

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

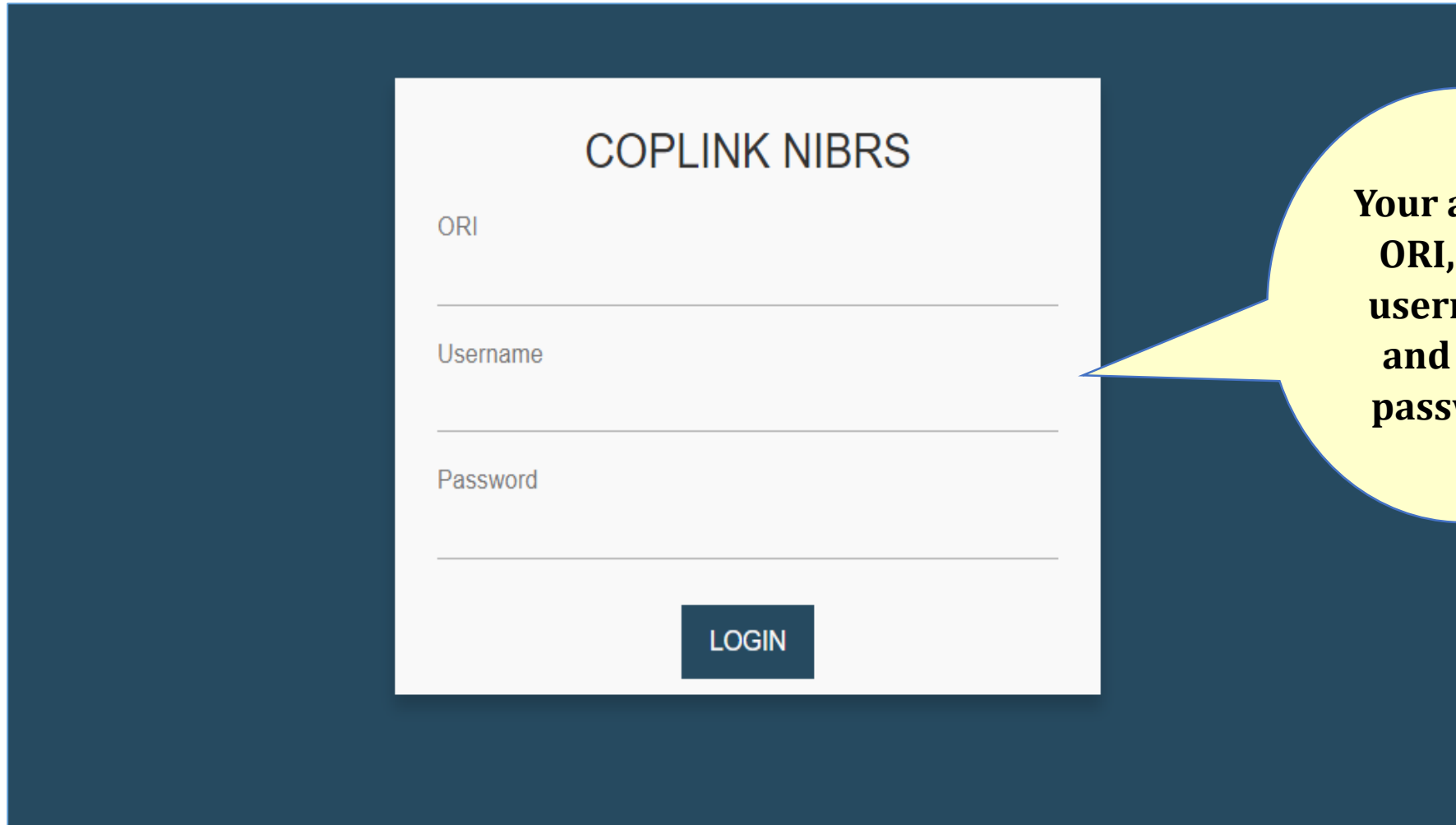
- The link to the production database:
<https://coplink.forensiclogic.com:20043/login.html#/>
- Also, the database can be accessed through a link on the WASPC CJIS webpage:
<http://www.waspc.org/crime-statistics-nibrs->

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

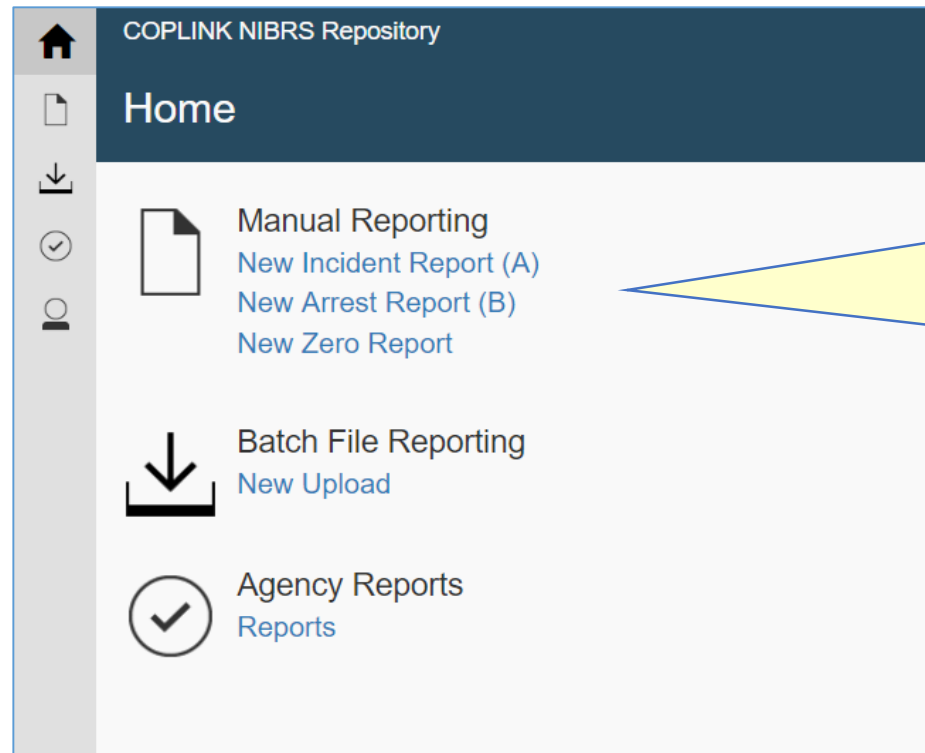
Log into the WASPC NIBRS Repository database with the user credentials you have been provided by WASPC.



The image shows a login form titled "COPLINK NIBRS" on a white background. The form has three input fields: "ORI", "Username", and "Password". Below the fields is a dark blue button labeled "LOGIN". A yellow callout bubble with a blue border points to the form, containing the text: "Your agency ORI, your username, and your password."

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

From the Home Page, Choose the Entry Type



Click on appropriate entry type.

Manual Entry of a New Group A Incident

Administrative Segment Details

COPLINK NIBRS Repository cjisbasicuser

Agency Reports

Home > Reports

Administrative Details ⚠ Continue... ▾

Administrative Details

Basics	Originating agency identifier ⓘ <input type="text" value="WASPC0000"/>	Case number ⓘ <input type="text"/>	Did the incident involve a cargo theft? ⓘ <input type="text"/>
Date	Date type ⓘ <input type="radio"/> Incident Date (I) <input type="radio"/> Report Date (R)	Date ⓘ <input type="text" value="mm/dd/yyyy"/>	Hour (0 = Midnight) ⓘ <input type="text"/>
Cleared Exceptionally?	Cleared exceptionally? ⓘ <input type="radio"/> Yes <input type="radio"/> No	Exception code ⓘ <input type="radio"/> Death of Offender (A) <input type="radio"/> Prosecution Declined (B) <input type="radio"/> In Custody of Other Jurisdiction (C) <input type="radio"/> Victim Refused to Cooperate (D) <input type="radio"/> Juvenile/No Custody (E)	Exception date ⓘ <input type="text" value="mm/dd/yyyy"/>

After entry of data elements, click on "Continue" to Validate or Save and Continue.

Manual Entry of a New Group A Incident

Offense Segment Details

COPLINK NIBRS Repository

Agency Reports

Home > Reports > Incident Report GHI789

Offense List

According to NIBRS incident reporting standards, an incident can involve up to 10 offenses.

Q

0 items found

« Previous Next »

New Offense Continue

At least one offense is required for each incident.

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

Manual Entry of a New Group A Incident

Offense Segment Details

COPLINK NIBRS Repository cjsbasicuser

Agency Reports

Home > Reports > Incident Report GHI789 > Offense List

Offense 1 ⚠

Describe the offense.

[Continue...](#)

Basics	Offense code ⊙ _____	Attempted or Completed? ⊙ _____	Domestic violence ⊙ _____
Offender	Offender suspected of using ⊙ <input type="checkbox"/> A - Alcohol <input type="checkbox"/> C - Computer Equipment <input type="checkbox"/> D - Drugs/Narcotics <input type="checkbox"/> N - Not Applicable	Bias motivation (select up to 5) ⊙ 11 - Race/Ethnicity/Ancestry - Anti-White 88 - None (no bias) 99 - Unknown (offender's motivation not known) 50 - Disability - Anti-Disability	
Location	Location type ⊙ _____	Method of entry ⊙ <input type="radio"/> F - Force <input type="radio"/> N - No Force	Number of premises entered ⊙ _____
Criminal Activity	Criminal activity (select up to 3) ⊙ A - Simple/Gross Neglect (unintentionally, intentionally, or knowingly failing B - Buying/Receiving C - Cultivating/Manufacturing/Publishing (i.e., production of any type) D - Distributing/Selling	Gang Information ⊙ _____	
Weapon	Weapon or force involved ⊙ <input type="radio"/> 99 - None <input type="radio"/> 95 - Unknown <input type="radio"/> Known (specify)	Type ⊙ 11 - Firearm 11A - Automatic Firearm 12 - Handgun 12A - Automatic Handgun	

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

The screenshot displays the COPLINK NIBRS Repository interface. The top navigation bar includes a home icon and the text "COPLINK NIBRS Repository". Below this, a breadcrumb trail reads "Home > Reports > Incident Report JKL". The main heading is "Offender List". A sub-heading states: "According to NIBRS incident reporting standards, an offense can involve up to 99 offenders and 99 arrestees." Below this is a search bar with a magnifying glass icon and the text "0 items found". At the bottom, there are navigation links: "« Previous" and "Next »".

Two callout boxes provide instructions:

- A yellow callout box points to the "New Offender" button with the text: "At least one offender is required for each incident."
- A yellow callout box points to the "Continue" button with the text: "Click on 'Continue' to advance to the next segment."

Manual Entry of a New Group A Incident

Offender Segment Details

COPLINK NIBRS Repository cjsbasicuser

Agency Reports

Home > Reports > Incident Report GHI789 > Offender List

Offender 1 ⚠

Describe the offender

Basics Continue... ▾

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

COPLINK NIBRS Repository

Agency Reports

Home > Reports > Incident Report GHI789

Victim List

According to NIBRS incident reporting standards, an offense can impact up to 999 victims.

Q

0 items found

« Previous Next »

New Victim Continue

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 cjisbasicuser

Agency Reports

Home > Reports > Incident Report GHI789 > Victim List

Victim 1 ⚠

Describe the victim.

Basics

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

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)

[Continue...](#)

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**

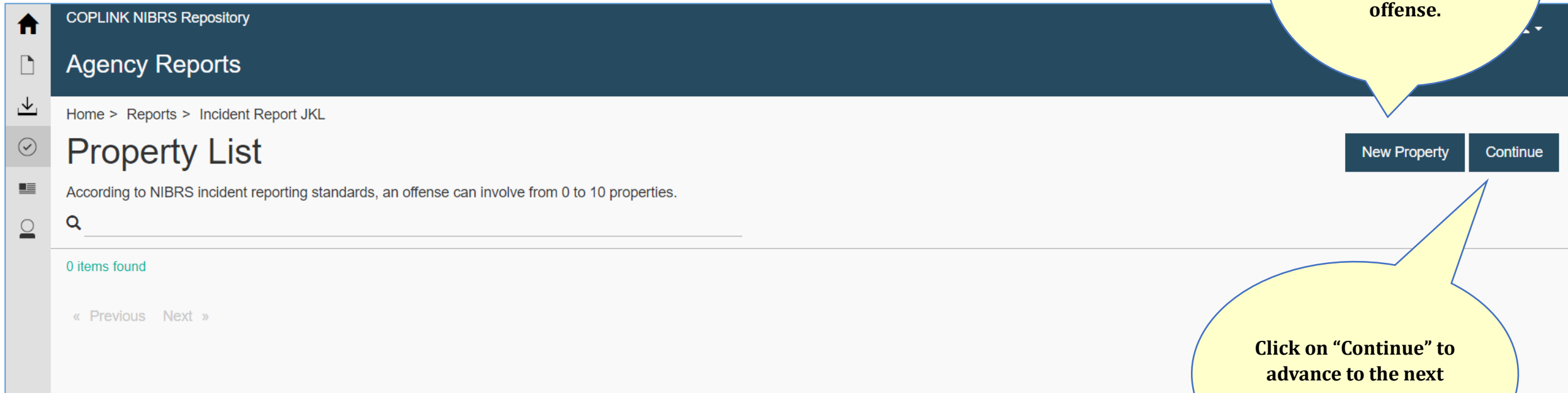
Manual Entry of a New Group A Incident

Victim Segment Details continued

Injuries	Was the victim injured? ⓘ <input type="radio"/> Yes <input type="radio"/> No	Select up to five injuries suffered by the victim ⓘ <input type="checkbox"/> B - Apparent Broken Bones <input type="checkbox"/> I - Possible Internal Injury <input type="checkbox"/> L - Severe Laceration <input type="checkbox"/> M - Apparent Minor Injury <input type="checkbox"/> O - Other Major Injury <input type="checkbox"/> T - Loss of Teeth <input type="checkbox"/> 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



COPLINK NIBRS Repository

Agency Reports

Home > Reports > Incident Report JKL

Property List

According to NIBRS incident reporting standards, an offense can involve from 0 to 10 properties.

Q

0 items found

« Previous Next »

New Property Continue

Add Property Details when relevant to the offense.

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


Manual Entry of a New Group A Incident

Property Segment Details










COPLINK NIBRS Repository


Agency Reports

Home > Reports > Incident Report JKL > Property List

Property 1 

Describe the property

Type	Type of property loss 		
Basics	Property description 	Value 	Date Recovered  mm/dd/yyyy
Vehicles	Number of stolen vehicles (0 = Unknown) 	Number of recovered vehicles (0 = Unknown) 	
Substances	Suspected drug type 	Estimated quantity (1 = None) 	Drug measurement 

Continue... 

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

Manual Entry of a New Group A Incident

Arrestee Segment Details

The screenshot shows the 'Arrestee List' page in the COPLINK NIBRS Repository. The page includes a dark blue header with the site name and 'Agency Reports'. Below the header is a breadcrumb trail: 'Home > Reports > Incident Report JKL'. The main title is 'Arrestee List'. A note states: 'According to NIBRS incident reporting standards, an offense can involve up to 99 offenders and 99 arrestees.' There is a search bar with a magnifying glass icon and the text '0 items found'. At the bottom, there are navigation links: '« Previous' and 'Next »'. On the right side of the page, there are two buttons: 'New Arrestee' and 'Continue'. Two yellow callout boxes provide instructions: one points to the 'Continue' button and another points to the 'New Arrestee' button.

COPLINK NIBRS Repository

Agency Reports

Home > Reports > Incident Report JKL

Arrestee List

According to NIBRS incident reporting standards, an offense can involve up to 99 offenders and 99 arrestees.

0 items found

« Previous Next »

New Arrestee Continue

Add Arrestee Details when relevant to the incident.

Click on "Continue" to advance to the incident segment list.


Manual Entry of a New Group A Incident

Arrestee Segment Details

COPLINK NIBRS Repository

Agency Reports

Home > Reports > Incident Report JKL > Arrestee List

Arrestee 1 

Describe the arrestee.

Basics

Number

Transaction number

Offense code

Multiple arrestees? Count Arrestee (C) Multiple (M) Not Applicable (N)

Date

Arrest date

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
11A - Automatic Firearm (type not stated)
12 - Handgun
12A - Automatic Handgun

Demographics

Age Unknown (00) 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)

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

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

Sex Female (F) Male (M)

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

[Continue...](#)

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

Manual Entry of a New Group A Incident

Incident Report Segment List







COPLINK NIBRS Repository WASPC0000 - Joan Smith


Agency Reports

Home > Reports

WASPC0000 - JKL

An incident report describes up to 10 offenses. Don't forget to provide some administrative details!

	Administrative Details JKL 08/17/2018	>
	Offenses (1)	>
	Offenders (1)	>
	Victims (1)	>
	Properties (1)	>
	Arrestees (0)	>



A green circle with a check mark: the file validated correctly with no errors or warnings.

Manual Entry of a New Group A Incident

Incident Report Segment List

COPLINK NIBRS Repository cjsbasicuser

Agency Reports

Home > Reports

WASPC0000 - GHI789

An incident report describes up to 10 offenses. Don't forget to provide some administrative details!

	Administrative Details GHI789 08/01/2018	>
	Offenses (1)	>
	Offenders (1)	>
	Victims (1)	>
	Properties (0)	>
	Arrestees (0)	>



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

COPLINK NIBRS Repository

Agency Reports

Home > Reports

WASPC0000 - ABC123

An incident report describes up to 10 offenses. Don't forget to provide some administrative details!

	Administrative Details	ABC123	07/15/2018
	Offenses (2)		
	Offenders (2)		
	Victims (1)		
	Properties (0)		
	Arrestees (0)		

An orange triangle with an exclamation point: there are warnings errors which need to be reviewed to confirm the entry is valid or correct.

Notations at the bottom of the screen indicate the warning to be reviewed.

Segment Level 3 (Property Segment) with Segment Action Type 1 = Incident Report must be submitted when Data Element 6 (UCR Offense Code) contains an offense of Kidnapping/Abduction, Crimes Against Property, Drug/Narcotic Offenses, or Gambling Offenses.
Segment Level 2 (Offense Segment) must have at least one Segment Level 4 (Victim Segment) connected to it by entering the offense code identified in Data Element 6 (UCR Offense Code) in Data Element 24 (Victim Connected to UCR Offense Code).

Manual Entry of a New Group B Arrest

COPLINK NIBRS Repository

Agency Reports

Home > Reports

New Arrest Report ⚠

Describe the arrest.

Continue...

Basics	Number <input type="text"/>	Transaction number <input type="text"/>	Originating agency identifier <input type="text" value="WASPC0000"/>
	Offense code <input type="text"/>		
Date	Arrest date <input type="text" value="mm/dd/yyyy"/>	Arrest type <input type="radio"/> On-View Arrest (O) <input type="radio"/> Summoned/Cited (S) <input type="radio"/> Taken Into Custody (T)	
Weapon	Arrestee armed with <input type="radio"/> Unarmed (01) <input type="radio"/> Known (specify)	Specify the weapon or force used <input type="text" value="11 - Firearm (type not stated)"/> 11A - Automatic Firearm (type not stated) 12 - Handgun 12A - Automatic Handgun	
Demographics	Age <input type="radio"/> Unknown (00) <input type="radio"/> Older than 98 years (99) <input type="radio"/> Age range: <input type="text"/> <input type="radio"/> Exact age: <input type="text"/>	Disposition if under age 18 <input type="radio"/> Handled Within Department (H) <input type="radio"/> Referred to Other Authorities (R)	Sex <input type="radio"/> Female (F) <input type="radio"/> Male (M)
	Race <input type="radio"/> White (W) <input type="radio"/> Black or African American (B) <input type="radio"/> American Indian or Alaska Native (I) <input type="radio"/> Asian (A) <input type="radio"/> Native Hawaiian or Other Pacific Islander (P) <input type="radio"/> Unknown (U)	Ethnicity <input type="radio"/> Hispanic or Latino (H) <input type="radio"/> Not Hispanic or Latino (N) <input type="radio"/> Unknown (U)	Resident status <input type="radio"/> Nonresident (N) <input type="radio"/> Resident (R) <input type="radio"/> 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

The screenshot shows the 'Zero Reports' page in the COPLINK NIBRS Repository. The page header includes the repository name and the user 'WASPC0000 - CJIS Admin'. The main content area features a search bar, a filter for 'ORI WASPC0000', and a date selector set to 'August 2018'. A 'New Zero Report' button is visible in the top right. A yellow callout box with a blue arrow points to the date selector, containing the text: 'Choose the appropriate month and year for the zero report then click on "New Zero Report".'

COPLINK NIBRS Repository

WASPC0000 - CJIS Admin

Zero Reports

Home

Zero Reports

ORI WASPC0000

August 2018

New Zero Report

0 items found

« Previous Next »

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

Manual Entry of a Zero Report

The screenshot shows the 'COPLINK NIBRS Repository' interface. The top navigation bar includes a home icon, the repository name, and the user 'WASPC0000 - CJIS Admin'. The main content area is titled 'Zero Reports' and shows a search bar with the text 'Report successfully created.' Below this, it indicates '1 items found' and lists a single report: 'WASPC0000 - August 2018'. The report entry has a green checkmark icon on the left and a circular 'x' icon on the right. A 'New Zero Report' button is visible in the top right. Two yellow callout boxes provide instructions: one points to the report title stating 'The Zero Report will appear on the list.', and the other points to the 'x' icon stating 'The Zero Report can be deleted by clicking on the circle with an x.'

COPLINK NIBRS Repository

WASPC0000 - CJIS Admin

Zero Reports

Home

Zero Reports

ORI WASPC0000 August 2018 [New Zero Report](#)

Report successfully created.

1 items found

✓ WASPC0000 - August 2018 ✕

« Previous 1 Next »

The Zero Report will appear on the list.

The Zero Report can be deleted by clicking on the circle with an x.