Individual Incident Entry

COPLINK NIBRS

Quick Reference Guide

Production Database

Google Chrome

- Users must have access the COPLINK NIBRS application using the latest version of Google Chrome. Currently, this is the only supported browser for the software.
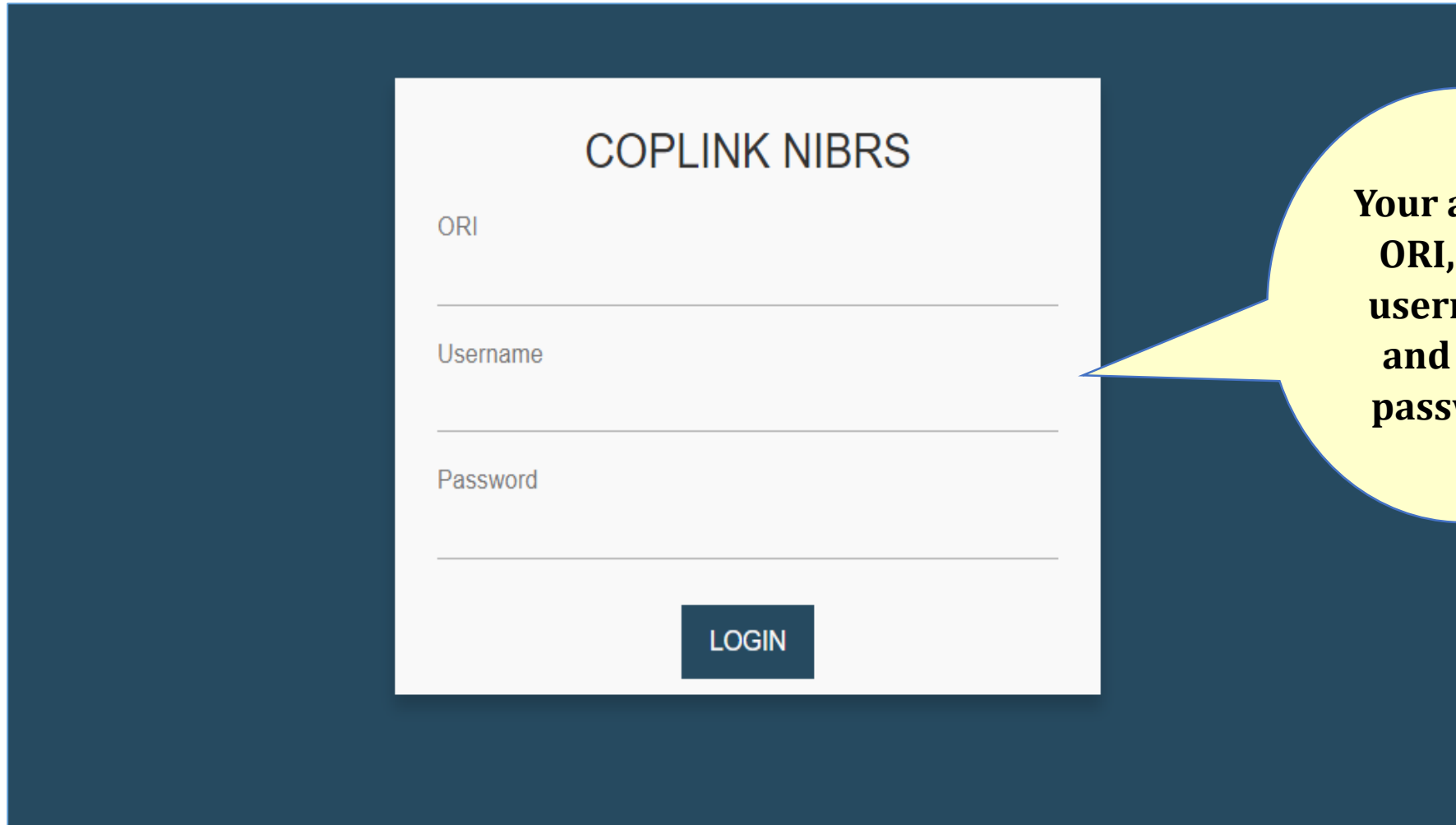
Website Link for COPLINK NIBRS

- The link to the production database: https://coplink.forensiclogic.com:20043/login.html#/

- Also, the database can be accessed through a link on the WASPC CJIS webpage: http://www.waspc.org/crime-statistics-nibrs-

User Profiles

- **Basic User:** This profile allows the user to enter or update data and to extract reports.

- **Report User:** This profile allows the user to extract reports only.

- **Local System Administrator:** This profile allows the user to enter or update data, extract reports, and manage agency user profiles.
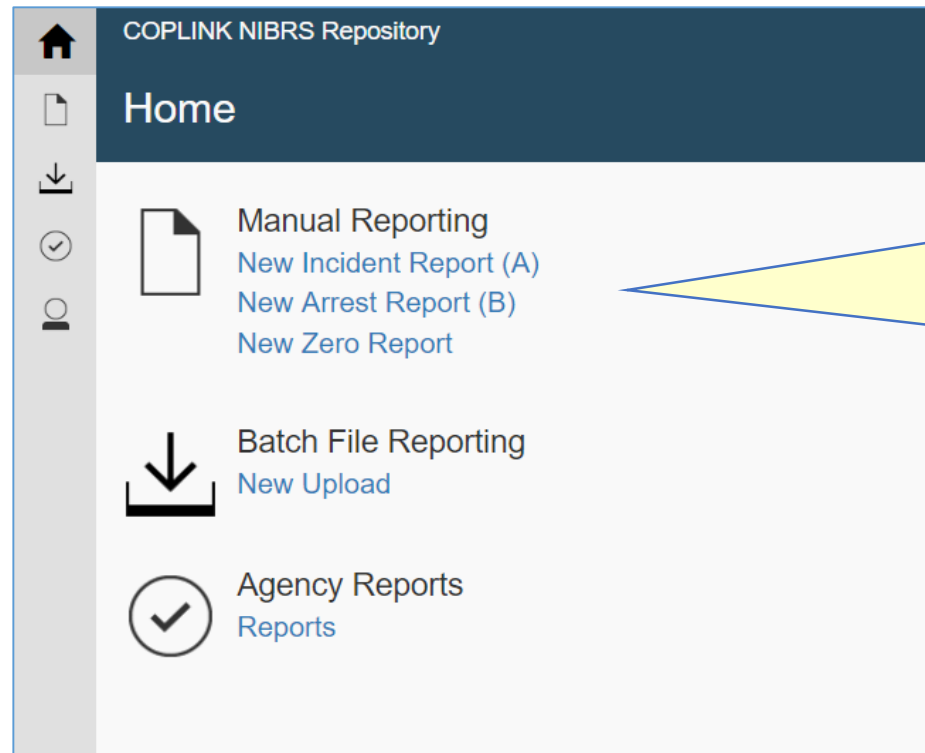
Log-In Screen

Log into the WASPC NIBRS Repository database with the user credentials you have been provided by WASPC.

Manual Entry of a New Group A Incident, Group B Arrest-Only, or Zero Report

From the Home Page, Choose the Entry Type

Manual Entry of a New Group A Incident

Administrative Segment Details

Manual Entry of a New Group A Incident

Offense Segment Details

Manual Entry of a New Group A Incident
Offense Segment Details

After entry of data elements, click on "Continue" to Validate, Save and Return to List, Save and Add Another Offense, or Delete.

Manual Entry of a New Group A Incident
Offender Segment Details

Manual Entry of a New Group A Incident
Offender Segment Details

COPLINK NIBRS Repository

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Agency Reports

Home > Reports > Incident Report GHI789 > Offender List

Offender 1 ⚠

Continue... ▾

Describe the offender

Basics

Number (0 = Unknown) ⊗

1

Demographics

Age ⊗
- ○ Unknown (00)
- ○ Older than 98 years (99)
- ○ Age range:
- ○ Exact age:

Sex ⊗
- ○ Female (F)
- ○ Male (M)
- ○ Unknown (U)

Race ⊗
- ○ White (W)
- ○ Black or African American (B)
- ○ American Indian or Alaska Native (I)
- ○ Asian (A)
- ○ Native Hawaiian or Other Pacific Islander (P)
- ○ Unknown (U)

Ethnicity ⊗
- ○ Hispanic or Latino (H)
- ○ Not Hispanic or Latino (N)
- ○ Unknown (U)

After entry of data elements, click on "Continue" to Validate, Create Arrestee, Save and Return to List, Save and Add Another Offender, or Delete.

Manual Entry of a New Group A Incident
Victim Segment Details

At least one victim is required for each incident.

Click on "Continue" to advance to the next segment.

Manual Entry of a New Group A Incident
Victim Segment Details

COPLINK NIBRS Repository

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Agency Reports

Home > Reports > Incident Report GHI789 > Victim List

Victim 1 ⚠

Continue... ▾

Describe the victim.

Basics

Connected to UCR offense code(s) (select up to 10) ⊗

Offense 1, 13A - Aggravated Assault ▲
▼

Victim type ⊗

▼

Demographics

Age ⊗
- ○ Unknown (00)
- ○ Under 24 Hours (NN)
- ○ Newborn (1 to 6 days) (NB)
- ○ Baby (7 to 364 days) (BB)
- ○ Older than 98 years (99)
- ○ Age range: ____ ____
- ○ Exact age: ____

Race ⊗
- ○ White (W)
- ○ Black or African American (B)
- ○ American Indian or Alaska Native (I)
- ○ Asian (A)
- ○ Native Hawaiian or Other Pacific Islander (P)
- ○ Unknown (U)

Sex ⊗
- ○ Female (F)
- ○ Male (M)
- ○ Unknown (U)

Ethnicity ⊗
- ○ Hispanic or Latino (H)
- ○ Not Hispanic or Latino (N)
- ○ Unknown (U)

Resident status ⊗
- ○ Nonresident (N)
- ○ Resident (R)
- ○ Unknown (U)

After entry of data elements, click on "Continue" to Validate, Save and Return to List, Save and Add Another Victim, or Delete.

Additional Victim Details on Next Page
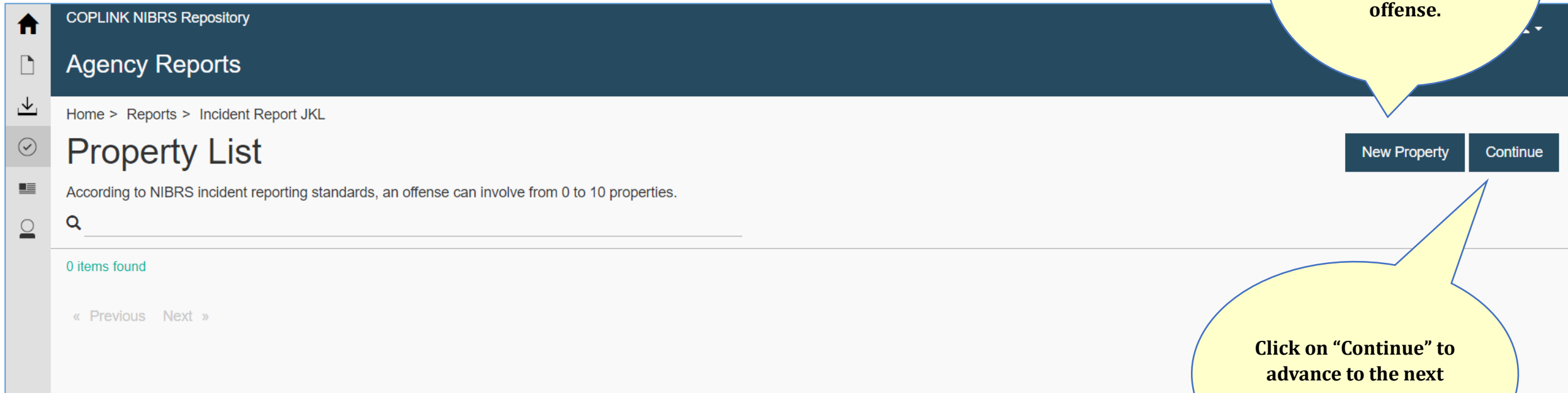
Manual Entry of a New Group A Incident
Victim Segment Details continued

Injuries

Was the victim injured? ⊗

○ Yes

○ No

Select up to five injuries suffered by the victim ⊗

☐ 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

Circumstances

Aggravated assault or homicide circumstance(s) (select up to 2) ⊗

01 - Argument
02 - Assault on Law Enforcement Officer
03 - Drug Dealing
04 - Gangland (Organized Crime Involvement)

Additional circumstances ⊗

_____ ▼

Victim to Offender Relationship

Select an offender ⊗

_____ ▼

Specify the victim's relationship to the offender ⊗

_____ ▼

Domestic violence ⊗

_____ ▼

Manual Entry of a New Group A Incident
Property Segment Details

Manual Entry of a New Group A Incident
Property Segment Details

Manual Entry of a New Group A Incident
Arrestee Segment Details

Manual Entry of a New Group A Incident

Arrestee Segment Details

Manual Entry of a New Group A Incident

Incident Report Segment List

Manual Entry of a New Group A Incident

Incident Report Segment List

A red triangle with an exclamation point: there are errors which need to be corrected.

Manual Entry of a New Group A Incident

Incident Report Segment List

Manual Entry of a New Group B Arrest

COPLINK NIBRS Repository

Agency Reports

Home > Reports

New Arrest Report ⚠️

Describe the arrest.

Continue... ▾

Basics

Number ⊗
_____

Offense code ⊗
_____ ▾

Transaction number ⊗
_____

Originating agency identifier ⊗
WASPC0000 ▾

Date

Arrest date ⊗
mm/dd/yyyy

Arrest type ⊗
○ On-View Arrest (O)
○ Summoned/Cited (S)
○ Taken Into Custody (T)

Weapon

Arrestee armed with ⊗
○ Unarmed (01)
○ Known (specify)

Specify the weapon or force used ⊗
11 - Firearm (type not stated)
11A - Automatic Firearm (type not stated)
12 - Handgun
12A - Automatic Handgun

Demographics

Age ⊗
○ Unknown (00)
○ Older than 98 years (99)
○ Age range: _____ _____
○ Exact age: _____

Disposition if under age 18 ⊗
○ Handled Within Department (H)
○ Referred to Other Authorities (R)

Sex ⊗
○ Female (F)
○ Male (M)

Race ⊗
○ White (W)
○ Black or African American (B)
○ American Indian or Alaska Native (I)
○ Asian (A)
○ Native Hawaiian or Other Pacific Islander (P)
○ Unknown (U)

Ethnicity ⊗
○ Hispanic or Latino (H)
○ Not Hispanic or Latino (N)
○ Unknown (U)

Resident status ⊗
○ Nonresident (N)
○ Resident (R)
○ Unknown (U)

After entry of data elements, click on "Continue" to Validate, Save and Return to List, Save or Add Another Arrest Offense.

Manual Entry of a Zero Report

Choose the appropriate month and year for the zero report then click on "New Zero Report".

Manual Entry of a Zero Report