Individual Incident Entry (IIE)

To begin entering a Group A or Group B incident into the state repository, click the “Incident / Arrest” button.
Choose Incident or Arrest

Click the “Incident Report” button to begin entering Group A incidents or click “Arrest Report” to begin enter Group B incidents into the repository.
If you choose Group A, Incident ....

Start with selecting either New Case or Get Previous Case.
After clicking on “New Case”: 1) enter the incident number in the box and 2) click “OK” – these steps are mandatory.
After clicking “Get Previous Case”:
1) enter the incident number or partial number in the box and
2) click “Search”.

Either one incident or a list of incidents with the partial number will display. Click the “Select” button to choose the appropriate case.
Incident data elements ....

Optional: Use only if incident date is unknown (MM/DD/YYYY)

Mandatory (if known): Date incident occurred (MM/DD/YYYY)

Mandatory: Use military 24-hour time; if incident occurs exactly at midnight, consider it to have occurred at the beginning of the following day.

If an incident needs to be removed from the repository, “delete” it here.

Optional: Physical address or latitude/longitude contribute to the repository crime mapping feature.

Mandatory: Answer “no” or “yes” only for the offenses of:
- All Other Larceny
- Bribery
- Burglary/Breaking & Entering
- Credit Card/ATM Fraud
- Embezzlement
- Extortion/Blackmail
- False Pretenses/Swindle/Confidence Game (Fraud)
- Impersonation (Fraud)
- Motor Vehicle Theft
- Theft From A Building
- Theft from a Motor Vehicle
- Robbery
- Wire Fraud
Victim data elements ....

**Mandatory Start:**
Click “Add Victim” (there may be up to 999 victims per incident)

If Victim Type is “Individual”, the Race, Sex, and Age are Mandatory. The Ethnicity and Resident data elements are Optional.

**Mandatory: Select Victim Type**

**Mandatory Injury Type for offenses of (up to five [5] types per victim):**
- Aggravated Assault
- Extortion/Blackmail
- Forcible Fondling
- Forcible Rape
- Forcible Sodomy
- Human Trafficking, Commercial Sex Acts
- Human Trafficking, Involuntary Servitude
- Kidnapping/Abduction
- Robbery
- Sexual Assault With An Object
- Simple Assault

**Mandatory Special Circumstances for the offenses of:**
- Aggravated Assault
- Justifiable Homicide
- Murder/Non-Negligent Manslaughter
- Negligent Manslaughter

**Mandatory** if the victim is a Law Enforcement Officer Killed or Assaulted (LEOKA).
The ORI-Other Jurisdiction data field is completed only if the officer is from another jurisdiction.
Mandatory Start:
Click “Add Victim” (there may be up to ten [10] offenses per incident)

Mandatory: Click the “Select An Offense” button to display another screen for offense descriptions and NIBRS codes. After selection, the entry screen returns.

Mandatory: Click on the “Victims Associated” button to display another screen and connect the appropriate victim(s) to this offense.
Offense continued ....

**Mandatory Criminal Activity for the offenses of:**
- Counterfeiting/Forgery
- Drug Equipment Violations
- Drug/Narcotic Violations
- Gambling Equipment Violations
- Pornography/Obscene Material
- Stolen Property Offenses
- Weapon Law Violations

**Mandatory Gang Involvement for the offenses of:**
- Aggravated Assault
- Forcible Fondling
- Forcible Rape
- Forcible Sodomy
- Intimidation
- Kidnapping/Abduction
- Murder/Non-Negligent Manslaughter
- Negligent Manslaughter
- Justifiable Homicide
- Kidnapping/Abduction
- Forcible Rape
- Forcible Sodomy
- Sexual Assault
- Forcible Fondling
- Robbery
- Aggravated Assault
- Simple Assault
- Extortion/Blackmail
- Weapon Law Violations
- Human Trafficking, Commercial Sex Acts
- Human Trafficking, Involuntary Servitude

**Mandatory Weapon Involved for the offenses of:**
- Murder and Non-Negligent Manslaughter
- Negligent Manslaughter
- Justifiable Homicide
- Kidnapping/Abduction
- Forcible Rape
- Forcible Sodomy
- Sexual Assault
- With An Object
- Robbery
- Aggravated Assault
- Simple Assault
- Extortion/Blackmail
- Weapon Law Violations
- Human Trafficking, Commercial Sex Acts
- Human Trafficking, Involuntary Servitude
Mandatory Domestic Violence (Yes or No) for the offenses of:
Aggravated Assault
Arson
Burglary
Forcible Fondling
Forcible Rape
Forcible Sodomy
Human Trafficking Offenses
Intimidation
Incest
Kidnapping/Abduction
Larceny-Theft
Motor Vehicle Theft
Murder and Non-Negligent Manslaughter
Negligent Manslaughter
Justifiable Homicide
Robbery
Sexual Assault w/Object
Simple Assault
Statutory Rape
Violation of No Contact/Protection Order

Mandatory for all offenses:
Status (Completed or Attempted)
Location (of offense)
Bias Motivation
Offender Suspected of Using
Property data elements ....

**Mandatory Start:**
Click “Add Property”

**Mandatory:** Property Loss and Property Code for each type of property.
- Up to ten (10) may be chosen.
- If more than ten (10) types stolen, list the nine (9) highest value types separately and combine the rest as property type “Other”.

**Optional:** Description field.

**Number of Vehicles Stolen or Recovered** data fields are for Motor Vehicle Theft offenses only (up to 99 vehicles per incident).

**Estimated Drug Quantity**, **Drug Measurement Unit**, and **Suspected Drug Type** data fields are for seized drugs only.
Offender data elements ....

**Mandatory Start:**
Click “Add Offender”

**Mandatory if offender is known:**
- Select the correct race and sex from the drop-down menus.
- Age is reported as the exact age.
- If the age is unknown, use an age range; for example, if the offender is 18 to 22 years old, enter 1822.
- If there is no “age range”, use “00” to report age as “unknown”.

**Optional:** Offender Ethnicity

Check the “Offender Unknown” box if nothing is known about the offender.

If the offender has been arrested, click the “Arrest Report” button. This will display the Arrest entry screen for completion.
Mandatory for all Crimes Against Persons and Robbery offenses:
- Click on the “Relationship to Victims” button to display another screen.
- Report the relationship of each victim to up to ten (10) offenders.
If the offender has been arrested and the “Arrest Report” button was clicked, this screen will display first.

The repository automatically assigns the arrest number and offender sequence number. Just click “OK”.
The offender’s descriptors will be pre-populated from the “Offender” entry screen. Click the “Arrest” button.
Arrest Entry continued ....

- **Mandatory:** Arrest Date and Arrest Type
- **Optional:** Arrest Time

- **Mandatory:** Whether the arrestee was armed with a weapon at the time of arrest; up to two (2) types of weapons may be entered.

- **Mandatory:** Arrest disposition only for arrests of juveniles (age 17 and under).

- **Mandatory:** Click the “Add Offense” button, then click “Select An Offense” button to choose the arrest offense.

- If this arrest clears other incidents, click “Add Case Number” and enter the incident numbers. Confirm the offender information has been updated as needed on the other incidents.

  **Note:** this is for Group A incidents only.
Arrest Entry continued ....

1) Click the “Save” button and then 2) click “Incident Report” to return to the Group A Incident.
Exceptional Clearance Entry ....

Mandatory: Choose an Exceptional Clearance code from the drop-down menu.

Mandatory: Enter the Exceptional Clearance Date for any clearance option other than “Not Applicable”.
NIBRS Check ....

Mandatory: Once all data for an incident are entered or updated, click the “NIBRS Check” button.

Any deletions or modifications to an incident already reported requires the incident to be “re-checked”.

After clicking the “NIBRS Check” button, a second window will display.

Mandatory: Click the “Check” button to receive a message stating either there are no errors or that the incident failed.

If the incident failed, click the “OK” button and locate the error(s). Correct all errors and re-do the NIBRS Check until the message reads there are no errors.
Group B Arrest ....

Mandatory Start:
Select either “New Arrest” or “Get Previous Arrest”
Choosing “New Arrest” will display a page for entry of the arrest number and offender sequence number.

**Mandatory:**
- Arrest Number
- Offender Sequence Number = 1

Click “OK”
Choosing “Get Previous Arrest” will display a page for entry of the arrest number or a partial number for searching.

Note: At least a partial number is important because the search function is limited to the first 2,500 cases.

Either one incident or a list of incidents with the partial number will display. Click the “Select” button to choose the appropriate case.
Group B Arrest data elements ....

After entry of the Arrestee descriptors, click the “Arrest” button.

Mandatory: Race, Sex, and Age of the Arrestee.

Optional: Ethnicity and Resident data on the Arrestee.
Group B Arrest continued ....

**Mandatory**: Arrest Date and Arrest Type

**Optional**: Arrest Time

**Mandatory**: Whether the arrestee was armed with a weapon at the time of arrest; up to two (2) types of weapons may be entered.

**Mandatory**: Arrest disposition only for arrests of juveniles (age 17 and under).

**Mandatory**: Click the “Add Offense” button, then click “Select An Offense” button to choose the arrest offense.

If this arrest clears other incidents, click “Add Case Number” and enter the incident numbers. Confirm the offender information has been updated as needed on the other incidents.

Note: this is for Group A incidents only.
Group B Arrest continued ....

Mandatory:
After entry is complete, click the “Save” button.

Mandatory: Once all data for an incident are entered or updated, click the “NIBRS Check” button.

Any deletions or modifications to an incident already reported requires the incident to be “re-checked”.
After clicking the “NIBRS Check” button, a second window will display.

Mandatory: Click the “Check” button to receive a message stating either there are no errors or that the incident failed.

If the incident failed, click the “OK” button and locate the error(s). Correct all errors and re-do the NIBRS Check until the message reads there are no errors.