



NYSIBR Data Capture Elements and Specifications

New York State Incident-Based Reporting (IBR) Reference Documents

This document provides a detailed record layout for each of the sixty-eight NYSIBR data elements collected for a criminal incident as well as the nine transmission data elements that are used to describe and structure the data transmission between law enforcement agencies and DCJS. It is intended for both law enforcement agencies participating in the IBR program as well as vendors who design and support Records Management System (RMS) software.

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Crime Reporting

NYSIBR Data Capture Elements and Specifications

The NYSIBR Data Capture Specifications provide a detailed record layout for each of the sixty-eight NYSIBR Data Elements. The specifications include each data element, its data format and coding structure, as well as examples of how the data element is input into the Records Management System. This document also includes the nine Transmission Data Elements that are not descriptors of the criminal incident but are used to describe and structure the data transmission between the local contributors and DCJS.

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Administrative Segment *Data Elements #1 - #11.*

DATA ELEMENT #1 ORI NUMBER

DATA FORMAT: 9 characters Alpha/Numeric

CODING STRUCTURE: **Enter the 9 character NCIC Originating Agency Identifier (ORI) Number which has been assigned to each agency.**

NOTE:

Agency software should automatically add the ORI NUMBER to each incident record, thereby allowing multiple-agency networks to send a single UCR file while preserving agency-level data.

DATA ELEMENT #2 INCIDENT/COMPLAINT NUMBER

DATA FORMAT: 12 characters Alpha/Numeric

CODING STRUCTURE: Enter the agency-defined number, up to 12 characters, which uniquely identifies each reported incident. It will be encrypted for storage at FBI.

DATA ELEMENT #3 INCIDENT OCCURRENCE DATE

DATA FORMAT: 8 characters Numeric

CODING STRUCTURE: This is the Year, Month, and Day when the incident occurred or the beginning of the time period in which it started (when appropriate).

Year-Month-Day YYYYMMDD

88888888 = Not Reported

99999999 = Unknown

EXAMPLES:

Example 1:

If a robbery occurred at 9:30 p.m. on July 2, 1989, the entry would be "19890702".

Example 2:

If a burglary occurred sometime between 11:15 a.m. on June 24, 1989, and 4:30 p.m. on June 26, 1989, when the victim reported the incident to police, then the entry for Data Element #3 would be "19890624" and for Data Element #4 "1115" and would define the start date and time for this incident. Data Element #5-INCIDENT REPORT DATE would be "19890626" and Data Element #6-INCIDENT TIME REPORTED would be "1630",

and together would define the end date and time for this incident.

Example 3:

A corpse riddled with bullets is discovered and reported to police at 6:00 a.m. on January 17, 1992. Since no other information about the time of death will be available until the autopsy is completed, the entry for INCIDENT OCCURRENCE DATE should be "99999999" and Data Element #5-INCIDENT REPORT DATE should be "19920117". Once a more specific time of death is determined, the entry for this data element should be updated to reflect the coroner's determination of the date when the murder occurred.

DATA ELEMENT #4 INCIDENT OCCURRENCE TIME

DATA FORMAT: 4 characters Numeric

CODING STRUCTURE: **Military time when the incident started.**
 7777 = Not Applicable
 8888 = Not Reported
 9999 = Unknown

NOTE:

Midnight is "0000", there is no "2400".

EXAMPLES:

Example 1:

If a robbery occurred at 9:30 p.m. on July 2, 1989, the entry would be "2130".

Example 2:

A corpse riddled with bullets is discovered and reported to police at 6:00 a.m. on January 17, 1992. Since no other information about the time of death will be available until the autopsy is completed the entry for this data element should be "9999", but "0600" should be entered in Data Element #6-INCIDENT TIME REPORTED. Once a more specific time of death is determined, the entry for this data element should be updated to capture the time at which the coroner determines the murder to have occurred.

DATA ELEMENT #5 INCIDENT REPORT DATE

DATA FORMAT: 8 characters Numeric

CODING STRUCTURE: **Enter the date the incident was reported to police.** In most cases this will be the same as the INCIDENT OCCURRENCE DATE (Data Element #3). **If the incident occurred over several days, then INCIDENT REPORT DATE will serve as a delimiter for the end of the incident.**

Year-Month-Day YYYYMMDD

EXAMPLES:

Example 1:

A robbery takes place on a street corner at 10:45 p.m. on July 25, 1990. The victim phones police and they arrive on the scene and complete an incident report at 11:00 p.m. The entry for Data Element #3-INCIDENT OCCURRENCE DATE would be "19900725", Data Element #4-INCIDENT OCCURRENCE TIME would be "2245", while Data Element #5-INCIDENT REPORT DATE would be "19900725" and Data Element #6-INCIDENT TIME REPORTED would be "2300".

Example 2:

If a burglary occurred sometime between 11:15 a.m. on June 24, 1989, and 4:30 p.m. on June 26, 1989, when the victim reported the incident to police, then the entry for Data Element #3-INCIDENT OCCURRENCE DATE would be "19890624" and for Data Element #4-INCIDENT OCCURRENCE TIME "1115". Data Element #5-INCIDENT REPORT DATE would be "19890626" and Data Element #6-INCIDENT TIME REPORTED would be "1630", and together would define the end date and time for this incident.

DATA ELEMENT #6 INCIDENT TIME REPORTED

DATA FORMAT: 4 characters Numeric

CODING STRUCTURE: **Military time when the incident was reported.**
 7777 = Not Applicable
 8888 = Not Reported
 9999 = Unknown

NOTE:

Midnight is "0000", there is no "2400".

EXAMPLES:

Example 1:

A robbery takes place on a street corner at 10:45 p.m. on July 25, 1990. The victim phones the police and they arrive on the scene and complete an incident report at 11:00 p.m. The entry for Data Element #3-INCIDENT OCCURRENCE DATE would be "19900725", Data Element #4-INCIDENT OCCURRENCE TIME would be "2245", while Data Element #5-INCIDENT REPORT DATE would be "19900725" and Data Element #6-INCIDENT TIME REPORTED would be "2300".

Example 2:

A robbery occurred at 8:45 a.m. on July 4, 1992, and was immediately reported to the police. Data Element #6-INCIDENT TIME REPORTED would be "0845".

DATA ELEMENT #7 INCIDENT CASE STATUS

DATA FORMAT: 2 characters Alpha/Numeric

CODING STRUCTURE:

NYSIBR CLEARANCE (Arrest)

01- Cleared By Arrest--Adult - An offense is "cleared by arrest" when at least one person is arrested; charged with the commission of an offense; and turned over to the Court for prosecution (whether following arrest, court summons, or police notice). In incidents which involve multiple arrests, **this code is used if at least one of those arrested is 18 years of age or older.**

02 - Cleared By Arrest--Juvenile - Same as above. Additionally, although no physical arrest is made, a clearance by arrest can be claimed when the offender is under 18 years of age and is cited to appear in juvenile court or before other juvenile authorities. In incidents which involve multiple arrests, **this code is used when all those arrested are under 18 years of age.**

NYSIBR CLEARANCE (Exceptional Means)

In order to clear an offense by exceptional means, the following **four 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 the arrest, charging, and prosecution of the offender; (3) the exact location of the offender must be known so that an arrest could be made; and (4) there must be a reason outside the control of law enforcement which prevents the arrest, i.e., codes 10 through 14 below.

10 - Death of Offender - applicable when the suspect has committed suicide, is the victim of a double murder (two persons kill each other), has made a "deathbed confession," is killed by the police or a citizen, or has died due to other causes.

11 - Prosecution Declined - for other than lack of probable cause. For example, the case is cleared by the confession of an offender already in the custody of the arresting agency or currently serving a sentence in jail or prison. Another example is when the offender is being prosecuted in another jurisdiction by local, state, or federal authorities for either different offenses or the offense in question, and the other jurisdiction will not release him.

12 - Extradition Denied - used when the authorities of another state or country refuse to remand the suspect to the custody of the jurisdiction that wishes to prosecute him for the offense in question.

13 - Victim Refuses to Cooperate - applies when the victim of an offense fails to cooperate in the prosecution of the suspect.

14 - No Court Referral (Juvenile Only) - used when a juvenile suspect is either orally reprimanded or has written notice sent to his parents or legal guardian in instances involving minor offenses, and no referral is made to juvenile court.

OTHER CASE STATUSES

20 - Warrant Issued - applies when an arrest warrant has been issued for a particular suspect, but has not yet been served, and the final disposition of the case depends on the suspect being arrested.

21 - Investigation Pending - appropriate when the final disposition of the case depends on the completion of some aspect of an investigation that is currently being pursued.

22 - Closed - applicable when a case is deemed permanently inactive for reasons of unsolvability, elapsed time since occurrence, etc.

88 - Not Reported - applicable when information regarding the disposition of the case is not reported.

99 - Unknown - applies when information regarding the disposition of the case is not available.

EXAMPLES:

Example 1:

A 30 year old suspect commits a burglary and is subsequently arrested. The proper code would be "01" = "Cleared by Arrest-Adult".

Example 2:

A homicide investigation is cleared when the person wanted for the murder is discovered dead on July 14, 1990. The entry for Data Element #7 would be "10" = "Death of Offender".

Example 3:

The incident involved two offenders - one of whom could not be extradited and the second was still at large. An incident record was transmitted to DCJS with Data Element #7-INCIDENT CASE STATUS coded as "12" = "Extradition Denied". The second offender involved is arrested a year later. Since for UCR purposes an Arrest Clearance is superior to an Exceptional Clearance, Data Element #7-INCIDENT CASE STATUS must be updated to show a new status of "01" = "Cleared by Arrest-Adult" or "02" = "Cleared by Arrest-Juvenile" depending on the age of the Arrestee recorded in Data Element #61-ARRESTEE AGE. The updated incident record sent to DCJS must also contain an Arrestee Segment for this Arrestee as well as all appropriate Arrest Charge Segments.

DATA ELEMENT #9 LOCATION CODE OF INCIDENT

DATA FORMAT: 4 characters Alpha/Numeric

CODING STRUCTURE: Use DCJS CTV (city, town, and village) codes for the location where the **incident occurred**. Agencies have the option of further delineating location by using Data Element #10 -STATION/DIVISION/PRECINCT IDENTIFIER.

EXAMPLE:

The incident occurred within the Village of Ravena in Albany County. The proper LOCATION CODE from the DCJS CTV coding table is "0123".

DATA ELEMENT #10 STATION/DIVISION/PRECINCT IDENTIFIER

DATA FORMAT: 6 characters Alpha/Numeric

CODING STRUCTURE: **Optional use of up to 6 characters of an alpha or numeric identifier to specify the station, division, or precinct where the incident occurred.**

777777 = Not Applicable

EXAMPLE:

The incident took place in the 2nd precinct of the Buffalo Police Department. Enter "2" For this Data Element.

DATA ELEMENT #11 BIAS CRIME TYPE

DATA FORMAT: 2 characters Alpha/Numeric

CODING STRUCTURE: **Enter the most descriptive code for the incident.**

Racial Bias

11 Anti-White

12 Anti-Black

13 Anti-American Indian/Alaskan Native

14 Anti-Asian/Pacific Islander

Religious Bias

21 Anti-Jewish

22 Anti-Roman Catholic

23 Anti-Protestant

24 Anti-Islamic (Muslim)

29 Anti-Other Religion

Ethnicity/National Origin Bias

31 Anti-Hispanic

32 Anti-Arab

33 Anti-Asian (Chinese, Korean, Vietnamese, etc.)

39 Anti-Other Origin

Sexual Bias

41 Anti-Homosexual (gay or lesbian)

Other

50 Other Bias Incident (e.g., anti-AIDS victim)

77 No Bias/Not Applicable

88 Not Reported by Agency

99 Motivation of Perpetrator(s) Unknown

DEFINITION:

A bias crime incident is an offense or unlawful act, which after investigation by law enforcement, is or appears to be motivated primarily by race, ethnicity/national origin, religion, or sexual orientation of the victim or institutional target.

Offense Segment *Data Elements #12 - #21.*

DATA ELEMENT # 12 **OFFENSE NUMBER**

DATA FORMAT: 2 characters numeric

CODING STRUCTURE: **The agency's computer should assign an Offense Number for each Offense Segment to be submitted.** The OFFENSE NUMBER will be used to link offenses to victims in Data Element #39-VICTIM/OFFENSE LINK.

A separate Offense Segment (Data Elements #12 through #21) must be completed for **each offense** involved in an incident.

Each offense is to be assigned a unique number from 01 to 75.

NOTE:

It is NOT necessary that Offense Segments be numbered consecutively, as long as they have a unique and valid number in the range of 01 to 75.

EXAMPLE:

If an incident involved both a homicide and a burglary, an Offense Segment would be submitted for each offense. The first Offense Segment for the burglary would have "01" entered in Data Element #12 as it will be the first Offense Segment for this incident and the Offense Segment for the burglary would have "02" entered in Data Element #12 as it will be the second offense reported for the incident.

DATA ELEMENT # 13 INCIDENT/COMPLAINT OFFENSE CODE

DATA FORMAT: 22 characters alphanumeric

CODING STRUCTURE: **Law Title - (3 A/N characters)**
 Article and Section - (9 A/N characters)
 Subsection - (6 A/N characters)
 Statutory - Class (1 A/N character)
 Category (1 A/N character)
 Degree - (1 N character)
 Attempt Indicator - (1 A character)
 C = **Completed**
 A = **Attempted**

NOTE:

PL 31.30 must be used as the INCIDENT/COMPLAINT OFFENSE CODE when reporting a Justifiable Homicide. This penal charge can be found on the NYS coded law file.

EXAMPLE:

EXAMPLE 1:

If an incident involved two offenses--Aggravated Sexual Abuse and Driving While Intoxicated, there would be two Offense Segments submitted.

The first Offense Segment would have "01" entered in Data Element #12-OFFENSE NUMBER and the INCIDENT/COMPLAINT OFFENSE CODE for Attempted Aggravated Sexual Abuse 1st Degree = "PL 130.70**01A** CF1A" would be entered in Data Element #13 and later classified via the law code conversion process at DCJS to Offense IBR Code of "11C" = "Sexual Assault with an Object".

The second Offense Segment would have "02" entered in Data Element #12-OFFENSE NUMBER and the offense law code for Operating a Motor Vehicle with .10 of 1% Alcohol, DWI 2nd Offense = "VTL1192.02**EF0C**" would be entered in Data Element #13 and later classified via the law code conversion process at DCJS to Offense IBR Code of "90D" = "Driving Under the Influence".

DATA ELEMENT # 14 INCIDENT LARCENY TYPE

DATA FORMAT: 2 characters alphanumeric (Larceny Offenses Only)

CODING STRUCTURE: This offense specific coding is necessary to delineate the type of larceny which cannot be determined using the NYS Penal Law.

DEFINITION: A larceny is defined as the unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

01 - Pocket-picking - The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.

02 - Purse-snatching - The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person. [NOTE: If more force was used than necessary to wrench the purse from the grasp of the person, then a Robbery occurred rather than a Purse-Snatching.]

03 - Shoplifting - The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.

04 - Theft From Building - A theft from within a building which is either open to the general public or where the offender has legal access.

05 - Theft From Coin-Operated Machine or Device - A theft from a machine or device which is operated or activated by the use of coins.

06 - Theft From Motor Vehicle (except Theft of Motor Vehicle Parts or Accessories) - The theft of articles from a motor vehicle, whether locked or unlocked.

07 - Theft of Motor Vehicle Parts or Accessories -The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.

08 - Theft from Mailbox - The theft of the contents of a mailbox, whether a public mailbox or a private mailbox.

09 - All Other Larcenies - All thefts, excluding Motor Vehicle Theft, which do not fit in any of the specific subcategories of Larceny/Theft listed above.

10 - Motor Vehicle Theft

77 - Not Applicable - the offense was NOT a larceny.

88 - Not Reported

99 – Unknown

EXAMPLES:

Example 1:

A visiting tourist is jostled in the subway and has his wallet removed from his pant's pocket. Code as "01" = "Pocket-picking".

Example 2:

New motor vehicle license plates are stolen from the victim's mailbox. Code as "08" = "Theft From Mailbox".

DATA ELEMENT # 15 INCIDENT LOCATION TYPE

DATA FORMAT: 2 characters alphanumeric

CODING STRUCTURE: Enter only one location for each offense. Select the **most specific** location code possible.

RESIDENTIAL STRUCTURES

01 - Single Family Home - A private residential building designed for occupancy by a single family unit, which is not physically attached to any other dwelling unit, includes large manufactured homes that are non-mobile.

02 - Multiple Dwelling - A private residence which is one of two or more dwelling units contained within a single structure; includes apartment, duplex, condominium, housing project and townhouse.

03 - Residential Facility - A building used primarily for **long term** congregate living, may or may not include individual cooking facilities and toilets; includes nursing homes, rooming houses and dormitories.

04 - Other Residential - A structure used for individual, family, or congregate housing on a temporary or mobile basis including shelters and missions, as well as mobile trailers, truck campers, motor homes and houseboats used for residential purposes, **EXCLUDING** hotels and motels.

05 - Garage/Shed - A structure designed for storage of automobiles or other personal property adjacent or attached to a dwelling; includes barns and other outbuildings on residential property.

PUBLIC ACCESS BUILDINGS

06 - Transit Facility - A building or structure used primarily to shelter air/bus/train/subway passengers in transit; includes stations, terminals, token booths, ticket counters, platforms and waiting areas.

07 - Government Office - A building or structure which primarily houses offices of a local, state or the federal government; includes public library, post office, courthouse, but **EXCLUDES** schools.

08 - School - A building or structure used to provide primary and secondary education; includes day care facility, nursery school and grades K through 12, both public and private.

09 - College - A building or structure used to provide post-secondary education or training; includes trade and technical schools, junior colleges and universities.

10 - Church - A building or structure used primarily as a place of religious worship; includes Synagogue, Temple, Cathedral and Mosque.

11 - Hospital - A building or structure used for medical treatment and care; includes clinics and psychiatric centers.

12 - Jail/Prison - A building or structure used as a correctional or detention facility; includes lock-up, penitentiary and work camp.

13 - Parking Garage - A building or structure designed primarily for the parking or storage of motor vehicles; includes private, public and commercial parking facilities.

14 - Other Public Access Building - for example, stadiums, concert halls, arenas, etc.

COMMERCIAL SERVICE LOCATIONS

15 - Auto Shop - A service business primarily engaged in the repair of vehicles; includes body and fender, muffler, brake, and transmission shops.

16 - Financial Institution - A service business processing financial transactions; includes commercial banks, savings and loan associations, credit unions, finance companies and check cashing services.

17 - Barber/Beauty Shop - A service business engaged primarily in the cutting and styling of hair.

18 - Hotel/Motel - A service establishment primarily engaged in the rental of sleeping accommodations on a short term basis.

19 - Dry Cleaners/Laundry - A service establishment offering laundering and/or dry cleaning and pressing of clothing and other articles.

20 - Professional Office - A business office engaged primarily in providing legal, dental, accountancy, engineering, architectural or similar services.

21 - Doctor's Office - A business office engaged primarily in providing medical services.

22 - Other Business Office - A business office, other than those above, dealing with the creation and/or distribution of goods and services, may or may not deal directly with the general public; for example, brokerage house, travel agency, real estate or insurance offices.

23 - Amusement Center - A service establishment primarily engaged in providing recreation or entertainment; includes bowling alley, pool hall, movie theater and video or pinball arcade.

24 - Rental Storage Facility - A service establishment primarily engaged in the rental of secure, relatively small storage spaces of various sizes to the public, **EXCLUDING** large leased locations under the control of a single firm or individual such as warehouses or shipping terminals.

25 - Other Commercial Service Location - for example, photo finishing.

COMMERCIAL RETAIL LOCATIONS

26 - Bar - A retail location serving alcoholic beverages by the drink, may also serve limited menu food and provide entertainment; includes tavern, saloon, nightclub.

27 - Buy/Sell/Trade Shop - A retail establishment primarily engaged in sale and purchase of used personal property including coin and stamp dealers, precious metals dealers, pawn shops, second hand stores and "flea markets".

28 - Restaurant - A retail location which serves fully prepared food for consumption on the premises and which may or may not sell food to take out; includes cafeteria, diner, fast food locations, **INCLUDES** restaurants and coffee shops inside hotels, hospitals, department stores, etc.

29 - Gas Station - A retail location selling primarily gasoline, which may or may not also sell other automotive products and may or may not also perform auto repairs.

30 - Auto Sales Lot - A retail location primarily engaged in selling either new or used motor vehicles, may or may not include service facilities.

31 - Jewelry Store - A retail location selling primarily jewelry, includes watch sellers.

32 - Clothing Store - A retail location selling primarily personal apparel; includes furriers, shoe and lingerie stores.

33 - Drug Store - A retail store **containing a pharmacy** where prescription drugs can be obtained, which usually sells a variety of non-prescription medications and hygiene products as well, **EXCLUDING** drug stores that are inside supermarkets, thrift and department stores.

34 - Liquor Store - A retail store selling primarily beer, wine, spirits and other alcoholic beverages.

35 - Shopping Mall - A grouping of retail stores in one or more buildings having common ownership, shared maintenance and surrounded by or adjacent to a common parking facility for the use of customers; includes all common areas but not the parking lots or the stores themselves.

36 - Sporting Goods - A retail location selling primarily sporting or recreational equipment, may or may not include sports-oriented apparel and service and repair facilities; includes gun shop, boat, bait and tackle stores.

37 - Grocery/Supermarket - A retail store selling a **wide variety** of fresh and processed food items; includes food markets, corner grocery stores, but **EXCLUDES** specialized food outlets such as delicatessen, bakery and ice cream parlor.

38 - Variety/Convenience Store - A retail store selling a relatively **restricted selection** of basic, popular food and non-food items, usually open extended hours, may or may not sell gasoline; includes bodega, delicatessen. Examples include Seven-Eleven, Cumberland Farms.

39 - Department/Discount Store - A retail store selling a wide variety of goods, organized into departments by the type of goods; examples are Sears and K-Mart.

40 - Other Retail Store - for example, butcher shop, hardware store, appliance store, furniture store.

41 - Factory/Mill/Plant - A business location engaged in the manufacture of goods or the performance of services, separate from the locations at which these are made available to the public.

OTHER

42 - Other Building - An indoor location that cannot be assigned to the residential, public access, or commercial location categories.

OUTSIDE

43 - Yard - An outside location adjacent to residential property; includes private walks and driveways.

44 - Construction Site - An outside location that is under active development; residential building not yet occupied; commercial structure not yet in business.

45 - Lake/Waterway - A body of water; includes stream, creek, pond, river, reservoir, canal, marsh, bay, swamp and ocean.

46 - Field/Woods - An outside location including private farmland as well undeveloped public park land.

47 - Street - An outside location used primarily for pedestrian or vehicular traffic; includes public sidewalk, highway, road and alley.

48 - Parking Lot - An outside location used primarily to store motor vehicles; includes private, public and commercial places but **EXCLUDES** street parking.

49 - Park/Playground - An outside location developed for recreational use; including school yards, playing fields and golf courses.

50 - Cemetery - An outside location used primarily for the burial of human remains, may or may not include erected memorials or mausoleums.

51 - Public Transit Vehicle - An outside location, (usually "street") in which an incident occurs aboard a bus, taxi, or subway train.

52 - Other Outside Location - An outside location that cannot be assigned to any of the enumerated outside locations.

88 - NOT REPORTED - The location of the incident was not reported.

99 - UNKNOWN - The location of the incident cannot be determined.

EXAMPLE:

An assault started in a bar ("26"), continued into an adjoining parking lot ("48") and ended in the street ("47"). Because the bar was the location where the offense originated and best describes the circumstances of the crime, "26" = "Bar" should be entered.

DATA ELEMENT # 16 WEAPON/FORCE

DATA FORMAT: 2 characters numeric

CODING STRUCTURE: **Enter up to 3 per offense.**

- 01 - Firearm** (type unspecified or not stated)
- 02 - Revolver, Derringer, or Single-shot Pistol**
- 03 - Semiautomatic Handgun** (fires a bullet with each pull of the trigger)
- 04 - Fully Automatic Handgun or Submachine Gun** (fires more than one bullet for each pull of the trigger, includes those weapons with a selectable rate of fire between semi- and full automatic)
- 05 - Single Shot, Pump Action, or Bolt Action Rifle**
- 06 - Semiautomatic Rifle** (fires a bullet with each pull of the trigger)
- 07 - Fully Automatic Rifle or Machine Gun** (fires more than one bullet for each pull of the trigger, includes those weapons with a selectable rate of fire between semi and fully automatic)
- 08 - Shotgun** (includes sawed-off shotguns)
- 09 - Imitation Firearm** (includes toy gun and starter pistol)
- 10 - Simulated Firearm** (e.g., hand in pocket)
- 11 - Knife/Cutting Instrument** (e.g., ax, ice pick, cane sword, screwdriver, switchblade, Kung Fu stars, etc.)
- 12 - Blunt Object** (e.g., club, hammer, Chuka sticks, etc.)
- 13 - Motor Vehicle** (when used as a weapon)
- 14 - Personal Weapons** (e.g., hands, feet, teeth, etc.)
- 15 - Poison** (includes gas)
- 16 - Explosives**
- 17 - Fire/Incendiary Device**
- 18 - Drug/Narcotics/Sleeping Pills**
- 19 - Other Weapon** (includes BB-gun, pellet gun, stun gun, dart gun, crossbows, etc.)
- 77 - None/Not Applicable**
- 88 - Not Reported**
- 99 - Unknown**

NOTE:

The codes have been modified to distinguish the type of action for both handguns and rifles and to include simulated and imitation or toy guns used as weapons.

EXAMPLES:

Example 1:

Three robbers held up a bank. One was armed with a revolver, the second had a sawed-off shotgun and the third had a machine gun. The entries for this data element should be: "02" = "Revolver"; "08" = "Shotgun"; and "07" = "Fully Automatic Rifle or Machine Gun".

Example 2:

A perpetrator effects a robbery by approaching his victim from the rear and using his hand inside a jacket to simulate a gun placed against the victim's back. Code as "10" = "Simulated Firearm".

DATA ELEMENT # 17 NUMBER OF PREMISES ENTERED (BURGLARY)

DATA FORMAT: 2 characters numeric

Use only when offense is burglary of a hotel or rental storage facility. Use only when the "Hotel Rule" is applicable. The total number (up to 99) of individual rooms, units, suites, storage compartments, etc., entered is to be reported in this Data Element.

CODING STRUCTURE: **Enter the number of premises entered.**
 Enter "00" if Not Applicable.

NOTE:

In the Summary Reporting System, the Hotel Rule states: "If a number of dwelling units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants, the burglary should be scored as one offense." In NIBRS, the Hotel Rule has been expanded to include rental storage facilities such as "Mini-Storage" and "Self-Storage" buildings.

EXAMPLE:

A local motel is burglarized and total of 28 rooms were entered during the incident. Enter "28" in Data Element #17.

DATA ELEMENT # 18 METHOD OF ENTRY (BURGLARY)

DATA FORMAT: 1 character alpha

Use only when the offense is burglary.

CODING STRUCTURE: **F** = **Force**
 N = **No Force**
 X = **Not Applicable**

A **forced entry** is where force of any degree, a mechanical contrivance of any kind (including a passkey or skeleton key), or concealment, was used to unlawfully enter a building or other structure.

An **unforced entry** is one where 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 should be reported as having been accomplished through "Force".

EXAMPLES:

Example 1:

Investigation of a burglary complaint disclosed that the offenders entered the building through an unlocked street door and then forced a locked door to an office and stole a typewriter. Since one door was forced, "F" should be entered.

Example 2:

Some teenagers entered an unlocked garage and stole a bicycle and some power tools. The entry should be "N" since the garage door was unlocked and no force was used to enter.

Example 3:

The offense was NOT a burglary; code as "X" = "Not Applicable".

**DATA ELEMENT # 19 ASSAULT/HOMICIDE CIRCUMSTANCES
(ALLEGED)**

DATA FORMAT: 2 characters alphanumeric

CODING STRUCTURE: For each Assault, Murder or Non-Negligent Manslaughter Offense Segment up to two circumstance codes may be entered.

- 01 - Argument**
- 02 - Assault on Law Enforcement Officer(s)**
- 03 - Dispute Among Drug Dealers**
- 04 - Drug Buyer-Dealer Dispute**
- 05 - Robbery/Theft from Drug Dealer**
- 06 - Dispute Between Drug Dealer and Witness or complainant**
- 07 - Other Drug-Related**
- 08 - Gangland**
- 09 - Juvenile Gang**
- 10 - Lovers' Quarrel**
- 11 - Mercy Killing**
- 12 - Other Felony Involved**
- 20 - Other Circumstances**
- 21 - Unknown Circumstances**

For each Negligent Manslaughter Offense Segment enter one of the codes below:

- 30 - Child Playing with Weapon**
- 31 - Gun Cleaning Accident**
- 32 - Hunting Accident**
- 33 - Other Negligent Weapon Handling**
- 34 - Negligent Vehicular Killings**
- 40 - Other Negligent Killings**
- 77 - Not Applicable**

NOTE:

The coding of drug-related circumstances has been enhanced to include five categories instead of one as in the Federal Guidelines and this data element has been broadened to include coding the circumstances for ALL assaultive offenses.

EXAMPLES:

Example 1:

Two rival juvenile gangs fight over a disputed drug territory and one gang member is killed. Possible entries are "01" = "Argument", "03" = "Dispute Among Drug Dealers" and "09" = "Juvenile Gang". While all three would apply, there is a limit of two entries. Therefore, the most descriptive codes (as determined by the reporting agency) should be used. In this case, the reporting agency entered "03" and "09".

Example 2:

There were no assaultive offenses involved in the incident. Code both occurrences as "77" = "Not Applicable".

DATA ELEMENT # 20 JUSTIFIABLE HOMICIDE CIRCUMSTANCES

DATA FORMAT: 2 characters Numeric

CODING STRUCTURE: **Enter only one code per Justifiable Homicide offense.**

CRIMINAL KILLED BY POLICE OFFICER

- 01 - Criminal Attacked Police Officer and That Officer Killed Criminal**
- 02 - Criminal Attacked Police Officer and Criminal Killed by Another Police Officer**
- 03 - Criminal Attacked Civilian**
- 04 - Criminal Attempted Flight From Crime**
- 05 - Criminal Killed in Commission of Crime**
- 06 - Criminal Resisted Arrest**
- 09 - Unable to Determine/Not Enough Information**

CRIMINAL KILLED BY PRIVATE CITIZEN

- 13 - Criminal Attacked Civilian**
- 14 - Criminal Attempted Flight From Crime**
- 15 - Criminal Killed in Commission of Crime**
- 16 - Criminal Resisted Arrest**
- 17 - Criminal Attacked Police Officer and Criminal Killed by civilian Aiding Police Officer**
- 19 - Unable to Determine/Not Enough Information**

77- Not Applicable

NOTE:

If a Justifiable Homicide occurs in the context of a criminal incident it is to be reported as an additional Offense Segment with the article and section of the penal law used for Justifiable Homicides "PL§35.30" entered in Data Element #13. This Offense Segment will be classified by DCJS to the Offense IBR Code of "09C" = "Justifiable Homicide" for reporting to NIBRS.

EXAMPLES:

Example 1:

A law enforcement officer, while off duty, observes a gas station robbery in progress. After telling a bystander to call the police, the officer approaches the scene. The perpetrator attempts to leave the gas station after taking money from the station attendant at gun point. The officer confronts the perpetrator and orders him to drop the gun. Shots are exchanged resulting in serious injury to the officer and fatal injury to the perpetrator. There are four victims in this incident with three VICTIM TYPES (Data Element #40) coded as follows: "B" = "Business" for the gas station, "L" = "Law Enforcement Officer in the Line of Duty" for the officer and "I" = "Individual" for both the station attendant and the perpetrator who is the victim of the Justifiable Homicide offense. In Data

Element #39-VICTIM/OFFENSE LINK the gas station would be linked to the robbery Offense Segment, as would the station attendant and the police officer. The robber would be linked to the Justifiable Homicide Offense Segment. In this incident both the robber and the police officer would appear as both victims and offenders. Although it may be distasteful to put a police officer in an "Offender Segment", the fact that the segment is associated with a Justifiable Homicide distinguishes the officer's involvement from the other offenses in the incident. Thus, for any incident involving a Justifiable Homicide offense, a victim segment must be submitted for the person killed and an offender segment must be submitted for the person who committed the Justifiable Homicide. The Offense Segment for the Justifiable Homicide would have Data Element #20 coded as "01" = "Criminal Attacked Police Officer and That Officer Killed Criminal".

Example 2:

In resisting arrest, a fugitive pulled a gun and fired two times in the direction of two police officers who were attempting to take him into custody. Neither officer was hit but both drew their weapons and returned the fire, killing the fugitive. The possible entries are: "01" = "Criminal Attacked Police Officer and That Officer Killed Criminal"; "02" = "Criminal Attacked Police Officer and Criminal Killed by Another Police Officer"; and "06" = "Criminal Resisted Arrest". As only one code can be entered, the most descriptive code (as determined by the reporting agency) should be used. In this case, the reporting agency entered "01".

DATA ELEMENT # 21 OFFENDER USED COMPUTER

DATA FORMAT: 1 character alphanumeric

CODING STRUCTURE: **Enter one code per Offense Segment.**

0 - Computer Not Used to Commit Offense

1 - Offender Used Computer to Commit Offense

8 - Not Reported

EXAMPLES:

Example 1:

A computer "hacker" used his personal computer and a telephone modem to gain access to a rival company's computer and to steal proprietary data. Code "1" = "Offender Used Computer to Commit Offense" should be entered.

Example 2:

A private residence was burglarized and a personal computer was stolen along with other items. The incident should be coded as "0" = "Computer Not Used to Commit Offense", as although the computer was one of the fruits of the crime, it was not used to commit the crime.

Property Segment *Data Elements #12 - #21.*

DATA ELEMENT # 22 **PROPERTY INVOLVEMENT**

DATA FORMAT: 2 characters numeric

CODING STRUCTURE: **Enter one per Property Segment.**

01 - None/Not Applicable

02 - Burned (includes damage caused in fighting the fire)

03 - Counterfeited/Forged

04 - Destroyed/Damaged/Vandalized

05 - Recovered (To Impound property which was previously reported stolen)

06 - Seized (To Impound property which was not previously reported stolen)

07 - Stolen/etc. (includes bribed, defrauded, embezzled, extorted, ransomed, robbed, etc.)

88 - Not Reported

99 - Unknown

NOTES:

A separate Property Segment must be submitted for each method of loss described under PROPERTY INVOLVEMENT.

The **Statewide Criminal Justice Data Dictionary** contains additional codes for this variable which are not part of NYSIBR.

EXAMPLES:

Example 1:

In an arson incident, the entries might be "01" = "None" (an attempt where no property was burned), "02" = "Burned" (property burned), or "99" = "Unknown" (not known whether property burned).

Example 2:

In a burglary incident, the entries might be "01" = "None" (an attempted burglary, or the structure was entered but no property was taken); "07" = "Stolen/Etc." (property was taken); "05" = "Recovered" (stolen property was recovered); "99" = "Unknown" (it is not known whether property was taken).

Example 3:

If the same incident involved both an arson and a burglary, then the codes listed in Examples 1 and 2 above could be applicable and a separate Property Segment would be completed for each type of property involvement.

Example 4:

The incident involved an Attempted Burglary where no property was actually stolen. Data Element #22-PROPERTY INVOLVEMENT should be coded as "01" for "None/Not Applicable".

DATA ELEMENT # 23 PROPERTY TYPE

DATA FORMAT: 2 characters numeric

CODING STRUCTURE: **Enter up to 10 PROPERTY TYPE descriptions for each Property Segment**
(i.e., each type of loss/etc.) If more than 10, enter 9 most valuable specifically
codable types of property and "49" = "Other Property".

EXCHANGE MEDIUMS

01 - Money - United States or other currency, including both bills and coins, except money kept as part of a collection.

02 - Credit/Debit Card - A card authorizing the person named to make purchases on credit or to debit an existing account including Automatic Teller Machine cards.

03 - Negotiable Instruments - Any document, other than currency, which is payable without restriction, e.g., endorsed check, endorsed money order, endorsed travelers's checks; "bearer" checks and bonds, lotto tickets, gift certificates, tokens, railroad tickets, food stamps, etc.

DOCUMENTS

04 - Non-Negotiable Instruments - Documents requiring further action to become negotiable, e.g., unendorsed checks, unendorsed money orders, stocks and bonds, etc.

05 - Personal Papers - birth certificate, passport, ID cards, drivers license, Social Security Card, etc.

VALUABLES

06 - Jewelry/ Precious Metals - Bracelets, necklaces, rings, watches, charms, pins, etc. and gold, silver, platinum, etc.

07 - Art Objects, Antiques and Other Precious Items - Any group of objects whose value is due to their collectability and rarity and not simply to their use or currency value such as coin collections, stamp collections, paintings, tapestries, etc.

PERSONAL EFFECTS

08 - Clothing/Furs - Any wearing apparel for human use, including accessories such as belts, shoes, scarves, ties, but EXCLUDING jewelry.

09 - Purses, Handbags, Wallets

HOUSEHOLD ITEMS

10 - Household Items - Objects designed primarily for use in a residence, including household furniture and appliances, draperies, carpets, beds, chairs, desks, sofas, tables, refrigerators, stoves, washers, dryers, air conditioning and heating equipment, silverware, flatware, dishes, kitchen appliances, cookware, generators, sewing machines, etc.

EQUIPMENT

11 - Drug/Narcotic Equipment - Devices, chemicals or materials used in preparing and/or using drugs and narcotics such as syringes, hypodermic needles, etc.

12 - Gambling Equipment - Includes all gambling paraphernalia such as roulette wheels, crap tables, flash paper, etc.

13 - Computer Hardware/Software - Computers, computer peripherals (e.g., tape and disk drives, printers, etc.) and storage media (e.g., magnetic tape, magnetic and optical disks, etc.).

14 - Office Equipment - Objects designed primarily for use in an office including desks, filing cabinets, safes and other office furniture; typewriters, photocopiers, adding machines, calculators, cash registers, sample cases, pocket calculators and other business machines.

15 - Stereo Equipment, TV and Radio (NOT Vehicle) Includes high fidelity and stereo equipment, compact disc players, stereo speakers, amplifiers, equalizers, tape recorders, radios, televisions, videotape recorders, etc.

16 - Recordings--Audio/Visual - Includes phonograph records, compact discs, tape recordings, cassettes, videotape recordings, etc.

17 - Sports Equipment (all EXCEPT bicycles and firearms) -Objects designed for use in sports activities such as skis, golf clubs, tennis racquets, fishing rods, football, basketball backboard and hoop, camping accessories, etc.

18 - Photographic/Optical Equipment - Includes still and movie cameras and lenses, film projectors, slide projectors, screens, films, etc., as well as binoculars, telescopes, microscopes, etc.

19 - Farm Equipment - Includes tractors, combines, etc.

20 - Heavy Construction/Industrial Equipment - Includes cranes, bulldozers, steamrollers, oil-drilling rigs, manufacturing machinery, etc.

21 - Building Supplies for Construction - Items for use in residential or commercial construction such as doors, windows, plumbing fixtures and pipes, ceiling tile, flooring materials, etc.

22 - Tools - Any item designed for use as a tool in manufacturing, industry, home repair, professional repair or maintenance, building trades, etc. Includes hand tools and power tools such as hammers, screwdrivers, wrenches, pliers, lawn mowers, drills, hedge clippers, snow blowers, etc., but EXCLUDES motorized vehicles.

23 - Vehicle Parts or Accessories - Any object attached to the interior or exterior of a vehicle including operating parts such as batteries, engines, transmissions, etc.; license plates; tires; interior parts such as bucket seats, steering wheels; decorative parts such as hubcaps, hood ornaments, side view mirrors, manufacturer's emblems; and accessories such as vehicle radios, antennas, cb's and tape decks, etc.

24 - Miscellaneous Equipment - Any object not in the above Equipment Categories such as medical instruments, dental instruments, musical instruments, etc.

CONSUMABLE ITEMS

25 - Alcohol - Alcoholic Beverages, e.g., beer, wine, liquor, etc.

26 - Drugs/Narcotics - Includes all medical prescriptions and non-prescription drugs as well as illicit drugs.

27 - Consumable Goods - Expendable items used for nutrition, enjoyment or hygiene, e.g., food, nonalcoholic beverages, grooming products, cigarettes, gasoline, firewood, pet food, animal feed, paper products, utilities--gas, water, electric, cable service, etc.

ANIMALS

28 - Livestock - Living farm-type animals, e.g., cattle, chickens, hogs, horses, sheep, etc., but not household pets such as dogs and cats.

29 - Household Pets - Domesticated animals kept as pets in personal residence such as cats, dogs, fish, snakes, hamsters, etc.

VEHICLES

30 - Aircraft - Vehicles used for air transportation such as airplanes, dirigibles, gliders, etc.

31 - Automobiles - Sedans, coupes, station wagons, convertibles, taxicabs and other similar motor vehicles which serve the primary purpose of transporting people.

32 - Bicycles - Bicycle, tricycle, or unicycle or similar non-motorized wheeled vehicle.

33 - Buses - Motor vehicles which are specifically designed but not necessarily used to transport groups of people on a commercial basis.

34 - Trucks - Motor vehicles which are specifically designed, but not necessarily used, to transport cargo on a commercial basis.

35 - Trailers - Cargo carriers designed to be pulled by a motor vehicle.

36 - Watercraft - Vehicles used for water transportation such as motorboats, sailboats, houseboats, canoes, etc.

37 - Recreational Vehicles - Motor vehicles which are specifically designed, but not necessarily used, to transport people and also provide them temporary lodging for recreational purposes.

38 - Other Motor Vehicles - Any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, golf carts, riding lawn mowers, etc.

WEAPONS

39 - Firearms - Weapons that fire a shot by force of an explosion, i.e., handguns, rifles, shotguns, automatic firearms, etc., but NOT "BB", pellet, or gas-powered guns.

40 - Other Weapons - Other commonly known weapons such as "BB", pellet, or gas-powered guns, slingshots, knives, marshal arts stars, brass knuckles, blackjack, ammunition, explosives, etc.

STRUCTURES

41 - Structures-Single Occupancy Dwellings - Houses, town houses, duplexes, mobile homes, or other private dwellings which are occupied by a single person, family, house mates, or other groups.

42 - Structures-Other Dwellings - Any other residential dwelling not meeting the definition of "Single Occupancy Dwellings", e.g., apartments, tenements, flats, boarding houses, dormitories, as well as temporary living quarters such as hotels, motels, inns, etc.

43 - Structures-Other Commercial/Business - Stores, office buildings, restaurants, etc.

44 - Structures-Other Industrial, Manufacturing - Plants, assembly lines, etc.

45 - Structures-Public/Community - Colleges, hospitals, jails, libraries, meeting halls, passenger terminals, religious buildings, schools, sports arenas, etc.

46 - Structures-Storage - Barns, garages, storehouses, RR boxcars, warehouses, etc.

47 - Structures-Other - Any other structures not fitting the other "Structures" descriptions, e.g., out buildings, monuments, buildings under construction, etc.

OTHER

48 - Merchandise - Items held for sale in a wholesale or retail store.

49 - Other Property - All property which cannot be assigned to any of the preceding property type categories.

50 - Pending Inventory - Property description unknown until an inventory is conducted.

51 - Special Categories - Special category to be used by the National UCR Program to compile statistics on certain designated types of property, e.g., "CB" radios, which are the object of theft fads.

77 - NOT APPLICABLE

88 - NOT REPORTED

99 - UNKNOWN

EXAMPLES:

Example 1:

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

Item (1), the stamp collection, was the most expensive property; and would be coded "07" = "Art Objects, Antiques and Other Precious Items". Items (2) through (10) become the remaining eight most valuable conable properties as follows: the jewelry should be entered as code "06"; the silverware and the microwave oven as "10"; the personal computer as code "13"; the clothes as "08"; the TV and VCR as "15"; the cash as "01"; the typewriter as "14"; and the shotgun as "39". Items (12) through (14) should be combined and entered as "49" = "Other Property".

Example 2:

If a house is destroyed by arson and the homeowners are away on an overseas trip making it impossible to determine the property loss until they return, enter "50" = "Pending Inventory". An updated Property Segment with entries describing the type(s) of burned property should be submitted when the results of the inventory are subsequently learned.

Example 3:

The incident involved an Attempted Burglary with no property stolen. Code as "77" = "Not Applicable".

DATA ELEMENT # 24 PROPERTY VALUE

DATA FORMAT: 9 characters numeric

CODING STRUCTURE: **Enter total dollar value loss in whole dollars for all victims in the incident for each of the up to 10 PROPERTY TYPES listed in Data Element #23.**

777777777 = Not Applicable

999999999 = Unknown

NOTE:

Since "777777777" and "999999999" are used as residual codes if the actual value of the property type equals these numbers subtract one and report the value.

Up to ten (10) PROPERTY VALUES can be entered to match the up to ten PROPERTY TYPES which are associated with each Property Segment (i.e., each type of property loss/etc.) in the incident.

If more than ten PROPERTY TYPES are involved, the values of the nine (9) most valuable PROPERTY TYPES are to be entered; then, the total value of the remaining properties which were coded as "49" = "Other Property" are to be entered.

If drugs or narcotics were seized (Data Element #22-PROPERTY INVOLVEMENT = "06") in a drug case, show corresponding seized drug value as "777777777," "999999999," or known value; the source and estimated type and quantity of the Drugs/Narcotics are to be reported in data Elements #28 through #31.

However, when an occurrence of Data Element #23-PROPERTY TYPE shows Drugs or Narcotics are involved in **other types of property involvement** (e.g., they were stolen through burglary, robbery, theft, etc., or destroyed by arson) their value is to be entered into this data element and Data Elements #28 through #31 are to be coded as Not Applicable.

If the incident did not involve 10 property types, fill the remaining occurrences of this field with "777777777" to indicate "Not Applicable".

If the incident did not involve any property involvement, then the first occurrence of both PROPERTY TYPE and PROPERTY VALUE must be coded as "Not Applicable".

EXAMPLES:

Example 1:

In Example 1 for Data Element #23-PROPERTY TYPE, the values for each specifically coded property should be entered as follows: "000010000" for the \$10,000 stamp collection coded as "07"; "000005000" for code "06" (the jewelry); "000001200" for code "10" (the silverware and the microwave); "000001800" for code "13" (the personal computer); "000001500" for code "08" (the clothes); "000001100" for code "15" (the TV and VCR);

"000000350" for code "01" (the cash); "000000250" for code "14" (the typewriter); "000000150" for code "40" (the shotgun); "000000100" for code "49" (the bicycle worth "\$100 and the two credit cards and ten blank checks with no value affixed).

Example 2:

In Example 2 for Data Element #23-PROPERTY TYPE, since a determination of the property loss must await an inventory, "999999999" = "Unknown" should be entered into the first occurrence of Data Element # 24 and the remaining 9 occurrences should be coded as "7777777777" = "Not Applicable". An updated Property Segment with appropriate property values should be submitted after the results of the inventory are known.

Example 3:

Two victims had their bicycles stolen at the same time and place, one was worth \$300 and the other \$150. The first occurrence of Data Element #23-PROPERTY TYPE should be coded as "32" = "Bicycles" and their total value "000000450" ($\$300 + \$150 = \$450$) should be entered into the first occurrence Data Element #24-PROPERTY VALUE. All remaining occurrences of PROPERTY VALUE should be coded as "Not Applicable".

DATA ELEMENT # 25 PROPERTY RECOVERY DATE

DATA FORMAT: 8 characters numeric

CODING STRUCTURE: Date of recovery for each type of property listed in Data Element #23 on the Property Segment where Data Element #22-PROPERTY INVOLVEMENT is coded as "05" = "Recovered".

Up to ten (10) dates of recovery can be entered to match each of the up to ten property types which are associated with the Recovered Property Segment for the incident.

If there is more than one date of recovery for the same PROPERTY TYPE, enter the earliest date.

If the PROPERTY RECOVERY DATE is unknown, enter the date of the report.

Year-Month-Day YYYYMMDD

77777777 = Not Applicable

EXAMPLE:

On March 28, 1989, a residence was burglarized. Two 10-speed bicycles were stolen. The first bicycle was recovered on July 1, 1989. On July 24, 1989 the remaining bicycle was recovered. The first occurrence of Data Element #23-PROPERTY TYPE should be "32" = "Bicycles" and the first occurrence of Data Element #25 should be "19890701" since that is the earliest date of recovery for this property type. All remaining occurrences of Data Element #25-PROPERTY RECOVERY DATE should be coded as "77777777" = "Not Applicable".

DATA ELEMENT # 26 NUMBER OF MOTOR VEHICLES STOLEN

DATA FORMAT: 3 characters numeric

CODING STRUCTURE: **000 - 500 = Actual Number of Stolen Vehicles**
 501 = more than 500 Stolen Vehicles
 777 = Not Applicable
 999 = Unknown

This data element can contain a valid number ONLY if the Property Segment has Data Element #22-PROPERTY INVOLVEMENT = "07" for "Stolen/etc."

NOTE:

Since NCIC requires separate entry of each motor vehicle stolen, most agencies create a separate incident report for each stolen motor vehicle in order to facilitate subsequent investigation and data entry should the vehicle be recovered. Therefore, it is most likely that the number of stolen motor vehicles in any incident will always be one for agencies using this reporting practice.

EXAMPLE:

A car-carrier truck loaded with 6 new vehicles awaiting delivery is stolen. The NUMBER OF MOTOR VEHICLES STOLEN in this incident would be "007" (the truck and six new cars) if the one vehicle per incident reporting practice was not used.

DATA ELEMENT # 27 NUMBER OF MOTOR VEHICLES RECOVERED

DATA FORMAT: 3 characters numeric

CODING STRUCTURE: **000 - 500 = Actual Number of Vehicles Recovered**
 501 = more than 500 Recovered Vehicles
 777 = Not Applicable
 999 = Unknown

This data element can contain a valid number ONLY if the Property Segment has Data Element #22-PROPERTY INVOLVEMENT = "05" for "Recovered".

EXAMPLE:

Using the example given for Data Element #26, the car-carrier truck is subsequently recovered but the six new cars are still missing. The entry for this data element should be "001" because the truck was recovered.

DATA ELEMENT # 28 SOURCE OF DRUG DATA

DATA FORMAT: 1 character alphanumeric

CODING STRUCTURE: This data element describes whether the information in Data Elements #29 - #31 is based on an estimate or on the results of laboratory analysis.

- 1 - Estimate**
- 2 - Laboratory Analysis**
- 7 - Not Applicable**
- 9 - Unknown**

NOTE:

Use ONLY to identify source of Drugs/Narcotics seized in a drug case where Data Element #22-PROPERTY INVOLVEMENT = "06" for "Seized". Otherwise code as "7" = "Not Applicable".

EXAMPLES:

Example 1:

A police officer arrests a suspect who is selling a white powdery substance believed to be cocaine. If Data Elements #29 - #31 are to be completed using the officer's estimate of the type and quantity of the drug, then code Data Element #28 as "1" = "Estimate".

Example 2:

A police officer arrests a suspect who is selling a white powdery substance believed to be cocaine. The evidence seized is sent to the Department's crime laboratory for analysis. If Data Elements #29 - #31 are to be completed using the known laboratory results, then code Data Element #28 as "2" = "Laboratory Analysis".

Example 3:

The incident did NOT involve a drug seizure; code Data Element #28 as "7" = "Not Applicable".

DATA ELEMENT # 29 DRUG TYPE (SUSPECTED)

DATA FORMAT: 2 characters alphanumeric

CODING STRUCTURE: Enter up to 3 types.

00 - NONE/NOT APPLICABLE

OPIATES AND SYNTHETIC NARCOTICS

- 01 - Heroin**
- 02 - Morphine**
- 03 - Codeine**
- 04 - Opium**
- 05 - Methadone**
- 06 - Synthetic Narcotics including Demerol, Dihydro-morphinone (Dilaudid) and Hydrocodone (Percodan)**
- 09 - Other Opium Derivatives or Synthetic Narcotics**

COCAINE

- 10 - Cocaine Hydrochloride**
- 11 - Crack**
- 19 - Other Coca Derivatives**

HALLUCINOGENS

- 21 - PCP (Angel Dust)**
- 22 - LSD (Acid)**
- 29 - Other Hallucinogens including DMT, Psilocybin, Peyote, Mescaline, MDMA, BMDA (White Acid) and MDA**

STIMULANTS

- 31 - Amphetamine**
- 32 - Methamphetamine**
- 33 - Crystal Methamphetamine (ice)**
- 39 - Other Stimulants including Adipex, Fastine, Ionamin or Phentermine Derivatives, Benzedrine, Didrex, Methylphenidate, Ritalin, Phenmetrazine, Preludin and Tenuate**

DEPRESSANTS AND TRANQUILIZERS

- 41 - Barbiturates (Phenobarbital, Pentobarbital, etc.)**
- 42 - Tranquilizers including Librium (Chlordiazepoxide) and Valium (Diazepam)**
- 49 - Other Depressants/Tranquilizers including Glutethimide, Doriden, Methaqualone, Quaalude, Pentazocine and Talwin**

CANNABIS

- 51 - Marijuana**
- 52 - Hashish**
- 59 - Other Cannabis Derivatives including Hash Oil and THC**

OTHER DRUGS

- 61 - Glue or Aerosol Vapors (Aromatic Hydrocarbons)**
- 62 - Antidepressants (Elavil, Triavil, Tofranil, etc.)**
- 63 - Darvon (Propoxyphene)**
- 69 - Other Drugs**
- 97 - OVER 3 DRUG TYPES** - Enter the codes for two most important (as determined by the reporting agency taking into account the quantity, value and deadliness of the drugs/narcotics) and "97" for the third occurrence of this data element.
- 99 - UNKNOWN TYPE**

NOTE:

Use ONLY to identify type of drugs/narcotics seized, where Data Element #22-PROPERTY INVOLVEMENT = "06" for "Seized". Otherwise code as "00" = "Not Applicable".

If more than three DRUG TYPES are involved, the two most important (as determined by the reporting agency taking into account the quantity, value and deadliness of the drugs/narcotics) are to be reported under their applicable DRUG TYPES and the remaining drugs/narcotics are to be entered as "97" = "Over 3 Drug Types".

EXAMPLE:

In a drug case, the following drugs were seized: 1.5 kilograms of "Crack"; 2.125 pounds of Marijuana; 2.0 liquid ounces of Morphine; and 500 Valium capsules. The "Crack" was entered as "11" in the first occurrence of this data element and the Morphine as "02" in the second occurrence. The Marijuana and Valium were coded as a single "97" entry in the third occurrence of this data element because more than three types of drugs were seized.

DATA ELEMENT # 31 DRUG MEASUREMENT UNIT

DATA FORMAT: 2 characters alpha

CODING STRUCTURE: Up to 3 entries can be made to match the Drug Types entered in Data Element #29 and the Drug Quantity entered in Data Element #30.

If the third occurrence of Data Element #29 is coded as "97" = "Over 3 Drug Types", enter "NA" for the third occurrence of this data element.

NOTE:

Use ONLY to identify the drug measurement unit for Drugs/Narcotics seized in a drug case where Data Element #22-PROPERTY INVOLVEMENT = "06" for "Seized". Otherwise code all occurrences as "NA" = "Not Applicable".

WEIGHT

GM = Gram
KG = Kilogram
OZ = Ounce
LB = Pound

CAPACITY

ML = Milliliter
LT = Liter
FL = Fluid Ounce
GL = Gallon

UNITS

DU = Dosage Units (capsules, pills, tablets, etc.)
NP = Number of Plants
XX = Unknown
NA = Not Applicable

EXAMPLE:

In the example given for Data Element #29-DRUG TYPE (SUSPECTED), the first occurrence of Data Element #31-DRUG MEASUREMENT UNIT should be "KG" to correspond to the quantity for the "Crack", the second occurrence should be "OZ" to correspond to the quantity for the Morphine and the third occurrence should be "NA" since combined drug types (the Marijuana and Valium) cannot have a quantity entered.

Offender Segment *Data Elements #32 - #37.*

DATA ELEMENT # 32

OFFENDER NUMBER

DATA FORMAT:

3 characters numeric

CODING STRUCTURE:

Each offender is assigned a unique number from 001 to 099.

A separate "Offender Segment" containing Data Elements #32 through #37 is to be submitted for each numbered offender.

If the number of offenders is unknown, enter "999" in this data element and enter the codes for UNKNOWN for Data Elements #33 - #37.

NOTE:

Agency software should automatically assign and count the number of offender segments entered. Alternatively, agency forms can have pre-numbered lines for each offender. This variable is used to link victim and offenders in Data Element #46 VICTIM/OFFENDER LINK in order to establish VICTIM/OFFENDER RELATIONSHIP in Data Element #47.

EXAMPLES:

Example 1:

A corpse with five bullet holes was found in an abandoned warehouse. There were no witnesses to the crime and no suspects. A single Offender Segment should be submitted with "999" = "UNKNOWN" entered into Data Element #32 and entries for UNKNOWN in Data Elements #33 through #37.

Example 2:

Two offenders were seen fleeing the scene of a burglary, but because they were wearing ski masks, their age, sex and race could not be determined. Two Offender Segments should be submitted--one with Offender Number "01" entered and the other with Offender Number "02". Applicable "UNKNOWN" codes should be entered for Data Elements #33 through #37.

DATA ELEMENT # 33

OFFENDER AGE

DATA FORMAT:

4 characters numeric

CODING STRUCTURE:

Enter either an exact age, age range, or unknown.

0001-0098 = exact age in years

0099 = Over 98 years old

9999 = Unknown

OR supply **age range** in form ___ to ___ as 4 character code,
e.g., 1921 would be age range 19 to 21.

EXAMPLES:

Example 1:

If the victim or a witness reported the offender's age as between 25 and 30 years old, "2530" should be entered.

Example 2:

The offender was 31 years old; enter 0031 for Data Element #33-OFFENDER AGE.

DATA ELEMENT # 34

OFFENDER SEX

DATA FORMAT:

1 character alpha

CODING STRUCTURE:

M = Male
F = Female
U = Unknown
R = Not Reported

EXAMPLE:

The witness caught only a fleeting glance of the offender and, therefore, was unable to report the OFFENDER SEX. The entry should be "U" = Unknown.

DATA ELEMENT # 35

OFFENDER RACE

DATA FORMAT:

1 character alpha

CODING STRUCTURE:

W = White

B = Black

I = American Indian/Alaskan Native

A = Asian/Pacific Islander

R = Not Reported

U = Unknown

EXAMPLE:

If the offender was Asian, the entry should be "A".

DATA ELEMENT # 36

OFFENDER ETHNIC ORIGIN

DATA FORMAT:

1 character alpha

CODING STRUCTURE:

H = Hispanic Origin

N = Not of Hispanic Origin

R = Not Reported

U = Unknown

EXAMPLES:

Example 1:

If the offender was Hispanic, enter "H".

Example 2:

The box on the agency's incident report for offender ethnicity was not checked; enter "R" = "Not Reported".

DATA ELEMENT # 37**OFFENDER CONDITION****DATA FORMAT:**

2 characters alphanumeric

Enter one code for each offender. This variable is used to indicate the **alleged** condition of each offender involved in the incident. **Use the most descriptive code if more than one applies.**

CODING STRUCTURE:

01 - Appears to be Impaired with Drugs - the victim, complainant, or witness states, (or the reporting officer observes) that the offender appeared to be impaired with drugs.

02 - Appears to be Impaired with Alcohol - the victim, complainant, or witness states, (or the reporting officer observes) that the offender appeared to be impaired with alcohol.

03 - Appears to be Mentally Disordered - the victim, complainant, or witness states, (or the reporting officer observes) that the offender appeared to be mentally disordered.

04 - Appears to be Injured/Ill - the victim, complainant, or witness states, (or the reporting officer observes) that the offender appeared to be ill or injured.

05 - Apparently Normal - the victim, complainant, or witness states, (or the reporting officer observes) that the offender was apparently normal.

88 - Not Reported - the condition of the offender was not reported.

99 - Unknown - the condition of the offender is unknown.

EXAMPLES:

Example 1:

Witnesses to an assault reported that the victim and offender were in a bar drinking beer when an argument broke out and the offender, who appeared drunk, attacked the victim with a knife. Code "02" = "Appeared to Be Impaired with Alcohol" should be entered.

Example 2:

A rape victim advised that her attacker bragged that he had been "freebasing" cocaine just prior to the incident. Code "01" = "Appeared to Be Impaired with Drugs" should be entered.

Example 3:

A medical supply warehouse was burglarized and large quantities of Methadone, Morphine, Benzedrine and Valium were stolen. Two offenders were seen fleeing the scene. Code "99" = "Unknown" should be entered for

each offender because although drugs were the object of the crime, there was no indication that the offenders were impaired by drugs during the incident.

Victim Segment *Data Elements #38 - #50*

DATA ELEMENT # 38

VICTIM NUMBER

DATA FORMAT:

3 characters numeric

CODING STRUCTURE:

Each victim is assigned a unique number from 001 to 999.

A separate Victim Segment containing Data Elements #38 through #50 is to be submitted for each numbered victim.

NOTE:

Agency software should automatically assign and count the number of victim screens entered. Alternatively, agency forms can have pre-numbered lines for each victim.

EXAMPLE:

A gang of youths walked through a public cemetery, approached the night watchman and assaulted him with a baseball bat. They then ran through the cemetery and turned over several grave stones, breaking them. In this example there were two victims in the incident. One Victim Segment numbered 001 should be submitted for the night watchman with Data Element #40-VICTIM TYPE coded as "I" = "Individual" and a second Victim Segment numbered 002 should be submitted for the damage to the cemetery with Data Element #40-VICTIM TYPE coded as "S" = "Society/Public".

DATA ELEMENT # 39**VICTIM/OFFENSE LINK****DATA FORMAT:**

2 characters numeric

CODING STRUCTURE:

Enter the OFFENSE NUMBER (Data Element #12) to link each victim to the (up to 10) offenses that were perpetrated against him/her/it.

77 = Not Applicable (used to fill multiple occurrences of this Data Element when less than 10 offenses are present for the victim).

NOTE:

Each victim must be linked to at least one offense.

EXAMPLES:**Example 1:**

Two victims, Victim 001 and Victim 002, were robbed and Victim 001 was also raped. Two Offense Segments were reported, one for robbery and one for rape. Data Element #12-OFFENSE NUMBER assigned offense number "01" to the robbery Offense Segment and "02" to the rape Offense Segment and Data Element #13-INCIDENT/COMPLAINT OFFENSE CODE contained the respective New York State Penal Law descriptions of these offenses. In Data Element #39, the OFFENSE NUMBER from Data Element #12 will be used to link offenses to victims. The Victim Segment for Victim 001 will contain the OFFENSE NUMBER "01" for the robbery in the first occurrence of Data Element #39-VICTIM/OFFENSE LINK and "02" for the rape in the second occurrence for the rape and the remaining occurrences would all be filled with "77" = "Not Applicable" codes. The segment for Victim 002 would only show the robbery offense with OFFENSE NUMBER "01" in the first occurrence and "77" in the remaining nine occurrences of Data Element #39-VICTIM/OFFENSE LINK.

Example 2:

The incident involved the burglary of an auto parts store. One Offense Segment numbered "03" was present and contained the INCIDENT/COMPLAINT OFFENSE CODE (Data Element #13) for burglary. There was one Victim Segment present with Data Element #40-VICTIM TYPE = "B" for "Business". In Data Element #39-VICTIM/OFFENSE LINK, the first occurrence would be coded "03" to link the business victim to the burglary offense and the remaining nine occurrences of Data Element #39 would be coded as "77" = "Not Applicable".

DATA ELEMENT # 40**VICTIM TYPE****DATA FORMAT:**

1 character alpha

CODING STRUCTURE:**Enter only one code per victim.****A - Firefighter in the Line of Duty****I - Individual****B - Business****F - Financial Institution****G - Government****L - Law Enforcement Officer in the Line of Duty****R - Religious Organization****S - Society/Public****O - Other****U - Unknown****EXAMPLES:**

Example 1:

During a bank robbery, the offender pointed a gun at a teller and demanded and received money. The robber also pistol whipped a customer who stood in his way as he made his getaway from the bank. There were three victims, i.e., the bank ("F" = "Financial Institution"), the teller ("I" = "Individual") and the pistol-whipped customer ("I" = "Individual"). Therefore, three Victim Segments should be completed with the proper VICTIM TYPE code entered into their respective Victim Segments.

Example 2:

A suspect is arrested for selling drugs to an undercover officer. The VICTIM TYPE for this incident would be "S" = "Society/Public".

Example 3:

A law enforcement officer, while off duty, observes a gas station robbery in progress. After telling a bystander to call the police, the officer approaches the scene. The perpetrator attempts to leave the gas station after taking money from the station attendant at gun point. The officer confronts the perpetrator and order him to drop the gun. Shots are exchanged resulting in serious injury to the officer and fatal injury to the perpetrator. There are three VICTIM TYPES i.e., gas station ("B" = "Business"), station attendant ("I" = "Individual") and the officer ("L" = "Law Enforcement Officer in the Line of Duty"). The perpetrator is also an "I" = "Individual" VICTIM TYPE for the purpose of reporting the Justifiable Homicide part of the incident.

DATA ELEMENT # 41

VICTIM AGE

DATA FORMAT:

4 characters alphanumeric

CODING STRUCTURE:

Enter either an exact age, age range, Not Applicable, or Unknown.

00NN = under 24 hours (neonate)

00NB = 1 to 6 days

00BB = 7 to 364 days

0001-0098 = exact age in years

0099 = Over 98 years old

7777 = Not Applicable

9999 = Unknown

OR supply **age range** in form ____ to ____ as 4 digit code, e.g.,
1921 would be age range 19 to 21.

EXAMPLES:

Example 1:

If the victim was a person 18 years old, enter "0018".

Example 2:

If the victim was a neonate, enter "00NN".

Example 3:

If the victim was a Financial Institution, enter "7777".

DATA ELEMENT # 42

VICTIM SEX

DATA FORMAT:

1 character alpha

CODING STRUCTURE:

M = Male
F = Female
R = Not Reported
U = Unknown
X = Not Applicable

EXAMPLES:

Example 1:

If the victim was a male, enter "M".

Example 2:

If the victim was a Financial Institution, enter "X".

DATA ELEMENT # 43

VICTIM RACE

DATA FORMAT:

1 character alpha

CODING STRUCTURE:

W = White

B = Black

I = American Indian/Alaskan Native

A = Asian/Pacific Islander

R = Not Reported

U = Unknown

X = Not Applicable

EXAMPLES:

Example 1:

If the victim was white, enter "W".

Example 2:

If the victim was a Financial Institution, enter "X".

DATA ELEMENT # 44

VICTIM ETHNIC ORIGIN

DATA FORMAT:

1 character alpha

CODING STRUCTURE:

H = Hispanic Origin
N = Not of Hispanic Origin
R = Not Reported
U = Unknown
X = Not Applicable

EXAMPLES:

Example 1:

If the victim was Hispanic, enter "H".

Example 2:

If the victim was a Financial Institution, enter "X".

DATA ELEMENT # 45

VICTIM RESIDENCE STATUS

DATA FORMAT:

2 characters alphanumeric

CODING STRUCTURE:

01 - Resident - the victim is a permanent, legal resident of the county/city where the incident took place.

02 - Commuter - the victim is a commuter, living outside the county/city where the incident took place but entering on a regular basis to work.

03 - Tourist - the victim lives outside the county/city where the incident took place and was visiting for vacation or other recreational purpose at the time the incident occurred.

04 - Military - the victim is a member of the armed forces (Army, Navy, Marines, Air Force, Coast Guard) and lives in the county/city temporarily and only in connection with his or her military assignment.

05 - Student - the victim attends school within the county/city and either lives outside the area, or has a temporary domicile in the jurisdiction only because of school attendance.

06 - Temporary Resident/Foreign National - the victim is a foreign national (includes both legal and illegal aliens) who has a temporary or seasonal domicile in the jurisdiction where the incident took place, e.g., migrant workers, live-in domestic servants, foreign drug dealers.

07 - Other Status - the victim's residence status, as described in the report, is different from any of those described above. For example, a long-haul trucker from out-of-state who is robbed at an interstate rest area.

08 - Homeless - the victim has no permanent address.

77 - Not Applicable - the victim is not an individual.

88 - Not Reported - the victim's residence status is not listed in the incident report.

99 - Unknown - there is not enough information to determine the victim's residence status.

EXAMPLES:

Example 1:

If the victim was robbed in White Plains, NY, where he resides, enter "01" = "Resident".

Example 2:

If the victim was a business, then "77" = "Not Applicable" should be entered.

Example 3:

The victim was a Mexican national working as a migrant worker and temporarily residing in the town where the incident took place. Code as "06" = "Temporary Resident/Foreign National".

DATA ELEMENT # 46 VICTIM/OFFENDER LINK

DATA FORMAT: 3 characters numeric

CODING STRUCTURE: **Enter the OFFENDER NUMBER (Data Element #32) of up to 10 offenders for whom victim-to-offender relationships are going to be reported in Data Element #47.**

777 = Not Applicable

NOTE:

Data Element #46-VICTIM/OFFENDER LINK is ONLY logically used to link individual victims (Data Element #40-VICTIM TYPE equals "I" for "Individual" or "L" for "Law Enforcement Officer in the Line of Duty") to offenders who victimized them. Thus, if the Victim Segment is not for an individual, then all occurrences of Data Element #46-VICTIM/OFFENDER LINK must be coded as "777" = "Not Applicable".

Code "777" is also used to fill multiple occurrences of Data Element #46 when less than 10 offenders are involved in the victimization of an individual victim.

EXAMPLES:

Example 1:

If Victim 001's relationship to Offender 004 is to be reported, enter "004" in the first occurrence of Data Element #46 in the Victim Segment for the first victim and code all remaining occurrences as "777".

Example 2:

If the victim was only being linked to two offenders, numbered 001 and 005 respectively in Data Element #32-OFFENDER NUMBER, then the first occurrence of Data Element #46-VICTIM/OFFENDER LINK would have "001" entered, the second occurrence would have "005" entered and the remaining eight occurrences would be filled with "777", the code for "Not Applicable".

DATA ELEMENT # 47 VICTIM/OFFENDER RELATIONSHIP

DATA FORMAT: 2 characters alphanumeric

CODING STRUCTURE: **Enter up to 10 occurrences of VICTIM/OFFENDER RELATIONSHIP to match the offenders identified in the corresponding occurrence of Data Element #46-VICTIM/OFFENDER LINK. Victim was _____.**

Victim was:

Within Family

- 01 - Spouse:** Legally married
- 02 - Former Intimate Partner:** Former partner; boyfriend/girlfriend, fiancé, or same sex partner.
- 03 - Parent:** Legal guardian through blood or adoption
- 04 - Sibling:** Any person who shares at least one of the same parents
- 05 - Child:** Child-in-common, child-in-household, or child-in-family
- 06 - Grandparent:** Parent of child's legal guardian
- 07 - Grandchild:** Child of the offender's child
- 08 - In-Law:** Relative through marriage (limited to father, mother, sister, brother)
- 09 - Stepparent:** The husband or wife of victim's parent from a subsequent marriage
- 10 - Stepchild:** The child of a spouse from a previous marriage
- 11 - Stepsibling:** Son or daughter of a stepparent
- 12 - Other Family:** Other family members including aunt, uncle, niece, nephew
- 22 - Current Boyfriend/Girlfriend:** Current heterosexual couple
- 23 - Child of Intimate Partner:** Child of one of the intimate partners
- 27 - Current Same-Sex Relationship:** Current same sex couple
- 29 - Ex-Spouse:** Legally separated husband or wife

Outside Family but known to or by Victim

- 20 - Acquaintance:** A known associate
- 21 - Babysittee (the baby):** Individual under the supervision of a babysitter or caretaker (non-familial)
- 24 - Employee:** Victim works for or with (co-worker) offender
- 25 - Employer:** Offender works for or is employed by victim
- 26 - Friend:** Person who the offender knows well and regards positively
- 28 - Neighbor:** Person who lives in proximity of the offender including next door, same street, apartment complex, or neighborhood
- 30 - Otherwise Known:** All other relationships not identified by other categories

Not known to or by Victim

- 40 - Relationship Unknown:** Identity of offender is unknown by the victim and cannot be determined by investigation.
- 41 - Stranger:** Identity of offender is known to the victim, but there is no relationship between the victim and offender

Other

77 - Not Applicable: Relationship is not required because victim is not an individual (crimes against society)

88 - Not Reported: Relationship was not was not reported by either the victim or the police officer filling out the report

EXAMPLES:

Example 1:

An employee assaulted his employer with his fists. The Offender Segment corresponding to the employee was identified in the third occurrence of Data Element #46-VICTIM/OFFENDER LINK, thus the third occurrence of Data Element #47 should be coded as "25" = "Victim Was Employer".

Example 2:

Two offenders rob a male and a female couple. Neither victim knew the offenders. Both the Victim Segment for the male victim and the Victim Segment for the female victim should have the occurrences corresponding to the offenders being linked in Data Element #46-VICTIM/OFFENDER LINK coded as "41" = "Stranger".

Example 3:

The victim was a Financial Institution not an individual. Enter "77" = "Not Applicable".

DATA ELEMENT # 48 LEVEL OF INJURY

DATA FORMAT: 1 character alphanumeric

CODING STRUCTURE:

- 1 - Dead**-the victim was killed by a perpetrator.
- 2 - Appeared To Be Seriously Injured**-the victim suffered an injury requiring more than simple first aid for treatment.
- 3 - Appeared To Be Physically Injured, But Not Seriously** the victim suffered a physical injury of some kind, but there was no indication that the injury was serious. The injury required only first aid treatment or did not require any immediate treatment at all.
- 4 - Not Injured**-the report indicates that the victim did not appear to be physically injured in the incident.
- 7 - Not Applicable**-the incident did not have an individual as a victim.
- 8 - Not Reported**-the level of injury to the victim is not stated on the incident report.
- 9 - Unknown**-the level of injury to the victim cannot be determined or is not known.

EXAMPLES:

Example 1:

The offender assaulted the victim with a tire iron, breaking the victim's arm and opening up a cut about three inches long and one inch deep on his back. The entry should be "2" = "Appeared To Be Seriously Injured" since the treatment necessary was more than simple first aid.

Example 2:

The victim, a respected religious figure, is blackmailed regarding his sexual activities. As he suffered no physical injury, the entry should be "4" = "Not Injured".

DATA ELEMENT # 49 TYPE OF INJURY

DATA FORMAT: 2 characters alphanumeric

CODING STRUCTURE: Enter up to 5 types for each victim. The TYPE OF INJURY should be entered for dead victims to describe the apparent cause of death.

00 - None - No apparent physical injury to the victim as a result of the crime is observed by the officers or reported by the victim or witness(es).

01 - Apparent Broken Bones - An injury to the victim involving the possible fracture, tearing or dislocation of the skeletal system including bones, cartilage and tendons.

02 - Possible Internal Injury - An injury to the victim possibly affecting the internal organs of the body (brain, heart, lungs, stomach, kidney, liver, etc.), usually associated with penetrating wounds in stabs, shootings and/or blunt trauma. Also includes injury to the victim of sexual assault from oral, vaginal, or anal contact.

03 - Severe Laceration - An injury to the victim which results from the use of a cutting instrument to cut, stab, or slash the body.

04 - Loss of Teeth - An injury that results in the breakage or loss of one or more teeth from the victim's mouth.

05 - Unconsciousness - The victim was found unconscious, or is reported to have lost consciousness as a result of injury. Includes loss of consciousness from suffocation, blow(s) to the head or neck, bleeding or shock.

06 - Other Major Injury - Any physical injury to the victim other than those defined above, for example scalds, electrical shocks, burns or chemical contamination.

07 - Apparent Minor Injury - An injury to the victim characterized as superficial, including scratches and minor cuts, bruises, discolorations, bumps and/or swelling.

77- Not Applicable - The victim is not an individual or this occurrence is not used as there were less than 5 injury types applicable for this victim.

88 - Not Reported - The type of injury to the victim is not stated in the incident report.

99 - Unknown - The type of injury to the victim cannot be determined or is not known.

EXAMPLES:

Example 1:

The offender assaulted the victim with a tire iron, breaking the victim's arm and opening up a cut about three inches long and one inch deep on his back. The first occurrence of Data Element #49-TYPE OF INJURY should be "01" = "Apparent Broken Bones", the second occurrence should be "03" = "Severe Laceration" and the remaining three occurrences coded as "77" = "Not Applicable".

Example 2:

The victim, a respected religious figure, is blackmailed regarding his sexual activities. Since he suffered no physical injury, the first occurrence should be "00" = "None" and the remaining four occurrences of Data Element #49 should be "77" = "Not Applicable".

Example 3:

This Victim Segment has Data Element #40-VICTIM TYPE = "G" for "Government". All occurrences of Data Element #49-TYPE OF INJURY should be coded as "77" = "Not Applicable" since the victim is not a person.

DATA ELEMENT # 50 VICTIM MEDICAL TREATMENT

DATA FORMAT: 1 character alphanumeric

CODING STRUCTURE:

1 - Hospitalized - the victim was transported to a hospital for examination and treatment and was formally admitted for an overnight stay.

2 - Treated and Released - the victim was transported to a hospital or other authorized treatment center and was examined and given any emergency treatment needed, but was not admitted for continued treatment.

3 - Refused Treatment - the victim was offered treatment, but declined to be transported to a hospital or once there refused to be examined or treated, either because the victim did not wish treatment or because he or she preferred to consult a private doctor.

4 - Not Treated - the report states that no attempt was made to offer medical treatment to the victim.

5 -Treated at Scene

7 - Not Applicable - the victim is not an individual.

8 - Not Indicated in Report - the report does not contain any information indicating whether or not the victim was offered any medical assistance.

9 - Unknown - the report lists medical treatment as unknown.

NOTE:

This data element should be completed for dead victims as well as injured victims.

EXAMPLES:

Example 1:

The offender assaulted the victim with a tire iron, breaking the victim's arm and opening up a cut about three inches long and one inch deep on his back. The victim was taken to the Emergency Room of a local hospital to have his arm set and the cut closed by stitches, but was not hospitalized overnight. The proper code would be "2" = "Treated and Released".

Example 2:

The victim, a respected religious figure, is blackmailed regarding his sexual activities. Since he suffered no physical injury, the entry should be "4" = "Not Treated".

Example 3:

The victim is "Society/Public"; the entry should be "7" = "Not Applicable".

Arrestee Segment *Data Elements #51 - #65.*

DATA ELEMENT # 51 **ARRESTEE NUMBER**

DATA FORMAT: 2 characters numeric

CODING STRUCTURE: **Each arrestee is to be assigned a unique number from 01 to 99.**

A separate "Arrestee Segment" containing Data Elements #51 through #65 is to be submitted for each numbered arrestee.

NOTES:

If no Arrestee, do NOT submit this segment.

Agency software should automatically assign and count the number of arrestee screens entered. Alternatively, agency forms can have renumbered lines for each arrestee.

EXAMPLE:

If two persons were arrested in connection with a reported incident, two Arrestee Segments should be submitted--one for Arrestee Number "01" and the other for Arrestee Number "02".

DATA ELEMENT # 52 AGENCY ARREST NUMBER

DATA FORMAT: 12 characters alphanumeric

CODING STRUCTURE: **Use the unique case transaction number which the agency has assigned to the arrest.** It may be the INCIDENT NUMBER of the previously reported incident or a separate arrest transaction number. It will be encrypted for storage by the FBI.

NOTE:

NYSIBR and the FBI both accept any contributor-defined, 12 character transaction number. However, the New York State Data Standardization process has not approved a format for this field and the current DCJS Computerized Criminal History (C.H.) system accepts only 8 A/N characters. Until a standard is established any local booking system that will interface with C.H. should be aware that only the first eight positions of the twelve can be used in the interface.

EXAMPLE:

If the AGENCY ARREST NUMBER is less than 12 characters long it should be left-justified with blank right fill, e.g., "90123X ".

DATA ELEMENT # 53

CJTN NUMBER

Note: CJTN Number replaces the old variable name OBTS number

DATA FORMAT:

9 characters alphanumeric

CODING STRUCTURE:

Use the CJTN Number with check digit which is either pre-printed on the Arrest Fingerprint Card or is programmatically generated for electronically submitted fingerprints. The criminal justice tracking number is mandatory for arrestees charged with printable offenses.

777777777 = Not Applicable/Non-printable offense

EXAMPLE:

A valid CJTN NUMBER is "07413559R".

DATA ELEMENT # 54 NYSID NUMBER

DATA FORMAT: 8 characters alphanumeric

CODING STRUCTURE: Enter arrestee's NYSID Number with check digit.
9999999J = Unknown

NOTE:

NYSID NUMBER will be used to link UCR and C.H. systems to enable NYS to identify repeat offenders.

EXAMPLE:

A valid NYSID NUMBER is "5791057L".

DATA ELEMENT # 55 ARREST DATE

DATA FORMAT: 8 characters numeric

CODING STRUCTURE: **Year-Month-Day YYYYMMDD**

EXAMPLE:

If the subject was arrested on July 23, 1991, the entry should be "19910723".

DATA ELEMENT # 56 ARREST TYPE

DATA FORMAT: 2 characters numeric

CODING STRUCTURE: **If more than one ARREST TYPE applies in an incident, code the one that best summarizes the reason for arrest. As a general rule this should be the type that initiated the arrest.**

01 - Complaint -An arrest resulting from investigation of a criminal incident based upon a complaint.

02 -Crime in Progress -An arrest resulting from a criminal incident discovered or encountered by the officer and for which there is no previous criminal complaint.

04 -Court Summons -An arrest resulting from an offender responding to a court summons and being taken into custody and booked.

05 -Order of Protection -An arrest made pursuant to violation of an order of protection.

06 - Other -Any other type of arrest not specified above.

99 - Unknown

EXAMPLES:

Example 1:

A woman phones in a complaint of a prowler in her back yard. The arriving officer finds her husband (from whom she is separated and being divorced) hiding behind the garage. When the identity of the prowler becomes known to the complainant, she produces an order of protection that specifies her husband is to vacate and absent himself from the premises and requests that he be arrested. Code as "01" = "Complaint", even though there was an order of protection, as the complaint initiated the incident.

Example 2:

An officer observes a motor vehicle being operated in an erratic and unsafe manner and after testing, arrests the driver for Driving While Intoxicated (DWI). At booking, the officer discovers that the arrestee has outstanding bench warrants for previous parking violations. Code as "02" = "Crime in Progress" as the DWI offense initiated the arrest.

DATA ELEMENT # 57 ARREST STATUS

DATA FORMAT: 2 characters numeric

CODING STRUCTURE: **Enter the type of release from physical custody for an arrestee.**

01 - Held -The arrestee is not released.

02 - Appearance Ticket -The arrestee is given a location, date and time to return for processing and then released (includes summons).

03 - ROR -After booking the arrestee was released on recognizance.

04 - Cash Bail -Following arraignment and after posting bail the arrestee was released.

05 - Bail Bond -Following arraignment a bail bondsman posts a surety for the arrestee's appearance and the arrestee is released.

06 - Police Bail -Following booking, but prior to arraignment, the arrestee is released after posting bail based on an authorized bail schedule.

07 - Released to Third Party -After booking, but prior to arraignment, the arrestee is released in the custody of another person (e.g., parent, guardian, spouse, sibling, child, or doctor).

88 - Not Reported -Not on the arrest report.

99 - Unknown -The release status is not known.

EXAMPLES:

Example 1:

Based on a criminal complaint, signed by a neighbor, the subject was served with a summons to appear in court. The proper coding is "02" = "Appearance Ticket", since the summons orders the subject to appear in court on a set date.

Example 2:

Based on investigation, the victim testified before a grand jury resulting in the issuance of a indictment warrant, the subject was then arrested, arraigned and released on cash bail. Proper coding is "04" = "Cash Bail".

DATA ELEMENT # 58 JUVENILE RELEASE STATUS

DATA FORMAT: 1 character alphanumeric

CODING STRUCTURE: **ONLY for arrestees less than 16 years old.**

H = Handled Within Department (e.g., released to parents, released with warning, etc.)

R = Referred to Criminal Court, Juvenile/Family Court, or Probation Intake

D = Diverted to Counseling/Treatment Program

X = Not Applicable (arrestee is 16 years old or older)

EXAMPLES:

Example 1:

The arrestee, age 13, who was taken into custody for vandalizing a school, was released to his parents with a warning. The entry would be "H" = "Handled Within Department".

Example 2:

The arrestee, age 15, who was arrested for murder, was turned over to the Adult Court to be tried as an adult. The entry would be "R" = "Referred to Criminal Court, Juvenile/Family Court, or Probation Intake".

Example 3:

The arrestee was 32 years old. The entry would be "X" = "Not Applicable".

DATA ELEMENT # 59 MULTIPLE CLEARANCE INDICATOR

DATA FORMAT: 1 character alphanumeric

CODING STRUCTURE: This data element is to be used to indicate whether or not the apprehension of the arrestee resulted in the clearance of more than one previously reported incident within the jurisdiction served by the reporting agency. If so, then it is important to indicate that there was only one arrestee responsible for multiple clearances. This is done by entering "M" = "Multiple" into all but one of the Arrestee Segments involved and by entering "C" = "Count Arrestee" into the remaining Arrestee Segment. If the arrest did not result in multiple clearances, enter "N" = "Not Applicable".

N = Not Applicable

C = Count Arrestee

M = Multiple (Multiple clearance indicator set to prevent over counting arrestees)

EXAMPLES:

Example 1:

After the subject's apprehension for robbery, it was learned that the subject was also responsible for five additional robberies within the jurisdiction. One Arrestee Segment was keyed into the local computer, along with the Incident Numbers of the six incidents. The local computer then generated six Arrestee Segments which were duplicates except for their Incident Numbers. Five of the Arrestee Segments had "M" = "Multiple" and one had "C" = "Count Arrestee" entered into Data Element #61.

Example 2:

Two suspects were arrested for burglary. During processing, Arrestee #1 admitted to burglarizing two other residences. The department then cleared those two burglaries based on the suspect's confession. However, Arrestee #2 denied involvement in any additional burglaries. The Arrestee Segment for this data element for Arrestee #1 would have a "C" for the current incident and an "M" for Data Element #61 in the Arrestee Segments for the two other incidents which were cleared. The Arrestee Segment for Arrestee #2 would have an "N" in Data Element #61 as this subject's arrest did not clear any additional incidents.

DATA ELEMENT # 60 ARRESTEE WEAPONS

DATA FORMAT: 2 characters numeric

CODING STRUCTURE: **Enter up to two codes to indicate whether the arrestee was armed with any type of weapon, even if not used in resisting arrest, or if the arrestee used any type of weapon when apprehended.**

- 01 - Firearm** (type unspecified or not stated)
- 02 - Revolver, Derringer, or Single-shot Pistol**
- 03 - Semiautomatic Handgun** (fires a bullet with each pull of the trigger)
- 04 - Fully Automatic Handgun or Submachine Gun** (fires more than one bullet for each pull of the trigger, includes those weapons with a selectable rate of fire between semi- and full automatic)
- 05 - Single Shot, Pump Action, or Bolt Action Rifle**
- 06 - Semiautomatic Rifle** (fires a bullet with each pull of the trigger)
- 07 - Fully Automatic Rifle or Machine Gun** (fires more than one bullet for each pull of the trigger, includes those weapons with a selectable rate of fire between semi and fully automatic)
- 08 - Shotgun** (includes sawed-off shotguns)
- 09 - Imitation Firearm** (includes toy gun and starter pistol)
- 10 - Simulated Firearm** (e.g., hand in pocket)
- 11 - Knife/Cutting Instrument** (e.g., ax, ice pick, cane, sword, screwdriver, switchblade, Kung Fu stars, etc.)
- 12 - Blunt Object** (e.g., club, hammer, Cheka sticks, etc.)
- 13 - Motor Vehicle** (when used as a weapon)
- 14 - Personal Weapons** (e.g., hands, feet, teeth, etc.)
- 15 - Poison** (includes gas)
- 16 - Explosives**
- 17 - Fire/Incendiary Device**
- 18 - Drug/Narcotics/Sleeping Pills**
- 19 - Other Weapon** (includes BB-gun, pellet gun, stun gun, dart gun, crossbows, etc.)
- 77 - None/Not Applicable**
- 88 - Not Reported**
- 99 - Unknown**

NOTE:

The proposed codes have been modified to distinguish the type of action for both handguns and rifles and to include simulated and imitation or toy guns used as weapons.

EXAMPLES:

Example 1:

When the subject was arrested, he had in his possession a .357 Magnum handgun and a penknife. The first

occurrence should be "02" = "Revolver". Because a small pocket knife is not generally considered to be a "weapon", it does not qualify for reporting. The remaining occurrence should be coded as "77" = "Not Applicable" since the arrestee had only one weapon.

Example 2:

The subject resisted arrest using a liquor bottle and a chair as weapons before being subdued. The first occurrence of Data Element #60-ARRESTEE WEAPONS should be "11" = "Cutting Instrument" for the liquor bottle and the second occurrence should be "12" = "Blunt Object" for the chair.

DATA ELEMENT # 61 ARRESTEE AGE

DATA FORMAT: 2 characters numeric

CODING STRUCTURE:

Enter an exact age

01-98 = Exact age in years

99 = Over 98 years old

EXAMPLES:

Example 1:

The arrestee states he is 19 years old. The reporting agency would enter "19".

Example 2:

The arrestee refused to give his date of birth, but appeared to be 35 to 40 years old. The reporting agency must enter an exact age even if it is an estimate. The record should be updated when the exact age becomes known.

DATA ELEMENT # 62 ARRESTEE SEX

DATA FORMAT: 1 character alpha

CODING STRUCTURE: **M = Male**
 F = Female

EXAMPLE:

If the arrestee was a female, the entry should be "F".

DATA ELEMENT # 63 ARRESTEE RACE

DATA FORMAT: 1 character alpha

CODING STRUCTURE: **W = White**
 B = Black
 I = American Indian/Alaskan Native
 A = Asian/Pacific Islander
 R = Not Reported
 U = Unknown

EXAMPLE:

If the arrestee was white, the entry should be "W".

DATA ELEMENT # 64 ARRESTEE ETHNIC ORIGIN

DATA FORMAT: 1 character alpha

CODING STRUCTURE: **H = Hispanic Origin**
 N = Not of Hispanic Origin
 R = Not Reported
 U = Unknown

EXAMPLE:

If the arrestee was Hispanic, the entry should be "H".

DATA ELEMENT # 65 ARRESTEE RESIDENCE STATUS

DATA FORMAT: 1 character alphanumeric

CODING STRUCTURE:

R = Resident - the arrestee maintains a permanent legal residence in the town, city or community where the incident occurred.

N = Nonresident - the arrestee is not a resident of the locality where the incident occurred, but maintains a permanent legal residence within the United States.

F = Foreign Nonresident - the arrestee is not a resident of the locality where the incident occurred and maintains a permanent legal residence **outside** the United States.

U = Unknown - the residence status of the arrestee is unknown.

NOTE:

State and county law enforcement agencies should base their determinations of residency on the town, city, or community where the crime occurred rather than their broader geographical jurisdictions.

For New York City, the 5 boroughs of New York City are used to define residency in the City. Therefore, if the crime occurred in one borough and the arrestee resides in another borough, the arrestee should be coded as a Resident.

EXAMPLES:

Example 1:

The crime occurred in White Plains, NY and the arrestee maintained his legal residence in that city. The entry would be "R" = "Resident".

Example 2:

The crime occurred in Manhattan, but the arrestee maintained his legal residence in Brooklyn. The entry would be "R" = "Resident".

Example 3:

The crime occurred in Nassau County, but the arrestee lived in Queens. The entry would be "N" = "Nonresident".

Example 4:

A Columbian national is arrested for heading the local drug cartel. The entry would be "F" = "Foreign Nonresident".

Arrest Charge Segment *Data Elements #66 - #68.*

DATA ELEMENT # 66 **ARRESTEE/CHARGE LINK**

DATA FORMAT: 2 characters numeric

CODING STRUCTURE: Use the ARRESTEE NUMBER (Data Element #51) to link each arrestee to the Arrest Charge Segments that pertain to him or her.

NOTES:

If no arrestee, do NOT submit this segment.

If an Arrestee Segment is submitted there must be at least one Arrest Charge Segment submitted for each arrestee.

EXAMPLE:

If an incident had 2 arrestees, numbered 01 and 02 respectively and Arrestee 01 had 3 arrest charges while Arrestee 02 had only 1, then 3 Arrest Charge Segments would be submitted for Arrestee 01 in which Data Element #66 had an 01 entered to link these charges to this arrestee. Arrestee 02 would have only one Arrest Charge Segment submitted with 02 entered in Data Element #66.

DATA ELEMENT # 67 ARREST CHARGE

DATA FORMAT: 22 characters alphanumeric

CODING STRUCTURE: **Law Title (3 A/N characters)**
 Article and Section(9 A/N characters)
 Subsection (6 A/N characters)
 Statutory Class (1 A/N character)
 Category (1 A/N character)
 Degree (1 N character)
 Attempt Indicator (1 A character)
 C = Completed
 A = Attempted

NOTE:

The first 21 characters of Data Element #67-ARREST CHARGE must be an EXACT MATCH with the DCJS Coded Law File. DCJS will convert valid NYS law citations contained in Data Element #67-ARREST CHARGE to a new Arrest IBR code for NIBRS reporting.

EXAMPLE:

If an arrestee was charged with two ARREST CHARGES - Aggravated Sexual Abuse and Driving While Intoxicated, the first ARREST CHARGE SEGMENT for the Attempted Aggravated Sexual Abuse 1st Degree would have "PLb130.70bbb01AbbbbCF1A" entered in Data Element #67 - ARREST CHARGE. This would result in a new Arrest IBR code of "11C" = "Sexual Assault with an Object" being assigned by the DCJS Coded Law File.

The second ARREST CHARGE SEGMENT for Operating a Motor Vehicle with .10% Alcohol, DWI 2nd Offense would be coded as "VTL 1192.02bbbbbbEF0C" and later classified via the DCJS Coded Law File to the new Arrest IBR Code of "90D" = "Driving Under the Influence".

DATA ELEMENT # 68 ARREST LARCENY TYPE

DATA FORMAT: 2 characters alphanumeric

Only for Larceny Offenses.

CODING STRUCTURE: This offense specific coding is necessary to delineate the type of larceny which cannot be determined using the NYS Penal Law.

Definition of Larceny:

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

01 - Pocket-picking - The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.

02 - Purse-snatching - The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person. [NOTE: If more force was used than necessary to wrench the purse from the grasp of the person, then a Robbery occurred rather than a Purse-Snatching.]

03 - Shoplifting - The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.

04 - Theft From Building - A theft from within a building which is either open to the general public or where the offender has legal access.

05 - Theft From Coin-Operated Machine or Device - A theft from a machine or device which is operated or activated by the use of coins.

06 - Theft From Motor Vehicle (except Theft of Motor Vehicle Parts or Accessories) - The theft of articles from a motor vehicle, whether locked or unlocked.

07 - Theft of Motor Vehicle Parts or Accessories - The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.

08 - Theft from Mailbox - The theft of the contents of a mailbox, whether a public mailbox or a private mailbox.

09 - All Other Larcenies - All thefts, excluding Motor Vehicle Theft, which do not fit in any of the specific subcategories of Larceny/Theft listed above.

10 - Motor Vehicle Theft

77 - Not Applicable - the offense was not a larceny.

88 - Not Reported

99 - Unknown

EXAMPLES:

Example 1:

The arrestee is charged with jostling a visiting tourist in the subway and stealing his wallet from his pant's pocket. Code as "01" = "Pocket-picking".

Example 2:

The arrestee is charged with stealing new motor vehicle license plates from the victim's mailbox. Code as "08" = "Theft From Mailbox".

Transmission Data Elements

There are nine data elements that appear in the transmission record that are not substantive descriptors of the criminal incident. They are used to describe and structure the data transmission between the local contributors and DCJS.

DATABASE NAME: **SEGTYPE**

DATA FORMAT: 1 character. alphanumeric

CODING STRUCTURE:

- 0 = Header Segment**
- 1 = Administrative Segment**
- 2 = Offense Segment**
- 3 = Property Segment**
- 4 = Offender Segment**
- 5 = Victim Segment**
- 6 = Arrestee Segment**
- 7 = Arrest Charge Segment**
- 8 = Time Window Segment**
- 9 = Trailer Segment**

NOTE:

SEGMENT TYPE codes are used to identify the type of segment being transmitted, to determine if the proper segment submission sequence has been followed for a particular "type" of incident submission (e.g., an initial submission for an "active" incident) and to compute the HASH COUNT used on the Trailer Segment to verify that DCJS has accurately read a local agency file submission.

DATABASE NAME: **SEGACT**

DATA FORMAT: 1 characters alphabetic

CODING STRUCTURE:

H = Header

I = Initial "Active" Incident Submission

R = Replace "Active" Incident Submission

A = Add Arrestee Segment for "Active" Incident

D = Delete Segment

W = Initial "Inactive" Incident Submission (Time Window Submission)

U = Update to "Inactive" Incident Submission (Time Window Update)

T = Trailer

NOTE:

SEGMENT ACTION is used to inform DCJS processing programs of the desired action to be taken for a particular segment submission.

DATA ELEMENT: FILE CREATION DATE

DATABASE NAME: CREATEDATE

DATA FORMAT: 8 characters numeric

CODING STRUCTURE: YYYYMMDD

The date the NYSIBR file submission was created by the contributor agency.

DATA ELEMENT: **IBR MONTH**

DATABASE NAME: IBRMONTH

DATA FORMAT: 2 character. numeric

CODING STRUCTURE: Valid Codes: **01 - 12**

This data element identifies the monthly data submission expected by DCJS for sequential processing for that agency.

EXAMPLE:

The March submission (IBR MONTH = 03) must be sent to DCJS and processed before the April submission can be processed.

DATA ELEMENT: **IBR YEAR**

DATABASE NAME: **IBRYEAR**

DATA FORMAT: 4 characters numeric

CODING STRUCTURE: The year in which the IBR MONTH falls.

DATA ELEMENT: **TIME WINDOW TYPE**

DATABASE NAME: **TWTYPE**

DATA FORMAT: 1 character alphanumeric

CODING STRUCTURE:

1 = Exceptional Clearance Only

2 = Recovered Property Only

3 = Arrest Only

4 = Exceptional Clearance with Recovered Property

5 = Arrest with Recovered Property

NOTE:

This data element appears in the Time Window Segment and is used to simplify the edits for the Time Window Segment.

DATA ELEMENT: CLEARANCE INDICATOR

DATABASE NAME: CLIND

DATA FORMAT: 1 character alphanumeric

CODING STRUCTURE:

Y = Yes (incident cleared by this arrest)

N = No (incident not cleared by this arrest)

7 = Not Applicable

NOTE:

This data element appears in the Time Window Segment and applies ONLY to ARREST(S) ONLY, or ARREST(S) WITH RECOVERED PROPERTY types of "Inactive" IBR data submissions. The CLEARANCE INDICATOR is used to inform the FBI whether this arrest submission cleared the original incident (CLEARANCE INDICATOR = "Y") or is an additional arrest for an already cleared incident (CLEARANCE INDICATOR = "N").

If the "Inactive" incident is typed as an "Exceptional Clearance Only", "Exceptional Clearance with Recovered Property", or "Recovered Property Only", then CLEARANCE INDICATOR must equal "7" for "Not Applicable".

If it is unknown whether this arrest clears an incident, code the CLEARANCE INDICATOR as "Y" for "Yes".

DATA ELEMENT: RECORD COUNT

DATABASE NAME: RECNT

DATA FORMAT: 6 character numeric

CODING STRUCTURE: RECORD COUNT is a count of the number of segments transmitted in an agency's monthly data submission. The Header Segment and the Trailer Segment must not be counted as part of the RECORD COUNT. RECORD COUNT applies only to the Detail Records (Segment Levels 1 - 8) of a monthly data submission.

The RECORD COUNT, first calculated by the contributing agency for transmission, is re-calculated by DCJS software. Any difference between the two totals indicates a data transmission problem and results in DCJS rejection of the file submission.

DATA ELEMENT: **HASH TOTAL**

DATABASE NAME: HASH

DATA FORMAT: 8 character numeric

CODING STRUCTURE: To calculate the HASH TOTAL add the SEGMENT TYPE values (i.e., 1 for an Administrative Segment, 2 for an Offense Segment... 8 for a Time Window Segment) for all segments EXCEPT the HEADER SEGMENT and the TRAILER SEGMENT contained on an agency's monthly data submission, taking the first 8 digits of the sum.

The HASH TOTAL, first calculated by the contributing agency for transmission, is re-calculated by the DCJS software. Any difference between the two totals indicates a data transmission problem and results in DCJS rejection of the file submission.