
Washington State

Uniform Crime Reporting Program

Book Two

National Incident- Based Reporting System (NIBRS) Specifications

January 2017



**Washington State
Uniform Crime Reporting Program
Book Two – Washington NIBRS Specifications**

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Submission Specifications

Data submitted to WASPC must follow the specifications presented in this manual. They are similar to those found in the FBI NIBRS *Technical Specification, Version 3.0*, <https://ucr.fbi.gov/technical-specifications>; the only exceptions are:

- Data Element 6: Additional Group A Offense Code 500, Violation of No Contact/Protection Order
- Data Element 8A - Bias Motivation: Additional Data Value 53 = Anti-Sensory Disability
- Data Element 12: Gang Involvement indicator is Mandatory
- Data Element 53: Domestic Violence Indicator
- Data Element 54: Incident Address (for Crime Mapping)
- Data Element 55: Incident Address City (for Crime Mapping)
- Data Element 56: Incident Address State = WA (for Crime Mapping)
- Data Element 57: Incident Address Zip Code (for Crime Mapping)
- Data Element 58: Incident Latitude (for Crime Mapping)
- Data Element 59: Incident Longitude (for Crime Mapping)

The file created must be in fixed-length, ASCII format. Each record must end with a carriage return. Field delimiters between fields are not allowed.

Files submitted must have the filename format of: XXXXXXXXXXX.MMY

XXXXXXXXXX	=	NCIC ORI of submitting agency
MM	=	Month of data submitted
YY	=	2-digit year of data submitted

Note: Month and year must be the same as the month and year entered in positions 7-12 of each record.

Files are submitted to WASPC through WASPC's web interface. The production database for certified National Incident-Based Reporting System (NIBRS) agencies only is at <http://nibrs.waspc.org/WIBRS/>. The testing/training database is at http://nibrs.waspc.org/WIBRS_TRAIN/login.asp.

Username and passwords are required for both links. For more information, please call the WASPC Criminal Justice Information Support (CJIS) Department at (360) 486-2380 or e-mail cjis@waspc.org.

Document Change History

Value Change	Code	Description	Date of Change
Gang Information	12	Now mandatory for all valid offense codes	January 1, 2013
Add Location Type	57	Community Center	January 1, 2013
Add UCR Offense Code	64A	Human Trafficking, Commercial Sex Acts	January 1, 2013
Add UCR Offense Code	64B	Human Trafficking, Involuntary Servitude	January 1, 2013
Add UCR Offense Code	40C	Purchasing Prostitution	January 1, 2013
Training Change	43	Now Anti-Lesbian, Gay, Bisexual, or Transgender, Mixed Group	January 1, 2013
Modify Bias Motivation	12	Anti-Black or African American	January 1, 2013
Modify Bias Motivation	13	Anti-American Indian or Alaska Native	January 1, 2013
Modify Bias Motivation	14	Anti-Asian (removing Pacific Islander)	January 1, 2013
Add Bias Motivation	16	Anti-Native Hawaiian or Other Pacific Islander	January 1, 2013
Modify Bias Motivation	32	Anti-Hispanic or Latino	January 1, 2013
Modify Bias Motivation	33	Anti-Not Hispanic or Not Latino	January 1, 2013
Add Bias Motivation	71	Anti-Transgender	January 1, 2013
Add Bias Motivation	72	Anti-Gender Non-Conforming	January 1, 2013
Add Race	P	Native Hawaiian or Other Pacific Islander	January 1, 2013
Modify Race Description	B	Black or African American	January 1, 2013
Modify Race Description	I	American Indian or Alaska Native	January 1, 2013
Modify Race Description	A	Asian (removing) Pacific Islander	January 1, 2013
Modify Ethnicity	H	Hispanic or Latino	January 1, 2013
Modify Ethnicity	N	Not Hispanic or Latino (changing from Other)	January 1, 2013
Data Element Addition	8A	Four additional Bias Motivations allowed per offense type	January 1, 2013
Data Element Addition	39A	Ethnicity of Offender with values of H, N, or U	January 1, 2013
Correction on Record Layout: Offense Segment	71-72	Valid Codes previously omitted for record positions 62-63, 65-66, 67-68, 69-70, and 71-72	January 1, 2015
Modify Category Titles		Race/Ethnicity/Ancestry	January 1, 2015
Add Bias Motivation	28	Anti-Mormon	January 1, 2015
Add Bias Motivation	29	Anti-Jehovah's Witness	January 1, 2015
Add Bias Motivation	31	Anti-Arab	January 1, 2015
Modify Bias Motivation	33	Other Race/Ethnicity/Ancestry	January 1, 2015
Add Bias Motivation	81	Anti-Eastern Orthodox (Greek, Russian, etc.)	January 1, 2015
Add Bias Motivation	82	Anti-Other Christian	January 1, 2015
Add Bias Motivation	83	Anti-Buddhist	January 1, 2015
Add Bias Motivation	84	Anti-Hindu	January 1, 2015
Add Bias Motivation	85	Anti-Sikh	January 1, 2015
Data Element 53 - Domestic Violence		Mandatory for Human Trafficking Offenses	January 1, 2015
Add Crime Against Society	720	Group A Offense: Animal Cruelty	January 1, 2016
Add Crime Activity Data Values	A, F, I, S	Animal Cruelty additional values for Data Element 12	January 1, 2016
Add Crime Against Property	26F	Identity Theft (new offense)	January 1, 2016
Add Crime Against Property	26G	Hacking/Computer Invasion (new offense)	January 1, 2016
Data Element 9 - Add Location Type	58	Cyberspace	January 1, 2016

FBI NIBRS Technical Specification		Updated to Version 3.0	September 2016
Data Element 3 - Incident Hour when Type of Victim is a Law Enforcement Officer		When Data Element 25 (Type of Victim) = L (Law Enforcement Officer) then Data Element 3 (Incident Date/Hour) must be populated with a valid hour (00-23) . Incident Hour Unknown (Blank) is not a valid entry for this Type of Victim.	January 1, 2017
Data Element 8A - Bias Motivation Alignment	61	Washington State had assigned Data Value 61 to Anti-Female in 2007; FBI began collecting this bias motivation in 2013 but assigned it to Anti-Male. This change aligns WA with the FBI.	January 1, 2017
Data Element 8A - Bias Motivation Alignment	62	Washington State had assigned Data Value 61 to Anti-Male in 2007; FBI began collecting this bias motivation in 2013 but assigned it to Anti-Female. This change aligns WA with the FBI.	January 1, 2017

Segment Levels

Level 1 -- Administrative Segment

This is the master segment. There must be one Administrative Segment per Group "A" Incident Report. All other incident data relating to offenses, property, victims, offenders, and arrestees are contained in segments that are linked to the Administrative Segment by Data Elements 1 (ORI Number) and 2 (Incident Number).

CODE VALUES: Refer to Data Element Definitions and Values for a definition of codes and what they represent for each data element.

DATA NAME	RECORD POSITION	DATA LEN	DESCRIPTION
RECORD DESCRIPTOR	1-4	4	Must have value of "0165"
SEGMENT LEVEL	5	1	Valid Code: 1.
SEGMENT ACTION TYPE	6	1	Valid Codes: I, D, and W.
MONTH	7-8	2	Valid Codes: 01-12
YEAR	9-12	4	Must be valid 4 digit year.
FILLER	13-16	4	Must be left blank.
1 ORI NUMBER	17-25	9	Valid NCIC ORI number.
2 INCIDENT NUMBER	26-37	12	Left-justified with blank right-fill.
3 INCIDENT DATE	38-45	8	In the format of YYYYMMDD.
REPORT DATE INDICATOR	46	1	Must be "R" = Report, if entered. ENTER ONLY if the Report Date was entered in the Incident Date; else BLANK.
3 INCIDENT HOUR	47-48	2	Enter time in military hours only; do not enter minutes. If hour is unknown, leave BLANK. If incident occurred on or between midnight and 0059, enter 00; on or between 0100 and 0159, enter 01; on or between 2300 and 2359, enter 23; etc.
4 CLEARED EXCEPTIONALLY	49	1	Valid Codes: A = Death of Offender B = Prosecution Declined C = In Custody of Other Jurisdiction D = Victim Refused to Cooperate E = Juvenile/No Custody N = Not Applicable
5 EXCEPTIONAL CLEARANCE DATE	50-57	8	In the format of YYYYMMDD.
THE DATA THAT FOLLOW ARE APPLICABLE ONLY WHEN A SEGMENT ACTION TYPE "W" SEGMENT IS BEING SUBMITTED OR IS BEING MODIFIED:			NOTE: Data Element 6 occurs 10 times

6 UCR OFFENSE CODE (#1)	58-60	3	Valid Offense Code
UCR OFFENSE CODE (#2)	61-63	3	Valid Offense Code
UCR OFFENSE CODE (#3)	64-66	3	Valid Offense Code
UCR OFFENSE CODE (#4)	67-69	3	Valid Offense Code
UCR OFFENSE CODE (#5)	70-72	3	Valid Offense Code
UCR OFFENSE CODE (#6)	73-75	3	Valid Offense Code
UCR OFFENSE CODE (#7)	76-78	3	Valid Offense Code
UCR OFFENSE CODE (#8)	79-81	3	Valid Offense Code
UCR OFFENSE CODE (#9)	82-84	3	Valid Offense Code
UCR OFFENSE CODE (#10)	85-87	3	Valid Offense Code
THE FOLLOWING DATA ELEMENTS ARE OPTIONAL			
54 INCIDENT ADDRESS	88-117	30	Address where Incident occurred
55 INCIDENT ADDRESS CITY	118-132	15	City where Incident occurred
56 INCIDENT ADDRESS STATE	133-134	2	State where Incident occurred = WA
57 INCIDENT ADDRESS ZIP CODE	135-144	10	Zip Code where Incident occurred
58 LATITUDE	145-154	10	Latitude based on Incident location
59 LONGITUDE	155-164	10	Longitude based on Incident location
2A CARGO THEFT	165	1	Must be Y=Yes or N=No; Enter only if the specified offenses were entered in the incident; else BLANK

Level 2 -- Offense Segment

There is one segment for each different UCR OFFENSE CODE (up to 10) associated with this incident.

CODE VALUES: Refer to Data Element Definitions and Values for a definition of codes and what they represent for each data element.

DATA NAME	RECORD POSITION	DATA LEN	DESCRIPTION
RECORD DESCRIPTOR	1-4	4	Must have value of "0072"
SEGMENT LEVEL	5	1	Valid Code: 2.
SEGMENT ACTION TYPE	6	1	Valid Codes: I.
MONTH	7-8	2	Valid Codes: 01-12.
YEAR	9-12	4	Must be valid 4 digit year.
FILLER	13-16	4	Must be left blank.
1 ORI NUMBER	17-25	9	Valid NCIC ORI number.
2 INCIDENT NUMBER	26-37	12	Left-justified with blank right-fill.
6 UCR OFFENSE CODE	38-40	3	Valid Codes: See Data Element Definitions and Values - 6 UCR Offense Code.
7 OFFENSE ATTEMPTED/COMPLETED	41	1	Valid Codes: A and C.
8 OFFENDER(S) SUSPECTED OF USING (#1)	42	1	Valid Codes: A, C, D, and N.
8 OFFENDER(S) SUSPECTED OF USING (#2)	43	1	Valid Codes: A, C, and D.

8 OFFENDER(S) SUSPECTED OF USING (#3)	44	1	Valid Codes: A, C, and D.
9 LOCATION TYPE	45-46	2	Valid Codes: 01-25 and 37-58.
10 NUMBER OF PREMISES ENTERED	47-48	2	Valid Values: 01-99. Enter data into this field only if UCR Offense Code is 220 (Burglary) and 9 (Location Type) contains "14" = Hotel/Motel/Etc. or "19" = Rental Storage Facility.
11 METHOD OF ENTRY	49	1	Valid Codes: F and N. Enter data into this field only if UCR Offense Code is 220 (Burglary).
NOTE: Data Element 12 occurs three times.			
12 TYPE CRIMINAL ACTIVITY (#1)	50	1	Valid Codes: A, B, C, D, E, F, I, O, P, S, T, and U.
12 TYPE CRIMINAL ACTIVITY (#2)	51	1	Valid Codes: A, B, C, D, E, F, I, O, P, S, T, and U.
12 TYPE CRIMINAL ACTIVITY (#3)	52	1	Valid Codes: A, B, C, D, E, F, I, O, P, S, T, and U.
NOTE: Data Element 13 occurs three times			
13 TYPE WEAPON/FORCE INVOLVED (#1)	53-54	2	Valid Codes: 11-15, 20, 30, 35, 40, 50, 60, 65, 70, 85, 90, 95, and 99.
AUTOMATIC WEAPON INDICATOR (#1)	55	1	Enter "A" if the weapon above is automatic.
13 WEAPON/FORCE INVOLVED (#2)	56-57	2	Same as above.
AUTOMATIC WEAPON INDICATOR (#2)	58	1	Same as above.
13 TYPE WEAPON/FORCE INVOLVED (#3)	59-60	2	Same as above.
AUTOMATIC WEAPON INDICATOR (#3)	61	1	Same as above.
8A BIAS MOTIVATION	62-63	2	Valid Codes: 11-16, 21-29, 31-33, 41-45, 51-53, 61-62, 71-72, 81-85, 88, and 99.
53 DOMESTIC VIOLENCE	64	1	Valid Codes: Y or N (blank if not a valid offense)
8A BIAS MOTIVATION	65-66	2	Valid Codes: 11-16, 21-29, 31-33, 41-45, 51-53, 61-62, 71-72, 81-85, 88, and 99.
8A BIAS MOTIVATION	67-68	2	Valid Codes: 11-16, 21-29, 31-33, 41-45, 51-53, 61-62, 71-72, 81-85, 88, and 99.
8A BIAS MOTIVATION	69-70	2	Valid Codes: 11-16, 21-29, 31-33, 41-45, 51-53, 61-62, 71-72, 81-85, 88, and 99.
8A BIAS MOTIVATION	71-72	2	Valid Codes: 11-16, 21-29, 31-33, 41-45, 51-53, 61-62, 71-72, 81-85, 88, and 99.

Level 3 -- Property Segment

Property Segment data should only be entered for offenses of Gambling, Kidnapping, and "Crimes Against Property." Data Elements 14 through 22 should show the TOTAL losses, recoveries, seizures, etc., for all the VICTIMS in each incident. If there is more than one type of property loss/etc. (e.g., "Burned" and "Stolen" in Data Element 14 [Type Property Loss/Etc.]), submit one PROPERTY SEGMENT report for each type of loss/etc. This includes the situation when all property "Stolen" is "Recovered" and the value of the recovered property is the same. Two segments would be submitted, one for "Stolen" and the other for "Recovered." The "Value" of property entered into Data Element 16 must include the total dollar loss/etc. for all of the VICTIMS.

For example, if there were two victims and each had a bicycle stolen, one costing \$100 and the other \$400, the value of the bicycles would be added together, showing \$500. Property Description Code "04" = Bicycles should be entered into Data Element 15 and "00000500" into Data Element 16. If the Type Property Loss/Etc. is "1" = None or "8" = Unknown, leave Data Elements 15-22 blank.

CODE VALUES: Refer to Data Element Definitions and Values for a definition of codes and what they represent for each data element.

DATA NAME	RECORD POSITION	DATA LEN	DESCRIPTION
RECORD DESCRIPTOR	1-4	4	Must have value of "0307".
SEGMENT LEVEL	5	1	Valid Code: 3.
SEGMENT ACTION TYPE	6	1	Valid Codes: I, W.
MONTH	7-8	2	Valid Codes: 01-12
YEAR	9-12	4	Must be valid 4 digit year.
FILLER	13-16	4	Must be left blank.
1 ORI NUMBER	17-25	9	Valid NCIC ORI number.
2 INCIDENT NUMBER	26-37	12	Left-justified with blank right-fill.
14 TYPE PROPERTY LOSS/ETC.	38	1	Valid Codes: 1-8.
NOTE: Data Elements 15-16-17 are a GROUP occurring 10 times. Up to 10 different Property Description Codes can be entered for each type of loss/etc. selected under 14 (Type Property Loss/etc.). Enter into 15 (Property Description), the numeric codes which best describe the types of property involved. If more than 10 types of property are involved, enter the codes and values for the 9 most valuable; next, enter "77" = Other for the remaining properties, along with their total value. If motor vehicles (codes 03, 05, 24, 28, or 37) were stolen and/or recovered, also complete Data Elements 18 and/or 19, as applicable, to reflect the number of vehicles involved.			
15 PROPERTY DESCRIPTION (#1)	39-40	2	Valid Codes: 01-39, 41-49, 59, 64-80, 77, 88, and 99.
16 VALUE OF PROPERTY (#1)	41-49	9	Right-justified with zero left-fill (In Whole Dollars). Do not enter cents, as this will increase the value by a factor of 100.
17 DATE RECOVERED (#1)	50-57	8	In the format of YYYYMMDD, e.g., 19950301. Enter only if Data Element 14 is "5" = Recovered.

REPEAT 15-16-17 Occurrence #2	58-76		Same as above.
REPEAT 15-16-17 Occurrence #3	77-95		Same as above.
REPEAT 15-16-17 Occurrence #4	96-114		Same as above.
REPEAT 15-16-17 Occurrence #5	115-133		Same as above.
REPEAT 15-16-17 Occurrence #6	134-152		Same as above.
REPEAT 15-16-17 Occurrence #7	153-171		Same as above.
REPEAT 15-16-17 Occurrence #8	172-190		Same as above.
REPEAT 15-16-17 Occurrence #9	191-209		Same as above.
REPEAT 15-16-17 Occurrence #10	210-228		Same as above.
18 NUMBER OF STOLEN MOTOR VEHICLES	229-230	2	If Data Element 14 (Type Property Loss/Etc.) is "7" = Stolen and Data Element 15 (Property Description) is 03, 05, 24, 28, or 37, enter number of known stolen vehicles. If number stolen is unknown, enter 00.
19 NUMBER OF RECOVERED MOTOR VEHICLES	231-232	2	If Data Element 14 (Type Property Loss/Etc.) is "5" = Recovered and Data Element 15 (Property Description) is 03, 05, 24, 28, or 37, enter number of known recovered vehicles. If number recovered is unknown or no vehicle code present, enter 00.
NOTE: Data Elements 20-21-22 are a GROUP occurring three times.			
20 SUSPECTED DRUG TYPE (#1)	233	1	Valid Codes: A-P, U, and X. If Data Element 14 (Type Property Loss/Etc.) is "1" = None and the UCR Offense Code is "35A" (Drug/Narcotic Violations), only enter Data Element 20 from the GROUP; otherwise, ENTER ONLY if one of the Data Element 15 (Property Description) codes is "10" = Drugs/Narcotics, the UCR Offense Code is "35A" (Drug/Narcotic Violations), and "6" = Seized was entered into Data Element 14 (Type Property Loss/Etc.). If there is a mixture of drugs that are split between two offenses, only enter the drug type(s) applicable to the Drug/Narcotic Violation (35A).
21 ESTIMATED DRUG QUANTITY (#1)	234-242	9	Right-justified with zero left-fill (Number of Pounds, Grams, etc. involved). E.g., 000002000 for 2,000 grams (GM).
21 ESTIMATED DRUG QUANTITY FRACTION (#1)	243-245	3	Fraction of Pounds, Grams, etc. entered into Type Measurement below, represented in thousandths. Must be

			three numeric digits. If "1/2" Ounce: 500 If "1/4" Gram : 250
22 TYPE DRUG MEASUREMENT (#1)	246-247	2	Valid Codes: GM, KG, OZ, LB, ML, LT, FO, GL, DU, NP, and XX.
REPEAT 20-21-22 Occurrence #2	248-262		Same as above.
REPEAT 20-21-22 Occurrence #3	263-277		Same as above.
THE DATA THAT FOLLOW ARE APPLICABLE ONLY WHEN A SEGMENT ACTION TYPE "W" SEGMENT IS BEING SUBMITTED OR IS BEING MODIFIED:			NOTE: Data Element 6 occurs 10 times.
6 UCR OFFENSE CODE (#1)	278-280	3	Valid Offense Code
6 UCR OFFENSE CODE (#2)	281-283	3	Valid Offense Code
6 UCR OFFENSE CODE (#3)	284-286	3	Valid Offense Code
6 UCR OFFENSE CODE (#4)	287-289	3	Valid Offense Code
6 UCR OFFENSE CODE (#5)	290-292	3	Valid Offense Code
6 UCR OFFENSE CODE (#6)	293-295	3	Valid Offense Code
6 UCR OFFENSE CODE (#7)	296-298	3	Valid Offense Code
6 UCR OFFENSE CODE (#8)	299-301	3	Valid Offense Code
6 UCR OFFENSE CODE (#9)	302-304	3	Valid Offense Code
6 UCR OFFENSE CODE (#10)	305-307	3	Valid Offense Code

Level 4 -- Victim Segment

This segment is linked to the Offense Segment(s) applicable to this victim. There is one segment per victim.

CODE VALUES: Refer to Data Element Definitions and Values for a definition of codes and what they represent for each data element.

DATA NAME	RECORD POSITION	DATA LEN	DESCRIPTION
RECORD DESCRIPTOR	1-4	4	Must have value of "0141"
SEGMENT LEVEL	5	1	Valid Code: 4.
SEGMENT ACTION TYPE	6	1	Valid Codes: I.
MONTH	7-8	2	Valid Codes: 01-12
YEAR	9-12	4	Must be valid 4 digit year.
FILLER	13-16	4	Must be left blank.
1 ORI NUMBER	17-25	9	Valid NCIC ORI number.
2 INCIDENT NUMBER	26-37	12	Left-justified with blank right-fill.
23 VICTIM (SEQUENCE) NUMBER	38-40	3	Valid Values: 001-999.
NOTE: Data Element 24 occurs 10 times.			
24 Victim Connected To UCR OFFENSE CODE(#1)	41-43	3	Valid Codes: See Data Element Definitions and Values - 6 UCR Offense Code
24 Victim Connected To UCR OFFENSE CODE (#2)	44-46	3	Same as above.

24 Victim Connected To UCR OFFENSE CODE (#3)	47-49	3	Same as above.
24 Victim Connected To UCR OFFENSE CODE (#4)	50-52	3	Same as above.
24 Victim Connected To UCR OFFENSE CODE (#5)	53-55	3	Same as above.
24 Victim Connected To UCR OFFENSE CODE (#6)	56-58	3	Same as above.
24 Victim Connected To UCR OFFENSE CODE (#7)	59-61	3	Same as above.
24 Victim Connected To UCR OFFENSE CODE (#8)	62-64	3	Same as above.
24 Victim Connected To UCR OFFENSE CODE (#9)	65-67	3	Same as above.
24 Victim Connected To UCR OFFENSE CODE (#10)	68-70	3	Same as above.
25 TYPE OF VICTIM	71	1	Valid Codes: I, B, F, G, L, R, S, O, and U.
26 AGE OF VICTIM or RANGE	72-75	4	For an exact age use only positions 72-73 (leave 74-75 blank) and enter age in years as 01-98, NN, NB, BB, 99, or 00; or use positions 72-75 for an age range such as 25 to 30 years (2530).
27 SEX OF VICTIM	76	1	Valid Codes: M, F, and U.
28 RACE OF VICTIM	77	1	Valid Codes: W, B, I, A, P, and U.
29 ETHNICITY OF VICTIM	78	1	Valid Codes: H, N, and U.
30 RESIDENT STATUS OF VICTIM	79	1	Valid Codes: R, N, and U.
NOTE: Data Element 31 occurs two times.			
31 AGGRAVATED ASSAULT/HOMICIDE CIRCUMSTANCES (#1)	80-81	2	Valid Codes: 01-10, 20-21, and 30-34.
31 AGGRAVATED ASSAULT/HOMICIDE CIRCUMSTANCES (#2)	82-83	2	Valid Codes: 01-10, 20-21, and 30-34.
32 ADDITIONAL JUSTIFIABLE HOMICIDE CIRCUMSTANCES	84	1	Valid Codes: A-G.
NOTE: Data Element 33 occurs five times.			
33 TYPE INJURY (#1)	85	1	Valid Codes: N, B, I, L, M, O, T, and U.
33 TYPE INJURY (#2)	86	1	Same as above.
33 TYPE INJURY (#3)	87	1	Same as above.
33 TYPE INJURY (#4)	88	1	Same as above.
33 TYPE INJURY (#5)	89	1	Same as above.
Enter Data Elements 34 and 35 only if one or more of the offenses entered into Data Element 24 [Victim Connected to UCR Offense Code(s)] is a "Crime Against Person". Robbery			NOTE: Data Elements 34-35 are a GROUP occurring 10 times.

Offenses (120) also require relationships.			
34 OFFENDER NUMBERS TO BE RELATED (#1)	90-91	2	Valid Values: 01-99; or 00 if the only Offender Segment submitted was a dummy segment.
35 RELATIONSHIPS VICTIM TO OFFENDERS (#1)	35 92-93	2	Valid Codes: SE, CS, PA, SB, CH, GP, GC, IL, SP, SC, SS, OF, VO, AQ, FR, NE, BE, BG, CF, HR, XS, EE, ER, OK, RU, and ST.
REPEAT 34-35 Occurrence #2	94- 97		Same as above.
REPEAT 34-35 Occurrence #3	98-101		Same as above.
REPEAT 34-35 Occurrence #4	102-105		Same as above.
REPEAT 34-35 Occurrence #5	106-109		Same as above.
REPEAT 34-35 Occurrence #6	110-113		Same as above.
REPEAT 34-35 Occurrence #7	114-117		Same as above.
REPEAT 34-35 Occurrence #8	118-121		Same as above.
REPEAT 34-35 Occurrence #9	122-125		Same as above.
REPEAT 34-35 Occurrence #10	126-129		Same as above.
25A TYPE OF ACTIVITY (Officer)/CIRCUMSTANCES	130-131	2	Valid Codes: 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, and 11.
25B ASSIGNMENT TYPE (Officer)	132	1	Valid Codes: F, G, H, I, J, K, and L.
25C ORI-Other Jurisdiction (Officer)	133-141	9	Valid ORI Number.

Level 5 -- Offender Segment

There is one Offender Segment per offender.

CODE VALUES: Refer to Data Element Definitions and Values for a definition of codes and what they represent for each data element.

DATA NAME	RECORD POSITION	DATA LEN	DESCRIPTION
RECORD DESCRIPTOR	1-4	4	Must have value of "0046"
SEGMENT LEVEL	5	1	Valid Code: 5.
SEGMENT ACTION TYPE	6	1	Valid Codes: I.
MONTH	7-8	2	Valid Codes: 01-12
YEAR	9-12	4	Must be valid 4 digit year.
FILLER	13-16	4	Must be left blank.
1 ORI NUMBER	17-25	9	Valid NCIC ORI number.
2 INCIDENT NUMBER	26-37	12	Left-justified with blank right-fill.
36 OFFENDER (SEQUENCE) NUMBER	38-39	2	Valid Values: 01-99; or 00 if nothing is known about the offender.
37 AGE OF OFFENDER	40-43	4	For an exact age use only positions 40-41 (leave 42-43 blank) and enter age in years as 01-98, 99, 00; or use positions 40-43 for an age range such as 25 to 30 years (2530).
38 SEX OF OFFENDER	44	1	Valid Codes: M, F, and U.
39 RACE OF OFFENDER	45	1	Valid Codes: W, B, I, A, P, and U.

39A ETHNICITY OF OFFENDER	46	1	Valid Codes: H, N, and U
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Level 6 -- Arrestee Segment

There is one Arrestee Segment per arrestee. If the apprehension of this arrestee will result in the submission of Arrestee Segments for more than one incident within the jurisdiction served by the reporting agency, enter "M" = Multiple into Data Element 44 (Multiple Arrestee Segments Indicator) on all Arrestee Segments except one; enter "C" = Count Arrestee on the one not containing "M" = Multiple. If multiple Arrestee Segments are not involved, enter "N" = Not Applicable.

CODE VALUES: Refer to Data Element Definitions and Values for a definition of codes and what they represent for each data element.

DATA NAME	RECORD POSITION	DATA LEN	DESCRIPTION
RECORD DESCRIPTOR	1-4	4	Must have value of "0110"
SEGMENT LEVEL	5	1	Valid Code: 6.
SEGMENT ACTION TYPE	6	1	Valid Codes: I, A, and W.
MONTH	7-8	2	Valid Codes: 01-12
YEAR	9-12	4	Must be valid 4 digit year.
FILLER	13-16	4	Must be left blank.
1 ORI NUMBER	17-25	9	Valid NCIC ORI number.
2 INCIDENT NUMBER	26-37	12	Left-justified with blank right-fill.
40 ARRESTEE (SEQUENCE) NUMBER	38-39	2	Valid Values: 01-99.
41 ARREST (TRANSACTION) NUMBER	40-51	12	Left-justified with blank right-fill.
42 ARREST DATE	52-59	8	In the format of YYYYMMDD, e.g., 19950229.
43 TYPE OF ARREST	60	1	Valid Codes: O, S, and T.
44 MULTIPLE ARRESTEE SEGMENTS INDICATOR	61	1	Valid Codes: M, C, and N.
45 UCR ARREST OFFENSE CODE	62-64	3	Valid Codes: See Data Element Definitions and Values - 6 UCR Offense Code.
NOTE: Data Element 46 occurs two times.			
46 ARRESTEE WAS ARMED WITH (#1)	65-66	2	Valid Codes: 01 and 11-17.
AUTOMATIC WEAPON INDICATOR (#1)	67	1	Enter "A" if the weapon entered above is automatic.
46 ARRESTEE WAS ARMED WITH (#2)	68-69	2	Same as above.
AUTOMATIC WEAPON INDICATOR (#2)	70	1	Same as above.
47 AGE OF ARRESTEE	71-74	4	For an exact age use only positions 71-

			72 (leave 73-74 blank) and enter age in years as 01-98, or 99, or 00; or use positions 71-74 for an age range such as 25 to 30 years (2530).
48 SEX OF ARRESTEE	75	1	Valid Codes: M and F.
49 RACE OF ARRESTEE	76	1	Valid Codes: W, B, I, A, P, and U.
50 ETHNICITY OF ARRESTEE	77	1	Valid Codes: H, N, and U.
51 RESIDENT STATUS OF ARRESTEE	78	1	Valid Codes: R, N, and U.
52 DISPOSITION OF ARRESTEE UNDER 18	79	1	Valid Codes: H and R.
THE DATA THAT FOLLOW ARE APPLICABLE ONLY WHEN A SEGMENT ACTION TYPE "W" SEGMENT IS BEING SUBMITTED OR IS BEING MODIFIED:			
CLEARANCE INDICATOR	80	1	Valid Code: "Y" = Yes (clears the case) "N" = No (already cleared).
NOTE: Data Element 6 occurs 10 times.			
6 UCR OFFENSE CODE (#1)	81-83	3	Valid Offense Code.
6 UCR OFFENSE CODE (#2)	84-86	3	Valid Offense Code.
6 UCR OFFENSE CODE (#3)	87-89	3	Valid Offense Code.
6 UCR OFFENSE CODE (#4)	90-92	3	Valid Offense Code.
6 UCR OFFENSE CODE (#5)	93-95	3	Valid Offense Code.
6 UCR OFFENSE CODE (#6)	96-98	3	Valid Offense Code.
6 UCR OFFENSE CODE (#7)	99-101	3	Valid Offense Code.
6 UCR OFFENSE CODE (#8)	102-104	3	Valid Offense Code.
6 UCR OFFENSE CODE (#9)	105-107	3	Valid Offense Code.
6 UCR OFFENSE CODE (#10)	108-110	3	Valid Offense Code.

Level 7 -- Group "B" Arrest Report Segment

One Group "B" Arrest Report is to be submitted for each person arrested for a Group "B" offense.

CODE VALUES: Refer to Data Element Definitions and Values for a definition of codes and what they represent for each data element.

DATA NAME	RECORD POSITION	DATA LEN	DESCRIPTION
RECORD DESCRIPTOR	1-4	4	Must have value of "0066"
SEGMENT LEVEL	5	1	Valid Code: 7.
SEGMENT ACTION TYPE	6	1	Valid Codes: A, M, and D.
MONTH	7-8	2	Valid Codes: 01-12.
YEAR	9-12	4	Must be valid 4 digit year.
FILLER	13-16	4	Must be left blank.
1 ORI NUMBER	17-25	9	Valid NCIC ORI number.
41 ARREST (TRANSACTION) NUMBER	26-37	12	Left-justified with blank right-fill.
40 ARRESTEE (SEQUENCE) NUMBER	38-39	2	Valid Values: 01-99.

42 ARREST DATE	40-47	8	In the format of YYYYMMDD, e.g., 19950229.
43 TYPE OF ARREST	48	1	Codes: O, S, and T.
45 ARREST OFFENSE CODE	49-51	3	Valid Codes: See Data Element Definitions and Values - 6 UCR Offense Code
NOTE: Data Element 46 occurs two times.			
46 ARRESTEE WAS ARMED WITH (#1)	52-53	2	Valid Codes: 01 and 11-17.
AUTOMATIC WEAPON INDICATOR (#1)	54	1	Enter "A" if the weapon entered above is automatic.
46 ARRESTEE WAS ARMED WITH (#2)	55-56	2	Save as above.
AUTOMATIC WEAPON INDICATOR (#2)	57	1	Same as above.
47 AGE OF ARRESTEE	58-61	4	For an exact age use only positions 58-59 (leave 60-61 blank) and enter age in years as 01-98, 99, 00; or use positions 58-61 for an age range such as 25 to 30 years (2530).
48 SEX OF ARRESTEE	62	1	Valid Codes: M and F.
49 RACE OF ARRESTEE	63	1	Valid Codes: W, B, I, A, P, and U.
50 ETHNICITY OF ARRESTEE	64	1	Valid Codes: H, N, and U.
51 RESIDENT STATUS OF ARRESTEE	65	1	Valid Codes: R, N, and U.
52 DISPOSITION OF ARRESTEE UNDER 18	66	1	Valid Codes: H and R.

Level 0 -- Zero-Reporting Segment

One record is to be submitted for each month that a reporting agency has responded that no crime occurred within the local agency's jurisdiction. Refer to Section 8 (Zero-Reporting) for guidelines on submission of this data record.

DATA NAME	RECORD POSITION	DATA LEN	DESCRIPTION
RECORD DESCRIPTOR	1-4	4	Must have value of "0043"
SEGMENT LEVEL	5	1	Valid Code: 0.
SEGMENT ACTION TYPE	6	1	Valid Codes: A or D.
MONTH	7-8	2	Valid Codes: 01-12.
YEAR	9-12	4	Must be valid 4 digit year.
FILLER	13-16	4	Must be left blank.
1 ORI NUMBER	17-25	9	Valid NCIC ORI number.
2 INCIDENT NUMBER	26-37	12	All zeros, i.e., 000000000000.
ZERO-REPORT MONTH	38-39	2	Valid values: (01-12) This is the month in which there was no reported crime.
ZERO-REPORT YEAR	40-43	4	This is the year in which there was no reported crime - e.g., 1995.

Data Element Definitions and Values

Data elements are the data fields used in NIBRS to describe the victims, offenders, arrestees, and circumstances of criminal incidents and arrests. There are 62 data elements. Some are required to be reported. Others may be reported at the option of the agency submitting the report.

The data elements and data values listed are used for reporting incidents and arrests involving Group “A” offenses and for reporting arrests involving Group “B” offenses.

Whether or not a data element is used in only the Group “A” Incident Report or both the Group “A” Incident Report and the Group “B” Arrest Report is indicated by the following parenthetical indicators in each data element description:

Used In	Indicator
Group “A” Incident Report (only)	(A)
Group “A” and “B” Reports (both)	(A & B)

WASPC data collection guidelines follow those found in the FBI NIBRS *Technical Specification, Version 3.0*, <https://ucr.fbi.gov/technical-specifications>; the only exceptions are:

- Data Element 6: Additional Group A Offense Code 500, Violation of No Contact/Protection Order
- Data Element 8A - Bias Motivation: Additional Data Value 53 = Anti-Sensory Disability
- Data Element 12: Gang Involvement indicator is Mandatory
- Data Element 53: Domestic Violence Indicator
- Data Element 54: Incident Address (for Crime Mapping)
- Data Element 55: Incident Address City (for Crime Mapping)
- Data Element 56: Incident Address State = WA (for Crime Mapping)
- Data Element 57: Incident Address Zip Code (for Crime Mapping)
- Data Element 58: Incident Latitude (for Crime Mapping)
- Data Element 59: Incident Longitude (for Crime Mapping)

A description of each data element appears on the following pages.

1 - ORI Number, 9 characters (A & B): This is the unique nine-character NCIC Originating Agency Identifier (ORI) Number that has been assigned to each agency. It must be included in each Group “A” Incident Report Segment or Group “B” Arrest Report.

2 - Incident Number, 12 characters (A): This is the number assigned by the reporting agency to each Group “A” Incident Report to uniquely identify an incident, e.g., the Originating Agency Case (OCA) Number. The number can be up to 12 characters in length. The Incident Number must be included in each segment of the Group “A” Incident Report.

2A - Cargo Theft, 1 character (A): This data element is to be used to indicate whether or not the incident involved a cargo theft. This data element can only be entered when the incident has at least one of the following offenses:

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

Allowed entries (Enter only one):

- N = No
- Y = Yes

NOTE: If multiple offenses occurred within an incident and one was associated with a cargo theft, then Y = Yes must be entered.

The definition of Cargo Theft is the criminal taking of any cargo including, but not limited to, goods, assets, 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 navigation facility, or from any intermodal container, intermodal chassis, trailer, container 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.

3 - Incident Date/Hour, 11 characters (A): This data element must be included in each Group "A" Incident Report. It must be used to enter the month, day, year, and hour (MM/DD/YYYY/HH) when the incident occurred or started or the beginning of the time period in which it occurred (as appropriate). Military 24-hour time must be used. If the Incident Date is unknown, the date of the report with the indicator R = Report should be entered. If the Incident Hour is unknown, the hour should be left blank or the hour can be estimated; however, when Data Element 25 (Type of Victim) = L (Law Enforcement Officer) then Data Element 3 (Incident Date/Hour) *must be populated with a valid hour (00-23)*.

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, it is to be considered to have occurred at the beginning of the next day, as if the crime occurred at 1 minute past midnight. Therefore, 00 must be entered for the hour, along with the next day's date.

4 - Cleared Exceptionally, 1 character (A): This data element must be included in each Group "A" Incident Report. It is used to indicate whether or not the incident was cleared exceptionally. If not, N = Not Applicable must be entered. In a multiple-offense incident, the exceptional clearance of one offense clears the entire incident. An incident cannot be cleared exceptionally if it was previously or at the same time cleared by an arrest, i.e., if an Arrestee Segment was or is being submitted.

To clear an offense by exceptional means, all of the following four (4) conditions must be met:

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

Allowed entries (Enter only one):

- A = Death of Offender
- B = Prosecution Declined (by the prosecutor for other than lack of probable cause)
- C = In Custody of Other Jurisdiction
- 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)

NOTE: The clearance of an incident should not be confused with closing an investigation.

5 - Exceptional Clearance Date, 8 characters (A): If an incident was cleared by exceptional means i.e., a code other than N was entered into Data Element 4, the month, day, and year (MM/DD/YYYY) when the incident was cleared must be entered into this data element.

6 - UCR Offense Code, 3 characters (A & B): This data element must be used to enter the UCR Offense Codes of the up to ten (10) most serious (as determined by the reporting agency) Group "A" offenses involved in the incident. There are fifty-three (53) possible Group "A" Offense Code entries. A separate Offense Segment, containing Data Elements 6 through 13, must be submitted for each reported Group "A" Offense Code involved in the incident. Only one (1) Offense Segment can be submitted for each reported UCR Offense Code even though there may have been more than one victim of the crime. At least one (1) Offense Segment must be included in a Group "A" Incident Report.

Group "A" Offenses

Offense	Crime Against	Code
Animal Cruelty	Society	720
Arson	Property	200
Assault Offenses:		
Aggravated Assault	Person	13A
Simple Assault	Person	13B
Intimidation	Person	13C
Bribery	Property	510
Burglary/Breaking & Entering	Property	220
Counterfeiting/Forgery	Property	250
Destruction/Damage/Vandalism of Property	Property	290
Drug/Narcotic Offenses:		
Drug/Narcotic Violations	Society	35A
Drug Equipment Violations	Society	35B
Embezzlement	Property	270
Extortion/Blackmail	Property	210
Fraud Offenses:		
False Pretenses/Swindle/Confidence Game	Property	26A
Credit Card/Automatic Teller Machine	Property	26B
Impersonation	Property	26C
Welfare Fraud	Property	26D
Wire Fraud	Property	26E
Identity Theft	Property	26F
Hacking/Computer Invasion	Property	26G
Gambling Offenses:		
Betting/Wagering	Society	39A
Operating/Promoting/Assisting Gambling	Society	39B
Gambling Equipment Violations	Society	39C
Sports Tampering	Society	39D
Homicide Offenses:		
Murder & Non-negligent Manslaughter	Person	09A
Negligent Manslaughter	Person	09B
Justifiable Homicide	Not a Crime	09C
Human Trafficking:		
Commercial Sex Acts	Person	64A
Involuntary Servitude	Person	64B
Kidnapping/Abduction	Person	100
Larceny/Theft Offenses:		
Pocket-picking	Property	23A
Purse-snatching	Property	23B
Shoplifting	Property	23C
Theft From Building	Property	23D
Theft From Coin-Operated Machine or Device	Property	23E
Theft From Motor Vehicle	Property	23F
Theft of Motor Vehicle Parts or	Property	23G

Accessories		
All Other Larceny	Property	23H
Motor Vehicle Theft	Property	240
Pornography/Obscene Material	Society	370
Prostitution Offenses:		
Prostitution	Society	40A
Assisting or Promoting Prostitution	Society	40B
Purchasing Prostitution	Society	40C
Robbery	Property	120
Sex Offenses:		
Rape	Person	11A
Sodomy	Person	11B
Sexual Assault with an Object	Person	11C
Fondling	Person	11D
Sex Offenses, Non-Forcible:		
Incest	Person	36A
Statutory Rape	Person	36B
Stolen Property Offenses	Property	280
Weapon Law Violations	Society	520
<i>Violation of No Contact/Protection Orders</i>	Person	500*

*Washington-specific offense code

Group "B" Offenses

Offense	Code
Bad Checks	90A
Curfew/Loitering/Vagrancy Violations	90B
Disorderly Conduct	90C
Driving Under the Influence	90D
Drunkenness	90E
Family Offenses, Nonviolent	90F
Liquor Law Violations	90G
Peeping Tom	90H
Trespass of Real Property	90J
All Other Offenses	90Z

7 - Offense Attempted/Completed, 1 character (A): This data element must be used to indicate whether each offense in the incident was completed or merely attempted. If there was more than one occurrence of the same UCR Offense within an incident and one was completed, then C = Completed must be entered.

Attempted Murder must be reported as Aggravated Assault and all Assault Offenses must be coded as C = Completed.

Allowed Entries (Enter only one):

A = Attempted

C = Completed

8 - Offender(s) Suspected of Using, 1 character (A): This data element must be used 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 of using a computer, computer terminal, or other computer equipment to perpetrate the crime. Up to three entries can be made.

If the reporting officer did not indicate that any of the offender(s) were suspected of using alcohol, computer equipment, or drugs/narcotics, then N = Not Applicable must be entered.

Allowed entries (Enter up to three):

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

8A - Bias Motivation, 2 characters (A): This data element must be used to indicate whether or not the offense was motivated by bias and, if so, what kind. Because of the difficulty of ascertaining the offender's subjective motivation, bias must be reported only if investigation reveals sufficient objective facts to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias against race, religion, disability, ethnicity, or sexual orientation. Up to five Bias Motivations can be reported, however, the first Bias Motivation is mandatory.

Race/Ethnicity/Ancestry:

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

Religion:

- 21 = Anti-Jewish
- 22 = Anti-Catholic
- 23 = Anti-Protestant
- 24 = Anti-Islamic (Muslim)
- 25 = Anti-Other Religion
- 26 = Anti-Multiple Religions, Group
- 27 = Anti-Atheism/Agnosticism
- 28 = Anti-Mormon
- 29 = Anti-Jehovah's Witness
- 81 = Anti-Eastern Orthodox (Russian, Greek, Other)

82 = Anti-Other Christian
83 = Anti-Buddhist
84 = Anti-Hindu
85 = Anti-Sikh

Sexual Orientation:

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

Disability Bias:

51 = Anti-Physical Disability
52 = Anti-Mental Disability
53 = *Anti-Sensory Disability**

Gender Bias:

61 = Anti-Male
62 = Anti-Female

Gender Identity:

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

None/Unknown:

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

In NIBRS, incidents that do not involve any facts indicating biased 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) must be reported as 99 = Unknown.

* Washington-specific bias motivation

NOTE: Anti-gender data values were reversed prior to 2017.

9 - Location Type, 2 characters (A): This data element is to be used to report the type of location/premises where each offense took place. Only one location can be entered for each offense.

Allowed entries (Enter only one):

01 = Air/Bus/Train Terminal (airports; bus, boat, ferry, or train stations and terminals).
02 = Bank/Savings and Loan (includes other financial institutions whether in a separate building or inside of another store).

- 03 = Bar/Nightclub (establishments that are primarily for entertainment, dancing, and the consumption of alcoholic beverages).
- 04 = Church/Synagogue/Temple (buildings for public religious activities, meetings, or worship).
- 05 = Commercial/Office Building (establishment that pertain to commerce and trade).
- 06 = Construction Site (includes all buildings/locations that are under some type of construction).
- 07 = Convenience Store (establishments that are primarily for convenience shopping, e.g. stores that include the sale of other items as well as gasoline or vehicle repairs).
- 08 = Department/Discount Store (establishments that sell a wide range of goods such as Target, Wal-Mart, Fred Meyer, etc.; this does not include shopping malls).
- 09 = Drug Store/Doctor's Office/Hospital (includes medical supply companies, buildings, and stores that are primarily considered pharmacies).
- 10 = Field/Woods (areas that are primarily open fields or wooded areas; this category does not include parks).
- 11 = Government/Public Building (buildings that are used for local, state, federal businesses, or public businesses).
- 12 = Grocery/Supermarket (establishments that are used for the buying/selling of food items, etc.).
- 13 = Highway/Road/Alley (open public ways for the passage of vehicles, people, and animals).
- 14 = Hotel/Motel/Etc. (includes other temporary lodgings. This category 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).
- 17 = Liquor Store (establishments that are primarily used for the buying/selling of alcoholic beverages).
- 18 = Parking Lot/Garage (areas that are primarily used for parking motorized vehicles).
- 19 = Rental Storage Facility (includes mini-storage and self-storage buildings).
- 20 = Residence/Home (permanent residences; includes apartments, condominiums, townhouses, residential driveways and yards, and nursing homes).
- 21 = Restaurant (includes cafeterias; any commercial establishments that serve meals or refreshments).
- 22 = School/College (includes universities. *Use only if your RMS is not capable of reporting either 52 or 53*).
- 23 = Service/Gas Station (establishments where motor vehicles are serviced and gasoline, oil, etc. are sold).
- 24 = Specialty Store (includes fur stores, jewelry stores, TV stores, and clothing stores, etc.).
- 25 = Other/Unknown (any locations which are not specifically described above or when the actual location of the incident is unknown).
- 37 = Abandoned/Condemned Structure (buildings or structures which are completed but have been abandoned by the owner and are no longer being used).

- 38 = Amusement Park (indoor or outdoor 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 Machine Separate from Bank (machines that provide the ability to make deposits and/or withdrawals using a bank card. If located at a banking facility, use 02 = Bank/Savings and Loan).
- 41 = Auto Dealership New/Used (businesses specifically designed for selling new and used motor vehicles).
- 42 = Camp/Campground (areas used for setting up camps, including tent and recreational vehicle campsites).
- 44 = Daycare Facility (child or adult care; facilities designed to provide supervision, recreation, and/or meals during the daytime for adults or children).
- 45 = Dock/Wharf/Freight/Modal Terminal (platforms at which trucks, ships, or trains load or unload cargo).
- 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; includes grain bins).
- 47 = Gambling Facility/Casino/Race Track (indoor or outdoor facilities used to legally bet on uncertain outcomes of games of chance, contests, and/or races).
- 48 = Industrial Site (manufacturing locations, factories, mills, plants, etc., specifically designed for the manufacturing of goods).
- 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).
- 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; includes community colleges and/or trade schools).
- 53 = School-Elementary/Secondary (institutions for the instruction of children from preschool through 12th grade).
- 54 = Shelter-Mission/Homeless (establishments that provide temporary housing for homeless individuals and/or families).
- 55 = Shopping Mall (shopping areas and/or centers with multiple stores and/or businesses; includes strip malls).
- 56 = Tribal Lands (Native American reservations, communities, and/or trust lands).
- 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).
- 58 = Cyberspace (a virtual or Internet-based network of two or more computers in separate locations, which communicate either through wireless or wire connections).

10 - Number of Premises Entered, 2 characters (A) (Mandatory only if the offense is Burglary and the “Hotel Rule” applies): This data element is to be used only if the offense code

is 220-Burglary/B&E and the Hotel Rule is applicable. In such cases, the number of structures (premises) entered must be reported.

The Hotel Rule applies to temporary lodgings or rental storage facilities, e.g. mini-storage or self-storage buildings; according to the FBI guidelines, if a number of units under a single manager are burglarized and the offenses are most likely to be reported by the manager rather than the individual tenants, the burglary should be scored as one offense. The total number (up to 99) of individual rooms, units, suites, storage compartments, etc. entered must be reported in this data element.

11 - Method of Entry, 1 character (A) (Mandatory only if the offense is Burglary): This data element must be used only if the offense is 220-Burglary/B&E. It reports whether Force or No Force was used by the burglar(s) to enter the structure. A forced entry is when force of any degree or a mechanical contrivance of any kind (including a passkey or skeleton key) was used to unlawfully enter a building or other structure. An unforced entry is one when the unlawful entry was achieved without force through an unlocked door or window. If both forced and unforced entries were involved in the crime, the entry must be reported as F = Force since the entry was accomplished through Force.

Allowed entries (Enter one if Burglary/B&E):

F = Force

N = No Force

12 - Type Criminal Activity/Gang Information, 1 character (A) (Mandatory for certain offenses):

This data element *must be used* to provide additional information on the **Criminal Activity** of the offender(s) in incidents involving:

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

Allowed entries (Enter up to three):

A = *For Animal Cruelty only*: Simple/Gross Neglect (failure to provide food, water, shelter, veterinary care, or intentionally or knowingly withholding food or water)

B = Buying/Receiving

C = Cultivating/Manufacturing/Publishing (i.e., production of any type)

D = Distributing/Selling

E = Exploiting Children

F = *For Animal Cruelty only*: Organized Abuse (Dog Fighting and Cock Fighting)

I = *For Animal Cruelty only*: Intentional Abuse and Torture

O = Operating/Promoting/Assisting
P = Possessing/Concealing
S = *For Animal Cruelty only*: Animal Sexual Abuse (Bestiality)
T = Transporting/Transmitting/Importing
U = Using/Consuming

Also, this data element *must be used* to provide information about **Gang Involvement** for the offender(s) in the following incidents:

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

Allowed entries (Enter up to two):

J = Juvenile Gang
G = Other Gang
N = None/Unknown

13 - Type Weapon/Force Involved, 3 characters (A) (Mandatory for certain offenses): This data element must be used to enter the type(s) of weapon(s) or force used by the offender(s) in committing 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

Up to three (3) types of weapons/force can be entered for each of the offenses listed above. If the weapon was an automatic firearm, an “A” must be added as a suffix to its code, e.g., 13A = Automatic Rifle.

NOTE: An “Automatic Firearm” is defined as any firearm which shoots or is designed to shoot more than one shot at a time by a single pull of the trigger without manual reloading.

Allowed entries (Enter up to three):

- 11 = Firearm (type not stated)
- 12 = Handgun
- 13 = Rifle
- 14 = Shotgun
- 15 = Other Firearm
- 20 = Knife/Cutting Instrument (e.g., ax, ice pick, screwdriver, or switchblade)
- 30 = Blunt Object (e.g., club, hammer, etc.)
- 35 = Motor Vehicle (when used as a weapon)
- 40 = Personal Weapons (i.e., hands, feet, teeth, etc.)
- 50 = Poison
- 60 = Explosives
- 65 = Fire/Incendiary Device
- 70 = Drugs/Narcotics/Sleeping Pills
- 85 = Asphyxiation (by drowning, strangulation, suffocation, gas, etc.)
- 90 = Other (any weapon or force, including deadly diseases, not fitting the above specifically coded weapons/force)
- 95 = Unknown
- 99 = None

14 - Type of Property Loss, Recovery, Etc., 1 character (A) (Mandatory for certain offenses): This data element must be used to describe the type(s) of property loss, recovery, seizure, etc., which occurred in an incident. A separate Property Segment containing Data Elements 14 through 22 must be submitted for each Type of Loss, etc., when the incident involved one or more of the following offenses:

- 100 Kidnapping/Abduction
- 120 Robbery
- 200 Arson
- 210 Extortion/Blackmail
- 220 Burglary/B&E
- 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 (Receiving, etc.)
- 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

The types of offenses in the incident (e.g., Arson, Bribery, Burglary/B&E, Counterfeiting/Forgery, or Larceny/Theft) determine which type(s) of loss/etc. and data elements apply. The types of property loss/etc. and data elements applicable to individual Group “A” offenses are designated under heading of Offense Definitions beginning on page 6.

Allowed entries (Enter one per Property Segment):

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

NOTE: An agency should report property stolen in its jurisdiction. Likewise, the agency that reported the property stolen should also report the property recovered.

15 - Property Description, 2 characters (A) (Mandatory under certain circumstances): This data element must be used to enter descriptions of the property that was burned, counterfeited, destroyed/damaged/vandalized, etc., as a result of the incident.

Up to ten (10) property descriptions can be entered for each Property Segment (i.e., each type of property loss/etc.) involved in the incident. If more than ten (10) types of property are involved, the nine (9) most valuable types of property must be entered and the remaining types of property must be combined and entered as 77 = Other.

Allowed entries (Enter up to ten per Property Segment):

- 01 = Aircraft (any machines or devices capable of atmospheric flight; includes airplanes, helicopters, dirigibles, gliders, ultralight, hot air balloons, etc. This category does not include toy planes).
- 02 = Alcohol (any intoxicating liquors containing alcohol used for human consumption; includes alcoholic beverages, e.g. beer, wine, liquor. Denatured alcohol should be classified under chemicals or fuel).
- 03 = Automobiles (any passenger vehicles designed for operation on ordinary roads and typically having four (4) wheels and a motor, with the primary purpose of transporting people other than public transportation; includes sedans, coupes, station wagons, convertibles, taxicabs, and other similar motor vehicles).
- 04 = Bicycles (includes tandem bicycles, unicycles, and tricycles).
- 05 = Buses (motor vehicles that are specifically designed, but not necessarily used, to transport groups of people on a commercial basis; includes school/coach/tourist buses, trolleys, or commercial vans).
- 06 = Clothes/Furs (wearing apparel for human use, including accessories such as belts, shoes, scarves, ties, etc.).
- 07 = Computer Hardware/Software (electrical components making up a computer system or written programs, procedures, or rules and associated documentation pertaining to the operation of a computer system and that are stored in read/write memory; includes computers, printers, storage media, video games, video consoles, and software packages).
- 08 = Consumable Goods (expendable items used by humans for nutrition, enjoyment, or hygiene, i.e., food, beverages, grooming products, cigarettes, gasoline, firewood, etc.).
- 09 = Credit/Debit Cards (includes Automatic Teller Machine cards).
- 10 = Drugs/Narcotics (substances such as narcotics or hallucinogens that affect the central nervous system, causing changes in behavior and often addiction; includes prescription, over the counter, or legal and illegal drugs).
- 11 = Drug/Narcotic Equipment (articles, items, products, etc. used to prepare and consume drugs or narcotics; includes glass pipes, bongs, pop cans, meth labs, etc.).
- 12 = Farm Equipment (tractors, combines, etc.).
- 13 = Firearms (weapons that fire a projectile by force of an explosion, i.e., handguns, rifles, shotguns, etc., but not "BB," pellet, or gas-powered guns).
- 14 = Gambling Equipment (gambling paraphernalia; any equipment or devices used to produce, manufacture, operate gambling; includes slot machines, keno, card tables, poker chips, bingo, raffles, etc.).
- 15 = Heavy Construction/Industrial Equipment (large-scale equipment used in the construction of buildings, roads, etc.; includes cranes, bulldozers, steamrollers, oil-drilling rigs, etc.).
- 16 = Household Goods (items which would normally be used to furnish a residence; includes beds, chairs, desks, sofas, tables, refrigerators, stoves, washers/dryers, air conditioning and heating equipment, or small appliances, etc. This category does not include radios, televisions, DVDs, etc.).

- 17 = Jewelry/Precious Metals/Gems (articles of gold, silver, precious stones, etc. for personal adornment; includes bracelets, necklaces, rings, watches, etc. and gold, silver, platinum, etc.).
- 18 = Livestock (domesticated animals raised for home use or profit; includes living farm animals, i.e., cattle, chickens, hogs, horses, sheep, etc.; includes household pets only if commercially raised for profit.).
- 19 = Merchandise (items exposed for sale; use specific category if possible).
- 20 = Money (legal tender, i.e., coins and paper currency).
- 21 = Negotiable Instruments (any documents, other than currency, that are payable without restriction. An unconditional promise or order of payment to a holder upon issue, possession, on demand, or at a specific time; includes endorsed checks, endorsed money orders, endorsed traveler's checks, and bearer checks and bonds).
- 22 = Non-Negotiable Instruments (documents requiring further action to become negotiable, e.g., unendorsed checks and unendorsed money orders, blank checks, stocks, and bonds).
- 23 = Office-type Equipment (items which would normally be used in an office/business setting; includes typewriters, adding machines, calculators, cash registers, copying machines, etc.).
- 24 = Other Motor Vehicles (motorized vehicles that do not fit the definition of automobile, bus, truck, or recreational vehicle. includes, motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, and golf carts).
- 25 = Purses/Handbags/Wallets (bags or pouches used for carrying articles such as money, wallets, keys, and other miscellaneous items; includes briefcases, fanny packs, and backpacks when used as a purse/wallet).
- 26 = Radios/TVs/VCRs (includes radios, televisions, videotape recorders, high fidelity and stereo equipment, compact disc players, cameras, iPods, etc. Do not include radios or stereos that are installed in a vehicle).
- 27 = Recordings - Audio/Visual (phonograph records, compact disks, tape recordings, cassettes, 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).
- 29 = Structures - Single Occupancy Dwellings (houses, townhouses, duplexes, mobile homes, or other private dwellings that are occupied by a single person, family, housemates, or other group).
- 30 = Structures - Other Dwellings (any other residential dwellings not meeting the definition of Single Occupancy Dwellings, e.g., apartments, tenements, flats, boarding houses, and dormitories, as well as temporary living quarters, such as hotels, motels, and inns).
- 31 = Structures - Other Commercial/Business (stores, office buildings, restaurants, etc.).
- 32 = Structures - Industrial/Manufacturing (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.; includes colleges, hospitals, jails, libraries, meeting halls, passenger terminals, religious buildings, schools, sports arenas, etc.).
- 34 = Structures - Storage (barns, garages, storehouses, warehouses, etc.).

- 35 = Structures - Other (any other structures not fitting the other Structures descriptions, e.g., outbuildings, monuments, buildings under construction, etc.).
- 36 = Tools (hand tools and power tools).
- 37 = Trucks (motor vehicles which are specifically designed but not necessarily used to transport cargo or loads).
- 38 = Vehicle Parts/Accessories (items attached to the inside or outside of a motor vehicle; including motor vehicle batteries, engines, transmissions, heaters, hubcaps, tires, manufacturers' emblems, license plates, sideview mirrors, radios, antennas, tape decks, GPS, etc.).
- 39 = Watercraft (motorboats, sailboats, houseboats, etc.).
- 41 = Aircraft Parts/Accessories (parts or accessories of an aircraft, whether inside or outside. This category does not include aircrafts that are intact or model/toy planes).
- 42 = Artistic Supplies/Accessories (items or equipment used to create or maintain paintings, sculptures, crafts, etc.).
- 43 = Building Materials (items used to construct buildings; includes lumber, concrete, gravel, drywall, bricks, plumbing supplies, uninstalled windows, uninstalled doors, etc. This category is not to be used when items are stolen from a completed building. This category does not include copper wire. See 71 = Metals, Non-Precious).
- 44 = Camping/Hunting/Fishing Equipment/Supplies (items, tools, or objects used for recreational camping, hunting, or fishing; includes tents, camp stoves, fishing poles, sleeping bags, etc. Rifles, pistols, and shotguns should be listed under 13 = Firearms).
- 45 = Chemicals (substances with distinct molecular compositions that are produced by or used in chemical processes; includes herbicides, insecticides, industrial or household products, solvents, fertilizers, lime, antifreeze, mineral oil, paint thinners, etc., except when used in conjunction with illegal drug activity, which would be classified as 10 = Drug/Narcotics or 11 = Drug/Narcotic Equipment).
- 46 = Collections/Collectibles (objects that are collected because they arouse interest due to being novel, rare, bizarre, or valuable; includes art objects and stamp/baseball/comic book collections. Report a specific category, if possible. For example, the theft of a collection of old guns should be 13 = Firearms).
- 47 = Crops (cultivated plants or agricultural produce grown for commercial, human, or livestock consumption and use usually sold in bulk; includes grains, fruits, vegetables, tobacco, and cotton).
- 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. This category does not include identity documents).
- 49 = Explosives (devices that explode or cause an explosion; includes bombs, dynamite, Molotov cocktails, fireworks, 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).
- 59 = Firearm Accessories (items used in conjunction with a firearm to improve ease of use or maintenance; includes ammunition, gun belts, cases, cleaning tools/equipment, targets, etc.).

- 64 = Fuel (products used to produce energy; includes coal, gasoline, diesel, biodiesel, natural gas, and oil).
- 65 = Identity Documents (formal documents that provide proof pertaining to a specific individual's identity; includes passports, visas, drivers' licenses, social security cards, alien registration cards, voter registration cards, etc.).
- 66 = Identity - Intangible (sets of characteristics or behavioral or personal traits by which an entity or person is recognized or known; includes damaged reputations, disclosed confidential information, etc.).
- 67 = Law Enforcement Equipment (equipment specifically used by law enforcement personnel during the performance of their duties; includes vests, handcuffs, flashlights, nightsticks, etc. - does not include firearms).
- 68 = Lawn/Yard/Garden Equipment (equipment used for maintaining and decorating lawns and yards; includes mowers, line trimmers, tools, tillers, etc. - does not include plants, trees, fountains, bird baths, etc.).
- 69 = Logging Equipment (equipment specifically used by the logging industry personnel during the performance of their duties; includes choker cables, binders, blocks, etc.).
- 70 = Medical/Medical Lab Equipment (equipment specifically used in the medical field; includes X-ray machines, testing equipment, magnetic resonance imaging [MRI] machines, ultrasound machines, wheelchairs, etc.).
- 71 = Metals, Non-Precious (base metals or alloys processing luster, malleability, ductility, and conductivity of electricity and heat; includes ferrous and nonferrous metals such as iron, steel, tin, aluminum, copper, brass, copper wire, pipe, etc.).
- 72 = Musical Instruments (instruments relating to or capable of producing music; includes percussion, brass, woodwind, and string instruments, etc.).
- 73 = Pets (animals kept for pleasure or companionship, other than livestock; includes cats, dogs, household birds, fish, rodents, reptiles, and exotic animals raised as pets and not for profit).
- 74 = Photographic/Optical Equipment (equipment used to take photographs and/or relating to the science of optics or optical equipment; includes cameras, camcorders, telescopes, lenses, prisms, optical scanners, etc. - does not include camera phones).
- 75 = Portable Electronic Communications (electronic devices used to communicate audible or visual messages; includes cell phones, pagers, personal digital assistants [PDAs], etc.).
- 76 = Recreational/Sports Equipment (equipment and materials used for recreational purposes or during sports activities; includes skis, balls, gloves, weights, nets, bats, rackets, etc.).
- 77 = Other (all other property not fitting the above specific descriptions).
- 78 = Trailers (transportation devices designed to be hauled by a truck or tractor; includes truck trailers, semi-trailers, utility, etc.).
- 79 = Watercraft Equipment/Parts/Accessories (equipment or accessories used by watercraft for the craft's maintenance or pleasure; includes buoys, life preservers, paddles, or sails. This category does not include accessories for water sports; these should be coded under 76 = Recreational/Sports Equipment).
- 80 = Weapons Other (weapons not classified under other categories; includes knives, swords, nunchakus, brass knuckles, flare guns, cross bows, bows and arrows, sling shots, "BB" guns, pellet guns, gas-powered guns, paintball guns, etc.).

88 = Pending Inventory (property description unknown until an inventory is conducted).
99 = Do not use; currently not in use or accepted by the FBI.

16 - Value of Property, 9 characters (A) (Mandatory under certain circumstances): This data element must be used to enter the total dollar values of the property that was burned (includes damage caused in fighting the fire), counterfeited, destroyed/damaged/vandalized, recovered, seized, stolen, etc., as a result of the incident. 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 recovered.

The value must be reported in whole dollars. The value entered for each property description must be the total value of the property loss/etc. for all of the victims in the incident. If the value is unknown, one dollar (\$1.00) which means unknown, i.e., 1 = Unknown must be entered.

A value of zero is allowable only for property description codes:

09 = Credit/Debit Cards
22 = Non-Negotiable Instruments
48 = Documents/Personal or Business
65 = Identity Documents
66 = Identity-Intangible
77 = Other
99 = Do not use; Special Category that currently is not in use or accepted by the FBI.

A zero value is required for codes 09, 22, 48, 65, and 66.

Up to ten (10) values can be entered to match the up to ten (10) property descriptions that are associated with each Property Segment (i.e., each type of property loss/etc.) in the incident. If more than ten (10) types of property are involved, the values of the nine (9) most valuable properties must be entered; then, the total value of the remaining properties which were coded as 77 = Other must be entered.

NOTE: If drugs or narcotics were seized in a drug case, no value can be entered into this data element, but the estimated quantity of the drugs/narcotics must be reported. Therefore, when the offense is 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), no value can be entered into this data element; Data Elements 20 (Suspected Drug Type), 21 (Estimated Drug Quantity), and 22 (Type Drug Measurement) must be used instead.

However, 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 must be entered into this data element, and Data Elements 20, 21, and 22 must be left blank.

17 - Date Recovered, 8 characters (A) (Mandatory under certain circumstances): If previously stolen property is recovered, the month, day, and year (MM/DD/YYYY) of its recovery must be entered into this data element. Accordingly, this data element should be used only if 5 =

Recovered is entered into Data Element 14 (Type Property Loss/Etc.). If the recovery date is unknown, enter the date of the report.

Up to ten (10) dates of recovery can be entered to match each of the up to ten (10) property descriptions that are associated with each Property Segment (i.e., each type of property loss/etc.) in the incident. If there is more than one date of recovery for the same Property Description, the earliest date should be entered.

NOTE: Again, recovered property must be reported by the jurisdiction in which it was stolen.

18 - Number of Stolen Motor Vehicles, 2 characters (A) (Mandatory only if offense is Motor Vehicle Theft): This data element indicates how many motor vehicles were stolen in a Motor Vehicle Theft incident. Therefore, it must be used only if the offense is 240-Motor Vehicle Theft, Data Element 14 (Type Property Loss/Etc.) was entered as 7 = Stolen, and Data Element 15 (Property Description) was entered as 03 = Automobiles, 05 = Buses, 24 = Other Motor Vehicles, 28 = Recreational Vehicles, or 37 = Trucks.

If the number of vehicles is unknown, 00 should be entered. Motor vehicles taken as the proceeds of other offenses, i.e., Burglary, Fraud, Embezzlement, etc. should not be entered.

19 - Number of Recovered Motor Vehicles, 2 characters (A) (Mandatory only if offense is Motor Vehicle Theft): This data element indicates how many motor vehicles were recovered in a Motor Vehicle Theft incident. Therefore, it should be used only if the offense is 240-Motor Vehicle Theft, Data Element 14 (Type of Property Loss/Etc.) was entered as 5 = Recovered, and Data Element 15 (Property Description) was entered as 03 = Automobiles, 05 = Buses, 24 = Other Motor Vehicles, 28 = Recreational Vehicles, or 37 = Trucks.

If the number of vehicles is unknown, 00 should be entered. Motor vehicles recovered as the proceeds of other offenses, i.e., Burglary, Fraud, Embezzlement, etc. should not be entered.

20 - Suspected Drug Type, 1 character (A) (Mandatory under certain circumstances): This data element must be used to identify the types of drugs or narcotics that were seized in a drug case. Therefore, it should be used if one of the offenses in the incident was 35A-Drug/Narcotic Violations, Data Element 14 (Type Property Loss/Etc.) was entered as 6 = Seized, and Data Element 15 (Property Description) was entered as 10 = Drugs/Narcotics. Also, it should be entered if one of the offenses is 35A-Drug/Narcotic Violations and Data Element 14 (Type Property Loss/Etc.) is entered as 1 = None.

This data element should not be used when drugs or narcotics were burned, stolen, etc., in connection with other offenses, such as Arson, Burglary/B&E, Larceny/Theft, etc.

Up to three (3) types of drugs/narcotics can be entered. 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.

Allowed entries (Enter up to three):

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

21 - Estimated Drug Quantity, 12 characters (A) (Mandatory under certain circumstances): This data element must be used to indicate the quantity of drugs or narcotics seized in a drug case. Therefore, it should be used only if one of the offenses in the incident was 35A-Drug/Narcotic Violations, Data Element 14 (Type Property Loss/Etc.) was entered as 6 = Seized, and Data Element 15 (Property Description) was entered as 10 = Drugs/Narcotics. If the substance was sent to a laboratory for analysis and a response has not yet been received, then Data Element 21 must be entered as 1 = None.

This data element should not be used when drugs or narcotics were burned, stolen, etc., in connection with other offenses, such as Arson, Burglary/B&E, Larceny/Theft, etc. Nine (9) characters are available to enter the number of whole pounds, ounces, grams, etc., and three (3) more characters are available to enter the decimal amount. A decimal point must be entered to separate the whole and decimal amounts.

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

22 - Type Drug Measurement, 2 characters (A) (Mandatory under certain circumstances): This data element must be used 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, Data Element 14 (Type Property Loss/Etc.) was entered as 6 = Seized, and Data Element 15 (Property Description) was entered as 10 = Drugs/Narcotics.

This data element should not be used when drugs or narcotics were burned, stolen, etc., in connection with other offenses, such as Arson, Burglary/B&E, and Larceny/Theft, etc.

Up to three entries can be made to match the up to three entries for Data Element 20 (Suspected Drug Type). If more than three (3) 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 - leave this data element blank for them.

If the substance was sent to a laboratory for analysis and a response has not yet been received, XX = Not Reported should be entered. In addition, Data Element 21 (Estimated Drug Quantity) should be entered as 1 = None. This data element must be updated with the results of the laboratory analysis when received.

Allowed entries: (Enter up to three.)

WEIGHT	CAPACITY	UNITS
GM = Gram	ML = Milliliter	DU = Dosage Units/Items*
KG = Kilogram	LT = Liter	NP = Number of Plants**
OZ = Ounce	FO = Fluid Ounce	
LB = Pound	GL = Gallon	
XX = Not Reported		

* Number of capsules, pills, tablets, etc.

**For example, Marijuana plants (bushes), etc.

23 - Victim (Sequence) Number, 3 characters (A) (Mandatory): Each victim in an incident must be assigned a sequence number from 001 to 999. A separate Victim Segment containing Data Elements 23 through 25 and depending on the type of victim, possibly through Data Element 35, should be submitted for each numbered victim.

24 - Victim Connected to UCR Offense Code(s), 3 characters (A) (Mandatory): This data element must be used to link each victim to the up to ten (10) most serious (as determined by the reporting agency) Group "A" offenses which were perpetrated against him/her during the incident.

25 - Type of Victim, 1 character (A) (Mandatory): The type of victim must be entered into this data element. Only one (1) code can be entered for each victim.

Allowed entries (Enter only one):

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

25A - Type of Activity (Officer)/Circumstance, 2 characters (A): This is required if the Type of Victim is L = Law Enforcement Officer. Each time a law enforcement officer is assaulted or killed in the line of duty, the reporting agency should determine the appropriate code (1-11) that corresponds to the type of activity in which the officer was engaged at the time of assault.

Allowed entries (Enter only one):

- 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 = Mentally Deranged Assailant
- 10 = Traffic Pursuits and Stops
- 11 = All Other

25B - Assignment Type (Officer), 1 character (A): Code F (Two-Officer Vehicle) and codes G and H (One-Officer Vehicle) pertain to uniformed officers; codes I and J (Detective or Special Assignment) to non-uniformed officers; and codes K and L (Other) to officers assaulted or killed while in other capacities, such as foot patrol, off duty, etc. The term “assisted” refers to law enforcement assistance only. This is required if the Type of Victim is L = Law Enforcement Officer.

Allowed entries (Enter only one):

- F = Two-Officer Vehicle
- G = One-Officer Vehicle (Alone)
- H = One-Officer Vehicle (Assisted)
- I = Detective or Special Assignment (Alone)
- J = Detective or Special Assignment (Assisted)

K = Other (Alone)
L = Other (Assisted)

25C - ORI Other Jurisdiction (Officer), 9 characters (A): This is the unique nine-character Originating Agency Identifier (ORI) Number that has been assigned to each agency by the National Crime Information Center (NCIC). If a law enforcement officer is killed or assaulted in the line of duty in a jurisdiction other than his/her own, the law enforcement agency having jurisdiction should report the law enforcement officer killed or assaulted using Data Element 25C to identify the ORI of that law enforcement officer's agency. No entry is required in this field if the officer is assaulted in his/her own jurisdiction.

26 - Age (of Victim), 4 characters (A) (Mandatory): If the victim was a person (I = Individual or L = Law Enforcement Officer entered in Data Element 25 [Type of Victim]), his/her age must be entered into this data element either as an exact or estimated age, a range of days or years, or as unknown.

Allowed entries (Enter only one):

NN = Under 24 hours (neonate)
NB = 1-6 Days Old
BB = 7-364 Days Old
01-98 = Years Old (exact age in years)
99 = Over 98 Years Old
00 = Unknown
Any combination of “__” to “__” years

27 - Sex (of Victim), 1 character (A) (Mandatory): If the victim was a person (I = Individual or L = Law Enforcement Officer) entered in Data Element 25 [Type of Victim]), his/her sex must be indicated in this data element.

Allowed entries (Enter only one):

M = Male
F = Female
U = Unknown

28 - Race (of Victim), 1 character (A) (Mandatory): If the victim was a person (I = Individual or L = Law Enforcement Officer entered in Data Element 25 [Type of Victim]), his/her race must be indicated in this data element.

Allowed entries (Enter only one):

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

29 - Ethnicity (of Victim), 1 character (A) (Optional): If the victim was a person (I = Individual or L = Law Enforcement Officer entered in Data Element 25 [Type of Victim]), his/her ethnic origin should be entered into this data element.

Allowed entries (Enter only one):

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

30 - Resident Status (of Victim), 1 character (A) (Optional): If the victim was a person (I = Individual or L = Law Enforcement Officer entered in Data Element 25 [Type of Victim]), his/her resident status (resident or nonresident) should be entered into this data element.

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. Regarding university/ college campuses, only persons living on campus (in dormitories, etc.) would be considered residents if victimized within the confines of the school property; the crime should be reported by a campus law enforcement agency when applicable.

NOTE: Reporting agencies should base their determinations of residency on the town, city, or community where the crime occurred rather than the broader geographical jurisdictions.

Allowed entries (Enter only one):

- R = Resident
- N = Nonresident
- U = Unknown

31 - Aggravated Assault/Homicide Circumstances, 2 characters (A) (Mandatory only if offense is an Aggravated Assault or a Homicide): This data element must be used to describe the circumstances of either an Aggravated Assault or a Homicide. Therefore, it must be used only with 13A-Aggravated Assault and 09A-09C, Homicide Offenses.

Allowed entries:

For 13A-Aggravated Assault or 09A-Murder and Non-Negligent Manslaughter (Enter up to two):

- 01 = Argument
- 02 = Assault on Law Enforcement Officer(s)
- 03 = Drug Dealing
- 04 = Gangland (Organized Crime Involvement)
- 05 = Juvenile Gang
- 06 = Lovers' Quarrel
- 07 = Mercy Killing (Not applicable to Aggravated Assault)
- 08 = Other Felony Involved
- 09 = Other Circumstances
- 10 = Unknown Circumstances

For 09B Negligent Manslaughter (Enter only one):

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

For 09C Justifiable Homicide (Enter only one):

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

32 - Additional Justifiable Homicide Circumstances, 1 character (A) (Mandatory for Justifiable Homicide): This data element must be used to further describe the circumstances of a Justifiable Homicide. Therefore, it should be used only for 09C-Justifiable Homicide (when either 20 = Criminal Killed by Private Citizen or 21 = Criminal Killed by Police Officer was entered into Data Element 31).

Allowed entries (Enter only one):

- 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

33 - Type Injury, 1 character (A) (Mandatory for certain offenses): This data element must be used to describe the type(s) of bodily injury suffered by a person (I = Individual or L=Law Enforcement Officer entered in Data Element 25 [Type of Victim]) who was the victim of one or more of the following offenses:

- 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

Allowed entries (Enter up to five for each victim):

- 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

34 - Offender Number(s) to be Related, 2 characters (A) (Mandatory for certain offenses): This data element must be used, along with Data Element 35 (Relationships of Victim to Offenders), to report the relationships of the victim to offenders who have perpetrated a Crime Against Person or a Robbery against the victim. Therefore, this data element should be used only if one or more of the following UCR Offense Codes were entered into Data Element 24 (Victim Connected to UCR Offense Codes):

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
13C Intimidation
36A Incest
36B Statutory Rape
500 *Violation of No Contact/Protection (WA State)*
64A Human Trafficking, Commercial Sex Acts
64B Human Trafficking, Involuntary Servitude

For Data Element 36 (Offender Sequence Numbers), up to ten (10) offenders for whom victim-to-offender relationships are going to be reported in Data Element 35 can be entered. If more than ten (10), the ten (10) most closely related should be entered.

35 - Relationship(s) of Victim to Offender(s), 2 characters (A) (Mandatory for certain offenses): This data element must be used along with Data Element 34 (Offender Numbers to be Related) to report the relationship of the victim to offenders who have perpetrated a Crime Against Person or a Robbery against the victim. Therefore, this data element should be used only if one or more of the following UCR Offense Codes was entered into Data Element 24 (Victim Connected to UCR Offense Codes):

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
- 13C Intimidation
- 36A Incest
- 36B Statutory Rape
- 500 *Violation of No Contact/Protection Order (WA State)*
- 64A Human Trafficking, Commercial Sex Acts
- 64B Human Trafficking, Involuntary Servitude

This data element should be used to indicate the victim's relationship with up to ten (10) offenders involved in the incident.

Allowed entries (Enter up to ten):

WITHIN FAMILY:

- SE = Victim Was Spouse
- CS = Victim Was Common-Law Spouse
- PA = Victim Was Parent
- SB = Victim Was Sibling (brother or sister)
- CH = Victim Was Child
- GP = Victim Was Grandparent
- GC = Victim Was Grandchild
- IL = Victim Was In-law
- SP = Victim Was Stepparent
- SC = Victim Was Stepchild
- SS = Victim Was Stepsibling (stepbrother or stepsister)
- OF = Victim Was Other Family Member

OUTSIDE FAMILY BUT KNOWN TO VICTIM:

- AQ = Victim was Acquaintance
- FR = Victim was Friend
- NE = Victim was Neighbor
- BE = Victim was Babysittee (the Baby/Child in the care of a Babysitter)
- BG = Victim was Boyfriend/Girlfriend
- CF = Victim was Child of Boyfriend or Girlfriend
- HR = Homosexual Relationship
- XS = Victim was Ex-Spouse
- EE = Victim was Employee
- ER = Victim was Employer
- OK = Victim was Otherwise Known

NOT KNOWN BY VICTIM:

RU = Relationship Unknown

ST = Victim was Stranger

OTHER:

VO = Victim Was Offender

The category “Victim Was Offender” should be used in cases where a participant in the incident is a victim and an 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 agency should keep in mind that the relationship requested is that of the victim to the offender. Also, the relationship of the victim to each offender must be reported.

36 - Offender (Sequence) Number, 2 characters (A) (Mandatory): Each offender in the incident must be assigned a sequence number from 01 to 99. A separate set of offender data must be submitted for each numbered offender.

If nothing is known about the offender(s), 00 should be reported.

For the offense of 500-Violation of No Contact/Protection Order, the offender must be known.

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

37 - Age (of Offender), 4 characters (A) (Mandatory): The age of the offender must be entered either as an exact number of years, an estimate of years, a range of years, or as unknown.

Allowed entries (Enter only one):

01-98 =Years Old (enter exact or estimated age in years)

99 = Over 98 Years Old

00 = Unknown

Any combination of “__” to “__” years

38 - Sex (of Offender), 1 character (A) (Mandatory): The sex of the offender must be indicated in this data element.

Allowed entries (Enter only one):

M = Male

F = Female

U = Unknown

39 - Race (of Offender), 1 character (A) (Mandatory): The race of the offender must be indicated in this data element.

Allowed entries (Enter only one):

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

39A - Ethnicity (of Offender), 1 character (A) (Optional): The ethnicity of the offender may be indicated in this data element.

Allowed entries (Enter only one):

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

40 - Arrestee (Sequence) Number, 2 characters (A & B) (Mandatory): Each arrestee reported in a Group “A” Incident Report or Group “B” Arrest Only Report must be assigned a sequence number from 01 to 99.

In Group “A” Incident Reports, a separate Arrestee Segment containing Data Elements 40 through 52 should be submitted for each numbered arrestee. A separate Group “B” Arrest Only Report should be submitted for each person arrested for a Group “B” offense.

41 - Arrest (Transaction) Number, 12 characters (A & B) (Mandatory): This is the number assigned by the reporting agency to an arrest report to uniquely identify it. It may be the Incident Number of the previously reported incident relating to the arrest or a separate arrest transaction number. This number must be unique to the arrested individual.

If and when data about the arrest are furnished to an authorized entity for research purposes, the Arrest (Transaction) Number will be encrypted by the FBI prior to its dissemination to ensure that the recipient cannot identify the actual case.

42 - Arrest Date, 8 characters (A & B) (Mandatory): This data element must be used to enter the month, day, and year (MM/DD/YYYY) that the arrest took place.

43 - Type of Arrest, 1 character (A & B) (Mandatory): This data element must be used to indicate the type of apprehension.

Allowed entries (Enter only one):

O = On-View Arrest (taken into custody without a warrant or previous incident report)
S = Summoned/Cited (not taken into custody)
T = Taken Into Custody (based on warrant and/or previously submitted incident report)

44 - Multiple Arrestee Segments Indicator, 1 character (A) (Mandatory for Multiple Arrestee Segments): Only agencies that submit NIBRS batch files will encounter this field. This data element must be used to ensure that an arrestee is counted (scored) only once when the

arrestee's apprehension causes the arresting agency to submit two (2) or more Arrestee Segments concerning separate Group "A" Incident Reports. That is, the arrestee was involved in more than one crime incident and his/her arrest data is duplicated in each Group "A" Incident Report. In such a situation, C = Count Arrestee must be entered into one of the Arrestee Segments, and M = Multiple must be entered into all of the remaining Arrestee Segments. If the arrestee's apprehension does not cause the arresting agency to submit multiple Arrestee Segments, N = Not Applicable must be entered.

It should be noted that data value codes C and M should be used in this data element only when the same agency submits two (2) or more Arrestee Segments relating to the same arrestee.

Allowed entries (Enter one per Arrestee Segment):

C = Count Arrestee

M = Multiple

N = Not Applicable

45 - UCR Arrest Offense Code, 3 characters (A & B) (Mandatory): The three-digit UCR Offense Code of the offense for which the arrestee was apprehended must be entered into this data element. The subject may have been arrested for any of the Group "A" offenses or any of the Group "B" crime categories. If the arrestee was apprehended for more than one (1) offense, the reporting agency must determine which was the most serious offense and enter it as the arrest offense.

46 - Arrestee Was Armed With, 3 characters (A & B) (Mandatory): This data element must be used to indicate whether the arrestee was armed with a commonly known weapon at the time of his/her apprehension.

If the weapon was an automatic firearm, an "A" must be added as a suffix to its code, e.g., 13A = Automatic Rifle.

NOTE: An "Automatic Firearm" is defined as any firearm which shoots or is designed to shoot more than one shot at a time by a single pull of the trigger without manual reloading.

Allowed entries (Enter up to two):

01 = Unarmed

11 = Firearm (type not stated)

12 = Handgun

13 = Rifle

14 = Shotgun

15 = Other Firearm

16 = Lethal Cutting Instrument (e.g., switchblade knife or martial arts stars)

17 = Club/Blackjack/Brass Knuckles

47 - Age (of Arrestee), 4 characters (A & B) (Mandatory): The age of the arrestee must be entered either as an exact number of years, an estimate of years, a range of years, or as unknown.

Allowed entries (Enter only one):

01-98 = Years Old

99 = Over 98 Years Old

00 = Unknown

Any combination of “__” to “__” years

48 - Sex (of Arrestee), 1 character (A & B) (Mandatory): The sex of the arrestee must be indicated in this data element.

Allowed entries (Enter only one):

M = Male

F = Female

49 - Race (of Arrestee), 1 character (A & B) (Mandatory): The race of the arrestee must be indicated in this data element.

Allowed entries (Enter only one):

W = White

B = Black or African American

I = American Indian or Alaska Native

A = Asian

P = Native Hawaiian or Pacific Islander

U = Unknown

50 - Ethnicity (of Arrestee), 1 character (A & B) (Optional): The ethnic origin of the arrestee should be entered into this data element.

Allowed entries (Enter only one):

H = Hispanic or Latino

N = Not Hispanic or Latino

U = Unknown

51 - Resident Status (of Arrestee), 1 character (A & B) (Optional): Whether the arrestee was a resident or nonresident should be entered into this data element.

A resident is a person who maintains his/her permanent home for legal purposes in the locality (i.e., town, city, or community) where the crime took place.

NOTE: Reporting agencies should base their determinations of residency on the town, city, or community where the crime occurred rather than the responding agency's broader geographical jurisdictions.

Allowed entries (Enter only one):

R = Resident

N = Nonresident

U = Unknown

52 - Disposition of Arrestee Under 18, 1 character (A & B) (Mandatory if arrestee under age 18): This data element must be used only if the arrestee was 17 years of age or younger at the time of the arrest.

Allowed entries (Enter only one):

H = Handled Within Department (released to parents or guardians, 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.)

53 - Domestic Violence Indicator (WA State), 1 character (A) (Mandatory only for certain offenses): The Domestic Violence indicator must be answered for all offenses of Crimes Against Persons, Robbery, Burglary, Larceny, Motor Vehicle Theft, and Arson; for all other offenses, this field should remain blank.

Allowed entries (Enter only one):

N = Domestic Violence Not Involved

Y = Domestic Violence Involved

Crime Mapping Fields

54 - Incident Address, 30 characters (A) (Optional): For incidents, this is the address where the incident occurred. The address number and street should both be entered.

When an address is mapped, it will return all possible results for the given address. If more than one is received by MapPoint, the geocoder will choose the first address on the list. If the address submitted is an exact match, one result will be returned.

For example, 5401 S 19th St., Hometown, WA or 5401 South 19th St., Hometown, WA returns one match, and that is the address that will be used. The system recognizes that “South” and “S” are the same. If the “S” is omitted, it will return all matches for that address including 5401 N 19th St., Hometown, WA, if it exists and the geocoder will choose the first address.

Address suffixes such as Dr., Ave., and St. should be used with caution. If the suffix is incorrect, the address will not be properly geocoded. If the suffix is omitted, MapPoint will pick the first address on the list.

55 - Incident Address City, 15 characters (A) (Optional): For incidents, this is the city where the incident occurred.

56 - Incident Address State, 2 characters (A) (Optional): For incidents, this is the state where the incident occurred. Although this element is optional, if entered, it should always be WA.

57 - Incident Address Zip Code, 10 characters (A) (Optional): For incidents, this is the zip code where the incident occurred.

58 - Latitude, 10 characters (A) (Optional): For incidents, this is the latitude based on the incident location.

59 - Longitude, 10 characters (A) (Optional): For incidents, this is the longitude based on the incident location.

Record Layout

Record Name: Administrative Segment - Level 1

Length: 165

RDW	LECTIVE	ACTION	MONTH	YEAR	FILLER	ORI NUMBER (1)	INCIDENT NUMBER (2)	INCIDENT DATE (3)	REPORT (3)	INCIDENT HOUR (3)	EXCEPTIONAL CLEARANCE (4)	EXCEPTIONAL CLEARANCE DATE (5)
1-4	5	6	7-8	9-12	13-16	17-25	26-37	38-45	46	47-48	49	50-57

FOR WINDOWS SEGMENTS ONLY (6) OCCURS 10 TIMES									
OFFENSE CODE #1 (6)	OFFENSE CODE #2 (6)	OFFENSE CODE #3 (6)	OFFENSE CODE #4 (6)	OFFENSE CODE #5 (6)	OFFENSE CODE #6 (6)	OFFENSE CODE #7 (6)	OFFENSE CODE #8 (6)	OFFENSE CODE #9 (6)	OFFENSE CODE #10 (6)
58-60	61-63	64-66	67-69	70-72	73-75	76-78	79-81	81-83	85-87

INCIDENT ADDRESS	INCIDENT ADDRESS CITY	INCIDENT ADDRESS STATE	INCIDENT RES ZIP CODE	LATITUDE	LONGITUDE	CARGO THEFT (2A)
88-117	118-132	133-134	135-144	145-154	155-164	165

Record Name: Offense Segment – Level 2

Length: 72

RDW	LEVEL	ACTIVITY	MONTH	YEAR	FILLER	ORI NUMBER (1)	INCIDENT NUMBER (2)	UCR OFFENSE CODE (6)	ATTEMPTED/ COMPLETED (7)	OFFENDER SUSPECTED OF USING#1 (8)	OFFENDER SUSPECTED OF USING#2 (8)	OFFENDER SUSPECTED OF USING#3 (8)
1-4	5	6	7-8	9-12	13-16	17-25	26-37	38-40	41	42	43	44

LOCATION TYPE (9)	NUMBER PREMISES ENTERED (10)	METHOD OF ENTRY (11)	TYPE CRIMINAL ACTIVITY#1 (12)	TYPE CRIMINAL ACTIVITY#2 (12)	TYPE CRIMINAL ACTIVITY#3 (12)	WEAPON/ FORCE INVOLVED#1 (13)	AUTO. WEAPON IND.#1	WEAPON/ FORCE INVOLVED#2 (13)	AUTO. WEAPON IND.#2
45-46	47-48	49	50	51	52	53-54	55	56-57	58

WEAPON/ FORCE INVOLVED#3 (13)	AUTO. WEAPON IND.#3	BIAS (8A)	DOMESTIC VIOLENCE INDICATOR (53)	BIAS (8A)	BIAS (8A)	BIAS (8A)	BIAS (8A)
59-60	61	62-63	64	65-66	67-68	69-70	71-72

Record Name: Property Segment – Level 3

Length: 307

								(15-16-17) OCCURS 10 TIMES			
RDW	LECTIVE	ACTION	MONTH	YEAR	FILLER	ORI NUMBER (1)	INCIDENT NUMBER (2)	TYPE PROPERTY LOSS (14)	PROPERTY DESC.#1 (15)	PROPERTY VALUE#1 (16)	DATE RECOVERED#1 (17)
1-4	5	6	7-8	9-12	13-16	17-25	26-37	38	39-40	41-49	50-57

		(20-21-22) OCCURS 3 TIMES				(6) OCCURS 10 TIMES		
NUMBER STOLEN VEHICLES (18)	NUMBER RECOVERED VEHICLES (19)	SUSPECTED DRUG TYPE#1 (20)	ESTIMATED DRUG QUANTITY#1 (21)	ESTIMATED DRUG FRACTION#1 (21)	TYPE MEASURE#1 (22)	OFFENSE CODE #1 (6)	THRU	OFFENSE CODE #10 (6)
229-230	231-232	233	234-242	243-245	246-247	278-280		305-307

Record Name: Victim Segment – Level 4

Length: 141

									(24) OCCURS 10 TIMES
RDW	LECTIVE	ON	MONTH	YEAR	FILLER	ORI NUMBER (1)	INCIDENT NUMBER (2)	VICTIM SEQUENCE NO. (23)	OFFENSE CODE (24)
1-4	5	6	7-8	9-12	13-16	17-25	26-37	38-40	41-43

							(31) OCCURS 2 TIMES	
TYPE VICTIM (25)	AGE OR RANGE (26)	SEX (27)	RACE (28)	ETHNICITY (29)	RESIDENT STATUS (30)	AGG. ASSAULT/HOMICIDE CIRCUMSTANCES (31)		ADDITIONAL JUSTIFIABLE HOMICIDE CIRCUMSTANCES (32)
71	72-75	76	77	78	79	80-81		84

(33) OCCURS 5 TIMES	(34-35) OCCURS 10 TIMES				
INJURY TYPE (33)	OFFENDER NUMBER TO BE RELATED #1 (34)	RELATIONSHIP VICTIM TO OFFENDER #1 (35)	THRU	OFFENDER NUMBER TO BE RELATED #10 (34)	RELATIONSHIP VICTIM TO OFFENDER #10 (35)
85	90-91	92-93		126-127	128-129

TYPE OF ACTIVITY (Officer) (25A)	ASSIGNMENT TYPE (Officer) (25B)	ORI OTHER JURISDICTION (Officer) (25C)
130-131	132	133-141

Record Name: Offender Segment – Level 5

Length: 46

RDW	LEVEL	ACT I O N	MONTH	YEAR	FILLER	ORI NUMBER (1)	INCIDENT NUMBER (2)	OFFENDER SEQUENCE NO. (36)	AGE OR RANGE (37)	SEX (38)	RACE (39)	ETHNICITY (39A)
1-4	5	6	7-8	9-12	13-16	17-25	26-37	38-39	40-43	44	45	46

Record Name: Arrestee Segment – Level 6

Length: 110

RDW	LECTIVE LN	MONTH	YEAR	FILLER	ORI NUMBER (1)	INCIDENT NUMBER (2)	ARRESTEE SEQUENCE NO. (40)	ARREST TRANSACTION NO. (41)	ARREST DATE (42)	TYPE OF ARREST (43)	
1-4	5	6	7-8	9-12	13-16	17-25	26-37	38-39	40-51	52-59	60

		(46) OCCURS 2 TIMES					
MULTIPLE ARRESTEE SEGMENTS IND. (44)	ARREST OFFENSE CODE (45)	ARRESTEE WAS ARMED WITH (46)	AUTO. WEAPON IND. (47)	AGE OR RANGE (47)	SEX (48)	RACE (49)	ETHNICITY (50)
61	62-64	65-66	67	71-74	75	76	77

			(6) OCCURS 10 TIMES		
RESIDENT STATUS (51)	DISP. OF ARRESTEE UNDER 18 (52)	CLEARANCE INDICATOR	OFFENSE CODE #1 (6)	THRU	OFFENSE CODE #10 (6)
78	79	80	81-83		108-110

Record Name: Group "B" Arrest Report – Level 7

Length:

66

RDW	LECTIVE LN	MONTH	YEAR	FILLER	ORI NUMBER (1)	ARREST TRANSACTION NO. (41)	ARRESTEE SEQUENCE NO. (40)	ARREST DATE (42)	TYPE OF ARREST (43)	ARREST OFFENSE CODE (45)
1-4	5 6	7-8	9-12	13-16	17-25	26-37	38-39	40-47	48	49-51

(46) OCCURS 2 TIMES		AGE OR RANGE (47)	SEX (48)	RACE (49)	ETHNICITY (50)	RESIDENT STATUS (51)	DISP. OF ARRESTEE UNDER 18 (52)
ARRESTEE WAS ARMED WITH (46)	AUTO. WEAPON IND.						
52-53	54	58-61	62	63	64	65	66

Record Name: Zero Reporting – Level 0

Length:

43

RDW	LEVEL	ACT I O N	MONTH	YEAR	FILLER	ORI NUMBER (1)	INCIDENT NUMBER (2)	ZERO - REPORT MONTH	ZERO - REPORT YEAR
1-4	5	6	7-8	9-12	13-16	17-25	26-37	38-39	40-43

Additional Information

Data submitted to WASPC must follow the specifications presented in this manual. They are similar to those found in the FBI NIBRS *Technical Specification, Version 3.0*, <https://ucr.fbi.gov/technical-specifications>; the only exceptions are:

- Data Element 6: Additional Group A Offense Code 500, Violation of No Contact/Protection Order
- Data Element 8A - Bias Motivation: Additional Data Value 53 = Anti-Sensory Disability
- Data Element 12: Gang Involvement indicator is Mandatory
- Data Element 53: Domestic Violence Indicator
- Data Element 54: Incident Address (for Crime Mapping)
- Data Element 55: Incident Address City (for Crime Mapping)
- Data Element 56: Incident Address State = WA (for Crime Mapping)
- Data Element 57: Incident Address Zip Code (for Crime Mapping)
- Data Element 58: Incident Latitude (for Crime Mapping)
- Data Element 59: Incident Longitude (for Crime Mapping)

For additional information:

WASPC Criminal Justice Information Support (CJIS) Department
State Uniform Crime Reporting Program
3060 Willamette Drive NE
Lacey, WA 98516
(360) 486-2380
E-Mail: cjis@waspc.org

The FBI UCR Program: <https://ucr.fbi.gov/>

The Washington State NIBRS databases: (Please contact WASPC CJIS regarding connectivity.)

Production (password protected): <http://nibrs.waspc.org/WIBRS/Login.asp>

Training/Testing (password protected): http://nibrs.waspc.org/WIBRS_Train/login.asp

WASPC website: www.waspc.org