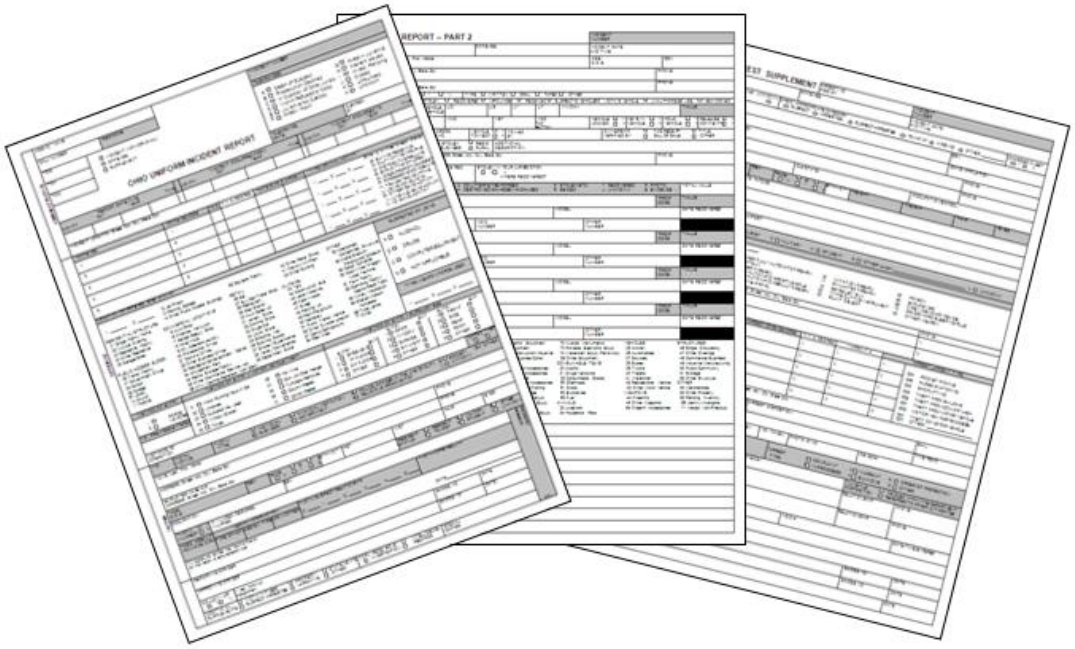
Ohio Uniform Incident Report (UIR)

Training Manual



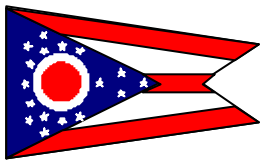
OIBRS

Ohio Incident Based Reporting System

August 2011

OHIO DEPARTMENT OF PUBLIC SAFETY
EDUCATION · SERVICE · PROTECTION

OCJS State of Ohio
Office of Criminal Justice Services



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OHIO UNIFORM INCIDENT REPORT

ADMINISTRATIVE

AGENCY NAME 1

*INCIDENT NUMBER 2

CALL NUMBER 3

*GEOCODE 4

TOD 5

TOA 6

TOC 7

☐ INCIDENT (NON-CRIMINAL)
☐ OFFENSE 8
☐ SUPPLEMENT

*CLEARANCES

A ☐ Death of Suspect
B ☐ Prosecution Declined 9
C ☐ In Custody of Other Jurisd.
D ☐ Victim Refused to Coop.
E ☐ Juvenile/No Custody
F ☐ Arrest - Adult
G ☐ Arrest – Juvenile
H ☐ Warrant Issued
I ☐ Invest. Pending
J ☐ Closed
K ☐ Unfounded
U ☐ Unknown

*CLEARANCE DATE: 10

CLEARED BY: 11

*REPORT DATE/TIME				*INCIDENT OCCURRED FROM				*INCIDENT OCCURRED TO			
MONTH	DAY	YEAR	TIME	MONTH	DAY	YEAR	TIME	MONTH	DAY	YEAR	TIME
12	13	14	15	16	17	18	19	20	21	22	23

INCIDENT LOCATION (Street, Apt., City, State, Zip) 24

OFFENSE

*OFFENSE	*OFFENSE CODE	*A/C	F/M & DEGREE	*HATE/BIAS	*LARCENY	* TYPE CRIMINAL ACTIVITY
1. 1	1. 2	3	4	5	6	(Enter up to three for each offense)
2.	2.					1. ____ 2. ____ 3. ____
3.	3.					1. ____ 2. ____ 3. ____ 7
4.	4.					1. ____ 2. ____ 3. ____
5.	5.					1. ____ 2. ____ 3. ____

B- BUYING/RECEIVING
C- CULTIVATING/MFG./PUB.
D- DISTRIBUTING/SELLING
E- EXPLOITING CHILDREN
O- OPER/PROPOTING/ASSIST.
P- POSSESSING/CONCEALING
T- TRANSP/TRANSMITTING
U- USING/CONSUMING
G- OTHER GANG ACTIVITY
J- JUVENILE GANG ACTIVITY
N- NO GANG ACTIVITY

*LOCATION OF OFFENSE (Enter up to two)

1. _____ 2. _____

RESIDENTIAL STRUCTURE
01 Single Family Home
02 Multiple Dwelling
03 Residential Facility
04 Other Residential
05 Garage/Shed

PUBLIC ACCESS BLDGS.
06 Transit Facility
07 Government Office
08 School
09 College
67 Library
10 Church
11 Hospital
12 Jail/Prison
13 Parking Garage
14 Other Public Access Buildings

COMMERCIAL LOCATIONS
15 Auto Shop
16 Financial Institution 8
17 Barber/Beauty Shop
18 Hotel/Motel
19 Dry Cleaners/Laundry
20 Professional Office
21 Doctor's Office
22 Other Business Office
23 Recreation/Entertainment Center
54 Amusement Park
24 Rental Storage Facility
25 Other Commercial Service Loc.
56 ATM Machine Separate from Bank
59 Daycare Facility

RETAIL
26 Bar
27 Buy/Sell/Trade Shop
28 Restaurant
29 Gas Station
30 Auto Sales Lot
31 Jewelry Store
32 Clothing Store
33 Drugstore
34 Liquor Store
35 Shopping Mall
36 Sporting Goods
37 Grocery/Supermarket
38 Variety/Convenience
39 Department Store
40 Other Retail Store
41 Factory/Mill/Plant
42 Other Building

OUTSIDE
43 Yard
44 Construction Site
45 Lake/Waterway
46 Field/Woods
47 Street
48 Parking Lot
49 Park/Playground
50 Cemetery
51 Public Transit Vehicle
52 Other Outside Location
57 Camp/Campground
64 Rest Area

OTHER
53 Abandoned/ Condemned Structure
55 Arena/Stadium/ Fairgrounds/Coliseum
58 Cargo Container
60 Dock/Wharf/Freight/ Modal Terminal
61 Farm Facility
62 Gambling Facility/ Casino/Race Track
63 Military Installation
65 Shelter-Mission/ Homeless
66 Tribal Lands
77 Other

*SUSPECTED OF USING

A ☐ ALCOHOL
D ☐ DRUGS 9
C ☐ COMPUTER EQUIPMENT
N ☐ NOT APPLICABLE

*TYPE WEAPON/FORCE USED 10

1. _____ 2. _____ 3. _____

*METHOD OF ENTRY 11

1 ☐ FORCE
2 ☐ NO FORCE

*NO. PREMISES ENTERED 12

*METHOD OF ENTRY – MOTOR VEHICLE THEFT 13

01 ☐ Motor Running/Keys in Car
02 ☐ Unlocked
03 ☐ Duplicate Key Used
04 ☐ Window Broken
05 ☐ Towed
06 ☐ Hot Wire
07 ☐ Slim Jim/Coat Hanger
08 ☐ Tumblers Removed
09 ☐ Column Peeled
10 ☐ Ignition Peeled

*METHOD OF ENTRY – BURGLARY/B&E 14

ENTRY	EXIT	ENTRY	EXIT	ENTRY	EXIT
1 ☐ BASEMENT	☐	1 ☐ DOOR	☐	1 ☐ FRONT	☐
2 ☐ 1ST FLOOR	☐	2 ☐ WINDOW	☐	2 ☐ SIDE	☐
3 ☐ 2ND FLOOR	☐	3 ☐ GARAGE	☐	3 ☐ REAR	☐
4 ☐ OTHER	☐	4 ☐ SKYLIGHT	☐	4 ☐ ROOF	☐
		5 ☐ OTHER	☐	5 ☐ OTHER	☐

METHODS OF OPERATION 15

*CARGO THEFT 16 → Y ☐ N ☐

VICTIM

*NO. 1 | *TOTAL VICTIMS 2 | *VICTIM TYPE 3

I ☐ INDIVIDUAL
B ☐ BUSINESS
F ☐ FINANCIAL INSTITUTION
G ☐ GOVERNMENT
P ☐ POLICE OFFICER (IN THE LINE OF DUTY)
R ☐ RELIGIOUS ORGANIZATION
S ☐ SOCIETY
U ☐ UNKNOWN
O ☐ OTHER

NAME (Last, First, Middle) 4

ADDRESS (Street, Apt., City, State, Zip) 5

PHONE 6

EMPLOYER NAME AND ADDRESS (Street, Apt., City, State, Zip) 7

PHONE 8

*AGE/ D.O.B.	*SEX	*RACE	ETHNICITY	HGT	WGT	HAIR	EYES
9	10	☐ W ☐ B ☐ I ☐ A ☐ U 11	12	13	14	15	16

OCCUPATION 17

SSN 18

*RESIDENT STATUS 19: 1 ☐ RESIDENT 2 ☐ TOURIST 3 ☐ MILITARY 4 ☐ STUDENT 5 ☐ OTHER U ☐ UNKNOWN

*VICTIM INJURED? 20 Y ☐ N ☐

IF INJURED, DESCRIBE INJURIES: 21

*AGG. ASSAULT/ HOMICIDE CIRC. 22

*LEOKA INFORMATION: TYPE OF ACT. 23 | ASSIGN. TYPE 24 | ORI – OTHER 25

*VICTIM/SUSPECT RELATIONSHIP 26: 0. _____ 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

*VICTIM/OFFENSE LINK 27

My signature verifies that the information on this report is accurate and true 28

DATE 29

INCIDENT NUMBER

REPORTING OFFICER 1	BADGE NO. 2	DATE 3
APPROVING OFFICER 4	BADGE NO. 5	DATE 6

FOLLOW- UP? 7 ☐ Y ☐ N | If yes, follow-up Assignment: 8

ADDITIONAL SUPPLEMENTS 9: ☐ VICTIM/WITNESS ☐ SUSPECT/ARRESTEE ☐ PROPERTY ☐ NARRATIVE ☐ STATEMENTS ☐ OTHER

FORM RECEIVED BY: ☐ INVESTIGATION ☐ INTELLIGENCE ☐ RECORDS 10

SPECIAL COPIES 11

8/2011

INCIDENT REPORT – PART 2

INCIDENT NUMBER 1		
VICTIM 2	OFFENSE 3	INCIDENT DATE AND TIME 4

REPORTEE

NO. 1	NAME (Last, First, Middle) 2	AGE/ D.O.B. 3	SSN 4
ADDRESS (Street, Apt., City, State, Zip) 5			PHONE 6
EMPLOYER NAME AND ADDRESS (Street, Apt., City, State, Zip) 7			PHONE 8

STATEMENTS OBTAINED ☐ Y ☐ N 9 | TYPE: ☐ WRITTEN ☐ ORAL ☐ TAPED ☐ OTHER 10

VEHICLE

CHECK CATEGORIES 1 ☐ STOLEN ☐ RECOVERED ☐ IMPOUNDED ☐ RECEIVED ☐ SUSPECT'S VEHICLE ☐ VICTIM'S VEHICLE ☐ UNAUTHORIZED USE ☐ ABANDONED

NO. 2	3 ☐ DAMAGE TO VEHICLE ☐ THEFT FROM VEHICLE	LIC 4	LIS 5	LIY 6	LIT 7	VIN/OAN 8	*VALUE 9
VYR 10	VMA 11	VMO 12	VST 13	VCO TOP BOTTOM 14	VEHICLE LOCKED 15 ☐ Y ☐ N	KEYS IN VEHICLE 16 ☐ Y ☐ N	HOLD VEHICLE 17 ☐ Y ☐ N / RELEASE CONTENTS 18 ☐ Y ☐ N
VEHICLE ASSOC. W/ SUSPECT NO. 19	VEHICLE ASSOC. W/ VICTIM NO. 20	VEHICLE TOWED? 21 ☐ Y ☐ N	TOWED BY 22	OWNERSHIP VERIFIED BY: ☐ TAG RECEIPT ☐ BILL OF SALE	☐ TITLE ☐ OTHER 23		
STOLEN MOTOR VEHICLE VEHICLE ONLY	NO. STOLEN 24	AREA STOLEN ☐ BUSINESS 25 ☐ RESID. ☐ RURAL	ADDITIONAL DESCRIPTION 26				
AUTO INSURER NAME (Company) ADDRESS (Street, Apt., City, State, Zip) 27					PHONE 28		
MOTOR VEHICLE RECOVERY ONLY	NO. RECOVERED 29	DATE REC. 30	STOLEN IN YOUR JURISDICTION ☐ Y ☐ N WHERE RECOVERED? 31				

PROPERTY

*TYPE PROPERTY LOSS/ETC. (enter codes below): 1 NONE, 2 BURNED, 3 COUNTERFEITED/FORGED, 4 DESTROYED/DAMAGED/VANDALIZED, 5 STOLEN/ETC., 6 SEIZED, 7 RECOVERED, U UNKNOWN, P PHOTO, E EVIDENCE — TOTAL VALUE 1

*LOSS CODE 2	QUANTITY 3	DESCRIPTION 4	*PROP CODE 5	*VALUE 6
VICT. NO. 7	VEH NO. 8	MAKE/BRAND 9	MODEL 10	DATE RECOVERED 11
	SERIAL NUMBER 12	NCIC NUMBER 13	OTHER NUMBER 14	

*LOSS CODE	QUANTITY	DESCRIPTION	*PROP CODE	*VALUE
VICT. NO.	VEH NO.	MAKE/BRAND	MODEL	DATE RECOVERED
	SERIAL NUMBER	NCIC NUMBER	OTHER NUMBER	

*LOSS CODE	QUANTITY	DESCRIPTION	*PROP CODE	*VALUE
VICT. NO.	VEH NO.	MAKE/BRAND	MODEL	DATE RECOVERED
	SERIAL NUMBER	NCIC NUMBER	OTHER NUMBER	

*LOSS CODE	QUANTITY	DESCRIPTION	*PROP CODE	*VALUE
VICT. NO.	VEH NO.	MAKE/BRAND	MODEL	DATE RECOVERED
	SERIAL NUMBER	NCIC NUMBER	OTHER NUMBER	

PROPERTY CODES:

EXCHANGE MEDIUMS
- 01 Money
- 02 Credit/Debit Card
- 03 Negotiable Instruments
- 04 Other Exchange Mediums

DOCUMENTS
- 05 Non-Negotiable Instruments
- 06 Personal (Identity) Papers
- 62 Documents/Personal or Business
- 07 Other Documents

VALUABLES
- 08 Jewelry/Precious Metals
- 09 Art Objects, Antiques
- 10 Other Valuables

PERSONAL EFFECTS
- 11 Clothing/Furs
- 12 Purses/Handbags/Wallets
- 13 Other Personal Effects

HOUSEHOLD ITEMS
- 14 Household Items

EQUIPMENT
- 15 Drug/Narcotic Equip.
- 16 Gambling Equipment
- 17 Computer Hardware/Soft.
- 18 Office Equipment
- 19 Stereo TV Equip.
- 20 Recordings-Audio Visual
- 21 Sports Equipment
- 22 Photographic Equipment
- 23 Farm Equipment
- 24 Heavy Construction/Industrial
- 25 Building Supplies-Const.
- 26 Tools
- 27 Vehicle Parts/Accessories
- 57 Aircraft Parts/Accessories
- 28 School Supplies
- 58 Artistic Supplies/Accessories
- 59 Camping/Hunting/Fishing Equipment/Supplies
- 67 Law Enforcement Equip.
- 68 Lawn/Yard/Garden Equip.
- 69 Logging Equipment
- 70 Medical/Medical Lab Equip.
- 72 Musical Instruments
- 73 Portable Electronic Equip.
- 74 Watercraft Equip./Parts/Acc.
- 29 Other Equipment

CONSUMABLE ITEMS
- 30 Alcohol
- 31 Drugs/Narcotics
- 32 Consumable Goods
- 60 Chemicals
- 61 Crops
- 63 Explosives
- 65 Fuel

ANIMALS
- 33 Livestock
- 34 Household Pets

VEHICLES
- 35 Aircraft
- 36 Automobiles
- 37 Bicycles
- 38 Buses
- 39 Trucks
- 40 Trailers
- 41 Watercraft
- 42 Recreational Vehicle
- 43 Other Motor Vehicle

WEAPONS
- 44 Firearms
- 45 Other Weapons
- 64 Firearm Accessories

STRUCTURES
- 46 Single Occupancy
- 47 Other Dwellings
- 48 Commercial/Business
- 49 Industrial/Manufacturing
- 50 Public/Community
- 51 Storage
- 52 Other Structure

OTHER
- 53 Merchandise
- 54 Other Property
- 55 Pending Inventory
- 66 Identity-Intangible
- 71 Metals, Non-Precious

NARRATIVE

8/2011

SUSPECT/ARREST SUPPLEMENT

ARRESTING AGENCY 1 | INCIDENT NUMBER 2

VICTIM 3 | OFFENSE 4 | INCIDENT DATE AND TIME 5

NAME/DESCRIPTIVES

NO. 1 | ADULT ☐ 2 JUVENILE ☐ UNKNOWN ☐ | CHECK APPROPRIATE CATEGORY ☐SUSPECT ☐ ARRESTEE ☐SUSPECT/ARRESTEE ☐ RUNAWAY ☐ MISSING ☐ OTHER 3 | CHARGES FILED? ☐Y ☐ N 4

NAME (Last, First, Middle) 5 | SSN 6

ALIAS 7 | GANG AFFILIATION 8

ADDRESS (Street, Apt., City, State, Zip) 9 | PHONE 10

EMPLOYER NAME AND ADDRESS (Street, Apt., City, State, Zip) 11 | PHONE 12

PLACE OF BIRTH 13 | DL#/STATE 14 | OCCUPATION/SCHOOL 15

*AGE/D.O.B. 16 | *SEX 17 | *RACE ☐ W ☐ B ☐ I ☐ A ☐ U 18 | ETHNICITY 19 | *HEIGHT 20 | *WEIGHT 21 | *HAIR 22 | *EYES 23

MARITAL STATUS 24 | SCARS, MARKS, TATOOS 25

ADDITIONAL DESCRIPTIVES 26

SUSPECTED OF USING 27 ☐ALCOHOL ☐DRUGS | POTENTIAL INJURIES? 28

*RESIDENT STATUS 29 1 ☐ RESIDENT 2 ☐ TOURIST 3 ☐ MILITARY 4 ☐ STUDENT 5 ☐ OTHER (explain) _____ U ☐ UNKNOWN

*ARRESTEE WAS ARMED WITH

ARRESTEE ARMED WITH 1. _____ 2. _____ 3. _____ 30

99	NONE	13B	OTHER FULLY AUTOMATIC FIREARM	16	IMITATION FIREARM	50	POISON
11	FIREARM	14	SHOTGUN	17	SIMULATED FIREARM	60	EXPLOSIVES
12	HANDGUN	15	OTHER FIREARM	18	BB/PELLET GUN	65	FIRE/INCENDIARY DEVICE
12A	AUTOMATIC HANDGUN	15A	SEMI-AUTOMATIC SPORTING RIFLE	20	KNIFE/CUTTING INSTRUMENT	70	DRUGS/NARC/SLEEPING PILLS
13	RIFLE	15B	SEMI-AUTOMATIC ASSAULT FIREARM	30	BLUNT OBJECT	80	OTHER WEAPON
13A	FULLY AUTOMATIC RIFLE	15C	MACHINE PISTOL				

ASSOC. PERSONS

NAME	ADDRESS (Street, Apt., City, State, Zip)	PHONE
1. 1	1. 2	1. 3
2.	2.	2.

ARREST INFORMATION

ARREST/OFFENSE DESCRIPTION	*ARREST/OFFENSE CODE	F/M & DEGREE	WARRANT #	*ARREST LARCENY TYPE
1. 1	1. 2	1. 3	1. 4	1. 5
2.	2.	2.	2.	2.
3.	3.	3.	3.	3.
4.	4.	4.	4.	4.
5.	5.	5.	5.	5.

23A	POCKET PICKING
23B	PURSE SNATCHING
23C	SHOPLIFTING
23D	THEFT FROM BUILDING
23E	THEFT FROM COIN-OP MACH.
23F	THEFT FROM MOTOR VEHICLE
23G	MOTOR VEH. PARTS/ACCESS.
240	THEFT OF MOTOR VEHICLE
23H	OTHER: _____

*ARREST DATE 6 | TIME 7 | ARREST LOCATION (Street, Apt., City, State, Zip) 8

*INCIDENT TRACKING NUMBER 9 | ARREST DISPOSITION 10 | BAIL 11

MIRANDA WITNESSED BY: 12 | TIME READ 13

FINGERPRINTED ☐Y ☐ N 14 | FINGERPRINT CARD NO. 15 | PHOTOS TAKEN ☐Y ☐ N 16 | NO. TAKEN 17 | PHOTO ID NO. 18 | FBI/BCI# 19

*MULTIPLE ARRESTEE SEGMENTS INDICATOR 20 ☐COUNT ARRESTEE ☐ MULTIPLE ARRESTEE INDICATOR ☐ N/A

*ARREST TYPE 21 1 ☐ COMPLAINT 2 ☐ IN-PROGRESS 3 ☐ WARRANT 4 ☐ SUMMONS 5 ☐ ORDER OF PROTECTION 9 ☐ OTHER

JUVENILE

JUV. PARENT/GDN. NOTIFIED 1 ☐Y ☐ N | DATE/TIME NOTIFIED 2 | NOTIFIED BY 3 | *JUVENILE DISPOSITION 4 ☐ HANDLED WITHIN THE DEPARTMENT ☐ REFERRED TO OTHER AUTHORITIES

PARENT/GUARDIAN NAME AND ADDRESS (Street, Apt., City, State, Zip) 5 | RELATIONSHIP 6 | PHONE 7

PARENT/GUARDIAN NAME AND ADDRESS (Street, Apt., City, State, Zip) 8 | RELATIONSHIP 9 | PHONE 10

RUNAWAYS /MISSING

PREVIOUS RUN/MISS. 1 ☐Y ☐N | DATE OF LAST CONTACT 2 | DATE OF EMANCIPATION 3 | NCIC # 4 | DATE/TIME ENTERED 5

LAST SEEN WEARING 6

REPORTING OFFICER 1 | BADGE NO. 2 | DATE 3

APPROVING OFFICER 4 | BADGE NO. 5 | DATE 6

COURT 7 | DATE 8

11/2005

DEFINITION OF AN INCIDENT

The FBI through its Uniform Crime Reporting (UCR) National Incident-Based Reported System (NIBRS) has defined an incident as follows:

> An **incident** is defined as one or more offenses committed by the same offender, or group of offenders acting in concert, at the same time and place.
>
> The concept of **acting in concert** provides: that the offenders actually commit or assist in the commission of crime(s). The offenders must be aware of, and consent to, the commission of the crime(s); or even if nonconsenting, their actions assist in the commission of the offense(s).
>
> The concept of **same time and place** provides: If more than one crime was committed by the same person or group of persons and the time and place intervals separating them were insignificant, all of the crimes make up a single incident

The Ohio Incident-Based Reporting System (OIBRS) is Ohio's version of NIBRS. The Ohio Uniform Incident Report forms are designed based on the OIBRS reporting guidelines. The OIBRS data is electronically reported to the Ohio Department of Public Safety's Office of Criminal Justice Services (OCJS) through OIBRS certified records management systems used by law enforcement agencies throughout the State. OCJS then electronically forwards the crime data in the NIBRS format to the FBI. More information on OIBRS and crime statistics can be found at http://ocjs.ohio.gov/oibrs/.

ADMINISTRATIVE SECTION

The Administrative Section of the Ohio Uniform Incident Report is the first section of the reporting form. The purpose of this section is to assist the investigating law enforcement agency in tracking the agency's response to the incident and to record preliminary information regarding the incident. Information captured in this section includes the agency name, call number, incident number, and times of dispatch, arrival and clearance. Also reported in this section is the final Clearance Code on incidents. Only one Administrative Section should be completed for each incident, regardless of the number of offenses involved. Block titles with an asterisk are fields that apply to the Ohio Incident-Based Reporting System (OIBRS) data collection guidelines.

Block # 1 **AGENCY NAME** - Enter the reporting agency name in a written character or in abbreviated format.

Block # 2 **INCIDENT NUMBER*** - Enter the incident number. This should be a unique number assigned by the law enforcement agency that identifies the incident. This field can be up to twelve characters long, and can be letters, numbers, or dashes.

Block #3 **CALL NUMBER** - Enter the specific call number. This should be a unique number assigned by the law enforcement agency that identifies the initial call for service from the public. This field can be up to twelve characters long, and can be letters, numbers or dashes.

Block # 4 **GEOCODE*** - Enter the geographical identifier assigned by the agency. This is an identifier used to specify the station, division, or precinct where the incident occurred. Sheriff's offices may use townships in this field.

Block # 5 **TIME OF DISPATCH (TOD)** - Time, in military standards, the reporting officer received the detail from the dispatcher. "2400" is not a valid time; 12 a.m. should be entered as "0000."

Block # 6 **TIME OF ARRIVAL (TOA)** - Time, in military standards, the reporting officer arrived on the scene. "2400" is not a valid time; 12 a.m. should be entered as "0000."

Block # 7 **TIME OF CLEARANCE (TOC)** - Time, in military standards, the reporting officer cleared the detail. This is the time the officer actually leaves the scene of the incident. "2400" is not a valid time; 12 a.m. should be entered as "0000."

Block # 8 **REPORT TYPE** - ☑One of the following boxes should be checked:

Incident	This box should be checked for calls that do not result in an offense, e.g., missing persons, property disputes, domestic disputes, etc. If a report taken is of non-criminal activity this box should be checked.
Offense	This block should be checked if an appropriate Ohio Revised Code or Local Ordinance section could be entered in block number 2 of the Offense Section.

Supplement	This block should be checked if there are more than 5 offenses for the incident. For example, if an incident involves seven criminal violations only enter up to five on page one. Utilize a second page one as a supplement page.

Block # 9 **CASE CLEARANCES*** - ☑Check the code that most appropriately explains why the incident was cleared. If one does not apply leave space blank.

Standards for an Exceptional Clearance:

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 arresting, charging, and prosecuting the offender; (3) the exact location of the offender must be known so that an arrest can be made; and (4) there must be a reason outside the control of law enforcement that prevents the arrest.

All case clearances should be applied at the incident level. In a multiple offense incident, the clearance of one offense clears the entire incident. If both an adult and a juvenile are arrested, mark both on the hard copy of the form, but when entering information into the computer system enter it only as adult. If a case is exceptionally cleared A-E, there should **NOT** be an arrestee; otherwise it cannot be exceptionally cleared.

If an incident is cleared by either an exceptional clearance or an arrest, the arrest should be given a higher priority. If a case is cleared by arrest and a second offender is later arrested in conjunction with the cleared incident, information on the second arrestee should be added to that incident, but the clearance information does not need to be updated. **Do not update information on exceptional clearances**. In multiple offense incidents, the earliest date of clearance either by arrest or exceptional clearance for any offense clears the incident. Subsequent updates on clearances for the offense in that incident will not be tallied as clearances since the initial clearance is valid for the entire incident.

EXCEPTIONAL CLEARANCES- ☑check the appropriate code:

A	**Death of Suspect** - Applicable when the suspect has committed suicide, is the victim of a murder, has made a "deathbed confession," is killed by the police or a citizen, or has died due to another cause.
B	**Prosecution Declined** - By the prosecutor 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 investigating agency or currently serving a sentence in jail or prison.
C	**In Custody of Other Jurisdiction** - 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/her for the offense in question, **or in circumstances where an agency arrests an offender who is also suspected of committing offenses in other jurisdictions.**
D	**Victim Refused to Cooperate** - Applicable when the victim of an offense fails to cooperate in the prosecution of the suspect.
E	**Juvenile/No Custody** - Used when a juvenile suspect is handled without taking him/her into custody, but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense.

☞ ***Note:*** *If A through E is checked, an arrest report must not be included for the incident.*

ARREST CLEARANCES- ☑check the appropriate code:

F	**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 involving multiple arrests, this code is used if at least one of those arrested is 18 years of age or older**.
G	**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 that involve multiple arrests, this code is used when all those arrested are under 18 years of age**.

☞ ***Note****: If F or G is checked, an arrest report must be included for the incident.*

Other Clearances- ☑check the appropriate code:

H	**Warrant Issued** - Applies when an arrest warrant is issued for a particular suspect, but has not yet been served, and the final disposition of the case depends on the suspect being arrested. Can be updated to one of the Exceptional Clearance or Arrest Clearance Codes.
I	**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. Although Investigation Pending in not an actual clearance, it is used to assist officers in determining the status of the incident quickly.
J	**Closed** - Applicable when a case is deemed permanently inactive for reasons of insolvability, elapsed time since occurrence, etc.
K	**Unfounded** - Applicable when through investigation an incident is found to be false or baseless. If you arrive on scene and determine the reported incident was false or baseless, it is not required that a report be completed. This Clearance Code is used if the report has already been taken and it is determined to be false or baseless.
U	**Unknown** - Applies when information regarding the disposition of the case is not available. If a report is issued and the complainant is instructed to file charges, mark U for unknown because that person may decide not to file charges. This is also used when the incident is turned over to the prosecutor and it is not known whether charges will be filed.

EXAMPLE 1:

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

EXAMPLE 2:

A homicide investigation is cleared when the person wanted for murder is discovered dead on July 14, 1990. The entry for this should be "A" = "Death of Offender."

EXAMPLE 3:

An incident is submitted and a warrant is issued for the offender's arrest. The entry for this data element should be "H"-"Warrant Issued." When the offender is arrested the clearance for this incident should be updated to "F"-"Cleared by Arrest."

EXAMPLE 4:

A 21-year-old and a 16-year-old attempt to rob a liquor store and are subsequently apprehended. On the paper form "F" Cleared by Arrest-Adult and "G" Cleared by Arrest-Juvenile may be marked. However, when entering the information into the database, only "F" Cleared by Arrest-Adult will be entered.

Block #10 **CLEARANCE DATE*** - Enter the date the report is cleared by the law enforcement agency. The date should be entered as follows: Month-Day-Year MM/DD/YY.

☞ **NOTE:** *If box "I" or "U" is checked in block number 9, block number 10 should be blank. Also, if there is no Clearance marked in block number 9, this field should be left blank.*

Block # 11 **CLEARED BY** - Enter the initials, badge number, or unit number of the person who cleared the incident. The reporting agency should determine the type of entry for this field.

☞ **NOTE:** *If box "I" or "U" is checked in block number 9, block number 10 should be blank.*

Block # 12 **MONTH REPORTED*** - Enter the month that the incident was reported to the agency by the complainant, victim, or reportee. This is the month the call was received by the dispatcher from the complainant, victim, or reportee.

Block # 13 **DAY REPORTED*** - Enter the actual date of the month that the incident was reported to the agency by the complainant, victim, or reportee. This is the date the call was received by the dispatcher from the complainant, victim, or reportee.

Block # 14 **YEAR REPORTED*** - Enter the year that the incident was reported to the agency by the complainant, victim, or reportee. This is the year the call was received by the dispatcher from the complainant, victim, or reportee.

Block # 15 **TIME REPORTED*** - Enter the actual time, in military standards, that the dispatcher received the call from the complainant, victim, or reportee. "2400" is not a valid time, "0000" should be entered and the report date should appear as if the incident occurred at one minute past midnight.

Block # 16 **MONTH INCIDENT OCCURRED*** - Enter the month the incident occurred. If the incident occurred over several days or hours, enter the beginning month in this block.

Block # 17 **DAY INCIDENT OCCURRED*** - Enter the date of the month that the incident occurred. If the incident occurred over several days or hours, enter the beginning date in this block.

Block # 18 **YEAR INCIDENT OCCURRED*** - Enter the year the incident occurred. If the incident occurred over several days or hours, enter the beginning year in this block.

Block # 19 **TIME INCIDENT OCCURRED*** - Enter the time the incident occurred. The time should be recorded according to military standards. "2400" is not a valid time, "0000" should be entered and the incident date should appear as if the incident occurred at one minute past midnight. If the exact time of the incident is unknown, enter the beginning time period in this block.

Block # 20 **MONTH INCIDENT OCCURRED TO** - If the exact date the incident occurred is unknown, enter the ending month in this block. If the exact month of the incident is known leave this field blank.

Block # 21 **DAY INCIDENT OCCURRED TO** - If the exact date of the incident is unknown, enter the ending date in this block. If the exact date of the incident is known leave this field blank.

Block # 22 **YEAR INCIDENT OCCURRED TO** - If the exact date of the incident is unknown, enter the ending year in this block. If the exact date of the incident is known leave this field blank.

Block # 23 **TIME INCIDENT OCCURRED TO** - If the exact time of the incident is unknown, enter the ending time in this block. The time should be recorded according to military standards. "2400" is not a valid time, "0000" should be entered and the ending time should be recorded as if it was one minute past midnight. If the exact time of the incident is known leave this field blank.

Block # 24 **INCIDENT LOCATION*** - Enter Street number, Street Name, Apartment Number, City, State and Zip Code. **Zip Codes must be entered in this box.**

EXAMPLE:

2121 Morse Road, Apt. 31, Columbus, Ohio 45220.

OFFENSE SECTION

The Offense Section of the Ohio Uniform Incident Report is the section designed for law enforcement agencies to record all information associated with any offense. There can be up to ten offenses reported for each incident. However, if there are more than five offenses reported for an incident, an additional supplement form should be used.

This section records information such as the offense type, where it occurred and the suspect's method of operation. Information on non-criminal incidents may also be recorded in this section.

Block titles with an asterisk are fields that apply to the Ohio Incident-Based Reporting System (OIBRS) data collection guidelines.

Block # 1 **OFFENSE DESCRIPTION** - Enter the title(s) of the Ohio Revised Code Section or Local Ordinance that best describes the offense(s) being reported for this incident. Record each code title only once even though there may have been more than one victim per offense. Offense subsections are not required. **The Ohio Revised Code or codified ordinance for "Attempt" should not be entered as an offense title. Enter the description of the offense attempted**. If "Incident" is checked in block number 8 of the "Administrative" section, the reporting officer should describe the incident being reported in "Offense Description" (block number 1) field, e.g., Property Damage, Animal Complaint, etc.

☞ ***Note***: *Theft (ORC 2913.02) may be listed in Block number 1 more than once if the larceny type listed in Block number 6 is different.*

Block # 2 **OFFENSE CODE*** - Enter the section number (s) of the Ohio Revised Code or Local Ordinance that best describes the offense(s) being reported for this incident. Record each code section number only once even though there may have been more than one victim per offense. If "Incident" is checked in block number 8 of the "Administrative" section, a line shall be drawn through the "Offense Code" (block number 2) field. **The Ohio Revised Code or codified ordinance code for "Attempt" should not be entered as a section number. Enter the section number of the offense attempted and enter "A" in block number 3 of this section.**

☞ ***Note***: *Theft (ORC 2913.02) may be listed in Block number 2 more than once if the larceny type listed in Block number 6 is different.*

EXAMPLE:

> During a burglary offense, police respond to a silent alarm. When the police arrive the perpetrator is in the process of removing a screen from a window in order to gain entry. When reporting, officers enter the Ohio Revised Code for Burglary 2911.12 in this field.

☞ **Note:** *Although the previous example is a burglary attempt, enter the ORC 2911.12 to stipulate a burglary offense and mark "A" Attempted in block number 3 of this section. If the perpetrator fled with stolen property the same offense code would be entered (ORC 2911.12), but "C" for Completed would be marked in block number 3 of this section.*

Block # 3 **OFFENSE ATTEMPTED/COMPLETED* –** Enter "A" or "C" to identify whether each offense was completed or merely attempted. If "Incident" is checked in block number 8 of the "Administrative" section, a line shall be drawn through the "Offense Attempted/Completed" (block number 3) field. If there is more than one occurrence of the same offense within an incident and only one is completed, then "Completed" is still reported.

EXAMPLE:

> During a bank robbery, offenders attempted to kidnap two men. One man struggled and was able to escape. The other was abducted. Since one kidnapping was completed, the offense data would indicate "Completed." Indicate specific details in the narrative report.

Block # 4 **FELONY/MISDEMEANOR AND DEGREE** - Enter one of the following codes to reflect whether the offense is a felony or misdemeanor and the degree. If "Incident" is checked in block number 8 of the "Administrative" section, a line shall be drawn through the "Felony/Misdemeanor and Degree" (block number 4) field.

POSSIBLE ENTRIES:

M	Misdemeanor
M-M	Minor Misdemeanor
M-4	Misdemeanor-Fourth Degree
M-3	Misdemeanor-Third Degree
M-2	Misdemeanor-Second Degree
M-1	Misdemeanor-First Degree
F	Felony
F-5	Felony-Fifth Degree
F-4	Felony-Fourth Degree
F-3	Felony-Third Degree
F-2	Felony-Second Degree
F-1	Felony-First Degree
AGG F-3	Aggravated Felony-Third Degree
AGG F-2	Aggravated Felony-Second Degree
AGG F-1	Aggravated Felony-First Degree
UNSPECIFIED	Juvenile Offenses

☞ **Note:** *All felony/misdemeanor and degree codes require that dashes should be included when entered.*

Block # 5 **HATE/BIAS RELATED*** - This block must be completed with a hate bias code. The purpose of this field is to indicate whether the offender was motivated to commit the offense because of his/her bias against a racial, religious, ethnic/ national origin, or sexual orientation group. Due to the difficulty of ascertaining the offender's subjective motivation, bias is to be reported only if investigation reveals sufficient objective facts to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias.

The majority of criminal incidents exhibit motivations other than bias. If the incident is ambiguous as to the motivation of the perpetrator, and/or if the offender is not identified, use code "U" = motivation of perpetrator unknown.

Enter one of the following codes to explain the type of suspected hate/bias:

RACIAL BIAS

11	Anti-White
12	Anti-Black
13	Anti-American Indian/ Alaskan Native
14	Anti-Asian/Pacific Islander
15	Anti-Multi Racial Group

RELIGIOUS BIAS

21	Anti-Jewish
22	Anti-Catholic
23	Anti-Protestant
24	Anti-Islamic (Muslim)
25	Anti-Other Religion
26	Anti-Other Religious Group
27	Anti-Atheism/Agnosticism

Ethnicity/National Origin Bias

30	Anti-Oriental
31	Anti-Arab
32	Anti-Hispanic
33	Anti-Other Ethnicity/ National Origin

SEXUAL ORIENTATION BIAS

41	Anti-Male Homosexual (Gay)
42	Anti-Female Homosexual (Lesbian)
43	Anti-Homosexual (Gay and Lesbian)
44	Anti-Heterosexual
45	Anti-Bisexual

OTHER BIAS CODES

50	Other Bias Incident
U	Motivation of Perpetrators Unknown
N	No Bias / Not Applicable

Objective Evidence that the Crime Was Motivated by Bias

When investigating an incident there must be a careful evaluation regarding the motive of the crime. The mere fact that the offender is biased against the victim's racial, religious, ethnic/national origin, and/or sexual orientation group does not mean that a hate crime was involved. Rather, the offender's criminal act must have been motivated, in whole or in part, by his/her bias.

Because motivation is subjective, it is difficult to know with certainty whether a crime was the result of the offender's bias. Therefore, before an incident can be reported as a hate crime, sufficient objective facts must be present to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias. While no single fact may be conclusive, facts such the following, particularly when combined, are supportive of a finding of bias:

(a) The offender and the victim were of different racial, religious, ethnic/national origin, or sexual orientation groups. For example, the victim was black and the offenders were white.

(b) Bias-related oral comments, written statements, or gestures were made by the offender that indicate his/her bias. For example, the offender shouted a racial epithet at the victim.

(c) Bias-related drawings, markings, symbols, or graffiti were left at the crime scene. For example, a swastika was painted on the door of a synagogue.

(d) Certain objects, items, or things which indicated bias were used, (e.g., the offenders wore white sheets with hoods covering their faces) or left behind by the offender(s) (e.g., a burning cross was left in front of the victim's residence).

(e) The victim is a member of a racial, religious, ethnic/national origin, or sexual orientation group that is overwhelmingly outnumbered by members of another group in the neighborhood where the victim lives and the incident took place. This factor loses significance with the passage of time (i.e., it is most significant when the victim first moved into the neighborhood and becomes less significant as time passes without incident).

(f) The victim was visiting a neighborhood where previous hate crimes had been committed against other members of his/her racial, religious, ethnic/national origin, or sexual orientation group and where tension remain high against his/her group.

(g) Several incidents have occurred in the same locality, at or about the same time, and the victims are all of the same racial, religious, ethnic/national origin, or sexual orientation group.

(h) A substantial portion of the community where the crime occurred perceives that the incident was motivated by bias.

(i) The victim was engaged in activities promoting his/her racial, religious, ethnic/national origin, or sexual orientation group. For example, the victim is a member of the NAACP or participated in gay rights demonstrations, etc.

(j) The incident coincided with a holiday relating to, or a date of particular significance to, racial, religious, ethnic/national origin, or sexual orientation group. For example, Martin Luther King Day, Rosh Hashannah, Gay and Lesbian Rights Day.

(k) The offender was previously involved in a similar hate crime or is a member of a hate group, (e.g. Ku Klux Klan, Skinheads).

(l) There were indications that a hate group was involved. For example, a hate group claimed responsibility for the crime or was active in the neighborhood.

(m) A historically established animosity exists between the victim's group and the offender's group.

(n) The victim, although not a member of the targeted racial religious, ethnic/national origin, or sexual orientation group, is a member of an advocacy group supporting the precepts of the victim group.

Cautions!!!

Need for Case-by-Case Assessment of the Facts

The aforementioned factors are not all-inclusive of the types of objective facts which evidence biased motivation. Therefore, reporting agencies must examine each case for facts that clearly demonstrate evidence that the offender's bias motivated him/her to commit the crime.

1. MISLEADING FACTS

Agencies must be alert to misleading facts. An incident may sound or appear to be racially motivated when in fact it is not.

EXAMPLE:

> The offender used an epithet to refer to the victim's race, but the offender and victim were of the same race.

2. FEIGNED FACTS

Agencies must be alert to evidence left by the offenders that is meant to give the false impression that the incident was motivated by bias.

EXAMPLE:

> Students of a religious school vandalize their own school, leaving anti-religious statements and symbols on its walls, in the hope that they will be excused from attending class.

3. OFFENDER'S MISTAKEN PERCEPTION

Even if the offender was mistaken in his/her belief that the victim was a member of a racial, religious, ethnic/national origin, or sexual orientation group, the offense is still a hate crime as long as the offender was motivated by bias against that group.

EXAMPLE:

> A middle-aged, non-gay man walking by a bar frequented by gays was attacked by six teenagers who mistakenly believed the victim had left the bar and was gay.

☞ **Note:** *Although the offenders were wrong on both counts, the offense is a hate crime because it was motivated by the offenders' anti-gay bias.*

CHANGES IN FINDINGS OF BIAS

If, after an initial incident report was submitted, a contrary finding regarding bias occurs, the incident report must be updated with the new finding.

EXAMPLE:

> If an initial finding of no bias is later changed to racial bias or a finding of racial bias was later changed to religious bias, the change should be updated in the reporting agency's information system.

Definitions

To ensure uniformity in reporting nationwide, the following definitions have been adopted for use in hate crime reporting:

Bias: A preformed negative opinion or attitude toward a group of persons based on their race, religion, ethnicity/national origin, or sexual orientation.

Bias Crime: A criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias against a race, religion, ethnic/national origin group, or sexual orientation group. Also known as "Hate Crime."

☞ **Note:** *Even if the offender was mistaken in his/her perception that the victim was a member of the group he or she was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.*

Bisexual: (adjective) Of or relating to persons who experience sexual attraction toward, and responsiveness to, both males and females; (noun) a bisexual person.

Ethnicity/National Origin Bias: A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions (e.g., Arabs, Hispanics, etc.).

Gay: (adjective) Of or relating to males who experience a sexual attraction toward, and responsiveness to, other males; (noun) a homosexual male.

Hate Crime: Same as "Bias Crime."

Hate Group: An organization whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a racial, religious, ethnic/national origin, or sexual orientation group which differs from that of the members of the organization (e.g., the Ku Klux Klan, American Nazi Party, etc.).

Heterosexual: (adjective) Of or relating to persons who experience a sexual attraction toward, and responsiveness to, members of the opposite sex; (noun) a heterosexual person.

Homosexual: (adjective) Of or relating to persons who experience a sexual attraction toward, and responsiveness to, members of their own sex; (noun) a homosexual person.

Lesbian: (adjective) Of or relating to females who experience a sexual attraction toward, and responsiveness to, members of their own sex; (noun) a homosexual female.

Racial Bias: A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes and/or hair; facial features, etc.), genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites, etc.).

Religious Bias: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, Atheists, etc.).

Sexual Orientation Bias: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals, etc.).

Block # 6 **LARCENY TYPE*** -If the offense code recorded in block number 2 is 2913.02 (Theft) or any subsection thereof; then select a larceny type from the list in this block. Also complete this section if a Local Ordnance of theft or any subsection thereof is recorded.

☞ **Note:** *Larceny type does not need to be completed for burglary or breaking and entering. Also, Theft (ORC 2913.02) may be listed in Block #1 and Block #2 more than once if the larceny type listed in Block #6 is different.*

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

LARCENY TYPE CODES

23A	**POCKET-PICKING** - The theft of articles from another person's possession by stealth where the victim usually does not become immediately aware of the theft. Includes removal of such items as wallets from women's purses and men's pockets. If the victim is manhandled or force beyond simple jostling is used the offense becomes strong-arm robbery.
23B	**PURSE SNATCHING** - The grabbing or snatching of a purse or handbag, etc., from the physical possession of another person. 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. Cases in which a purse or some other item of value is left unattended and is stolen should not be classified as a purse snatching.
23C	**SHOPLIFTING** - The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale. This offense includes thefts of merchandise displayed as part of the stock in trade outside buildings, such as department stores, hardware stores, supermarkets, fruit stands, gas stations, etc.
23D	**THEFT FROM BUILDING** - A theft from within a building that is either open to the general public or where the offender has legal access. Does not include shoplifting and thefts from coin-operated devices or machines within open buildings. Includes places such as churches, restaurants, schools, libraries, public buildings, and professional offices during hours when such facilities are open.
23E	**THEFT FROM COIN-OPERATED MACHINE OR DEVICE** - A theft from a machine or device that is operated or activated by the use of coins. Some examples of such machines are candy, cigarette, food vending machines, telephone coin boxes, parking meters, pinball machines, or washers and dryers located in a laundromat where no breaking or illegal entry of the building is involved.
23F	**THEFT FROM MOTOR VEHICLE** - The theft of articles from a motor vehicle, whether locked or unlocked. Includes thefts from automobiles, trucks, truck trailers, buses, motorcycles, motor homes or other recreational vehicles. Includes thefts from any area in the automobile e.g., the trunk, glove compartment, or other enclosure. Items stolen in this type of theft are cameras, suitcases, wearing apparel, packages, etc., which are not an integral part of the vehicle.
23G	**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. Thefts of motors, transmissions, radios, heaters, hubcaps and wheel covers, manufacturers' emblems, license plates, radio antennas, side-view mirrors, gasoline, tape decks, CB radios, radar detectors, etc., are included in this larceny type. If items being transported in the vehicle are stolen, the offense should be classified as theft from motor vehicle.

240	**THEFT OF MOTOR VEHICLE** - A motor vehicle is defined as a self-propelled vehicle that runs on land surface and not on rails which fits one of the following property descriptions: **AUTOMOBILES** - Sedans, coupes, station wagons, convertibles, taxicabs, and other similar motor vehicles which serve the primary purpose of transporting people **BUSES** - Motor vehicles that are specifically designed to transport groups of people on a commercial basis. **RECREATIONAL VEHICLES** - Motor vehicles which are specifically designed to transport people and also provide them temporary lodging for recreational purposes. **TRUCKS** - Motor vehicles that are specifically designed to transport cargo on a commercial basis. **OTHER MOTOR VEHICLES** - Any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, golf carts, whose primary purpose is to transport people.
23H	**ALL OTHER LARCENY** - All thefts which do not fit any definitions of the specific subcategories of larceny/theft listed above. This offense includes thefts from fenced enclosures, thefts of bicycles, boats, bulldozers, airplanes, animals, lawn movers, lawn furniture, hand tools, and farm and construction equipment. Theft of gasoline from a self-service gas station (to leave without paying) also applies here.

☞ **Note:** *Cases in which a purse or some other item of value is left unattended and is stolen should not be classified as a purse snatching.*

☞ **Note:** *In larceny situations where both motor vehicle parts and accessories and articles from the motor vehicle are stolen, report the offense resulting in the greatest value of property loss. Report all the property stolen in the property section of the report.*

☞ **Note:** *If a theft from a motor vehicle occurs in conjunction with a motor vehicle theft, the incident will most often be reported as a motor vehicle theft with the stolen property recorded within the appropriate property-type categories. If, however, the reporting jurisdiction determines that the real object of the theft was the contents, rather than the vehicle, two offenses can be reported, the vehicle theft and the theft from the vehicle.*

EXAMPLE 1:

> If an automobile with a coat in the back seat is stolen, the offense would be reported as Motor Vehicle Theft and the coat accounted for as property stolen in the property section of the report in connection with the automobile theft.

EXAMPLE 2:

> The theft of a tractor-trailer (truck) containing a shipment of televisions can, however be reported as two offenses if in the judgment of the reporting agency the real object of the theft was the televisions, e.g., the truck is found abandoned and empty not far from the scene of the theft.

Block # 7 **TYPE OF CRIMINAL ACTIVITY*** - Enter up to three types of criminal activity that correspond to the offense codes entered in block number 2 of this section.

POSSIBLE ENTRIES:

B	**Buying/Receiving - <u>Buying</u>**-To acquire or take possession of an item in exchange for money or its equivalent, or to acquire through trade. **<u>Receiving</u>**-To take possession of, or to take in or to hold (e.g. buying or receiving stolen property).
C	**Cultivating/Manufacturing/Publishing** - **<u>Cultivate</u>**-To promote the development and growth of; To tend or grow (e.g. to grow marijuana). **<u>Manufacturing</u>**-To work into a useable form or finished product to make by hand or machinery (e.g. to manufacture crack cocaine). **<u>Publishing</u>**-To publish printed or written work (e.g. To print children's pornography).
D	**Distributing/Selling - <u>Distributing</u>**-The process of which goods or services are supplied, stored, shipped, sold or advertised **(e.g. to provide drugs to a dealer for the purpose of sale)**. **<u>Sell</u>**-The act of giving up, delivering, or to exchange for money, its equivalent, or a reward **(e.g. a dealer selling drugs; A weapons dealer that operates an illegal weapons ring whereby he solicits sales, fills orders and delivers the weapons)**.
E	**Exploiting Children** - To make unethical use of a juvenile(s) for one's own advantage or profit **(e.g. To print children's pornography)**.
G	**Other Gang** - Any gang activity not juvenile
J	**Juvenile Gang** - Any gang activity not adult
N	**No Gang Involvement** - No gang activity
O	**Operating/Promoting/Assisting** - **<u>Operating</u>**-Any Movement or series of movements made in an effort to carry out any of the listed offenses. **<u>Promoting</u>**-The act or instance of advancing visibility or availability; to further the popularity by sale or advertising or solicitation. **<u>Assisting</u>**-The act of helping, aiding or lending support in the commission of any of the listed offenses **(e.g. a weapons dealer that operates an illegal weapons ring, whereby he solicits sales, fills orders and delivers weapons)**.
P	**Possessing/Concealing** - **<u>Possessing</u>**-The act of holding property or to occupy in person. **<u>Concealing</u>**-To put out of sight, hide or to keep from another's knowledge **(e.g. to hide an illegal weapon on ones person)**.

T	**Transporting/Transmitting/Importing** - **Transporting**-The act, process, or means of carrying from one point to another. **Transmitting**-To send or cause to go from one person or place to another, across distance; To transfer. **Importing**-To bring goods or services from other locals, mainly for the purpose of sale **(e.g. the leader of a counterfeit ring takes a shipment of money to a buyer in another country).**
U	**Using/Consuming** - **Using**-To put or to bring into action or service; To take or consume. **Consuming**-To absorb or to expend **(e.g. a subject freebases cocaine and then injects his/her self).**

EXAMPLE:

> The offenders published and sold pornographic photographs of children. Up to three types of activity can be entered, "C" = Cultivating/Manufacturing/Publishing," "D" = "Distributing/Selling," and "E" = Exploiting Children".

This block must be completed for the offenses on the following pages and any subsections of these offenses:

Gambling Equipment Violations (39C)
2915.02 (If Data Element #21 (Property Description) is 16 -Gambling Equipment)
2915.081
2915.082
2915.09 (If Data Element #21 (Property Description) is 16 -Gambling Equipment)

Weapon Law Violations (520)
2909.26
2909.27
2909.28
2921.36 (If Data Element #18 (Type of Weapon/Force Used) is 11-15C)
2923.12
2923.121
2923.122
2923.123
2923.13
2923.131
2923.15
2923.16
2923.161
2923.162
2923.17
2923.19
2923.20
2923.201
2923.21
2923.211

Pornography/Obscene Material (370)
2907.31
2907.311

2907.32
2907.321
2907.322
2907.323
2907.33
2907.34
2907.38

Counterfeiting/Forgery (250)
2913.31
2913.32
2913.33
2925.22
2925.37

Drug/Narcotic Offenses (35A-35B)
2921.36A2
2925.02
2925.03
2925.04
2925.041
2925.05
2925.06
2925.11
2925.12
2925.13
2925.14
2925.24
2925.31
2925.32
2925.33
2925.36

Stolen Property Offenses (280)
2913.51

* Only codes G, J, or N are to be used in incidents involving the following offenses to provide gang information on the offender(s):

Murder and Nonnegligent Manslaughter (09A) or translates to an Aggravated Assault (13A)
2903.01
2903.02
2903.03
2903.04
2903.041

Negligent Homicide (09B)
2903.05

Kidnapping/Abduction (100)
2905.01

2905.02
2905.03
2905.05

Assault Offenses (13A, 13B, or 13C)
2903.08
2903.11
2903.12
2903.13
2903.14
2903.15
2903.21
2903.211
2903.22
2903.34
2903.341
2919.22
2919.25
2921.03
2921.04
2921.05
2921.38
2927.12

Sex Offenses (11A, 11B, 11C, or 11D) or translates to an Assault Offense (13A, 13B, or 13C)
2907.02 (unless victim is within the family of the suspect and not the same sex as suspect, or victim is < 13 and not the same sex as suspect)
2907.03 (unless victim is within the family of the suspect and not the same sex as suspect, or victim is < 13 and not the same sex as suspect)
2907.04 (unless victim is not the same sex as suspect)
2907.05
2907.06

Robbery (120)
2911.01
2911.02

All Other Offenses (90Z)
2923.42 (G or J only)

☞ ***Note:*** *Do not use this block for theft offenses.*

Block # 8 **LOCATION OF OFFENSE*** - Up to two location types may be entered for each offense. However, a primary location must be selected and recorded as the first entry. When entering two codes, the primary location should be the more general of the two.

EXAMPLE:

> If a robbery is committed on a college campus at a McDonald's restaurant, "9" = College should be entered as the primary location and "28"=Restaurant should be listed as the secondary location.

POSSIBLE ENTRIES:

RESIDENTIAL STRUCTURE CODES

01	**SINGLE FAMILY HOME**-A private residential building designed for occupancy by a single family unit that is not physically attached to any other dwelling unit; includes large manufactured homes that are not 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 town house.
03	**RESIDENTIAL FACILITY**-A building used primarily for long term congregate living; may or may not include individual cooking facilities and toilets; includes nursing home, 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; EXCLUDES 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.

☞ **Note:** If a garage and home are broken into, the report should show two entries

PUBLIC ACCESS BUILDING CODES

06	**TRANSIT FACILITY** - A building or structure used primarily to shelter air/bus/train passengers in transit; includes stations, terminals, token booths, ticket counters, platforms, and waiting areas.
07	**GOVERNMENT OFFICE** - A building or structure that primarily houses offices of a local, state, or the federal government; includes post office, and courthouse, but EXCLUDES schools/colleges and libraries.
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, universities and vocational schools.
67	**LIBRARY** - A building or structure used primarily to contain material to borrow for reading, viewing, listening, studying, or for reference. EXCLUDES a library within a school or college.
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 treatment and care of injured persons; 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**

COMMERCIAL SERVICE LOCATION CODES

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, 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	**RECREATION/ENTERTAINMENT CENTER** - A service establishment primarily engaged in providing recreation or entertainment; includes bowling alley, pool hall, movie theater, and video or pinball arcade.

54	**AMUSEMENT PARK** - Indoor or outdoor commercial enterprises that offer rides, games, and other entertainment.
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 or free standing key making shops.
56	**ATM MACHINE SEPARATE FROM BANK -** Machines that provide the ability to make deposits and/or withdrawals using a bank card. If located at a banking facility, use 16 = Financial Institution.
59	**DAYCARE FACILITY** - Child or adult care. Facilities designed to provide supervision, recreation, and/or meals during the daytime for adults or children.

RETAIL LOCATION CODES

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 the sale and purchase of used personal property; includes coin and stamp dealers, precious metal 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, 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	**DRUGSTORE** - 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; **EXCLUDES** drugstores that are inside supermarkets, thrift, and department stores.
34	**LIQUOR STORE** - A retail store selling primarily beer, wine, spirits, and other alcoholic beverages. Includes beer, wine drive-thrus and carryout stores.

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 Stop-n-Go, Convenient Stores, Dairy Farmers (UDF), and Seven-Eleven stores.
39	**DEPARTMENT/DISCOUNT STORE** - A retail store selling a wide variety of goods, organized into departments by the type of goods; examples: K Mart and Hills.
40	**OTHER RETAIL STORE** - For example, butcher shop, hardware store, appliance store and 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.
42	**OTHER BUILDING** - An indoor location that cannot be assigned to the residential, public access, or commercial location categories.

OUTSIDE LOCATION CODES

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, and swamp.
46	**FIELD/WOODS** - An outside location including private farmland, as well as 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 schoolyard, 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, streetcar, or taxi.
52	**OTHER OUTSIDE LOCATION**- An outside location that cannot be assigned to any of the outside location listed above.
57	**CAMP/CAMPGROUND -** Areas used for setting up camps, including tent and recreational vehicle campsites.
64	**REST AREA -** Designated areas, usually along a highway, where motorists can stop.

MISCELLANEOUS LOCATION CODE

53	**ABANDONED/CONDEMNED STRUCTURE -** Buildings or structures which are completed but have been abandoned by the owner and are no longer being used.
55	**ARENA/STADIUM/FAIRGROUNDS/COLISEUM -** Open-air or enclosed amphitheater-type areas designed and used for the presentation of sporting events, concerts, assemblies, etc.
58	**CARGO CONTAINER -** Containers specifically designed to hold freight.
60	**DOCK/WHARF/FREIGHT/MODAL TERMINAL -** Platforms in which trucks, ships, or trains load or unload cargo.
61	**FARM FACILITY -** Facilities designed for agricultural production or devoted to the raising and breeding of animals, areas of water devoted to aquaculture, and/or all building or storage structures located there. Includes grain bins.
62	**GAMBLING FACILITY/CASINO/RACE TRACK -** Indoor or outdoor facilities used to legally bet on uncertain outcomes of games of chance, contests, and/or races.
63	**MILITARY INSTALLATION -** Locations specifically designed and used for military operations.
65	**SHELTER-MISSION/HOMELESS -** Establishments that provide temporary housing for homeless individuals and/or families.
66	**TRIBAL LANDS -** Native American reservations, communities, and/or trust lands.
77	**OTHER LOCATION**- A location that cannot be assigned to any of the locations listed above.

Block # 9 **SUSPECTED OF USING*** - ☑Check up to three boxes that most appropriately describe whether any of the offenders in the incident were suspected of consuming alcohol or using drugs/narcotics shortly before or during the incident, or of using a computer, computer terminal, or computer equipment to perpetrate the crime. If only one code applies, leave the other entries blank. If the reporting officer does not indicate the use of Alcohol, Drugs, or Computer Equipment, "N" = "Not Applicable" must be checked. **If "N" = "Not Applicable" is entered, the other three values must be left blank.**

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 attacked the victim with a knife. The report should indicate "Alcohol".

EXAMPLE 2:

A rape victim advised that her attacker bragged that he had been "freebasing" cocaine just prior to the incident. The report should read "Drugs/Narcotics."

EXAMPLE 3:

A medical supply warehouse was burglarized and large amounts of Methadone, Morphine, Benzedrine and Valium were stolen. The report should *NOT* indicate "Drugs/Narcotics." While the drugs were the object of the crime, there was no indication that the offenders used drugs or narcotics before or during the incident. Drugs were the object of the offense and will be recorded with the property data on the crime. The report should read "not applicable".

EXAMPLE 4:

A computer "hacker" used his personal computer and a telephone modem to gain access to a company's computer and steal proprietary data. "Computer Equipment" should be reported.

Block # 10 **TYPE OF WEAPON/FORCE USED*** - Enter up to three codes under the categories of suspect used. **If there are no weapons involved in the incident, 99 for none must be entered.**

POSSIBLE ENTRIES:

11	**Firearm-** Type unspecified or not stated; unable to determine the type of weapon.
12	**Handgun-** Revolver, semi-automatic pistol, Derringer, or single-shot pistol.
12A	**Automatic Handgun-** 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.
13	**Rifle-** Bolt action or single shot; or can be semi-automatic
13A	**Fully Automatic Rifle-** 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.
13B	**Other Fully Automatic Firearm-** Type unspecified or not stated, 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.
14	**Shotgun-** Includes sawed-off shotguns; shot guns with revolving cylinders (e.g. street sweeper or striker shotgun).

15	**Other Firearm;** Includes homemade firearms**.**
15A	**Semiautomatic Sporting Rifle-** Fires a bullet with each pull of the trigger.
15B	**Semiautomatic Assault Firearm-** Fires a bullet with each pull of the trigger.
15C	**Machine Pistol-**Usually a relic or collector's item, similar to the fully automatic handgun.
16	**Imitation Firearm-** Includes toy gun, starter pistol, cap gun or water pistol.
17	**Simulated Firearm-** To give a false impression that a firearm is present e.g., hand in pocket
18	**BB and Pellet Guns-**Includes guns that fire pellets or BBs by spring or gas action.
20	**Knife/Cutting Instrument-** Ax, ice pick, cane sword, screwdriver, switchblade, Kung Fu stars, etc.
30	**Blunt Object-**Bat, club, hammer, chuka sticks, etc.
35	**Motor Vehicle** -When a motor vehicle of any type is used as a weapon
40	**Personal Weapons**-Hands, Feet, Teeth, etc.
50	**Poison**-A substance causing illness or death when eaten, drunk, or absorbed even in relatively small quantities.
60	**Explosives**-A combination of substances that once detonated cause something to blow up, burst or break forward, usually causing a loud noise.
65	**Fire/Incendiary Device-**The active principle of burning, characterized by the heat and light of combustion; Causing or designed to cause fire.
70	**Drugs/Narcotics/Sleeping Pills-**Any substance used as a medicine or as an ingredient of a medicine or; A drug, as opium or cocaine or any of its derivatives, such as morphine, heroin, codeine, crack or; used to relieve pain and induce sleep.
80	**Other Weapon-**Any weapon/force not fitting the above specifically coded weapons/force. Includes crossbows, stun guns, dart gun, etc.
85	**Asphyxiation** -Drowning, strangulation, suffocation, gas, etc.
99	**None**-There were no weapons involved in the incident
U	**Unknown**-The weapon(s) used during the offense is unknown

Block # 11 **METHOD OF ENTRY*** - ☑ Check the box that most appropriately describes whether force was used to enter a dwelling, business, or motor vehicle for offenses such as Burglary/B&E, Trespassing or Motor Vehicle Thefts.

Definitions

FORCED ENTRY: An incident where force of any degree, or a mechanical contrivance of any kind (including passkey or skeleton key), was used to unlawfully enter a building or

other structure. This act includes entry by use of tools; breaking windows; forcing windows; doors, transoms, or ventilators; cutting screens, walls, or roofs; and where known, the use of master keys, picks, unauthorized keys, celluloid, or other devices which leave no outward mark but are used to force a lock. Burglary by concealment inside a building followed by an exiting of the structure after the theft is included in the category.

UNFORCED ENTRY: An incident where the unlawful entry was achieved without force through an unlocked door or window. The element of trespass to the structure is essential in the classification, which includes thefts from open garages and warehouses, open or unlocked dwellings, and open or unlocked common basement areas in apartment houses (where entry is by someone other than by the tenant who has lawful access). If the structure entered was one of open access, thefts from the premises would not involve an unlawful trespass and would be reported as theft.

☞ **Note:** ***If both FORCED and UNFORCED entries are involved in the offense, the entry should be reported as having been accomplished through force.***

Block # 12 **NUMBER OF PREMISES ENTERED*** - This code should be used when the offense is Burglary/B&E of a hotel/motel or rental storage facility. The total number (up to 99) of individual rooms, units, suites, storage compartments, etc., entered should be reported in this data element. If the offense is Burglary/B&E and "18" = "Hotel/Motel" or "24" = "Rental Storage Facility" is entered in the "Location of Offense" field, there must be an entry in this field.

☞ **Note:** *This section can also be used to record the number of dwellings that have been entered during a Burglary/B&E* (see *example 2)*.

"Hotel Rule": If a number of Dwelling or Rental Storage 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/B&E should be scored as one offense.

EXAMPLE 1:

Twenty rooms are broken into at the Red Roof Inn. The entry for this field would be 21. Count the premise entered and each room unit or suite.

EXAMPLE 2:

A single family home and detached garage are broken into. Count the number of premises entered as two.

Block # 13 **METHOD OF ENTRY FOR MOTOR VEHICLE THEFT*** - ☑ Check the box or boxes that most appropriately describe the method of entry used by the perpetrator.

01	Motor Running/Keys in Car

02	Unlocked
03	Duplicate Key Used
04	Window Broken
05	Towed
06	Hot Wire
07	Slim Jim/Coat Hanger
08	Tumblers Removed
09	Column Peeled
10	Ignition Peeled

Block # 14 **METHOD OF ENTRY FOR BURGLARY/B&E*** - This field should be used to record Method of Entry for Burglary/B&E Offenses. It may also be used to show method of entry on other offenses when a structure was entered during commission of the crime. Check ☑ a box from each column to describe the Method of Entry. Also, if the point of exit is known, check ☑ a box from each column to describe the point of exit. If unknown, write "Unknown" in this block.

EXAMPLE:

> A serial rapist enters a woman's home through a sliding glass door located on the first floor at the rear of the house. The method of entry would be recorded in this section even though it is not a burglary.

Block # 15 **METHODS OF OPERATION*** -Agencies may enter a code for this field. Up to five of the unique characteristics of the incident may be entered. **When code 89 "Other" is used, give a complete explanation, otherwise a written description for the methods of operation field is optional.**

☞ **Note:** *This field is not mandatory.*

POSSIBLE ENTRIES:

01	Accomplice Drives Car
02	Accomplice Takes Part in Crime
03	Alarm Cut
04	Alarm Disconnected
05	Animal with Suspect
06	Bound and Gagged Victim

07	Car Abandoned
08	Disables Victim's Car
09	Car-Hides in Victim's
10	Car-Takes Victim's
11	Car-Takes Victim's Keys
12	Carries Gun
13	Disturbs Very Little
14	Does Not Take Jewelry
15	Does Not Take Money
16	Familiar With Premises
17	Fingerprints-Avoids
18	Gentlemanly
19	Handcuff Victim
20	Impersonates Officer
21	Neatly Dressed
22	Pretended to be Delivery Man
23	Pretended to be Lost
24	Profane Language
25	Ransacks Premises
26	Rings Doorbell or Knocks
27	Safe Broken Into
28	Safe Carried Away
29	Says Nothing
30	Solicited Information
31	Solicited Subscription
32	Stole Key
33	Takes Only Jewelry
34	Takes Only Money
35	Takes Only Special Items
36	Telephones Victim
37	Telephone Wire Cut

38	Used Auto
39	Used Bike
40	Used Light
41	Used Matches
42	Used other Illumination
43	Used Motorcycle
44	Used Narcotics
45	Used Tobacco
46	Wore Gloves
47	Wore Silk Stocking
48	Wore Ski Mask
49	Wore Other Mask
50	Works Alone
51	Lures Victim-Newspaper Ads
52	Shoplifting-Large Purse
53	Shoplifting-Under Coat
54	Shoplifting-Under Dress
55	Shoplifting-Inside Pants
56	Shoplifting-Booster Box
57	Shoplifting -Used Container
58	Shoplifting-Price Switch
59	Shoplifting-Wears Item
60	Shoplifting-General
61	Uses Bad Checks-NSF
62	Bad Checks-Closed Account
63	Bad Checks-Stolen
64	Credit Cards-Stolen
65	Credit Cards-Over Limit
66	Alters Currency/ Checks/ Money Order
68	Acts as Prostitute or John
70	Threatens Victim

71	Uses Rope
73	Writes Threatening Letter
75	Defecates on Premises
80	Sexual Fetishist
85	Lures Victim w/Money/Candy/Food
86	Uses Obscene Material
87	Impersonates Family Member
88	Wore Wig
89	Other

Block # 16 **CARGO THEFT*** - For FBI IBR reporting purposes only, cargo theft is defined as the criminal taking of any cargo including, but not limited to, goods, chattels, money, or baggage that constitutes, in whole or in part, a commercial shipment of freight moving in commerce, from any pipeline system, railroad car, motortruck, or other vehicle, or from any tank or storage facility, station house, platform, or depot, or from any vessel or wharf, or from any aircraft, air terminal, airport, aircraft terminal or air navigation facility, or from any intermodal container, intermodal chassis, trailer, container freight station, warehouse, freight distribution facility, or freight consolidation facility. For purposes of this definition, cargo shall be deemed as moving in commerce at all points between the point of origin and the final destination, regardless of any temporary stop while awaiting transshipment or otherwise.

Check ☑either Y (Yes, the incident involved a cargo theft) or N (No, the incident did not involve a cargo theft) for the cargo theft identifier only if the incident involves any of the following offenses.

2905.11	2913.06	2913.49
2905.12	2913.21	2913.72
2907.39C	2913.34	2915.05
2909.29	2913.40	2921.02
2911.01	2913.401	2921.12
2911.02	2913.41	2921.13
2911.11	2913.42	2921.15
2911.12	2913.421	2921.21
2911.13	2913.43	2921.41
2913.00	2913.44	2921.51
2913.02	2913.441	2921.52
2913.02E	2913.45	2923.1211
2913.041	2913.47	2925.23
2913.05	2913.48	

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

VICTIM SECTION

The Victim Section of the Ohio Uniform Incident Report is the section designed for law enforcement agencies to record all information associated with the victim of an offense. The Victim Section can be completed for up to 999 victims involved in a particular incident. This section records information such as the number and type of victims, if there were any injuries and it indicates the victim/suspect relationship. Also detailed in this section is personal information of the victim, such as description information and occupation. If there is more than one victim involved in the incident, a Victim/Witness Supplement form should be used.

A separate Victim Section should be completed for each victim of the incident. Also, if the incident involves victim types that are both individuals and businesses, etc., a separate victim section should be completed for each.

Some assault situations can pose difficulties in distinguishing victims. If a number of persons are involved in a dispute or disturbance and law enforcement investigations cannot establish the aggressors from the victims, record all persons involved as both victims and suspects. Similar situations can occur with domestic disputes, etc.

Block titles with an asterisk are fields that apply to the Ohio Incident-Based Reporting System (OIBRS) data collection guidelines.

EXAMPLE:

Officers respond to a domestic dispute where both the husband and wife are injured. Both subjects would be recorded as a victim and suspect.

☞ **Note:** *If block number 3, Victim Type is "B" business, "F" financial institution, "G" government, or "R" religious organization, complete block numbers 1 through 6, and block 23.*

If block number 3, Victim Type is an "I" individual or "P" police officer (in the line of duty) complete block number 1 through block number 25. However, if the crime committed is a property crime it is not necessary to complete blocks 12-15 (victim height, weight, hair and eyes). If information in any of these blocks is unknown or not applicable, draw a line through the box.

If block number 3 Victim Type is "S" society, complete blocks number 1 through 4, and 23.

Block # 1 **VICTIM SEQUENCE NUMBER*** - Enter Sequence number 1-999 for each victim in the incident. List sequentially starting with 1. You may enter up to 999 victims.

Block # 2 **TOTAL VICTIMS** - Enter the total number of victims involved in the incident. This number should be the same for each victim section.

Block # 3 **VICTIM TYPE*** - Check the box that most appropriately describes the victim.

☞ **Note:** *There must be an entry in this field for each reported incident. If "I" = "Individual" or "P" = "Police Officer" is not entered here, blocks number 7 through number 22, 24 and 25 should be left blank.*

POSSIBLE ENTRIES ☑:

I	Individual
B	Business
F	Financial Institution
G	Government
P	Police Officer (In the line of duty)
R	Religious Organization
S	Society/Public
O	Other
U	Unknown

☞ **Note:** *"G"=Government should be used when government property is vandalized or defaced. When reporting schools as the victim, public schools should be recorded as "G"=Government; Private religious schools should be recorded as "R"=Religious Organization and Private non-religious schools should be recorded as "B"=Business.*

EXAMPLE:

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 tried to interfere with the escape. Report three victims, i.e., the bank (Financial Institution), the teller (Individual), and the pistol-whipped customer (Individual).

Block # 4 **VICTIM'S NAME** - Enter last name, first name and middle name or initial.

Block # 5 **VICTIM'S ADDRESS** - Enter Street number, Street name, Apartment number, City, State and Zip Code.

EXAMPLE:

2121 Morse Road, Apt. 31 Columbus, Ohio 43212.

Block # 6 **VICTIM'S HOME PHONE NUMBER** - Enter area code and telephone number, e.g. (513) 555-5555. **If victim does not have a telephone, write "none."**

Block # 7 **EMPLOYER NAME AND ADDRESS** - Enter the name of the business where the individual is employed. Enter Street number, Street name and Suite number, City, State and Zip Code. If victim is unemployed or retired indicate so in this box.

EXAMPLE:

USA Designs 2121 Morse Road, Suite 131, Columbus, Ohio 43212

Block # 8 **EMPLOYER PHONE NUMBER** - Enter the business area code, telephone number, and any extension, e.g. (513) 555-5555 X55.

Block # 9 **AGE/DATE OF BIRTH*** - Enter the victim's date of birth and age when the incident occurred. If the exact age is unknown, an approximate age may be reported. Also, an age range may be entered. **This field must be completed anytime an individual or police officer is checked in block number 3, Victim Type.**

POSSIBLE ENTRIES:

NN	Under 24 Hours
NB	1 to 6 Days
BB	7 to 364 Days
01-98	Exact Age in Years
99	Over 98 Years Old
00	Unknown

EXAMPLE 1:

If the victim was a person 18 years old, report "18" with the date of birth. If the exact age is unknown, an approximate age can be reported.

EXAMPLE 2:

If a deceased female victim appeared to be a teenager, the report could be "13 to 19."

Block # 10 **SEX/GENDER OF VICTIM*** - Enter the gender of the victim. **This field must be completed anytime an individual or police officer is checked in block number 3, Victim Type.**

M	**Male**
F	**Female**
U	**Unknown**

Block # 11 **RACE OF VICTIM*** - Enter the race of the individual. **This field must be completed anytime an individual or police officer is checked in block number 3, Victim Type.**

W	**White** -A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
B	**Black** - A person having origins in any of the black racial groups of Africa.
I	**American Indian/Alaskan Native** - A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
A	**Asian/Pacific Islander** - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
U	**Unknown** - A person having origins that cannot be classified as one listed above.

Block # 12 **ETHNICITY OF VICTIM*** - Enter the ethnic origin of the victim.

H	**Hispanic Origin**
N	**Not of Hispanic Origin**
U	**Unknown**

Block # 13 **HEIGHT OF VICTIM** - Enter the exact height or height range of the victim. **This field should only be completed for crimes against persons, not when an individual is a victim of a property crime.**

EXAMPLE 1:

The victim of a rape offense is 5 feet 5 inches tall. The entry should be 505.

EXAMPLE 2:

The victim of an assault was 5 feet 7 inches to 5 feet 9 inches tall. The entry for this field should be 507-509.

Block # 14 **WEIGHT OF VICTIM** - Enter the exact weight or weight range of the victim. **This field should only be completed for crimes against persons, not when an individual is a victim of a property crime.**

EXAMPLE 1:

The victim of a rape offense is 125 pounds. The entry for this field should be 125.

EXAMPLE 2:

The victim of an assault is 150 to 170 pounds. The entry for this field should be 150-170.

Block # 15 **HAIR COLOR OF VICTIM** - Enter one of the following codes that best describes the victim's hair color when the report is taken. **This field should only be completed for crimes against persons, not when an individual is a victim of a property crime.**

POSSIBLE ENTRIES:

BLD	Bald
BLK	Black
BLN	Blond or Strawberry
BRO	Brown
GRY	Gray or Partially Gray
RED	Red or Auburn
SDY	Sandy
WHI	White
OOO	Other
U	Unknown

Block # 16 **EYE COLOR OF VICTIM** - Enter one of the following codes that best describe the eye color of the victim. **This field should only be completed for crimes against persons, not when an individual is a victim of a property crime.**

POSSIBLE ENTRIES:

BLK	Black
BLU	Blue
BRO	Brown
GRY	Gray
GRN	Green
HAZ	Hazel
MAR	Maroon

MUL	Multicolored
PNK	Pink
OOO	Other
U	Unknown

Block # 17 **OCCUPATION** - Enter the occupation of the victim. If "Student," enter school and grade. If retired or unemployed, leave blank.

Block # 18 **SOCIAL SECURITY NUMBER** - Enter nine-digit SSN number.

Block # 19 **RESIDENT STATUS*** - ☑ Check the box that best describes the resident status of the victim. Resident status should be based on the town, city, or community where the crime occurred rather than the law enforcement agency's broader geographical jurisdiction.

POSSIBLE ENTRIES ☑:

1	**RESIDENT**-The victim is a permanent, legal resident of the jurisdiction where the offense occurred.
2	**TOURIST**-The victim lives outside the jurisdiction where the offense occurred and was visiting for vacation or other recreational purpose at the time the incident occurred.
3	**MILITARY**-The victim is a member of the armed forces (Army, Navy, Air Force, Marines, Coast Guard) and lives in the jurisdiction where the offense occurred temporarily and only in connection with his/her military assignment.
4	**STUDENT**-The victim attends school within the jurisdiction where the offense occurred and either lives outside the area, or has a temporary domicile in the jurisdiction only because of school attendance.
5	**OTHER/NON-RESIDENT-**The victim's residence status, as described in the report, is different from any of those described above (Non-Resident). If an individual lives in an adjoining county do not mark TOURIST, but mark as OTHER. Example: two businessmen meet in an adjoining county for lunch when the offense occurs.
U	**UNKNOWN**-There is not enough information to determine the victim's residence status.

Block # 20 **VICTIM INJURED** - ☑ Check "Y" - YES if the victim was injured. "N" - NO if the victim was not injured.

This field must be completed anytime an individual or police officer is checked in block number 3, Victim Type.

Block # 21 **IF INJURED DESCRIBE INJURIES*** - Provide a detailed description of the type(s) of bodily injury suffered as a result of certain offenses. Also record up to five of the injury codes on the following page for each injured victim (Individual or Police Officer):

POSSIBLE ENTRIES:

1	**APPARENT BROKEN BONES**	An injury to the victim involving the possible fracture, tearing, or dislocation of the skeletal stem including bones, cartilage, and tendons.
2	**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 stabbings, shootings, and/or blunt trauma. Also includes injury to the victim of sexual assault from oral, vaginal, or anal contact.
3	**SEVERE LACERATION**	An injury to the victim that results from the use of a cutting instrument to cut, stab, or slash the body.
4	**LOSS OF TEETH**	An injury that results in the breakage or loss of one or more teeth from the victim's mouth.
5	**UNCONSCIOUSNESS**	The victim was found unconscious, or is reported to have lost consciousness as a result of injury. Includes loss of consciousness from suffocation, blows to the head or neck, bleeding, or shock.
6	**OTHER MAJOR INJURY**	Any physical injury to the victim other than those defined above. For example, scalds, electrical shocks, burns, or chemical contamination.
7	**APPARENT MINOR INJURY**	An injury to the victim characterized as superficial, including scratches and minor cuts, bruises, discolorations, bumps, and/or swelling.
U	**UNKNOWN**	The type of injury to victim cannot be determined or is unknown

EXAMPLE 1:

The offender assaulted a man with a tire iron, breaking the man's right arm and opening a cut about 3 inches long and 1 inch deep on his back. The report should be "1 = Apparent Broken Bones" and "3 = Severe Laceration." In block number 20 a written description could be recorded, such as broken right arm and cut on back.

EXAMPLE 2:

The victim, a respected religious figure, was blackmailed regarding his sexual activities. As he suffered no physical injury, none should be reported.

Block # 22 **AGGRAVATED ASSAULT/HOMICIDE CIRCUMSTANCES*** - If the incident involves one of the following offenses along with any of the following weapon codes or injury codes listed enter up to two of the codes under Possible Entries for this block that best describe the circumstances of the offense.

ORC	Weapon Code	Injury Code
2903.01 (Block # 22 entry required) 2903.02 (Block # 22 entry required) 2903.03 (Block # 22 entry required) 2903.04 (Block # 22 entry required) 2903.041 (Block # 22 entry required) 2903.08 (Block # 22 entry required) 2903.11 2903.12 (Block # 22 entry required) 2903.13 2903.14 2903.15 2903.34 2907.02 (If all victims and suspects are Female) 2907.03 (If all victims and suspects are Female) 2907.04 (If all victims and suspects are Female) 2919.22 2919.25 2921.05 2921.38	11, 12, 12A, 13, 13A, 13B, 14, 15, 15A, 15B, 15C, 20, 30, 35, 50, 60, 65, 70, or 85	1, 2, 3, 4, 5, and/or 6

POSSIBLE ENTRIES:

01	Argument
02	Assault on Law Enforcement Officers
03	Drug Related
04	Gangland
05	Juvenile Gang
06	Lover's Quarrel
07	Mercy Killing (Not applicable to assaults)
08	Other Felony Involved

09	Other Circumstances
U	Unknown

If the offense is ORC 2903.05 Negligent Homicide, enter ONE of the following codes:

30	Child Playing w/Weapon
31	Gun Cleaning Accident
32	Hunting Accident
33	Other Negligent Weapon Handling
34	Other Negligent Killings
U	Unknown

Blocks 23-25 provide information for the FBI's Law Enforcement Officers Killed and Assaulted (LEOKA) data collection.

Block # 23 **TYPE OF ACTIVITY (OFFICER)/CIRCUMSTANCES*** – If the Victim is a Police Officer that was killed or assaulted in the line of duty enter one of the following codes in this block.

POSSIBLE ENTRIES:

01	Responding to Disturbance Call (Family Quarrels, Person with Firearm, etc.)
02	Burglaries in Progress or Pursuing Burglary Suspects
03	Robberies in Progress or Pursuing Robbery Suspects
04	Attempting Other Arrests
05	Civil Disorder
06	Handling, Transporting, Custody of Prisoners
07	Investigating Suspicious Persons or Circumstances
08	Ambush – No Warning
09	Mentally Deranged Assailant
10	Traffic Pursuits and Stops
11	All Other

Block # 24 **ASSIGNMENT TYPE (OFFICER)*** – If the Victim is a Police Officer that was killed or assaulted in the line of duty enter one of the following codes in this block.

POSSIBLE ENTRIES:

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

Block # 25 **ORI – OTHER JURISDICTION*** – If the Victim is a Police Officer that was killed or assaulted in the line of duty in a jurisdiction other than his/her own enter the unique nine-character Originating Agency Identifier (ORI) number for that officer's agency.

EXAMPLE:

A law enforcement officer working in conjunction with a state narcotics task force in a jurisdiction outside his/her own duty assignment was shot in the arm while serving a warrant on an individual known to be operating a methamphetamine lab. In reporting the incident, the agency covering the jurisdiction in which the incident occurred should indicate that officer's agency ORI in Block # 24 (ORI – Other Jurisdiction) because the law enforcement officer was assaulted in the line of duty outside his/her regular assigned jurisdiction. An example entry for this data element would be in the format OH0930100.

Block # 26 **VICTIM/SUSPECT RELATIONSHIP*** - Enter the relationship of the victim to all offenders involved in the incident that are associated with this victim. Up to 10 Victim/Suspect Relationships may be recorded. In this block, spaces 0-5 represent the suspect number (block 1) from the Names/Descriptives section of the Suspect/Arrestee Supplement. Enter the appropriate relationship code in the space that corresponds with the suspect you are linking. **This must be completed anytime block number 3, "Victim Type," is an "I" Individual or "P" Police officer.**

☞ **Note:** *If there is not any information known about the suspect(s), the offender/suspect link will be 0. The relationship code should be "U"=Unknown. If there is not any information available on the suspect, it is not possible to determine a relationship to the victim.*

Any Victim/Suspect relationships that need to be recorded over the five recorded in this block must be written in the narrative section.

The category "Victim Was Offender" is to be used in cases where all of the participants in the incidents were victims and offenders of the same offense such as domestic incidents where both husband and wife are charged with assault; double murders (i.e., two people kill each other); or bar room brawls where many participants are arrested.

POSSIBLE ENTRIES:

Within Family, Victim Was:

SE	Spouse
CS	Common-Law Spouse
PA	Parent
SB	Sibling (Brother or Sister)
CH	Child
GP	Grandparent
GC	Grandchild
IL	In-Law
SP	Stepparent
SC	Stepchild
SS	Stepsibling (Stepbrother or Stepsister)
OF	Other Family Member

Outside Family but Known to Victim, Victim Was:

AQ	Acquaintance
FR	Friend
NE	Neighbor
BE	Babysittee- (The Baby)
BG	Boyfriend/Girlfriend
CF	Child of Boyfriend/Girlfriend
HR	Homosexual Partner
XS	Ex-Spouse
EE	Employee
ER	Employer
OK	Otherwise Known

SU	Student
TE	Teacher

Not Known by Victim:

ST	Stranger
U	Unknown

Other:

VO	Victim was Offender

EXAMPLE 1:

An employee assaulted his employer (a person) with his fists. "ER" Victim Was Employer should be reported.

EXAMPLE 2:

Two unknown men robbed a male and female couple. Since the couple did not recognize the men as anyone they knew, report "ST", Stranger as the relationship of each of the two victims to each of the two offenders.

Block # 27 **VICTIM LINKED TO OFFENSE NUMBER(S)*** - Enter the ORC Offense Code or the Offense number (block number 2 of Offense Section) for the offenses that were perpetrated against the victim. This field must be completed for all victims.

Block # 28 **VICTIM'S SIGNATURE** - Request victim to sign report.

Block # 29 **VICTIM'S SIGNATURE DATE -**If the victim signs the report request that they record the signature date in this block.

REPORTING OFFICER INFORMATION SECTION

The Reporting Officer Information section of the report is also used as an administrative aid for the law enforcement agency. This section assists the agency by tracking the officer that responded to the incident, identifying the officer that approved the report, and by indicating whether follow-up action is required. Additionally this section is used to record the supplemental forms that have been used to complete the report and the agency departments and outside sources that have received a copy.

Block # 1 **REPORTING OFFICER** - Sign rank, first and last name.

Block # 2 **BADGE NUMBER** - Enter reporting officer's unit number.

Block # 3 **DATE SIGNED** - Enter month-day-year reporting officer signed report.

Block # 4 **APPROVING OFFICER** - Sign rank, first and last name.

Block # 5 **BADGE NUMBER** - Enter approving officer's unit number.

Block # 6 **DATE SIGNED** - Enter month-day-year the approving officer approved the report.

Block # 7 **FOLLOW-UP** - Check one of the following: "Y" = YES "N" = NO

Block # 8 **FOLLOW-UP ASSIGNMENT** - Indicate who should follow-up the incident. A specific person or section may be assigned (e.g. Detective Section, Juvenile Section, or assign specific person). If Yes is checked in block number 7, this field must be completed.

Block # 9 **ADDITIONAL SUPPLEMENTS** - ☑ Check the appropriate box(s) if additional supplements were completed.

Block # 10 **FORM RECEIVED BY** - ☑ Check who is to receive the report.

Block # 11 **SPECIAL COPIES** - Any copies distributed outside of the agency. For example, media, prosecutor, victim, etc.

INCIDENT REPORT - PART II

☞ **Note:** *This section (blocks 1-4) applies to three part UCR form users only.*

Block #1 **INCIDENT NUMBER** - Same as original incident number on the "Administrative" section and issued by dispatch or computer generated.

Block #2 **VICTIM** - Enter the name of the first or primary victim in the incident in the following format: Last Name, First and Middle Name, i.e., Smith, Robert John.

Block #3 **OFFENSE** - Enter the first offense for the incident.

Block #4 **INCIDENT DATE/TIME** - Enter in military standards, the month, date, year and time, (MM-DD-YY-TTTT) of the incident.

REPORTEE SECTION

The Reportee Section records the personal information of the reportee/complainant notifying the agency of the incident. This section also notes whether the reportee/complainant gave a statement regarding the incident. Only one reportee can be recorded in this section. If there is more than one reportee, additional persons can be recorded on the Victim/Witness Supplement form, in the witness section.

Block # 1 **REPORTEE NUMBER** - If there was more than one person that reported the incident, enter a consecutive number for each reportee. If there is more than one reportee, enter additional information on the Victim/Witness Supplement.

Block # 2 **NAME** - Enter Last Name, First and Middle Name or initial. **If the reportee is the same as the victim, write "SAME AS VICTIM # __" in this block.**

Block # 3 **AGE/DATE OF BIRTH** - Enter the age and date of birth of the reportee at the time the incident was reported.

Block # 4 **SOCIAL SECURITY NUMBER**- Enter the nine-digit SSN number of reportee.

Block # 5 **HOME ADDRESS** - Enter the Street number, Street name, Apartment number, City, State and Zip Code.

EXAMPLE:

2121 Morse Road, Apt. 31, Columbus, Ohio 43212

Block # 6 **HOME PHONE** - Enter the area code and telephone number. This should be entered in the following format: (513) 225-1234.

Block # 7 **EMPLOYER NAME AND ADDRESS** - Enter the name of the business where the reportee is employed. Enter Street number, Street name and Suite number, City, State and Zip Code.

EXAMPLE:

USA Designs 2121 Morse Road, Suite 131, Columbus, Ohio 43212

Block # 8 **EMPLOYER PHONE** - Enter area code, telephone number and any extension, e.g. (513) 771-8480 X26.

Block # 9 **STATEMENTS OBTAINED** - ☑ Check appropriate box:

"Y" If a statement was obtained.
"N" If a statement was NOT obtained.

Block # 10 **TYPE OF STATEMENTS OBTAINED** - If "Y" in block number 9, check appropriate box.

POSSIBLE ENTRIES: ☑

WRITTEN	Check this box if the reportee gave the police a written statement.
ORAL	Check this box if the reportee gave the police an oral statement.
TAPED	Check this box if the reportee gave the police a taped statement.
OTHER	Check this box if the above do not apply. In the space to the right of "OTHER" specify what other type of statement was taken.

VEHICLE SECTION

The Vehicle Section of this report is be used to show why the vehicle information is recorded (e.g. stolen, recovered, suspect's vehicle etc.). It also records information such as vehicle description, type of vehicle involvement and whether it is linked to the suspect or victim. Information on only one vehicle can be recorded in this section. If there is more than one vehicle involved, additional vehicles can be recorded on the Vehicle Supplement form.

The reporting agency should determine whether it chooses to record information on damaged vehicles in this section or in the Property Section. **For Ohio Incident-Based reporting purposes, damaged vehicles should be reported in the property section**. If there are no vehicles involved in the incident, draw a line through this section.

Block titles with an asterisk are fields that apply to the Ohio Incident-Based Reporting System (OIBRS) data collection guidelines.

Block # 1 **CHECK CATEGORIES** - Check the box that best describes why the vehicle information is being included on the incident report form. You may check more than one box.

POSSIBLE ENTRIES: ☑

STOLEN	Check this box if the vehicle described in the following fields is being reported stolen.
RECOVERED	Check this box if the vehicle described in the following fields has been recovered. If a vehicle is recovered that was originally reported as stolen by your jurisdiction, a Vehicle Supplement form should be completed reflecting the recovery. If the recovered vehicle was stolen in another jurisdiction and recovered by your agency complete an incident or information report reflecting the recovery. If there is a suspect involved in the recovery, report an offense of Receiving Stolen Property as well as reporting the recovered vehicle information.
IMPOUNDED	Check this box if the vehicle described in the following fields has been impounded.
RECEIVED	Check this box if the vehicle described in the following fields has been stolen from your agency's jurisdiction, recovered in another jurisdiction and returned to your agency.
SUSPECT'S VEHICLE	Check this box if the vehicle described in the following fields was used by a suspect listed in the Suspect/Arrestee Supplement.
VICTIM'S VEHICLE	Check this box if the vehicle described in the following fields is the victim's vehicle and is relevant to the report.
UNAUTHORIZED USE	Check this box if the vehicle described in the following field is the subject of an unauthorized use investigation.

ABANDONED	Check this box if the vehicle described in the following fields is abandoned.

Block # 2 **NUMBER**- Enter a consecutive number to track the vehicles listed on the report.

Block # 3 **DAMAGE TO VEHICLE/THEFT FROM VEHICLE** - Check appropriate box(s). More than one can be checked. If none apply, leave blank.

POSSIBLE ENTRIES: ☑

DAMAGE TO VEHICLE	Check this box if there was damage to the vehicle being described.
THEFT FROM VEHICLE	Check this box if "23F" has been entered in block number 6 of the Offense Section.

Block # 4 **LIC** - License Plate number, e.g. 123ABC, etc.

Block # 5 **LIS** - License Plate State of Issue, e.g., OH, PA, MI, etc.

Block # 6 **LIY** - License Plate Month and Year of Expiration, e.g., 01-94, 03-95, 06-96, etc.

☞ **Note:** *Some computer information systems may require month /day /year.*

Block # 7 **LIT** - License Plate Type (e.g., PC, TK, NC, etc.).

SEE VEHICLE CODES ON NEXT PAGE

POSSIBLE ENTRIES:

PLATE TYPE	CODE	PLATE TYPE	CODE
Ambulance	AM	Legislative, federal	LE
All terrain vehicle	AT	Manufacturer	MF
Antique	AQ	Military vehicle, Canadian	ML
Apportioned	AP	Moped	MP
Bus	BU	Motorcycle	MC
City or Municipal	CI	Motorcycle Dealer	MD
Church bus	CB	Motor home	MH
Collectors	CL	National guard member	NG
Commercial	CO	Non-commercial trailer	NT
Commercial bus	BU	Non-commercial truck	NC
Consular corps	CC	Omnibus	OB
County owned	CU	Passenger car	PC
Dealer	DL	Personalized/customized	PE
Dentist	DD	Pharmacist	PX
Diplomatic	DP	Physician	PH
Disabled person	DX	Reciprocal or reciprocity	RE
Disabled veteran	DV	Rented vehicle or trailer	RV
Drive away	DA	School vehicle	SV
Dune buggy	DB	Special commercial vehicle	SC
Duplicate, reissue, replaced	DU	Snowmobile	SN
Exempt	EX	State owned	ST
Farm vehicle	FM	Taxi	TX
Fire department	FD	Temporary tag	TM
Foreign government	FG	Trailer	TL
Handicapped person	DX	Transporter	TP
Historical	HI	Truck	TK
House vehicle	HV	Truck-tractor	TR
International Plate	IP	US Govt. (non-military)	US
In-transit	IT	Veterans of foreign wars	VF
Judge or justice	JJ	Volunteer fireman	FD
Law enforcement	LF	Watercraft	WC
Legislative, state	LS	Others (not listed above)	ZZ

Block # 8 **VIN/OAN** - Enter the vehicle identification number or the owner applied number.

Block # 9 **VALUE** - Enter the estimated value of the stolen or recovered vehicle only. This field cannot be "Unknown" if code 240 (Motor Vehicle Theft) has been selected in block number 6 of the Offense Section or if stolen or recovered has been selected for block number 1 of the Vehicle Section.

Block # 10 **VYR** - Enter the vehicle year, e.g., 94, 95, 96, etc.

Block # 11 **VMA** - Enter the make of the vehicle, e.g., Ford, Buick, etc.

Block # 12 **VMO** - Enter the model of the vehicle, e.g., Cavalier, Camaro, etc.

Block # 13 **VST** - Enter the style of the vehicle, e.g., 2D, 4D, etc.

Block # 14 **VCO** - Enter the color of the top and bottom of the vehicle.

Block # 15 **VEHICLE LOCKED** - ☑ Check appropriate box:

"Y" if the vehicle was LOCKED when the offense occurred.
"N" if the vehicle was UNLOCKED when the offense occurred.

☞ **Note:** If it is unknown whether the vehicle was locked or unlocked when the offense occurred leave this block blank.

Block # 16 **KEYS IN VEHICLE** - ☑ Check appropriate box:

"Y" if the keys were in the vehicle when the offense occurred.
"N" if the keys were not in the vehicle when the offense occurred.

☞ **Note:** If it is unknown whether the keys were in the vehicle when the offense occurred leave this blank.

Block # 17 **HOLD VEHICLE** - ☑ Check appropriate box:

"Y" if the reporting officer is requesting a hold on the vehicle.
"N" if the reporting officer does not wish the vehicle held.

Block # 18 **RELEASE CONTENTS** - ☑ Check the appropriate box:

"Y" if the vehicle's contents may be released.
"N" if the vehicle's contents may NOT be released.

Block # 19 **VEHICLE ASSOCIATED W/ SUSPECT NUMBER**- Enter the suspect sequence number(s) of the suspect(s) related to this vehicle. Utilize this block to link the vehicle to the persons involved. For example, an incident may involve three suspects and one vehicle. If one of the suspects owns the vehicle, the suspect number of the suspect who owns the vehicle should be entered in this field.

Block # 20 **VEHICLE ASSOCIATED W/ VICTIM NUMBER** - Enter the victim sequence number(s) of the victim(s) related to this vehicle. If five cars are broken into, use this field to link the vehicle to the victim.

Block # 21 **VEHICLE TOWED** - ☑ Check appropriate box:
"Y" if the vehicle was towed.
"N" if the vehicle was not towed.

Block # 22 **TOWED BY** - Enter name of towing company, e.g., Blum's, Doug's, etc.

Block # 23 **OWNERSHIP VERIFIED BY**- ☑Check the appropriate box:

Tag Receipt/Registration
Bill of Sale
Title
Other

☞ **Note:** *Additional descriptors for the "Other" category can be marked in block number 26.*

Block # 24 **NUMBER STOLEN*** - Enter the total number of vehicles stolen.

☞ **Note:** If not stolen leave this blank.

Block # 25 **AREA STOLEN** - ☑ Check the appropriate box:

Business
Residential
Rural

☞ **Note:** *If not stolen leave this blank.*

Block # 26 **ADDITIONAL DESCRIPTION** - Enter any other information that may help locate vehicle.

Block # 27 **AUTO INSURER NAME** - If known, enter the victim's insurance company's Name, Street Number, Street Name, Suite Number, City, State and Zip Code.

EXAMPLE:

Insure Insurance Company, 242 E. 18th Avenue, Suite 120, Columbus, Ohio 43201

Block # 28 **PHONE** - Enter the area code and phone number of the auto insurer, e.g., (513) 771-8480.

Block # 29 **NUMBER RECOVERED*** - If a recovered motor vehicle, enter the total number of vehicles recovered.

Block # 30 **DATE RECOVERED** - Enter month-day-year of recovery. MM/DD/YY.

☞ **Note:** *If not recovered leave this blank.*

Block # 31 **STOLEN IN YOUR JURISDICTION/WHERE RECOVERED-** If the original stolen report was taken by your agency check ☑ "Y." If "Y" can be checked in this box, a supplement should be added to the original report to reflect the recovery. Read the information under block number 1 of this section regarding recovered vehicles.

☞ **Note:** *If not recovered leave this blank.*

PROPERTY SECTION

If there are any property crimes listed in the offense section, such as damage to property or theft of property, at least one Property Section of the reporting form must be completed. If more than four types of property are involved, use the Property Supplement form to report additional property information. Items such as miscellaneous tools or clothing do not need to be listed separately. Also, any drugs seized should be reported in this category.

Block titles with an asterisk are fields that apply to the Ohio Incident-Based Reporting System (OIBRS) data collection guidelines.

Block # 1 **TOTAL VALUE** - Enter the total dollar value of all property listed in this section and any property supplements.

Block # 2 **LOSS CODE*** - Enter a Type of Property Loss Code for each item listed in the property section. Recovered property can only be recorded without a corresponding stolen entry for counterfeiting/forgery or receiving stolen property offenses.

EXAMPLE 1:

During a routine traffic stop the officer determines the stopped vehicle is stolen. The officer is unable to determine if the driver is responsible for stealing the vehicle, so the driver is charged with receiving stolen property and takes a recovered vehicle report.

EXAMPLE 2:

A suspect is arrested for producing counterfeit money. Since there was no property stolen, he is charged with counterfeiting and the money is recorded as recovered property.

POSSIBLE ENTRIES:

1	**None**
2	**Burned**- Includes damage caused by fighting an arson fire
3	**Counterfeited/Forged**-Counterfeited: To make a copy of, usually with the intent to defraud; Forged: To reproduce for fraudulent purposes (i.e. to forge a signature).
4	**Destroyed/Damaged/Vandalized**-To ruin, demolish or deface property willfully or maliciously.
5	**Stolen/Etc.** - Includes bribed, defrauded, embezzled, extorted, ransomed, robbed, etc.
6	**Seized** - Impounded property which was not previously stolen; or is being held for safekeeping
7	**Recovered** - Impounded property that was previously stolen
U	**Unknown**-There is not enough information to determine the type of property loss
P	**Photo**-Photos taken by the law enforcement agency
E	**Evidence**-Property related to the incident seized for the purpose of establishing a point in question

Block # 3 **QUANTITY*** - Enter a total number for each item. If a drug/narcotic is listed enter the total quantity and type of measurement. Measurement codes are listed below.

WEIGHT

GM	Gram
KG	Kilogram
OZ	Ounce
LB	Pound

CAPACITY

ML	Milliliter
LT	Liter
FO	Fluid Ounce
GL	Gallon

UNITS

DU	Dosage Units
NP	Number of Plants

Block # 4 **DESCRIPTION** - Enter a written description of the item. For example, 13" black and white TV.

Block # 5 **PROPERTY CODE*** - Enter the code that most appropriately fits the type of property described in block number 4. If a Property Crime is listed and block number 2 is 2-7, there must be at least one valid entry in this field. If "U" is entered in block number 2, Type Property Loss, the entry for this data element must be " 55 = Pending Inventory". If the item gained from the commission of a certain offense is intangible (i.e. extortion, blackmail), it should be reported as "54 = Other".

POSSIBLE ENTRIES:

EXCHANGE MEDIUM CODES

01	**Money**-Legal tender, i.e., coins and paper currency
02	**Credit/Debit Card**-Includes automatic teller machine cards
03	**Negotiable Instruments**-Any document, other than currency, which is payable without restrictions, e.g., endorsed checks, endorsed money orders, and endorsed traveler's checks; bearer checks and bonds
04	**Other Exchange Mediums**

DOCUMENT CODES

05	**Non-Negotiable Instruments** - Documents requiring further action to become negotiable, e.g., unendorsed checks, unendorsed money orders; food stamps; stocks and bonds
06	**Personal (Identity) Papers** - Birth certificates, passport, ID cards, drivers license, social security card, etc.
62	**Documents/Personal or Business** - Includes affidavits, applications, certificates, credit card documents, savings account books, titles, deposit slips, pawn shop slips, patents, blueprints, bids, proposals, personal files, and U.S. mail. This category does not include identity documents.
07	**Other Documents**-Vehicle title of ownership

VALUABLES CODES

08	**Jewelry/Precious Metals** - Bracelets, necklaces, rings, watches, etc., and gold, silver, platinum, etc.
09	**Art Objects, Antiques**-Any group of objects whose value is due to their collectability and rarity, such as coin collections and paintings, etc.
10	**Other Valuables**

PERSONAL EFFECTS CODES

11	**Clothing/Furs** - Wearing apparel for human use, including accessories such as belts, shoes, scarves, ties, etc.
12	**Purses/Handbags/Wallets**
13	**Other Personal Effects**

HOUSEHOLD ITEM CODES

14	**Household Items** - beds, chairs, desks, sofas, tables, refrigerators, stoves, washers/dryers, air conditioning and heating equipment, etc.

EQUIPMENT CODES

15	**Drug/Narcotic Equipment**-Devices, chemicals, or materials used in preparing and/or using drugs and narcotics such as syringes, hypodermic needles, etc.
16	**Gambling Equipment** - Gambling paraphernalia
17	**Computer Hardware/Software** - Computers, computer peripherals, e.g., tape and disk drives, printers; and storage media, i.e., magnetic tapes, magnetic and optical disks, etc.
18	**Office Equipment** - Typewriters, adding machines, calculators, cash registers, copying machines, etc.
19	**Stereo TV Equipment** - Radios, televisions, videotape recorders, high-fidelity and stereo equipment, compact disk players, etc.
20	**Recordings - Audio Visual** - Phonograph records, compact disks, tape recordings, cassettes, etc.
21	**Sports Equipment-** All except bicycles and firearms
22	**Photographic/Optical Equipment-**Includes screens, films, movie cameras and lenses
23	**Farm Equipment** - Tractors, combines, etc.
24	**Heavy Construction/Industrial Equipment**- Cranes, bulldozers, steamrollers, oil-drilling rigs, etc.
25	**Building Supplies** - Items for use in residential or commercial construction, such as doors, flooring materials, etc.
26	**Tools** - Hand tools and power tools
27	**Vehicle Parts/Accessories** -Motor vehicle batteries, engines, transmissions, heaters, hubcaps, tires, manufacturers' emblems, license plates, side mirrors, radios, antennas, tape decks, etc.
57	**Aircraft Parts/Accessories** - Parts or accessories of an aircraft, whether inside or outside. This category does not include aircrafts that are intact or model/toy planes.
28	**School Supplies -** Backpack, calculator, etc.
58	**Artistic Supplies/Accessories** - Items or equipment used to create or maintain paintings, sculptures, crafts, etc.
59	**Camping/Hunting/Fishing Equipment/Supplies** - Items, tools, or objects used for recreational camping, hunting, or fishing. Includes tents, camp stoves, fishing poles, sleeping bags, etc. Rifles, pistols, and shotguns should be listed under 44 = Firearms.
67	**Law Enforcement Equipment** - Equipment specifically used by law enforcement personnel during the performance of their duties. Includes vests, handcuffs, flashlights, nightsticks, etc. Does not include firearms.

68	**Lawn/Yard/Garden Equipment** - Equipment used for maintaining and decorating lawns and yards. Includes mowers, line trimmers, tools, tillers, etc. Does not include plants, trees, fountains, bird baths, etc.
69	**Logging Equipment** - Equipment specifically used by the logging industry personnel during the performance of their duties. Includes choker cables, binders, blocks, etc.
70	**Medical/Medical Lab Equipment** - Equipment specifically used in the medical field. Includes X-ray machines, testing equipment, magnetic resonance imaging (MRI) machines, ultrasound machines, wheelchairs, etc.
72	**Musical Instruments** - Instruments relating to or capable of producing music. Includes percussion, brass, woodwind, and string instruments, etc.
73	**Portable Electronic Equipment** - Electronic devices used to communicate audible or visual messages. Includes cell phones/pagers/personal digital assistants (PDAs), etc.
74	**Watercraft Equipment/Parts/Accessories** - Equipment or accessories used by watercraft for the crafts' maintenance or pleasure. Includes buoys, life preservers, paddles, or sails. This category does not include accessories for water sports; these should be coded under 21 = Sports Equipment.
29	**Other Equipment**- Property that cannot be categorized into any of the property types listed above.

CONSUMABLE ITEM CODES

30	**Alcohol** - Alcoholic beverages, e.g., beer, wine
31	**Drugs/Narcotics**-Includes all medical prescriptions and non-prescription drugs as well as illicit drugs
32	**Consumable Goods**-Expendable items used by humans for nutrition, enjoyment, or hygiene, e.g., food, beverages, grooming products, cigarettes, gasoline, firewood
60	**Chemicals** - Substances with distinct molecular compositions that are produced by or used in chemical processes. Includes herbicides, insecticides, industrial or household products, solvents, fertilizers, lime, antifreeze, mineral oil, paint thinners, etc., except when used in conjunction with illegal drug activity, which would be classified as 31 = Drugs/Narcotics or 15 = Drug/Narcotic Equipment.
61	**Crops** - Cultivated plants or agricultural produce grown for commercial, human, or livestock consumption and use. Usually sold in bulk. Includes grains, fruits, vegetables, tobacco, and cotton.
63	**Explosives** - Devices that explode or cause an explosion. Includes bombs, dynamite, Molotov cocktails, fireworks, etc.
65	**Fuel -** Products used to produce energy. Includes coal, gasoline, diesel, biodiesel, natural gas, and oil.

☞ **Note:** *If the property is a drug/narcotic, "31=Drug/Narcotic" should be entered in this field. Also, include a "/" and a second code that describes the type of drug/narcotic seized. These codes can be found on the following pages.*

DRUG TYPE CODES

OPIATES AND SYNTHETIC NARCOTICS

01	Heroin
02	Morphine
03	Codeine
04	Opium
05	Methadone
06	Hydrocodone
07	Darvon
08	Other Synthetic Narcotics including Demerol, Dihydormorphine (Dilaudid), and Percodan

COCAINE

09	Crack
10	All other coca derivatives

STIMULANTS

11	Amphetamines/Metamphetamines
12	Stimulants including Apidex-P, Fastin, Ionamin, and Tenuate
13	Other stimulants including Methylphenidate (Ritalin), Phenmetrazine (Preludin), Benzedine, and Didrex

DEPRESSANTS

14	Methaqualone, Qualudes
15	Barbiturates
16	Tranquilizers including Chlordiazepoxide (Librium), Diazepam (Valium), and Pentazocine (Talwin)
17	Tranquilizers including Glutethimide, and Doriden

HALLUCINOGENS

18	PCP
19	LSD
20	Other hallucinogens including DMT, Psilocybin, Peyote, Mescaline, MDMA, BMDA, MDA, and STP

CANNABIS

21	Marijuana
22	Hashish
23	Other Cannabis derivatives including Hash Oil and THC
24	Antidepressants including Elavil, Triavil, and Trofranil
25	Prozac
26	Soma

HARMFUL INTOXICANTS

27	Glue or Aerosol Vapors
28	White-out

OTHER

29	Other
99	Unknown

ANIMAL CODES

33	**Livestock** - Living farm animals, e.g., cattle, chickens, hogs, horses, sheep, but not household pets such as dogs and cats
34	**Household Pets-** A living domesticated, tamed animal that is generally kept at the residence such as dogs and cats

VEHICLES CODES

35	**Aircraft** - Airplanes, dirigibles, gliders, etc.

36	**Automobiles** - Sedans, coupes, station wagons, convertibles, taxicabs, and other similar motor vehicles which serve the primary purpose of transporting people
37	**Bicycles** - Tandem bicycles, unicycles, and tricycles
38	**Buses** - Motor vehicles which are specifically designed, but not necessarily used, to transport groups of people on a commercial basis
39	**Trucks** - Motor vehicles which are specifically designed, but not necessarily used, to transport cargo on a commercial basis
40	**Trailers-** A cart or wagon designed to be pulled by an automobile, truck or tractor
41	**Watercraft** - Motorboats, sailboats, houseboats, etc.
42	**Recreational Vehicles** - Motor vehicles which are specifically designed, but not necessarily used to transport people and also provide them temporary lodging for recreational purposes
43	**Other Motor Vehicles** - Any motor vehicles other than automobiles, buses, or trucks, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, and golf carts

WEAPONS CODES

44	**Firearms** - Weapons that fire a shot by force of an explosion, i.e., handguns, rifles, shotguns, etc., but not "BB," pellet, or gas-powered guns
45	**Other Weapons** -Other commonly known weapons such as "BB", pellet, or gas-powered guns, slingshots, knives, brass knuckles, ammunition, and explosives.
64	**Firearm Accessories** - Items used in conjunction with a firearm to improve ease or use or maintenance. Includes ammunition, gun belts, cases, cleaning tools/equipment, targets, etc.

STRUCTURE CODES

46	**Single Occupancy** - Houses, town houses, duplexes, mobile homes, or other private dwellings which are occupied by a single person, family, housemates, or other group
47	**Other Dwellings** - Any other residential dwellings not meeting the definition of "Single Occupancy," e.g., apartments, tenements, temporary living quarters, such as hotels, motels, inns
48	**Commercial/Business** - Stores, office buildings, restaurants, etc.
49	**Industrial/Manufacturing** - Factories, plants, assembly lines, etc.

50	**Public/Community** - Colleges, hospitals, jails, libraries, meeting halls, passenger terminals, religious buildings, schools, sports arenas, etc.
51	**Storage** - Barns, garages, storehouses, warehouses, etc.
52	**Other Structure** - Any other structures not fitting the above listed descriptions, e.g., out-buildings, monuments, buildings under construction

MISCELLANEOUS CODES

53	**Merchandise** - Items held for sale
54	**Other Property** - All other property not fitting the above specific descriptions, including intangibles ("Intangibles" are anything that cannot be perceived by the sense of touch. They can be benefits, e.g., a right or privilege, a promotion, enhanced reputation, etc., or a detriment, e.g., a loss or reputation, injured feelings)
55	**Pending Inventory** - Property description unknown until an inventory is conducted
66	**Identity-Intangible** - Sets of characteristics or behavioral or personal traits by which an entity or person is recognized or known. Includes damaged reputations, disclosed confidential information, etc.
71	**Metals, Non-Precious** - Base metals or alloys processing luster, malleability, ductility, and conductivity of electricity and heat. Includes ferrous and non-ferrous metals such as iron, steel, tin, aluminum, copper, brass, copper wire, pipe, etc.

EXAMPLE:

While exiting the car during a traffic stop, the driver drops a bag of crack cocaine. The officer will record the seizure in the property code as 31/09, "31"=Drug/Narcotic and "09"=Crack/Cocaine.

Block # 6 **PROPERTY VALUE*** - Enter the total dollar value or estimated value in whole dollars for the code listed in block number 5. **If property is damaged, the value should be an estimated value of the damage. "Unknown" is not acceptable.**

There is no requirement to list the value of any drugs/narcotics "seized" in a Drug/Narcotic Violation offense. Thus, if the offense was "Drug/Narcotic Violation," the property description was "31"="Drugs/Narcotics," and the type property loss, "Seized," no value is required. However, when drugs are involved in other types of crime (e.g., they were stolen in a burglary or burned in an arson) their value is to be reported.

Guidelines For Property Valuation

Questions frequently arise as to how to valuate property involved in a criminal incident. The following guidelines are suggested:

1. Use fair market value for articles that are subject to depreciation because of wear and tear, age, or other factors that cause the value to decrease with use.

2. Use cost to the merchant (wholesale cost) of goods recovered, seized, stolen, etc., from retail establishments, warehouses, etc. In other words, use the dollar value representing the actual cash loss to the victim without any markup or profit added.

3. Use victim's valuation of items such as jewelry, watches, and other similar goods that decrease in value slightly or not at all with use or age.

4. Use replacement cost or actual cash cost to victim for new or almost new clothes, auto accessories, bicycles, etc.
5. When the victim obviously exaggerates the value of stolen, destroyed, or damaged property for insurance or other purposes, common sense and good judgment will dictate a fair market value to be placed on the stolen items by law enforcement.

In most instances, the victim's valuation can be accepted. The theft of non-negotiable instruments such as traveler's checks, personal checks, money orders, stocks, bonds, food stamps, etc., should be scored but no value recorded. Again, "hair splitting" refinements such as bonds payable to the bearer, etc., are valued at the current market price at the time of the theft, seizure, etc. Values should be rounded to the nearest dollar.

Often the condition of the property is different at recovery than it was when stolen. The market value at the time of recovery should be used even if it is less than the value reported at the time of the theft. If the value has increased by the time the property is recovered, the recovery value should not exceed its value at the time it was stolen.

Regardless of what police agency recovers the stolen property, officers should only report the value of recovered property if it is stolen from their jurisdiction. Therefore, if a police agency other than the originating agency recovers the stolen property, the jurisdiction from which the property is stolen is responsible for reporting the value of the recovery. This procedure applies to all stolen property, including motor vehicles.

Block # 7 **VICTIM SEQUENCE NUMBER** - Enter the sequence number of the victim associated with the vehicle described in this section.

Block #8 **VEHICLE NUMBER** - If the property is related to a vehicle listed on the report, enter the vehicle number from block number 2 of the vehicle section.

Block # 9 **MAKE/BRAND** - Enter the make/brand name of the property.

Block # 10 **MODEL** - Enter model number or model name of each property item if available.

Block # 11 **DATE RECOVERED*** - Enter the month, date and year that the property was recovered.

Block # 12 **SERIAL NUMBER** - Enter the serial number of the property item if available.

Block # 13 **NCIC NUMBER** - If the property item is entered into the NCIC System, record the assigned NCIC number in this field.

Block # 14 **OTHER NUMBER** - If desired, enter any additional numbers that may help to identify the property (e.g., Owner Applied number OAN or property room number).

SUSPECT/ARRESTEE SUPPLEMENT

The Suspect Arrestee Supplement is divided into six sections: Name/Descriptives, Associated Persons, Arrest Information, Juvenile, Runaways/Missing and Reporting Officer/Arresting Officer. The form is used to record information on suspects, arrestees, missing persons and runaway juveniles. This supplement is designed to record known associates and all personal information on any of the above subjects. While investigating a crime, if a suspect or an arrestee is identified the form should be completed to show the type of weapon(s) the suspect or arrestee used, if applicable, and warrant and arrest information.

If the subject is a runaway, parent/guardian information is recorded in this supplement in addition to information on when they were last seen.

The Reporting Officer Information section of the supplement is also used as an administrative aid for the law enforcement agency. This section assists the agency by tracking the officer that responded to the incident and by identifying the officer that approved the report. Additionally this section shows which court the subject is ordered to appear in and the court date.

Block titles with an asterisk are fields that apply to the Ohio Incident-Based Reporting System (OIBRS) data collection guidelines.

Block # 1 **ARRESTING AGENCY**-Enter the arresting agency's name in written character or in an abbreviated format.

Block # 2 **INCIDENT NUMBER** - This number is computer generated or assigned by the police clerk and is recorded in block number 2 of the Administrative page and block number 1 of Part 2 of the Incident Report form.

Block # 3 **VICTIM** - Enter the Last, First and Middle name of the first or primary victim in the incident.

Block # 4 **OFFENSE** - Enter the first offense for the incident. Obtain this information from block number 1, line 1 of the "Offense" section.

Block # 5 **INCIDENT DATE/TIME** - Enter in military standards, the month, date, year, and time, (MM-DD-YY-TTTT) of the incident.

NAME DESCRIPTIVES SECTION

Block # 1 **NUMBER** - Enter a consecutive number for each suspect/arrestee. You will need a separate form for each arrestee involved.

Block # 2 **ADULT/JUVENILE** - ☑ Check appropriate box.

Block # 3 **SUSPECT/ARRESTEE TYPE*** - ☑Check appropriate box.

POSSIBLE ENTRIES ☑:

1	**SUSPECT**-Check this box if the individual described in the following fields is an individual who is suspected of committing a crime.
2	**ARRESTEE**-Check this box if the individual described in the following fields has been arrested for allegedly committing a crime or has been arrested on a warrant or capias.
3	**SUSPECT/ARRESTEE**-Check this box if the individual described in the following fields was arrested during the commission of a crime. Example: An on view arrest during a B&E. This field should also be used if a summons is issued.
4	**RUNAWAY**-Check this box if the individual being described in the following fields has allegedly runaway from home.
5	**MISSING**-Check this box if the individual being described in the following fields is allegedly missing.
6	**OTHER-**Check this box if the above categories do not apply and in the blank space to the right of "OTHER" specify Suspect/Arrestee type. Example: jail transfer.

Block # 4 **CHARGES FILED** - ☑ Check appropriate box: "YES" or "NO."

Block # 5 **NAME** - Enter the last name, first name and middle name of suspect/arrestee.

Block # 6 **SOCIAL SECURITY NUMBER** - Enter the nine digit SSN number.

Block # 7 **ALIAS** - Enter the last name, first name and middle name or the appropriate alias name.

Block # 8 **GANG AFFILIATION** - Enter the name of known gang affiliation(s).

Block # 9 **ADDRESS** - Enter the Street number, Street name, Apartment number, City, State and Zip Code where Suspect/Arrestee resides.

EXAMPLE:

65 East Frambes Avenue Apt D, Columbus, Ohio 43201.

Block # 10 **PHONE NUMBER** - Enter the area code and telephone number of the Suspect/Arrestee if known. e.g. (513) 771-8480.

Block # 11 **EMPLOYER NAME AND ADDRESS** - Enter the name of the business where the Suspect/Arrestee is employed. Enter Street number, Street Name, Suite number, City, State and Zip Code.

EXAMPLE:

1297 Durness Court, Columbus, Ohio 43235.

Block # 12 **EMPLOYER PHONE** - Enter the area code, telephone number and any extension of the employer of the Suspect/Arrestee. For example, (513) 771-8480 X26.

Block # 13 **PLACE OF BIRTH** - Enter the name of city and state.

Block # 14 **DRIVER'S LICENSE NUMBER/STATE** - Enter the complete driver's license number along with the state of issue.

Block # 15 **OCCUPATION/SCHOOL** - Enter type of occupation or name of school and grade.

Block # 16 **AGE/DATE OF BIRTH*** - Enter the age and date of birth or age range of the Suspect/Arrestee at the time of the incident. (e.g. 18 years of age or 15-18 years of age).

Block # 17 **SEX OF SUSPECT/ARRESTEE*** - Enter male, female or unknown for suspects. If an arrestee, enter either male or female.

Block # 18 **RACE OF SUSPECT/ARRESTEE*** -

W	**White** - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
B	**Black** - A person having origins in any of the black racial groups of Africa.
I	**American Indian/Alaskan Native** - A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
A	**Asian/Pacific Islander** - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
U	**Unknown** - A person having origins that cannot be classified as one listed above.

Block # 19 **ETHNICITY OF SUSPECT/ARRESTEE*** - Enter the ethnic origin of the suspect/arrestee.

H	**Hispanic Origin**
N	**Not of Hispanic Origin**
U	**Unknown**

Block # 20 **HEIGHT OF SUSPECT/ARRESTEE*** - Enter the exact height or height range of the Suspect/Arrestee (e.g., 509 or 506-508).

Block # 21 **WEIGHT OF SUSPECT/ARRESTEE*** - Enter the exact weight or weight range of the Suspect/Arrestee (e.g., 125 or 120 -130).

Block # 22 **HAIR COLOR OF SUSPECT/ARRESTEE*** - Enter one of the following codes that best describe the Suspect/Arrestee's hair color:

BLD	Bald
BLK	Black
BLN	Blond or Strawberry
BRO	Brown
GRY	Gray or Partially Gray
RED	Red or Auburn
SDY	Sandy
WHI	White
OOO	Other
U	Unknown

Block # 23 **EYE COLOR OF SUSPECT/ARRESTEE*** - Enter one of the following codes that best describe the eye color of the Suspect/Arrestee:

BLK	Black
BLU	Blue

BRO	Brown
GRY	Gray
GRN	Green
HAZ	Hazel
MAR	Maroon
MUL	Multicolored
PNK	Pink
OOO	Other
U	Unknown

Block # 24 **MARITAL STATUS OF SUSPECT/ARRESTEE**:

POSSIBLE ENTRIES:

M	**MARRIED**
MC	**MARRIED/ COMMON LAW**
S	**SINGLE**
D	**DIVORCED**
W	**WIDOWED**
O	**OTHER**
U	**UNKNOWN**

Block # 25 **SCARS, MARKS, TATTOOS*** - Enter description and/or type along with location on body. Enter up to five different scars, marks, or tattoos.

Block # 26 **ADDITIONAL DESCRIPTIVES** - Enter type and location on body.

Block # 27 **SUSPECTED OF USING** - ☑ Check appropriate box. Include drugs taken for medicinal purposes. If a suspect/runaway, etc. is taking drugs for medicinal purposes check drugs in this field and explain the condition under block number 25, Additional Descriptives.

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 attacked the victim with a knife. The report should indicate "Alcohol".

EXAMPLE 2:

A medical supply warehouse was burglarized and large amounts of Methadone, Morphine, Benzedrine and Valium were stolen. The report should *NOT* indicate "Drugs." While the drugs were the object of the crime, there was no indication that the offenders used drugs or narcotics before or during the incident. That drugs were the object of the offense will be recorded with the property data on the crime.

Block # 28 **POTENTIAL INJURIES** - If the suspect may have been injured while committing the offense(s), indicate potential injuries here. For example: If the victim tells you they fired a shot at a burglar list possible gunshot wound.

Block # 29 **RESIDENT STATUS*** - ☑ Check the box that best describes the resident status of the suspect or arrestee. Resident status should be based on the town, city, or community where the crime occurred rather than the law enforcement agency's broader geographical jurisdiction.

POSSIBLE ENTRIES:

1	**RESIDENT**-The suspect is a permanent, legal resident of the jurisdiction where the offense occurred.
2	**TOURIST**-The suspect lives outside the jurisdiction where the offense occurred and was visiting for vacation or other recreational purpose at the time the incident occurred.
3	**MILITARY**-The suspect is a member of the armed forces (Army, Navy, Air Force, Marines, Coast Guard) and lives in the jurisdiction where the offense occurred temporarily and only in connection with his/her military assignment.
4	**STUDENT**-The suspect attends school within the jurisdiction where the offense occurred and either lives outside the area, or has a temporary domicile in the jurisdiction only because of school attendance.
5	**OTHER/NON-RESIDENT-**The suspect's residence status, as described in the report, is different from any of those described above (Non-Resident). If an individual lives in an adjoining county you will not mark TOURIST, but mark as OTHER. Example: two businessmen meet in an adjoining county for lunch when the offense occurs.
U	**UNKNOWN**-There is not enough information to determine the suspect's residence status.

Block # 30 **ARRESTEE WAS ARMED WITH*** - Enter up to three codes under the categories of arrestee armed with. If the person is both a suspect and arrestee, complete both fields. **If the arrestee was not armed with any weapons, 99 for none must be entered.**

☞ **Note:** *Any time the Suspect/Arrestee box is checked, you will complete the box labeled "arrestee was armed with." Also, the Type of Weapon Force Used must be completed which is Block 10 of the Offense section.*

POSSIBLE ENTRIES:

11	**Firearm-** Type unspecified or not stated; unable to determine the type of weapon.
12	**Handgun-** Revolver, semi-automatic pistol, Derringer, or single-shot pistol.
12A	**Automatic Handgun-** 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.
13	**Rifle-** Bolt action or single shot; or can be semi-automatic
13A	**Fully Automatic Rifle-** 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.
13B	**Other Fully Automatic Firearm-** Type unspecified or not stated, 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.
14	**Shotgun-** Includes sawed-off shotguns; shot guns with revolving cylinders (e.g. street sweeper or striker shotgun).
15	**Other Firearm;** Includes homemade firearms**.**
15A	**Semiautomatic Sporting Rifle-** Fires a bullet with each pull of the trigger.
15B	**Semiautomatic Assault Firearm-** Fires a bullet with each pull of the trigger.
15C	**Machine Pistol-**Usually a relic or collector's item, similar to the fully automatic handgun.
16	**Imitation Firearm-** Includes toy gun, starter pistol, cap gun or water pistol.
17	**Simulated Firearm-** To give a false impression that a firearm is present e.g., hand in pocket
18	**BB and Pellet Guns-**Includes guns that fire pellets or BBs by spring or gas action.
20	**Knife/Cutting Instrument-** Ax, ice pick, cane sword, screwdriver, switchblade, Kung Fu stars, etc.
30	**Blunt Object-**Bat, club, hammer, chuka sticks, etc.

50	**Poison**-A substance causing illness or death when eaten, drunk, or absorbed even in relatively small quantities.
60	**Explosives**-A combination of substances that once detonated cause something to blow up, burst or break forward, usually causing a loud noise.
65	**Fire/Incendiary Device-**The active principle of burning, characterized by the heat and light of combustion; Causing or designed to cause fire.
70	**Drugs/Narcotics/Sleeping Pills-**Any substance used as a medicine or as an ingredient of a medicine or; A drug, as opium or cocaine or any of its derivatives, such as morphine, heroin, codeine, crack or; used to relieve pain and induce sleep.
80	**Other Weapon-**Any weapon/force not fitting the above specifically coded weapons/force. Includes crossbows, stun guns, dart gun, etc.
99	**None**-There were no weapons involved in the incident

ASSOCIATED PERSONS SECTION

This section of the Ohio Uniform Incident Report form is used to record any known associates of suspects, missing persons and runaway juveniles.

EXAMPLE:

While investigating a 16-year-old, female runaway officers discover that she has a 21-year-old boyfriend. The boyfriend's personal information would be recorded in this section.

Block # 1 **NAME** - Enter the last name, first name, and middle name or initial.

Block # 2 **ADDRESS** - Enter the Street number, Street name, Apartment number, City, State and Zip Code.

Block # 3 **PHONE** -Enter the area code and telephone number, e.g. (513) 771-8480.

ARREST INFORMATION SECTION

Block # 1 **ARREST/OFFENSE DESCRIPTION** - Enter the title(s) of the Ohio Revised Code Section or the Local Ordinance that best describe the offense(s) being reported for this incident.

Block # 2 **ARREST/OFFENSE CODE*** - Enter the section number(s) of the Ohio Revised Code or the Local Ordinance that best describe the offense(s) being reported for this incident.

Block # 3 **FELONY/MISDEMEANOR AND DEGREE** - Enter one of the codes on the following page to reflect whether the offense is a felony or misdemeanor and the degree.

POSSSIBLE ENTRIES:

M	Misdemeanor
M-M	Minor Misdemeanor
M-4	Misdemeanor-Fourth Degree
M-3	Misdemeanor-Third Degree
M-2	Misdemeanor-Second Degree
M-1	Misdemeanor-First Degree
F	Felony
F-5	Felony-Fifth Degree
F-4	Felony-Fourth Degree
F-3	Felony-Third Degree
F-2	Felony-Second Degree
F-1	Felony-First Degree
AGG F-3	Aggravated Felony-Third Degree
AGG F-2	Aggravated Felony-Second Degree
AGG F-1	Aggravated Felony-First Degree
UNSPECIFIED	Juvenile Offenses

☞ **Note:** *All codes require that dashes be included when entered.*

Block # 4 **WARRANT NUMBER**- Enter the case/warrant number. If there is an arrest on multiple warrants, place the warrant numbers beside the offenses in block number 1 of the Arrest Offense section.

Block # 5 **ARREST LARCENY TYPE*** - Enter the Type of Larceny if block number 2, Arrest Offense Code, is 2913.02 (Theft) or any subsection thereof. Also complete

this field if the person is arrested for a Local Ordinance of theft or any subsection thereof.

☞ **Note:** *This field does not have to be completed for burglary or breaking and entering.*

ARREST LARCENY TYPE CODES

23A	**POCKET-PICKING** - The theft of articles from another person's possession by stealth where the victim usually does not become immediately aware of the theft. Includes removal of such items as wallets from women's purses and men's pockets. If the victim is manhandled or force beyond simple jostling is used the offense becomes strong-arm robbery.
23B	**PURSE SNATCHING** - The grabbing or snatching of a purse or handbag, etc., from the physical possession of another person. 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. Cases in which a purse or some other item of value is left unattended and is stolen should not be classified as a purse snatching.
23C	**SHOPLIFTING** - The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale. This offense includes thefts of merchandise displayed as part of the stock in trade outside buildings, such as department stores, hardware stores, supermarkets, fruit stands, gas stations, etc.
23D	**THEFT FROM BUILDING** - A theft from within a building that is either open to the general public or where the offender has legal access. Does not include shoplifting and thefts from coin-operated devices or machines within open buildings. Includes places such as churches, restaurants, schools, libraries, public buildings, and professional offices during hours when such facilities are open.
23E	**THEFT FROM COIN-OPERATED MACHINE OR DEVICE** - A theft from a machine or device that is operated or activated by the use of coins. Some examples of such machines are candy, cigarette, food vending machines, telephone coin boxes, parking meters, pinball machines, or washers and dryers located in a laundromat where no breaking or illegal entry of the building is involved.
23F	**THEFT FROM MOTOR VEHICLE** - The theft of articles from a motor vehicle, whether locked or unlocked. Includes thefts from automobiles, trucks, truck trailers, buses, motorcycles, motor homes or other recreational vehicle. Includes thefts from any area in the automobile e.g., the trunk, glove compartment, or other enclosure. Items stolen in this type of theft are cameras, suitcases, wearing apparel, packages, etc., which are not an integral part of the vehicle.
23G	**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. Thefts of motors, transmissions, radios, heaters, hubcaps and wheel covers, manufacturers' emblems, license plates, radio antennas, side-view mirrors, gasoline, tape decks, CB radios, radar detectors, etc., are included in this larceny type. If items being transported in the vehicle are stolen, the offense should be classified as theft from motor vehicle.

240	**THEFT OF MOTOR VEHICLE** - A motor vehicle is defined as a self-propelled vehicle that runs on land surface and not on rails which fits one of the following property descriptions: **BUSES** - Motor vehicles that are specifically designed to transport groups of people on a commercial basis. **RECREATIONAL VEHICLES** - Motor vehicles which are specifically designed to transport people and also provide them temporary lodging for recreational purposes. **TRUCKS** - Motor vehicles that are specifically designed to transport cargo on a commercial basis. **OTHER MOTOR VEHICLES** - Any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, golf carts, whose primary purpose is to transport people.
23H	**ALL OTHER LARCENY** - All thefts which do not fit any definitions of the specific subcategories of larceny/theft listed above. This offense includes thefts from fenced enclosures, thefts of bicycles, boats, bulldozers, airplanes, animals, lawn movers, lawn furniture, hand tools, and farm and construction equipment. Theft of gasoline from a self-service gas station (to leave without paying) also applies here.

☞ **Note:** *Cases in which a purse or some other item of value is left unattended and is stolen should not be classified as a purse snatching.*

☞ **Note:** *In larceny situations where both motor vehicle parts and accessories and articles from the motor vehicle are stolen, report the offense resulting in the greatest value of property loss. Report all the property stolen in the property section of the report.*

☞ **Note:** *If a theft from a motor vehicle occurs in conjunction with a motor vehicle theft, the incident will most often be reported as a motor vehicle theft with the stolen property recorded within the appropriate property-type categories. If, however, the reporting jurisdiction determines that the real object of the theft was the contents, rather than the vehicle, two offenses can be reported, the vehicle theft and the theft from the vehicle.*

EXAMPLE 1:

> If an automobile with a coat in the back seat is stolen, the offense would be reported as Motor Vehicle Theft and the coat accounted for as property stolen in the property section of the report in connection with the automobile theft.

EXAMPLE 2:

> The theft of a tractor-trailer (truck) containing a shipment of televisions can, however be reported as two offenses if in the judgment of the reporting agency the real object of the theft was the televisions, e.g., the truck is found abandoned and empty not far from the scene of the theft.

Block # 6 **ARREST DATE*** - Enter month-day-year. MMDDYY.

Block # 7 **ARREST TIME** - Enter in military standards, the time of arrest. "2400" is not a valid time; 12 a.m. is written as "0000."

Block # 8 **ARREST LOCATION** - Enter Street number, Street Name, Apartment number, City, State and Zip Code.

Example:

> 1984 North High Street, Columbus, Ohio 43201.

Block # 9 **INCIDENT TRACKING NUMBER*** - Enter the unique case number that is assigned to the arrestee. This number may be the same as the incident number. If the arrestee is fingerprinted, the Incident Tracking number (ITN) from the fingerprint card submitted to BCI&I should be placed in this box.

Block # 10 **ARREST DISPOSITION** - Arrest Disposition is used to show the disposition of a case at the time of arrest only. For example, taken to jail, release on recognizance, released to parent, etc.

Block # 11 **BAIL AMOUNT** - Enter monetary amount if known.

Block # 12 **MIRANDA WITNESSED BY** - Enter title and name of individual.

Block # 13 **TIME READ** - Enter in military standards, the time Miranda Rights were read. "2400" is not a valid time, must use "0000."

Block # 14 **FINGERPRINTED** - ☑Check appropriate box: "YES" or "NO."

Block # 15 **FINGERPRINT CARD NUMBER** - Enter the fingerprint card number of the fingerprint card from the arresting agency that will be sent to BCI&I. If it is a non-reportable offense, the fingerprint card number should be entered for the card that will remain on file at the arresting agency.

Block # 16 **PHOTOS TAKEN** - ☑Check appropriate box: "YES" or "NO."

Block # 17 **NUMBER TAKEN** - Record the number of photos taken.

Block # 18 **PHOTO IDENTIFICATION NUMBER** - Enter the photo identification number assigned by the arresting agency.

Block # 19 **FBI/BCI NUMBER** - Enter the FBI and BCI number(s).

Block # 20 **MULTIPLE ARRESTEE INDICATOR*** - ☑ Check the appropriate box. Use this field to ensure that an arrestee is counted only once when the arrestee's apprehension requires the arresting agency to submit information on the same arrestee for **separate incidents.** Count Arrestee should be entered for the first report and Multiple Arrestee for the others.

☞ **Note:** *If it is determined that an arrestee is not associated with any other incidents that are under investigation within your jurisdiction, enter "N/A".*

EXAMPLE 1:

> If it is determined based upon questioning that a burglary suspect committed six burglaries within a jurisdiction and an arrest is made, the first incident cleared by arrest should be marked "C" for Count Arrestee. All other incidents cleared by arrest should be marked "M" for Multiple Arrestee indicator.

EXAMPLE 2:

> Six high school students are arrested for vandalizing school property. After questioning, arresting officers feel confident these subjects have not been involved in any other incidents within their jurisdiction. The arresting officer would mark "N/A"=Not Applicable for each arrestee.

Block # 21 **ARREST TYPE*** - ☑Check the appropriate box:

POSSIBLE ENTRIES ☑:

1	**COMPLAINT** - An arrest resulting from the investigation of a criminal incident based upon a complaint.
2	**CRIME IN PROGRESS** - (on view arrest) An arrest resulting from a criminal incident discovered or encountered by the officer and for which there is no previous criminal complaint.

3	**WARRANT** - An arrest made upon a bench warrant, arrest warrant, indictment warrant, violation of probation warrant, violation of parole warrant, or any other judicially ordered custody.
4	**COURT SUMMONS/CITATION** - The offender is ordered to appear in court (not taken into custody).
5	**ORDER OF PROTECTION** - An arrest made pursuant to violation of an order of protection.
9	**OTHER** - A type of arrest not specified above.

JUVENILE INFORMATION SECTION

Block #1 **JUVENILE PARENT/GUARDIAN NOTIFIED** - ☑ Check appropriate box: "YES" or "NO."

Block # 2 **DATE/TIME NOTIFIED** - Enter in military standards, the year, month, date and time, the parent/guardian is notified that the juvenile is in police custody.

Block # 3 **NOTIFIED BY** - Enter rank and last name of officer.

Block # 4 **JUVENILE DISPOSITION*** - If an arrestee segment is submitted and the arrestee is a juvenile, "H" or "O" must be checked.

POSSIBLE ENTRIES ☑:

H	**HANDLED WITHIN DEPARTMENT** (e.g., released to parents, released with warning, etc.)
O	**REFERRED TO OTHER AUTHORITIES** (e.g., turned over to Juvenile Court, Probation Department, Welfare Agency, Other Police Agency, Criminal or Adult Court, etc.)

Block # 5 **PARENT/GUARDIAN NAME AND ADDRESS** - Enter the parent or guardian Street number, Street name, Apartment number, City, State and Zip Code.

EXAMPLE:

85 South Fourth Street, Apt C, Columbus, Ohio 43210.

Block # 6 **RELATIONSHIP** - Enter the relationship to the juvenile (e.g., parent, friend, brother, aunt, uncle, etc.)

Block # 7 **PHONE NUMBER** - Enter the area code and the telephone number, e.g. (513) 771-8480.

Block # 8 **PARENT/GUARDIAN NAME AND ADDRESS** - Enter a second parent or guardian Street number, Street name, Apartment number, City, State and Zip Code.

EXAMPLE:

Fred D. Smith 1050 Fifth Avenue, Columbus, Ohio 43221

Block # 9 **RELATIONSHIP** - Enter the relationship to the juvenile (e.g., parent, friend, brother, aunt, uncle, etc.)

Block # 10 **PHONE** - Enter the area code and telephone number, e.g. (513) 771-8480.

RUNAWAY/MISSING INFORMATION SECTION

Block # 1 **PREVIOUS RUNAWAY/MISSING** - ☑ Check the appropriate box "YES" or "NO."

Block # 2 **DATE OF LAST CONTACT** - Date that parents, friend, etc., last had contact with the runaway/missing person.

Block # 3 **DATE OF EMANCIPATION** - Enter the date the juvenile will become eighteen (18) years of age.

☞ **Note:** *If recording information for a missing adult, leave this block blank.*

Block # 4 **NCIC NUMBER** - Number generated by LEADS when an entry is made to the National Crime Information Center.

Block # 5 **DATE/TIME ENTERED** - Enter the date and time the NCIC number was entered into LEADS.

Block # 6 **LAST SEEN WEARING** - Enter clothing description.

REPORTING OFFICER SECTION

Block # 1 **REPORTING OFFICER/ARRESTING OFFICER** - Sign rank and officer's last name.

Block # 2 **BADGE NUMBER** - Enter the unit number of the reporting or arresting officer.

Block # 3 **DATE** - Enter the date the Suspect/Arrestee Supplement was taken.

Block # 4 **APPROVING OFFICER** - Sign the rank, first and last name of the approving officer.

Block # 5 **BADGE NUMBER** - Enter the approving officer's unit number.

Block # 6 **DATE** - Enter the month-day-year report was approved.

Block # 7 **COURT** - Enter the court the arrestee is to appear in. If not applicable, mark "N/A."

Block # 8 **COURT DATE** - Enter the month-day-year arrestee is to appear. If not applicable, mark "N/A"

VICTIM/WITNESS SUPPLEMENT

This form is used to record additional victims and witnesses. If there is more than one victim involved in an incident or more than one witness/reportee to an incident, than this supplement form should be completed. The format of this form is consistent with the Victim and Witness Sections of the Ohio Uniform Incident Report form.

PROPERTY SUPPLEMENT

This form is used to record additional property loss. If there are more than four types of lost property in one incident, then this supplement form should be completed with additional property loss information. Items such as miscellaneous tools or clothing do not need to be listed separately. The format of this form is consistent with the Property Section of the Incident Report form.

VEHICLE SUPPLEMENT

This form is used to record additional vehicles. If there is more than one vehicle involved in an incident, then this supplement form should be completed with additional vehicle information. The format of this form is consistent with the Vehicle Section of the Incident Report form.

NARRATIVE SUPPLEMENT

This section of the report provides the officer the opportunity to update an incident, detail the sequence of events and outline other facts that cannot be recorded in the fields provided in the various sections. Also recorded on this form are clearance codes, reporting officer and approving officer information. This form may also be used as a Victim/Witness Statement form.

APPENDIX A

GLOSSARY OF TERMS

Crimes Against Individuals:

A crime in which the victim is present and directly involved in the offense. Examples: murder and assault

Crimes Against Property:

A crime in which the object of the offense is property. In most instances the victim is not present or directly involved in the offense. However, robbery, pocket picking, and purse snatching are notable exceptions. Examples: graffiti, criminal damaging

Crimes Against Society:

A crime that represents the community of the public's prohibitions of engaging in certain types of activity. Examples: prostitution, carrying a concealed weapon

Forced Entry:

An incident where force of any kind (including passkey or skeleton key), was used to unlawfully enter a building or other structure. This act includes entry by use of tools; breaking windows; forcing windows, doors, transoms, or ventilators; cutting keys, picks, unauthorized keys, celluloid or other devices which leave no outward mark but are used to force a lock. Burglary by concealment inside a building followed by an exiting of the structure after the theft is included in the category.

Hate Crime:

A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against race, religion, ethnic/national origin, or sexual orientation, or sexual orientation; same as Bias Crime (related to definitions can be found on pages 10-12).

Hotel/Motel Rule:

If a number of Dwelling or Rental Storage Units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manger rather than the individual tenants, the Burglary/B&E should be scored as one offense.

Incident:

An incident is one or more offenses committed by the same offender, or group of offenders acting in concert, at the same time and place, against one or more victims.

The concept of acting in concert provides: that the offenders actually commit or assist in the commission of the crime or crimes. The offenders must be aware of, and consent to, the commission of the crime (s); or even if nonconsenting, their actions assist in the commission of the offense(s).

The concept of same time and place provides: that if more than one offense was committed by the same person or group of persons and the time and place intervals surrounding them were insignificant, all if the crime make up a single incident.

Incident Tracking Number:

The Incident Tracking Number (ITN) is a unique number used to link the BCI Fingerprint Card to the BCI Disposition Form. The ITN is preprinted in the upper left hand corner of the BCI Fingerprint Card. The Fingerprint Card should be completed at the time of the arrest by the arresting or booking agency, and the ITN on the Fingerprint Card copied to the BCI Form 2-71 Final Disposition Report/Bureau of Criminal Identification and Investigation. This ITN must always be on the Final Disposition Form so the Fingerprint Card can be linked to the Disposition Form when it arrives at BCI.

Larceny:

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

NIBRS:

Acronym for National Incident Based Reporting System; A statistical database administered by the FBI whereby law enforcement agencies report information describing reported crime and arrest data as part of a unit record with its own incident number.

OIBRS:

Acronym for Ohio Incident-Based Reporting System; An Ohio specific database administered by the Ohio Department of Public Safety's Office of Criminal Justice Services. This database captures data on reported activity and arrests specified by the FBI and the State of Ohio NIBRS Advisory Board.

Reportee:

The complainant or person that notifies the agency of the incident. Reportee could also be a witness or victim.

Unforced Entry:

An incident where the unlawful entry was achieved without force through an unlocked door or window. The element of trespass to the structure is essential in the classification, which includes thefts from open garages and warehouses, open or unlocked dwellings, and open or unlocked common basement areas in apartment houses (where entry is by someone other than the tenant who has lawful access). If the structure is entered as one of access, thefts from the premises would not involve an unlawful trespass and would be reported as theft.