COMMERCIAL RETAIL LOCATIONS
26 = Bar - A retail location serving alcoholic beverages by the drink, may also serve limited menu food and provide entertainment; includes tavern, saloon, nightclub.

27 = Buy, Sell, or Trade Shop - A retail establishment primarily engaged in sale and purchase of used personal property including coin and stamp dealers, precious metals dealers, pawn shops, second hand stores and "flea markets".

28 = Restaurant - A retail location which serves fully prepared food for consumption on the premises and which may or may not sell food to take out; includes cafeteria, diner, fast food location, INCLUDES restaurants and coffee shops inside hotels, hospitals, department stores, etc.

29 = Gas Station - A retail location selling primarily gasoline, which may or may not also sell other automotive products and may or may not also perform auto repairs.

30 = Auto Sales Lot - A retail location primarily engaged in selling either new or used motor vehicles, may or may not include service facilities.

31 = Jewelry Store - A retail location selling primarily jewelry, includes watch sellers.

32 = Clothing Store - A retail location selling primarily personal apparel; includes furriers, shoe and lingerie stores.

33 = Drug Store - A retail store containing a pharmacy where prescription drugs can be obtained, which usually sells a variety of non-prescription medications and hygiene products as well, EXCLUDES drug stores that are inside supermarkets, thrift and department stores.

34 = Liquor Store - A retail store selling primarily beer, wine, spirits and other alcoholic beverages.

35 = Shopping Mall - A grouping of retail stores in one or more buildings having common ownership, shared maintenance and surrounded by or adjacent to a common parking facility for the use of customers; includes all common areas but not the parking lots or the stores themselves.

36 = Sporting Goods - A retail location selling primarily sporting or recreational equipment, may or may not include sports-oriented apparel and service and repair facilities; includes gun shop, boat, bait and tackle stores.

37 = Grocery/Supermarket - A retail store selling a wide variety of fresh and processed food items; includes food markets, corner grocery stores, but EXCLUDE specialized food outlets such as delicatessen, bakery and ice cream parlor.

38 = Variety/Convenience Store - A retail store selling a relatively restricted selection of basic, popular food and non-food items, usually open extended hours, may or may not sell gasoline; includes bodega, delicatessen. Examples include Seven-Eleven, Cumberland Farms.

39 = Department/Discount Store - Establishments that are considered department stores and that sell a wide range of goods; Target, Walmart, etc. Does not include *35 (Shopping Mall)*.

40 = Other Retail Store - A commercial retail location that cannot be assigned to any of the enumerated commercial locations, for example, butcher shop, hardware store, appliance store, furniture store, etc.

41 = Factory/Mill/Plant - A business location engaged in the manufacture of goods or the performance of services, separate from the locations at which these are made available to the public.

42 = Other Building - An indoor location that cannot be assigned to the residential, public access, or commercial location categories.

OUTSIDE
43 = Yard - An outside location adjacent to residential property; includes private walks and driveways.

44 = Construction Site - An outside location that is under active development; residential building not yet occupied; commercial structure not yet in business.

45 = Lake/Waterway - A body of water; includes stream, creek, pond, river, reservoir, canal, marsh, bay, swamp and ocean.

46 = Field/Woods - An outside location that is primarily open fields or wooded areas.

47 = Street - An outside location used primarily for pedestrian or vehicular traffic; includes public sidewalk, highway, road and alley.

48 = Parking Lot - An outside location used primarily to store motor vehicles; includes private, public and commercial places but EXCLUDE street parking.

49 = Park/Playground - An outside location developed for recreational or ornamental use; including school yards, playing fields and golf courses.

50 = Cemetery - An outside location used primarily for the burial of human remains, may or may not include erected memorials or mausoleums.

51 = Public Transit Vehicle - An outside location, (usually "street") in which an incident occurs aboard a bus, taxi, or subway train.

52 = Other Outside Location - An outside location that cannot be assigned to any of the enumerated outside locations.

53 = Rest Area - Designated areas, usually along a highway, where motorists can stop.

62 = Camp/Campground - Area used for setting up camps, including tent and recreational vehicle campsites.

OTHER
56 = Tribal Lands - Native American reservations, communities, and/or trust lands.

58 = Cyberspace - A virtual or internet-based network of two or more computers in separate locations which communicate either through wireless or wire connections.

59 = Abandoned/Condemned Structure - Buildings or structures which are completed but have been abandoned by the owner and are no longer being used. Does not include vacant rental property.

60 = Arena/Stadium/Fairgrounds/Coliseum - Open-air or enclosed amphitheater-type arenas designed and used for the presentation of sporting events, concerts, assemblies, etc.

64 = Dock/Wharf/Freight Terminal/Modal Terminal - separate facility with platforms at which trucks, ships, or trains load or unload cargo. Does not include cargo bays attached to a department store or shopping mall. These should be classified as *39 (Department/Discount Store)* or *35 (Shopping Mall)*, respectively.

65 = Farm Facility - Facilities designed for agricultural production or devoted to raising and breeding of animals, areas of water dedicated to aquaculture, and/or all buildings or storage structures located there; grain bins. Classify a house on a farm as *01 (Single Family Home)*.

66 = Gambling Facility/Casino/Race Track - Indoor or outdoor facilities used to legally bet on the uncertain outcome of games of chance, contests, and/or races.

67 = Military Installation - Location specifically designed and used for military operations.

88 = NOT REPORTED - The location of the incident was not reported.

99 = UNKNOWN - The location of the incident cannot be determined.

EXAMPLE:
An assault started in a *26 (Bar)*, continued into an adjoining *48 (Parking Lot)* and ended in the *47 (Street)*. Because the bar was the location where the offense originated and best describes the circumstances of the crime, *26 (Bar)* should be entered.

DATA ELEMENT # 16   WEAPON/FORCE INVOLVED

DATA FORMAT: 2 characters, numeric

CODING STRUCTURE: Enter up to 3 per offense

       01 = Firearm (type unspecified or not stated)
       02 = Revolver/Derringer/Single-Shot Pistol
       03 = Semiautomatic Handgun (fires a bullet with each pull of the trigger)
       04 = Fully Automatic Handgun/Submachine Gun (fires more than one bullet for each pull of the trigger, includes those weapons with a selectable rate of fire between semi and fully automatic)
       05 = Single Shot/Pump Action/Bolt Action Rifle
       06 = Semiautomatic Rifle (fires a bullet with each pull of the trigger)
       07 = Fully Automatic Rifle/Machine Gun (fires more than one bullet for each pull of the trigger, includes those weapons with a selectable rate of fire between semi and fully automatic)
       08 = Shotgun (includes sawed-off shotguns)
       09 = Imitation Firearm (includes toy gun and starter pistol)
       10 = Simulated Firearm (e.g., hand in pocket)
       11 = Knife/Cutting Instrument (knife, razor, hatchet, axe, scissors, broken bottle, ice pick, etc.)
       12 = Blunt Object (baseball bat, butt of handgun, club, brick, jack handle, tire iron, bottle, etc.)
       13 = Motor Vehicle (when used as a weapon)
       14 = Personal Weapons (e.g., hands, feet, arms, teeth, etc.)
       15 = Poison (includes gas)
       16 = Explosives
       17 = Fire/Incendiary Device
       18 = Drug/Narcotics/Sleeping Pills
       85 = Asphyxiation
       19 = Other Weapon (BB-gun, pellet gun, Taser, pepper spray, stun gun, etc.)

       77 = None/Not Applicable
       88 = Not Reported
       99 = Unknown

EXAMPLE 1:
Three offenders rob a bank. One was armed with a revolver, the second had a sawed-off shotgun and the third had a machine gun. The entries for this data element should be: *02 (Revolver/Derringer/Single-Shot Pistol); 08 (Shotgun);* and *07 (Fully Automatic Rifle/Machine Gun).*

EXAMPLE 2:
A perpetrator effects a robbery by approaching his victim from the rear and using his hand inside a jacket to simulate a gun placed against the victim's back. Code as *10 (Simulated Firearm)*.

DATA ELEMENT # 19   ASSAULT/HOMICIDE CIRCUMSTANCE (ALLEGED)

DATA FORMAT: 2 characters, alphanumeric

CODING STRUCTURE: **If INCIDENT/COMPLAINT OFFENSE CODE = 09A (Murder or Non-Negligent Manslaughter) or 13A (Aggravated Assault), enter up to two codes from the list below. Occurrence 2 may = 77 (Not Applicable).**

      01 = Argument
      02 = Assault on Law Enforcement Officer(s)
      03 = Dispute Among Drug Dealers
      04 = Drug Buyer-Dealer Dispute
      05 = Robbery/Theft from Drug Dealer
      06 = Dispute Between Drug Dealer and Witness or Complainant
      07 = Other Drug-Related
      08 = Gangland
      09 = Juvenile Gang
      10 = Domestic Violence
      11 = Mercy Killing
      12 = Other Felony Involved
      20 = Other Circumstances
      21 = Unknown Circumstances

      If INCIDENT/COMPLAINT OFFENSE CODE = 09B (Negligent Manslaughter), enter one code from the list below in Occurrence 1, and 77 in Occurrence 2.

      30 = Child Playing with Weapon
      31 = Gun Cleaning Accident
      32 = Hunting Accident
      33 = Other Negligent Weapon Handling
      34 = Negligent Vehicular Killings
      40 = Other Negligent Killings

      77 = Not Applicable

NOTE:
The coding of drug-related circumstance includes five categories instead of one per Federal Guidelines.

EXAMPLE 1**:**
Rival gangs fight over a disputed drug territory and one gang member is killed. Possible entries are *01 (Argument)*, *03 (Dispute Among Drug Dealers)*, and *09 (Juvenile Gang)*. While all three apply, there is a limit of two entries. The most descriptive codes should be entered: *03 (Dispute Among Drug Dealers)*, and *09 (Juvenile Gang)*.

EXAMPLE 2:
If INCIDENT/COMPLAINT OFFENSE does not = 09A (Murder or Non-Negligent Manslaughter), 09B (Negligent Manslaughter), or 13A (Aggravated Assault), enter 77 (Not Applicable) in occurrence 1 & 2*.*

DATA ELEMENT # 23   PROPERTY TYPE

DATA FORMAT: 2 characters, numeric

CODING STRUCTURE: Enter up to 10 PROPERTY TYPE descriptions for each Property Segment (i.e., each type of loss/etc.) If more than 10, enter 9 most valuable specifically codable types of property and *49 (Other Property)* as the 10th property type.

EXCHANGE MEDIUMS
01 = Money - United States or other currency, including both bills and coins etc., counterfeited currency.

02 = Credit/Debit Cards - Cards and/or account number associated with the cards that function like a check and through which payments or credit for purchases or services are made electronically to the bank accounts of participating establishments directly from the cardholders' accounts; automated teller machine (ATM) cards, electronic benefit transfer (EBT) cards. Note: This does not include gift cards; LEAs should classify these as *49 (Other Property)*.

03 = Negotiable Instruments - Any document, other than currency, which is payable without restriction, e.g., endorsed check, endorsed money order, endorsed travelers' checks; "bearer" checks and bonds, lotto tickets, tokens, railroad tickets, food stamps, etc.

DOCUMENTS
04 = Non-Negotiable Instruments - Documents requiring further action to become negotiable, e.g., unendorsed checks, unendorsed money orders, stocks and bonds, etc.

05 = 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 data value does not include *65 (Identity Documents)*.

65 = Identity Documents - formal documents and their numbers that provide proof pertaining to a specific individual's identity; passports, visas, driver's licenses, Social Security cards, alien registration cards, voter registration cards, etc.

VALUABLES
06 = Jewelry/Precious Metals - Bracelets, necklaces, rings, watches, charms, pins, etc. and gold, silver, platinum, etc.

07 = Art Objects/Antiques/Other Precious Items - Any group of objects whose value is due to their collectability and rarity and not simply to their use or currency value such as coin collections, stamp collections, paintings, tapestries, etc.

PERSONAL EFFECTS
08 = Clothing/Furs - Any wearing apparel for human use including accessories such as belts, shoes, scarves, ties; eyewear/glasses, hearing aids, etc.; but EXCLUDING *06 (Jewelry/Precious Metals)*.

09 = Purses/Handbags/Wallets - Bags or pouches used for carrying articles such as money, credit/debit cards, keys, photographs, and other miscellaneous items; brief cases, fanny packs, and backpacks when used as a purse/wallet.

HOUSEHOLD ITEMS
10 = Household Items - Objects designed primarily for use in a residence, including household furniture and appliances, draperies, carpets, beds, chairs, desks, sofas, tables, refrigerators, stoves, washers, dryers, air conditioning and heating equipment, silverware, flatware, dishes, kitchen appliances, cookware, generators, sewing machines, etc.

EQUIPMENT
11 = Drug/Narcotic Equipment - Devices, chemicals or materials used in preparing and/or using drugs and narcotics such as syringes, hypodermic needles, etc.

12 = Gambling Equipment - Includes all gambling paraphernalia such as roulette wheels, crap tables, flash paper, etc.

13 = Computer Hardware/Software - Electrical components making up a computer system, written programs/procedures/rules/associated documentation pertaining to the operation of a computer system stored in ready/write memory; computers, printers, storage media, video games, software packages, video consoles such as Wii®, PlayStation®, and Xbox®.

14 = Office Equipment - Objects designed primarily for use in an office including desks, filing cabinets, safes and other office furniture; typewriters, photocopiers, adding machines, calculators, cash registers, sample cases, pocket calculators and other business machines.

15 = Stereo Equipment/TV/Radio (NOT Vehicle) - Items used to transmit audible signals and visual images of moving and stationary objects; high fidelity and stereo equipment, CD players, MP3 Players, cable boxes, etc. Note: This does not include radios/stereos installed in vehicles, which should be classified as *23 (Vehicle Parts/Accessories)*.

16 = Recordings--Audio/Visual - Phonograph records or blank or recorded tapes or discs upon which the user records sound and/or visual images; compact discs (CDs), digital video discs (DVDs), cassettes, VHS tapes, etc.

17 = Sports Equipment (all EXCEPT bicycles and firearms) - Objects designed for use in sports activities; skis, golf clubs, tennis racquets, football, basketball backboard and hoop, etc.

18 = Photographic/Optical Equipment - Includes still and movie cameras and lenses, film projectors, slide projectors, screens, films, etc., as well as binoculars, telescopes, microscopes, etc.

19 = Farm Equipment - Includes tractors, combines, etc.

20 = Heavy Construction/Industrial Equipment - Includes cranes, bulldozers, steamrollers, oil-drilling rigs, manufacturing machinery, etc.

21 = Building Supplies for Construction - Items for use in residential or commercial construction such as doors, windows, plumbing fixtures and pipes, ceiling tile, flooring materials, etc.

22 = Tools - Any item designed for use as a tool in manufacturing, industry, home repair, professional repair, maintenance, building trades, etc. Includes hand tools, and power tools such as hammers, screwdrivers, wrenches, pliers, drills, snow blowers, etc., Excludes motorized vehicles.

53 = Artistic Supplies/Accessories - Items or equipment used to create or maintain paintings, sculptures, crafts, etc.; frames, oil paints, clay.

54 = Camping/Hunting/Fishing Equipment or Supplies - Items, tools, or objects used for recreational camping, hunting, or fishing; tents, camp stoves, fishing poles, sleeping bags, etc.

55 = Chemicals - Substances with distinct molecular compositions that are produced by or used in chemical processes; herbicides, paint thinner, insecticides, industrial or household products, solvents, fertilizers, lime, mineral oil, antifreeze, etc. Chemicals used in conjunction with illegal drug activity should be classified as *26 (Drugs/Narcotics)* or *11 (Drug/Narcotic Equipment)*, as appropriate.

59 = Firearm Accessories - items used in conjunction with a firearm to improve ease of use or maintenance; gun belts, cases, cleaning tools/equipment, targets, aftermarket stocks, laser sights, rifle spotting/handgun scopes.

67 = Law Enforcement Equipment - anything specifically used by law enforcement personnel during the performance of their official duties; vests, uniforms, badges, handcuffs, flashlights, nightsticks, etc.; canines (K-9s), horses, etc. Does not include *39 (Firearms)* or mobile property e.g., *31 (Automobiles)*, *36 (Watercraft)*, *38 (Other Motor Vehicles, etc.)*

68 = Lawn/Yard/Garden Equipment - Equipment used for maintaining and decorating lawns and yards; mowers, line trimmers, tools, tillers, etc. Does not include plants, trees, fountains, birdbaths, etc.

69 = Logging Equipment - Equipment used specifically by logging industry personnel during the performance of their duties; choker cables, blinders, blocks, etc.

70 = Medical/Medical Lab Equipment - Equipment used specifically in the medical field; X-ray machines, testing equipment, MRI (magnetic resonance imaging) machines, ultrasound machines, wheelchairs, stethoscopes, etc.

72 = Musical Instruments - Instruments relating to or capable of producing music; percussion, brass, woodwind, and string instruments, etc.; guitar strings, picks, drum sticks, etc.

75 = Portable Electronic Communications - Electronic devices used to communicate audible or visual messages; cell phones, camera phones, pagers, personal digital assistants (PDAs), BlackBerrys®, Gameboy®, iPads®, iPods®, Kindles®, Nooks®, etc.

24 = Miscellaneous Equipment - Any object not in the above Equipment Categories.

CONSUMABLE ITEMS
25 = Alcohol - Alcoholic Beverages, e.g., beer, wine, liquor, etc.

26 = Drugs/Narcotics - Includes all medical prescriptions and non-prescription drugs as well as illicit drugs.

27 = Consumable Goods - Expendable items used for nutrition, enjoyment or hygiene, e.g., food, nonalcoholic beverages, grooming products, cigarettes, firewood, pet food, animal feed, paper products, utilities--gas, water, electric, cable service, etc.

ANIMALS
28 = Livestock - Domesticated animals raised for home use or profit; cattle, chickens, hogs, horses, sheep, bees, household pets such as dogs and cats if commercially raised for profit, animals raised and/or used for illegal gambling, e.g., dogs, roosters, etc., but not household pets such as dogs and cats.

29 = Household Pets - Domesticated animals kept as pets in personal residence such as cats, dogs, fish, snakes, hamsters, etc.

VEHICLES
30 = Aircraft - Vehicles used for air transportation such as airplane, dirigible, glider, etc.

31 = 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; sedan, coupe, station wagon, convertible, minivan, sport-utility vehicle, limousine, taxicab and other similar motor vehicles.

32 = Bicycles - Bicycle, tricycle, or unicycle or similar non-motorized wheeled vehicle.

33 = Buses - Motor vehicles specifically designed, but not necessarily used, to transport groups of people on a commercial basis; trolley, school/coach/tourist/double-decker bus, commercial van, etc.

34 = Trucks - Motor vehicles which are specifically designed, but not necessarily used, to transport cargo on a commercial basis.

36 = Watercraft - Vehicles used for water transportation, such as motorboat, sailboat, houseboat, canoe, jet ski, etc.

37 = Recreational Vehicles - Motor vehicles which are specifically designed, but not necessarily used, to transport people and provide temporary lodging for recreational purposes.

38 = Other Motor Vehicles - Any other motor vehicles, e.g., motorcycle, motor scooter, trail bike, moped, snowmobile, golf cart, motorized wheel chair, all-terrain vehicle, go-cart, Segway, riding lawn mower, etc.

35 = Trailers - Cargo carriers designed to be pulled by a motor vehicle; truck trailer, semi-trailer, utility trailer, farm trailer, etc.

23 = Vehicle Parts/Accessories - Any object attached to the interior or exterior of a vehicle including operating parts such as batteries, engines, transmissions, heaters, etc.; license plates, interior parts such as bucket seats, steering wheels; decorative parts such as hubcaps, hood ornaments, side view mirrors, manufacturers emblems; and accessories such as vehicle radios, antennas tape decks, CD/DVD players, automotive global positioning system (GPS) navigation systems, etc.

52 = Aircraft Parts/Accessories - Parts or accessories of an aircraft, whether inside or outside of a vehicle.

79 = Watercraft Equipment/Parts/Accessories - Watercraft equipment or accessories that are used for the crafts' maintenance or operation; buoys, life preservers, paddles, sails. Should not include accessories for water sports.

WEAPONS
39 = Firearms - Weapons that fire a shot by force of an explosion, i.e., handguns, rifles, shotguns, automatic firearms, homemade guns, flare guns, etc., but NOT "BB", pellet, or gas-powered guns.

40 = Other Weapons - Other commonly known weapons such as "BB", pellet, or gas-powered guns, slingshots, knives, martial arts stars, brass knuckles, blackjack, etc.

57 = Explosives - Devices that explode or cause an explosion; bombs, dynamite, Molotov cocktails, fireworks, ammunition, etc.

STRUCTURES
41 = Structures-Single Occupancy Dwellings - Houses, town houses, duplexes, mobile homes, or other private dwellings which are occupied by a single person, family, house mates, or other groups.

42 = Structures-Other Dwellings - Any other residential dwelling not meeting the definition of "Single Occupancy Dwellings", e.g., apartments, tenements, flats, boarding houses, dormitories, as well as temporary living quarters such as hotels, motels, inns, etc.

43 = Structures-Other Commercial/Business - Buildings designated for or occupied by enterprises engaged in the buying or selling of commodities or services, commercial trade, or forms of gainful activity that have the objective of supplying commodities; stores, office buildings, restaurants, etc.

44 = Structures-Other Industrial/Manufacturing - Buildings designated for or occupied by enterprises engaged in the production or distribution of goods, refined and unrefined, for use by industry; factories, plants, assembly lines, etc.

45 = Structures-Public/Community - Buildings used by a group of people for social/cultural/group/recreational activities, common interests, classes, etc.; colleges, hospitals, jails, libraries, meeting halls, passenger terminals, religious buildings, schools, sports arenas, etc.

46 = Structures-Storage - Buildings used for storing goods, belongings, merchandise, etc.; barns, garages, storehouses, RR boxcars, warehouses, sheds, etc.

47 = Structures-Other - Any other structures not fitting the other "Structures" descriptions, e.g., out buildings, monuments, buildings under construction, etc.

OTHER
48 = Merchandise - Items/goods which are held for sale in a wholesale or retail store.

56 = Crops - Cultivated plants or agricultural produce grown for commercial, human or livestock consumption, and use that is usually sold in bulk; grains, fruits, vegetables, tobacco, cotton. Does not include crops that yield illegal substances. Crops used in conjunction with illegal drug activity should be classified as *26 (Drugs/Narcotics)* or *11 (Drug/Narcotic Equipment)*, as appropriate.

64 = Fuel - Products used to produce energy; coal, gasoline, diesel, biodiesel, natural gas, oil

66 = Identity - Intangible - sets of characteristics or behavioral or personal traits by which an entity or person is recognized or known; damaged reputation, disclosed confidential information, etc.

71 = Metals - Non-Precious - Base metals or alloys possessing luster, malleability, ductility and conductivity of electricity and heat; ferrous and non-ferrous metals such as iron, steel, tin, aluminum, copper, brass, copper wire, copper pipe, etc.

51 = Special Categories - Special category to be used by the National UCR Program to compile statistics on certain designated types of property, e.g., "CB" radios, which are the object of theft fads.

49 = Other Property - All property which cannot be assigned to any of the preceding property type categories. Include gift cards

50 = Pending Inventory - Property description unknown until an inventory is conducted.

77 = NOT APPLICABLE

88 = NOT REPORTED

99 = UNKNOWN

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

Item (1), the stamp collection, was the most expensive property; and would be coded *07 (Art Objects/Antiques/Other Precious Items)*. Items (2) through (10) become the remaining eight most valuable properties as follows: the jewelry should be entered as code *06*; the silverware and the microwave oven as code *10*; the personal computer as code *13*; the clothes as code *08*; the TV and VCR as code *15*; the cash as code *01*; the typewriter as code *14*; and the shotgun as code *39*. Items (12) through (14) should be combined and entered as code *49 (Other Property)*.

EXAMPLE 2:
If a house is destroyed by arson and the homeowners are away on an overseas trip making it impossible to determine the property loss until they return, enter *50 (Pending Inventory)*. An updated Property Segment with entries describing the type(s) of burned property should be submitted when the results of the inventory are subsequently learned.

EXAMPLE 3:
The incident involved an Attempted Burglary with no property stolen. Code as *77 (Not Applicable)*.

DATA ELEMENT # 35   OFFENDER RACE

DATA FORMAT: 1 character, alpha

CODING STRUCTURE: W = White
                                     B = Black/African American
                                     I = American Indian/Alaskan Native
                                     A = Asian
                                     P = Native Hawaiian/Pacific Islander
                                     R = Not Reported
                                     U = Unknown

EXAMPLE:
If the offender was Asian, the entry should be *A*.

DATA ELEMENT # 43   VICTIM RACE

DATA FORMAT: 1 character, alpha

CODING STRUCTURE**:**   W = White
            B = Black/African American
            I = American Indian/Alaskan Native
            A= Asian
            P = Native Hawaiian/Pacific Islander
            R = Not Reported
            U = Unknown
            X= Not Applicable

EXAMPLE 1:
If the victim was white, enter *W*.

EXAMPLE 2:
If the victim was a Financial Institution, enter *X*.

DATA ELEMENT # 47   VICTIM/OFFENDER RELATIONSHIP

DATA FORMAT: 2 characters, alphanumeric

CODING STRUCTURE: Enter up to 10 occurrences of VICTIM/OFFENDER RELATIONSHIP to match the offenders identified in the corresponding occurrence of Data Element #46-VICTIM/OFFENDER LINK. Victim was _____.

WITHIN FAMILY
01 = Spouse: Legally married
02 = Former Intimate Partner: Former partner; boyfriend/girlfriend, fiancé, or same-sex partner.
03 = Parent: Legal guardian through blood or adoption
04 = Sibling: Any person who shares at least one of the same parents
05 = Child: Child-in-common, child-in-household, or child-in-family
06 = Grandparent: Parent of child's legal guardian
07 = Grandchild: Child of the offender's child
08 = In-Law: Relative through marriage (limited to father, mother, sister, brother)
09 = Stepparent: The husband or wife of victim's parent from a subsequent marriage
10 = Stepchild: The child of a spouse from a previous marriage
11 = Stepsibling: Son or daughter of a stepparent
12 = Other Family: Other family members including aunt, uncle, niece, nephew
22 = Current Boyfriend or Girlfriend: Current heterosexual couple
23 = Child of Intimate Partner: Child of one of the intimate partners
27 = Current Same-Sex Relationship: Current same-sex couple
29 = Ex-Spouse: Legally separated husband or wife

OUTSIDE FAMILY BUT KNOWN TO VICTIM
20 = Acquaintance: A known associate
21 = Babysittee (the baby): Individual under the supervision of a babysitter or caretaker (non-familial)
24 = Employee: Victim works for or with (co-worker) offender
25 = Employer: Offender works for or is employed by victim
26 = Friend: Person who the offender knows well and regards positively
28 = Neighbor: Person who lives in proximity of the offender including next door, same street, apartment complex, or neighborhood
30 = Otherwise Known: All other relationships not identified by other categories

NOT KNOWN TO VICTIM
40 = Relationship Unknown: Identity of offender is unknown by the victim and cannot be determined by investigation
41 = Stranger: Identity of offender is known to the victim, but there is no relationship between the victim and offender

OTHER
70 = Victim Was Offender: Use when reporting a Justifiable Homicide
77 = Not Applicable: Relationship is not required because victim is not person (crime against society)
88 = Not Reported: Relationship was not reported by the victim or the law enforcement officer completing the incident report

EXAMPLE 1:
An employee assaulted his employer with his fists. The Offender Segment corresponding to the employee was identified in the third occurrence of Data Element #46-VICTIM/OFFENDER LINK, thus the third occurrence of Data Element #47 should be coded as *25 (Employer)*.

EXAMPLE 2:
Two offenders rob a male and a female couple. Neither victim knew the offenders. Both the Victim Segment for the male victim and the Victim Segment for the female victim should have the occurrences corresponding to the offenders being linked in Data Element #46-VICTIM/OFFENDER LINK coded as *41 (Stranger)*.

EXAMPLE 3:
The victim was a Financial Institution not an individual. Enter *77 (Not Applicable)*.

DATA ELEMENT # 53   CJTN NUMBER *Formerly the OBTS NUMBER*

DATA FORMAT: 9 characters, alphanumeric

CODING STRUCTURE: **Arrestee's CJTN must default to 777777777 = Not Applicable**

NOTE:
To comply with the National Incident Based Reporting System (NIBRS), the NYS Crime Reporting Program no longer accepts CJTN number as part of a NYS IBR submission

DATA ELEMENT # 54   NYSID NUMBER

DATA FORMAT: 8 characters, alphanumeric

CODING STRUCTURE: **Arrestee's NYSID Number must default to 9999999J = Unknown**

NOTE:
To comply with the National Incident Based Reporting System (NIBRS), the NYS Crime Reporting Program no longer accepts NYSID number as part of a NYS IBR submission.

DATA ELEMENT # 56   ARREST TYPE

DATA FORMAT: 2 characters, numeric

CODING STRUCTURE: If more than one ARREST TYPE applies in an incident, code the one that
                         best summarizes the reason for arrest. As a rule, this should be the type that
                         initiated the arrest.

01 = Complaint - An arrest resulting from investigation of a criminal incident based upon a complaint.

02 = Crime in Progress - An arrest resulting from a criminal incident discovered or encountered by the
officer and for which there is no previous criminal complaint.

04 = Court Summons - An arrest resulting from an offender responding to a court summons and being
taken into custody and booked.

05 = Order of Protection - An arrest made pursuant to violation of an order of protection.

06 = Other - Any other type of arrest not specified above.

~~99 = Unknown~~ (*Deleted)*

Note: There is no code 03 for DATA ELEMENT #56 ARREST TYPE.

EXAMPLE 1:
A woman phones in a complaint of a prowler in her back yard. The arriving officer finds her husband (from
whom she is separated and being divorced) hiding behind the garage. When the identity of the prowler
becomes known to the complainant, she produces an order of protection that specifies her husband is to
vacate and absent himself from the premises and requests that he be arrested. Code as *01 (Complaint)*, even
though there was an order of protection, as the complaint initiated the incident.

EXAMPLE 2:
An officer observes a motor vehicle being operated in an erratic and unsafe manner and after testing, arrests
the driver for Driving While Intoxicated (DWI). At booking, the officer discovers that the arrestee has
outstanding bench warrants for previous parking violations. Code as *02 (Crime in Progress)* as the DWI
offense initiated the arrest.

DATA ELEMENT # 60   ARRESTEE WEAPONS

DATA FORMAT: 2 characters, numeric

CODING STRUCTURE: Enter up to two codes to indicate whether the arrestee was armed
                          with any type of weapon, even if not used in resisting arrest, or if the arrestee
                          used any type of weapon when apprehended.

    01 = Firearm (type unspecified or not stated)
    02 = Revolver/Derringer/Single-Shot Pistol
    03 = Semiautomatic Handgun (fires a bullet with each pull of the trigger)
    04 = Fully Automatic Handgun/Submachine Gun (fires more than one bullet for each pull of the trigger,
    includes those weapons with a selectable rate of fire between semi and fully automatic)
    05 = Single Shot/Pump Action/Bolt Action Rifle
    06 = Semiautomatic Rifle (fires a bullet with each pull of the trigger)
    07 = Fully Automatic Rifle/Machine Gun (fires more than one bullet for each pull of the trigger; includes
    those weapons with a selectable rate of fire between semi and fully automatic)
    08 = Shotgun (includes sawed-off shotguns)
    09 = Imitation Firearm (includes toy gun and starter pistol)
    10 = Simulated Firearm (e.g., hand in pocket)
    11 = Knife/Cutting Instrument (e.g., ax, ice pick, sword, screwdriver, switchblade, etc.)
    12 = Blunt Object (e.g., club, hammer, etc.)
    13 = Motor Vehicle (when used as a weapon)
    14 = Personal Weapons (e.g., hands, feet, teeth, etc.)
    15 = Poison (includes gas)
    16 = Explosives
    17 = Fire/Incendiary Device
    18 = Drug/Narcotics/Sleeping Pills
    19 = Other Weapon (includes BB-gun, pellet gun, stun gun, dart gun, crossbows, etc.)
    77 = None/Not Applicable
    88 = Not Reported *(Deleted)*
    99 = Unknown **(***Deleted)*

EXAMPLE 1:
When the subject was arrested, he had in his possession a .357 Magnum handgun and a penknife. The first
occurrence should be *02 (Revolver/Derringer/Single-Shot Pistol)*. Because a small pocket knife is not generally
considered to be a "weapon", it does not qualify for reporting. The remaining occurrence should be coded as
77 (Not Applicable) since the arrestee had only one weapon.

EXAMPLE 2:
The subject resisted arrest using a liquor bottle and a chair as weapons before being subdued. The first
occurrence of Data Element #60-ARRESTEE WEAPONS should be *11 (Knife/Cutting Instrument)* for the liquor
bottle and the second occurrence should be *12 (Blunt Object)* for the chair.

DATA ELEMENT # 63   ARRESTEE RACE

DATA FORMAT: 1 character, alpha

CODING STRUCTURE: W = White
           B = Black/African American
           I = American Indian/Alaskan Native
           A = Asian
           P = Native Hawaiian/Pacific Islander
           R = Not Reported
           U = Unknown

EXAMPLE:
If the arrestee was white, the entry should be *W*.

NIBRS COMPLIANT NYS IBR SUMMARY CODE BOOK

ADMINISTRATIVE SEGMENT (1 per incident)

A-DE1   **ORI NUMBER** (9 characters, alphanumeric)

A-DE2   **INCIDENT/COMPLAINT NUMBER** (12 characters, alphanumeric)

A-DE3   **INCIDENT OCCURRENCE DATE** (8 characters, numeric)

        YYYYMMDD = Year-Month-Day
        88888888 = Not Reported
        99999999 = Unknown

A-DE4   **INCIDENT OCCURRENCE TIME** (4 characters, numeric)   *military time*

        7777 = Not Applicable
        8888 = Not Reported
        9999 = Unknown

A-DE5   **INCIDENT REPORT DATE** (8 characters, numeric)

        YYYYMMDD = Year-Month-Day

A-DE6   **INCIDENT TIME REPORTED** (4 characters, numeric)   *military time*

        7777 = Not Applicable
        8888 = Not Reported
        9999 = Unknown

A-DE7   **INCIDENT CASE STATUS** (2 characters, alphanumeric)

        NYS IBR Clearance (Arrest)
        01 = Cleared by Arrest-Adult
        02 = Cleared by Arrest-Juvenile

NYS IBR Clearance (Exceptional Means)
10 = Death of Offender
11 = Prosecution Declined
12 = Extradition Denied
13 = Victim Refuses to Cooperate
14 = No Court Referral (Juvenile Only)

Other Case Status
20 = Warrant Issued
21 = Investigation Pending
22 = Closed
88 = Not Reported
99 = Unknown

A-DE8   INCIDENT EXCEPTIONAL CLEARANCE DATE (8 characters, numeric)

YYYYMMDD = Year-Month-Day
77777777 = Not Applicable

A-DE9   LOCATION CODE OF INCIDENT (4 characters, alphanumeric)

DCJS city, town, village (CTV) code

A-DE10   STATION/DIVISION/PRECINCT IDENTIFIER (6 characters, alphanumeric)

777777 = Not Applicable

A-DE11   BIAS CRIME TYPE (2 characters, alphanumeric)

Racial Bias
11 = Anti-White
12 = Anti-Black/African-American
13 = Anti-American Indian/Alaskan Native
14 = Anti-Asian
15 = Anti-Multiple Races (Group)
16= Anti-Native Hawaiian/Pacific Islander

Religious Bias

20 = Anti-Religious Practice, Generally
21 = Anti-Jewish
22 = Anti-Roman Catholic
23 = Anti-Protestant
24 = Anti-Islamic (Muslim)
26 = Anti-Multiple Religions (Group)
27 = Anti-Atheism/Agnosticism
28 = Anti-Mormon
29 = Anti-Other Religion
30 = Anti-Jehovah's Witness
81 = Anti-Eastern Orthodox (Russian/Greek/Other)
82 = Anti-Other Christian
83 = Anti-Buddhist
84 = Anti-Hindu
85 = Anti-Sikh

Ethnicity/National Origin/Ancestry Bias

31 = Anti-Hispanic/Latino
32 = Anti-Arab
34 = Anti-Other Ethnicity/National Origin/Ancestry
35 = Anti-Not Hispanic/Latino
39 = Anti-Other Origin

Sexual Bias

41 = Anti-Gay
42 = Anti-Lesbian
43 = Anti-Lesbian/Gay/Bisexual/Transgender (Mixed Group)
44 = Anti-Heterosexual
45 = Anti-Bisexual

Other

04 = Anti-Age (60 years old or more)
51 = Anti-Physical Disability
52 = Anti-Mental Disability
61 = Anti-Male
62 = Anti-Female
71 = Anti-Transgender
72 = Anti-Gender Non-Conforming
77 = No Bias/Not Applicable
88 = Not Reported by Agency
99 = Motivation of Perpetrator(s) Unknown

A-DE69   CARGO THEFT INDICATOR (1 character, alpha)

Y = Yes
N = No

If an incident does not contain one of the following offenses, the Cargo Theft Indicator must = N.

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

OFFENSE SEGMENT (up to 10 per incident)

O-DE12   OFFENSE NUMBER (2 characters, numeric)

A unique number from 01 *through* 75

O-DE13   INCIDENT/COMPLAINT OFFENSE CODE (22 characters, alphanumeric)

The first 21 characters of DE13 must have an EXACT match in the DCJS Coded Law File.

Law Title (3 characters, alphanumeric)
Article and Section (9 characters, alphanumeric)
Subsection (6 characters, alphanumeric)
Statutory Class (1 character, alphanumeric)
Category (1 character, alphanumeric)
Degree (1 character, numeric)
Attempt Indicator (1 character, alpha)   *C (Completed) or A (Attempted)*

O-DE14   INCIDENT LARCENY TYPE (2 characters, alphanumeric)

01 = Pocket-Picking
02 = Purse-Snatching
03 = Shoplifting
04 = Theft from Building
05 = Theft from Coin-Operated Machine/Device
06 = Theft from Motor Vehicle (Not Parts/Accessories)
07 = Theft of Motor Vehicle Parts/Accessories
08 = Theft from Mailbox
09 = All Other Larceny Offenses
10 = Motor Vehicle Theft

77 = Not Applicable   *Enter 77 if offense is not a larceny offense (23A-23H).*
88 = Not Reported
99 = Unknown

O-DE15   INCIDENT LOCATION TYPE (2 characters, alphanumeric)

Residential Structure
01 = Single Family Home
02 = Multiple Dwelling
03 = Residential Facility
04 = Other Residential
05 = Garage/Shed
54 = Shelter (Mission/Homeless)

Public Access Buildings
06 = Transit Facility
07 = Government Office
08 = School
09 = College
10 = Church
11 = Hospital
12 = Jail/Prison
13 = Parking Garage
14 = Other Public Access Building
57 = Community Center
63 = Daycare Facility

Commercial Service Locations
15 = Auto Shop
16 = Financial Institution
17 = Barber/Beauty Shop
18 = Hotel/Motel
19 = Dry Cleaners/Laundry
20 = Professional Office
21 = Doctor's Office
22 = Other Business Office
23 = Amusement Center
24 = Rental Storage Facility
25 = Other Commercial Service Location
61 = ATM (Separate from Bank)

Commercial Retail Locations
26 = Bar
27 = Buy/Sell/Trade Shop
28 = Restaurant
29 = Gas Station
30 = Auto Sales Lot
31 = Jewelry Store
32 = Clothing Store
33 = Drug Store
34 = Liquor Store
35 = Shopping Mall
36 = Sporting Goods
37 = Grocery/Supermarket
38 = Variety/Convenience Store
39 = Department/Discount Store
40 = Other Retail Store
41 = Factory/Mill/Plant
42 = Other Building

Outside
43 = Yard
44 = Construction Site
45 = Lake/Waterway
46 = Field/Woods
47 = Street
48 = Parking Lot
49 = Park/Playground
50 = Cemetery
51 = Public Transit Vehicle
52 = Other Outside Location
53 = Rest Area
62 = Camp/Campground

Other
56 = Tribal Lands
58 = Cyberspace
59 = Abandoned/Condemned Structure
60 = Arena/Stadium/Fairgrounds/Coliseum
64 = Dock/Wharf/Freight Terminal/Modal Terminal
65 = Farm Facility
66 = Gambling Facility/Casino/Race Track
67 = Military Instillation
88 = Not Reported
99 = Unknown

O-DE16   WEAPON/FORCE INVOLVED (2 characters, numeric)

01 = Firearm (type unspecified or not stated)
02 = Revolver/Derringer/Single-Shot Pistol
03 = Semiautomatic Handgun
04 = Fully Automatic Handgun/Submachine Gun
05 = Single-Shot/Pump Action/Bolt Action Rifle
06 = Semiautomatic Rifle
07 = Fully Automatic Rifle/Machine Gun
08 = Shotgun
09 = Imitation Firearm
10 = Simulated Firearm
11 = Knife/Cutting Instrument
12 = Blunt Object
13 = Motor Vehicle
14 = Personal Weapons (e.g., hands, feet, teeth, etc.)
15 = Poison (includes gas)
16 = Explosives
17 = Fire/Incendiary Device
18 = Drug/Narcotics/Sleeping Pills
19 = Other Weapon
85 = Asphyxiation

77 = None/Not Applicable
88 = Not Reported
99 = Unknown

O-DE17   NUMBER OF PREMISES ENTERED (2 characters, numeric)

01 through 99
00 = Not Applicable   *Enter 00 if the offense is not 220 – Burglary*

O-DE18   METHOD OF ENTRY (1 character, alpha)

F = Force
N = No Force
X = Not Applicable   *Enter X if offense is not a burglary*

O-DE19   ASSAULT/HOMICIDE CIRCUMSTANCE (2 characters, alphanumeric)

Enter up to two of the f Assault/Homicide Circumstance codes below if offense is 09A (Murder and Non-Negligent Manslaughter) or 13A (Aggravated Assault). Assault Homicide Circumstance (Occurrence 2) may be reported as 77- Not Applicable.

01 = Argument
02 = Assault on Law Enforcement Officer(s)
03 = Dispute Among Drug Dealers
04 = Drug Buyer-Dealer Dispute
05 = Robbery/Theft from Drug Dealer
06 = Dispute between Drug Dealer and Witness/Complainant
07 = Other Drug-Related
08 = Gangland
09 = Juvenile Gang
10 = Domestic Violence
11 = Mercy Killing
12 = Other Felony Involved
20 = Other Circumstances
21 = Unknown Circumstances

When reporting 09B (Negligent Manslaughter) enter one of the codes below in Assault/Homicide Circumstance (Occurrence 1). Assault/Homicide Circumstance (Occurrence 2) must be 77 – Not Applicable.

30 = Child Playing with Weapon
31 = Gun Cleaning Accident
32 = Hunting Accident
33 = Other Negligent Weapon Handling
34 = Negligent Vehicular Killings
40 = Other Negligent Killings

Enter 77 – Not Applicable in Occurrences 1 and 2 when reporting an offense other than 09A (Murder and Non-Negligent Manslaughter), 13A (Aggravated Assault), or 09B (Negligent Manslaughter).

77 = Not Applicable

O-DE20   JUSTIFIABLE HOMICIDE CIRCUMSTANCE (2 characters, numeric)

Enter a Justifiable Homicide Circumstance codes if offense is 09C (Justifiable Homicide) and enter 77 – Not Applicable for all other offenses.

77 = Not Applicable   *Offense is not 09C (Justifiable Homicide)*

Criminal Killed by Police Officer
01 = Criminal Attacked Police Officer & that Officer Killed Criminal
02 = Criminal Attacked Police Officer & Criminal Killed by Another Police Officer
03 = Criminal Attacked Civilian
04 = Criminal Attempted Flight from Crime
05 = Criminal Killed in Commission of Crime
06 = Criminal Resisted Arrest
09 = Unable to Determine/Not Enough Information

Criminal Killed by Private Citizen
13 = Criminal Attacked Civilian
14 = Criminal Attempted Flight from Crime
15 = Criminal Killed in Commission of Crime
16 = Criminal Resisted Arrest
17 = Criminal Attacked Police Officer & Criminal Killed by Civilian Aiding Officer
19 = Unable to Determine/Not Enough Information

O-DE21   OFFENDER USED COMPUTER (1 character, alphanumeric)

0 = Computer Not Used to Commit Offense
1 = Offender Used Computer to Commit Offense
8 = Not Reported

O-DE70   TYPE OF CRIMINAL ACTIVITY/GANG INFORMATION (1 character, alpha)

Enter at least one and up to three Criminal Activity Types when reporting one of the offenses listed below:

250 = Counterfeiting/Forgery
280 = Stolen Property Offenses
35A = Drug/Narcotics Violations
35B = Drug Equipment Violations
370 = Pornography/Obscene Material
39C = Gambling Equipment Violations
520 = Weapon Law Violations
720 = Animal Cruelty

Type of Criminal Activity (Occurrence 2 and 3) may be reported as X – Not Applicable.

Criminal Activity
A = Simple/Gross Neglect (not provide food/water/shelter/vet care)   ***720 only***
B = Buying/Receiving
C = Cultivating/Manufacturing/Publishing (i.e., production of any type)
D = Distributing/Selling
E = Exploiting Children
F = Organized Abuse (Dog/Cock Fighting)   ***720 only***
I = Intentional Abuse/Torture (tormenting/mutilating/maiming/poisoning
    Abandonment, etc.)   ***720 only***
O = Operating/Promoting/Assisting
P = Possessing/Concealing
S = Animal Sexual Abuse (Bestiality)   ***720 only***
T = Transporting/Transmitting/Importing
U = Using/Consuming
N = None/Unknow
X = Not Applicable

Enter at least one and up to two Gang Information Types when reporting one of the offenses listed below:

09A = Murder and Non-Negligent Manslaughter
09B = Negligent Manslaughter
100 = Kidnapping/Abduction
120 = Robbery
11A = Rape
11B = Sodomy
11C = Sexual Assault with an Object
11D = Fondling
13A = Aggravated Assault
13B = Simple Assault
13C = Intimidation

Gang Information (Occurrence 2) may be reported as 77 – Not Applicable and Gang Information (Occurrence 3) must be reported as 77 – Not Applicable.

Gang Information
J = Juvenile Gang (less than 18 years of age)
G = Other Gang (18 years of age or older)
N = None/Unknown
X = Not Applicable

PROPERTY SEGMENT (up to 6 per incident)

P-DE22   PROPERTY INVOLVEMENT (2 characters, numeric)

01 = None/Not Applicable
02 = Burned   *200 (Arson) only*
03 = Counterfeited/Forged
04 = Destroyed/Damaged/Vandalized
05 = Recovered
06 = Seized
07 = Stolen
88 = Not Reported
99 = Unknown

P-DE23   PROPERTY TYPE (2 characters, numeric)
Enter up to 10 UNIQUE property types per PROPERTY SEGMENT.

Exchange Mediums
01 =Money
02 = Credit/Debit Cards
03 = Negotiable Instruments

Documents
04 = Non-Negotiable Instruments
05 = Documents (Personal/Business)
65 = Identity Documents

Valuables
06 = Jewelry/Precious Metals
07 = Art Objects/Antiques/Other Precious Items

Personal Effects
08 = Clothing/Furs
09 = Purses/Handbags/Wallets

Household Items
10 = Household Items

Equipment

11 = Drug/Narcotic Equipment
12 = Gambling Equipment
13 = Computer Hardware/Software
14 = Office Equipment
15 = Stereo Equipment, TV/Radio (not from Vehicle)
16 = Recordings (Audio/Visual)
17 = Sports Equipment   *exclude bicycles and firearms*
18 = Photographic/Optical Equipment
19 = Farm Equipment
20 = Heavy Construction/Industrial Equipment
21 = Building Supplies for Construction
22 = Tools
24 = Miscellaneous Equipment
53 = Artistic Supplies/Accessories
54 = Camping/Hunting/Fishing Equipment or Supplies
55 = Chemicals
59 = Firearm Accessories
67 = Law Enforcement Equipment
68 = Lawn/Yard/Garden Equipment
69 = Logging Equipment
70 = Medical/Medical Lab Equipment
72 = Musical Instruments
75 = Portable Electronic Communication Devices

Consumable Items

25 = Alcohol
26 = Drugs/Narcotics
27 = Consumable Goods

Animals

28 = Livestock
29 = Household Pets

Vehicles

30 = Aircraft
31 = Automobiles
32 = Bicycles
33 = Buses
34 = Trucks
36 = Watercraft
37 = Recreational Vehicles
38 = Other Motor Vehicles

Vehicle Parts/Accessories

35 = Trailers
23 = Vehicle Parts/Accessories
52 = Aircraft Parts/Accessories
79 = Watercraft Equipment/Parts/Accessories

Weapons

39 = Firearms
40 = Other Weapons
57 = Explosives

Structures

41 = Structures-Single Occupancy Dwellings
42 = Structures-Other Dwellings
43 = Structures-Other Commercial/Business
44 = Structures-Other Industrial/Manufacturing
45 = Structures-Public/Community
46 = Structures-Storage
47 = Structures-Other

Other

48 = Merchandise
49 = Other Property
50 = Pending Inventory
51 = Special Categories
56 = Crops
64 = Fuel
66 = Identity (Intangible)
71 = Metals (Non-Precious)

77 = Not Applicable
88 = Not Reported
99 = Unknown

P-DE24 PROPERTY VALUE (9 characters, numeric)

Since 777777777 and 999999999 are used as residual codes if the actual value of the property type equals these numbers subtract one and report the value.

777777777 = Not Applicable
999999999 = Unknown

P-DE25   **PROPERTY RECOVERY DATE** (8 characters, numeric)

     YYYYMMDD   Year-Month-Day
     77777777   Not Applicable

P-DE26   **NUMBER OF MOTOR VEHICLES STOLEN** (3 characters, numeric)

     000 through 500   *Actual number of stolen vehicles 500 or fewer*
     501 = More than 500 Stolen Vehicles
     777 = Not Applicable
     999 = Unknown

P-DE27   **NUMBER OF MOTOR VEHICLES RECOVERED** (3 characters, numeric)

     000 through 500   *Actual number of Recovered Vehicles*
     501 = More than 500 Recovered Vehicles
     777 = Not Applicable
     999 = Unknown

P-DE28   **SOURCE OF DRUG DATA** (1 character, alphanumeric)

     1 = Estimate
     2 = Laboratory Analysis
     7 = Not Applicable
     9 = Unknown

P-DE29   **DRUG TYPE (SUSPECTED)** (2 characters, alphanumeric)   *Up to 3 types*

     00 = None/Not Applicable

     Opiates and Synthetic Narcotics
     01 = Heroin
     02 = Morphine
     03 = Codeine
     04 = Opium
     05 = Methadone
     06 = Synthetic Narcotics *e.g., Demerol, Dihydromorphinone, Hydrocodone etc.*
     09 = Other Opium Derivatives/Synthetic Narcotics

Cocaine
10 = Cocaine Hydrochloride
11 = Crack
19 = Other Coca Derivatives

Hallucinogens
21 = PCP (Angel Dust)
22 = LSD (Acid)
29 = Other Hallucinogens *e.g., DMT, Psilocybin, Peyote, Mescaline, MDMA, etc.*

Stimulants
31 = Amphetamine
32 = Methamphetamine
33 = Crystal Methamphetamine (Ice)
39 = Other Stimulants *e.g., Phentermine Derivatives, Benzedrine, Ritalin, etc.*

Depressants and Tranquilizers
41 = Barbiturates *e.g. Phenobarbital, Pentobarbital, etc.*
42 = Tranquilizers *e.g., Librium, Valium etc.*
49 = Other Depressants/Tranquilizers *e.g., Glutethimide, Doriden, Quaalude, etc.*

Cannabis
51 = Marijuana
52 = Hashish
59 = Other Cannabis Derivatives including Hash Oil and THC

Other Drugs
61 = Glue or Aerosol Vapors *e.g., Aromatic Hydrocarbons*
62 = Antidepressants *e.g., Elavil, Triavil, Tofranil, etc.*
63 = Darvon (Propoxyphene)
69 = Other Drugs
97 = Over 3 Drug Types
99 = Unknown Type

P-DE30   DRUG QUANTITY (ESTIMATED) (12 characters, numeric)

Whole # (9 characters, numeric) Fraction (3 characters, numeric)

777777777 777 = Not Applicable
888888888 888 = Not Reported
999999999 999 = Unknown

P-DE31   DRUG MEASUREMENT UNIT (2 characters, alpha)

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

Capacity
ML = Milliliter
LT = Liter
FL = Fluid Ounce
GL = Gallon

Units
DU = Dosage Units (capsules, pills, tablets, etc.)
NP = Number of Plants
NA = Not Applicable
XX = Unknown

OFFENDER SEGMENT (up to 99 per incident)

R-DE32   **OFFENDER NUMBER** (3 characters, numeric)

      001 - 099
      999 = Unknown Offender(s)

R-DE33   **OFFENDER AGE** (4 characters, numeric)

      0000 - 0098   *Exact age in years or age range e.g., 1921 is 19 to 21*
      0099 = Over 98 years old
      9999 = Unknown

R-DE34   **OFFENDER SEX** (1 character, alpha)

      M = Male
      F = Female
      U = Unknown
      R = Not Reported

R-DE35   **OFFENDER RACE** (1 character, alpha)

      W = White
      B = Black/African American
      I = American Indian/Alaskan Native
      A = Asian
      P = Native Hawaiian/Pacific Islander
      R = Not Reported
      U = Unknown

R-DE36   **OFFENDER ETHNIC ORIGIN** (1 character, alpha)

      H = Hispanic/Latino
      N = Not-Hispanic/Latino
      R = Not Reported
      U = Unknown

R-DE37   OFFENDER CONDITION (2 character, alphanumeric)

01 =   Appears to be Impaired with Drugs
02 =   Appears to be Impaired with Alcohol
03 =   Appears to be Mentally Disordered
04 =   Appears to be Injured/Ill
05 =   Apparently Normal
88 =   Not Reported
99 =   Unknown

VICTIM SEGMENT (up to 99 per incident)

V-DE38   **VICTIM NUMBER** (3 characters, numeric)

A unique number between 001 through 999

V-DE39   **VICTIM/OFFENSE LINK** (2 characters, numeric)

A unique number 00 through 10
77 = Not Applicable

V-DE40   **VICTIM TYPE** (1 character, alpha)

A = Firefighter
I = Individual
L = Law Enforcement (Only use for LEOKA reportable incident)
B = Business
F = Financial Institution
G = Government
R = Religious Organization
S = Society/Public
O = Other
U = Unknown

V-DE41   **VICTIM AGE** (4 characters, alphanumeric)

00NN = Neonate (under 24 hours)
00NB = 1 to 6 days
00BB = 7 to 364 days
0001 - 0098   *Exact age in years or age range, e.g., 1921 is 19 to 21*
0099 = Over 98 years old
7777 = Not Applicable
9999 = Unknown

V-DE42   **VICTIM SEX** (1 character, alpha)

       M = Male
       F = Female
       R = Not Reported
       U = Unknown
       X = Not Applicable

V-DE43   **VICTIM RACE** (1 character, alpha)

       W = White
       B = Black/African-American
       I = American Indian/Alaskan Native
       A = Asian
       P = Hawaiian Native/Pacific Islander
       R = Not Reported
       U = Unknown
       X = Not Applicable

V-DE44   **VICTIM ETHNIC ORIGIN** (1 character, alpha)

       H = Hispanic/Latino
       N = Not-Hispanic/Latino
       R = Not Reported
       U = Unknown
       X = Not Applicable

V-DE45   **VICTIM RESIDENCE STATUS** (2 characters, alphanumeric)

       01 = Resident
       02 = Commuter
       03 = Tourist
       04 = Military
       05 = Student
       06 = Temporary Resident/Foreign National
       07 = Other Status
       08 = Homeless
       77 = Not Applicable
       88 = Not Reported
       99 = Unknown

V-DE46   VICTIM/OFFENDER LINK (3 characters, numeric)
Enter up to 10 per victim.

A unique number 001 through 010
777   =   Not Applicable

V-DE47   VICTIM/OFFENDER RELATIONSHIP (2 characters, alphanumeric)

Victim was:

Within Family
01 = Spouse
02 = Former Intimate Partner
03 = Parent
04 = Sibling
05 = Child
06 = Grandparent
07 = Grandchild
08 = In-Law
09 = Stepparent
10 = Stepchild
11 = Stepsibling (stepbrother/stepsister)
12 = Other Family
22 = Current Boyfriend/Girlfriend
23 = Child of Intimate Partner
27 = Current Same-Sex Relationship
29 = Ex-Spouse

Outside Family but Known to or by Victim
20 = Acquaintance
21 = Babysittee (the baby)
24 = Employee
25 = Employer
26 = Friend
28 = Neighbor
30 = Otherwise Known

Not Known to or by Victim
40 = Relationship Unknown
41 = Stranger

Other
70 = Victim Was Offender
77 = Not Applicable
88 = Not Reported

V-DE48   LEVEL OF INJURY (1 character, alphanumeric)

      1 = Dead
      2 = Appeared to be Seriously Injured
      3 = Appeared to be Physically Injured, but Not Seriously
      4 = Not Injured
      7 = Not Applicable
      8 = Not Reported
      9 = Unknown

V-DE49   TYPE OF INJURY (2 characters, alphanumeric)
Enter up to 5 per victim.

      00 = None
      01 = Apparent Broken Bones
      02 = Possible Internal Injury
      03 = Severe Laceration
      04 = Loss of Teeth
      05 = Unconsciousness
      06 = Other Major Injury
      07 = Apparent Minor Injury

      77 = Not Applicable
      88 = None Reported
      99 = Unknown

V-DE50   VICTIM MEDICAL TREATMENT (1 character, alphanumeric)

      1 = Hospitalized
      2 = Treated and Released
      3 = Refused Treatment
      4 = Not Treated
      5 = Treated at Scene
      7 = Not Applicable
      8 = Not Indicated in Report
      9 = Unknown

V-DE71   TYPE OF OFFICER ACTIVITY/CIRCUMSTANCE (2 characters, numeric)

77 = Not Applicable (not LEOKA reportable)

01 = Responding to Disturbance Call (family quarrel, person with firearm, etc.)
02 = Burglaries in Progress or Pursuing Burglary Suspects
03 = Robberies in Progress or Pursuing Robbery Suspects
04 = Attempting Other Arrests
05 = Civil Disorder (Riot, Mass Disobedience)
06 = Handling, Transporting, Custody of Prisoners
07 = Investigating Suspicious Persons or Circumstances
08 = Ambush, No Warning
09 = Handling Persons with Mental Illness
10 = Traffic Pursuits and Stops
11 = All Other

V-DE72   OFFICER ASSIGNMENT TYPE (1 character, alpha)

X   =   Not Applicable (Not LEOKA reportable)

For Uniformed Law Enforcement Officers
F   =   Two-Officer Vehicle
G   =   One-Officer Vehicle (Alone)
H   =   One-Officer Vehicle (Assisted)

For Non-Uniformed Officers
I   =   Detective or Special Assignment (Alone)
J   =   Detective or Special Assignment (Assisted)

**For Law Enforcement Officers Serving in Other Capacities
(Foot Patrol, Off Duty, etc.)**
K   =   Other (Alone)
L   =   Other (Assisted)

V-DE73   OFFICER ORI/JURISDICTION (9 characters, alphanumeric)
Enter Officer's Agency ORI

777777777   =   Not Applicable (Not LEOKA reportable)

ARRESTEE SEGMENT (up to 99 per incident)

AR-DE51 ARRESTEE NUMBER (2 characters, numeric)

A unique number 01 through 99

AR-DE52 AGENCY ARREST NUMBER (12 character alphanumeric)

AR-DE53 CJTN NUMBER (9 characters, alphanumeric)

777777777 = Not Applicable *Default Value*

AR-DE54 NYSID NUMBER (8 characters, alphanumeric)

9999999J = Unknown *Default Value*

AR-DE55 ARREST DATE (8 characters, numeric)

YYYYMMDD = Year-Month-Date

AR-DE56 ARREST TYPE (2 characters, numeric)

01 = Complaint
02 = Crime in Progress
04 = Court Summons
05 = Order of Protection
06 = Other

AR-DE57 ARREST STATUS (2 characters, numeric)

01 = Held
02 = Appearance Ticket
03 = ROR
04 = Cash Bail
05 = Bail Bond
06 = Police Bail
07 = Released to Third Party
88 = Not Reported
99 = Unknown

AR-DE58 JUVENILE RELEASE STATUS (1 character, alphanumeric)

H = Handled Within Department
R = Referred to Criminal Court, Juvenile/Family Court or Probation Intake
D = Diverted to Counseling/Treatment Program
X = Not Applicable (arrestee is age 18 or older)

AR-DE59 MULTIPLE CLEARANCE INDICATOR (1 character, alphanumeric)

N = Not Applicable
C = Count Arrestee
M = Multiple

AR-DE60 ARRESTEE WEAPONS (2 characters, numeric)

01 = Firearm (type unspecified/not stated)
02 = Revolver/Derringer/Single-Shot Pistol
03 = Semiautomatic Handgun
04 = Fully Automatic Handgun/Submachine Gun
05 = Single-Shot/Pump Action/Bolt Action Rifle
06 = Semiautomatic Rifle
07 = Fully Automatic Rifle/Machine Gun
08 = Shotgun
09 = Imitation Firearm
10 = Simulated Firearm
11 = Knife/Cutting Instrument
12 = Blunt Object
13 = Motor Vehicle
14 = Personal Weapons (hands/feet/teeth/etc.)
15 = Poison
16 = Explosives
17 = Fire/Incendiary Device
18 = Drug/Narcotics/Sleeping Pills
19 = Other Weapon (BB gun, pellet gun, stun gun, dart gun, crossbow etc.
77 = None/Not Applicable

AR-DE61 ARRESTEE AGE (2 characters, numeric)

01 – 98 *Exact age in years*
99 = Over 98 years

AR-DE62 ARRESTEE SEX (1 character, alpha)

M = Male
F = Female

AR-DE63 ARRESTEE RACE (1 character, alpha)

W = White
B = Black/African American
I   = American Indian/Alaskan Native
A = Asian
P = Native Hawaiian/Pacific Islander
R = Not Reported
U = Unknown

AR-DE64 ARRESTEE ETHNIC ORIGIN (1 character, alpha)

H = Hispanic/Latino
N = Non-Hispanic/Latino
R = Not Reported
U = Unknown

AR-DE65 ARRESTEE RESIDENCE STATUS (1 character, alphanumeric)

R = Resident
N = Nonresident
F = Foreign Nonresident
U = Unknown

ARRESTEE CHARGE SEGMENT (up to 16 charges per arrestee)

AC-DE66   ARRESTEE/CHARGE LINK (2 characters, numeric) *Use ARRESTEE NUMBER*

AC-DE67   ARREST CHARGE (22 characters, alphanumeric)

The first 21 characters of DE13 must have an EXACT match in the DCJS Coded Law File.

Law Title (3 characters, alphanumeric)
Article and Section (9 characters, alphanumeric)
Subsection (6 characters, alphanumeric)
Statutory Class (1 character, alphanumeric)
Category (1 character, alphanumeric)
Degree (1 character, numeric)
Attempt Indicator (1 character, alpha)   *C (Completed) or A (Attempted)*

AC-DE68   ARREST LARCENY TYPE (2 characters, alphanumeric)

Law Title (3 AN)
01 = Pocket-Picking
02 = Purse-Snatching
03 = Shoplifting
04 = Theft from Building
05 = Theft from Coin-operated Machine/Device
06 = Theft from Motor Vehicle (Not Parts/Accessories)
07 = Theft of Motor Vehicle Parts/Accessories
08 = Theft from Mailbox
09 = All Other Larceny Offenses, (excluding Motor Vehicle Theft)
10 = Motor Vehicle Theft
77 = Not Applicable
88 = Not Reported
99 = Unknown

TIME WINDOW SEGMENT (up to 1 per incident)

Time Window Segments are used to report data for incidents which occurred prior to the IBR Start-up Date (prior to your agency switching to IBR). Only exceptional clearances, recovered property, and arrests are to be reported for these incidents.

Except for the two data elements described below, Time Window data elements are the same as those collected on other segment types. Just refer to the data element name or number to obtain a description without regard to segment type description. For example, TW-DE13-14 corresponds to O-DE13 and O-DE14.

TW-TYPE   TIME WINDOW TYPE

1 = Exceptional Clearance Only
2 = Recovered Property Only
3 = Arrest Only
4 = Exceptional Clearance with Recovered Property
5 = Arrest with Recovered Property

TW-CLIND   TIME WINDOW CLEARANCE INDICATOR

Y = Yes (incident cleared by this arrest)
N = No (incident not cleared by this arrest)
7 = Not Applicable

TRANSACTION DATA ELEMENTS

SEGTYPE   **SEGMENT TYPE** (1 character, alphanumeric)

                               0 = Header Segment
                               1 = Administrative Segment
                               2 = Offense Segment
                               3 = Property Segment
                               4 = Offender Segment
                               5 = Victim Segment
                               6 = Arrestee Segment
                               7 = Arrest Charge Segment
                               8 = Time Window Segment
                               9 = Trailer Segment

SEGACT   **SEGMENT ACTION** (1 character, alpha)

                               H = Header
                               I = Initial "Active" Incident Submission
                               R = Replace "Active" Incident Submission
                               A = Add Arrestee Segment for "Active" Incident
                               D = Delete Segment
                               W = Initial "Inactive" Incident Submission (Time Window Submission)
                               U = Update to "Inactive" Incident Submission (Time Window Update)
                               T = Trailer

FILECREATE   **FILE CREATION DATE** (8 characters, numeric)

                               YYYYMMDD = Year-Month-Day

IBRMONTH   **IBR MONTH** (2 characters, numeric)

                               01 through 12

IBRYEAR   **IBR YEAR** (4 characters, numeric)

                               YYYY   *Enter year of submission*

RECNT   **RECORD COUNT** (6 characters, numeric)

HASH   **HASH TOTAL** (8 characters, numeric)