# Virginia

## Incident-Based Reporting
## User Manual

Prepared by:
Virginia State Police
Uniform Crime Reporting
Incident Based Reporting Section
Version 2020

Revised: March 2020 Approved: _____

**Virginia Incident-Based Reporting User Manual**
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| FBI UCR- VSP UCR: CHANGE DESCRIPTION SUMMARY | |
|---|---|
| **Revision & Date** | **Change Description** |
| 1.0<br>01/17/2013 | UCRRP Initial Release |
| 2.2<br>10/06/2017 | Addition of UCR State Program Bulletin/Quarterly Updates (May 2013–July 2015)<br>• Modification of Data Element 35, Example 3<br>• Modification of Extortion/Blackmail description<br>• Modification of Statutory Rape description<br>• Addition of New Religious and Arab Bias Motivations and Training Scenarios<br>• Modification of structure definition<br>• Modification of Counterfeiting/Forgery example<br>• Modification of Extortion/Blackmail explanation<br>• Modification of Justifiable Homicide, Theft From Motor Vehicle, All Other Larceny, and All Other Offenses definitions<br>• Modification of Incident Date, Example 3<br>• Modification of Exceptional Clearance, Condition 4<br>• Modification of Valid Data Values (for drug types<br>• Clarification of BE Relationship Code in Data Element 35<br>• Addition of Animal Cruelty Definition, Offense, Data Values, and Training Scenario<br>• Addition of Identity-Related Fraud Offenses, Cyberspace Location Code, and Training Scenarios<br>• Other updates based on community feedback |
| 1.0<br>03/30/2018<br>***Version number change due to document's new naming convention.*** | Addition of CJIS Advisory Policy Board recommendations. Collection to begin January 1, 2019<br>• Modification of Identity Theft explanation<br>• Modification of Negligent Manslaughter definition<br>• Addition of Identity Theft and Hacking/Computer Invasion to Cargo Theft related offenses and Training Scenarios<br>• Addition of (Handheld Devices) to Data Value C = Computer Equipment in Data Element 8 and Training Scenarios<br>• Addition of "/Vessel" to Data Value 35 = Motor Vehicle in Data Element 13 and Training Scenarios<br>• Modification of Negligent Manslaughter explanation in Data Element 31<br>• Modification of Data Element 06 = Lovers' Quarrel to "Domestic Violence" in Data Element 31<br>• Addition of Domestic and Family Violence Definition in Data Element 31 and Training Scenarios<br>• Modification of mandatory statement in Data Element 34 to collect Crime Against Property offenses<br>• Addition of all Crime Against Property offenses in Data Element 34<br>• Modification of mandatory statement in Data Element 35 to collect Crime Against Property offenses<br>• Addition of all Crime Against Property offenses in Data Element 35<br>• Addition of Data Value XR = Ex-Relationship in Data Element 35 |
| 2019.1<br>7/31/2018<br>***Adopted by VSP March 19, 2019*** | Revisions due to recommendations of CJIS Advisory Policy Board.<br>• Group A and Group B Offense Listing – Removed 'Sex Offenses, Consensual Heading'<br>• Offense Definitions – Removed 'Non- forcible' verbiage from 36A–36B Sex Offenses, Non-forcible heading and definition<br>• Offense Lookup Table – Incest Offense; removed 'Non-forcible and Incest' from the description<br>• Offense Lookup Table – Removed Sexual Offenses, Non-forcible; combined statutory rape and incest offenses with listing of other Sexual Offenses<br>• Appendix B – Expanded and New Offense Definitions; removed all Sexual Offenses, non-forcible verbiage |
| **2020** | **Virginia IBR User Manual**<br>• **Modified for user readability** |

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# Introduction

The FBI's Uniform Crime Reporting (UCR) Program is a nationwide, cooperative statistical effort of more than 18,000 city, university and college, county, state, tribal, and federal law enforcement agencies (LEAs) voluntarily reporting data on offenses reported or known. Since 1930, the FBI has administered the UCR Program and continued to assess and monitor the nature and type of crime in the nation. The program's primary objective is to generate reliable information for use in (LE) administration, operation, and management. However, over the years, UCR data have become one of the country's leading social indicators. Criminologists, sociologists, legislators, municipal planners, the media, and other students of criminal justice use the data for varied research and planning purposes.

The FBI's UCR Program prepared this manual to assist LEAs in reporting their crime statistics via the Program's National Incident-Based Reporting System (NIBRS). The manual addresses NIBRS policies, the types of offenses reported via NIBRS, and guidelines for an agency to become certified to submit NIBRS data to the FBI.

## Background of NIBRS

Originally, the FBI UCR Program was designed as a summary system to collect only the most serious offense within an incident. However, the Program began using incident-based reporting (i.e., NIBRS) in 1989 to capture all offenses within an incident—up to ten crime occurrences. Through NIBRS, LEAs report data on each offense and arrest within 24 offense categories made up of 52 specific crimes called Group A offenses. For each of the Group A offenses coming to their attention, the LE collects administrative, offense, property, victim, offender, and arrestee information. LEAs report only arrest data for an additional 10 Group B offense categories.

By design, LEAs generate NIBRS data as a by-product of their respective records management systems (RMSs). Therefore, an LEA builds its system to suit its own individual needs, including all of the information required for administration and operation, then forwards only the data required by NIBRS to the FBI UCR Program. As more agencies report via NIBRS, the data collected will provide a clearer assessment of the nation's crime experience.

## UCR Advisory Groups

The International Association of Chiefs of Police (IACP) developed a system to collect uniform crime statistics in the 1920s that became the foundation of the UCR Program in 1929. The IACP, along with the National Sheriffs' Association (NSA), continues to provide vital links between local LE and the FBI in the administration of the UCR Program through their Criminal Justice Information Systems (CJIS) Committees. The IACP represents the thousands of police departments nationwide, and the NSA encourages sheriffs throughout the country to participate fully in the program.

Both the IACP's and the NSA's committees are involved with the Advisory Policy Board (APB) of the FBI's CJIS Division. The APB is the formal advisory process for the FBI UCR Program. The APB began in 1988 when a Data Providers' APB was established. The Board operated until 1993 when it combined with the National Crime Information Center (NCIC) APB to form a single APB to address all FBI criminal justice information services. The underlying philosophy of the APB is one of shared management. The FBI, along with local and state data providers and system users, share responsibility for the operation and management of all systems administered by the FBI for the benefit of the criminal justice community. The current APB includes the UCR Subcommittee, which reviews issues concerning NIBRS, UCR Summary Reporting System (SRS), the Law Enforcement Officers Killed and Assaulted (LEOKA) Program, and the Hate Crime Statistics Program. The APB also includes additional subcommittees that review other matters involving the FBI's CJIS Division.

In addition to the IACP, NSA, and the APB, the Association of State UCR Programs (ASUCRP) also serves to link the FBI with LEAs that submit and use UCR data. ASUCRP focuses on improving the collection, use, and utility of crime data reported to the FBI's UCR Program. The state UCR organizations foster widespread, responsible use of crime statistics and lend assistance to data contributors when needed.

## UCR Program Standards

More than 18,000 LEAs are eligible to provide data to the FBI UCR Program. To streamline the collection of UCR data, ensure the consistency and comparability of data, and provide a higher quality of service, most states have a state UCR program collecting data for the state's LEAs and reporting it to the FBI UCR Program. Forty-nine states in the nation have their own UCR Programs. Establishment of a UCR program is not limited to state governments. Territorial, tribal, and federal agencies may also institute UCR Programs. UCR Programs gather crime information from the LEAs under their domain and forward the data to the FBI.

The following are the standards under which a UCR program must operate:

1. A UCR program must conform to the FBI UCR Program's submission standards, definitions, specifications, and required deadlines.

2. A UCR program must establish data integrity procedures and have personnel assigned to assist contributing agencies in quality assurance practices and crime reporting procedures.

3. A UCR program's submissions must cover more than 50 percent of the LEAs within its established reporting domain and be willing to cover any and all UCR-contributing agencies that wish to use the UCR program from within its domain. (An agency wanting to become a UCR program must be willing to report for all of the agencies within the state.)

4. A UCR program must furnish the FBI's UCR Program with all of the UCR data collected by the LEAs within its domain.

**These standards do not prohibit a state from gathering other statistical data beyond the national collection.** Data integrity procedures should include crime trend assessments, offense classification verification, and technical specification validation.

The FBI fulfills its responsibilities in connection with the UCR Programs by:

- Editing and reviewing submissions for completeness and quality.
- Contacting contributors, when necessary, in connection with crime reporting matters.
- Requesting individual agency information, when necessary, from the contributing UCR program.
- Assessing the validity of reported data by providing a Quality Assurance Review (QAR).
- Coordinating with the contributing UCR program to conduct training on LE record keeping and crime-reporting procedures.
- Sending *UCR Program Quarterly documents,* which clarifies policies and procedures set forth by the program as well as publication updates and notifications to state programs for distribution to contributing agencies.

The FBI's UCR Program refers to LEAs in states without a UCR program as direct contributors because they submit their data directly to the FBI. The FBI allows individual LEAs to contribute data directly to the FBI UCR Program on a case-by-case basis and, where applicable, with the state UCR program's permission. Direct contributors work closely with staff from the FBI's UCR Program to ensure their data adhere to FBI UCR Program's guidelines.

Should circumstances develop whereby a state or other UCR program does not comply with the aforementioned standards, the FBI may reinstitute a direct collection of data submissions from LEAs within the UCR Program's domain.

## Department of State Police Authority

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

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

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

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

## Jurisdiction

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

1. City, university and college, county, state, tribal, and federal LEAs should report offenses that occur within their jurisdictions.

2. When two or more city, university and college, county, state, tribal, or federal LEAs are involved in the investigation of the same offense, the agency with investigative jurisdiction based on city, local, university and college, county, state, tribal, and federal law and/or applicable interagency agreements or memorandums of understanding should report the offense. If there is uncertainty as to the lead or primary agency, the agencies must agree on which agency should report the offense.

3. LEAs will report only those arrests made for offenses committed within their own jurisdictions.

4. The recovery of property should be reported only by the LEA that first reported it missing and/or stolen, regardless of which agency recovered it.

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

## Referrals from Other Agencies

If a reporting agency refers the investigation of an incident to another local, state, or federal agency after submitting the data to the FBI's UCR Program, the original reporting agency must delete its report. The agency receiving the referral would then report the incident as if it were an original submission.

## Incidents and Offenses

Participation in NIBRS requires LEAs to report certain facts about each criminal incident coming to their attention within their jurisdictions. In most cases, officers capture the data through an incident report when a complainant first reports the crime. Officers may collect incident data via a paper form or electronically via a mobile terminal that interfaces with their department's RMS.

### Definition of an Incident

With regard to NIBRS, the FBI UCR Program defines an *incident* as one or more offenses committed by the same offender, or group of offenders acting in concert, at the same time and place.

**INCIDENT:**

- One or more offenses committed
- By the same offender (or group of offenders acting in concert)
- At the same time AND
- At the same place.

#### *The Concept of Acting in Concert*

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

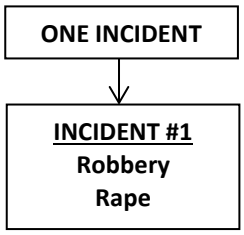
#### *The Concept of Same Time and Place*

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

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

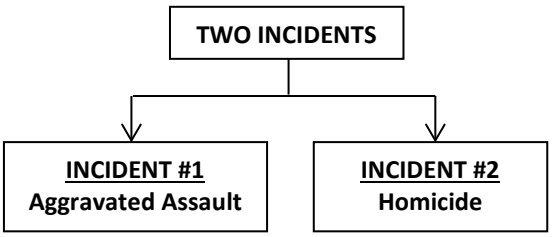
### *Examples of Acting in Concert and Same Time and Place*

#### Example 1, Acting in Concert



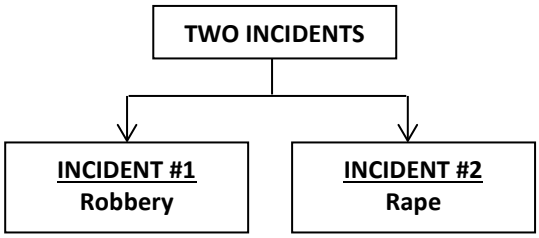

During a Robbery in a bar, one offender began to rape a victim. The other offender told the rapist to stop and only rob the victim. In this example, there was only one incident with two offenses (i.e., Robbery and Rape). Although the other robber did not consent to the Rape, by displaying a gun he prevented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

#### Example 2, Acting in Concert




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

#### Example 3, Acting in Concert




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

#### Example 4, Same Time and Place

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

## Classifying Offenses

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

**Note:** The Robbery/assault example above contains "lesser included" offenses. Lesser included offenses are offenses where one offense is an element of another offense and cannot be reported as having happened to the victim along with the other offense. Mutually exclusive offenses are offenses that cannot occur to the same victim according to UCR Definitions. See the list of Offense Definitions in section 2.4 for details. For example, a Murder and an Aggravated Assault cannot occur to the same victim. (For more information about mutually exclusive/lesser included offenses, refer to the *NIBRS Technical Specification,* Data Element 24 [Victim Connected to UCR Offense Code]).

**Note:** LE should classify and report offenses after they complete the preliminary investigation of a call for service or a complaint. Since identifying the crime problems faced by LE is one of the objectives of NIBRS, agencies should report only offenses known to LE, not the findings of a court, coroner, jury, or prosecutor.

### *Criteria for Distinguishing Between Group A and Group B Offenses*

When reporting data to the FBI's UCR Program via NIBRS, LE must also classify the offenses within an incident as Group A offenses or Group B offenses. Though some state and local RMSs require the same level of reporting for all offenses, NIBRS requires differing levels of detail in reporting Group A and Group B offenses. LE must report both incidents and arrests for Group A offenses, and they must report only arrests for Group B offenses. The Group A offenses are the more serious crimes such as Murder, Rape, Robbery, etc. Group B offenses tend to be minor in nature, such as Curfew/Loitering/Vagrancy Violations, Disorderly Conduct, Driving Under the Influence, etc. See the listing of Group A and Group B offenses in the Group A and Group B offense listings on page 18.

NIBRS contributors should use the following criteria to determine if a crime should be designated as a Group A offense:

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

## *Additional Information Regarding Classifying Offenses*

Traffic Offenses

Traffic offenses (e.g., parking and moving violations) are not collected by the FBI UCR Program except for Driving Under the Influence (90D), Hit and Run (of a person) (90Z), and Vehicular Manslaughter (09B).

Offenses of General Applicability

Unless it is a component of a Group A offense (e.g., Human Trafficking) when an offense includes one of the Offenses of General Applicability (i.e., words, phrases, or a similar variation thereof), LEAs should report the offense as the Group B offense 90Z—All Other Offenses if the substantive offense is a Group A offense. If it involves a Group B offense, LEAs should report the offense in the appropriate Group B category.

Offenses of General Applicability include:

- Accessory Before/After the Fact
- Aiding/Abetting
- Conspiracy to Commit
- Enticement
- Facilitation of
- Solicitation to Commit

| Offense of General Applicability involving: | Classification |
|---|---|
| Component of Group A Offense | 90Z |
| Component of Group B Offense | Appropriate Group B Offense Code |

Attempted Offenses

LEAs should report attempted crimes the same as the substantive offense, with the data value A = Attempted in Data Element 7 (Offense Attempted/Completed). Agencies should report attempted murders as Aggravated Assaults, and *all* assaults should be reported as C = Completed.

## *Offense Categories – Crimes Against Persons, Property, and Society*

Each NIBRS offense belongs in one of three categories: Crimes Against Persons, Crimes Against Property, and Crimes Against Society. Crimes Against Person, e.g., Murder, Rape, and Assault, are those offenses whose victims are always individuals. The object of Crimes Against Property, e.g., Robbery, Bribery, and Burglary, is to obtain money, property, or some other benefit. Crimes Against Society, e.g., Animal Cruelty, Drug Violations, Gambling, and Prostitution, represent society's prohibition against engaging in certain types of activity.

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

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

### *The Use of Offense Codes in NIBRS*

In NIBRS, there are 62 three-digit UCR offense codes; one for each of the 62 Group A and Group B offenses. The three-digit data values are used to identify the Group A and Group B offenses in an incident to submit NIBRS Group A Incident Reports and Group B Arrest Reports.

#### Group A Offense Codes

There are 24 Group A crime categories made up of 52 Group A offenses; therefore, there are 52 Group A Offense Codes. The Group A Offense Codes, while unique to NIBRS, were generally derived from the four-digit NCIC Uniform Offense Classification Codes to facilitate interrelating offense data between the NCIC and the FBI's UCR Program. NIBRS correlates these data using the first two characters from the NCIC codes of certain offenses as the same first two characters of the UCR Offense Codes for respective offenses. The third character of the NIBRS Offense Code is designated as either a zero (0) or an alpha character (A, B, C, etc.) to reference a subcategory of the crime category. For example, the NCIC code for Simple Assault is 1313, whereas the NIBRS Offense Code is 13B, e.g., 13B = Simple Assault.

Exceptions to the coding convention of Group A offenses are:

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

#### Group B Offense Codes

NIBRS assigned a separate numbering series to the 10 Group B crime categories consisting of 10 Group B offenses. The numbering series used 90 for the first two characters of each Group B offense and designated an alpha character for the third position. For example, the NCIC Offense Code for Bad Checks is 2606, whereas the NIBRS Offense Code is 90A.

## Group A and Group B Offense Listing

There are 24 Group A offense categories made up of 52 Group A offenses. The crime categories are listed below in alphabetical order. Additionally, each offense's corresponding NIBRS Offense Code follows its name. Immediately following the code for each offense name is an indication of whether it is a Crime Against Person, Crime Against Property, or Crime Against Society. In addition, the listing provides the NCIC Offense Code (when applicable).

***Group A Offenses***

| *Offense* | *NIBRS Offense Code* | *Crime Against Category* | *Based on NCIC Offense Code* |
|---|---|---|---|
| **Animal Cruelty** | | | |
| Animal Cruelty | 720 | Society | 7201 |
| **Arson** | | | |
| Arson | 200 | Property | 2001–2009; 2099 |
| **Assault Offenses** | | | |
| Aggravated Assault | 13A | Person | 1301–1312; 1314–1315 |
| Simple Assault | 13B | Person | 1313 |
| Intimidation | 13C | Person | 1316; 5215–5216 |
| **Bribery** | | | |
| Bribery | 510 | Property | 5101–5113; 5199 |
| **Burglary/Breaking & Entering** | | | |
| Burglary/Breaking & Entering | 220 | Property | 2201–2205; 2207; 2299 |
| **Counterfeiting/Forgery** | | | |
| Counterfeiting/Forgery | 250 | Property | 2501–2507; 2509; 2510; 2589; 2599 |
| **Destruction/Damage/Vandalism of Property** | | | |
| Destruction / Damage/ Vandalism of Property | 290 | Property | 2901–2906; 2999 |
| **Drug/Narcotic Offenses** | | | |
| Drug/Narcotic Violations | 35A | Society | 3501–3505; 3510–3513; 3520–3523; 3530–3533; 3540–3543; 3560–3564; 3570–3573; 3580–3583; 3599 |
| Drug Equipment Violations | 35B | Society | 3550 |
| **Embezzlement** | | | |
| Embezzlement | 270 | Property | 2701–2705; 2799 |
| **Extortion/Blackmail** | | | |
| Extortion/Blackmail | 210 | Property | 2101–2105; 2199 |

| *Offense* | *NIBRS Offense Code* | *Crime Against Category* | *Based on NCIC Offense Code* |
|---|---|---|---|
| **Fraud Offenses** | | | |
| False Pretenses / Swindle / Confidence Game | 26A | Property | 2601–2603; 2607; 2699 |
| Credit Card/Automated Teller Machine Fraud | 26B | Property | 2605 |
| Impersonation | 26C | Property | 2604 |
| Welfare Fraud | 26D | Property | None |
| Wire Fraud | 26E | Property | 2608 |
| Identity Theft | 26F | Property | 2610 |
| Hacking/Computer Invasion | 26G | Property | 2609 |
| **Gambling Offenses** | | | |
| Betting/Wagering | 39A | Society | None |
| Operating / Promoting / Assisting Gambling | 39B | Society | 3901–3902; 3904–3905; 3907; 3915–3916; 3918; 3920–3921 |
| Gambling Equipment Violations | 39C | Society | 3908–3914 |
| Sports Tampering | 39D | Society | 3919 |
| **Homicide Offenses** | | | |
| Murder and Non-Negligent Manslaughter | 09A | Person | 0901–0908; 0911–0912 |
| Negligent Manslaughter | 09B | Person | 0910 |
| Justifiable Homicide | 09C | Not a Crime | None |
| **Human Trafficking** | | | |
| Human Trafficking, Commercial Sex Acts | 64A | Person | 6411 |
| Human Trafficking, Involuntary Servitude | 64B | Person | 6411 |
| **Kidnapping/Abduction** | | | |
| Kidnapping/Abduction | 100 | Person | 1001–1009; 1099 |
| **Larceny/Theft Offenses** | | | |
| Pocket-picking | 23A | Property | 2301 |
| Purse-snatching | 23B | Property | 2302 |
| Shoplifting | 23C | Property | 2303 |
| Theft From Building | 23D | Property | 2308; 2311 |
| Theft From Coin-Operated Machine or Device | 23E | Property | 2307 |

| *Offense* | *NIBRS Offense Code* | *Crime Against Category* | *Based on NCIC Offense Code* |
|---|---|---|---|
| Theft From Motor Vehicle | 23F | Property | 2305 |
| Theft of Motor Vehicle Parts or Accessories | 23G | Property | 2304; 2407 |
| All Other Larceny | 23H | Property | 2306; 2309−2310; 2312−2316; 2410 |
| **Motor Vehicle Theft** | | | |
| Motor Vehicle Theft | 240 | Property | 2401−2405; 2408; 2412; 2499 |
| **Pornography/Obscene Material** | | | |
| Pornography/Obscene Material | 370 | Society | 3700−3706; 3799 |
| **Prostitution Offenses** | | | |
| Prostitution | 40A | Society | 4003−4004 |
| Assisting or Promoting Prostitution | 40B | Society | 4001−4002; 4006; 4007; 4008; 4009; 4099 |
| Purchasing Prostitution | 40C | Society | 4005 |
| **Robbery** | | | |
| Robbery | 120 | Property | 1201−1211; 1299 |
| **Sex Offenses** | | | |
| Rape | 11A | Person | 1101−1103 |
| Sodomy | 11B | Person | 1104−1115 |
| Sexual Assault With An Object | 11C | Person | None |
| Fondling | 11D | Person | 3601 (Child) |
| Incest | 36A | Person | 3604; 3607 |
| Statutory Rape | 36B | Person | 1116 |
| **Stolen Property Offenses** | | | |
| Stolen Property Offenses | 280 | Property | 2801−2805; 2899 |
| **Weapon Law Violations** | | | |
| Weapon Law Violations | 520 | Society | 5201−5214; 5299 |

### *Group B Offenses*

There are 10 Group B offense categories. They encompass all of the crimes for which the FBI UCR Program collects data that are not considered Group A offenses. The Group B offense categories listed below are in alphabetical order. Additionally, each offense's corresponding NIBRS Offense Code follows its name. Immediately following the code for each offense name is the NCIC Offense Code (when applicable).

| *Offense* | *NIBRS Offense Code* | *Based on NCIC Offense Code* |
|---|---|---|
| **Bad Checks** | | |
| Bad Checks | 90A | 2606 |
| **Curfew/Loitering/Vagrancy Violations** | | |
| Curfew/Loitering/Vagrancy Violations | 90B | None |
| **Disorderly Conduct** | | |
| Disorderly Conduct | 90C | 5310-5311; 5399 |
| **Driving Under the Influence** | | |
| Driving Under the Influence | 90D | 5403-5404 |
| **Drunkenness** | | |
| Drunkenness | 90E | None |
| **Family Offenses, Nonviolent** | | |
| Family Offenses, Nonviolent | 90F | 3801-3803; 3806-3808; 3899 |
| **Liquor Law Violations** | | |
| Liquor Law Violations | 90G | 4101-4104; 4199 |
| **Peeping Tom** | | |
| Peeping Tom | 90H | 3611 |
| **Trespass of Real Property** | | |
| Trespass of Real Property | 90J | 5707 |
| **All Other Offenses** | | |
| All Other Offenses | 90Z | Various |

## Offense Definitions

### *Source of Offense Definitions*

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

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

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

### *State Offenses*

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

Certainly, unusual situations will arise in classifying offenses, and this manual cannot cover all circumstances. In classifying unusual situations, LE should consider the nature of the crime along with the guidelines provided. In addition to the Group A and Group B offense definitions and explanations, the Offense Lookup Table at the end of this section will also aid in classifying offenses. If LEAs have concerns on how to classify an offense they can contact the Virginia State Police UCR Program Office.

### *Common Data Elements For All Initial Group "A" Incident Reports*

**Data elements** are data fields within each segment of the Group A Incident Report and in the Group B Arrest Report to describe the details of each component of a crime. A **data value** is a specific characteristic or type of field being reported that has an assigned code, e.g., M = Male or F = Female). Following are data elements designated as mandatory or optional for all Group A offenses.

**Mandatory Data Elements for Group A Incident Reports:**

- ORI Number *(Data Element 1)*
- Incident Number *(Data Element 2)*
- Incident Date/Hour *(Data Element 3)*
- Cleared Exceptionally *(Data Element 4)*
  - If any code but Not Applicable (N) in Cleared Exceptionally *(Data Element 4)*, additional field:
    - Exceptional Clearance Date *(Data Element 5)*
- UCR Offense Code *(Data Element 6)*
- Offense Attempted/Completed *(Data Element 7)*
- Offender(s) Suspected of Using *(Data Element 8)*
- Bias Motivation *(Data Element 8A)*
- Location Type *(Data Element 9)*

- Victim Sequence Number *(Data Element 23)*
- Victim Connected to UCR Offense Code(s) *(Data Element 24)*
- Type of Victim *(Data Element 25)*
- If Type of Victim is Individual (I), additional fields:
  - Age of Victim *(Data Element 26)*
  - Sex of Victim *(Data Element 27)*
  - Race of Victim *(Data Element 28)*
  - If Type of Victim is Law Enforcement (L), additional fields:
    - Age of Victim *(Data Element 26)* >= 17 and <=98

- Offender Sequence Number *(Data Element 36)*
  - If **any** offender demographic information is known, additional fields:
    - Age of Offender *(Data Element 37)*
    - Sex of Offender *(Data Element 38)*
    - Race of Offender *(Data Element 39)*

**Optional Data Elements for Group A Incident Reports:**

- If Type of Victim (Data Element 25) is Individual (I), optional fields:
  - Ethnicity of Victim *(Data Element 29)*
  - Resident Status of Victim *(Data Element 30)*

# *Crimes Against Persons*

## 09A – 09C Homicide Offenses

**The killing of one human being by another**

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

## 09A Murder and Non-Negligent Manslaughter

**The willful (non-negligent) killing of one human being by another**

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

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

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

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

## 09B Negligent Manslaughter

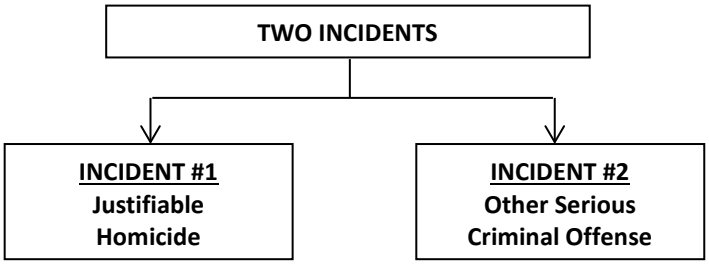
**The killing of another person through negligence**

This offense includes killings resulting from hunting accidents, gun cleaning, children playing with guns, and arrests associated with driving under the influence, distracted driving (using a cell/smartphone) and reckless driving traffic fatalities. It does not include deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and accidental traffic fatalities.

## 09C Justifiable Homicide (Not a Crime)

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

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




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

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

## 09A – 09C Mandatory Data Elements:

- Offense Attempted/Completed *(Data Element 7)* must be Completed (C)*
  - **Note: Attempted Murder is to be classified as Aggravated Assault*

- Type Weapon/Force Involved *(Data Element 13)*

- Aggravated Assault/Homicide Circumstances *(Data Element 31)*

- Type of Victim *(Data Element 25)* must be one of the following:
  - Individual (I)
  - Law Enforcement (L)
    - If Type of Victim is Law Enforcement (L), additional fields:
      - Type of Officer Activity/Circumstance *(Data Element 25A)*
      - Officer Assignment Type *(Data Element 25B)*
      - Assault Status *(VA Data Element 57)*
      - LEOKA Victim Arrestee Relationship *(VA Data Element 64)*
    - If Type of Victim is Law Enforcement (L) and ORI Number *(Data Element 1)* differs from officer's regular jurisdiction, additional field:
      - Officer – ORI Other Jurisdiction *(Data Element 25C)*

- Offender:
  - If **any** offender demographic information is known, additional fields:
    - Offender Number(s) to be Related *(Data Element 34)*
    - Relationship(s) of Victim to Offender(s) *(Data Element 35)*
  - If offender is **entirely** unknown:
    - Do not enter any demographic information in the Offender tab of your RMS.

- Only if 09A Murder/Non-Negligent Manslaughter **AND** victim is Law Enforcement (L)
  - Assault Status *(VA Data Element 57)*
  - LEOKA Victim Arrestee Relationship *(VA Data Element 64)*

- Only if 09C Justifiable Homicide, additional fields:
  - Aggravated Assault/Homicide Circumstances *(Data Element 31)* must be one of the following:
    - Criminal Killed by Private Citizen (20) or
    - Criminal Killed by Police Officer (21)
  - Additional Justifiable Homicide Circumstances *(Data Element 32)*

## 13A – 13C Assault Offenses

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

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

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

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

## 13A Aggravated Assault

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

In the definition above, a weapon is a commonly known weapon (a gun, knife, club, etc.) or any other item becoming one, although not usually thought of as a weapon, when used in a manner which *could* cause the types of severe bodily injury described.

**Note:** NIBRS considers mace and pepper spray to be weapons. A severe laceration is one that should receive medical attention. A loss of consciousness must be the direct result of force inflicted on the victim by the offender.

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

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

### 13B Simple Assault

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

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

### 13C Intimidation

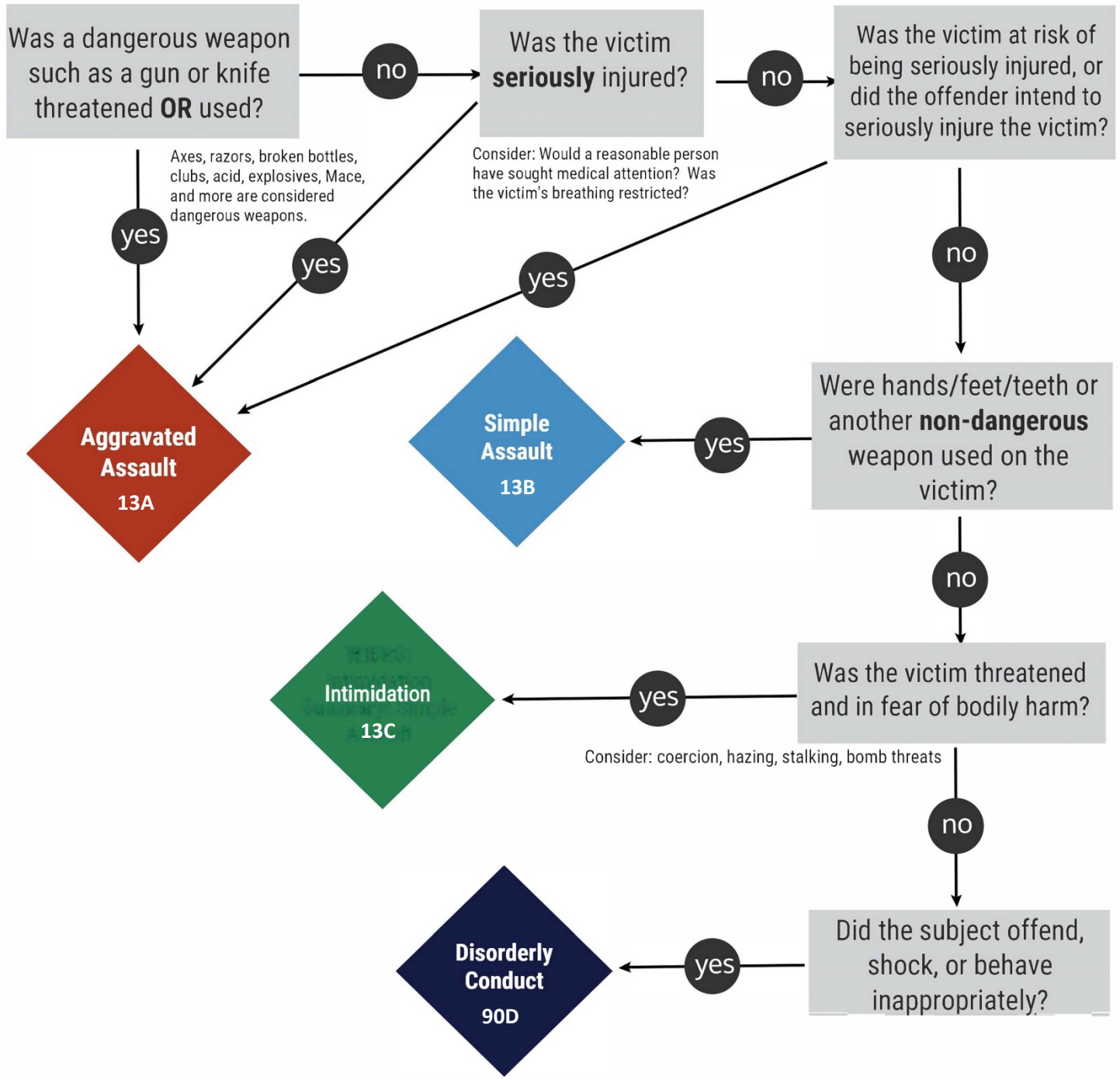
**To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack**

This offense includes stalking. In addition, the offender can make the threats associated with Intimidation in person, over the telephone, or in writing such as a bomb threat.

**Example**

A bomb threat was called into a local school. Intimidation requires that Type of Victim *(Data Element 25)* be listed as an "Individual" (I). The principal/head of the school or the person who answered the call should be listed as the individual victim.

# What level of assault is it?




*Initially Developed by the Bureau of Justice Information & Analysis- Wisconsin Department of Justice*
Modified by Virginia State Police- UCR-IBR Unit January 2020

## 13A – 13C Mandatory Data Elements:

- Offense Attempted/Completed *(Data Element 7)* must be Completed (C)*
  - **Note: All Assaults are Completed*

- Type of Victim *(Data Element 25)* must be one of the following:
  - Individual (I)
  - Law Enforcement (L)
    - Assault Status *(VA Data Element 57)*
    - LEOKA Victim Arrestee Relationship *(VA Data Element 64)*

- Offender:
  - If **any** offender demographic information is known, additional fields:
    - Offender Number(s) to be Related *(Data Element 34)*
    - Relationship(s) of Victim to Offender(s) *(Data Element 35)*
  - If offender is **entirely** unknown:
    - Do not enter any demographic information in the Offender tab of your RMS.

- Only if 13A Aggravated Assault, additional fields:
  - Type Weapon/Force Involved *(Data Element 13)*
  - Aggravated Assault/Homicide Circumstances *(Data Element 31)*
  - Type Injury *(Data Element 33)*
  - If Type of Victim *(Data Element 25)* is Law Enforcement (L), additional fields:
    - Type of Officer Activity/Circumstance *(Data Element 25A)*
    - Officer Assignment Type *(Data Element 25B)*
  - If Type of Victim *(Data Element 25)* is Law Enforcement (L) and ORI Number *(Data Element 1)* differs from officer's regular jurisdiction, additional field:
    - Officer – ORI Other Jurisdiction *(Data Element 25C)*

- Only if 13B Simple Assault, additional fields:
  - Type Weapon/Force Involved *(Data Element 13)*
  - Type Injury *(Data Element 33)*

## 64A – 64B Human Trafficking Offenses

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

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

### 64A Human Trafficking, Commercial Sex Acts

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

### 64B Human Trafficking, Involuntary Servitude

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

**Example**:

During an undercover operation targeting prostitution, an online ad is found with sexually explicit pictures and a phone number for services. After contacting the number, a meeting is arranged at a hotel to exchange $100 for sexual favors with a woman. Upon meeting the woman, she states the person who arranged the meeting was forcing her to engage in acts of prostitution and he would collect all the money earned from the sex acts. The offense should be classified as Human Trafficking, Commercial Sex Acts (64A) with the female being forced to prostitute listed as the victim.

### 64A – 64B Mandatory Data Elements:

- Type Weapon/Force Involved *(Data Element 13)*

- Type of Victim *(Data Element 25)* must be Individual (I)
- Type of Injury *(Data Element 33)*

- Offender:
  - If **any** offender demographic information is known, additional fields:
    - Offender Number(s) to be Related *(Data Element 34)*
    - Relationship(s) of Victim to Offender(s) *(Data Element 35)*
  - If offender is **entirely** unknown:
    - Do not enter any demographic information in the Offender tab of your RMS.

## 100 Kidnapping/Abduction

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

Kidnapping/Abduction includes hostage and parental abduction situations as well. This offense is the only Crime Against Person for which LEAs must report property information. In such cases, the property segment is necessary to report information regarding any ransom paid for the victim's release. Although the object of a kidnapping may be to obtain money or property, LEAs may only report the persons actually kidnapped, abducted, or detained against their will as victims for this offense type. Those persons or organizations paying ransoms must not be counted as victims for Kidnapping/Abduction offenses.

## 100 Mandatory Data Elements:

- Type Weapon/Force Involved *(Data Element 13)*

- Type of Victim *(Data Element 25)* must be Individual (I)

- Type of Injury *(Data Element 33)*

- Offender:
  - If **any** offender demographic information is known, additional fields:
    - Offender Number(s) to be Related *(Data Element 34)*
    - Relationship(s) of Victim to Offender(s) *(Data Element 35)*
  - If offender is **entirely** unknown:
    - Do not enter any demographic information in the Offender tab of your RMS.

- Offense Attempted/Completed *(Data Element 7)*:
  - If Offense Attempted/Completed is Attempted (A):
    - Type Property Loss, etc. *(Data Element 14)* must be one of the following:
      - None (1)
      - Unknown (8)

  - If Offense Attempted/Completed is Completed (C) and **no ransom is requested**:
    - Type Property Loss, etc. *(Data Element 14)* must be:
      - **None (1)**

  - If Offense Attempted/Completed is Completed (C) and a ransom is requested:
    - Type Property Loss, etc. *(Data Element 14)* must be one of the following:
      - Recovered (5)
      - Stolen/Etc. (7)
      - Unknown (8)
    - If Type Property Loss, etc. *(Data Element 14)* is Stolen/Etc. (7), additional fields:
      - Property Description *(Data Element 15)*
      - Value of Property *(Data Element 16)*
    - If Type Property Loss, etc. *(Data Element 14)* is Recovered (5), additional fields:
      - Property Description *(Data Element 15)*
      - Value of Property *(Data Element 16)*
      - Date Recovered *(Data Element 17)*

## 11A – 11D Sex Offenses

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

### 11A Rape (except Statutory Rape)

**The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity**

Agencies should classify the crime as Rape, regardless of the age of the victim, if the victim did not consent or if the victim was incapable of giving consent. If the victim consented, the offender did not force or threaten the victim, and the victim was under the statutory age of consent, agencies should classify the crime as statutory rape.

*Black's Law Dictionary*, 6th ed., defines *carnal knowledge* as "the act of a man having sexual bodily connections with a woman; sexual intercourse." There is *carnal knowledge* if there is the slightest penetration of the sexual organ of the female (vagina) by the sexual organ of the male (penis). However, for UCR purposes, this offense includes the rape of both males and females as long as at least one of the offenders is the opposite sex of the victim.

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

### 11B Sodomy

**Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity**

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

### 11C Sexual Assault With An Object

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

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

### 11D Fondling

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

### 11A – 11D Mandatory Data Elements:

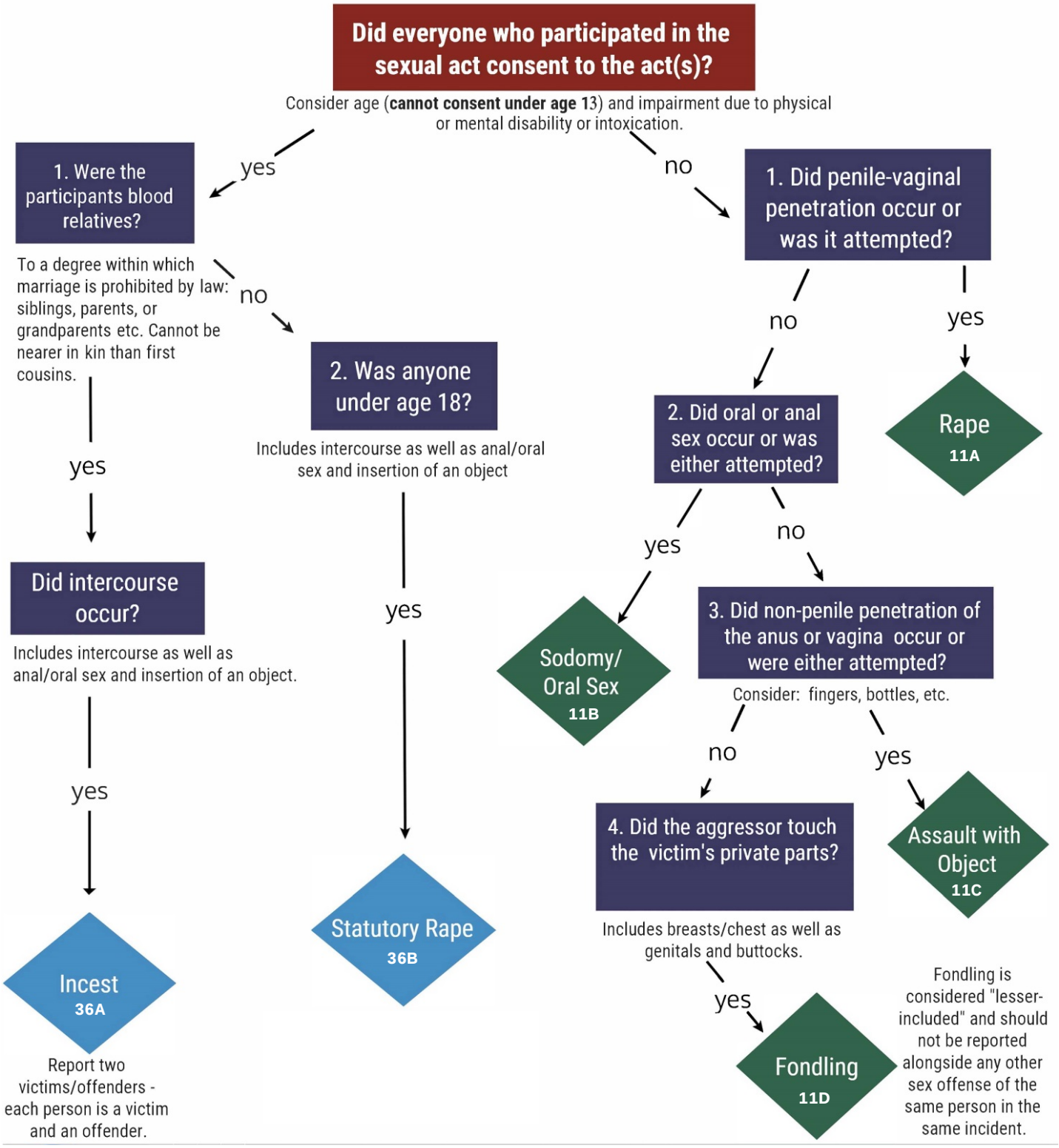
- Type Weapon/Force Involved *(Data Element 13)*

- Type of Victim *(Data Element 25)* must be Individual (I)
- Type of Injury *(Data Element 33)*

- Offender:
  - If **any** offender demographic information is known, additional fields:
    - Offender Number(s) to be Related *(Data Element 34)*
    - Relationship(s) of Victim to Offender(s) *(Data Element 35)*
  - If offender is **entirely** unknown:
    - Do not enter any demographic information in the Offender tab of your RMS.

# What kind of UCR sexual offense is it?

**Classifying sex offenses in the Uniform Crime Reporting program**




*Initially Developed by the Bureau of Justice Information & Analysis- Wisconsin Department of Justice*

Modified by Virginia State Police- UCR-IBR Unit January 2020

### 36A – 36B Sex Offenses

**Unlawful sexual intercourse**

### 36A Incest

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

### 36B Statutory Rape

**Non-Forcible sexual intercourse with a person who is under the statutory age of consent**

There is no force or coercion used in Statutory Rape; the act is not an attack. LEAs should classify an offense as Statutory Rape based on the state's Statutory Rape laws and the findings of the LE investigation.

### 36A – 36B Mandatory Data Elements:

- Type of Victim *(Data Element 25)* must be Individual (I)

- Offender:
  - If **any** offender demographic information is known, additional fields:
    - Offender Number(s) to be Related *(Data Element 34)*
    - Relationship(s) of Victim to Offender(s) *(Data Element 35)*
  - If offender is **entirely** unknown:
    - Do not enter any demographic information in the Offender tab of your RMS.

# *Crimes Against Property*

## 200 Arson

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

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

If a fire marshal collects Arson-related incident information, the LEA having jurisdiction should gather the information from the fire marshal and report it with their monthly submission (unless the Fire Marshall has a valid UCR ORI). The FBI UCR Program excludes Arson-related deaths and injuries of police officers and firefighters, unless determined as willful Murders or assaults, due to the hazardous nature of these professions.

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

### 200 Mandatory Data Elements:

- Offense Attempted/Completed *(Data Element 7)*:
    - If Offense Attempted/Completed is Attempted (A):
        - Type Property Loss, etc. *(Data Element 14)* must be one of the following:
            - None (1)
            - Unknown (8)
    - If Offense Attempted/Completed is Completed (C):
        - Type Property, Loss etc. *(Data Element 14)* must be Burned (2)
        - Property Description *(Data Element 15)*
        - Value of Property *(Data Element 16)*
        - Property Quantity *(VA Data Element 60)*
        - Property Offense Code *(VA Data Element 65)*

## 510 Bribery

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

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

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

### 510 Mandatory Data Elements:

- Cargo Theft *(Data Element 2A)*

- Offense Attempted/Completed *(Data Element 7)*
  - If Offense Attempted/Completed is Attempted (A):
    - Type Property Loss, etc. *(Data Element 14)* must be one of the following:
      - None (1)
      - Unknown (8)
  - If Offense Attempted/Completed is Completed (C):
    - Type Property Loss, etc. *(Data Element 14)* must be one of the following:
      - None (1)
      - Recovered (5)
      - Stolen/Etc. (7)
      - Unknown (8)
    - If Type Property Loss, etc. *(Data Element 14)* is Recovered (5), additional fields:
      - Property Description *(Data Element 15)*
      - Value of Property *(Data Element 16)*
      - Date Recovered *(Data Element 17)*
      - Property Quantity *(VA Data Element 60)*
      - Property Offense Code *(VA Data Element 65)*
    - If Type Property Loss, etc. *(Data Element 14)* is Stolen/Etc. (7), additional fields:
      - Property Description *(Data Element 15)*
      - Value of Property *(Data Element 16)*
      - Property Quantity *(VA Data Element 60)*
      - Property Offense Code *(VA Data Element 65)*

## 220 Burglary/Breaking and Entering

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

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

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

A structure is also any house trailer or other mobile unit permanently fixed as an office, residence, or storehouse. However, a tent, tent trailer, motor home, house trailer, or any other mobile unit used for recreational purposes is not a structure. LEAs should not classify the illegal entry of such mobile units, followed by a felony, theft, or attempt to commit a felony or theft, as burglary, but rather as larceny.

### Hotel Rule

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

- If a number of units under a single manager are the object of a Burglary and the manager, rather than the individual tenants/renters, will most likely report the offenses to the police, the agency should report the Burglary to the FBI's UCR Program as a single incident. Examples are burglaries of a number of rental hotel rooms, rooms in "flop" houses, rooms in a youth hostel, and units in a motel.

- If multiple occupants rent or lease individual living or working areas in a building for a period of time, which would preclude the tenancy from being classified as transient, and the occupants would most likely report the individual burglaries separately, the reporting agency should submit the burglaries as separate incidents. Examples of this latter type of multiple burglaries include burglaries of a number of apartments in an apartment house, offices of a number of commercial firms in a business building, offices of separate professionals within one building, and rooms in a college dormitory.

When a hotel, motel, inn, other temporary lodging, or a rental storage facility is the object of a Burglary, the LEA should report the number of premises (e.g., rooms, suites, units, or storage compartments) in Data Element 10 (Number of Premises Entered). For all Burglary offenses, the

agency should report the method of entry in Data Element 11 (Method of Entry) as either data value F = Force or N = No Force. A forced entry occurs when the offender(s) uses force of any degree or a mechanical contrivance of any kind (e.g., a passkey or skeleton key) to unlawfully enter a building or other structure. An unforced entry occurs when the offender(s) achieves unlawful entry without force through an unlocked door or window. If both forced and unforced entries are involved, the agency should enter F = Force.

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

**Note:** LEAs should classify offenses according to NIBRS definitions and not according to local, state, or federal codes. For example, though some jurisdictions may categorize a Shoplifting or a Theft From an Automobile as Burglary, the FBI UCR Program considers these offenses as Larcenies. Thefts from an Automobile (whether locked or not); Shoplifting from commercial establishments; and Thefts from Coin Boxes, or Coin-Operated Machines (including machines that accept paper bills) do not involve unlawful entry of a structure; thus, no Burglary occurred.

**Example**

A person forces entry into a locked office and unlocks the safe. There is no money in the safe because the manager already performed a cash drop at the local bank. This is a completed burglary as the 'intent' was to steal money even if no property was ultimately taken. The Type Property Loss, Etc. (Data Element 14) for this offense would be None (1).

### 220 Mandatory Data Elements:

- Cargo Theft *(Data Element 2A)*

- If Location Type *(Data Element 9)* is Hotel/Motel/Etc. (14) or Rental Storage Facility (19):
    - Number of Premises Entered *(Data Element 10)*

- Method of Entry *(Data Element 11)*

- Offense Attempted/Completed *(Data Element 7):*
    - If Offense Attempted/Completed is Attempted (A):
        - Type Property Loss, etc. *(Data Element 14)* must be one of the following:
            - None (1)
            - Unknown (8)
    - If Offense Attempted/Completed is Completed (C):
        - Type Property Loss, etc. *(Data Element 14)* must be one of the following:
            - None (1)
            - Recovered (5)
            - Stolen/etc. (7)
            - Unknown (8)
        - If Type Property Loss, etc. *(Data Element 14)* is Recovered (5), additional fields:
            - Property Description *(Data Element 15)*
            - Value of Property *(Data Element 16)*
            - Date Recovered *(Data Element 17)*
            - Property Quantity *(VA Data Element 60)*
            - Property Offense Code *(VA Data Element 65)*
        - If Type Property Loss, etc. *(Data Element 14)* is Stolen/Etc. (7), additional fields:
            - Property Description *(Data Element 15)*
            - Value of Property *(Data Element 16)*
            - Property Quantity *(VA Data Element 60)*
            - Property Offense Code *(VA Data Element 65)*

## 250 Counterfeiting/Forgery

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

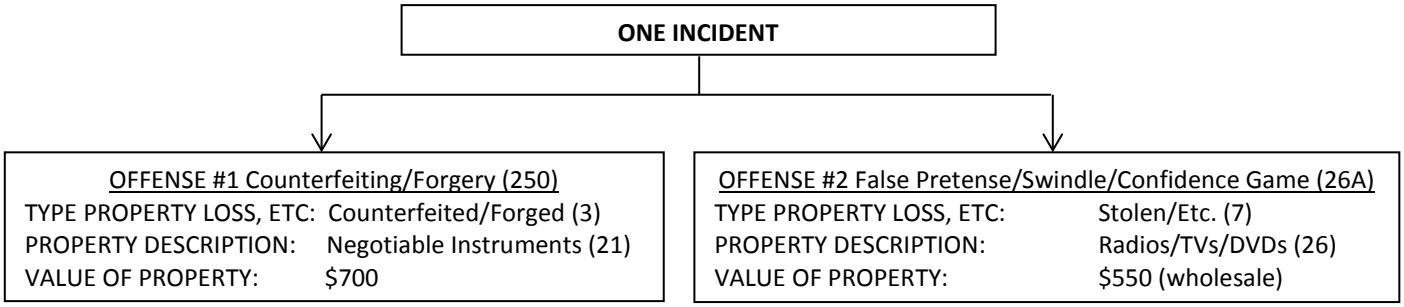
Most states treat Counterfeiting and Forgery as allied offenses. This category includes offenses such as altering and forging public and other records; making, altering, forging or counterfeiting bills, notes, drafts, tickets, checks, credit cards, etc.; forging wills, deeds, notes, bonds, seals, trademarks,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

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

Problems arise in scoring Counterfeiting/Forgery offenses for UCR purposes when LEAs find the offender(s) used forged checks or counterfeit money to obtain items such as cash, groceries, electronic equipment, etc. If the offense of Counterfeiting/Forgery is completed, the Type Property Loss/Etc. can only be 3 = Counterfeited/Forged, 5 = Recovered, or 6 = Seized.

Therefore, LEAs do not report items the offender(s) obtained as the result of passing a forged or counterfeit instrument. When incidents involving the passing of a forged or counterfeited instrument to obtain items occur, an additional Fraud offense should accompany the Counterfeiting/Forgery to allow the capture of fraudulently obtained items.

**Example**: A lone male enters a department store to purchase a $400 television and a $300 DVD player (retail value) with a forged check. Later, the store manager finds the offender(s) used a forged check to make the purchase. The manager then summons the police to file a report.
LEAs should report the incident with UCR Offense Code, 250 = Counterfeiting/Forgery; Type Property Loss/Etc., 3 = Counterfeited/Forged; Property Description, 21 = Negotiable Instruments ($700). In addition, Offense Code 26A = False Pretense/Swindle/Confidence Game; Type Property Loss/Etc., 7 = Stolen/Etc.; Property Description, 26 = Radios/TVs/DVDs; Value of Property, $550 (wholesale value) should be reported.




**Note:** Once the forged check (a non-negotiable instrument with no monetary value) was passed to the manager for the television and DVD player, and the manager countersigned the check for deposit, the non-negotiable instrument became a negotiable instrument. Although the forged check was written for $700, the wholesale value of the stolen property ($550) should be reported. Properly countersigned checks, even if done in a fraudulent manner, are considered negotiable instruments for UCR reporting purposes.

## 250 Mandatory Data Elements:

- Type of Criminal Activity/Gang Information *(Data Element 12)*

- Offense Attempted/Completed *(Data Element 7):*
  - If Offense Attempted/Completed is Attempted (A):
    - Type Property Loss, etc. *(Data Element 14)* must be one of the following:
      - None (1)
      - Unknown (8)
  - If Offense Attempted/Completed is Completed (C):
    - Type Property Loss, etc. *(Data Element 14)* must be one of the following:
      - Counterfeited/Forged (3)
      - Recovered (5)
      - Seized (6)
    - Property Description *(Data Element 15)*
    - Value of Property *(Data Element 16)*
    - Property Quantity *(VA Data Element 60)*
    - Property Offense Code *(VA Data Element 65)*

    - If Type Property Loss, etc. *(Data Element 14)* is Recovered (5), additional fields:
      - Date Recovered *(Data Element 17)*

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

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

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

**Note:** Agencies should report incidental damage resulting from another offense (e.g., Burglary or Robbery) under Destruction/Damage/Vandalism only if they deem the amount of damage to be substantial. With regard to Arson, agencies should include the incidental damage resulting from fighting the fire as part of the loss caused by burning.

### 290 Mandatory Data Elements:

- Offense Attempted/Completed *(Data Element 7):*
  - If Offense Attempted/Completed is Attempted (A):
    - Type Property Loss, etc. *(Data Element 14)* must be one of the following:
      - None (1)
      - Unknown (8)
  - If Offense Attempted/Completed is Completed (C):
    - Type Property Loss etc. *(Data Element 14)* must be Destroyed/Damaged/Vandalized (4)
    - Property Description *(Data Element 15)*
    - Value of Property *(Data Element 16)*
    - Property Quantity *(VA Data Element 60)*
    - Property Offense Code *(VA Data Element 65)*

## 270 Embezzlement

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

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

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

## 270 Mandatory Data Elements:

- Cargo Theft *(Data Element 2A)*

- Offense Attempted/Completed *(Data Element 7):*
    - o If Offense Attempted/Completed is Attempted (A):
        - Type Property Loss, etc. *(Data Element 14)* must be one of the following:
            - None (1)
            - Unknown (8)
    - o If Offense Attempted/Completed is Completed (C):
        - Type Property Loss etc. *(Data Element 14)* must be one of the following:
            - Recovered (5)
            - Stolen/Etc. (7)
        - Property Description *(Data Element 15)*
        - Value of Property *(Data Element 16)*
        - Property Quantity *(VA Data Element 60)*
        - Property Offense Code *(VA Data Element 65)*

        - If Type Property Loss, etc. *(Data Element 14)* is Recovered (5), additional fields:
            - Date Recovered *(Data Element 17)*

## 210 Extortion/Blackmail

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

Even though persons are involved or victimized in cases of Extortion/Blackmail, the object of these crimes is to obtain money, property, or intangibles (i.e. reputation etc.); therefore, they should be classified as Crimes Against Property. Extortions include offenses where the offender made threats in non-confrontational circumstances and the victim is not in fear of immediate harm. If during a demand for money, property, etc., there is a personal confrontation between the victim and offender and the offender has the opportunity to carry out the threat of force or violence immediately, report the offense as robbery.

If an LEA determines the Extortion/Blackmail produced an intangible benefit (i.e., advantage or disadvantage), the agency must enter it as data value 66 = Identity-Intangible (provided the agency has updated property descriptions) or 77 = Other in Data Element 15 (Property Description). Intangibles are anything a person cannot perceive by the sense of touch. They can be a benefit (a right or privilege, a promotion, enhanced reputation, etc.) or a detriment (the loss of reputation, injured feelings, etc.). 77 = Other should only be used for identity intangibles when an agency has not programmed the new property descriptions.

## 210 Mandatory Data Elements:

- Cargo Theft *(Data Element 2A)*

- Type Weapon/Force Involved *(Data Element 13)*

- Offense Attempted/Completed *(Data Element 7):*
    - If Offense Attempted/Completed is Attempted (A):
        - Type Property Loss, etc. *(Data Element 14)* must be one of the following:
            - None (1)
            - Unknown (8)
    - If Offense Attempted/Completed is Completed (C):
        - Type Property Loss etc. *(Data Element 14)* must be one of the following:
            - Recovered (5)
            - Stolen/Etc. (7)
        - Property Description *(Data Element 15)*
        - Value of Property *(Data Element 16)*
        - Property Quantity *(VA Data Element 60)*
        - Property Offense Code *(VA Data Element 65)*

        - If Type Property Loss, etc. *(Data Element 14)* is Recovered (5), additional field:
            - Date Recovered *(Data Element 17)*

- If Type of Victim *(Data Element 25)* is Individual (I), additional field:
    - Type Injury *(Data Element 33)*

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

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

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

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

The only fraud-related violations agencies should not report under the Fraud Offenses category are Counterfeiting/Forgery and Bad Checks. These offenses have their own specific offense classifications.

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

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

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

**Note:** Agencies should report the most specific subcategory of fraud whenever the circumstances fit the definition of more than one of the subcategories listed below. For example, many frauds would fit the definition of False Pretenses/Swindle/Confidence Game. However, if the offender used a credit card to perpetrate the Fraud, the agency should classify the offense as Credit Card/Automated Teller Machine Fraud.

## 26A False Pretenses/Swindle/Confidence Game

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

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

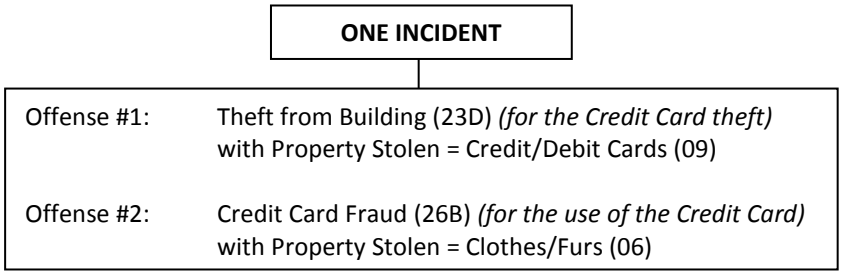
**Example**
While using a self-checkout at a local grocery store, the subject price scanned cheaper items but bagged more expensive items. Due to the execution of a deceptive scheme, this offense should be classified as False Pretenses/Swindle/Confidence Game (26A), not as Shoplifting (23C).

## 26B Credit Card/Automated Teller Machine Fraud

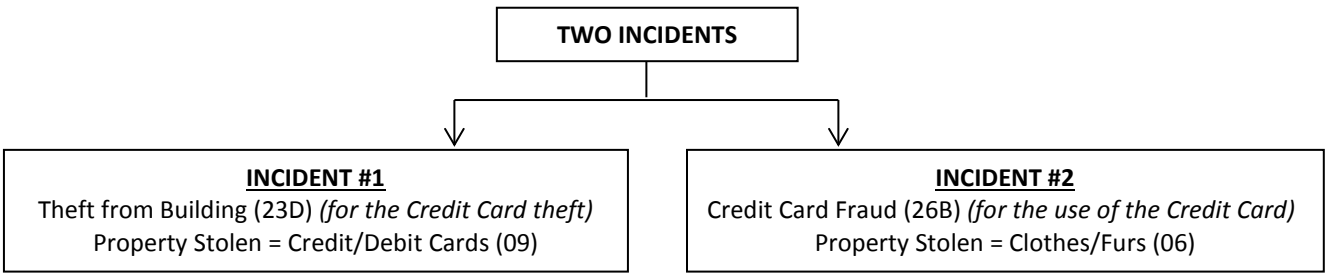
**The unlawful use of a credit (or debit) card or automated teller machine for fraudulent purposes**

This offense does not apply to the theft of a credit/debit card but rather its fraudulent use. If a credit card number is fraudulently used, LEAs should report this as a 26B = Credit Card Fraud.

**Example**
A subject enters a locker room at a local gym. While in the locker room, the subject finds an open locker with a wallet. The subject takes a picture of a credit card in the wallet and then proceeds to use the data from the credit card to purchase a pair of sneakers online. Within this one incident, there are two offenses, a Theft from Building (23D) and a Credit Card Fraud (26B). The theft of the credit card information is a 23D and the subsequent use of the card is a 26B. The property associated with the 23D is 09 = credit/debit cards (account number included) and the property associated with the 26B is 06 = clothes/furs (sneakers included).




In the same scenario, if the subject waited until the next day to use the credit card data, there would be two separate incidents due to a separation of time and space between the offenses.



### 26C Impersonation

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

**Example**

In order to receive special discounts from a business an individual put on a military uniform and enters the business. The individual is not a military service member and uses the fake uniform with the purpose of impersonating a service member to receive a discount.

### 26D Welfare Fraud

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

This offense includes the fraudulent use of electronic benefit transfer (EBT) cards for welfare purposes (e.g., SNAP cards, government-sponsored cash cards).

### 26E Wire Fraud

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

This classification applies to those cases where telephone, teletype, computers, e-mail, text messages, etc., are used in the commission or furtherance of a fraud. For example, if someone uses a computer to order products through a fraudulent online auction site and pays for the products but never receives them, LEAs should classify the incident as 26E = Wire Fraud.

### 26F Identity Theft

**Wrongfully obtaining and using another person's personal data (e.g., name, date of birth, Social Security number, driver's license number).**

This offense includes opening a credit card, bank account, etc. using a person's information.

*(New)* This offense should not be confused with Impersonation (26C) (falsely acting in the character or position to unlawfully deceive others to gain a profit or advantage; when impersonating another person, the offender would not be in possession of another person's personal data).

## 26G Hacking/Computer Invasion

**Wrongfully gaining access to another person's or institution's computer software, hardware, or networks without authorized permissions or security clearances.**

**Example**

A person sends an email pretending to be an employee of a company and requests a password change. The IT department of the company resets the password and emails the information to the requesting person. The person uses the reset email to hack into the company's accounts gaining access to various customers' personal information. The offenses involved in this scenario are the following:

1) Impersonation (26C) for falsely representing a company employee and thereby gaining access to privileged information

2) Wire Fraud (26E) for using electronic communications to intentionally transmit the false message that he/she is an employee of the company to further fraudulent activity

3) Identity Theft (26F) for wrongfully obtaining customers' personal data

4) Hacking/Computer Invasion (26G) for wrongfully gaining access to the company's computer software without authorization

## 26A – 26G Mandatory Data Elements:

- Cargo Theft *(Data Element 2A)*, only if UCR Offense Code *(Data Element 6)* is one of the following:
  - False Pretenses/Swindle/Confidence Game (26A)
  - Credit Card/Automated Teller Machine Fraud (26B)
  - Impersonation (26C)
  - Wire Fraud (26E)

- Offense Attempted/Completed *(Data Element 7):*
  - If Offense Attempted/Completed is Attempted (A):
    - Type Property Loss, etc. *(Data Element 14)* must be one of the following:
      - None (1)
      - Unknown (8)
  - If Offense Attempted/Completed is Completed (C):
    - Type Property Loss etc. *(Data Element 14)* must be one of the following:
      - Recovered (5)
      - Stolen/Etc. (7)
    - Property Description *(Data Element 15)*
    - Value of Property *(Data Element 16)*
    - Property Quantity *(VA Data Element 60)*
    - Property Offense Code *(VA Data Element 65)*

    - If Type Property Loss, etc. *(Data Element 14)* is Recovered (5), additional field:
      - Date Recovered *(Data Element 17)*

- If UCR Offense Code *(Data Element 6)* is Identity Theft (26F) or Hacking/Computer Invasion (26G):
  - Property Description *(Data Element 15)* **cannot be** Money (20)

    - Typical Identity Theft (26F) property descriptions are:
      - 09 = Credit/Debit Cards
      - 65 = Identity Documents
      - 66 = Identity – Intangible
      - 77 = Other

    - Typical Hacking/Computer Invasion (26G) property descriptions are:
      - 07 = Computer Hardware/Software
      - 48 = Documents/Personal or Business
      - 65 = Identity Documents
      - 77 = Other

## 23A – 23H Larceny/Theft Offenses

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

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

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

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

The FBI's UCR Program does not include Motor Vehicle Theft in the Larceny/Theft offense category. Because of the great volume of such thefts, the FBI's UCR Program counts these offenses separately. Also, agencies should not classify embezzlement, fraudulent conversion of entrusted property, conversion of goods lawfully possessed by a bailee, counterfeiting, obtaining money by false pretenses, larceny by check, larceny by bailee, and check fraud as Larceny offenses. Each of the aforementioned crimes falls within other offense categories.

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

### 23A Pocket-picking

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

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

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

### 23B Purse-snatching

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

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

**Note:** If the offender used more force than was actually necessary to snatch the purse from the grasp of the victim, or if the victim resists the theft in any way, then a Strong-Arm Robbery occurred rather than a Purse-Snatching.

### 23C Shoplifting

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

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

### 23D Theft From Building

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

Thefts from Buildings include those from such places as churches, restaurants, schools, libraries, public buildings, and other public and professional offices during the hours when such facilities are open to the public. Agencies should not include Shoplifting and Thefts From Coin- Operated Machines or Devices within open buildings, but should classify these as other specific larceny types.

For example, if an individual invites another person to their home for a meal, and the other person steals something from the home during the course of the meal, the incident should be classified as Theft From Building (the guest had every right to be in the home but they stole something from the home while they were there). LE should report a theft from a structure where the offender entered the structure illegally, as burglary and not as larceny.

### 23E Theft From Coin-Operated Machine or Device

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

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

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

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

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

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

Agencies should not include items considered automobile accessories, as they fall under Theft of Motor Vehicle Parts and Accessories. For Larceny situations in which offenders steal both articles from the motor vehicle and motor vehicle parts and accessories, agencies should report Theft From Motor Vehicle and Theft of Motor Vehicle Parts and Accessories with each corresponding property type/loss.

**Note**: As stated on page 32 of the NIBRS User Manual, Version 1.0, dated January 17, 2013, "When multiple types of larceny/theft occur within a single incident, agencies should report all types of larceny/theft involved. LEAs should report multiple offenses because these offenses are not inherent."

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

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

### 23G Theft of Motor Vehicle Parts or Accessories

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

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

### 23H All Other Larceny

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

All Other Larceny includes thefts from fenced enclosures, boats (houseboats if used for recreational purposes), and airplanes. It also includes the illegal entry of a tent, tent trailer, or travel trailer used for recreational purposes, followed by a theft or attempted theft. Examples of items stolen from areas in which the offender did not break into a structure are thefts of animals, lawnmowers, lawn furniture, hand tools, and farm and construction equipment. Agencies should also classify instances that the offender takes gasoline from a self-service gas station and leaves without paying as All Other Larceny.

## 23A – 23H Mandatory Data Elements:

- Cargo Theft *(Data Element 2A)*, only if UCR Offense Code *(Data Element 6)* is one of the following:
    - Theft from Building (23D)
    - Theft from Motor Vehicle (23F)
    - All Other Larceny (23H)

- Offense Attempted/Completed *(Data Element 7):*
    - If Offense Attempted/Completed is Attempted (A):
        - Type Property Loss, etc. *(Data Element 14)* must be one of the following:
            - None (1)
            - Unknown (8)
    - If Offense Attempted/Completed is Completed (C):
        - Type Property Loss etc. *(Data Element 14)* must be one of the following:
            - Recovered (5)
            - Stolen/Etc. (7)
        - Property Description *(Data Element 15)*
        - Value of Property *(Data Element 16)*
        - Property Quantity *(VA Data Element 60)*
        - Property Offense Code *(VA Data Element 65)*

        - If Type Property Loss, etc. *(Data Element 14)* is Recovered (5), additional field:
            - Date Recovered *(Data Element 17)*

## 240 Motor Vehicle Theft

**The theft of a motor vehicle**

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

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

  This classification also includes minivans (which primarily transport people), automobiles used as taxis; sport-utility vehicles, such as Explorers, Highlanders, 4Runners, Pathfinders, and Hummers; and automobile derivative vehicles, such as Ranchero, El Camino, Caballero, and Brat.

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

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

- Trucks—motor vehicles specifically designed (but not necessarily used) to transport cargo on a commercial basis

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

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

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

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

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

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

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

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

## 240 Mandatory Data Elements:

- Cargo Theft *(Data Element 2A)*

- Offense Attempted/Completed *(Data Element 7):*
  - If Offense Attempted/Completed is Attempted (A):
    - Type Property Loss, etc. *(Data Element 14)* must be one of the following:
      - None (1)
      - Unknown (8)
  - If Offense Attempted/Completed is Completed (C):
    - Type Property Loss etc. *(Data Element 14)* must be one of the following:
      - Recovered (5)
      - Stolen/Etc. (7)
    - Value of Property *(Data Element 16)*
    - Property Quantity *(VA Data Element 60)*
    - Property Offense Code *(VA Data Element 65)*

    - If Type Property Loss etc. *(Data Element 14)* is Recovered (5), additional fields:
      - Date Recovered *(Data Element 17)*
      - Enter Number of Recovered Motor Vehicles *(Data Element 19)* if Property Description *(Data Element 15)* is one of the following:
        - Automobiles (03)
        - Buses (05)
        - Other Motor Vehicles (24)
        - Recreational Vehicles (28)
        - Trucks (37)
    - If Type Property Loss etc. *(Data Element 14)* is Stolen/Etc. (7), additional field:
      - Enter Number of Stolen Motor Vehicles *(Data Element 18)* as long as one Property Description *(Data Element 15)* is one of the following:
        - Automobiles (03)
        - Buses (05)
        - Other Motor Vehicles (24)
        - Recreational Vehicles (28)
        - Trucks (37)

## 120 Robbery

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

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

LE should classify cases involving pretend weapons or those in which the robber claims to possess a weapon but the victim does not see it as Robbery and report the alleged weapon. If an immediate on-view arrest proves there was no weapon, the agency should classify the offense as Robbery and report the weapon with the data value "None."

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

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

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

## 120 Mandatory Data Elements:

- Cargo Theft *(Data Element 2A)*

- Type Weapon/Force Involved *(Data Element 13)*

- Offense Attempted/Completed *(Data Element 7):*
  - If Offense Attempted/Completed is Attempted (A):
    - Type Property Loss, etc. *(Data Element 14)* must be one of the following:
      - None (1)
      - Unknown (8)
  - If Offense Attempted/Completed is Completed (C):
    - Type Property Loss etc. *(Data Element 14)* must be one of the following:
      - Recovered (5)
      - Stolen/Etc. (7)
    - Property Description *(Data Element 15)*
    - Value of Property *(Data Element 16)*
    - Property Quantity *(VA Data Element 60)*
    - Property Offense Code *(VA Data Element 65)*

    - If Type Property Loss, etc. *(Data Element 14)* is Recovered (5), additional field:
      - Date Recovered *(Data Element 17)*

- Type of Victim *(Data Element 25)*:
  - If Type of Victim is Individual (I), additional field:
    - Type Injury *(Data Element 33)*

  - If Type of Victim is Individual (I) and **any** offender demographic information is known, additional fields:
    - Offender Number(s) to be Related *(Data Element 34)*
    - Relationship(s) of Victim to Offender(s) *(Data Element 35)*

  - If Type of Victim is Individual (I) and offender is **entirely** unknown:
    - Do not enter any demographic information in the Offender tab of your RMS.

## 280 Stolen Property Offenses

**Receiving, buying, selling, possessing, concealing, or transporting any property with the knowledge that it has been unlawfully taken, as by burglary, embezzlement, fraud, larceny, robbery, etc.**

Reporting agencies must enter at least one but no more than three types of activity (receiving, buying, selling, possessing, concealing, and/or transporting) in Data Element 12 (Type Criminal Activity/Gang Information).

**Example**
An officer initiates a traffic stop on a person driving a vehicle going 50 mph in a 65 mph zone. After running the registration, the officer is notified that the vehicle was stolen out of a neighboring jurisdiction. Due to the theft originating in a different jurisdiction, the IBR code is Stolen Property Offenses (280) for possessing stolen property, and the originating jurisdiction is to be notified. In an effort to avoid duplicating property loss, the associated Type Property Loss, Etc., (Data Element 14) for the Stolen Property Offense (280) should be None (1). Upon notification, the original jurisdiction will update its initial Motor Vehicle Theft (240) report with a Type Property Loss, Etc., of Stolen (7) to include a property loss type of Recovered (5).

| **JURISDICTION #1**<br>*Where vehicle was stolen* | |
|---|---|
| Offense: | Motor Vehicle Theft (240) |
| Type Property Loss: | Stolen (7) AND<br>Recovered (5) |

| **JURISDICTION #2**<br>*Where vehicle was recovered* | |
|---|---|
| Offense: | Stolen Property Offense (280) |
| Type Property Loss: | None (1) |

### 280 Mandatory Data Elements:

- Type of Criminal Activity/Gang Information *(Data Element 12)*

- Offense Attempted/Completed *(Data Element 7):*
  - If Offense Attempted/Completed is Attempted (A):
    - Type Property Loss, etc. *(Data Element 14)* must be one of the following:
      - None (1)
      - Unknown (8)
  - If Offense Attempted/Completed is Completed (C):
    - Type Property Loss, etc. *(Data Element 14)* must be one of the following:
      - None (1)
      - Recovered (5)
        - If Type Property Loss, etc. is Recovered (5), additional fields:
          - Property Description *(Data Element 15)*
          - Value of Property *(Data Element 16)*
          - Date Recovered *(Data Element 17)*
          - Property Quantity *(VA Data Element 60)*
          - Property Offense Code *(VA Data Element 65)*

# *Crimes Against Society*

## 35A – 35B Drug/Narcotic Offenses

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

For Drug/Narcotic Offenses, reporting agencies must enter the type of activities (up to 3, namely, cultivating, manufacturing, distributing, selling, buying, using, possessing, transporting, or importing) in Data Element 12 (Type Criminal Activity/Gang Involvement).

## 35A Drug/Narcotic Violations

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

Because it is difficult to determine the street value of drugs or narcotics seized in Drug/Narcotic Violations, reporting agencies should not enter a data value in Data Element 16 (Value of Property). However, agencies must report the type of drug or narcotic in Data Element 20 (Suspected Drug Type); the quantity in Data Element 21 (Estimated Drug Quantity); and the type of measurement, e.g., kilograms or liquid ounces, in Data Element 22 (Type Drug Measurement).

## 35B Drug Equipment Violations

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

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

## 35A Mandatory Data Elements:

- Type of Criminal Activity/Gang Information *(Data Element 12)*

- Type of Victim *(Data Element 25)* must be Society (S)

- Offense Attempted/Completed *(Data Element 7)*:
  - If Offense Attempted/Completed is Attempted (A):
    - Type Property Loss, etc. *(Data Element 14)* must be one of the following:
      - None (1)
      - Unknown (8)
  - If Offense Attempted/Completed is Completed (C):
    - Type Property Loss etc. *(Data Element 14)* must be one of the following:
      - None (1)
      - Seized (6)

- No property loss/seized:
  - If Type of Property Loss, etc. *(Data Element 14)* is None (1), additional field:
    - Suspected Drug Type *(Data Element 20)*
- Property other than drugs:
  - If Property Description *(Data Element 15)* is NOT Drugs (10), additional field:
    - Value of Property *(Data Element 16)*
- Property seized that is related to a 35A cannot be Drug Equipment *(Drug Equipment should be related to a 35B Drug Equipment Violation)*
  - If Type of Property Loss, etc. *(Data Element 14)* is Seized (6):
    - Property Description *(Data Element 15)* cannot be Drug Equipment (11)
- If drugs are seized:
  - If Type of Property Loss, etc. *(Data Element 14)* is Seized (6) and Property Description *(Data Element 15)* is Drugs (10), additional fields:
    - Suspected Drug Type *(Data Element 20)*
    - Estimated Drug Quantity *(Data Element 21)*
    - Type Drug Measurement *(Data Element 22)*

## 35B Mandatory Data Elements:

- Type of Criminal Activity/Gang Information *(Data Element 12)*

- Type of Victim *(Data Element 25)* must be Society (S)

- Offense Attempted/Completed *(Data Element 7)*:
  - If Offense Attempted/Completed is Attempted (A):
    - Type Property Loss, etc. *(Data Element 14)* must be one of the following:
      - None (1)
      - Unknown (8)
  - If Offense Attempted/Completed is Completed (C):
    - Type Property Loss etc. *(Data Element 14)* must be one of the following:
      - None (1)
      - Seized (6)

- If Type of Property Loss, etc. *(Data Element 14)* is Seized (6):
  - Property Quantity *(VA Data Element 60)*
  - Property Offense Code *(VA Data Element 65)*
  - Property Description *(Data Element 15)* cannot be Drugs (10) *(Any drugs seized should be associated with a 35A Drug/Narcotics Violation)*

## 39A – 39D Gambling Offenses

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

Agencies should report gambling offenses only if they violate the statutes of the jurisdiction.

If a seizure is involved, the reporting agency must enter the type of property seized, e.g., money or gambling equipment, in Data Element 15 (Property Description) and its value in Data Element 16 (Value of Property).

### 39A Betting/Wagering

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

### 39B Operating/Promoting/Assisting Gambling

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

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

### 39C Gambling Equipment Violations

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

Gambling paraphernalia is another name for such equipment.

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

### 39D Sports Tampering

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

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

### 39A – 39D Mandatory Data Elements:

- Type of Victim *(Data Element 25)* must be Society (S)

- Offense Attempted/Completed *(Data Element 7)*:
  - If Offense Attempted/Completed is Attempted (A):
    - Type Property Loss, etc. *(Data Element 14)* must be one of the following:
      - None (1)
      - Unknown (8)
  - If Offense Attempted/Completed is Completed (C):
    - Type Property Loss etc. *(Data Element 14)* must be Seized (6)
    - Property Description *(Data Element 15)*
    - Value of Property *(Data Element 16)*
    - Property Quantity *(VA Data Element 60)*
    - Property Offense Code *(VA Data Element 65)*

- If UCR Offense Code *(Data Element 6)* is Gambling Equipment Violation (39C), additional field:
  - Type of Criminal Activity/Gang Information *(Data Element 12)*

## 370 Pornography/Obscene Material

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

LE must enter up to three of the types of activity (manufacturing, publishing, selling, buying, or possessing) into Data Element 12 (Type Criminal Activity/Gang Information).

### 370 Mandatory Data Elements:

- Type of Criminal Activity/Gang Information *(Data Element 12)*
- Type of Victim *(Data Element 25)* must be Society (S)

### 40A – 40C Prostitution Offenses

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

### 40A Prostitution

**To engage in commercial sex acts for anything of value**

This offense involves prostitution by both males and females.

### 40B Assisting or Promoting Prostitution

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

### 40C Purchasing Prostitution

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

### 40A – 40C Mandatory Data Elements:

- Type of Victim *(Data Element 25)* must be Society (S)

## 520 Weapon Law Violations

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

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

### 520 Mandatory Data Elements:

- Type of Criminal Activity/Gang Information *(Data Element 12)*
- Type Weapon/Force Involved *(Data Element 13)*
- Type of Victim *(Data Element 25)* must be Society (S)

## 720 Animal Cruelty

**Intentionally, knowingly, or recklessly taking an action that mistreats or kills any animal without just cause, such as torturing, tormenting, mutilation, maiming, poisoning, or abandonment.**

Included are instances of duty to provide care, e.g., shelter, food, water, care if sick or injured; transporting or confining an animal in a manner likely to cause injury or death; causing an animal to fight with another; inflicting excessive or repeated unnecessary pain or suffering, e.g., uses objects to beat or injure an animal. This definition does not include proper maintenance of animals for show or sport; use of animals for food, lawful hunting, fishing or trapping.

For Animal Cruelty offenses, reporting agencies must enter at least one but no more than three types of activity (simple/gross neglect, organized abuse, intentional abuse or torture, or animal sexual abuse) in Data Element 12 (Type Criminal Activity/Gang Information).

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

### 720 Mandatory Data Elements:

- Type of Victim *(Data Element 25)* must be Society (S)

- Type of Criminal Activity/Gang Information *(Data Element 12)* must be one of the following:
  - Simple/Gross Neglect (A)
  - Organized Abuse (F)
  - Intentional Abuse or Torture (I)
  - Animal Sexual Abuse (S)

### *Group B Offenses*

There are 10 Group B crime categories encompassing offenses not considered Group A offenses. The offense categories listed below are in alphabetical order. Each entry includes the following information:

- NIBRS offense code, offense name
- Definition
- Considerations and examples (as appropriate)

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

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

This offense includes insufficient funds checks but not counterfeit checks or forged checks, e.g., 250 = Counterfeiting/Forgery.

#### 90B Curfew/Loitering/Vagrancy Violations

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

This offense includes begging, vagabondage, and panhandling, etc.

#### 90C Disorderly Conduct

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

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

#### 90D Driving Under the Influence

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

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

### 90E Drunkenness (except Driving Under the Influence)

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

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

### 90F Family Offenses, Nonviolent

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

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

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

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

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

### 90H Peeping Tom

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

### 90J Trespass of Real Property

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

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

## 90Z All Other Offenses

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

This category includes Offenses of General Applicability if the substantive offense is a Group A offense unless it is an integral component of the Group A offense such as human trafficking. Offenses of General Applicability are those offenses with a prefix identifying it as other than the substantive offense.

Offenses of General Applicability include:

- Accessory Before/After the Fact
- Aiding/Abetting
- Assault to Commit
- Conspiracy to Commit
- Enticement
- Facilitation of
- Solicitation to Commit
- Threat to Commit

| Offense of General Applicability involving: | Classification |
|---|---|
| Component of Group A Offense | 90Z |
| Component of Group B Offense | Appropriate Group B Offense Code |

Generally, this category excludes traffic offenses. However, the vehicle-related offenses of Hit and Run (of a person) and Vehicular Manslaughter, along with Driving Under the Influence, which is a separate Group B offense, have their own categories. Hit and Run (of a person) and Vehicular Manslaughter incidents could be Group A or Group B offenses depending on the circumstances of the incidents. Driving Under the Influence offenses should be classified as the Group B offense of 90D = Driving Under the Influence.

# Segment Information

## Group A Incident Report Segments

An initial Group A Incident Report contains the following:

- Administrative Segment
- Offense Segment(s)
- Property Segment(s) (if applicable)
- Victim Segment(s)
- Offender Segment(s)

If the reporting agency arrests an offender by the time it submits the initial report, it may also include one or more of the following:

- Arrestee Segments

If, however, the reporting agency arrests an offender for the reported offense after submitting the initial report, the agency should submit the Arrestee Segment(s) as an update to the initial report.

If LE arrests an offender for a Group A offense for which it did not previously submit an initial incident report (e.g., an on-view arrest), the agency must create and submit a Group A Incident Report that provides not only the Arrestee Segment but also the Administrative, Offense, Property (if applicable), Victim, and Offender Segments. In other words, an agency cannot submit an Arrestee Segment for a Group A offense without the other segment information.

**Note:** Sometimes courts make applications for warrants without notifying LEAs of the details of the crime (e.g., bench warrant and warrant of arrest situations). As often as possible, LEAs should obtain the information regarding such crimes and report it in Group A Incident Reports or Group B Arrest Reports, depending on whether the crimes are Group A or Group B offenses.

An explanation of the purpose of each of the six Group A Incident Report segments follows:

**Administrative Segment**

This segment contains administrative data that applies to the entire incident report (e.g., the identifying number assigned to the incident and the date and hour the incident occurred). The reporting agency should submit a single Administrative Segment for each reported incident.

**Note:** NIBRS Data Element 1 (ORI Number) and Data Element 2 (Incident Number) link the Administrative Segment to the Offense, Property, Victim, Offender, and Arrestee Segments in each incident.

**Offense Segment**

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

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

**Property Segment**

The Property Segment describes the type, value, and, in cases of drug seizures, quantity of property involved in the incident. Agencies should report Property Segment(s) only when an incident involves a Crime Against Property offense, a Kidnapping/Abduction offense, Drug Narcotic Offenses, or Gambling Offenses. The reporting agency should submit a separate Property Segment for each type of property loss/etc. (i.e., burned; counterfeited/forged; destroyed/damaged/vandalized; recovered; seized; and/or stolen/etc. occurring in the incident). Furthermore, the agency may report up to ten types of property (e.g., aircraft, alcohol, and automobiles) for each type of property loss/etc.

**Victim Segment**

The Victim Segment provides information about each of the victims involved in the incident (e.g., his/her age, sex, race, and ethnicity). The reporting agency should submit a separate Victim Segment for each of the (up to 999) victims involved in the incident. There must be at least one Victim Segment in each incident report.

**Offender Segment**

The Offender Segment captures data about each of the offenders in the incident (e.g., his/her age, sex, race, and ethnicity). The reporting agency should submit a separate Offender Segment for each of the (up to 99) offenders involved in the incident. If the reporting agency knows nothing about the offenders—i.e., no one saw the offenders, there were no suspects, and the number of offenders is unknown—then the agency should enter 00 = Unknown as the data value for Data Element 36 (Offender Sequence Number), and leave Data Elements 37 through 39A blank (offender age, sex, race, and ethnicity). There must be at least one Offender Segment in each incident report.

**Arrestee Segment**

The Arrestee Segment is used to report the apprehension of the person(s) arrested for committing the crime(s) reported in the Group A Incident Report, the offense for which he or she was arrested, and the arrestee data (e.g., his/her age, sex, race, and ethnicity). The reporting agency should submit an Arrestee Segment for each of the (up to 99) arrestees who were involved in the incident. However, if there were no arrestees, the agency should not submit this segment.

## Group B Arrest Report

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

If an arrest for a Group B offense results in the clearance of a previously submitted Group A Incident Report, the reporting agency should submit an Arrestee Segment as an update to the previously submitted Group A Incident Report. The agency should enter the appropriate Group B offense code as the data value for Data Element 45 (UCR Arrest Offense Code) of the Arrestee Segment of the Group A Incident Report.

**Example**

On August 1, 2015, an LEA arrested a man for DUI, a Group B offense. The arresting agency determined he was also wanted for a previously reported robbery, a Group A offense, which occurred on March 23, 2015. Instead of submitting a Group B Arrest Report, the reporting agency should submit an Arrestee Segment as an update to the previous Group A Incident Report with 90D = Driving Under the Influence as the data value for Data Element 45 (UCR Arrest Offense Code).

## Zero Report

On occasion, a small reporting agency may have no crime, arrests, or recovered property to report for a given month. In such instances, reporting agencies should use the Zero Report. This assists the FBI to compute valid statistics because it establishes no crime occurred in the jurisdiction rather than the LEA reported no crime information. If an agency submits a Zero Report for a given month and subsequently enters a Group A Incident Report, a Group B Arrest Report, or an Arrestee Segment for the month, the submission will override the Zero Report.

## Report Modifications

### Clearing Incidents in NIBRS

In NIBRS, LEAs clear **incidents rather than individual offenses**. This means a clearance by arrest or exceptional means of one offense in a multiple-offense incident clears the entire incident. Therefore, the first Arrestee Segment reported in connection with an incident automatically clears the incident. However, an agency cannot clear an incident by exceptional means if it was already cleared by arrest (i.e., the agency previously submitted an Arrestee Segment).

### Updating Incidents in NIBRS

Once LEAs submit incidents to the FBI UCR Program, circumstances may arise that warrant updating their original submissions. The flexibility of NIBRS provides for updating reports by adding, modifying, and deleting data. The FBI UCR Program's updating policy states an agency should update a report only if the change would substantially alter the report's statistical significance. More specifically, if a subsequent event materially affects the report, or if the LEA made a serious error when it submitted the original report, the LEA will need to update the report. Anytime an agency updates a report, the agency should resubmit the report so the data are the same at all levels—city, university and college, county, state, tribal, and federal.

Examples of circumstances requiring an update include the discovery of an additional unreported offense, victim, and/or offender; a subsequent arrest or exceptional clearance; discovery of a significant amount of unreported property loss; the recovery of stolen property; or the incorrect entry of important data, such as the offense code, the victim's or arrestee's sex or race, etc.

Examples of circumstances not requiring an update include the agency learning the exact age of the offender (e.g., 22) after reporting an age range (e.g., 20-25); the agency learning the true value of stolen property (e.g., $958) after reporting the approximate cost (e.g., $1,000); or the agency learning, besides suffering a severe laceration previously reported, the victim also suffered internal injury.

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

LEAs can find additional information about adding, deleting, and modifying information in NIBRS in the *NIBRS Technical Specification* or the *NIBRS Information Exchange Package Documentation (IEPD)*.

**Note:** The *NIBRS Technical Specification* and the *NIBRS IEPD* are companion documents to the *NIBRS User Manual*. These documents define the requirements sets (data elements) used to submit data for NIBRS. The *NIBRS User Manual* is the technical communication document designed to assist the users of NIBRS.

## Data Elements and Data Values

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

### Definition of Data Element

A data element is the smallest named item of data that conveys meaningful information or condenses a lengthy description into a short code. LE should use a series of the 58 established FBI data elements (i.e., data fields) and 9 additional VSP data elements within each segment of the Group A Incident Report and in the Group B Arrest Report to describe the details of each component of crime.

### Mandatory Versus Optional Data Elements

LEAs must report some data elements that are required in order to have a complete/valid data submission, i.e., they are *mandatory*. Other data elements are *conditional* based on the data values submitted for the other data elements. Other data elements are *optional* and can be reported to the FBI at the discretion of the agency.

### Definition of Data Values

A data value is a characteristic of an object (such as the sex of a person) or a parameter of a data element (such as 1991 – Current Year). For each data element, reporting agencies should choose the most appropriate data value(s) (i.e., specific characteristics or types of the reported data that have assigned codes).

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

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

## Clarification of Specific Data Elements and Data Values

The information in this section provides general explanations of data elements and relates more to the functional aspect of the FBI UCR Program rather than the technical entry requirements. LEAs will find the technical aspects for each data element (format, related edits, and valid data values) in the *NIBRS Technical Specification*.

### *Data Element 1 (ORI)*

An ORI [Originating Agency Identifier] is a unique nine-character identifier the NCIC has assigned to each LEA in coordination with the CJIS Systems Officer (CSO). The FBI UCR Program uses this identifier to indicate the contributing agency. Data Element 1 is mandatory in each NIBRS submission. This number may or may not be the same as your agency's VCIN ORI number.

### *Data Element 2 (Incident Number)*

An incident number is the number assigned by the reporting agency to each Group A Incident Report to uniquely identify the incident (e.g., the LEA's case number). Data Element 2 is mandatory in each NIBRS submission.

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

### *Data Element 2A (Cargo Theft)*

Data Element 2A indicates whether or not the incident involved a cargo theft. The FBI UCR Program has defined Cargo Theft as "the criminal taking of any cargo including, but not limited to, goods, chattels, money, or baggage that constitutes, in whole or in part, a commercial shipment of freight moving in commerce, from any pipeline system, railroad car, motor truck, or other vehicle, or from any tank or storage facility, station house, platform, or depot, or from any vessel or wharf, or from any aircraft, air terminal, airport, aircraft terminal or air freight station, warehouse, freight distribution facility, or freight consolidation facility. For purposes of this definition, cargo shall be deemed as moving in commerce at all points between the point of origin and the final destination, regardless of any temporary stop while awaiting transshipment or otherwise."

Two key phrases in the classification of cargo theft are **"commercial shipment"** and **"in the supply chain."** For LEAs to classify an incident as a cargo theft, the items must be part of a commercial shipment and must be in the supply chain (i.e., moving in commerce).

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

Cargo theft-related offenses are:

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

**Valid Data Values**
Y = Yes
N= No
(Blank) = Not a Cargo Theft offense

**Example 1**

Four men wearing ski masks conducted armed robbery at a trucking facility (UCR Offense Code 120 Robbery). Two of the men held the guards at gunpoint while the other two men jumped into an idling truck nearby and drove off with the cargo.

**Example 2**

Five suspects entered a slow-moving freight train, which was transporting cargo from the freight yard to numerous destinations. The suspects used various tools to break into the shipping containers. The merchandise was then thrown off the train, and accomplices on the ground gathered the stolen merchandise (UCR Code 220 Burglary/Breaking & Entering).

***POTENTIAL RED FLAGS***

*Location Code*
*20 = Residence/Home*

*Property Code*
*09 = Credit/Debit Cards*
*10 = Drugs/Narcotics*
*16 = Household Goods*
*20 = Money*

*Victim Code*
*I = Individual*

**Example 3**

A subject used a stolen commercial driver's license with like characteristics to enter a trucking company (UCR Code 26F Identity Theft). After gaining access to the building, the suspect drove away with the vehicle and the cargo within the trailer (UCR Offense Code 220 Burglary/Breaking and Entering).

**Example 4**

An unknown subject hacked into a shipping company's computer system (UCR Offense Code 26G Hacking/Computer Invasion) and redirected the shipment to an alternate location. The cargo was unlawfully seized, by a group of unknown subjects, from the back of a box truck, on the docks of the alternate location across town (UCR Offense Code 23F Theft from Motor Vehicle).

Additional cargo theft information and scenarios can be found in the *Cargo Theft User Manual*.

### *Data Element 3 (Incident Date)*

LEAs should use Data Element 3 (Incident Date) to enter the year, month, and day (YYYYMMDD) when the incident occurred or the beginning of the time period in which it occurred, as appropriate. This data element also includes the report date indicator (R = Report Date) and the hour of the incident (00-23). LEAs should use the report date indicator to designate whether the date entered is the Report Date rather than the Incident Date. This data element is mandatory in each NIBRS submission.

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

**Example 1**

If a Robbery occurred at 9:30 p.m. on July 2, 2015, the entry should be 20150702 21.

**Example 2**

If a Kidnapping started at 11:30 p.m. on November 1, 2014, and ended on November 16, 2014, the entry should be 20141101 23.

**Example 3**

If an incident occurred at midnight on December 31, 2014, and January 1, 2015, the entry should be 20150101 00.

**Example 4**

If the date and hour of the incident are unknown but the date of the report was
March 15, 2015, the entry should be 20150315R with the R = Report Date entered after the Report Date.

### *Data Element 4 (Cleared Exceptionally)*

Data Element 4 (Cleared Exceptionally) indicates whether the LEA cleared the incident by exceptional means. In a multiple-offense incident, the exceptional clearance of one offense clears the entire incident.

LEAs must not confuse exceptionally clearing an incident with administratively closing an investigation, and **LEAs cannot clear an incident exceptionally if it was previously or is concurrently cleared by arrest** (i.e., if an Arrestee Segment (Level 6) was/is submitted).

To clear an offense by exceptional means, LEAs must meet **ALL four** of the following conditions:

1. The LEA investigation must have clearly and definitely established the identity of at least one offender.

2. The LEA must have sufficient probable cause to support arresting, charging, and prosecuting the offender.

3. The LEA must know the exact location of the offender so they could make an arrest if circumstances did not prevent it.

4. There must be a reason outside the control of the LEA preventing the arrest, charging, and turning over for prosecution (i.e., A through E).

**Valid Data Values**

| Value | Cleared Exceptionally Type |
|---|---|
| A | Death of Offender |
| B | Prosecution Declined (by the prosecutor for other than lack of probable cause) |
| C | In Custody of Other Jurisdiction (includes extradition denied) |
| D | Victim Refused to Cooperate (in the prosecution) |
| E | Juvenile/No Custody (the handling of a juvenile without taking him/her into custody, but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense, such as petty larceny) |
| N | Not Applicable (not cleared exceptionally) |

**Death of the Offender** (e.g., offender accidentally killed or dies of natural causes after warrant is obtained, suicide of the offender, double murder, deathbed confession, offender killed by police or citizen)

**Prosecution Declined** (by the prosecutor for other than lack of probable cause, e.g., offense falls outside prosecution guidelines by virtue of value of loss, first-time offender, etc.)

**In Custody of Other Jurisdiction (extradition denied)** (offender prosecuted by state or local authorities in another city for a different offense or prosecuted in another city or state by the Federal government for an offense which may be the same [an attempt is made to return the offender for prosecution, but the other jurisdiction will not allow the release] or offender currently in custody in another jurisdiction)

*The LEA in the jurisdiction not reporting the arrest should report this data value when they become aware of the arrest.*

**Victim Refuses to Cooperate** (in the prosecution)

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

*Per FBI: If the court allows your agency to make the decision for a juvenile to enter a diversion program, #4 of the conditions necessary for an exceptional clearance, is satisfied.*

*For your juvenile persons with minor offenses, if a diversion program is entered at the LEA level, no arrest is necessary and closure can be completed by using 'Juvenile/No Custody' in the exceptional clearance. If the requirements of diversion are not completed and the juvenile is later charged/arrested for the offense, you will then add the arrest and update the incident to reflect the change.*

**N = Not Applicable (default for no arrest or exceptional clearance)**

If an incident was not cleared by either an arrest or exceptional means by the time an initial Group A Incident Report is submitted regarding it, then N = Not Applicable should be entered. If, after a Group A Incident Report was submitted, an offender was arrested, the previously submitted report should be updated with an Arrestee Segment. Submitting an Arrestee Segment will automatically clear the incident. This data element should still contain N = Not Applicable.

**Example**

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

### *Data Element 5 (Exceptional Clearance Date)*

LEAs use Data Element 5 (Exceptional Clearance Date) to enter the date the incident is cleared by exceptional means (YYYYMMDD). Data values other than N = Not Applicable must be entered in Data Element 4 (Cleared Exceptionally).

**Exceptional Clearance Offense Code**

Exceptional Clearance Offense Code is a supplementary data element used to enter the original incident's offense(s) to enable identification of the offense(s) the LEA is exceptionally clearing. LEAs use this data element only when Data Element 4 (Cleared Exceptionally) indicates they are clearing the incident exceptionally.

### *Data Element 6 (UCR Offense Code)*

Data Element 6 (UCR Offense Code) is used to enter the data values of the ten most serious Group A offenses occurring in the incident (as determined by the reporting agency). A minimum of one Offense Segment must be included in a Group A Incident. In addition, LEAs should submit only one offense for each reported UCR Offense Code even though there may have been more than one victim of the crime. LEAs can find a complete listing of Group A offenses starting on page 18; Group A and Group B Offense Listing.

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

**Note:** The Robbery/Assault example above contains "lesser included" offenses. Mutually exclusive offenses are offenses that cannot occur to the same victim according to UCR Definitions. Lesser included offenses are offenses where one offense is an element of another offense and cannot be reported as having happened to the victim along with the other offense. (For more information about mutually exclusive/lesser included offenses, refer to the *NIBRS Technical Specification,* Data Element 24 [Victim Connected to UCR Offense Code]).

### *Data Element 7 (Offense Attempted/Completed)*

LEAs should use Data Element 7 (Offense Attempted/Completed) to indicate whether each offense in the incident was attempted or completed. When an offense occurs more than once within an incident and one of the instances was completed, then LEAs should consider all of the instances of the offense completed.

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

**Valid Data Values**

A = Attempted
C = Completed

### *Data Element 8 (Offender Suspected of Using)*

LEAs should use Data Element 8 (Offender Suspected of Using*)* to indicate whether any of the offenders in the incident were suspected of consuming alcohol or using drugs/narcotics during or shortly before the incident, or using computer equipment to perpetrate the crime. LEAs can enter up to three types of activity per offense type in Data Element 8.

**Valid Data Values**

A = Alcohol
C = Computer Equipment (Handheld Devices)
D = Drugs/Narcotics
N = Not Applicable (Mutually Exclusive)

**Example**

A driver swerved out of her lane into oncoming traffic, striking another vehicle. A passing motorist stopped and called 911. The responding officer asked the driver at fault why she swerved into the other lane; she had no recollection of why she swerved into oncoming traffic. One of the passengers in the other vehicle passed away at the scene due to the injuries sustained during the crash. The officer observed the driver at fault, talking and texting on her cell phone at the scene. He asked the driver if she had a hands-free device and the driver responded “no” to this question.

The officer obtained the phone records of the driver and found a series of texts were sent and received immediately prior to the accident. The driver was arrested for negligent manslaughter due to driving distracted while using a cell/smartphone. In Data Element 8 (Offender Suspected of Using), data value C = Computer Equipment (Handheld Devices) should be scored.

### *Data Element 8A (Bias Motivation)*

Data Element 8A (Bias Motivation) is used to indicate whether or not an offense was motivated by the offender's bias and, if so, what type of bias. LEAs can enter up to five bias motivations per offense type.

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

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

**Valid Data Values**
**Bias Categories**

**Race/Ethnicity/Ancestry**

11 = Anti-White
12 = Anti-Black or African American
13 = Anti-American Indian or Alaska Native
14 = Anti-Asian
15 = Anti-Multiple Races, Group
16 = Anti-Native Hawaiian or Other Pacific Islander
31 = Anti-Arab
32 = Anti-Hispanic or Latino
33 = Anti-Other Race/Ethnicity/Ancestry
15 = Anti-Multiple Races, Group

**Religion**

21 = Anti-Jewish
22 = Anti-Catholic
23 = Anti-Protestant
24 = Anti-Islamic (Muslim)
25 = Anti-Other Religion
26 = Anti-Multiple Religions, Group
27 = Anti-Atheism/Agnosticism
28 = Anti-Mormon
29 = Anti-Jehovah's Witness
81 = Anti-Eastern Orthodox (Greek, Russian, etc.)
82 = Anti-Other Christian
83 = Anti-Buddhist
84 = Anti-Hindu
85 = Anti-Sikh

**Sexual Orientation**

41 = Anti-Gay (Male)
42 = Anti-Lesbian (Female)
43 = Anti-Lesbian, Gay, Bisexual, or Transgender (Mixed Group)
44 = Anti-Heterosexual
45 = Anti-Bisexual

**Disability**

51 = Anti-Physical Disability 52 = Anti-Mental Disability

**Gender**

61 = Anti-Male 62 = Anti-Female

**Gender Identity**

71 = Anti-Transgender 72 = Anti-Gender Non-Conforming

**None/Unknown**

88 = None (no bias) (Mutually Exclusive)
99 = Unknown (offender's motivation not known) (Mutually Exclusive)

**Example 1**

While driving through a predominantly white neighborhood, a black male stopped his car to repair a flat tire. A group of white males leaving a bar across the street accosted the driver and then attacked him with bottles and clubs. During the attack, the offenders called the victim by a well-known and recognized epithet used against blacks and told him blacks were not welcome in the neighborhood.

*Offense - Aggravated Assault. This incident should be reported with an Anti-Black or African American Race/Ethnicity/Ancestry bias because the victim and offenders were of different races; the offenders used a racial epithet; and the facts reveal no other reason for the attack than the stated one: the offenders' desire to keep blacks out of the neighborhood.*

**Example 2**

A group home for persons with psychiatric disabilities who were in transition back into the community was the site of a reported arson. Investigation revealed that neighbors had expressed many concerns about the group home in town meetings and were angry that the house was located in their community. Shortly before the fire was reported, a witness heard a man state, "I'll get rid of those 'crazies,' I'll burn them out." Twelve persons, including patients and staff, suffered second- and third-degree burns resulting from the Arson.

*Offenses - Aggravated Assault (12 victims) and Arson (1 Arson). An Anti-Mental Disability bias should be reported with this incident since the suspect apparently committed the crime due to his bias against persons with psychiatric disabilities.*

**Example 3**

A juvenile male snatched a Jewish woman's purse, and in doing so, knocked her down and called her by a well-known and recognized epithet used against Jews. The offender's identity is not known. Although the offender used an epithet for Jews, it is not known whether he belongs to another religious group or whether his motive was anything more than Robbery.

*Offense - Robbery. Because the facts are ambiguous, agencies should not report this incident as bias-motivated unless the investigation positively concludes that the offender's bias was a contributing factor in the crime. The offense should be reported as 99 = Unknown. Should an offender be arrested, subsequent investigation would determine whether or not the offense was bias motivated. The offense should then be reported as either 88 = None or the code for the appropriate bias motivation.*

**Example 4**

Overnight, unknown person(s) broke into a synagogue and destroyed several priceless religious objects. The perpetrators painted a large red swastika on the door and wrote "Death to Jews" on a wall. Although other valuable items were present, none were stolen.

*Offenses - Burglary and Destruction/Damage/Vandalism of Property. This incident should be reported with an Anti-Jewish religious bias because the offender(s) destroyed priceless religious objects and left anti-Semitic words and graffiti behind, and theft did not appear to be the motive for the burglary.*

**Example 5**

In a parking lot next to a bar, a 29-year-old Japanese-American male was attacked by a 51-year old white male wielding a tire iron. The victim suffered severe lacerations and a broken arm. Investigation revealed that the offender and victim had previously exchanged racial insults in the bar. The offender initiated the exchange by calling the victim by a well-known epithet used against the Japanese and complained that the Japanese were taking jobs away from Americans.

*Offense–Aggravated Assault. An Anti-Asian Race/Ethnicity/Ancestry bias should be reported with this incident based on the difference in race of the victim and offender, the exchange of racial insults, and the absence of other reasons for the attack.*

**Example 6**

Someone threw a rock breaking a window in a Syrian-owned convenience store. The store had signs written in Arabic displayed in the window and outside the store. The rock, which had a disparaging message about the owner's Arab ancestry, struck the owner in the head, which caused a gash requiring medical attention.

*Offenses–Aggravated Assault and Destruction/Damage/Vandalism of Property. This incident should be reported with an Anti-Arab Race/Ethnicity/Ancestry Bias since the evidence indicates the victim was targeted due to his ancestral descent.*

**Example 7**

A street gang assaulted three Hindu men while shouting a well-known Hindu epithet. The gang beat them so severely each suffered a coma.

*Offense–Aggravated Assault (3 victims). This incident should be reported with an Anti-Hindu Religious Bias because the evidence indicates the victims were targeted due to their religious affiliation.*

**Example 8**

An assailant ran by a Sikh pedestrian, shoved him to the ground, forcibly pulled his Dastaar (Sikh turban) and said, "Take that thing off your head–we don't want your kind in the neighborhood!" In the process of the attack, the victim suffered a concussion. When law enforcement responded to the scene, a witness to the attack recognized the offender as a clerk at a local convenience store near a predominantly Sikh community.

*Offense–Aggravated Assault. This incident should be reported with an Anti-Sikh Religious Bias because the evidence indicates the victim was targeted due to his Dastaar and the assailant's ongoing dealings with the Sikh community.*

### *Data Element 9 (Location Type)*

LEAs should use Data Element 9 (Location Type) to report the type of location/premises where each offense in an incident took place.

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

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

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

| Valid Data Value | Data Value Includes |
|---|---|
| 01 = Air/Bus/Train Terminal | airports; bus, boat, ferry, or train stations and terminals |
| 02 = Bank/Savings and Loan | financial institutions, whether in a separate building or inside of another store<br><br>**Note:** This data value does not include payday-lender type businesses (see data value 24). |
| 03 = Bar/Nightclub | establishments primarily for entertainment, dancing, and the consumption of beverages |
| 04 = Church/Synagogue/Temple/Mosque | buildings for public religious activities, meetings, or worship |
| 05 = Commercial/Office Building | establishments that pertain to commerce and trade |

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| 06 = Construction Site | all buildings/locations that are under some type of construction |
| 07 = Convenience Store | establishments primarily for convenience shopping, e.g., stores that include the sale of other items as well as gasoline |
| 08 = Department/Discount Store | establishments that are considered department stores and that sell a wide range of goods, etc.<br><br>**Note:** LEAs should use the data value that best describes the location in question. |
| 09 = Drug Store/Doctor's Office/Hospital | medical supply companies and buildings; stores that are primarily considered pharmacies; veterinary practices, veterinary hospitals, and medical practices |
| 10 = Field/Woods | areas that are primarily open fields or wooded areas<br><br>**Note:** This data value does not include parks. |
| 11 = Government/Public Building | buildings primarily used for local, state, or federal offices or public businesses |
| 12 = Grocery/Supermarket | establishments primarily used for buying/ selling food items, etc. |
| 13 = Highway/Road/Alley/Street/Sidewalk | open public ways for the passage of vehicles, people, and animals |
| 14 = Hotel/Motel/Etc. | when temporary lodging of transients is the main purpose<br><br>**Note:** This data value does not include campgrounds or recreational vehicle parks. |
| 15 = Jail/Prison/Penitentiary/Corrections Facility | places for the confinement of persons in lawful detention or awaiting trial |
| 16 = Lake/Waterway/Beach | shorelines, lakes, streams, canals, or bodies of water other than swimming pools |

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| 17 = Liquor Store | establishments primarily used for buying and selling alcoholic beverages |
| 18 = Parking/Drop Lot/Garage | areas primarily used for parking motorized vehicles and/or trailers, usually but not always commercial in nature. A garage that is attached to or detached from a residence should be reported as *residence* as a more specific location. |
| 19 = Rental Storage Facility | any mini-storage and/or self-storage buildings |
| 20 = Residence/Home | apartments, condominiums, townhouses, nursing homes, residential driveways, residential yards; extended/continuous care facilities<br><br>**Note:** This data value refers to permanent residences. |
| 21 = Restaurant | any commercial establishments that serve meals or refreshments; cafeterias |
| 23 = Service/Gas Station | establishments where motor vehicles are serviced and gasoline, oil, etc., are sold |
| 24 = Specialty Store | fur stores, jewelry stores, music stores, dress shops, and clothing stores, etc.; payday-lender type businesses |
| 25 = Other/Unknown | any location that does not fit one of the other defined data values, or when the location of the incident is unknown |

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| 37 = Abandoned/Condemned Structure | buildings or structures that are completed but have been abandoned by the owner and are no longer being used<br><br>**Note:** This data value does not include vacant rental property. LEAs should use the data value that best describes the property in question, e.g., vacant rental house should be classified as 20 = Residence/Home, vacant convenience store that is for rent should be classified as 07 = Convenience Store, etc. |
| 38 = Amusement Park | indoor or outdoor, permanent or temporary, movie theaters, arcade, commercial enterprises that offer rides, games, and other entertainment |
| 39 = Arena/Stadium/Fairgrounds/Coliseum | open-air or enclosed amphitheater-type areas designed and used for the presentation of sporting events, concerts, assemblies, etc. |
| 40 = ATM Separate from Bank | machines that provide the ability to make deposits and/or withdrawals using a bank card; ATM located inside a mall or store<br><br>**Note:** LEAs should use 02 = Bank/Savings and Loan if the ATM is located at a banking facility. |
| 41 = Auto Dealership New/Used | businesses specifically designed for selling new and used motor vehicles<br><br>**Note:** This data value also includes the parking lots and garages of these facilities. |
| 42 = Camp/Campground | areas used for setting up camps, including tent and recreational vehicle campsites |
| 44 = Daycare Facility | facilities that provide short-term supervision, recreation, and/or meals for adults or children during the daytime or at night; respite care facilities for seniors or for physically or mentally challenged individuals |

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| 45 = Dock/Wharf/Freight/Modal Terminal | separate facility with platforms at which trucks, ships, or trains load or unload cargo<br><br>**Note:** This data value does not include cargo bays attached to a department store or shopping mall. LEAs should classify these as 08 = Department/Discount Store or 55 = Shopping Mall, respectively. |
| 46 = Farm Facility | facilities designed for agricultural production or devoted to the raising and breeding of animals, areas of water devoted to aquaculture, and/or all building or storage structures located there; grain bins<br><br>**Note:** LEAs should classify the house on a farm as 20 = Residence/Home. |
| 47 = Gambling Facility/Casino/Race Track | indoor or outdoor facilities used to legally bet on the uncertain outcome of games of chance, contests, and/or races |
| 48 = Industrial Site | active manufacturing locations, factories, mills, plants, etc., specifically designed for the manufacturing of goods<br><br>**Note:** This data value does not include abandoned facilities. LEAs should classify these as 37 = Abandoned/Condemned Structure. |
| 49 = Military Installation | locations specifically designed and used for military operations |
| 50 = Park/Playground | areas of land set aside for public use usually maintained for recreational or ornamental purposes; soccer fields, baseball fields |
| 51 = Rest Area | designated areas, usually along a highway, where motorists can stop |
| 52 = School – College/University | institutions for the higher education of individuals, which gives instruction in specialized fields; community colleges; trade schools |

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| 53 = School – Elementary/Secondary | institutions for the instruction of children from preschool through 12th grade |
| 54 = Shelter – Mission/Homeless | establishments that provide temporary housing for homeless individuals and/or families; venues set up as temporary shelters (i.e., a shelter set up in a church or school during a storm) |
| 55 = Shopping Mall | indoor or outdoor shopping areas and/or centers with multiple (two or more) stores and/or businesses; strip malls<br><br>**Note:** LEAs should use the data value that best describes the location in question. |
| 56 = Tribal Lands | Native American reservations, communities, and/or trust lands<br><br>**Note:** The FBI UCR Program intends that non-tribal LEAs will primarily use this data value. Tribal agencies should use the data value that best describes the location in question. |
| 57 = Community Center | public locations where members of a community gather for group activities, social activities, public information, and other purposes; they may sometimes be open for the whole community or for a specialized group within the greater community; Christian community center; Islamic community center; Jewish community center; youth clubs, etc. |
| 58 = Cyberspace | a virtual or internet-based network of two or more computers in separate locations which communicate either through wireless or wire connections. |

**Example 1**

Police received a phone call from an individual who reported he recently received a letter from a local business informing him the business' computers were recently hacked from an external source and the customer's personal information might have been compromised. The individual then reported he noticed someone had opened credit cards and other loans in his name. The agency should enter data value 26F = Identity Theft into Data Element 6 (UCR Offense Code), since the individual's personal information had been taken from the victim business and new accounts had been opened in the individual's name. Because the data was obtained by the perpetrator through the use of the internet, data value 58 = Cyberspace should be entered into Data Element 9 (Location Type). Had the internet not been available, then this crime could not have been commented in the matter upon which it occurred.

**Example 2**

Police received a phone call from an individual who reported he recently received a letter from the Target Corporation, informing him that the business' computers were recently stolen and the customer's personal information may have been compromised. The individual then reported he noticed someone had opened credit cards and other loans in his name. The agency should enter data value 26F = Identity Theft into Data Element 6 (UCR Offense Code), since the individual's personal information had been taken from the victim business and new accounts had been opened in the individual's name. Data value 08 = Department/Discount Store should be entered into Data Element 9 (Location Type), since this incident is not cyberspace related. The fact the internet exists has nothing to do with the commission of this crime.

**Example 3**

Police received a phone call from a business that reported their computers were recently hacked based on information identified by their Information Technology staff. The business reported the hacking/invasion offense appeared to have come from an internet address located in Iran. The LEA should enter data value 26G = Hacking/Computer Invasion into Data Element 6 (UCR Offense Code). Data value 58 = Cyberspace should be entered into Data Element 9 (Location Type) because if cyberspace had not been available, this crime could not have been committed.

**Example 4**

Police received a phone call from a business that stated an employee had used his computer to download and steal trade secret information from the company. The company stated the individual did not have access to the information and fraudulently accessed the folders where the information was located. The LEA should enter data value 26G = Hacking/Computer Invasion into Data Element 6 (UCR Offense Code). Data value 05 = Commercial/Office Building should be entered into Data Element 9 (Location Type). This incident is not cyberspace related. Even though a computer was used to steal the information, the subject used an internal system and could have directly accessed the information without utilizing the internet.

### *Data Element 10 (Number of Premises Entered)*

LEAs should use Data Element 10 (Number of Premises Entered) only if the crime is Burglary/Breaking and Entering and the Hotel Rule applies (see the offense of 220 = Burglary/Breaking and Entering for more information about the Hotel Rule). In such cases, the number of structures (premises) entered should be reported.

In NIBRS, the Hotel Rule includes rental storage facilities such as mini-storage and self-storage buildings. Therefore, this data element is used if the offense is 220 = Burglary/Breaking and Entering and either data value 14 = Hotel/Motel/Etc. or data value 19 = Rental Storage Facility is entered into Data Element 9 (Location Type). The total number (up to 99) of individual rooms, units, suites, storage compartments, etc. entered should then be reported in this data element (01-99).

**Example 1**

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

**Example 2**

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

### *Data Element 11 (Method of Entry)*

Data Element 11 (Method of Entry) should be used only if the offense is 220 = Burglary/Breaking and Entering. LEAs should use it to report whether the burglar(s) used Force or No Force to enter the structure. A forced entry is where the burglar used force of any degree or a mechanical contrivance of any kind (including a passkey or skeleton key) to unlawfully enter a building or other structure. Agencies should also include burglary by concealment inside a building followed by exiting the structure as forced entry. An unforced entry is one where the burglar unlawfully entered through an unlocked door or window, but used no force. If both forced and unforced entries were involved in the crime, the entry should be reported as F = Force since the entry was accomplished through the use of force.

**Valid Data Values**

F = Force
N= No Force

**Example**

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

### *Data Element 12 (Type Criminal Activity/Gang Information)*

Data Element 12 (Type Criminal Activity/Gang Information) indicates the criminal activity/gang involvement of the offenders for certain offenses, including Animal Cruelty.

**Criminal Activity**

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

**Valid Data Values (Criminal Activity)**

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

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

**Example**

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

**Criminal Activity (Animal Cruelty Only)**

Agencies must report the type of criminal activity of offenders in incidents involving the following offenses:

720 = Animal Cruelty

**Valid Data Values (Criminal Activity)**

| Value | Type of Criminal Activity |
|---|---|
| A | Simple/Gross Neglect (unintentionally, intentionally, or knowingly failing to provide food, water, shelter, veterinary care, hoarding, etc.) *(Only 720)* |
| F | Organized Abuse (Dog Fighting and Cock Fighting) *(Only 720)* |
| I | Intentional Abuse or Torture (tormenting, mutilating, maiming, poisoning, or abandonment) *(Only 720)* |
| S | Animal Sexual Abuse (Bestiality) *(Only 720)* |

**Example 1**

Police received a telephone complaint from a person whose neighbor was leaving her dog outside in extreme heat without food or water on a daily basis. Police responded to the call and found a German Sheppard that was breathing heavily and appeared to be very thin. Police made contact with 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 as 720 = Animal Cruelty with a data value of A = Simple/Gross Neglect.

**Example 2**

Police received a 911 call about someone shooting squirrels. The police respond to the call and find a squirrel lying in the road with a gunshot wound. Police identify the shooter, squirrel season is underway, and the shooter has a valid hunting license and is **NOT** breaking any other laws. The act of hunting is not considered to be animal cruelty, therefore no offense should be reported, provided the hunting location is legal.

**Example 3**

An undercover law enforcement investigation uncovers a dog-fighting contest that occurs every Saturday evening in a local community. The following week, law enforcement officers show up at the contest with a warrant and make numerous arrests. The agency should report data value 720 = Animal Cruelty. For Data Element 12 (Type Criminal Activity/Gang Information), data values F = Organized Abuse and I = Intentional Abuse or Torture (tormenting, mutilating, maiming, poisoning, or abandonment) should be entered for the type of criminal activity.

**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

**Valid Data Values (Gang Information)**
LEAs should enter up to two gang information codes for each offense above:

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

- 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.

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

- 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.

N = None/Unknown (Mutually Exclusive)

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.

### *Data Element 13 (Type Weapon/Force Involved)*

In Data Element 13, LEAs can indicate up to three types of weapons or force used by the offender in incidents involving the following offenses:

09A = Murder and Non-Negligent Manslaughter
09B = Negligent Manslaughter
09C = Justifiable Homicide
100 = Kidnapping/Abduction
11A = Rape
11B = Sodomy
11C = Sexual Assault With An Object
11D = Fondling
120 = Robbery
13A = Aggravated Assault
13B = Simple Assault
210 = Extortion/Blackmail
520 = Weapon Law Violations
64A = Human Trafficking, Commercial Sex Acts
64B = Human Trafficking, Involuntary Servitude

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

The FBI's UCR Program defines an automatic firearm as any firearm that shoots, or is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading. If the weapon was an automatic firearm, LEAs should add an A as a suffix to its weapon data value, e.g., 13A = Automatic Rifle. **Do not include semi-automatic as an automatic weapon.**

**Valid Data Values**

| Value | Type of Weapon/Force Involved | Examples |
|---|---|---|
| 11 | Firearm | |
| 12 | Handgun | |
| 13 | Rifle | |
| 14 | Shotgun | |
| 15 | Other Firearm | |
| 20 | Knife/Cutting Instrument | knives, razors, hatchets, axes, cleavers, scissors, glass, broken bottles, ice picks, etc. |
| 30 | Blunt Object | baseball bats, butt of handgun, clubs, bricks, jack handles, tire irons, bottles, etc. |
| 35 | Motor Vehicle/Vessel | |
| 40 | Personal Weapons | hands, fist, feet, arms, teeth, etc. |
| 50 | Poison | |
| 60 | Explosives | |
| 65 | Fire/Incendiary Device | |
| 70 | Drugs/Narcotics/Sleeping Pills | |
| 85 | Asphyxiation | |
| 90 | Other | BB guns, pellet guns, tasers, pepper spray, stun guns, etc. |
| 95 | Unknown | |
| 99 | None | Mutually Exclusive |

**Example 1**

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

**Example 2**

The driver of one boat struck another boat while on a lake. The driver was determined to be intoxicated after failing a battery of field sobriety tests. A passenger in the other boat died as a result of the injuries sustained in the crash. As a result, the driver at fault was charged with Negligent Manslaughter. The weapon data value should be 35 = Motor Vehicle/Vessel.

### *Data Element 14 (Type Property Loss/Etc.)*

Agencies should use Data Element 14 to describe the type(s) of property loss, recovery, seizure, etc., that occurred in an incident. LEAs should report separate property information for each type of loss/etc., when the incident involved Kidnapping/Abduction, Crimes Against Property, Drug/Narcotic Offenses, and Gambling Offenses.

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

**Valid Data Values**

LEAs should enter one for each type of property loss:

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

**Example 1**

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

**Example 2**

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

**Example 3**

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

### *Data Element 15 (Property Description)*

LEAs should use Data Element 15 to report descriptions of the property that was burned, counterfeited/forged, destroyed/damaged/vandalized, recovered, seized, stolen, bribed, defrauded, embezzled, extorted, ransomed, robbed, etc., as a result of the incident. LEAs can report up to ten property descriptions per type of property loss, etc. If more than ten types of property are involved, the nine most valuable should be specified with property description codes and the remaining properties combined and coded as 77 = Other.

The FBI UCR Program realizes there may be more than one possible choice to describe property. LE personnel should use their best judgment in reporting the property description after investigating the crime and considering the circumstances surrounding the crime and the use of the property during the commission of the crime.

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

**Valid Data Values**

| *Data Value* | *Data Value Includes* |
|---|---|
| 01 = Aircraft | machines or devices capable of atmospheric flight; airplanes, helicopters, dirigibles, gliders, ultra-lights, hot air balloons, blimps, etc.<br><br>**Note:** This data value does not include toy planes; LEAs should classify these as 19 = Merchandise or 77 = Other, as appropriate. |
| 02 = Alcohol | any intoxicating liquors containing alcohol used for human consumption; alcoholic beverages, i.e., beer, wine, and liquor<br><br>**Note:** Denatured alcohol can be classified as either 45 = Chemicals or 64 = Fuel depending on how it was used in the incident. LEAs should classify rubbing alcohol as 08 = Consumable Goods. |

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

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| 09 = Credit/Debit Cards | cards and/or the account number associated with the cards that function like a check and through which payments or credit for purchases or services are made electronically to the bank accounts of participating establishments directly from the cardholders' accounts; automated teller machine (ATM) cards, electronic benefit transfer (EBT) cards<br><br>**Note:** This data value does not include gift cards; LEAs should classify these as 77 = Other. |
| 10 = Drugs/Narcotics | substances such as narcotics or hallucinogens that affect the central nervous system causing changes in behavior and often addiction; prescription, over-the-counter, legal, and illegal drugs |
| 11 = Drug/Narcotic Equipment | unlawful articles, items, products, etc. used to prepare and consume drugs or narcotics; glass pipes, bongs, pop cans, methamphetamine (meth) labs, etc. |
| 12 = Farm Equipment | any kind of machinery used on a farm to conduct farming; tractors, combines, etc. |
| 13 = Firearms | weapons that fire a projectile by force of an explosion; handguns, rifles, shotguns, assault rifles, semiautomatics, homemade guns, flare guns, etc.<br><br>**Note:** This data value does not include "BB," pellet, or gas-powered guns. LEAs should classify these as 80 = Weapons – Other. |
| 14 = Gambling Equipment | any equipment or devices used to produce, manufacture, or perpetrate gambling; slot machines, keno, card tables, poker chips, bingo, raffles, lottery tickets, etc. |

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| 15 = Heavy Construction/Industrial Equipment | large-scale equipment used in the construction of buildings, roads, etc.; cranes, bulldozers, steamrollers, oil-drilling rigs, backhoes, excavators, etc. |
| 16 = Household Goods | items normally used to furnish a residence; furniture, appliances, utensils, air conditioning/heating equipment, mailboxes, household lighting, etc.<br><br>**Note:** This data value does not include radios, televisions, digital video disc (DVD) or compact disc (CD) players, etc.; LEAs should classify these as<br>26 = Radios/TVs/VCRs/DVD Players and the media for such devices as 27 = Recordings – Audio/Visual. |
| 17 = Jewelry/Precious Metals/Gems | articles made of gold, silver, precious stones, etc. used for personal adornment; bracelets, necklaces, rings, watches, platinum, loose gems, etc. |
| 18 = Livestock | domesticated animals raised for home use or profit; cattle, chickens, hogs, horses, sheep, bees, household pets such as dogs and cats if commercially raised for profit, animals raised and/or used for illegal gambling, e.g., dogs, roosters, etc. |
| 19 = Merchandise | items/goods which are exposed or held for sale<br><br>**Note:** LEAs should use a more specific data value whenever possible. |
| 20 = Money | any circulating medium of exchange, legal tender, currency; coins, paper money, demand deposits, etc.; counterfeited currency |

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| 21 = Negotiable Instruments | documents, other than currency, that are payable without restriction; an unconditional promise or order of payment to a holder upon issue, possession, on demand, or at a specific time; endorsed checks (including forged checks that have been endorsed), endorsed money orders, endorsed traveler's checks, bearer checks, and bearer bonds |
| 22 = Non-Negotiable Instruments | documents requiring further action to become negotiable; unendorsed checks, money orders, traveler's checks, stocks, bonds, blank checks, etc. |
| 23 = Office-type Equipment | items normally used in an office/business setting; calculators, cash registers, copying machines, facsimile machines, shredders, etc.<br><br>**Note:** LEAs should use a more specific data value whenever possible. |
| 24 = Other Motor Vehicles | motorized vehicles that do not fit the definition of automobile, bus, truck, or recreational vehicle; motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, motorized golf carts, motorized wheelchairs, all-terrain vehicles, go-carts, Segways®, etc. |
| 25 = Purses/Handbags/Wallets | bags or pouches used for carrying articles such as money, credit/debit cards, keys, photographs, and other miscellaneous items; briefcases, fanny packs, and backpacks when used as a purse/wallet |
| 26 = Radios/TVs/VCRs/DVD Players | 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.<br><br>**Note:** This data value does not include radios/stereos installed in vehicles; LEAs should classify these as 38 = Vehicle Parts/ Accessories. |

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| 27 = 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. |
| 28 = Recreational Vehicles | motor vehicles that are specifically designed, but not necessarily used, to transport people and also provide them temporary lodging for recreational purposes; motor homes |
| 29 = Structures – Single Occupancy Dwellings | buildings occupied by single families, individuals, or housemates, commonly referred to as houses, mobile homes, townhouses, duplexes, etc. |
| 30 = Structures – Other Dwellings | any other residential dwellings not meeting the definition of 29 = Structures – Single Occupancy Dwellings; apartments, tenements, flats, boarding houses, dormitories; temporary living quarters such as hotels, motels, inns, bed and breakfasts |
| 31 = Structures – Other Commercial/Business | buildings designated for or occupied by enterprises engaged in the buying and selling of commodities or services, commercial trade, or forms of gainful activity that have the objective of supplying commodities; stores, office buildings, restaurants, etc. |
| 32 = Structures – 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. |
| 33 = 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. |

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

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| 43 = Building Materials | items used to construct buildings; lumber, concrete, gravel, drywall, bricks, plumbing supplies, uninstalled windows, uninstalled doors, etc.<br><br>**Note:** This data value does not include items stolen from a completed building. LEAs should classify copper wire, aluminum, etc., as 71 = Metals, Non-Precious. |
| 44 = Camping/Hunting/Fishing Equipment/Supplies | items, tools, or objects used for recreational camping, hunting, or fishing; tents, camp stoves, fishing poles, sleeping bags, etc.<br><br>**Note:** LEAs should classify rifles, pistols, and shotguns as 13 = Firearms. |
| 45 = 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.<br><br>**Note:** LEAs should classify chemicals used in conjunction with illegal drug activity as 10 = Drugs/Narcotics or 11 = Drug/Narcotic Equipment, as appropriate. |
| 46 = Collections/Collectibles | objects that are collected because they arouse interest due to being novel, rare, bizarre, or valuable; art objects, stamp/ baseball/comic book collections<br><br>**Note:** LEAs should use a more specific data value whenever possible. For example, a collection of old guns should be classified as 13 = Firearms. |

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| 47 = 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<br><br>**Note:** This data value does not include crops that yield illegal substances. LEAs should classify crops used in conjunction with illegal drug activity as 10 = Drugs/ Narcotics or 11 = Drug/Narcotic Equipment, as appropriate. |
| 48 = 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<br><br>**Note:** This data value does not include identity documents (65 = Identity Documents) |
| 49 = Explosives | devices that explode or cause an explosion; bombs, dynamite, Molotov cocktails, fireworks, ammunition, etc. |
| 59 = Firearm Accessories | items used in conjunction with a firearm to improve ease of use or maintenance; gun belts, cases, cleaning tools/equipment, targets, aftermarket stocks, laser sights, rifle/spotting/handgun scopes |
| 64 = Fuel | products used to produce energy; coal, gasoline, diesel, biodiesel, natural gas, oil |
| 65 = Identity Documents | formal documents and/or their numbers that provide proof pertaining to a specific individual's identity; passports, visas, driver's licenses, Social Security cards, alien registration cards, voter registration cards, etc. |

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| 66 = Identity – Intangible | sets of characteristics or behavioral or personal traits by which an entity or person is recognized or known; damaged reputation, disclosed confidential information, etc. |
| 67 = Law Enforcement Equipment | anything specifically used by LE personnel during the performance of their official duties; vests, uniforms, handcuffs, flashlights, nightsticks, badges, etc.; canines (K-9s), horses, Tasers, etc.<br><br>**Note:** This data value does not include firearms. LEAs should classify firearms as 13 = Firearms and should select the most appropriate motor vehicle or other mobile property data value when applicable, e.g., 01 = Aircraft, 39 = Watercraft, 24 = Other Motor Vehicles. |
| 68 = Lawn/Yard/Garden Equipment | equipment used for maintaining and decorating lawns and yards; mowers, line trimmers, tools, tillers, etc.<br><br>**Note:** This data value does not include plants, trees, fountains, bird baths, etc. |
| 69 = Logging Equipment | equipment specifically used by logging industry personnel during the performance of their duties; choker cables, binders, blocks, etc. |
| 70 = Medical/Medical Lab Equipment | equipment specifically used in the medical field; X-ray machines, testing equipment, MRI (magnetic resonance imaging) machines, ultrasound machines, wheelchairs, stethoscopes, etc. |
| 71 = Metals, Non-Precious | base metals or alloys possessing luster, malleability, ductility, and conductivity of electricity and heat; ferrous and non-ferrous metals such as iron, steel, tin, aluminum, copper, brass, copper wire, copper pipe, etc. |

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| 72 = Musical Instruments | instruments relating to or capable of producing music; percussion, brass, woodwind, and string instruments, etc.; guitar strings, picks, drum sticks, etc. |
| 73 = Pets | animals kept for pleasure or companionship, other than livestock; cats, dogs, household birds, fish, rodents, reptiles, and exotic animals raised as pets and not for profit |
| 74 = Photographic/Optical Equipment | equipment used to take photographs and/or relating to the science of optics or optical equipment; cameras, camcorders, telescopes, lenses, prisms, optical scanners, binoculars, monoculars, etc.<br><br>**Note:** This data value does not include camera phones. LEAs should classify these as 75 = Portable Electronic Communications. |
| 75 = Portable Electronic Communications | electronic devices used to communicate audible or visual messages; cell phones, camera phones, pagers, personal digital assistants (PDAs), BlackBerrys®, Gameboy®, iPads®, iPods®, Kindles®, Nooks®, etc. |
| 76 = Recreational/Sports Equipment | equipment and materials used for recreational purposes, or during sports activities; skis, balls, gloves, weights, nets, bats, rackets, team uniforms, etc. |
| 77 = Other | all other property not fitting the specific descriptions of the data values identified |
| 78 = Trailers | transportation devices designed to be hauled by a motor vehicle; truck trailers, semi-trailers, utility trailers, farm trailers, etc. |

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| 79 = Watercraft Equipment/Parts/Accessories | watercraft equipment or accessories that are used for the crafts' maintenance or operation; buoys, life preservers, paddles, sails<br><br>**Note:** This data value does not include accessories for water sports. LEAs should classify these as 76 = Recreational/Sports Equipment. |
| 80 = Weapons – Other | weapons not classified under other categories; knives, swords, nunchakus, brass knuckles, crossbows, bows and arrows, pepper spray, tasers, sling shots, "BB" guns, pellet guns, gas-powered guns, paintball guns, etc. |
| 88 = Pending Inventory | items whose property description is unknown until the LEA conducts an inventory |

### *Data Element 16 (Value of Property)*

Agencies should use Data Element 16 (Value of Property) to enter the total dollar value (in whole dollars) of the property burned (including damage caused in fighting the fire), counterfeited, destroyed/damaged/vandalized, recovered, seized, stolen, etc., as a result of an incident.

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

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

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

The valid data values to be used in Data Element 16 (Value of Property) are 1 – 999,999,999; 1 = Unknown, i.e., 000000001, should be entered.

**Additional Considerations – Drug/Narcotics**

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

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

**Guidelines for Property Valuation**

Questions frequently arise as to how to valuate property involved in a criminal incident. The FBI UCR Program suggests the following guidelines:

1. Round values to the nearest whole dollar.

2. Use the fair market value for articles subject to depreciation because of wear and tear, age, or other factors causing the value to decrease with use.

3. Use the victim's valuation (in most instances) of items such as jewelry, watches, and other similar goods that decrease in value slightly or not at all with use or age.

4. Use replacement cost or actual cash cost to victim for new or almost new clothes, auto accessories, bicycles, etc.

5. Use the current market price at the time of the theft, seizure, etc. for negotiable instruments such as bonds payable to the bearer, etc.

6. Score the theft of non-negotiable instruments such as traveler's checks, personal checks, money orders, stocks, bonds, food stamps, etc., but do not record a value.

7. Use the cost to the merchant (wholesale cost) of goods recovered, seized, stolen, etc., from retail establishments, warehouses, etc. In other words, use the dollar value representing the actual cash loss to the victim without any markup or profit added.

8. When the victim obviously exaggerates the value of stolen/destroyed/damaged property for insurance or other purposes, LEAs should use common sense and good judgment to determine the value reported for the stolen items.

9. Often the condition of the property is different at recovery than it was when stolen. LEAs should use the market value at the time of recovery even though it is less than the value reported at the time of the theft. If the value has increased by the time LE recovers the property, the recovery value should not exceed its initial stolen value. Hair-splitting refinements are unnecessary.

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

**Example 1**

Two bicycles belonging to two victims were stolen at the same time and place—one was worth $300 and the other $150. The agency should enter a data value of 04 = Bicycles Data Element 15 (Property Description) and the total value of the bicycles, 450 ($300 + $150 = $450) into Data Element 16 (Value of Property).

**Example 2**

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

The values for each specifically coded property should be: $10,000 for data value 46 (the stamp collection), $5,800 for data value 17 (the jewelry and silverware), $1,800 for data value 07 (the personal computer), $1,500 for data value 06 (the clothes), $1,100 for data value 26 (the TV and stereo equipment), $400 for data value 16 (the microwave oven), $350 for data value 20 (the cash), $250 for data value 23 (the copier), and $150 for data value 13 (the shotgun).

Because more than ten items were taken, the value of the bicycle, the two credit cards, and the ten blank personal checks should be combined and their value ($100) entered under data value 77 = Other.

| | Property Stolen in a Burglary | Property Code with Description | Value |
|---|---|---|---|
| (1) | stamp collection | 46 = Collections/Collectibles | $10,000 |
| (2) | jewelry worth $5000 | 17 = Jewelry/Precious Metals/Gems | $ 5,800 |
| (3) | silverware worth $800 | | |
| (4) | personal computer | 07 = Computer Hardware/Software | $ 1,800 |
| (5) | clothes | 06 = Clothes/Furs | $ 1,500 |
| (6) | TV worth $650 | 26 = Radios/TVs/VCRs/DVD Players | $ 1,100 |
| (7) | stereo equipment worth $450 | | |
| (8) | microwave oven | 16 = Household Goods | $ 400 |
| (9) | cash | 20 = Money | $ 350 |
| (10) | copier | 23 = Office-Type Equipment | $ 250 |
| (11) | shotgun | 13 = Firearms | $ 150 |
| (12) | bicycle | | $ 100 |
| (13) | two credit cards (no value) | 77 = Other | |
| (14) | ten blank personal checks (no value) | | |

### *Data Element 17 (Date Recovered)*

If an LEA recovers property previously stolen in their jurisdiction, they should report the month, day, and year of its recovery in Data Element 17. Accordingly, this data element should be used only if data value 5 = Recovered is entered into Data Element 14 (Type Property Loss/Etc.). If the recovery date is unknown, enter the date of the report.

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

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

**Example**

On March 28, 2017, a thief stole three cars from a used car lot. An LEA recovered one of the cars on April 1, 2017. On April 24, 2017, they recovered a second car. The date reported for this data element should be 20170401.

### *Data Element 18 (Number of Stolen Motor Vehicles)*

LEAs should use Data Element 18 to report the number of motor vehicles that were stolen in a Motor Vehicle Theft incident. Therefore, agencies should use this data element only if the offense is 240 = Motor Vehicle Theft, 7 = Stolen was entered into Data Element 14 (Type Property Loss/Etc.), and 03 = Automobiles, 05 = Buses, 24 = Other Motor Vehicles, 28 = Recreational Vehicles, or 37 = Trucks was entered into Data Element 15 (Property Description). If the number of vehicles stolen is unknown, the agency should enter 00 = Unknown. LEAs should not report motor vehicles taken as the proceeds of other offenses (i.e., Burglary, Fraud, Embezzlement, etc.). In NIBRS, agencies can report up to 99 vehicles stolen per incident.

### *Data Element 19 (Number of Recovered Motor Vehicles)*

Data Element 19 indicates how many motor vehicles an LEA recovered in a motor vehicle theft incident. Agencies should use this data element only if the offense is 240 = Motor Vehicle Theft, 5 = Recovered was entered into Data Element 14 (Type Property Loss/Etc.), and 03 = Automobiles, 05 = Buses, 24 = Other Motor Vehicles, 28 = Recreational Vehicles, or 37 = Trucks was entered into Data Element 15 (Property Description). If the number of recovered vehicles is unknown, the agency should report 00 = Unknown. The agency should not report motor vehicles recovered as the proceeds of other offenses, i.e., Burglary, Fraud, Embezzlement, etc. In NIBRS, agencies can report up to 99 vehicles recovered per incident.

### *Data Element 20 (Suspected Drug Type)*

Data Element 20 identifies the types of drugs or narcotics the LEA seized in a drug case. Agencies should use this data element in the following two instances:

1. One of the offenses in the incident was 35A = Drug/Narcotic Violations, 6 = Seized was entered into Data Element 14 (Type Property Loss/Etc.), and data value 10 = Drugs/Narcotics was entered into Data Element 15 (Property Description); or

2. One of the offenses is 35A = Drug/Narcotic Violations and 1 = None is entered in Data Element 14 (Type Property Loss/Etc.). This applies to drugs the offenders flushed down a toilet, swallowed, or the LEA used as part of an undercover investigation.

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

LEAs should not use this data element when they find drugs or narcotics burned, stolen, etc., in connection with other offenses, such as arson, burglary/breaking and entering, or larceny/theft.

**Example**

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

**Note:** When more than three types of drugs are involved, the two most important drugs (as determined by the reporting agency based on the quantity, value, and deadliness of the drugs/narcotics) should be reported in Drug Type 1 and Drug Type 2; X = Over 3 Drug Types should be entered in Drug Type 3.

**Valid Data Values**

LEAs should enter up to three drug types per incident:

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

**Note:** Spice is a synthetic, cannabinoid herbal substance that, when smoked, produces a Marijuana-like high. However, agencies should not classify Spice as Marijuana for crime reporting purposes. Because it has been known to cause hallucinations in some users, the Chemical Unit at the FBI's Laboratory has advised that agencies should report the drugs as K = Other Hallucinogens.

### *Data Element 21 (Estimated Drug Quantity)*

LEAs should use Data Element 21 to indicate the quantity of drugs or narcotics seized in a drug case. Therefore, LEAs should use it only if one of the offenses in the incident was 35A = Drug/Narcotic Violations, 6 = Seized was entered into Data Element 14 (Type Property Loss/ Etc.), and 10 = Drugs/Narcotics was entered into Data Element 15 (Property Description).

The *NIBRS Technical Specification* indicates nine characters are available to enter the number of whole pounds, ounces, grams, etc., and three more characters are available to enter the decimal amount (i.e., the quantity expressed in thousandths). Because the decimal is implied, agencies should not enter a decimal point into Data Element 21. LEAs should enter trace amounts of a drug as "000000000001" in this data element.

If the substance was sent to a laboratory for analysis, and a response has not yet been received, then 1 = None (i.e., 000000001000) must be entered into Data Element 21 to indicate None. LEAs must update this interim report with the true quantity once the response arrives.

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

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

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

**Example 1**

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

**Example 2**

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

**Example 3**

An LEA seized a bag of white powder that they suspected was drugs. They sent the powder to the laboratory for analysis. Therefore, the agency would enter 000000001000= None into Data Element 21. In addition, the agency must update the information once the analysis is complete.

### *Data Element 22 (Type Drug Measurement)*

LEAs should use Data Element 22 to indicate the type of measurement used in quantifying drugs or narcotics seized in a drug case. Therefore, it should be used only if one of the offenses in an incident was 35A = Drug/Narcotic Violations, 6 = Seized was entered into Data Element 14 (Type Property Loss/Etc.), and 10 = Drugs/Narcotics was entered into Data Element 15 (Property Description).

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

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

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

**Valid Data Values**

LEAs can enter up to three of the following measurement types in Data Element 22 (Type Drug Measurement):

| *Weight* | *Capacity* | *Units* |
|---|---|---|
| GM= Gram | ML= Milliliter | DU = Dosage Units/Items[1] |
| KG = Kilogram | LT = Liter | NP = Number of Plants[2] |
| OZ = Ounce | FO = Fluid Ounce | |
| LB = Pound | GL = Gallon | |
| XX = Not Reported | | |

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

**Note:** When more than three types of drugs are involved, the type of measurement for the two most important drugs (as determined by the reporting agency based on the quantity, value, and deadliness of the drugs/narcotics) should be reported in Measurement Type 1 and Measurement Type 2; Measurement Type 3 should be left blank.

**Example 1**

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

**Example 2**

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

**Example 3**

An LEA seized a bag of white powder, suspected to be drugs. They sent the powder to the laboratory for analysis. The agency should enter U = Unknown for Suspected Drug Type and XX = Type Drug Measurement pending laboratory results.

### *Data Element 23 (Victim Sequence Number)*

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

**Example**

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

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

### *Data Element 24 (Victim Connected to UCR Offense Code)*

LEAs should use Data Element 24 to link each victim to the up to ten most serious (as determined by the reporting agency) Group A offenses that were perpetrated against him/her during the incident.

**Example**

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

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

**Note: Mutually exclusive offenses are offenses that cannot occur to the same victim according to UCR Definitions**. See table on next page.

Lesser included offenses are offenses where one offense is an element of another offense and cannot be reported as having happened to the victim along with the other offense. (For more information about mutually exclusive/lesser included offenses, refer to the *NIBRS Technical Specification,* Data Element 24 [Victim Connected to UCR Offense Code]).

Mutually Exclusive offenses are ones that cannot occur to the same victim by UCR definitions. A Lesser Included offense is one that is an element of another offense and should not be reported as having happened to the victim along with the other offense.

Lesser Included and Mutually Exclusive offenses are defined as follows:

| | 09A - Murder | 09B - Negligent Manslaughter | 11A - Rape | 11B - Sodomy | 11C - Sexual Assault w/Object | 11D - Fondling | 120 - Robbery | 13A - Aggravated Assault | 13B - Simple Assault | 13C - Intimidation | 23A - Pocket-picking | 23B - Purse-snatching | 23C - Shoplifting | 23D - Theft From Building | 23E - Theft From Coin Machine | 23F - Theft From Motor Vehicle | 23G - Theft of Motor Vehicle Part | 23H - All Other Larceny | 240 - Motor Vehicle Theft | 36A - Incest | 36B - Statutory Rape |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 09A - Murder | X | X | | | | | | X | X | X | | | | | | | | | | | |
| 09B - Negligent Manslaughter | X | X | | | | | | X | X | X | | | | | | | | | | | |
| 11A - Rape | | | X | | | X | | X | X | X | | | | | | | | | | X | X |
| 11B - Sodomy | | | | X | | X | | X | X | X | | | | | | | | | | X | X |
| 11C - Sexual Assault w/Object | | | | | X | X | | X | X | X | | | | | | | | | | X | X |
| 11D - Fondling | | | X | X | X | X | | | X | X | | | | | | | | | | X | X |
| 120 - Robbery | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | | |
| 13A - Aggravated Assault | X | X | X | X | X | | X | X | X | X | | | | | | | | | | | |
| 13B Simple Assault | X | X | X | X | X | X | X | X | X | X | | | | | | | | | | | |
| 13C - Intimidation | X | X | X | X | X | X | X | X | X | X | | | | | | | | | | | |
| 23A - Pocket-picking | | | | | | | X | | | | X | | | | | | | | | | |
| 23B - Purse-snatching | | | | | | | X | | | | | X | | | | | | | | | |
| 23C - Shoplifting | | | | | | | X | | | | | | X | | | | | | | | |
| 23D - Theft From Building | | | | | | | X | | | | | | | X | | | | | | | |
| 23E - Theft From Coin Machine | | | | | | | X | | | | | | | | X | | | | | | |
| 23F - Theft From Motor Vehicle | | | | | | | X | | | | | | | | | X | | | | | |
| 23G - Theft of Motor Vehicle Part | | | | | | | X | | | | | | | | | | X | | | | |
| 23H - All Other Larceny | | | | | | | X | | | | | | | | | | | X | | | |
| 240 - Motor Vehicle Theft | | | | | | | X | | | | | | | | | | | | X | | |
| 36A - Incest | | | X | X | X | X | | | | | | | | | | | | | | X | |
| 36B - Statutory Rape | | | X | X | X | X | | | | | | | | | | | | | | | X |

*For additional Information on Mutually Exclusives Offenses, refer to the NIBRS Technical Specifications*

### *Data Element 25 (Type of Victim)*

LEAs should use Data Element 25 to categorize each victim associated with a NIBRS incident.

**Valid Data Values**

LEAs should enter only one per victim segment:

| Value | Type of Victim |
|---|---|
| B | Business |
| F | Financial Institution |
| G | Government |
| I | Individual |
| L | Law Enforcement Officer *(valid for offenses 09A, 13A, 13B, and 13C only)* |
| O | Other |
| R | Religious Organization |
| S | Society/Public |
| U | Unknown |

**Example**

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

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

**25A – 25C Law Enforcement Officers Killed and Assaulted (LEOKA)**

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

**Note:** In April 2015, the LEOKA Program included special role functions in its definition: "An individual serving in the capacity of a LEO at the request of a LEA whose officers meet the current collection criteria. The individual must be under the supervision of a certified LEO from the requesting agency at the time of the incident but is not required to be in the physical presence of the officer while he/she is working an assigned duty."

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

Data Element 25A (Type of Officer Activity/Circumstance) describes the type of activity in which the officer was engaged at the time he/she was assaulted or killed in the line of duty.

**Valid Data Values**

LEAs should enter only one per victim segment:

01 = Responding to Disturbance Call (family quarrels, 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

### *Data Element 25B (Officer Assignment Type)*

LEAs should use Data Element 25B (Officer Assignment Type) to specify the officer's type of assignment at the time he/she sustained injury or died while on duty. Code F (Two-Officer Vehicle) and codes G and H (One-Officer Vehicle Alone and Assisted, respectively) pertain to uniformed officers; codes I and J (Detective or Special Assignment Alone and Assisted, respectively) to non-uniformed officers; and codes K and L (Other Alone and Assisted, respectively) to officers assaulted or killed while in other capacities, such as foot patrol or off duty. The term *assisted* refers to LE assistance only.

**Valid Data Values**

LEAs should enter only one per victim segment:

<u>For Uniformed Law Enforcement Officers</u>:
F = Two-Officer Vehicle
G = One-Officer Vehicle (Alone)
H = One-Officer Vehicle (Assisted)
<u>For Non-Uniformed Officers</u>:
I = Detective or Special Assignment (Alone)
J = Detective or Special Assignment (Assisted)
<u>For Law Enforcement Officers Serving in Other Capacities (Foot patrol, Off duty, etc.)</u>:
K = Other (Alone)
L = Other (Assisted)

**Example 1**

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

**Example 2**

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

### *Data Element 25C (Officer – ORI Other Jurisdiction)*

An ORI is the unique nine-character identifier that the NCIC has assigned to each agency. If a perpetrator killed or assaulted a LEO who was on duty in a jurisdiction other than his/her own, the LEA having jurisdiction where the incident occurred should report the LEO killed or assaulted. The agency should use Data Element 25C to identify the ORI of the LEO's agency. The agency does not need to enter information in this data element if the officer is assaulted in his/her own jurisdiction.

**Example**

On May 2, 2015, a perpetrator shot a LEO. The officer was working in conjunction with a state narcotics task force in a jurisdiction outside his own duty assignment while serving a warrant on an individual known to be operating a methamphetamine lab. In reporting the incident, the covering agency should use Data Element 25C (Officer – ORI Other Jurisdiction) because the LEO was assaulted in the line of duty outside his regularly assigned jurisdiction.

### *Data Element 26 (Age of Victim)*

Data Element 26 (Age of Victim) indicates the age or age range of an individual (person) victim in an incident when the crime occurred.

**Valid Data Values**

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

**Example 1**

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

**Example 2**

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

**Note:** When the Victim is LEO, the only valid age range is 17-98.

### *Data Element 27 (Sex of Victim)*

Data Element 27 (Sex of Victim) indicates the gender of an individual (person) victim in an incident.

**Valid Data Values**

F = Female
M = Male
U = Unknown

### *Data Element 28 (Race of Victim)*

Data Element 28 (Race of Victim) indicates the race of an individual (person) victim in an incident.

**Valid Data Values**

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

The definitions of the racial designations are:

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

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

American Indian or Alaska Native—A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment

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

Native Hawaiian or Other Pacific Islander—A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, e.g., individuals who are Carolinian, Fijian, Kosraean, Melanesian, Micronesian, Northern Mariana Islander, Palauan, Papua New Guinean, Ponapean (Pohnpelan), Polynesian, Solomon Islander, Tahitian, Tarawa Islander, Tokelauan, Tongan, Trukese (Chuukese), and Yapese.

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

### *Data Element 29 (Ethnicity of Victim)*

Data Element 29 (Ethnicity of Victim) indicates the ethnicity of an individual (person) victim in an incident. This is an optional data element.

**Valid Data Values**

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

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

### *Data Element 30 (Resident Status of Victim)*

If the victim type entered in Data Element 25 (Type of Victim) was I = Individual, LEAs should enter the person's resident status (resident or nonresident) into Data Element 30 (Resident Status of Victim). This is an optional data element.

**Notes:** Resident status does not refer to the immigration or national citizenship status of the individual. Instead, it identifies whether individuals are residents or nonresidents of the jurisdiction in which the incident occurred. It also enables agencies having a high transient population to show their population at risk is actually higher than their official resident population.

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

**Valid Data Values**

N = Nonresident
R = Resident
U = Unknown

### *Data Element 31 (Aggravated Assault/Homicide Circumstances)*

Data Element 31 describes the circumstances of either an Aggravated Assault or a Homicide. Therefore, LEAs should use it only with offenses of 13A = Aggravated Assault and 09A-09C = Homicide Offenses.

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

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

Traffic fatalities associated with driving under the influence, distracted driving (using a cell/smartphone, and reckless driving traffic fatalities are included as negligent manslaughters. Accidental traffic fatalities, accidental deaths (not resulting from gross negligence), or deaths of persons due to their own negligence are not to be included as Negligent Manslaughters. LEAs should report information regarding all other Negligent Manslaughters regardless of actions to prosecute.

Valid Data Values for **13A = Aggravated Assault and 09A = Murder and Non-Negligent Manslaughter**

LEAs can enter up to two circumstances per victim segment:

01 = Argument
02 = Assault on Law Enforcement Officer
03 = Drug Dealing
04 = Gangland (Organized Crime Involvement)
05 = Juvenile Gang
06 = Domestic Violence (see definition below)

| |
|---|
| The use, attempted use, or threatened use of physical force or a weapon; or the use of coercion or intimidation; or committing a crime against property by a current or former spouse, parent, or guardian of the victim; a person with whom the victim shares a child in common; a person who is or has been in a social relationship of a romantic or intimate nature with the victim; a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian; or by a person who is or has been similarly situated to a spouse, parent, or guardian of the victim. |

07 = Mercy Killing (Not applicable to Aggravated Assault)
08 = Other Felony Involved
09 = Other Circumstances
10 = Unknown Circumstances

Valid Data Values for **09B = Negligent Manslaughter**

LEAs can enter one circumstance per victim segment:

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

**Note:** When Negligent Manslaughter offenses are reported due to the offender driving under the influence, driving distracted while using a cell/smartphone, or driving recklessly, the data value 33 = Other Negligent Weapon Handling should be used.

Valid Data Values for **09C = Justifiable Homicide**

LEAs can enter one circumstance per victim segment:

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

**Example 1**

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

**Example 2**

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

**Example 3**

A police officer responded to a night time disturbance call at a single family residence. Upon arriving at the scene, the officer knocked on the door. The door is answered by a man and a woman. Over the course of several minutes of questioning, the officer learns the woman is the renter of the home and the man is her ex-boyfriend. They had been arguing because the ex-boyfriend wanted to take the victims laptop. When the victim said no, the ex-boyfriend began throwing several objects around the house and ultimately struck the woman with a table lamp, causing severe lacerations. Because this incident is domestic related and the offense was aggravated assault, the agency should enter 06 = Domestic Violence.

**Example 4**

A police officer responded to a report of gunshots at a convenience store. Upon arrival, the officer found a crowd in front of the convenience store. He then entered the store to find a male gunshot victim and the store clerk. The clerk reported the victim and a female entered the store and had an argument that lasted several minutes. The female then shot the victim with a handgun and fled the store. The victim was pronounced dead at the scene. The female was apprehended several hours later and identified as the victim’s wife. Because this incident is domestic related and the offense was murder, the agency should enter 06 = Domestic Violence.

### *Data Element 32 (Additional Justifiable Homicide Circumstances)*

Data Element 32 (Additional Justifiable Homicide Circumstances) further describes the circumstances of a Justifiable Homicide, i.e., when an agency enters either 20 = Criminal Killed by Private Citizen or 21 = Criminal Killed by Police Officer into Data Element 31.

**Valid Data Values**

LEAs should enter one circumstance per victim segment:

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

**Example**

In the scenario given above in Example 2, while resisting an arrest, a fugitive pulled a gun and fired twice in the direction of two police officers who were attempting to take him into custody. Neither officer sustained injury, but both drew their weapons and returned fire, killing the fugitive. This was a Justifiable Homicide; the LEA should report the incident as 21 = Criminal Killed by Police Officer. Since the agency can report only one Additional Justifiable Homicide Circumstance data value, they should submit the most descriptive data value. In this case, the reporting agency should enter A = Criminal Attacked Police Officer and That Officer Killed Criminal.

### *Data Element 33 (Type Injury)*

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

100 Kidnapping/Abduction
11A Rape
11B Sodomy
11C Sexual Assault With An Object
11D Fondling
120 Robbery
13A Aggravated Assault
13B Simple Assault
210 Extortion/Blackmail
64A Human Trafficking, Commercial Sex Acts
64B Human Trafficking, Involuntary Servitude

**Valid Data Values**

| Value | Type of Injury |
|---|---|
| N | None |
| B | Apparent Broken Bones |
| I | Possible Internal Injury |
| L | Severe Laceration |
| M | Apparent Minor Injury |
| O | Other Major Injury |
| T | Loss of Teeth |
| U | Unconsciousness |

**Example 1**

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

**Example 2**

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

### *Data Element 34 (Offender Number to be Related)*

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

**Note:** Reporting the relationship of victim to offender for Crime Against Property offenses is only requested for victims of I = Individual. These relationships are captured to show domestic incident information.

09A = Murder and Non-Negligent Manslaughter
09B = Negligent Manslaughter
09C = Justifiable Homicide (Not a Crime)
100 = Kidnapping/Abduction
11A = Rape
11B = Sodomy
11C = Sexual Assault With An Object
11D = Fondling
120 = Robbery
13A = Aggravated Assault
13B = Simple Assault
13C = Intimidation
200 = Arson
210 = Extortion/Blackmail
220 = Burglary/Breaking & Entering
23A= Pocket-picking
23B = Purse-snatching
23C = Shoplifting
23D = Theft From Building
23E = Theft From Coin-Operated Machine or Device
23F = Theft From Motor Vehicle
23G = Theft of Motor Vehicle Parts or Accessories
23H = All Other Larceny
240 = Motor Vehicle Theft
250 = Counterfeiting/Forgery
26A = False Pretenses/Swindle/Confidence Game
26B = Credit Card/Automated Teller Machine Fraud
26C = Impersonation
26D = Welfare Fraud
26E = Wire Fraud
26F = IdentityTheft
26G = Hacking/Computer Invasion
270 = Embezzlement
280 = Stolen Property Offenses
290 = Destruction/Damage/Vandalism of Property
36A = Incest
36B = Statutory Rape
510 = Bribery
64A = Human Trafficking, Commercial Sex Acts
64B = Human Trafficking, Involuntary Servitude

**Valid Data Values**

01 – 99
00 = Unknown Offender

**Example**

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

### *Data Element 35 (Relationship of Victim to Offender)*

The agency should use Data Element 35 (Relationship of Victim to Offender) along with Data Element 34 (Offender Number to be Related), to report the relationship of the victim to the offender(s) who perpetrated a Crime Against Person or a Crime Against Property against the victim.

**Note:** Reporting the relationship of victim to offender for Crime Against Property offenses is only required for victims of I = Individual. These relationships are captured to show domestic incident information.

When the LEA identifies more than ten offenders, the LEA should enter the ten most closely related to the victim. This data element is mandatory when one or more of the offenses reported in Data Element 24 (Victim Connected to UCR Offense Code) is a Crime Against Person or a Crime Against Property and Data Element 36 (Offender Sequence Number) is other than 00 = Unknown.

09A = Murder and Non-Negligent Manslaughter
09B = Negligent Manslaughter
09C = Justifiable Homicide (Not a Crime)
100 = Kidnapping/Abduction
11A = Rape
11B = Sodomy
11C = Sexual Assault With An Object
11D = Fondling
120 = Robbery
13A = Aggravated Assault
13B = Simple Assault
13C = Intimidation
200 = Arson
210 = Extortion/Blackmail
220 = Burglary/Breaking & Entering
23A = Pocket-picking
23B = Purse-snatching
23C = Shoplifting
23D = Theft From Building
23E = Theft From Coin-Operated Machine or Device
23F = Theft From Motor Vehicle
23G = Theft of Motor Vehicle Parts or Accessories
23H = All Other Larceny
240 = Motor Vehicle Theft
250 = Counterfeiting/Forgery
26A = False Pretenses/Swindle/Confidence Game
26B = Credit Card/Automated Teller Machine Fraud
26C = Impersonation
26D = Welfare Fraud
26E = Wire Fraud

26F = Identity Theft
26G = Hacking/Computer Invasion
270 = Embezzlement
280 = Stolen Property Offenses
290 = Destruction/Damage/Vandalism of Property
36A = Incest
36B = Statutory Rape
510 = Bribery
64A = Human Trafficking, Commercial Sex Acts
64B = Human Trafficking, Involuntary Servitude

**Valid Data Values**
LEAs should enter up to ten per victim:

| Value | Victim Relationship to Offender |
|---|---|
| | **Within Family** |
| SE | Victim Was Spouse |
| CS | Victim Was Common-Law Spouse |
| PA | Victim Was Parent |
| SB | Victim Was Sibling (brother or sister) |
| CH | Victim Was Child |
| GP | Victim Was Grandparent |
| GC | Victim Was Grandchild |
| IL | Victim Was In-law |
| SP | Victim Was Stepparent |
| SC | Victim Was Stepchild |
| SS | Victim Was Stepsibling (stepbrother or stepsister) |
| OF | Victim Was Other Family Member |
| | **Outside Family But Known to Victim** |
| AQ | Victim Was Acquaintance |
| FR | Victim Was Friend |
| NE | Victim Was Neighbor |
| BE | Victim Was the Baby/Child in the care of a Babysitter |
| BG | Victim Was Boyfriend/Girlfriend |
| XR | Ex-Relationship (Ex-Boyfriend/Ex-Girlfriend) |
| CF | Victim Was Child of Boyfriend or Girlfriend |
| XS | Victim Was Ex-Spouse |
| EE | Victim Was Employee |
| ER | Victim Was Employer |
| OK | Victim Was Otherwise Known |
| | **Not Known By Victim** |
| RU | Relationship Unknown |
| ST | Victim Was Stranger |
| | **Other** |
| VO | Victim Was Offender |

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

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

**Note: Not Known to Victim Clarification – Unknown is to be used when the relationship between the victim and offender has not been established. Stranger is used when it is known the victim did not know the offender.**

**Example 1**

A fraternity was hosting a party when an altercation broke out. The victim was physically assaulted by his fraternity brother and nine acquaintances. The LEA should enter the information for the brother and nine of the offenders who were acquaintances.

**Example 2**

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

**Example 3**

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

### *Data Element 36 (Offender Sequence Number)*

The reporting agency should assign each offender in an incident a sequence number from 01 to 99 using Data Element 36. If the agency knows nothing about the offender(s), the agency should report 00 = Unknown Offender.

**Valid Data Values**
01 – 99
00 = Unknown Offender

| |
|---|
| **Note:** Each unique offender should have only one sequence number. |

**Example**

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

**Example**

A witness saw two offenders fleeing the scene of a Burglary, but because the burglars were wearing ski masks, the witness could not determine their age, sex, or race. The reporting agency should enter offender information for both offenders — Data Element 36 (Offender Sequence Number), that contain 01 and 02, and LEAs should report applicable data values in Data Elements 37 (Age of Offender), Data Element 38 (Sex of Offender), and Data Element 39 (Race of Offender) for each offender.

### *Data Element 37 (Age of Offender)*

Data Element 37 (Age of Offender) indicates the age or age range of an offender in an incident.

**Valid Data Values**
01 – 98 = Years Old
99 = Over 98 Years Old
00 = Unknown

**Example**

If the victim or a witness reported the offender's age as between 25 and 30 years old, the LEA should report 2530 (i.e., 25 to 30 years old) into Data Element 37 (Age of Offender).

### *Data Element 38 (Sex of Offender)*

Data Element 38 (Sex of Offender) indicates the gender of an offender in an incident.

**Valid Data Values**
F = Female
M = Male
U = Unknown

### *Data Element 39 (Race of Offender)*

Data Element 39 (Race of Offender) indicates the race of an offender in an incident.

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

The definitions of the racial designations are:

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

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

American Indian or Alaska Native—A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment

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

Native Hawaiian or Other Pacific Islander—A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, e.g., individuals who are Carolinian, Fijian, Kosraean, Melanesian, Micronesian, Northern Mariana Islander, Palauan, Papua New Guinean, Ponapean (Pohnpelan), Polynesian, Solomon Islander, Tahitian, Tarawa Islander, Tokelauan, Tongan, Trukese (Chuukese), and Yapese.

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

### *Data Element 39A (Ethnicity of Offender)*

Data Element 39A (Ethnicity of Offender) indicates the ethnicity of an offender in an incident. This is an *optional* data element.

**Valid Data Values**
H = Hispanic or Latino
N = Not Hispanic or Latino
U = Unknown

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

## Arrest Information

Arrests are to be reported for all persons apprehended for the commission of Group A or Group B crimes, that is, all offenses except Justifiable Homicide (not a crime).

The object of this data set is to collect data on persons arrested, **not on charges lodged**. For example, a person may be arrested on several charges in connection with the same incident; in this situation, only one set of arrestee data would be reported, again, if the offenses involved were in connection with one incident. Likewise, one person may be arrested many times during a given time span for similar or different violations within a jurisdiction. Because of a separation of time between the arrests, a set of arrestee data is to be reported for each separate arrest. Again, more than one charge could be lodged during the individual arrests, but only one set of arrestee data would be reported for each crime incident.

The arrestee data to be reported describe the arrestee (e.g., his/her age, sex, race, etc.) and the circumstances of the arrest. Data are to be recorded for each of the (up to 99) arrestees involved in each incident.

If there were no arrestees, no report is required.

Group A crime incidents will automatically be cleared upon the receipt of the first set of data for any arrestee connected with an incident.

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

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

2. Juveniles taken into custody or arrested but merely warned and released without being charged.

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

# What counts as an arrest in my jurisdiction?

Arrests in the UCR program are defined as: the act of detaining a person in legal custody in response to a charge that the person committed an offense in your jurisdiction. This includes notification of charges and date and time to appear in court such as by citation or summons (when served by an officer). Arrests are typically not documented until the point of booking or issuance of a citation/summons.

| Arrest Scenarios | Arrest | Not An Arrest |
|---|---|---|
| **Suspect is Taken into Physical Custody** | Booked and processed (fingerprinted, photo, etc.)<br><br>On a warrant from your jurisdiction | A temporary detention after which the suspect is allowed to leave without notice of date & time to appear in court on charges<br><br>On warrant from another jurisdiction |
| **A Summons/Citation is Issued (Adult or Juvenile)** | Summons/citation, i.e., show cause, capias, is served in person by a sworn law enforcement official for a crime in your jurisdiction | Summons is served involving a civil or traffic-related matter* |
| **The Offender is a Juvenile (under age 18)** | Detained and advised of the charges with parent/guardian before being released to parent/guardian<br><br>Detained and advised of the charges before being referred to social services or the CA's Office | Detained solely for the juvenile's safety<br><br>Verbal warning without being detained |

**There are three traffic-related exceptions tht should be reported: 1) hit and run of a person, 2) vehicular manslaughter, and 3) driving under the influence of drugs or alcohol (DUI).*

## Arrest for your agency

-A suspect is booked into jail without a warrant for a crime in your jurisdiction.
-A suspect is booked into jail on a warrant for a crime in your jurisdiction by your agency or an outside agency.

-A suspect is served a summons or citation by a law enforcement officer for a crime committed in your jurisdiction.

-A juvenile is detained, advised along with a parent of the charge and arrest, and released to the parent.

## NOT an arrest for your agency

-A suspect is booked into jail on a warrant from another jurisdiction.
-A warrant is issued (but not served) for a crime in your jurisdiction.
-Police have "contact" with a juvenile where no offense was committed.
-A juvenile is taken into custody for their own protection but no crime was committed (e.g., neglect cases).

*Initially Developed by the Bureau of Justice Information & Analysis- Wisconsin Department of Justice*
Modified by Virginia State Police- UCR-IBR Unit January 2020

**Supplemental Common Data Elements For Initial Group A Incident Reports**

**Mandatory Data Elements for Group A Arrest Data**

- Arrestee Sequence Number *(Data Element 40)*
- Arrest Transaction Number *(Data Element 41)*
- Arrest Date *(Data Element 42)*
- Type of Arrest *(Data Element 43)*
- Multiple Arrestee Segments Indicator *(Data Element 44)*
- UCR Arrest Offense Code *(Data Element 45)*
- Arrestee Was Armed With *(Data Element 46)*
- Age (of Arrestee) *(Data Element 47)*
    - If less than "18": Disposition of Arrestee Under 18 *(Data Element 52)*
- Sex of Arrestee *(Data Element 48)*
- Race of Arrestee *(Data Element 49)*

**Optional Data Elements for Group A Arrest Data**

- Ethnicity of Arrestee *(Data Element 50)*
- Resident Status of Arrestee *(Data Element 51)*

### *Data Element 40 (Arrestee Sequence Number)*

The LEA should assign each arrestee reported in a Group A Incident Report or Group B Arrest Report a sequence number (Data Element 40) from 01 to 99.

**Example**

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

### *Data Element 41 (Arrest Transaction Number)*

An LEA assigns an Arrest Transaction Number (Data Element 41) to an arrest report to uniquely identify the arrest report. The Arrest Transaction Number may be the incident number of the previously reported incident relating to the arrest or a separate arrest transaction number. The number may be up to 12 characters in length.

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

### *Data Element 42 (Arrest Date)*

The Arrest Date (Data Element 42) is the date (year, month, and day [YYYYMMDD]) of an arrest.

### *Data Element 43 (Type of Arrest)*

LEAs should use Data Element 43 to indicate the type of apprehension (at the time of initial contact with the arrestee).

**Valid Data Values**
LEA should enter only one per arrestee:

O = On-View Arrest (apprehension without a warrant or previous incident report)
S = Summoned/Cited (not taken into custody)
T = Taken Into Custody (based on a warrant and/or previously submitted incident report)

**Example 1**

An LEA without a warrant arrested a woman who was soliciting for Prostitution on a street corner. The agency should enter O = On-View Arrest.

**Example 2**

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

**Example 3**

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

### *Data Element 44 (Multiple Arrestee Segments Indicator)*

The Multiple Arrestee Segments Indicator (Data Element 44) ensures that an LEA counts the arrestee only once when the arrest is related to multiple incidents.

The reporting agency should enter C = Count Arrestee for one incident in the Multiple Arrestee Segments Indicator and M = Multiple in this data element for all of the remaining incidents. If a suspect's arrest did not clear additional incidents, the entry should be N = Not Applicable (*typically 'N' is the default if no arrest or exceptional clearance information is entered*).

**Valid Data Values**
LEAs should enter only one per arrestee per incident:

C = Count Arrestee
M = Multiple
N = Not Applicable

**Example**

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

### *Data Element 45 (UCR Arrest Offense Code)*

The UCR Arrest Offense Code (Data Element 45) identifies the offense for which the LEA arrested an offender. An LEA can arrest an offender for any of the Group A or Group B offenses with the exception of 09C = Justifiable Homicide. If an LEA apprehends an arrestee for more than one offense, the reporting agency must determine the **most serious offense** and enter it as the arrest offense.

An agency can report a Group B offense for Group A Incident Reports, as long as the reporting agency determined that the Group B offense was the most serious arrest offense. Any arrest (regardless of arrest offense reported) made in connection with a Group A incident will result in its clearance.

**Example 1**

If an LEA arrests an offender for both Robbery and Murder, they should report 09A = Murder and Non-Negligent Manslaughter, the more serious offense.

**Example 2**

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

### *Data Element 46 (Arrestee Was Armed With)*

An agency should use Data Element 46 to indicate whether they arrested an offender in possession of a commonly known weapon at the time of his/her arrest.

**Valid Data Values**

LEAs may enter up to two:

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

**Note:** The FBI defines an automatic firearm as any firearm that shoots, or is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading. If the weapon was an automatic firearm, an *A* should be reported in the Automatic Weapon Indicator, e.g., 13A = Automatic Rifle. **Do not include semi-automatic as an automatic weapon.**

**Example 1**

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

**Example 2**

An LEA arrested a female who resisted the arrest using a liquor bottle and a chair as weapons before being subdued. The entry should be 01 = Unarmed. Although the subject used items as weapons, the FBI does not consider the weapons used in this incident as weapons that are commonly in possession of.

### *Data Element 47 (Age of Arrestee)*

Data Element 47 (Age of Arrestee) indicates the age or age range of an arrestee in an incident.

**Valid Data Values**
01 – 98 = Years Old
99 = Over 98 Years Old
00 = Unknown

**Example 1**

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

### *Data Element 48 (Sex of Arrestee)*

Data Element 48 (Sex of Arrestee) indicates the gender of an arrestee in an incident.

**Valid Data Values**
F = Female
M = Male

### *Data Element 49 (Race of Arrestee)*

Data Element 49 (Race of Arrestee) indicates the race of an arrestee in an incident.

**Valid Data Values**

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

The definitions of the racial designations are:

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

Black or African American—A person having origins in any of the black racial groups of Africa American Indian or Alaska Native—A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment

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

Native Hawaiian or Other Pacific Islander—A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, e.g., individuals who are Carolinian, Fijian, Kosraean, Melanesian, Micronesian, Northern Mariana Islander, Palauan, Papua New Guinean, Ponapean (Pohnpelan), Polynesian, Solomon Islander, Tahitian, Tarawa Islander, Tokelauan, Tongan, Trukese (Chuukese), and Yapese.

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

### *Data Element 50 (Ethnicity of Arrestee)*

Data Element 50 (Ethnicity of Arrestee) indicates the ethnicity of an arrestee in an incident. This is an optional data element.

**Valid Data Values**
H = Hispanic or Latino
N = Not Hispanic or Latino
U = Unknown

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

### *Data Element 51 (Resident Status of Arrestee)*

LEAs should use Data Element 51 (Resident Status of Arrestee) to indicate whether the arrestee was a resident or nonresident of the jurisdiction in which the incident occurred. This is an optional data element.

**Valid Data Values**
N = Nonresident
R = Resident
U = Unknown

> **Note:** Resident Status does not refer to the immigration or national citizenship status of the individual. Instead, it identifies whether individuals are residents or nonresidents of the jurisdiction in which the incident occurred. It also enables agencies having a high transient population to show their population at risk is actually higher than their official resident population.

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

### *Data Element 52 (Disposition of Arrestee Under 18)*

LEAs should use Data Element 52 (Disposition of Arrestee Under 18) to report the nature of an arrestee's detention if the arrestee was 17 years of age or younger at the time of the arrest. The word *arrest* as it applies to juveniles is intended to mean the LE handling of those juveniles who have committed a crime and are taken into custody under such circumstances that, if the juvenile were an adult, an arrest would have been reported.

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

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

**Valid Data Values**
Regarding dispositions of individuals under age 18, LEAs should enter only one per arrestee:

| Value | Disposition of Arrestee Under 18 | Examples |
|---|---|---|
| H | Handled Within Department | released to parents, released with warning, etc. |
| R | Referred to Other Authorities | turned over to juvenile court, probation department, welfare agency, other police agency, criminal or adult court, etc. |

**Juvenile Arrest Reporting**

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

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

1. The agency can route the arrest report (or copy) by juvenile or youth offices through the main records operation so they can retrieve the necessary information.

2. The agency can route a statistical slip showing the required NIBRS information, but not the name of the juvenile, to the employee who prepares NIBRS arrestee reports.

**Example 1**

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

**Example 2**

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

### *VA Data Element 54 (Type Security)*

VA Data Element 54—Record the type of security utilized at the scene of the offense. There can be up to two values specified for each offense.

**Valid Data Values**

| Value | Type of Security |
|---|---|
| A | Alarm/Audio |
| B | Alarm/Silent |
| C | Bars/Grate |
| D | Camera |
| E | Dog |
| F | Dead Bolt |
| G | Locked |
| H | Unlocked |
| I | Exterior Lights |
| J | Interior Lights |
| K | Fence |
| L | Guard |
| M | Neighborhood Watch |
| N | Other |
| O | None |

### *VA Data Element 55A (Entry)*

VA Data Element 55A— Report the appropriate values to describe the means by which the entry of the building or other structure was accomplished. A maximum of two entries can be reported per offense with the following values:

**Valid Data Values**

| Value | Type of Entry |
|---|---|
| 01 | Front |
| 02 | Rear |
| 03 | Side |
| 04 | Attic |
| 05 | Vent/A.C. |
| 06 | Window |
| 07 | Door |
| 08 | Patio/Sliding Dr. |
| 09 | Balcony/Fire Escape |
| 10 | Attached Garage |
| 11 | Wall |
| 12 | Vehicle |
| 13 | Floor |
| 14 | Roof/Skylight |
| 15 | Hidden Within |
| 16 | Other |
| 17 | Unknown |

### *VA Data Element 55B (Exit)*

VA Data Element 55B—Report the appropriate values to describe the means by which the exit of the building or other structure was accomplished. A maximum of two exits can be reported per offense with the following values:

**Valid Data Values**

| Value | Type of Exit |
|---|---|
| 01 | Front |
| 02 | Rear |
| 03 | Side |
| 04 | Attic |
| 05 | Vent/A.C. |
| 06 | Window |
| 07 | Door |
| 08 | Patio/Sliding Dr. |
| 09 | Balcony/Fire Escape |
| 10 | Attached Garage |
| 11 | Wall |
| 12 | Vehicle |
| 13 | Floor |
| 14 | Roof/Skylight |
| 15 | Hidden Within |
| 16 | Other |
| 17 | Unknown |

### *VA Data Element 56 (How Left Scene)*

VA Data Element 56—Report the means by which the offender left the scene of the offense. One of the following values can be reported:

**Valid Data Values**

| Value | How Left Scene |
|---|---|
| 1 | Auto |
| 2 | Truck |
| 3 | Van |
| 4 | Motorcycle |
| 5 | Bicycle |
| 6 | Foot |
| 7 | Moped |
| 8 | Other |
| 9 | Unknown |

### *VA Data Element 57 (Assault Status)*

VA Data Element 57—Report whether or not an assault/homicide on a police officer has been cleared. This field is required if an officer was assaulted or is the victim of a homicide. Applicable values are as follows:

**Valid Data Values**

| Value | Assault Status |
|---|---|
| C | Cleared (Arrest or Exceptionally Cleared) |
| P | Pending (Open) |

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

- Murder & Non-Negligent Manslaughter (09A)
- Aggravated Assault (13A)
- Simple Assault (13B)
- Intimidation (13C)

### *VA Data Element 60 (Property Quantity)*

VA Data Element 60—Record the quantity of property reported in the property record.

**Valid Data Values**
000001 to 999999

Report the quantity of the property which was burned, stolen, destroyed, etc., as a result of the incident. Up to ten quantities can be entered to match the up to ten property descriptions.

### *VA Data Element 62 (Arrest Type Activity)*

VA Data Element 62—This field provides additional information on the criminal activity of the arrestee(s) in certain offenses. This field is only to be reported if the Arrest Offense Code is Drugs/Narcotics Violations (35A). Up to 3 types of activity may be entered for each arrestee.

**Valid Data Values**

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

### *VA Data Element 63 (Arrest Type Drug)*

VA Data Element 63—Report the type of drugs or narcotics that were seized from the arrestee in a drug case. Up to three types of drugs may be entered. If one code is "Over Three Drug Types", then two other codes must also be reported.

**Valid Data Values**

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

### *VA Data Element 64 (LEOKA Victim Arrestee Relationship)*

VA Data Element 64—Report the offender or the arrestee involved in the assault/homicide of a police officer. Must be a valid field for Offender Sequence Number (Data Element 36) associated with the incident and listed as an offender or arrestee.

**Valid Data Values**
A01 - A99 Any valid field Arrestee Sequence Number (Data Element 40)
O00 - O99 Any valid field Offender Sequence Number (Data Element 36)

The Victim Offender/Arrestee Relationship may only be entered if the victim is your agency's police officer and the offense is one of the following:

- Aggravated Assault (13A)
- Simple Assault (13B)
- Intimidation (13C)
- Murder & Non-Negligent Manslaughter (09A)

### *VA Data Element 65 (Property Offense Code)*

VA Data Element 65—Report the IBR offense code connected with each property description occurring within the incident. This field is required if a property value and property loss type are listed.

**Valid Data Values**

100 Kidnapping
120 Robbery
200 Arson
210 Extortion
220 Burglary/Breaking & Entering
23A Pocket Picking
23B Purse Snatching
23C Shoplifting
23D Theft From Building
23E Theft From Coin-Operated Machine or Device
23F Theft From Motor Vehicle
23G Theft of Motor Vehicle Parts or Accessories
23H All Other Larceny
240 Motor Vehicle Theft
250 Counterfeiting/Forgery
26A False Pretenses/Swindle/Confidence Game
26B Credit Card/Automatic Teller Machine Fraud
26C Impersonation
26D Welfare Fraud
26E Wire Fraud
26F Identity Theft
26G Hacking/Computer Invasion
270 Embezzlement
280 Stolen Property Offenses
290 Destruction/Damage/Vandalism of Property
35A Drug/Narcotic Violations
35B Drug Equipment Violations
39A Betting/Wagering
39B Operating/Promoting/Assisting Gambling
39C Gambling Equipment Violations
39D Sports Tampering
510 Bribery

## History of the FBI's UCR Program and NIBRS

**The FBI UCR Program**

Recognizing a need for national crime statistics, the IACP formed the Committee on Uniform Crime Records in the 1920s to develop a system of uniform crime statistics. In 1929, after studying various facets of crime, assessing state criminal codes, and evaluating recordkeeping practices, the Committee completed a plan for crime reporting that became the foundation of the FBI UCR Program. The plan included standardized offense definitions for seven main classifications of crime to gauge fluctuations in the overall volume and rate of crime. The seven classifications were the violent crimes of murder and Non-Negligent manslaughter, rape, robbery, and aggravated assault and the property crimes of burglary, larceny/theft, and motor vehicle theft. By congressional mandate, the FBI UCR Program added arson as the eighth major offense in 1979.

In January 1930, 400 cities representing 20 million inhabitants in 43 states began participating in the FBI's UCR Program. The same year, the IACP was instrumental in gaining congressional approval that authorized the FBI to serve as the national clearinghouse for statistical information on crime. Since this time, the nation's LEAs have provided the FBI's UCR Program with data based on uniform classifications and procedures for reporting.

### Redesign of UCR

Although the FBI UCR Program remained virtually unchanged throughout the years in terms of the data collected and disseminated, by the 1980s a broad utility had evolved for UCR information. Recognizing the need for improved statistics, LE called for a thorough evaluative study to modernize the FBI UCR Program. The FBI concurred with the need for an updated program and lent its complete support, formulating a comprehensive three-phase redesign effort. The Bureau of Justice Statistics (BJS), the Department of Justice agency responsible for funding criminal justice information projects, agreed to underwrite the first two phases. These phases, which would be conducted by an independent contractor, Abt Associates Inc. of Cambridge, Massachusetts, would determine what, if any, changes should be made to the current program. The third phase would involve implementation of the changes identified.

In 1982, contractors began phase I by examining the historical evolution of the FBI's UCR Program. The study included all aspects of the program—the objectives and intended user audience, data issues, reporting mechanisms, quality control issues, publications and user services, and relationships with other criminal justice data systems. In 1984, contractors launched phase II of the redesign effort by examining the potential of UCR and its future role. Throughout Phase I and Phase II, stakeholders reviewed study findings, discussed the contractor's suggestions, and proposed various revisions to the contractor's report. These stakeholders included the FBI, the BJS, a joint committee on UCR with members from the IACP and the NSA, a steering committee comprised of individuals representing various disciplines, and attendees from two national UCR Conferences.

The group released a final report, the *Blueprint for the Future of the Uniform Crime Reporting Program* (Blueprint), in May 1985. It specifically outlined three recommended areas of enhancement to expand and improve the FBI UCR Program to meet future informational needs. First, agencies would use an incident-based system to report offenses and arrests. Second, the FBI's UCR Program would collect data on two levels, and third, the FBI's UCR Program would introduce a quality assurance program.

In January 1986, the FBI began phase III of the redesign effort guided by the general recommendations set forth in the *Blueprint*. The FBI awarded a contract to develop new offense definitions and data elements (incident details) and to develop the guidelines and design specifications for implementing the new incident-based system. Though the FBI's UCR staff oversaw the direction of the project, the FBI collaborated with the Association of State UCR Programs (ASUCRP), the IACP, the National Alliance of State Drug Enforcement Agencies, the Drug Enforcement Administration, and various local, state, and federal criminal justice agencies.

Concurrent with preparing the data elements, the FBI studied various state systems to select an experimental site for implementing the redesigned program. Chosen for its long-standing incident-based UCR program and its willingness to adapt it to the FBI UCR Program's specifications, the South Carolina Law Enforcement Division (SLED) enlisted the cooperation of nine local LEAs, representing in relative terms the small, medium, and large departments in South Carolina, to participate in the project. To assist SLED with the pilot project, FBI personnel developed automated data capture specifications to adapt the SLED's state system to the FBI UCR Program's standards, and the BJS funded the revisions. The pilot demonstration ran from March 1, 1987, until September 30, 1987, and resulted in further refinement of the guidelines and specifications.

The FBI held a national UCR Conference on March 1-3, 1988, in Orange Beach, Alabama, to present the new system to LE and obtain feedback on its acceptability. Attendees of the national UCR Conference passed three overall recommendations without dissent: first, a new incident-based national crime reporting system be established; second, the FBI manage this program; and third, an Advisory Policy Board composed of LE executives be formed to assist in directing and implementing the new program. Furthermore, attendees recommended the implementation of national incident-based reporting proceed at a pace commensurate with the resources and limitations of contributing LEAs.

## Establishing and Developing NIBRS

From March 1988 through January 1989, the FBI proceeded in developing and assuming management of the New UCR system, and by April 1989, the FBI UCR Program received the first test tape of NIBRS data. Over the course of the next few years, the FBI UCR Program published information about the redesigned program in five documents:

1. *Data Collection Guidelines*—A system overview with descriptions of the offenses, offense codes, reports, data elements, and data values.

2. *Data Submission Specifications*—Data layouts for use by state and local systems personnel responsible for preparing magnetic media for submission to the FBI.

3. *Approaches to Implementing an Incident-Based System*—A guide for system designers.

4. *Error Message Manual*—Designations of mandatory and optional data elements, data element edits, and error messages.

5. *Uniform Crime Reporting Handbook, NIBRS Edition*—A nontechnical program overview focused on the definitions, policies, and procedures of NIBRS.

These documents are no longer available, as they have been combined into this document and the *NIBRS Technical Specification*.

As originally established, NIBRS used 52 data elements to collect a wide variety of crime data via six types of data segments: administrative, offense, victim, property, offender, and arrestee. The use of the segments and their respective data values (codes assigned for permitted entries) depended upon whether the offender's crime fit into the Group A or Group B offense categories.

In an effort to provide state and local agencies with a stable system to implement, the FBI made the commitment in the late 1980s to hold all recommended system changes to NIBRS in abeyance until a substantial amount of contributors implemented the system. Agreement was reached not to make several changes so LEAs could implement a program that was not continuously changing. However, to meet crime's growing challenges, lawmakers required the following modifications to NIBRS:

- Hate Crime Statistics Program Data—Following Congress' passage of the Hate Crime Statistics Act of 1990, the FBI added a new data element to NIBRS to indicate whether or not the offense being reported was motivated by a bias against race, religion, ethnicity/national origin, or sexual orientation, and, if so, what kind. The Violent Crime and Law Enforcement Act of 1994 amended the Hate Crime Statistics Act to include bias against persons with disabilities. The Matthew Shepard and James Byrd, Jr. Hate Crime Prevention Act mandated the collection of bias-motivated gender and gender identity information, and crimes committed by and against juveniles. In addition, the FBI UCR Program now collects up to five bias motivations per offense type. The FBI's UCR Program began accepting this data on January 1, 2013. On June 5, 2013, the CJIS APB approved a motion to modify the UCR Program's Hate Crime data collection

procedures to begin collecting seven new religions (anti-Buddhist, anti-Eastern Orthodox, anti-Hindu, anti-Jehovah's Witness, anti-Mormon, anti-Other Christian, and anti-Sikh), as well as an anti-Arab bias motivation. The collection of these new categories began on January 1, 2015.

- Gang Activity Indicator—In response to another Congressional mandate in 1997, the FBI expanded an existing data element to indicate whether or not the type of criminal activity being reported was associated with gang violence. The added data values allowed for juvenile gang entries as well as general gang associations.

- Cargo Theft Indicator—The USA Patriot Improvement and Reauthorization Act of 2005 mandated the FBI to collect cargo theft data, and the FBI began accepting test data on January 1, 2010.

- Human Trafficking—The William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008 (TVPRA, 28 U.S.C. § 534) signed into law on December 23, 2008, reauthorized the Trafficking Victims' Protection Act of 2000 (TVPA, 22 U.S.C. § 7102) and required the FBI's UCR Program to collect and classify the crime of Human Trafficking as a Part I (SRS) and Group A (NIBRS) offense in UCR, establish subcategories for state sex crimes, and distinguish between incidents of assisting or promoting prostitution, purchasing prostitution, and prostitution. The FBI's UCR Program began accepting this data on January 1, 2013.

To meet the data needs of LE for officer safety and evolving crime challenges, the flexibility of NIBRS has permitted LE to incorporate additional modifications.

- Data for Officers Killed or Assaulted—Under the direction of an advisory committee, the FBI began collecting LEOKA data via NIBRS through three new data elements and a series of new data codes in January 2003. The new data elements indicate the victim officer's type of activity/circumstance, the type of assignment, and the ORI of the LEO's agency if the offender killed or assaulted the victim officer in a jurisdiction other than his own.

- Removal of Runaway Category—In December 2008, the CJIS APB approved the elimination of the arrest category Runaway from the FBI's UCR Program. The FBI's UCR Program will no longer accept submissions of 90I = Runaway.

- Additional Location and Property Codes—As of January 1, 2010, the FBI began accepting additional data values for the location and property data elements. At the request of the ASUCRP, and with the group's assistance, the FBI's UCR Program expanded the location and property codes to better capture the location of crimes and the property involved.

- Changes to the Definition of Rape and Other Related Sex Offenses—At the fall 2011 CJIS APB meeting, the APB recommended, and then FBI Director Robert S. Mueller, III, approved, changing the definition of rape in the FBI's UCR Program and removing the words "forcible" and "against the person's will" in the SRS, NIBRS, the Hate Crime Statistics Program, and Cargo Theft data collection. In addition to collecting data following the new definition, the APB recommended that the FBI's UCR Program continue to collect historical rape data. The FBI's UCR Program began accepting this data on January 1, 2013.

- Changes to the Race and Ethnicity Data Collected—To comply with the Office of Management and Budget (OMB) 1997 directive, *Revision to the Standards for the Classification of Federal Data on Race and Ethnicity*, the FBI began collecting ethnicity data and expanded the race categories in all FBI's UCR Program data collections in 2013. The ethnicity categories include Hispanic or Latino and Not Hispanic or Latino; the race categories include American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White.

- Additional NIBRS Offenses and Location Code–On April 28, 2014 the Director of the FBI approved the APB recommendations to add two additional fraud offenses of Identity Theft and Hacking/Computer Invasion. The Fall 2014 APB approved the recommendation to add Cyberspace as a location code. On September 9, 2014, The FBI Director approved the APB recommendation to collect Animal Cruelty and four additional data values on the specific type of abuse to include: simple/gross neglect, intentional abuse and torture, organized abuse, and animal sexual abuse.

**Note:** The NIBRS Coordinator serves as a cooperative liaison with personnel both internal and external to the FBI for the purposes of managing NIBRS issues with the CJIS APB, Association of State UCR Programs, the Bureau of Justice Statistics, and federal law enforcement agencies. The NIBRS Coordinator functions as an integral element of the NIBRS certification process, working closely with data contributors and partner organizations to increase NIBRS participation and maintain data quality following certification.

## Training and Education

To ensure uniformity in the submission of crime data and further enhance the quality of the data both published by the FBI UCR Program and the VSP UCR-IBR Program, VSP provides training for all participating Law Enforcement Agencies (LEAs). The VSP UCR-IBR Unit furnishes introductory and advanced courses in data collection procedures and guidelines for Virginia UCR-IBR. VSP UCR-IBR staff are available via e-mail (ibradmin@vsp.virginia.gov) to provide LEAs with answers to specific questions about classification and the online data repository (va.beyond2020.com), as well as other questions about both the FBI UCR Program and Virginia UCR-IBR Program.

The staff provides:

- Responses to letters, facsimiles, e-mails, or telephone questions regarding clarifications of issues, policies, and procedures for NIBRS.
- Background information and subject matter expertise.
- Liaison with FBI UCR program and local LEA personnel to ensure the FBI's UCR Program and VSP UCR-IBR Program is meeting their needs.

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