



NYSIBR Error Messages and Explanations

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

In January 2009, The NYSIBR database was migrated from the DCJS mainframe to an Oracle environment. The migration provided an opportunity to improve upon the error messages associated with the error codes and the old transaction reports that were generated from the mainframe. DCJS has rewritten the mainframe error messages and designed a new transaction report to provide results of the monthly IBR submissions in a more user friendly format.

This document provides a detailed listing of all errors that could occur within a monthly IBR file upon submission to the DCJS IBR Database. The listing includes each error number, the corresponding error message, and a detailed explanation of the error. This document is intended primarily as a reference for law enforcement agencies that receive errors on their NYSIBR Submission Transaction Report and need further assistance in correcting them.

New York State IBR Error Messages and Explanations

NO. **ERROR MESSAGE AND EXPLANATION**
100 **Incident not processed due to invalid segment length**

Each segment length is determined by the sum of required characters of each data element in that segment. The number of characters for each data element must be input as per the Data Capture Specifications in the New York State Incident-Based Reporting Reference Manual. If the correct number of characters is not input, and therefore the sum of the characters in the segment is not what is expected, the file will not process.

EXAMPLE: The Administrative Segment includes 11 data capture elements and 4 data transmission elements. The sum of the character requirements of each data element totals to 75. If any data element in the Administrative Segment includes blank data and therefore the sum of the characters does not total to 75, then the incident cannot be processed.

101 **At least one of the fields in a segment did not match the expected data type**

Each data element in a segment must contain the expected characters as per the Data Capture Specifications in the New York State Incident-Based Reporting Reference Manual. If a character, different than what is expected, is input for a data element, then the incident will not process.

EXAMPLE: In the Administrative segment, the coding structure of Data Element #4 – INCIDENT OCCURRENCE TIME is 4 characters using the military time format. If the incident occurred at 4:15 in the afternoon, the INCIDENT OCCURRENCE TIME in the file should be input as “1615”. If the INCIDENT OCCURRENCE TIME is input as “16:15” then the incident will not process.

102 **Date must be formatted as YYYYMMDD**

YYYY	Four-digit year, e.g.,	2007
MM	Two-digit month, e.g.,	09
DD	Two-digit day, e.g.,	30

Thus the date of September 30, 2007, would appear as 20070930.

104 **Month must be in range of 01 to 12**

The number must be a two-digit number representing the month, e.g., 09 = September.

106 **Day of the month must be valid for that month**

As in the old rhyme, “30 days hath September...,” September 31 is an error.

108 **IBR MONTH on each segment must be the same as on header segment**

IBR MONTH identifies the monthly data submission expected by DCJS for sequential processing. It is normally the month just completed and is to be submitted within 30 days of month’s end. Enter the month being submitted from 01 – 12, e.g., 09 = September.

The header is the required first line of every monthly NYSIBR submission file. It contains all data required to identify the agency and the month that it is submitting. Each incident in the file will contain several segments. The number and type of segments may vary depending on the crime circumstances, but each must start with a subset of the data in the header.

See Transmission Data Element TD#4 IBR MONTH.

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110 IBR YEAR on each segment must be the same as on header segment

IBR YEAR identifies the four-digit year (YYYY) corresponding to the IBR MONTH. Enter the correct year of file submission.

The header is the required first line of every monthly NYSIBR submission file. It contains all data required to identify the agency and the month that it is submitting. Each incident in the file will contain several detail segments. The number and type of segments may vary depending on the crime circumstances, but each must start with a subset of the data in the header.

See Transmission Data Elements TD#5 IBR YEAR and TD#4 IBR MONTH.

112 FILE CREATION DATE must be later than the IBR MONTH submitted

The NYSIBR monthly file for submission is created by your agency on the FILE CREATION DATE. It must show that it was created at least one day after the end of the month shown in the IBR MONTH which is being submitted to DCJS. Thus, the earliest possible FILE CREATION DATE for a submission file of April, 2008 crime and arrest data is May 1, 2008. The date must be formatted as YYYYMMDD.

YYYY	Four-digit year, e.g.,	2008
MM	Two-digit month, e.g.,	05
DD	Two-digit day, e.g.,	01

This FILE CREATION DATE of May 1, 2008, would appear as 20080501.

See Transmission Data Elements TD#3 FILE CREATION DATE and TD#4 IBR MONTH.

114 IBR MONTH on header segment must be in range of 01 to 12

IBR MONTH identifies the month of the data submitted to DCJS. It is normally the month just completed and is to be submitted within 30 days of month's end. Enter the month being submitted from 01 – 12, e.g., 09 = September.

The header is the required first line of every monthly NYSIBR submission file. It contains all data required to identify the agency and the month that it is submitting.

See Transmission Data Element TD#4 IBR MONTH.

116 IBR MONTH on header segment must be the next month expected for IBR processing

IBR MONTH identifies the monthly data submission expected by DCJS for sequential processing. It is normally the month just completed and is to be submitted within 30 days of the new month's end (i.e., the submission file for July is due August 31). Enter the month being submitted from 01 – 12, e.g., 09 is September.

The header is the required first line of every monthly NYSIBR submission file. It contains all data required to identify the agency and the month that it is submitting.

EXAMPLE: The August submission (IBR MONTH is 08) must be sent to DCJS and processed before the September submission (IBR MONTH is 09) can be processed.

See Transmission Data Element TD#4 IBR MONTH.

118 IBR YEAR on header segment must be the next year expected for IBR processing

IBR YEAR identifies the four-digit year (YYYY) corresponding to the IBR MONTH submitted. It must be the year

NO. ERROR MESSAGE AND EXPLANATION

expected by DCJS for sequential processing and is normally the month just completed. It must be submitted within 30 days of the new month's end (e.g., the submission file for July is due August 31).

The header is the required first line of every monthly NYSIBR submission file. It contains all data required to identify the agency and the month that it is submitting.

EXAMPLE: The December 2007 submission (IBR MONTH is 12 and IBR YEAR is 2007) must be sent to DCJS and processed before the January 2008 (IBR MONTH is 01 and IBR YEAR is 2008) submission can be processed.

See Transmission Data Element TD#5 IBR YEAR.

120 FILE CREATION DATE must be a valid date and format

FILE CREATION DATE is the date that the NYSIBR monthly file for submission was created by your agency. It must be a valid calendar date and correctly formatted as YYYYMMDD.

YYYY	Four-digit year, e.g.,	2007
MM	Two-digit month, e.g.,	09
DD	Two-digit day, e.g.,	30

This FILE CREATION DATE of September 30, 2007, would appear as 20070930.

See Transmission Data Element TD#3 FILE CREATION DATE.

122 ORI NUMBER must be a valid ORI NUMBER on DCJS IBR Agency File

Enter the 9-character NCIC Originating Agency Identifier (ORI) Number which has been assigned to your agency. It must be a currently active ORI NUMBER in the DCJS file of NYSIBR agencies.

See Data Element #1 ORI NUMBER.

124 Header segment must be the first record on submission file

The header is the required first line of every monthly NYSIBR submission file. It contains all data required to identify the agency and the month that it is submitting. It must be the first record read by the DCJS computer program.

See Transmission Data Elements TD#1 SEGTYPE and TD#2 SEGACT. The Header appears at the beginning of each.

126 Header segment appears out of sequence; it must be the first record on file or immediately follow a trailer segment

The header is the required first line of every monthly NYSIBR submission file. It contains all data required to identify the agency and the month that it is submitting. A trailer segment is the required final line of a submission file. If a header segment appears after a trailer segment, it must be for the next IBR MONTH expected by DCJS for sequential processing after the trailer month. Normally each month's data must be submitted within 30 days of month's end.

As the required final line of every monthly NYSIBR submission file, the trailer segment signifies the end of the file and contains all data required to determine if there was any data transmission problem.

See Transmission Data Elements TD#1 SEGTYPE and TD#2 SEGACT.

NO. **ERROR MESSAGE AND EXPLANATION**

128 **Trailer segment must be the last record on submission file**

The trailer is the required final line of every monthly NYSIBR submission file. It signifies the end of the file and contains all data required to determine if there was any data transmission problem.

See Transmission Data Elements TD#1 SEGTYPE and TD#2 SEGACT.

130 **Trailer segment appears out of sequence; it must be the last record on submission file**

The trailer is the required final line of every monthly NYSIBR submission file. It signifies the end of the file and contains all data required to determine if there was any data transmission problem. It may immediately follow a header segment or a detail segment type 1 through 8. It may not follow another trailer.

See Transmission Data Elements TD#1 SEGTYPE and TD#2 SEGACT.

132 **RECORD COUNT on trailer must match the count calculated by DCJS upon receipt of file**

RECORD COUNT is the number of segments transmitted in an agency's monthly data submission. It does not count header or trailer segments. Instead it counts only the number of detail records (segments 1 - 8) of a data submission. Each incident following the header in the file contains several detail segments which vary depending on the crime circumstances.

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

See Transmission Data Element TD#8 RECORD COUNT.

134 **HASH TOTAL (computer calculation) on trailer record implies data is missing or corrupted**

HASH TOTAL is calculated by adding together the values of each detail segment contained in an agency's monthly data submission. The header and trailer segments are not included in this addition. Hash looks within the detail records and adds up the number of offenses, number of victims, number of weapons, etc. contained in them.

Hash is first calculated by the contributing agency for transmission and is re-calculated by DCJS software upon receipt. Any difference indicates a data transmission problem, and the file is rejected. The same total on both ends indicates that DCJS received the complete file sent by the agency.

See Transmission Data Element TD#9 HASH TOTAL.

136 **ORI NUMBER on each segment must be the same as on header segment**

ORI NUMBER must be the 9- character NCIC Originating Agency Identifier (ORI) Number which has been assigned to your agency. It must also be a currently active ORI NUMBER in the DCJS file of NYSIBR agencies.

The header is the required first line of every monthly NYSIBR submission file. It contains all data required to identify the agency and the month that it is submitting. Every file segment must contain exactly the same ORI NUMBER.

See Data Element #1 ORI NUMBER.

138 **INCIDENT/COMPLAINT NUMBER must be left justified**

INCIDENT/COMPLAINT NUMBER is your agency-defined number, up to 12 characters, which uniquely identifies each reported incident.

See Data Element #2 INCIDENT/COMPLAINT NUMBER.

NO. ERROR MESSAGE AND EXPLANATION

140 INCIDENT/COMPLAINT NUMBER cannot be blank or have embedded blanks

INCIDENT/COMPLAINT NUMBER is your agency-defined number, up to 12 characters, which uniquely identifies each reported incident. Each incident must be assigned a unique number using the agency's numbering system. Within that system, no blanks are allowed.

See Data Element #2 INCIDENT/COMPLAINT NUMBER.

142 Use allowed characters for INCIDENT/COMPLAINT NUMBER: A-Z, 0-9, hyphens, blank right-fill

INCIDENT/COMPLAINT NUMBER is the local agency-defined number, up to 12 characters, which uniquely identifies each reported incident. Valid character combinations include letters A-Z, numbers 0-9, hyphen, and/or blank right-fill. While incident numbers with blanks in the middle are rejected, incident numbers with blanks to the right following the last number or letter are valid.

See Data Element #2 INCIDENT/COMPLAINT NUMBER.

144 INCIDENT OCCURRENCE DATE must be formatted as YYYYMMDD

INCIDENT OCCURRENCE DATE is the year, month, and day when the incident occurred or the beginning of the time period in which it started (when appropriate). It may occasionally be entered as Not Reported or Unknown; but whenever known, it must be entered as a valid calendar date and correctly formatted as YYYYMMDD.

YYYY	Four-digit year, e.g.,	2007
MM	Two-digit month, e.g.,	09
DD	Two-digit day, e.g.,	25

This INCIDENT OCCURRENCE DATE of September 25, 2007, would appear as 20070925.

See Data Element #3, INCIDENT OCCURRENCE DATE.

150 INCIDENT OCCURRENCE DATE must be prior to the FILE CREATION DATE

INCIDENT OCCURRENCE DATE is the year, month, and day when the incident occurred or the beginning of the time period in which it started (when appropriate). It may occasionally be entered as Not Reported or Unknown; but whenever known, it must be entered as a valid calendar date and correctly formatted as YYYYMMDD.

FILE CREATION DATE is the date that the NYSIBR monthly file was created by your agency for submission to DCJS. It must show that the file was created at least one day after the end of the month shown in IBR MONTH which is being submitted to DCJS. It must be a valid calendar date and correctly formatted as YYYYMMDD.

EXAMPLE: The submission file for March must contain no incident dates after March 31. It must be created on April 1 or thereafter.

See Data Element #3 INCIDENT OCCURRENCE DATE, and Transmission Data Element TD#3 FILE CREATION DATE.

152 INCIDENT OCCURRENCE TIME must be stated as military time

INCIDENT OCCURRENCE TIME is the time when the incident started. If known, it must be entered as a valid military time (24-hour clock) in HHMM format. Hours (HH) range from 00 to 23, and minutes (MM) range from 00 to 59. Midnight is 0000, and there is no 2400. INCIDENT OCCURRENCE TIME may occasionally be entered as Not Applicable, Not Reported, or Unknown.

See Data Element #4 INCIDENT OCCURRENCE TIME.

NO. **ERROR MESSAGE AND EXPLANATION**
153 **INCIDENT REPORT DATE must be formatted as YYYYMMDD**

INCIDENT REPORT DATE is the date on which the incident was reported to police. In most cases this will be the same as the INCIDENT OCCURRENCE DATE. If the incident occurred over several days, the INCIDENT REPORT DATE will serve as a delimiter for the end of the incident. It must be entered as a valid calendar date and correctly formatted as YYYYMMDD.

YYYY	Four-digit year, e.g.,	2007
MM	Two-digit month, e.g.,	10
DD	Two-digit day, e.g.,	31

This INCIDENT REPORT DATE of October 31, 2007, would appear as 20071031.

See Data Element #5 INCIDENT REPORT DATE.

154 **Unless incident is a Time Window, year of INCIDENT REPORT DATE must be 1991 or later**

INCIDENT REPORT DATE is the date on which the incident was reported to police.

The INCIDENT REPORT DATE of an active incident must be on or after the start-up date for the State NYSIBR program. The only way that NYSIBR can process an incident that occurred prior to 1991 is if the local agency submits it as a Time Window or an update to an existing Time window.

Time Window is considered an inactive incident by NYSIBR. Only limited data is accepted, and only the following segments are allowed: Exceptional Clearance Only, Recovered Property Only, Arrest Only, Exceptional Clearance with Recovered Property, or Arrest with Recovered Property.

See Data Element #5 INCIDENT REPORT DATE, and Transmission Data Elements TD#2 SEGACT and TD#6 TIME WINDOW TYPE.

156 **INCIDENT REPORT DATE must be on or after IBR start-up date for IBR submission by the agency**

INCIDENT REPORT DATE is the date on which an incident was reported to police. All active incidents must have an INCIDENT REPORT DATE on or after the start-up date for IBR submission by the local agency. (Prior incidents were reported through UCR Summary reporting.) INCIDENT REPORT DATE must be entered as a valid calendar date and correctly formatted as YYYYMMDD.

YYYY	Four-digit year, e.g.,	2007
MM	Two-digit month, e.g.,	03
DD	Two-digit day, e.g.,	15

This INCIDENT REPORT DATE of March 15, 2007, would appear as 20070315. It would be valid for an agency whose IBR start-up date was on or before March 1, 2007 (IBR start-up is always the first of its month).

See Data Element #5 INCIDENT REPORT DATE.

158 **INCIDENT REPORT DATE must be prior to the FILE CREATION DATE**

The INCIDENT REPORT DATE is the date on which the incident was reported to police.

The FILE CREATION DATE is the date that the monthly submission file was created by the local agency. It must show that it was created at least one day after the end of the IBR MONTH which is being submitted to DCJS. Therefore, a submission file created on May 1st must contain no incidents reported to police after April 30.

See Data Element #5 INCIDENT REPORT DATE and Transmission Data Element TD# 3 FILE CREATION DATE.

NO. ERROR MESSAGE AND EXPLANATION

160 INCIDENT REPORT DATE must be on or after INCIDENT OCCURRENCE DATE

The INCIDENT REPORT DATE is the date on which the incident was reported to police.

The INCIDENT OCCURRENCE DATE is date on which the incident occurred, or the beginning of the time period in which it started (when appropriate).

See Data Elements #3 INCIDENT OCCURRENCE DATE and #5 INCIDENT REPORT DATE.

162 INCIDENT TIME REPORTED must be stated as military time

INCIDENT TIME REPORTED is the time when the incident was reported to police. If known, it must be entered as a valid military time (24-hour clock) in HHMM format. Hours (HH) range from 00 to 23, and minutes (MM) range from 00 to 59. Midnight is 0000, and there is no 2400. INCIDENT TIME REPORTED may occasionally be entered as Not Applicable, Not Reported, or Unknown.

See Data Element #6 INCIDENT TIME REPORTED.

164 Enter a valid case status to indicate INCIDENT CASE STATUS

INCIDENT CASE STATUS field must contain a NYSIBR case status as of the end of the report month.

See Data Element #7 INCIDENT CASE STATUS.

166 INCIDENT EXCEPTIONAL CLEARANCE DATE requires a clearance by exceptional means in INCIDENT CASE STATUS

The INCIDENT EXCEPTIONAL CLEARANCE DATE is the date on which an incident was cleared by exceptional means. It must be a valid calendar date and correctly formatted as YYYYMMDD.

The corresponding INCIDENT CASE STATUS field must contain a matching status that reflects a clearance by exceptional means.

If a subsequent arrest update changes the case status from an exceptional clearance to an arrest clearance, the INCIDENT EXCEPTIONAL CLEARANCE DATE must also be updated to Not Applicable.

See Data Elements #7 INCIDENT CASE STATUS and #8 INCIDENT EXCEPTIONAL CLEARANCE DATE.

168 INCIDENT EXCEPTIONAL CLEARANCE DATE of Not Applicable requires a clearance by other than exceptional means in INCIDENT CASE STATUS

The INCIDENT EXCEPTIONAL CLEARANCE DATE is the date an incident was cleared by exceptional means. If the field is Not Applicable, the corresponding INCIDENT CASE STATUS field must contain one of the non-exceptional case status choices (adult arrest, investigation pending, etc.).

If a subsequent update changes the case status to an exceptional clearance, the INCIDENT EXCEPTIONAL CLEARANCE DATE must also be updated to a valid calendar date and correctly formatted as YYYYMMDD.

See Data Elements #7 INCIDENT CASE STATUS and #8 INCIDENT EXCEPTIONAL CLEARANCE DATE.

NO. ERROR MESSAGE AND EXPLANATION

170 INCIDENT EXCEPTIONAL CLEARANCE DATE must be a valid date or Not Applicable

The INCIDENT EXCEPTIONAL CLEARANCE DATE is the date on which an incident was cleared by exceptional means. If the incident was not cleared by exceptional means, enter Not Applicable. If a date is entered, it must be a valid calendar date and correctly formatted as YYYYMMDD.

YYYY	Four-digit year, e.g.,	2007
MM	Two-digit month, e.g.,	04
DD	Two-digit day, e.g.,	02

This INCIDENT EXCEPTIONAL CLEARANCE DATE of April 2, 2007, would appear as 20070402.

See Data Element #8 INCIDENT EXCEPTIONAL CLEARANCE DATE.

172 INCIDENT EXCEPTIONAL CLEARANCE DATE must be on or after IBR start-up date

The INCIDENT EXCEPTIONAL CLEARANCE DATE is the date on which an incident was cleared by exceptional means. It must be on or after the start-up date for IBR submission by the local agency. It must be entered as a valid calendar date and correctly formatted as YYYYMMDD.

See Data Element #8 INCIDENT EXCEPTIONAL CLEARANCE DATE.

174 INCIDENT EXCEPTIONAL CLEARANCE DATE must be prior to FILE CREATION DATE

INCIDENT EXCEPTIONAL CLEARANCE DATE is the date on which an incident was cleared by exceptional means. If applicable, it must be entered as a valid calendar date and correctly formatted as YYYYMMDD.

The FILE CREATION DATE is the date that the monthly submission file was created by the local agency. It must show that the file was created at least one day after the end of the IBR MONTH which is being submitted to DCJS. It must be a valid calendar date and correctly formatted as YYYYMMDD.

See Data Element #8 INCIDENT EXCEPTIONAL CLEARANCE DATE and Transmission Data Element TD#3 FILE CREATION DATE.

176 INCIDENT EXCEPTIONAL CLEARANCE DATE must be on or after INCIDENT OCCURRENCE DATE

The INCIDENT EXCEPTIONAL CLEARANCE DATE is the date on which an incident was cleared by exceptional means. If INCIDENT OCCURRENCE DATE is known, it must be on or after the INCIDENT OCCURRENCE DATE.

The INCIDENT OCCURRENCE DATE is the year, month and day when the incident occurred or the beginning of the time period in which it started (when appropriate). It may occasionally be entered as Not Reported or Unknown but whenever known it must be a valid calendar date and correctly formatted as YYYYMMDD.

See Data Elements #3 INCIDENT OCCURRENCE DATE and #8 INCIDENT EXCEPTIONAL CLEARANCE DATE.

178 LOCATION CODE OF INCIDENT must contain a valid City-Town-Village (CTV) code

Use the correct DCJS CTV code for the location where the incident occurred. Agencies have the option of further delineating location by using Data Element #10 STATION/DIVISION/PRECINCT IDENTIFIER.

See Data Element #9 LOCATION CODE OF INCIDENT.

179 LOCATION CODE OF INCIDENT Not Valid for this Agency ORI

NO. ERROR MESSAGE AND EXPLANATION

This CTV county code is not in jurisdiction of this agency. Use the correct DCJS CTV code for the NYS location where the incident occurred. This error is only reported for ORI "NY0049000", "NY0139000", "NY0229000", "NY0303100", "NY0308300", "NY0319000", "NY0339000", "NY0439000", "NY0452900", "NY0519000", "NY0549000", "NY0609000".

See Data Element #9 LOCATION CODE OF INCIDENT

180 STATION/DIVISION/PRECINCT IDENTIFIER must be left justified and contain no internal blanks

STATION/DIVISION/PRECINCT IDENTIFIER is an optional field. It is locally defined and may contain up to 6 alpha or numeric characters to specify the station, division, or precinct where the incident occurred. If fewer than 6 characters, it must be left justified. Otherwise it must contain 777777 to represent Not Applicable.

See Data Elements #10 STATION/DIVISION/PRECINCT IDENTIFIER.

182 BIAS CRIME TYPE must show a valid bias motivation

A bias crime or hate crime incident is an offense or unlawful act, which is or appears to be motivated primarily by offender hatred for the race, ethnicity/national origin, religion, or sexual orientation of the victim or institutional target. Enter the most descriptive BIAS CRIME TYPE for the incident. If no bias was involved, No Bias/Not Applicable should be reported. While Not Reported by Agency and Motivation of Perpetrator(s) Unknown are also valid, use of those choices must be minimized.

See Data Element #11 BIAS CRIME TYPE.

184 OFFENSE NUMBER must be in range of 01 to 75

The local agency computer should assign an OFFENSE NUMBER for each offense within an incident. The number is used later in Data Element #39 VICTIM/OFFENSE LINK to link offenses to victims. It begins the Offense Segment for each incident, which contains Data Elements #12 through #21 for every offense involved. Each offense must have a number in the range of 01 to 75 that is internally unique within the incident.

EXAMPLE: If an incident involved both a homicide and a burglary, two Offense Segments would be required. The Offense Segment for the homicide would begin with Offense Number 01 entered in Data Element #12. The Offense Segment for the burglary would begin with 02 entered in Data Element #12, as it was the second offense reported for the incident.

See Data Element #12 OFFENSE NUMBER.

186 INCIDENT/COMPLAINT OFFENSE must be a valid NYS Law

Make sure the correct citation is entered and that you have the latest coded law file. Local agencies are responsible for maintaining their copy of the NYS Coded Law Files.

It is available on the DCJS website at: <http://www.criminaljustice.ny.gov/crimnet/clf/rel-db/rel-db.htm>. If there is difficulty with downloading an updated Coded Law File, call the DCJS Customer Contact Center, 1-800-262-3257.

The first 21 characters of Data Element #13 INCIDENT/COMPLAINT OFFENSE must be an *exact match* with the DCJS Coded Law File. (The only exception is Justifiable Homicide, for which there is no criminal-law citation. Use the substitute "citation" of PL 35.30 for Justifiable Homicide.)

NO. ERROR MESSAGE AND EXPLANATION

DCJS checks the validity of the NYS laws cited in INCIDENT/COMPLAINT OFFENSE fields in the submission file and converts the citations to the Offense IBR Codes defined by the FBI for the National Incident-Based Reporting System (NIBRS).

See Data Element #13 INCIDENT/COMPLAINT OFFENSE.

188 INCIDENT/COMPLAINT OFFENSE requires a Completed or Attempted indicator

The 22nd and final character of the INCIDENT/COMPLAINT OFFENSE is the Attempt Indicator. It must be filled with either a C (meaning that the offense entered in the first 21 characters was Completed) or an A (signifying that the offense was Attempted but not completed). Most agencies' incident reports show this as a separate field on both paper forms and computer screens.

See Data Element #13 INCIDENT/COMPLAINT OFFENSE.

190 INCIDENT LARCENY TYPE must contain a valid larceny type

If a larceny offense is being reported, the INCIDENT LARCENY TYPE field must contain a matching NYSIBR larceny type selection. Offense-specific coding is necessary to delineate the type of larceny, which cannot be determined using the NYS Penal Law.

If no larceny was involved, check that the correct offense was reported and use Not Applicable in this field. While Not Reported and Unknown are also valid, use of those choices should be minimized.

See Data Element #14 INCIDENT LARCENY TYPE.

192 INCIDENT LARCENY TYPE requires a larceny offense in INCIDENT/COMPLAINT OFFENSE

If the INCIDENT LARCENY TYPE field contains a valid larceny type selection, the corresponding INCIDENT/COMPLAINT OFFENSE field must contain a matching larceny offense citation.

If no larceny was involved, check that the correct offense was reported and change the larceny type to Not Applicable. Use of Not Reported and Unknown for larceny type should be minimized.

See Data Elements #13 INCIDENT/COMPLAINT OFFENSE and #14 INCIDENT LARCENY TYPE.

194 INCIDENT/COMPLAINT OFFENSE is a larceny and requires a valid INCIDENT LARCENY TYPE

If the INCIDENT/COMPLAINT OFFENSE field contains the correct NYS law citation and it is a larceny, the corresponding INCIDENT LARCENY TYPE field must contain a matching valid larceny type. Not Applicable may not be used. Use of Not Reported and Unknown for larceny type should be avoided.

See Data Elements #13 INCIDENT/COMPLAINT OFFENSE and #14 INCIDENT LARCENY TYPE.

196 INCIDENT LOCATION TYPE must use a valid location type

INCIDENT LOCATION TYPE requires the selection of the most descriptive location type for the incident from the valid NYSIBR choices. Enter only one location for each offense. Select the most specific location code possible. While Not Reported and Unknown are also valid for location type, use of those choices should be avoided.

EXAMPLE: An assault started in a bar, continued into an adjoining parking lot, and ended in the street. Because the bar was the location where the offense originated and best describes the circumstances of the crime, "Bar" should be entered. See Data Element #15 INCIDENT LOCATION TYPE.

NO. **ERROR MESSAGE AND EXPLANATION**

198 **WEAPON/FORCE in the first occurrence must contain a valid weapon or force**

If the INCIDENT/COMPLAINT OFFENSE includes the use of a weapon or force, the corresponding WEAPON/FORCE field must contain at least one valid weapon or force.

WEAPON/FORCE requires the selection of the most descriptive weapon or use of force for the offense from the valid NYSIBR choices. You may enter up to three choices (occurrences) for each offense reported. Select the most specific choices possible.

Not Applicable may be used in the first occurrence only if the offense does not require a weapon or force. While Not Reported and Unknown may be entered for the first occurrence, use of them should be avoided. The correct weapon/force type should be determined and reported if at all possible.

See Data Elements #13 INCIDENT/COMPLAINT OFFENSE and #16 WEAPON/FORCE.

200 **WEAPON/FORCE in the second or third occurrence must use a valid weapon or force**

If the INCIDENT/COMPLAINT OFFENSE includes the use of a weapon or force, the corresponding WEAPON/FORCE field must contain at least one valid weapon or force.

Select the most descriptive weapon or use of force for the offense from the valid NYSIBR choices. You may enter up to three choices (occurrences) for each offense reported. Select the most specific choices possible. The second and third occurrences must be either an additional weapon or use of force, or Not Applicable. Not Reported and Unknown may not be used for second and third occurrences.

See Data Elements #13 INCIDENT/COMPLAINT OFFENSE and #16 WEAPON/FORCE.

202 **If the incident contains more than one WEAPON/FORCE, enter only one weapon of each type**

If the INCIDENT/COMPLAINT OFFENSE includes the use of a weapon or force, the corresponding WEAPON/FORCE field must contain at least one valid weapon or force.

Select the weapon or use of force for the offense from the valid NYSIBR choices. You may enter up to three choices (occurrences) for each offense reported. Select the most specific choices possible.

WEAPON/FORCE collects information on *types* of weapons, not counts of weapons. If more than one weapon or use of force is entered, there must be no duplicate types.

See Data Elements #13 INCIDENT/COMPLAINT OFFENSE and #16 WEAPON/FORCE.

204 **If a WEAPON/FORCE occurrence is Not Applicable, Not Reported, or Unknown, the successive occurrences must be Not Applicable**

If the INCIDENT/COMPLAINT OFFENSE includes the use of weapon or force, the corresponding WEAPON/FORCE field must contain at least one valid weapon or force.

Select the weapon or use of force for the offense from the valid NYSIBR choices. You may enter up to three choices (occurrences) for each offense; but if the second or third choice is a selected weapon or force, the one(s) before it must be a weapon or force also.

On the other hand, if Not Applicable, Not Reported, or Unknown is entered, all succeeding occurrences must be Not Applicable. The incident will be rejected if a weapon or force is entered second or third and Not Applicable is entered before it.

See Data Elements #13 INCIDENT/COMPLAINT OFFENSE and #16 WEAPON/FORCE.

NO. **ERROR MESSAGE AND EXPLANATION**

206 **WEAPON/FORCE is required in first occurrence for person crimes, robbery, extortion, and weapons offenses**

If the INCIDENT/COMPLAINT OFFENSE contains a person crime, robbery, extortion, or weapons law violation, the corresponding WEAPON/FORCE field must contain at least one valid weapon or force. Not Applicable may not be used in the first occurrence.

Select the weapon or use of force for the offense from the valid NYSIBR choices. You may enter up to three choices (occurrences) for each offense reported. Select the most specific choices possible.

See Data Elements #13 INCIDENT/COMPLAINT OFFENSE and #16 WEAPON/FORCE.

208 **Simple Assault requires non-lethal weapon in WEAPON/FORCE**

If the INCIDENT/COMPLAINT OFFENSE is a Simple Assault, the corresponding WEAPON/FORCE field must contain at least one non-lethal weapon or force. Not Applicable may not be used in the first occurrence. While Not Reported and Unknown may be entered for the first occurrence, use of them should be avoided. The correct weapon or force type should be determined and reported if at all possible.

Select the weapon or use of force for the offense from the valid NYSIBR choices. You may enter up to three choices (occurrences) for each offense reported. Select the most specific choices possible.

See Data Elements #13 INCIDENT/COMPLAINT OFFENSE and #16 WEAPON/FORCE.

209 **Simple Assault requires non-lethal weapons in multiple occurrences of WEAPON/FORCE**

If the INCIDENT/COMPLAINT OFFENSE is a Simple Assault, the corresponding WEAPON/FORCE field must contain at least one non-lethal weapon or force. Not Applicable may be used in the second or third occurrence if no other weapon is specified in a subsequent occurrence.

Select the weapon or use of force for the offense from the valid NYSIBR choices. You may enter up to three choices (occurrences) for each offense reported. Select the most specific choices possible.

See Data Elements #13 INCIDENT/COMPLAINT OFFENSE and #16 WEAPON/FORCE.

210 **NUMBER OF PREMISES ENTERED (BURGLARY) must be 00 – 99**

Use the NUMBER OF PREMISES ENTERED (BURGLARY) field only when the offense is a burglary of a hotel or rental storage facility in which the Hotel Rule is applicable. The total number (in the range of 01 to 99) of individual rooms, units, suites, storage compartments, etc., involved must be reported. Enter 00 if Not Applicable, such as in the case of burglary of a single premises (house, church, shop, warehouse, and so forth).

The Hotel Rule states: If a number of dwelling units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants, the burglary should be scored as one offense. In NYSIBR, the Hotel Rule has been expanded to include rental storage facilities such as Mini-Storage and Self-Storage buildings. While the burglary of a multi-unit facility is one offense, NYSIBR wants the number of individual units entered illegally to be counted as well.

EXAMPLE: A hotel is burglarized and 10 rooms were broken into during the incident. Enter 10 in NUMBER OF PREMISES ENTERED (BURGLARY).

See Data Element #17 NUMBER OF PREMISES ENTERED (BURGLARY).

NO. **ERROR MESSAGE AND EXPLANATION**

212 **NUMBER OF PREMISES ENTERED (BURGLARY) applies only to Burglary/Breaking and Entering**

If the INCIDENT/COMPLAINT OFFENSE is not a Burglary/Breaking and Entering offense, the corresponding NUMBER OF PREMISES ENTERED (BURGLARY) must be Not Applicable.

See Data Elements #13 INCIDENT/COMPLAINT OFFENSE and #17 NUMBER OF PREMISES ENTERED (BURGLARY).

214 **NUMBER OF PREMISES ENTERED (BURGLARY) cannot be zero for Burglary of Hotel/Rental Storage Area**

If the INCIDENT/COMPLAINT OFFENSE is a Burglary/Breaking and Entering offense and the INCIDENT LOCATION TYPE is either a Hotel/Motel or a Rental Storage Facility, the corresponding NUMBER OF PREMISES ENTERED (BURGLARY) must be in the range of 01 to 99. It may not be 00.

See Data Elements #13 INCIDENT/COMPLAINT OFFENSE, #15 INCIDENT LOCATION TYPE, and #17 NUMBER OF PREMISES ENTERED (BURGLARY).

216 **METHOD OF ENTRY (BURGLARY) must be Force, No Force, or Not Applicable**

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

An unforced entry occurs when the unlawful entry was achieved without force through an unlocked door or window. If both forced and unforced entries were involved in the crime, the entry should be reported as having been accomplished through force.

EXAMPLE 1: Investigation of a burglary complaint disclosed that the offenders entered the building through an unlocked street door and then forced a locked door to an office and stole a computer. Since one door was forced, Force should be entered.

EXAMPLE 2: Some teenagers entered an unlocked garage and stole a bicycle and some power tools. The entry should be No Force since the garage door was unlocked and no force was used to enter.

See Data Element #18 METHOD OF ENTRY (BURGLARY).

218 **METHOD OF ENTRY (BURGLARY) applies only to Burglary/Breaking and Entering**

If the INCIDENT/COMPLAINT OFFENSE CODE field does not contain a Burglary/Breaking and Entering offense, the corresponding METHOD OF ENTRY (BURGLARY) must be Not Applicable.

See Data Element #18 METHOD OF ENTRY (BURGLARY).

220 **METHOD OF ENTRY (BURGLARY) is required for Burglary/Breaking and Entering**

If the INCIDENT/COMPLAINT OFFENSE contains a Burglary/Breaking and Entering offense, the corresponding METHOD OF ENTRY (BURGLARY) must be either Force or No Force. Not Applicable may not be used.

See Data Element #18 METHOD OF ENTRY (BURGLARY).

NO. **ERROR MESSAGE AND EXPLANATION**
222 **ASSAULT/HOMICIDE CIRCUMSTANCES must include a valid circumstance or Not Applicable**

For each Assault, Murder or Non-Negligent Manslaughter Offense reported, up to two choices may be entered in the ASSAULT/HOMICIDE CIRCUMSTANCES field. While Other Circumstances and Unknown Circumstances may be entered, use of them should be avoided. The actual circumstance should be determined and reported if at all possible.

For each *Negligent* Manslaughter Offense entered, only one of the Negligent Manslaughter circumstances may be entered. The second occurrence must be Not Applicable.

If no assaultive or homicide offenses were involved in the incident reported, enter Not Applicable in both occurrences.

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

See Data Element #19 ASSAULT/HOMICIDE CIRCUMSTANCES.

224 **For a Simple Assault, Murder/Non-Negligent Manslaughter, or Justifiable Homicide, the first occurrence for ASSAULT/HOMICIDE CIRCUMSTANCES must not be Negligent or Not Applicable**

For each Simple Assault, Murder/Non-Negligent Manslaughter Offense reported, at least one circumstance must be entered in the ASSAULT/HOMICIDE CIRCUMSTANCES field. While Other Circumstances and Unknown Circumstances may be entered, use of them should be avoided. The actual circumstance should be determined and reported if at all possible.

None of the Negligent Manslaughter circumstances may be used.

Not Applicable may be used only in the second occurrence.

See Data Element #19 ASSAULT/HOMICIDE CIRCUMSTANCES.

226 **For a Simple Assault, Murder/Non-Negligent Manslaughter, or Justifiable Homicide, the second occurrence ASSAULT/HOMICIDE CIRCUMSTANCES must not be Negligent**

For each Simple Assault, Murder/Non-Negligent Manslaughter Offense reported, up to two circumstances may be entered in the ASSAULT/HOMICIDE CIRCUMSTANCES field. While Other Circumstances and Unknown Circumstances may be entered, use of them should be avoided. The actual circumstance should be determined and reported if at all possible.

None of the Negligent Manslaughter choices may be used in either circumstance.

Not Applicable may be used only in the second occurrence.

See Data Element #19 ASSAULT/HOMICIDE CIRCUMSTANCES.

228 **For an Aggravated Assault, the first occurrence in ASSAULT/HOMICIDE CIRCUMSTANCES must be other than Mercy Killing, Negligence, or Not Applicable**

For each Aggravated Assault reported, at least one circumstance from the NYSIBR choices (with the exception of Mercy Killing) must be entered in the ASSAULT/HOMICIDE CIRCUMSTANCES field. While Other Circumstances and Unknown Circumstances may be entered, use of them should be avoided. The actual circumstance should be determined and reported if at all possible.

None of the Negligent Manslaughter circumstances may be used.

Not Applicable may be used only in the second occurrence.

See Data Element #19 ASSAULT/HOMICIDE CIRCUMSTANCES.

NO. ERROR MESSAGE AND EXPLANATION

230 For an Aggravated Assault, the second occurrence in ASSAULT/HOMICIDE CIRCUMSTANCES must be other than Mercy Killing or Not Applicable

For each Aggravated Assault reported, at least one circumstance from the NYSIBR choices (with the exception of Mercy Killing) must be entered in the ASSAULT/HOMICIDE CIRCUMSTANCES field. While Other Circumstances and Unknown Circumstances may be entered, use of them should be avoided. The actual circumstance should be determined and reported if at all possible.

None of the Negligent Manslaughter circumstances may be used.

Not Applicable may be used only in the second occurrence.

See Data Element #19 ASSAULT/HOMICIDE CIRCUMSTANCES.

232 A Negligent Manslaughter requires that the first occurrence in ASSAULT/HOMICIDE CIRCUMSTANCES be a specific Negligent Manslaughter circumstance

For each Negligent Manslaughter reported, one circumstance must be entered in the ASSAULT/HOMICIDE CIRCUMSTANCES field. Any of the six valid Negligent Manslaughter circumstances may be used.

Not Applicable may not be used in the first occurrence.

See Data Element #19 ASSAULT/HOMICIDE CIRCUMSTANCES.

234 A Negligent Manslaughter requires that the second occurrence in ASSAULT/HOMICIDE CIRCUMSTANCES be Not Applicable

For each Negligent Manslaughter reported, one of the six valid circumstances must be entered in the first occurrence of the ASSAULT/HOMICIDE CIRCUMSTANCES field.

Not Applicable must be used in the second occurrence.

See Data Element #19 ASSAULT/HOMICIDE CIRCUMSTANCES.

236 Duplicate ASSAULT/HOMICIDE CIRCUMSTANCES are not allowed

There may be more than one occurrence of a valid NYSIBR circumstance entered in the ASSAULT/HOMICIDE CIRCUMSTANCES field, but there cannot be any duplicates. While Other Circumstances and Unknown Circumstances may be entered, use of them should be avoided. The actual circumstance should be determined and reported if at all possible.

If no assaultive or homicide offenses were involved in the incident reported, enter Not Applicable in both occurrences. This is the only duplicate choice allowed and may be used only when appropriate for the offense entered in the INCIDENT/COMPLAINT OFFENSE field.

See Data Element #19 ASSAULT/HOMICIDE CIRCUMSTANCES.

238 If the first occurrence of ASSAULT/HOMICIDE CIRCUMSTANCES is Unknown Circumstances, the second occurrence must be Not Applicable

For each Assault, Murder, or Non-Negligent Manslaughter Offense reported, up to two circumstances may be entered in the INCIDENT/COMPLAINT OFFENSE field. While Other Circumstances and Unknown Circumstances may be entered in the first occurrence, use of them should be avoided. The actual circumstance should be determined and

NO. ERROR MESSAGE AND EXPLANATION

reported if at all possible. If Unknown Circumstances must be entered in the first occurrence, the only valid choice for the second occurrence is Not Applicable.

See #19 ASSAULT/HOMICIDE CIRCUMSTANCES.

240 If the first occurrence of ASSAULT/HOMICIDE CIRCUMSTANCES is Not Applicable, the second occurrence must be Not Applicable

For each Assault, Murder/Non-Negligent Manslaughter, or Negligent Manslaughter Offense reported, at least one circumstance from the NYSIBR choices must be entered in the first occurrence of the ASSAULT/HOMICIDE CIRCUMSTANCES field. The actual circumstance should be determined and reported if at all possible. Once Not Applicable is entered in the first occurrence, the only valid choice for the second occurrence is Not Applicable.

If no assaultive or homicide offenses were involved in the incident reported, enter Not Applicable in both occurrences.

See Data Element #19 ASSAULT/HOMICIDE CIRCUMSTANCES.

242 For a Justifiable Homicide, enter a specific JUSTIFIABLE HOMICIDE CIRCUMSTANCES choice

If a Justifiable Homicide occurs in the context of a criminal incident, it is to be reported as an additional offense in the INCIDENT/COMPLAINT OFFENSE field. Since there is no Penal Law citation for Justifiable Homicide, the substitute "citation" of PL 35.30 is used. DCJS converts the citation to the Offense IBR Code of "09C, Justifiable Homicide" for reporting to the FBI.

Enter only one circumstance per Justifiable Homicide offense. Not Applicable may not be used in the first occurrence but must be entered in the second occurrence.

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

See Data Element #20 JUSTIFIABLE HOMICIDE CIRCUMSTANCES.

244 If the incident contains no Justifiable Homicide, enter Not Applicable in both occurrences of JUSTIFIABLE HOMICIDE CIRCUMSTANCES

If the INCIDENT/COMPLAINT OFFENSE contains no Justifiable Homicide offense, the corresponding JUSTIFIABLE HOMICIDE CIRCUMSTANCES field must contain Not Applicable in both the first and second occurrences.

See Data Element #20 JUSTIFIABLE HOMICIDE CIRCUMSTANCES.

246 Use a valid OFFENDER USED COMPUTER choice

The OFFENDER USED COMPUTER field requires the selection of either Computer Not Used to Commit Offense *or* Offender Used Computer to Commit Offense for the corresponding INCIDENT/COMPLAINT OFFENSE field. Enter only one of them for each offense; the Computer Used choice would indicate that a computer was a tool in commission of the crime. While Not Reported is also valid for this field, use of that choice should be avoided if possible. The correct choice should be determined and reported. Not Applicable must be entered in the second occurrence.

EXAMPLE: A private residence was burglarized and a personal computer was stolen along with other items. The incident should be reported as Computer Not Used to Commit Offense, and the second occurrence reported as Not Applicable. Although the computer was one of the fruits of the crime, it was not used to commit the crime.

See Data Element #21 OFFENDER USED COMPUTER.

NO. **ERROR MESSAGE AND EXPLANATION**

248 **A specific PROPERTY INVOLVEMENT is required for every property offense**

A separate property segment must be submitted for every property crime reported. For each segment, enter only one method of loss in the PROPERETY INVOLVEMENT field (see below).

Not Applicable may not be used when there is a loss of property. While Not Reported and Unknown are valid, use of them should be avoided. The actual method of loss (involvement) should be determined and reported if at all possible.

- None/Not Applicable
- Burned (includes damage caused in fighting the fire)
- Counterfeited/Forged
- Destroyed/Damaged/Vandalized
- Recovered (law enforcement impounded property which was previously reported stolen)
- Seized (law enforcement impounded property which was not previously reported stolen)
- Stolen/etc. (includes bribed, defrauded, embezzled, extorted, ransomed, robbed, etc.)
- Not Reported
- Unknown

The Statewide Criminal Justice Data Dictionary contains additional choices for this field which are not part of NYSIBR. They may be used only for local records; the above choices are required for reporting to DCJS.

See Data Element #22 PROPERTY INVOLVEMENT.

250 **PROPERTY INVOLVEMENT of Burned, Counterfeited, Destroyed, Recovered, Seized, or Stolen requires a valid PROPERTY TYPE**

For every property crime, the corresponding PROPERTY INVOLVEMENT field must contain one method of loss from the valid NYSIBR choices. If the choice entered was Burned, Counterfeited/Forged, Destroyed/Damaged/Vandalized, Recovered, Seized or Stolen/etc., a NYSIBR property description must be entered in the first occurrence of the PROPERTY TYPE field.

Not Applicable may not be used in an occurrence with a loss of property. While Not Reported and Unknown are valid, use of them should be avoided. The actual involvement and type should be determined and reported if at all possible.

Enter up to 10 PROPERTY TYPE descriptions for each Property Segment. If more than 10, enter the 9 most valuable specific types of property and use Other Property in the 10th.

If property was burned and it is temporarily impossible to determine the property lost, enter Pending Inventory. An updated Property Segment with entries describing the types of burned property should be submitted when the results of the inventory are subsequently learned.

See Data Elements #22 PROPERTY INVOLVEMENT and #23 PROPERTY TYPE.

252 **Use a valid PROPERTY TYPE in the first occurrence**

The first occurrence of PROPERTY TYPE must contain one of the 50-plus valid choices for the type of property that was burned, stolen, recovered, etc., in the crime. Enter up to 10 PROPERTY TYPE descriptions for each Property Segment. If more than 10, enter the 9 most valuable specific types of property and use Other Property in the 10th.

Use of Not Reported and Unknown should be avoided. The most descriptive property type should be determined and reported if at all possible.

Not Applicable may be used only in the first occurrence when no property is involved with the offense. An attempted Burglary with no property actually stolen requires a property type of Not Applicable.

If property was burned and it is temporarily impossible to determine the property lost, enter Pending Inventory. An updated Property Segment with entries describing the types of burned property should be submitted at a later date when the results of the inventory are subsequently learned.

See Data Elements #22 PROPERTY INVOLVEMENT and #23 PROPERTY TYPE.

NO. **ERROR MESSAGE AND EXPLANATION**

254 **Second and following occurrences of PROPERTY TYPE must contain valid choices**

For all occurrences of PROPERTY INVOLVEMENT, use valid NYSIBR property descriptions in the corresponding occurrences of the PROPERTY TYPE field. The most descriptive property types should be determined and reported if at all possible.

Not Applicable may be used only following the last descriptive choice, and once used, all following occurrences must also be Not Applicable.

Not Reported and Unknown are not valid choices in any occurrence beyond the first. No blanks may be left in occurrences followed by later descriptive choices.

Enter up to 10 PROPERTY TYPE descriptions for each Property Segment. If more than 10, enter the 9 most valuable specific types of property and use Other Property in the 10th.

If property was burned and it is temporarily impossible to determine the property lost, enter Pending Inventory. An updated Property Segment with entries describing the types of burned property should be submitted at a later date when the results of the inventory are subsequently learned.

See Data Elements #22 PROPERTY INVOLVEMENT and #23 PROPERTY TYPE.

256 **Enter a unique PROPERTY TYPE in each one of multiple occurrences**

Each occurrence of PROPERTY TYPE must contain a different property description choice from the NYSIBR list. A PROPERTY TYPE choice from the list may be used only once in the same incident. Multiple occurrences of PROPERTY TYPE are used to capture *types* of property, not amounts or counts of property, which has been stolen/burned/forged, etc., in the incident. Each PROPERTY TYPE occurrence relates to a PROPERTY INVOLVEMENT (stolen, burned, destroyed, etc.).

Not Applicable may be used only following the last descriptive choice entered, and all following occurrences must also be Not Applicable. It is the only choice that can be used more than once.

Not Reported and Unknown are not valid choices in any occurrence beyond the first. No blanks may be left in occurrences followed by later descriptive choices.

Enter up to 10 PROPERTY TYPE descriptions for each Property Segment. If more than 10, enter the 9 most valuable specific types of property and use Other Property in the 10th.

See Data Element #23 PROPERTY TYPE.

258 **PROPERTY INVOLVEMENT of Not Applicable requires Not Applicable in all occurrences of PROPERTY TYPE**

For each property offense reported, the corresponding PROPERTY INVOLVEMENT field must contain one method of loss from the NYSIBR choices. If the PROPERTY INVOLVEMENT choice entered is Not Applicable and it is the correct choice, it means that the offense is not a property crime. In this situation, all occurrences of the PROPERTY TYPE field must then contain Not Applicable.

If the Not Applicable reported in PROPERTY INVOLVEMENT is in error, it must be replaced with a method of loss from the NYSIBR choices. The most descriptive property types should then be determined and reported in the PROPERTY TYPE field.

See Data Elements #22 PROPERTY INVOLVEMENT and #23 PROPERTY TYPE.

260 **PROPERTY INVOLVEMENT of Not Reported requires Not Reported in first occurrence of PROPERTY TYPE**

For a property-crime offense, the corresponding PROPERTY INVOLVEMENT field must contain one method of loss from the NYSIBR choices. If the choice entered is Not Reported and it is the correct choice, the first occurrence of the PROPERTY TYPE field also must contain Not Reported.

NO. ERROR MESSAGE AND EXPLANATION

While Not Reported is an acceptable choice, use of it should be avoided if at all possible. The most descriptive property involvement and types should be determined and reported.

If the Not Reported entered in PROPERTY INVOLVEMENT is in error, it must be replaced with a method of loss from the list of NYSIBR choices.

See Data Elements #22 PROPERTY INVOLVEMENT and #23 PROPERTY TYPE.

262 PROPERTY INVOLVEMENT of Unknown requires Unknown in first occurrence of PROPERTY TYPE

For a property-crime offense, the corresponding PROPERTY INVOLVEMENT field must contain one method of loss from the NYSIBR choices. If the choice entered is Unknown and it is the correct choice, the first occurrence of the PROPERTY TYPE field also must contain Unknown.

While Unknown is an acceptable choice, use of it should be avoided if at all possible. The most descriptive property involvement and types should be determined and reported.

If the Unknown entered in PROPERTY INVOLVEMENT is in error, it must be replaced with a method of loss from the list of NYSIBR choices.

See Data Elements #22 PROPERTY INVOLVEMENT and #23 PROPERTY TYPE.

264 In multiple occurrences of PROPERTY TYPE, once Not Applicable, Not Reported, or Unknown is entered, all successive occurrences must be Not Applicable

If the offense is a property crime, the corresponding PROPERTY INVOLVEMENT field must contain one method of loss from the NYSIBR choices. NYSIBR property descriptions also must be entered in all corresponding occurrences of the PROPERTY TYPE field. The most descriptive property types should be determined and reported if at all possible.

In multiple occurrences of the PROPERTY TYPE field, a descriptive choice must be entered in at least the first occurrence.

Not Reported and Unknown are valid choices only in the first occurrence; once used, all following occurrences must be Not Applicable. Not Applicable may be used only following the last descriptive choice; if it is entered, all following occurrences also must be Not Applicable.

See Data Elements #22 PROPERTY INVOLVEMENT and #23 PROPERTY TYPE.

266 PROPERTY TYPE of Pending Inventory requires that all successive occurrences be Not Applicable

In multiple occurrences of PROPERTY TYPE, there must be a descriptive choice in at least the first occurrence. If it is temporarily impossible to determine the property lost, due to its having been burned or for any other reason, enter Pending Inventory. If some property is known and other property is not, enter the known property types lost first and Pending Inventory last. Not Applicable must be used following the last descriptive choice, and all following occurrences must also be Not Applicable.

An updated Property Segment with entries describing the types of burned property should be submitted at a later date when the results of the inventory are subsequently learned.

See document Data Element #23 PROPERTY TYPE.

268 PROPERTY TYPE of Pending Inventory requires a PROPERTY VALUE of Unknown

If Pending Inventory is entered in an occurrence of PROPERTY TYPE, the corresponding occurrence of PROPERTY VALUE must be Unknown.

NO. ERROR MESSAGE AND EXPLANATION

A PROPERTY TYPE of Pending Inventory is considered temporary and anticipates that, after inventory, the property that was destroyed or burned or stolen, etc., in an incident will listed in an update of the incident. Once the type of property has been established, change the PROPERTY TYPE field to reflect the correct type description and enter the actual dollar value in the PROPERTY VALUE field. Enter total dollar value loss in whole dollars for all victims in the incident for each of the up to 10 types listed in PROPERTY TYPES.

If the incident did not involve 10 property types, fill the remaining occurrences of Property Value with Not Applicable.

If the incident did not have any property involvement, the first occurrence of both PROPERTY TYPE and PROPERTY VALUE must be Not Applicable.

See Data Elements #23 PROPERTY TYPE and #24 PROPERTY VALUE.

270 PROPERTY TYPE of Not Applicable in the first occurrence requires a PROPERTY VALUE of Not Applicable in all occurrences

If the first occurrence of PROPERTY TYPE is Not Applicable, all occurrences of PROPERTY VALUE must be Not Applicable. An attempted Burglary with no property actually stolen requires a property type of Not Applicable.

If the incident did not involve 10 property types, fill the remaining occurrences of Property Value with Not Applicable.

See Data Elements #23 PROPERTY TYPE and #24 PROPERTY VALUE.

274 PROPERTY INVOLVEMENT of Recovered requires a valid PROPERTY RECOVERY DATE, formatted as YYYYMMDD

When the method of loss entered in the PROPERTY INVOLVEMENT field is Recovered, each occurrence of the PROPERTY TYPE field requires a corresponding occurrence of the PROPERTY RECOVERY DATE field. Not Applicable may not be used. The date entered must be a valid calendar date formatted as YYYYMMDD.

Up to 10 dates of recovery can be entered to match each of the up to 10 property types associated with the Recovered Property Segment for the incident. If there is more than one date of recovery for the same PROPERTY TYPE, enter the earliest date. If the PROPERTY RECOVERY DATE is unknown, enter the date of the report.

EXAMPLE: On July 8, 2007, a residence was burglarized. Two mountain bicycles were stolen. The first bicycle was recovered on July 14, 2007, and the second on July 24. The first occurrence of PROPERTY TYPE should be Bicycles and the first occurrence of PROPERTY RECOVERY DATE should be "20070714" since that is the earliest date of recovery for this property type. All remaining occurrences of PROPERTY RECOVERY DATE should be reported as Not Applicable.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #25 PROPERTY RECOVERY DATE.

276 PROPERTY TYPE of Not Applicable in the first occurrence requires that NUMBER OF MOTOR VEHICLES STOLEN also be Not Applicable

If the first occurrence of PROPERTY TYPE is reported as Not Applicable, the NUMBER OF MOTOR VEHICLES STOLEN field also must be Not Applicable.

If the property stolen did not include any motor vehicles, enter Not Applicable in the NUMBER OF MOTOR VEHICLES STOLEN field. While Unknown is an acceptable choice, use of it should be avoided. The correct number of vehicles or the best approximation should be determined if at all possible.

NO. ERROR MESSAGE AND EXPLANATION

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

EXAMPLE: A car-carrier truck loaded with 5 new vehicles awaiting delivery is stolen. The NUMBER OF MOTOR VEHICLES STOLEN in this incident would be 006 (the truck and five new cars) if the one vehicle per incident reporting practice was not used by the agency.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #26 NUMBER OF MOTOR VEHICLES STOLEN.

278 PROPERTY TYPE of Not Applicable in the first occurrence requires that the NUMBER OF MOTOR VEHICLES RECOVERED also be Not Applicable

If the first occurrence of PROPERTY TYPE is reported as Not Applicable, the NUMBER OF MOTOR VEHICLES RECOVERED field also must be Not Applicable.

If the property recovered did not include any motor vehicles, enter Not Applicable in the NUMBER OF MOTOR VEHICLES RECOVERED field. While Unknown is an acceptable choice, use of it should be avoided. The correct number of vehicles or the best approximation should be determined if at all possible.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #27 NUMBER OF MOTOR VEHICLES RECOVERED.

280 If PROPERTY TYPE is Not Applicable, then SOURCE OF DRUG DATA also must be Not Applicable

If the first occurrence of PROPERTY TYPE is reported as Not Applicable, the SOURCE OF DRUG DATA field also must be Not Applicable.

SOURCE OF DRUG DATA describes whether the information to follow in the DRUG TYPE, DRUG QUANTITY, and DRUG MEASUREMENT UNIT fields are based on an estimate or on the results of laboratory analysis.

SOURCE OF DRUG DATA is used only to identify the source of data on Drugs/Narcotics seized in a drug case where PROPERTY INVOLVEMENT is Seized; otherwise SOURCE OF DRUG DATA should be reported as Not Applicable. While Unknown is an acceptable choice, use of it should be avoided. The correct source of drug data should be determined and reported.

Once SOURCE OF DRUG DATA is determined to be Not Applicable, all the remaining fields concerned with seizure of drugs also become Not Applicable.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #28 SOURCE OF DRUG DATA.

282 If PROPERTY TYPE is Not Applicable, then DRUG TYPE also must be Not Applicable

If the first occurrence of PROPERTY TYPE is reported as Not Applicable, all occurrences of the DRUG TYPE field also must be Not Applicable.

The DRUG TYPE field is used only to identify the type of Drugs/Narcotics seized where PROPERTY INVOLVEMENT is Seized; otherwise DRUG TYPE should be reported as Not Applicable. While Unknown is an acceptable choice, use of it should be avoided. The correct type of drug should be determined if at all possible and reported.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #29 DRUG TYPE.

NO. ERROR MESSAGE AND EXPLANATION

284 PROPERTY TYPE of Not Applicable in the first occurrence requires that DRUG QUANTITY be Not Applicable in all occurrences

If the first occurrence of PROPERTY TYPE is reported as Not Applicable, all occurrences of the DRUG QUANTITY field also must be Not Applicable. Not Applicable in the PROPERTY TYPE field indicates that there is no property -- including drugs -- involved in this incident. It follows that where no property is involved, there will be no entry for property count, quantity, or other measurement.

See Data Elements #23 PROPERTY TYPE and #30 DRUG QUANTITY.

286 PROPERTY TYPE of Not Applicable in the first occurrence requires that DRUG MEASUREMENT UNIT be Not Applicable in all occurrences

If the first occurrence of PROPERTY TYPE is reported as Not Applicable, then all occurrences of the DRUG MEASUREMENT UNIT field also must be Not Applicable.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, #29 DRUG TYPE, #30 DRUG QUANTITY, and #31 DRUG MEASUREMENT UNIT.

288 PROPERTY TYPE of Not Reported or Unknown in the first occurrence requires that PROPERTY VALUE be Unknown in all occurrences

If the first occurrence of PROPERTY TYPE is Not Reported or Unknown, then the first occurrence of PROPERTY VALUE must be Unknown. All following occurrences of both these fields must then be Not Applicable.

Use of Unknown and Not Reported for property type choices should be avoided. If any property was lost, the actual involvement, type, and value should be determined and reported if at all possible. An attempted Burglary with no property actually stolen requires a property type of Not Applicable.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

290 PROPERTY TYPE of Not Reported or Unknown in the first occurrence requires that NUMBER OF MOTOR VEHICLES STOLEN be Not Applicable

If the first occurrence of PROPERTY TYPE is Not Reported or Unknown, then the NUMBER OF MOTOR VEHICLES STOLEN field must be Not Applicable. All following occurrences of PROPERTY TYPE must then be Not Applicable. Use of Unknown and Not Reported should be avoided. If any property was lost, the actual involvement, type, value, and number of vehicles (if any) should be determined and reported if at all possible.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #26 NUMBER OF MOTOR VEHICLES STOLEN.

292 PROPERTY TYPE of Not Reported or Unknown in the first occurrence requires that NUMBER OF MOTOR VEHICLES RECOVERED be Not Applicable

If the first occurrence of PROPERTY TYPE is Not Reported or Unknown, the NUMBER OF MOTOR VEHICLES RECOVERED field must be Not Applicable. All following occurrences of PROPERTY TYPE must then be Not Applicable. Use of Unknown and Not Reported should be avoided. If any property was recovered, the actual involvement, type, value, and number of vehicles (if any) should be determined and reported if at all possible.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #27 NUMBER OF MOTOR VEHICLES RECOVERED.

NO. ERROR MESSAGE AND EXPLANATION

294 **PROPERTY TYPE of Not Reported or Unknown in the first occurrence requires that SOURCE OF DRUG DATA be Not Applicable**

If the first occurrence of PROPERTY TYPE is Not Reported or Unknown, the SOURCE OF DRUG DATA field must be Not Applicable. All following occurrences of PROPERTY TYPE must then be Not Applicable.

Use of Not Reported and Unknown for Property Type should be avoided.

SOURCE OF DRUG DATA is used only to identify the source of data on Drugs/Narcotics in a drug case where PROPERTY INVOLVEMENT is Seized; otherwise, it should be reported as Not Applicable.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #28 SOURCE OF DRUG DATA.

296 **PROPERTY TYPE of Not Reported or Unknown in the first occurrence requires that DRUG TYPE be Not Applicable in the first occurrence**

If the first occurrence of PROPERTY TYPE is Not Reported or Unknown, the DRUG TYPE field must be Not Applicable. All following occurrences of PROPERTY TYPE must then be Not Applicable.

Use of Not Reported and Unknown for Property Type should be avoided.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #29 DRUG TYPE.

298 **PROPERTY TYPE of Not Reported in the first occurrence requires that DRUG QUANTITY be Not Applicable in the first occurrence**

If the first occurrence of PROPERTY TYPE is Not Reported, the DRUG QUANTITY field must be Not Applicable. All following occurrences of PROPERTY TYPE must then be Not Applicable.

While Not Reported is an acceptable choice for Property Type, use of it should be avoided.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, #29 DRUG TYPE, and #30 DRUG QUANTITY.

300 **PROPERTY TYPE of Unknown in the first occurrence requires that DRUG QUANTITY be Not Applicable in the first occurrence**

If the first occurrence of PROPERTY TYPE is Unknown, the DRUG QUANTITY field must be Not Applicable. All following occurrences of PROPERTY TYPE must then be Not Applicable.

While Unknown is an acceptable choice for Property Type, use of it should be avoided.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, #29 DRUG TYPE, and #30 DRUG QUANTITY.

302 **PROPERTY TYPE of Not Reported or Unknown in the first occurrence requires that DRUG MEASUREMENT UNIT be Not Applicable in the first occurrence**

If the first occurrence of PROPERTY TYPE is Not Reported or Unknown, the DRUG MEASUREMENT UNIT field must be Not Applicable. All following occurrences of PROPERTY TYPE must then be Not Applicable.

Use of Not Reported and Unknown for Property Type should be avoided.

NO. ERROR MESSAGE AND EXPLANATION

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, #29 DRUG TYPE, #30 DRUG QUANTITY, and #31 DRUG MEASUREMENT UNIT.

304 PROPERTY TYPE of Not Applicable in any occurrence requires that PROPERTY VALUE be Not Applicable in the same occurrence

If any occurrence of PROPERTY TYPE is Not Applicable, the same occurrence of PROPERTY VALUE also must be Not Applicable. After Not Applicable is first used in PROPERTY TYPE, all following occurrences of both these fields must then be Not Applicable.

If the incident did not involve 10 property types, fill the remaining occurrences of Property Value with Not Applicable.

An attempted Burglary with no property actually stolen requires a property type of Not Applicable in the first occurrence.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

306 A known Non-Drug PROPERTY TYPE requires a PROPERTY VALUE

Each occurrence of PROPERTY TYPE must have a corresponding occurrence of PROPERTY VALUE with either a known dollar amount, or Unknown. Exceptions to this statement are when PROPERTY TYPE is Drugs/Narcotics, or is Not Applicable. (In the case of Drugs/Narcotics in PROPERTY TYPE, a dollar amount must be entered in PROPERTY VALUE; Unknown is not allowed. In the case of PROPERTY TYPE Not Applicable, PROPERTY VALUE is also Not Applicable.)

While Unknown is valid for PROPERTY VALUE, use of it should be avoided. The correct value or the best approximation should be determined if at all possible, and reported.

A separate Property Segment must be submitted for each method of loss described under PROPERTY INVOLVEMENT. For example, an incident containing burglary and arson would have two property segments. Each segment may contain up to ten occurrences of property types in the PROPERTY TYPE field. Each occurrence of a different property type should have a corresponding PROPERTY VALUE. The amount entered in each occurrence should be the total dollar value for all victims of that particular type of property loss within the incident. The grand total of all property type losses in all property segments should add up to the total property losses for all victims of the incident.

If the incident did not involve 10 property types, fill the remaining occurrences of PROPERTY TYPE with Not Applicable. If the incident did not include any property involvement, the first occurrence of both PROPERTY TYPE and PROPERTY VALUE must be entered as Not Applicable.

When an occurrence of PROPERTY TYPE lists Drugs or Narcotics as part of other types of property involvement (e.g., they were stolen through burglary, robbery, theft, etc., or destroyed by arson) only the PROPERTY VALUE is to be completed. The SOURCE OF DRUG DATA, DRUG TYPE, DRUG QUANTITY, and DRUG MEASUREMENT UNIT fields are all to be entered as Not Applicable.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

308 A PROPERTY INVOLVEMENT other than Seized, with a PROPERTY TYPE of Drugs/Narcotics, requires a PROPERTY VALUE other than Not Applicable

In an incident including Drugs/Narcotics with a PROPERTY INVOLVEMENT choice of other than Seized, the corresponding occurrence of PROPERTY VALUE must be a known dollar amount, or Unknown. While Unknown is valid, use of it should be avoided. The correct value or the best approximation should be determined if at all possible and reported.

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

NO. ERROR MESSAGE AND EXPLANATION

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

310 PROPERTY VALUE must be a valid 9-digit numeric with a zero left-fill

When an actual dollar value is entered in PROPERTY VALUE, the amount must be entered in whole dollars. The entry must be right-justified with zero fill on the left if the value uses fewer than 9 positions. If the value of property is \$1,855, the entry would be 000001855.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

311 A PROPERTY VALUE of Zero is permitted only with PROPERTY TYPE of Credit/Debit Card, Non-Negotiable Instruments, Personal Papers, or Other Property

If any occurrence of PROPERTY VALUE is reported as zero (000000000), the corresponding PROPERTY TYPE must be Credit/ Debit Card, Non-Negotiable Instruments, Personal Papers, or Other Property. These types of property, no matter how important to the owner, are deemed to have no intrinsic value in commercial terms.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

316 A valid PROPERTY VALUE requires a valid PROPERTY TYPE

If an occurrence of PROPERTY VALUE contains any choice other than Not Applicable, the corresponding occurrence of PROPERTY TYPE must be other than Not Applicable.

A dollar amount in an occurrence of PROPERTY VALUE must correspond with a type of property specified in PROPERTY TYPE. Not Applicable in an occurrence of PROPERTY VALUE must correspond with a Not Applicable in PROPERTY TYPE.

While Unknown is a valid choice for both of these fields, use of it should be avoided. Not Reported should not be used for PROPERTY VALUE. The correct value and property type, or the best possible approximations, should be determined and entered.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

318 PROPERTY RECOVERY DATE must be a valid date or Not Applicable

A PROPERTY RECOVERY DATE is required for each PROPERTY TYPE whose status under PROPERTY INVOLVEMENT is Recovered.

Up to ten dates of recovery can be entered to match each of the up-to-ten property types associated with the Recovered PROPERTY INVOLVEMENT.

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

Date must be formatted as YYYYMMDD as shown below. If no property has been recovered, enter Not Applicable.

YYYY Four-digit year, e.g. 2007
MM Two-digit month, e.g. 09
DD Two-digit day, e.g. 30

This PROPERTY RECOVERY DATE of September 30, 2007, is entered as 20070930.

NO. ERROR MESSAGE AND EXPLANATION

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #25 PROPERTY RECOVERY DATE.

320 PROPERTY RECOVERY DATE must be later than the IBR STARTUP DATE for agency, or Not Applicable

A PROPERTY RECOVERY DATE is required for each PROPERTY TYPE whose status under PROPERTY INVOLVEMENT is Recovered. Up to ten dates of recovery can be entered to match each of the up-to-ten property types associated with the Recovered Property Segment for the incident.

The IBR STARTUP DATE is the official date agreed upon with DCJS for the agency to start submitting incident-based crime data as its routine monthly crime report. Crime statistics prior to that date must have been submitted through UCR Summary reporting. The startup date is always a valid calendar date, usually the first day of a month, and is formatted as YYYYMMDD.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #25 PROPERTY RECOVERY DATE.

322 PROPERTY RECOVERY DATE must not be later than the FILE CREATION DATE

A PROPERTY RECOVERY DATE is required for each PROPERTY TYPE whose status under PROPERTY INVOLVEMENT is Recovered. Up to ten dates of recovery can be entered to match the up-to-ten property types associated with the Recovered Property Segment for the incident.

FILE CREATION DATE is the date that the NYSIBR monthly file was created by your agency for submission to DCJS. The FILE CREATION DATE must be at least one day after the end of the month for which crime data are being submitted to DCJS. It must be a valid calendar date and correctly formatted as YYYYMMDD.

If there is more than one date of recovery for the same PROPERTY TYPE, enter the earliest date. If the PROPERTY RECOVERY DATE is unknown, enter the date of the report. If no property has been recovered, enter Not Applicable.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, #25 PROPERTY RECOVERY DATE, and Transmission Data Element TD#3 FILE CREATION DATE.

324 PROPERTY INVOLVEMENT other than Recovered requires that PROPERTY RECOVERY DATE be Not Applicable

If PROPERTY INVOLVEMENT is not Recovered, all occurrences of PROPERTY RECOVERY DATE must be Not Applicable.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #25 PROPERTY RECOVERY DATE.

326 Not Applicable in an occurrence of PROPERTY RECOVERY DATE requires Not Applicable in all successive occurrences

If an occurrence of PROPERTY RECOVERY DATE is entered as Not Applicable, all successive occurrences also must be reported as Not Applicable.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #25 PROPERTY RECOVERY DATE.

NO. **ERROR MESSAGE AND EXPLANATION**

328 **Use the actual number of vehicles, or Not Applicable, in NUMBER OF MOTOR VEHICLES STOLEN**

Enter the actual number of stolen vehicles in the NUMBER OF MOTOR VEHICLES STOLEN field. If more than 500 vehicles were stolen, enter 501.

If the property stolen did not include any motor vehicles, enter Not Applicable. While Unknown is also an acceptable choice, use of it should be avoided. The correct number of vehicles, or the best approximation of that number, should be determined and reported.

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

EXAMPLE: A car-carrier truck loaded with 5 new vehicles awaiting delivery is stolen. The NUMBER OF MOTOR VEHICLES STOLEN in this incident would be 006 (the truck and five new cars) unless the one-vehicle-per-incident reporting practice was used by the agency.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #26 NUMBER OF MOTOR VEHICLES STOLEN.

329 **PROPERTY TYPE must have at least one occurrence of a Stolen Motor Vehicle type**

If PROPERTY INVOLVEMENT status is Stolen and the NUMBER OF MOTOR VEHICLES STOLEN field contains a number 001-501, then at least one occurrence of PROPERTY TYPE must be reported as Automobiles, Buses, Trucks, Recreational Vehicles, or Other Motor Vehicles.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #26 NUMBER OF MOTOR VEHICLES STOLEN.

330 **NUMBER OF MOTOR VEHICLES STOLEN field must be Not Applicable when PROPERTY INVOLVEMENT is other than Stolen**

If PROPERTY INVOLVEMENT status is a choice other than Stolen, then the NUMBER OF MOTOR VEHICLES STOLEN must be Not Applicable.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #26 NUMBER OF MOTOR VEHICLES STOLEN.

331 **The number of motor vehicle types reported in PROPERTY TYPE may not be greater than the number reported in NUMBER OF MOTOR VEHICLES STOLEN**

The number of different motor vehicle types reported in PROPERTY TYPE must be less than or equal to the number of vehicles in the NUMBER OF MOTOR VEHICLES STOLEN field.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #26 NUMBER OF MOTOR VEHICLES STOLEN.

NO. **ERROR MESSAGE AND EXPLANATION**

332 **Use the actual number of vehicles, or Not Applicable, in NUMBER OF MOTOR VEHICLES RECOVERED**

If from 001 through 500 motor vehicles were recovered, enter the actual number of recovered vehicles in the NUMBER OF MOTOR VEHICLES RECOVERED field. If more than 500 vehicles were RECOVERED, enter 501.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #27 NUMBER OF MOTOR VEHICLES RECOVERED.

333 **PROPERTY TYPE must have at least one occurrence of a Recovered Motor Vehicle property type**

If PROPERTY INVOLVEMENT status is Recovered and between 1 and 501 motor vehicles have been entered in the NUMBER OF MOTOR VEHICLES RECOVERED field, then at least one occurrence of PROPERTY TYPE must be reported as Automobiles, Buses, Trucks, Recreational Vehicles, or Other Motor Vehicles.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #27 NUMBER OF MOTOR VEHICLES RECOVERED.

334 **NUMBER OF MOTOR VEHICLES RECOVERED field must be Not Applicable when PROPERTY INVOLVEMENT is not Recovered**

If PROPERTY INVOLVEMENT status is a choice other than Recovered, the NUMBER OF MOTOR VEHICLES RECOVERED must be reported as Not Applicable.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #27 NUMBER OF MOTOR VEHICLES RECOVERED.

335 **The number of motor vehicle types reported in PROPERTY TYPE may not be greater than the number reported in NUMBER OF MOTOR VEHICLES RECOVERED**

The number of different motor vehicle types reported in PROPERTY TYPE must be less than or equal to the number of vehicles in the NUMBER OF MOTOR VEHICLES RECOVERED field.

See Data Elements #22 PROPERTY INVOLVEMENT, #23, PROPERTY TYPE, and #27 NUMBER OF MOTOR VEHICLES RECOVERED.

336 **SOURCE OF DRUG DATA should be Estimate, Laboratory, or Not Applicable**

SOURCE OF DRUG DATA is used only to identify the source of data on Drugs or Narcotics seized in a drug case. PROPERTY INVOLVEMENT is Seized. If it is not a drug seizure incident, SOURCE OF DRUG DATA should be reported as Not Applicable.

The correct source of data should be reported as either Estimate or Laboratory Analysis. While Unknown is also an acceptable choice, use of it should be avoided. If the corresponding occurrence of PROPERTY TYPE is Not Reported or Unknown, the SOURCE OF DRUG DATA field must be Not Applicable.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #28 SOURCE OF DRUG DATA.

NO. **ERROR MESSAGE AND EXPLANATION**
340 **Use a valid choice in DRUG TYPE**

DRUG TYPE is used only to identify the type of Drugs or Narcotics seized when PROPERTY TYPE is Drugs and PROPERTY INVOLVEMENT is Seized. Otherwise, enter DRUG TYPE as Not Applicable.

The correct type of drug should be determined if at all possible and reported. While Unknown Type is an acceptable choice, use of it should be avoided. If the first occurrence of the PROPERTY TYPE field is reported as Not Applicable, then all occurrences of the DRUG TYPE field also must be Not Applicable.

Enter up to 3 types of drugs in DRUG TYPE. If more than three drug types are seized in the incident, the two most important are to be reported specifically using their applicable DRUG TYPE choices and the remaining drugs are to be entered as 97, for Over 3 Drug Types. The reporting agency determines the most important drugs in such cases, based on the quantity, value, and deadliness of the drugs seized.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #29 DRUG TYPE.

342 **DRUG TYPE requires a PROPERTY TYPE of Drugs/Narcotics**

If an incident involves a drug seizure, it must include a choice for the type of drug (DRUG TYPE), a PROPERTY INVOLVEMENT of Seized, and a PROPERTY TYPE indicating Drugs. Correspondingly, if DRUG TYPE is Not Applicable, PROPERTY TYPE cannot contain a choice indicating Drugs.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #29 DRUG TYPE.

344 **Over 3 Drug Types may be entered only in the third occurrence of DRUG TYPE**

The choice of Over 3 Drug Types may be entered only in the third and final occurrence of the DRUG TYPE field.

It may be used only if each of the first two occurrences contains a valid drug choice and more than one other drug type remains to be reported. Not Applicable or Unknown must not be used prior to the use of Over 3 Drug Types.

If three drug types are involved in an incident, enter one type in each of the three occurrences. If more than three drug types are involved, the two most important are to be reported in the first two occurrences. The remaining drugs are to be entered as Over 3 Drug Types in the third occurrence. The reporting agency determines the most important drugs in such cases, based on quantity, value, and deadliness of the drugs seized.

See Data Element #29 DRUG TYPE.

348 **Over 3 Drug Types requires two previous known drug types in DRUG TYPE**

The use of Over 3 Drug Types in the third and final occurrence of the DRUG TYPE field requires that the first two occurrences of the field contain two different drug-type choices. Not Applicable may not be used. While Unknown Type and Other Drugs are acceptable choices, use of them should be avoided. The correct types of drugs should be determined if at all possible.

If more than three drug types are involved, the two most important are to be reported in the first two occurrences. The remaining drugs are to be entered as Over 3 Drug Types in the third occurrence. The reporting agency determines the most important drugs in such cases, based on quantity, value, and deadliness of the drugs seized.

See Data Element #29 DRUG TYPE.

NO. **ERROR MESSAGE AND EXPLANATION**

352 **Each combination of DRUG TYPE and DRUG MEASUREMENT UNIT must be unique**

An incident involving a drug seizure allows for up to three occurrences in the corresponding DRUG TYPE, DRUG QUANTITY, and DRUG MEASUREMENT UNIT fields to be entered. Each drug type and measurement combination (other than Not Applicable or Unknown) must be unique.

While Unknown Type or Measurement Unit is at times an acceptable choice, use of these choices should be avoided. The correct type of drug and appropriate measurement unit should be determined if at all possible and reported.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, #29 DRUG TYPE, and #31 DRUG MEASUREMENT UNIT.

354 **Use of Over 3 Drug Types in DRUG TYPE requires Not Applicable in DRUG QUANTITY**

The use of Over 3 Drug Types in the third and final occurrence of the DRUG TYPE field requires that the third occurrence of the DRUG QUANTITY field be Not Applicable. A quantity may not be entered because over three Drug Types means that two or more types of drugs are contained in this occurrence of DRUG TYPE; their combined quantity in this circumstance would be meaningless.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, #29 DRUG TYPE, and #30 DRUG QUANTITY.

356 **Use of Over 3 Drug Types in DRUG TYPE requires Not Applicable in DRUG MEASUREMENT UNIT**

The use of Over 3 Drug Types in the third and final occurrence of the DRUG TYPE field requires that the third occurrence of the DRUG MEASUREMENT UNIT field be Not Applicable. Over Three Drug Types means that two or more drug types are combined in this third occurrence of Drug Type. Since they are grouped together, their quantities cannot be distinguished. Their combined quantity would be meaningless for crime reporting purposes. Therefore, DRUG MEASUREMENT UNIT would be Not Applicable.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, #29 DRUG TYPE, and #31 DRUG MEASUREMENT UNIT.

358 **DRUG TYPE of Not Applicable in the first occurrence requires Not Applicable in the second and third occurrences**

Whenever the first occurrence of the DRUG TYPE field is reported as Not Applicable, all occurrences of DRUG TYPE must also be Not Applicable.

DRUG TYPE is used only to identify the type of Drugs/Narcotics seized where PROPERTY INVOLVEMENT is Seized; otherwise DRUG TYPE is reported as Not Applicable.

See Data Elements #22 PROPERTY INVOLVEMENT and #29 DRUG TYPE.

NO. **ERROR MESSAGE AND EXPLANATION**

360 **DRUG TYPE of Not Applicable in the first occurrence requires that SOURCE OF DRUG DATA be Not Applicable**

Whenever the first occurrence of the DRUG TYPE field is reported as Not Applicable, the first occurrence of SOURCE OF DRUG DATA must be Not Applicable.

SOURCE OF DRUG DATA describes whether the information in the DRUG TYPE, DRUG QUANTITY, and DRUG MEASUREMENT UNIT fields are based on Estimates or on the results of Laboratory Analysis.

SOURCE OF DRUG DATA is used only to identify the source of data on Drugs/Narcotics seized in a drug case where PROPERTY INVOLVEMENT is Seized; otherwise SOURCE OF DRUG DATA should be reported as Not Applicable.

See Data Elements #22 PROPERTY INVOLVEMENT, #28 SOURCE OF DRUG DATA, and #29 DRUG TYPE.

362 **DRUG TYPE of Not Applicable requires DRUG QUANTITY of Not Applicable**

Whenever any occurrence of the DRUG TYPE field is reported as Not Applicable, then the corresponding occurrence of the SOURCE OF DRUG DATA field also must be Not Applicable.

See Data Elements #29 DRUG TYPE and #30 DRUG QUANTITY.

364 **DRUG TYPE of Not Applicable requires DRUG MEASUREMENT UNIT of Not Applicable**

Whenever any occurrence of DRUG TYPE is reported as None/Not Applicable, the corresponding occurrence of the DRUG MEASUREMENT UNIT also must be Not Applicable. DRUG MEASUREMENT UNIT specifies the unit of weight or volume of drugs seized in a drug case where PROPERTY INVOLVEMENT is Seized. When no drugs are seized, there is no measurement of them.

See Data Elements #29 DRUG TYPE and #31 DRUG MEASUREMENT UNIT.

372 **A known drug type in the first occurrence of DRUG TYPE requires that SOURCE OF DRUG DATA be Estimate, Laboratory, or Unknown**

If the first occurrence of the DRUG TYPE field contains any of the known drug type choices, or Unknown Type, the SOURCE OF DRUG DATA field must contain Estimate, Laboratory Analysis, or Unknown. Not Applicable may not be used as a source when actual drug types or suspected drugs of unknown composition are reported as Seized. While Unknown is an acceptable choice for SOURCE, use of it should be avoided. The correct source of data should be determined and reported.

See Data Elements #22 PROPERTY INVOLVEMENT, #28 SOURCE OF DRUG DATA, and #29 DRUG TYPE.

374 **A known drug type, or a drug or Unknown Type, must have a valid number in the corresponding DRUG QUANTITY occurrence**

If any occurrence of DRUG TYPE contains any of the known drug type choices, or Unknown Type, the same occurrence of DRUG QUANTITY must contain a valid quantity. Not Applicable may not be entered when actual drug types or suspected drugs of unknown composition are reported as Seized. Use of Not Reported and Unknown for DRUG QUANTITY should be avoided. The correct quantity of drugs should be determined if at all possible or the best approximation of that amount or number made.

Only DRUG TYPE entries of Not Applicable or Over Three Drug Types may have Not Applicable in DRUG QUANTITY.

See Data Elements #29 DRUG TYPE and #30 DRUG QUANTITY.

NO. **ERROR MESSAGE AND EXPLANATION**

376 **A known drug type, or a drug of Unknown Type, must have a valid unit in the corresponding DRUG MEASUREMENT UNIT occurrence**

If any occurrence of DRUG TYPE contains any of the known drug type choices, or Unknown Type, the same occurrence of DRUG MEASUREMENT UNIT must contain a valid unit of measurement. Not Applicable may not be entered when actual drug types or suspected drugs of unknown composition are reported as Seized. Use of Unknown for the DRUG MEASUREMENT UNIT should be avoided. The correct measurement unit should be determined if at all possible and reported.

Only when DRUG TYPE is Not Applicable or Over Three Drug Types can DRUG MEASUREMENT UNIT be Not Applicable.

See Data Elements #29 DRUG TYPE and #31 DRUG MEASUREMENT UNIT.

378 **DRUG QUANTITY must be numeric**

DRUG QUANTITY serves only to record the estimated quantity of drugs seized in a case where PROPOERTY INVOLVEMENT is Seized. Otherwise, all occurrences will be entered as Not Applicable.

DRUG QUANTITY is a 12-character numeric field. It is divided into a 9-digit whole-number portion on the left and a 3-digit fractional portion on the right, and is transmitted to DCJS in this format. If the whole-number portion of the quantity contains fewer than 9 numerals, fill it with zeros on the left side and then enter the total 9 characters into the left portion. If the fractional portion contains fewer than 3 numerals, fill it with zeros on the right side and enter all 3 characters into the right portion.

Use of Unknown and Not Reported for DRUG QUANTITY should be avoided. The correct quantity of a drug, or the best approximation, should be determined if at all possible and reported.

EXAMPLE 1: If Over Three Drugs is used in an occurrence of DRUG TYPE, the corresponding occurrence of DRUG QUANTITY should be entered as 777777777 777 for Not Applicable.

EXAMPLE 2: An occurrence of 1.5 kilograms of Crack should be entered as 000000001 500.

EXAMPLE 3: If 2.0 liquid ounces of Morphine were seized, enter it as 000000002 000.

See Data Elements #29 DRUG TYPE and #30 DRUG QUANTITY.

380 **DRUG QUANTITY of Not Applicable requires that DRUG MEASUREMENT UNIT be Not Applicable**

Whenever any occurrence of DRUG QUANTITY is reported as Not Applicable, the corresponding occurrence of DRUG MEASUREMENT UNIT must also be Not Applicable.

See Data Elements #30 DRUG QUANTITY and #31 DRUG MEASUREMENT UNIT.

382 **DRUG QUANTITY of Not Reported or Unknown requires that DRUG MEASUREMENT UNIT be Unknown**

Whenever any occurrence of DRUG QUANTITY is reported as Not Reported or Unknown, the corresponding occurrence of DRUG MEASUREMENT UNIT also must be Unknown.

See Data Elements #30 DRUG QUANTITY and #31 DRUG MEASUREMENT UNIT.

NO. **ERROR MESSAGE AND EXPLANATION**
386 **Use valid DRUG MEASUREMENT UNIT appropriate to drug**

The DRUG MEASUREMENT UNIT is used as the basis of volume, count, or weight of seized drugs. A unit of measurement must be reported for each occurrence of DRUG QUANTITY. The correct measurement unit for the drug type and quantity seized must be chosen from the following choices:

Units of Drug Measurement

Capacity

Fluid ounce
Gallon
Liter
Milliliter

Units

Dosage Units (Capsules, Tablets, etc.)
Number of Plants

Weight

Gram
Kilogram
Ounce
Pound

While Unknown is an acceptable choice for the DRUG MEASUREMENT UNIT, use of it should be avoided. The correct measurement unit should be determined if at all possible and reported.

Only when DRUG TYPE and DRUG QUANTITY are Not Applicable or Over Three Drug Types can DRUG MEASUREMENT UNIT be reported as Not Applicable.

See Data Elements #29 DRUG TYPE, #30 DRUG QUANTITY, and #31 DRUG MEASUREMENT UNIT.

388 **DRUG MEASUREMENT UNIT of Not Applicable requires that DRUG QUANTITY be Not Applicable**

If an occurrence of DRUG MEASUREMENT UNIT is Not Applicable, the corresponding occurrence of DRUG QUANTITY must be Not Applicable.

See Data Elements #30 DRUG QUANTITY and #31 DRUG MEASUREMENT UNIT.

389 **DRUG MEASUREMENT UNIT of Unknown requires that DRUG QUANTITY be Not Reported or Unknown**

If an occurrence of DRUG MEASUREMENT UNIT is Unknown, the corresponding occurrence of DRUG QUANTITY must be Not Reported or Unknown.

See Data Elements #30 DRUG QUANTITY and #31 DRUG MEASUREMENT UNIT.

390 **DRUG MEASUREMENT UNIT of Not Applicable requires that successive occurrences be Not Applicable**

If the first or second occurrence of DRUG MEASUREMENT UNIT is reported as Not Applicable, the successive occurrence(s) must always be reported as Not Applicable.

See Data Elements #30 DRUG QUANTITY and #31 DRUG MEASUREMENT UNIT.

NO. ERROR MESSAGE AND EXPLANATION

392 If DRUG MEASUREMENT UNIT is Number of Plants, DRUG TYPE must be Opium, Other Hallucinogens or Marijuana

If an occurrence of DRUG MEASUREMENT UNIT is Number of Plants, the corresponding occurrence of DRUG TYPE must be reported as Opium, Other Hallucinogens or Marijuana.

See Data Elements #29 DRUG TYPE and #31 DRUG MEASUREMENT UNIT.

394 OFFENDER NUMBER must be specified between 001 and 099, or 999 if Unknown

Each offender in an incident must be assigned a unique OFFENDER NUMBER from 001 to 099. A separate Offender Segment containing OFFENDER AGE, OFFENDER SEX, OFFENDER RACE, OFFENDER ETHNIC ORIGIN, AND OFFENDER CONDITION fields is to be submitted for each numbered offender.

If the offender is unknown, submit a single Offender Segment with 999 entered in the OFFENDER NUMBER field and Unknown in the OFFENDER AGE, OFFENDER SEX, OFFENDER RACE, OFFENDER ETHNIC ORIGIN, AND OFFENDER CONDITION fields.

Most agency Records Management System (RMS) software will automatically assign and count the number of offender segments entered. Alternatively, agency forms can have pre-numbered lines for each offender that will be keyed into the RMS when the incident data are entered.

This variable is used in the VICTIM/OFFENDER LINK field to link victims to offenders. It is also important to the edits that confirm any relationship between the victim and offender reported in the VICTIM/OFFENDER RELATIONSHIP field.

EXAMPLE 1: A corpse with multiple bullet wounds was found in an abandoned warehouse. There were no witnesses to the crime and no suspects. A single Offender Segment should be submitted with an OFFENDER NUMBER of 999 and Unknown entered into the five offender demographic and condition fields.

EXAMPLE 2: Two offenders were seen fleeing the scene of a burglary. Two Offender Segments should be submitted: one with Offender Number 001 entered and the other with Offender Number 002. Each segment should report any witness statements about the corresponding offender's age, sex, race, ethnic origin, or condition in the appropriate fields.

See Data Elements #32 OFFENDER NUMBER, #33 OFFENDER AGE, #34 OFFENDER SEX, #35 OFFENDER RACE, #36 OFFENDER ETHNIC ORIGIN, and #37 OFFENDER CONDITION.

396 Unknown OFFENDER NUMBER requires Unknown OFFENDER AGE

If the offender is unknown and Unknown was entered in OFFENDER NUMBER, the corresponding OFFENDER AGE also must be reported as Unknown.

OFFENDER AGE is a four-character numeric field. It may have a specific age, age range, or Unknown entered, in the following formats:

0001-0098	specific age in years
0099	Over 98 years old
9999	Unknown

Age Range: Must be in order of lowest to highest age as a four-character code, e.g., 1921 would be an age range of 19 to 21 years of age. The first pair of digits must be greater than zero and less than the second pair of digits. The second pair of digits must be less than 99.

See Data Elements #32 OFFENDER NUMBER and #33 OFFENDER AGE.

NO. **ERROR MESSAGE AND EXPLANATION**
398 **Unknown OFFENDER NUMBER requires Unknown OFFENDER SEX**

If the offender is unknown and Unknown was entered in OFFENDER NUMBER, the corresponding OFFENDER SEX also must be reported as Unknown.

OFFENDER SEX is a one-character alpha field. It may contain only one of the following valid choices:

M	Male
F	Female
U	Unknown
R	Not Reported

See Data Elements #32 OFFENDER NUMBER and #34 OFFENDER SEX.

400 **Unknown OFFENDER NUMBER requires Unknown OFFENDER RACE**

If the offender is unknown and Unknown was entered in OFFENDER NUMBER, the corresponding OFFENDER RACE also must be reported as Unknown.

OFFENDER RACE is a one-character alpha field. It may only contain one of the following valid choices:

W	White
B	Black
I	American Indian/Alaskan Native
A	Asian/Pacific Islander
R	Not Reported
U	Unknown

See Data Elements #32 OFFENDER NUMBER and #35 OFFENDER RACE.

402 **Unknown OFFENDER NUMBER requires Unknown OFFENDER ETHNIC ORIGIN**

If the offender is unknown and Unknown was entered in OFFENDER NUMBER, the corresponding OFFENDER ETHNIC ORIGIN also must be reported as Unknown.

OFFENDER ETHNIC ORIGIN is a one-character alpha field. It may contain only one of the following valid choices:

H	Hispanic Origin
N	Not of Hispanic Origin
R	Not Reported
U	Unknown

See Data Elements #32 OFFENDER NUMBER and #36 OFFENDER ETHNIC ORIGIN.

NO. **ERROR MESSAGE AND EXPLANATION**
404 **Unknown OFFENDER NUMBER requires Unknown OFFENDER CONDITION**

If the offender is unknown and Unknown was entered in OFFENDER NUMBER, the corresponding OFFENDER CONDITION also must be reported as Unknown.

This variable is used to indicate the apparent condition of each offender involved in the incident. Use the most descriptive code if more than one applies. Enter only one of the following choices for each offender:

- Appears to be Impaired with Drugs
- Appears to be Impaired with Alcohol
- Appears to be Mentally Disordered
- Appears to be Injured/Ill
- Apparently Normal
- Not Reported
- Unknown

See Data Elements #32 OFFENDER NUMBER and #37 OFFENDER CONDITION.

406 **Use exact age, age range, or Unknown OFFENDER AGE**

OFFENDER AGE is a four- character numeric field. It must be entered in the following formats:

- | | |
|-----------|-----------------------|
| 0001-0098 | specific age in years |
| 0099 | Over 98 years old |
| 9999 | Unknown |

Age Range: Must be in order of lowest to highest age as a four-character code, e.g., 1921 would be an age range of 19 to 21 years of age. The first pair of digits must be greater than zero and less than the second pair of digits. The second pair of digits must be less than 99.

EXAMPLE: The witness reported the offender's age as between 25 and 30 years old. Enter the age range of 2530.

See Data Element #33 OFFENDER AGE.

408 **Use Male, Female, or Unknown for OFFENDER SEX**

OFFENDER SEX is a one character alpha field. It may contain only one of the following valid choices:

- | | |
|---|--------------|
| M | Male |
| F | Female |
| U | Unknown |
| R | Not Reported |

See Data Element #34 OFFENDER SEX.

NO. **ERROR MESSAGE AND EXPLANATION**
410 **Use valid NYSIBR choice for OFFENDER RACE**

OFFENDER RACE is a one-character alpha field. It may contain only one of the following valid choices:

W	White
B	Black
I	American Indian/Alaskan Native
A	Asian/Pacific Islander
R	Not Reported
U	Unknown

See Data Element #35 OFFENDER RACE.

412 **Use Hispanic, or Not of Hispanic Origin, for OFFENDER ETHNIC ORIGIN**

OFFENDER ETHNIC ORIGIN is a one-character alpha field. It may contain only one of the following valid choices:

H	Hispanic Origin
N	Not of Hispanic Origin
R	Not Reported
U	Unknown

See Data Element #36 OFFENDER ETHNIC ORIGIN.

414 **Use valid choice for OFFENDER CONDITION**

OFFENDER CONDITION is a two-character alphanumeric field. This variable is used to indicate the apparent condition of each offender involved in the incident. Use the most descriptive code if more than one applies. Enter only one of the following choices for each offender:

01	Appears to be Impaired with Drugs
02	Appears to be Impaired with Alcohol
03	Appears to be Mentally Disordered
04	Appears to be Injured/Ill
05	Apparently Normal
88	Not Reported
99	Unknown

See Data Element #37 OFFENDER CONDITION.

416 **VICTIM NUMBER must be in range of 001 to 999**

Each victim in an incident must be assigned a unique victim number from 001 to 999. A separate Victim Segment must be submitted for each numbered victim.

Most agency Records Management System (RMS) software will automatically assign and count the number of victim segments (screens) entered. Alternatively, agency forms can have pre-numbered lines for each victim that will be keyed into the RMS when the incident is data entered.

See Data Element #38 VICTIM NUMBER.

NO. **ERROR MESSAGE AND EXPLANATION**
418 **VICTIM/OFFENSE LINK must be numeric**

VICTIM/OFFENSE LINK is a two-character numeric field. Each occurrence must be completely filled with a unique two-digit number. If the number is in the range of 1-9, zero left-fill the field. The number to be used is obtained from the OFFENSE NUMBER of an offense perpetrated against the victim whose information is being entered. Most agency Records Management System (RMS) software will automatically assign and enter OFFENSE NUMBERS.

While a maximum of only ten offenses may be included in any one incident, the numbers used may be any valid number in the range of 01 to 75. It is not necessary that Offense Segments be numbered consecutively, as long as they are unique. Each victim must be linked to at least one and no more than ten offenses. When fewer than 10 offenses are present for the victim, enter Not Applicable in any unused occurrences of VICTIM/OFFENSE LINK.

See Data Elements #12 OFFENSE NUMBER and #39 VICTIM/OFFENSE LINK.

420 **VICTIM/OFFENSE LINK must be in range of 01 to 75, or Not Applicable**

VICTIM/OFFENSE LINK is a two-character numeric field. Each occurrence must be completely filled with a unique two-digit number. The number to be used is obtained from the OFFENSE NUMBER of an offense perpetrated against the victim whose information is being entered.

While a maximum of only ten offenses may be included in any one incident, the numbers used may be any valid number in the range of 01 to 75. It is not necessary that Offense Segments be numbered consecutively, as long as they are unique. Each victim must be linked to at least one and no more than ten offenses. When fewer than 10 offenses are present for the victim, enter Not Applicable in any unused occurrences of VICTIM/OFFENSE LINK.

See Data Elements #12 OFFENSE NUMBER and #39 VICTIM/OFFENSE LINK.

422 **VICTIM/OFFENSE LINK required; first occurrence must show valid OFFENSE NUMBER**

Each victim in an incident must always be linked through the VICTIM/OFFENSE LINK to at least one offense. The first occurrence of VICTIM/OFFENSE LINK must be filled with a two-digit number. The number to be used is obtained from the OFFENSE NUMBER of an offense perpetrated against the victim whose information is being entered.

The number used must be a valid number in the range of 01 to 75. If the number obtained is in the range of 1 through 9, be sure to zero left-fill the field. Not Applicable must not be used in the first occurrence of the VICTIM/OFFENSE LINK.

See Data Elements #12 OFFENSE NUMBER and #39 VICTIM/OFFENSE LINK.

424 **VICTIM/OFFENSE LINK of Not Applicable requires Not Applicable in successive occurrences**

Once any occurrence of VICTIM/OFFENSE LINK is reported as Not Applicable, all following occurrences must always be reported as Not Applicable.

VICTIM/OFFENSE LINK is a two-character numeric field. Each occurrence must be completely filled with a unique two-digit number. If the number is in the range of 1-9, zero left-fill the field. The number to be used is obtained from the OFFENSE NUMBER of an offense perpetrated against the victim whose information is being entered.

See Data Elements #12 OFFENSE NUMBER and #39 VICTIM/OFFENSE LINK.

NO. **ERROR MESSAGE AND EXPLANATION**
426 **Duplicate VICTIM/OFFENSE LINK not allowed**

Except for Not Applicable, no occurrence of VICTIM/OFFENSE LINK can equal another occurrence of this data element.

See Data Elements #12 OFFENSE NUMBER and #39 VICTIM/OFFENSE LINK.

428 **Use valid types for VICTIM TYPE**

VICTIM TYPE is a one-character alpha field. An incident may have more than one victim. Victims may be persons, businesses, various types of institutions, and society. A Victim Segment should be completed for each victim with the most appropriate choice entered in VICTIM TYPE. Enter only one code for each victim, using one of the following choices:

A	Firefighter in the Line of Duty
I	Individual
B	Business
F	Financial Institution
G	Government
L	Law Enforcement Officer in the Line of Duty
R	Religious Organization
S	Society/Public
O	Other
U	Unknown

See Data Element #40 VICTIM TYPE.

430 **VICTIM AGE must be Not Applicable for Non-Person Victim**

When the VICTIM TYPE reported on a Victim Segment is one of the choices shown below, the victim is considered to be a Non-Person. While a Victim Segment must be completed for each victim within an incident, VICTIM AGE and other fields which describe individual human victims are inappropriate for Non-Person victims and must be reported as Not Applicable.

B	Business
F	Financial Institution
G	Government
R	Religious Organization
S	Society/Public
O	Other
U	Unknown

See Data Elements #40 VICTIM TYPE and #41 VICTIM AGE.

NO. **ERROR MESSAGE AND EXPLANATION**
432 **VICTIM SEX must be Not Applicable for Non-Person Victim**

When the VICTIM TYPE reported on a Victim Segment is one of the choices shown below, the victim is considered to be a Non-Person. While a Victim Segment must be completed for each victim within an incident, VICTIM SEX and other fields which describe individual human victims are inappropriate for Non-Person victims and must be reported as Not Applicable.

B	Business
F	Financial Institution
G	Government
R	Religious Organization
S	Society/Public
O	Other
U	Unknown

See Data Elements #40 VICTIM TYPE and #42 VICTIM SEX.

434 **VICTIM RACE must be Not Applicable for Non-Person Victim**

When the VICTIM TYPE reported on a Victim Segment is one of the choices shown below, the victim is considered to be a Non-Person. While a Victim Segment must be completed for each victim within an incident, VICTIM RACE and other fields which describe individual human victims are inappropriate for Non-Person victims and must be reported as Not Applicable.

B	Business
F	Financial Institution
G	Government
R	Religious Organization
S	Society/Public
O	Other
U	Unknown

See Data Elements #40 VICTIM TYPE and #43 VICTIM RACE.

436 **VICTIM ETHNIC ORIGIN must be Not Applicable for Non-Person Victim**

When the VICTIM TYPE reported on a Victim Segment is one of the choices shown below, the victim is considered to be a Non-Person. While a Victim Segment must be completed for each victim within an incident, VICTIM ETHNIC ORIGIN and other fields which describe individual human victims are inappropriate for Non-Person victims and must be reported as Not Applicable.

B	Business
F	Financial Institution
G	Government
R	Religious Organization
S	Society/Public
O	Other
U	Unknown

See Data Elements #40 VICTIM TYPE and #44 VICTIM ETHNIC ORIGIN.

NO. **ERROR MESSAGE AND EXPLANATION**

438 **VICTIM RESIDENCE STATUS must be Not Applicable for Non-Person Victim**

When the VICTIM TYPE reported on a Victim Segment is one of the choices shown below, the victim is considered to be a Non-Person. While a Victim Segment must be completed for each victim within an incident, VICTIM RESIDENCE STATUS and other fields which describe individual human victims are inappropriate for Non-Person victims and must be reported as Not Applicable.

B	Business
F	Financial Institution
G	Government
R	Religious Organization
S	Society/Public
O	Other
U	Unknown

See Data Elements #40 VICTIM TYPE and #45 VICTIM RESIDENCE STATUS.

440 **VICTIM/OFFENDER LINK must be Not Applicable for Non-Person Victim**

When the VICTIM TYPE reported on a Victim Segment is one of the choices shown below, the victim is considered to be a Non-Person. While a Victim Segment must be completed for each victim within an incident, VICTIM/OFFENDER LINK is used to connect only individual person victims to offenders who victimized them. Thus, if the Victim Segment is not for an individual, all occurrences of VICTIM/OFFENDER LINK must be reported as Not Applicable.

B	Business
F	Financial Institution
G	Government
R	Religious Organization
S	Society/Public
O	Other
U	Unknown

See Data Elements #32 OFFENDER NUMBER, #40 VICTIM TYPE, and #46 VICTIM/OFFENDER LINK.

442 **VICTIM/OFFENDER RELATIONSHIP must be Not Applicable for Non-Person Victim**

When the VICTIM TYPE reported on a Victim Segment is one of the choices shown below, the victim is considered to be a Non-Person. While a Victim Segment must be completed for each victim within an incident, VICTIM/OFFENDER RELATIONSHIP is used to relate only individual person victims to offenders who victimized them. Thus, if the Victim Segment is not for an individual, all occurrences of VICTIM/OFFENDER RELATIONSHIP must be reported as Not Applicable.

B	Business
F	Financial Institution
G	Government
R	Religious Organization
S	Society/Public
O	Other
U	Unknown

See Data Elements #32 OFFENDER NUMBER, #40 VICTIM TYPE, #46 VICTIM/OFFENDER LINK, and #47 VICTIM/OFFENDER RELATIONSHIP.

NO. **ERROR MESSAGE AND EXPLANATION**

444 **LEVEL OF INJURY must be Not Applicable for Non-Person Victim**

and the victim is considered to be a Non-Person. While a Victim Segment must be completed for each victim within an incident, LEVEL OF INJURY is used only to describe the condition of individual human victims. Thus, if the Victim Segment is not for an individual, all occurrences of LEVEL OF INJURY must be reported as Not Applicable.

B	Business
F	Financial Institution
G	Government
R	Religious Organization
S	Society/Public
O	Other
U	Unknown

See Data Elements #40 VICTIM TYPE, #46 VICTIM/OFFENDER LINK, and #48 LEVEL OF INJURY.

446 **TYPE OF INJURY must have all occurrences as Not Applicable for Non-Person Victim**

Non-person victims cannot be injured. For non-person victims, the type of injury should always be reported as Not Applicable.

EXAMPLE: A Victim Segment has VICTIM TYPE of G for Government. All occurrences of TYPE OF INJURY should be coded as Not Applicable since the victim is not a person.

See Data Element #49 TYPE OF INJURY.

448 **VICTIM MEDICAL TREATMENT must be Not Applicable for Non-Person Victim**

Non-person victims cannot be treated for injuries. For non-person victims, VICTIM MEDICAL TREATMENT should always be reported as Not Applicable.

EXAMPLE: The victim is Society/Public; the entry for VICTIM MEDICAL TREATMENT should be Not Applicable.

See Data Element #50 VICTIM MEDICAL TREATMENT.

450 **VICTIM AGE required for Person Victim**

Enter an exact age, or if exact age is unknown, enter an age range using four digits. An age between 20 and 25 would be entered as 2025; age range of 6 to 8 would be entered as 0608. When entering a range, be sure that the first age (first 2 digits) is less than the second age. If age is unknown, enter Unknown. Not Applicable is not allowed for person victims.

Other acceptable values are:

00NN	under 24 hours old (neonate)
00NB	1 to 6 days (under one week old)
00BB	7 to 364 days (one week to under one year old)
0099	Over 98 years old
9999	Unknown

See Data Element #41 VICTIM AGE.

NO. **ERROR MESSAGE AND EXPLANATION**
452 **VICTIM SEX required for Person Victim**

A valid sex choice must be entered for person victims. Not Applicable is not allowed for person victims.

Valid Sex choices for person victims are:

M	Male
F	Female
R	Not Reported
U	Unknown

See Data Element #42 VICTIM SEX.

454 **VICTIM RACE required for Person Victim**

A valid Race choice must be entered for person victims. Other and Not Applicable are not allowed for person victims.

Valid Race choices for person victims are:

W	White
B	Black
I	American Indian/Alaskan Native
A	Asian/Pacific Islander
R	Not Reported
U	Unknown

See Data Element #43 VICTIM RACE.

456 **VICTIM ETHNIC ORIGIN required for Person Victim**

A valid VICTIM ETHNIC ORIGIN choice must be entered for person victims. Ethnicity is entered separately because it is possible to be a White person of Hispanic origin or a Black person of Hispanic origin, and so forth. For this data element, a person is either Hispanic or Not Hispanic, regardless of race.

Not Applicable is not allowed for person victims.

Valid Ethnic Origin choices for person victims are:

H	Hispanic Origin
N	Not of Hispanic Origin
R	Not Reported
U	Unknown

See Data Element #44 VICTIM ETHNIC ORIGIN.

458 **VICTIM RESIDENCE STATUS required for Person Victim**

Enter a valid VICTIM RESIDENCE choice for each person victim. Not Applicable is not allowed for person victims.

EXAMPLE 1: If the victim was robbed in White Plains, NY, where he resides, select Resident.

EXAMPLE 2: The victim was a Mexican citizen working as a migrant worker and temporarily residing in the town where his radio was stolen. Select Temporary Resident/Foreign National.

See Data Element #45 VICTIM RESIDENCE STATUS.

NO. **ERROR MESSAGE AND EXPLANATION**
460 **VICTIM/OFFENDER LINK required for Person Victim**

Person victims must be linked to offenders. The VICTIM /OFFENDER LINK is used only to link person victims to offenders who victimized them. Non-person victims are not linked to offenders.

See Data Element #46 VICTIM OFFENDER LINK.

462 **VICTIM/OFFENDER RELATIONSHIP required for Person Victim**

Enter the victim's relationship to the offender. Not-Applicable is not allowed for VICTIM /OFFENDER RELATIONSHIP.

EXAMPLE 1: An employee assaulted his employer with his fists. The corresponding occurrence of the VICTIM/OFFENDER LINK should be coded as Victim Was Employer.

EXAMPLE 2: Two offenders rob a man and woman who are on a date. Neither victim knew the offenders. Both the Victim Segment for the male victim and the Victim Segment for the female victim should have the occurrences in VICTIM/OFFENDER LINK coded as Stranger.

See Data Element #47 VICTIM / OFFENDER RELATIONSHIP.

464 **LEVEL OF INJURY for Person Victim cannot be Not Applicable**

A Not Applicable LEVEL OF INJURY applies to non-person victims only. If a person victim sustains no apparent physical injury, choose Not Injured.

See Data Element #48 LEVEL OF INJURY.

466 **TYPE OF INJURY for Person Victim cannot be Not Applicable**

A Not Applicable TYPE OF INJURY applies to non-person victims only.

See Data Element #49 TYPE OF INJURY.

468 **VICTIM MEDICAL TREATMENT for Person Victim cannot be Not Applicable**

A Not Applicable VICTIM MEDICAL TREATMENT applies to non-person victims only.

See Data Element #50 VICTIM MEDICAL TREATMENT.

NO. **ERROR MESSAGE AND EXPLANATION**
470 **Use exact age, age range, or Unknown in VICTIM AGE**

Enter an exact age, or if exact age is unknown, enter an age range using four digits.

An age between 20 and 25 would be entered as 2025; age range of 6 to 8 would be entered as 0608. When entering a range, be sure that the first age (first 2 digits) is less than the second age. If age is unknown, enter Unknown. Not Applicable is not allowed for person victims.

Other acceptable values are:

00NN	under 24 hours old (neonate)
00NB	1 to 6 days (under one week old)
00BB	7 to 364 days (one week to under one year old)
0099	Over 98 years old
9999	Unknown

See Data Element #41 VICTIM AGE.

472 **Use Male, Female, or Unknown for VICTIM SEX**

A valid sex code must be entered for person victims. Not Applicable is not allowed for person victims.

Valid Sex choices for person victims are:

M	Male
F	Female
R	Not Reported
U	Unknown

See Data Element #42 VICTIM SEX.

474 **Use valid race choice for VICTIM RACE**

A valid Race code must be entered for person victims. Other and Not Applicable are not allowed for person victims.

Valid Race choices for person victims are:

W	White
B	Black
I	American Indian/Alaskan Native
A	Asian/Pacific Islander
R	Not Reported
U	Unknown

See Data Element #43 VICTIM RACE.

476 **Use Hispanic, or Not of Hispanic Origin, for VICTIM ETHNIC ORIGIN**

A valid VICTIM ETHNIC ORIGIN choice must be entered for person victims. Ethnicity is entered separately because it is possible to be a White person of Hispanic origin, and so forth. For this data element, a person is either Hispanic or Not Hispanic, regardless of race. Not Applicable is not allowed for person victims.

Valid Ethnic Origin choices for person victims are:

H	Hispanic Origin
N	Not of Hispanic Origin
R	Not Reported
U	Unknown

See Data Element #44 VICTIM ETHNIC ORIGIN.

NO. **ERROR MESSAGE AND EXPLANATION**
478 **Use valid choice for VICTIM RESIDENCE STATUS**

Enter a valid Victim Residence choice for each person victim. Not Applicable is not allowed for person victims.

EXAMPLE 1: If the victim was robbed in White Plains, NY, where he resides, select Resident.

EXAMPLE 2: The victim was a Mexican citizen working as a migrant worker and temporarily residing in the town where his radio was stolen. Select Temporary Resident/Foreign National.

See Data Element #45 VICTIM RESIDENCE STATUS.

480 **VICTIM/OFFENDER LINK must be numeric digits with zero left-fill**

VICTIM/OFFENDER LINK reports that there is a connection between the victim and one or more offenders in the incident. The primary or lead offender is numbered 001, the next one 002, the next 003, and so forth up to 10. If no primacy of offenders is apparent, number them arbitrarily. Up to 10 offenders can be linked with victims.

VICTIM/OFFENDER LINK exists between persons only: it used to link individual victims to offenders who victimized them. Thus, if the victim is not an individual person, all occurrences of VICTIM/OFFENDER LINK must be entered as Not Applicable.

Use Not Applicable to fill multiple occurrences of VICTIM/OFFENDER LINK when fewer than 10 offenders are involved in the victimization of an individual victim.

EXAMPLE 1: If Victim 001's relationship to Offender 004 is to be reported, enter 004 in the first occurrence of VICTIM/OFFENDER LINK for the first victim, and enter all remaining occurrences as Not Applicable.

EXAMPLE 2: If the victim was being linked to two offenders, numbered 001 and 005, the first occurrence of VICTIM/OFFENDER LINK would have 001 entered, the second occurrence would have 005 entered, and the remaining eight occurrences would be filled with Not Applicable.

See Data Element #46 VICTIM/OFFENDER LINK.

482 **VICTIM /OFFENDER LINK can be Unknown only in the first occurrence**

VICTIM/OFFENDER LINK is used only to link individual victims to offenders who victimized them. Thus, if the victim is not an individual person, all occurrences of VICTIM/OFFENDER LINK must be entered as Not Applicable.

If the victim is a person, and the offender is Unknown, the first occurrence of VICTIM/OFFENDER LINK contains Unknown. All occurrences afterward are Not Applicable.

See Data Element #46 VICTIM/OFFENDER LINK.

484 **VICTIM/OFFENDER LINK indicating Unknown Offender in the first occurrence requires that all successive occurrences be Not Applicable**

VICTIM/OFFENDER LINK is used only to link individual victims to offenders who victimized them. Thus, if the victim is not an individual person, all occurrences of VICTIM/OFFENDER LINK must be entered as Not Applicable.

If the victim is a person, and the offender is Unknown, the first occurrence of VICTIM/OFFENDER LINK contains Unknown. All occurrences afterward are Not Applicable.

See Data Element #46 VICTIM/OFFENDER LINK.

NO. **ERROR MESSAGE AND EXPLANATION**

486 **VICTIM/OFFENDER LINK of Not Applicable in any occurrence requires Not Applicable in all successive occurrences**

Up to 10 offenders can be linked with a single victim. Enter a separate number for each offender as 001, 002, etc. VICTIM/OFFENDER LINK is used only to link individual victims to offenders who victimized them. Thus, if the victim is not an individual person, all occurrences of VICTIM/OFFENDER LINK must be entered as Not Applicable.

Not Applicable is also used to fill the last multiple occurrences of VICTIM/OFFENDER LINK when fewer than 10 offenders are involved in the victimization of an individual victim.

EXAMPLE: If Victim 001's relationship to Offender 002 is to be reported, enter 002 in the first occurrence of VICTIM/OFFENDER LINK for the first victim, and enter all remaining occurrences as Not Applicable. If there are other offenders linked to Victim 001, these must be entered before any Not Applicable choices are entered. The only choice allowed after a Not Applicable entry in VICTIM/OFFENDER LINK is Not Applicable in the remaining occurrences.

See Data Element #46 VICTIM/OFFENDER LINK.

488 **VICTIM/OFFENDER LINK occurrences may not contain duplicate OFFENDER NUMBERS**

VICTIM/OFFENDER LINK is used only to link individual victims to offenders who victimized them. Thus, if the victim is not an individual person, all occurrences of VICTIM/OFFENDER LINK must contain Not Applicable.

VICTIM/OFFENDER LINK cannot have any duplicate entries other than Not Applicable. Thus, an offender number (Offender 001, 002, etc.) is used only once in a VICTIM/OFFENDER LINK to connect that offender with that victim, regardless of how many offenses might be involved. This link is used only to establish that there is a connection between offender and person-victim.

Not Applicable is used to fill the last multiple occurrences of VICTIM/OFFENDER LINK when fewer than 10 offenders are involved in the victimization of an individual victim.

EXAMPLE: If Victim 001's relationship to Offender 003 is to be reported, enter 003 in the first occurrence of VICTIM/OFFENDER LINK for the first victim, and enter all remaining occurrences as Not Applicable.

For additional information, See document entitled *Data Element Details*, Data Element #46 VICTIM/OFFENDER LINK

NO. **ERROR MESSAGE AND EXPLANATION**

490 **Every occurrence of VICTIM/OFFENDER RELATIONSHIP must contain a valid relationship choice**

An incident may have more than one victim. Victims may be persons, businesses, various types of institutions, and society. Only person victims can have relationships to offenders. If the VICTIM TYPE is one of the following:

- A Firefighter in the Line of Duty,
- I Individual, or
- L Law Enforcement Officer in the Line of Duty,

choose the most appropriate from the various NYSIBR relationship choices for each corresponding occurrence of VICTIM/OFFENDER RELATIONSHIP.

Not Reported may be chosen when necessary but should be avoided if at all possible. An effort should always be made to ascertain the correct relationship between the victim and the offender whenever the victim is a person. If no information about the offender is available, better choices would be "Relationship Unknown" or "Stranger," if they are appropriate.

Not Applicable must be entered for all other occurrences of VICTIM/OFFENDER RELATIONSHIP for the VICTIM TYPES listed below.

- B Business
- F Financial Institution
- G Government
- R Religious Organization
- S Society/Public
- O Other
- U Unknown

See Data Elements #40 VICTIM TYPE and #47 VICTIM/OFFENDER RELATIONSHIP.

494 **VICTIM/OFFENDER RELATIONSHIP of Not Applicable in any occurrence requires Not Applicable in all successive occurrences**

Only person victims can have relationships to offenders. Enter up to 10 occurrences of VICTIM/OFFENDER RELATIONSHIP using the NYSIBR choices.

Not Applicable is used to fill the last multiple occurrences of VICTIM/OFFENDER RELATIONSHIP when fewer than 10 offenders are involved in the victimization of an individual victim. Not Applicable is also used to fill all 10 occurrences of VICTIM/OFFENDER RELATIONSHIP when the victim is not a person. The appearance of Not Applicable after an actual relationship choice in one or more first occurrences signals that no other victim-offender relationship is recorded for this incident. Every occurrence after the first Not Applicable also must be Not Applicable.

EXAMPLE: A gang robs a bank. Since the victim was a financial institution, not a person, there is no VICTIM/OFFENDER RELATIONSHIP. Enter Not Applicable in all 10 occurrences.

EXAMPLE 2: A young man was punched in the stomach on the street and his iPod taken from around his neck. He did not know either of his assailants by name, but recognized them as two older students at his school. The total of 10 occurrences of VICTIM/OFFENDER RELATIONSHIP for this incident will contain two occurrences of Otherwise Known, and eight occurrences of Not Applicable. The entries are made in the following required order: the two relationships to the victim must be entered in the first and second occurrences of VICTIM/OFFENDER RELATIONSHIP, as Otherwise Known. Not Applicable must fill occurrences three through ten.

See Data Element #47 VICTIM/OFFENDER RELATIONSHIP.

NO. **ERROR MESSAGE AND EXPLANATION**

496 **VICTIM AGE does not reflect the spousal type relationship reported in VICTIM/OFFENDER RELATIONSHIP**

If a VICTIM/OFFENDER RELATIONSHIP is reported as Spouse, Common-law Spouse, or Ex-Spouse, and an exact age was reported in the VICTIM AGE field, it must be greater than or equal to 10 years of age.

VICTIM AGE is checked by the DCJS system to confirm that it is within a reasonable range that is compatible with the relationship reported. If the relationship is in error, ascertain the correct VICTIM/OFFENDER RELATIONSHIP, correct it, and resubmit. Valid VICTIM/OFFENDER RELATIONSHIP choices may be found in Data Element #47. If the age was misreported, correct and resubmit it.

See Data Elements #41 VICTIM AGE and #47 VICTIM/OFFENDER RELATIONSHIP.

498 **A linked Victim and Offender require a corresponding relationship in VICTIM/OFFENDER RELATIONSHIP other than Not Applicable**

Only person victims can have relationships to offenders. Once a victim and offender are linked in VICTIM/OFFENDER LINK, the nature of their link must be reported in VICTIM/OFFENDER RELATIONSHIP. Not Applicable may not be used.

EXAMPLE: An employee assaulted his employer with his fists. The VICTIM/OFFENDER LINK connected these two individuals (employee as Offender 001 and employer as Victim 001). Since the VICTIM/OFFENDER RELATIONSHIP always states the relationship of the victim, this must be reported as Employer.

See Data Elements #46 VICTIM/OFFENDER LINK and #47 VICTIM/OFFENDER RELATIONSHIP.

500 **Not Applicable VICTIM/OFFENDER LINK requires Not Applicable VICTIM/OFFENDER RELATIONSHIP**

VICTIM/OFFENDER LINK is used only to link individual person victims to offenders who victimized them. Therefore, if the victim is not an individual, all occurrences of VICTIM/OFFENDER LINK must be reported as Not Applicable and each corresponding VICTIM/OFFENDER RELATIONSHIP also must be Not Applicable.

When fewer than 10 offenders are involved in the victimization of an individual victim, Not Applicable fills the unused occurrences of VICTIM/OFFENDER LINK and VICTIM/OFFENDER RELATIONSHIP.

EXAMPLE: A man robs a bank of \$1700. Since the victim was a financial institution, not a person, there is no link. Both the VICTIM/OFFENDER LINK and the VICTIM/OFFENDER RELATIONSHIP should be reported as Not Applicable.

See Data Elements #46 VICTIM/OFFENDER LINK and #47 VICTIM/OFFENDER RELATIONSHIP.

502 **VICTIM/OFFENDER LINK of Unknown in first occurrence requires a VICTIM/OFFENDER RELATIONSHIP of Unknown first occurrence and Not Applicable in all successive occurrences**

When the first occurrence of VICTIM/OFFENDER LINK is Unknown, it is not possible to have a known VICTIM/OFFENDER RELATIONSHIP, and the latter must be reported as Unknown. This occurs only when the original OFFENDER NUMBER was reported as Unknown because there were no witnesses or suspects. After the initial reporting of Unknown for both fields, no links or relationships for the victim may follow. All subsequent occurrences of both VICTIM/OFFENDER LINK and VICTIM/OFFENDER RELATIONSHIP must be Not Applicable.

See Data Elements #46 VICTIM/OFFENDER LINK and #47 VICTIM/OFFENDER RELATIONSHIP.

NO. **ERROR MESSAGE AND EXPLANATION**

504 **LEVEL OF INJURY is required for all victims identified as person victims in VICTIM TYPE**

If a victim is reported with a VICTIM TYPE of Individual, Law Enforcement Officer, or Firefighter, the corresponding LEVEL OF INJURY must not be reported as Not Applicable. The LEVEL OF INJURY choices are:

Dead
Appeared To Be Seriously Injured
Appeared To Be Physically Injured, But Not Seriously
Not Injured

Use of Not Reported and Unknown should be avoided if possible.

See Data Element #48 LEVEL OF INJURY.

505 **LEVEL OF INJURY must be completed for every victim regardless of Victim Type**

Every incident requires an offense, a victim, and an offender. No matter what VICTIM TYPE is reported, each of the related victim fields must have a valid data choice entered.

When the type of victim *is not* a person, Not Applicable must be entered in all of the fields other than VICTIM TYPE, VICTIM NUMBER, VICTIM/OFFENSE LINK, and VICTIM/OFFENDER LINK.

EXAMPLE: An incident report is taken concerning a business that had suffered a burglary by an unknown offender. The incident would have an entry for victim type, a victim number, a link between victim (business) and offense (burglary), and a link between victim (business) and offender (unknown). Since the other descriptors of the victim (such as age, race, and residence status) do not apply to a business, these would be filled in with Not Applicable. The important thing is to leave none of the victim fields, including LEVEL OF INJURY, blank.

Use of Not Reported or Unknown is allowed by the NYSIBR edits. However, their use should be avoided because they indicate default entries rather than affirmative ones and contribute unnecessarily to high proportions of Unknowns and Not Reporteds in the agency's IBR reporting. The use of Not Applicable is the most appropriate because it specifically recognizes that the victim is not a person and that such descriptors as age and injury level are not relevant in this incident.

When the type of victim is a person (Individual – Firefighter – Law Enforcement Officer), LEVEL OF INJURY must be filled in with one of the valid choices *other than* Not Applicable, as explained in **error message 504 above**.

See Data Elements #40 VICTIM TYPE, #48 LEVEL OF INJURY, and #38 - #50 for all the victim descriptors.

NO. **ERROR MESSAGE AND EXPLANATION**

506 **TYPE OF INJURY for a person victim must contain an injury type other than Not Applicable in the first occurrence**

The TYPE OF INJURY field pertains only to physical bodily injuries suffered by person victims. If a victim is reported with a VICTIM TYPE of Individual, Law Enforcement Officer, or Firefighter, the first corresponding TYPE OF INJURY must not be reported as Not Applicable. The TYPE OF INJURY choices are:

- None
- Apparent Broken Bones
- Possible Internal Injury
- Severe Laceration
- Loss of teeth
- Unconsciousness
- Other Major Injury
- Apparent Minor Injury

Use of Not Reported and Unknown should be avoided if possible. If the victim died, the field should be used to report the apparent cause of death, such as Severe Laceration.

If no apparent physical injuries to the victim as a result of the crime were observed by the officers or reported by the victim or witnesses, the first occurrence of TYPE OF INJURY should be reported as None. The remaining four occurrences of the field should be reported as Not Applicable.

EXAMPLE: The offender assaulted the victim with a tire iron, breaking the victim's arm and opening up a cut about three inches long and one inch deep on his back. The first occurrence of TYPE OF INJURY should be Apparent Broken Bones, the second occurrence should be Severe Laceration, and the remaining three occurrences reported as Not Applicable.

See Data Elements #40 VICTIM TYPE and #49 TYPE OF INJURY.

507 **TYPE OF INJURY must be completed for every victim regardless of Victim Type**

Every incident requires at least one victim. Not matter what VICTIM TYPE is reported, all of the victim fields corresponding to that victim require that data be entered. When the victim type is not one of those categories representing an individual person, Not Applicable must be entered in all of the victim fields other than VICTIM TYPE, VICTIM NUMBER, VICTIM/OFFENSE LINK, and VICTIM/OFFENDER LINK. Leave none of the victim fields blank.

Use of Not Reported or Unknown is allowed by the NYSIBR edits. However, their use should be avoided because they indicate default entries rather than affirmative ones and contribute unnecessarily to high proportions of Unknowns and Not Reported in the agency's IBR reporting. The use of Not Applicable is the most appropriate because it specifically recognizes that the victim, for example Society/Public, is not a person and that such descriptors as age and type of injury are not relevant in this incident.

When the type of victim is a person (Individual, Firefighter, or Law Enforcement Officer), TYPE OF INJURY must be filled in with one of the valid choices *other than* Not Applicable, as explained in **error message 506 above**.

See Data Elements #40 VICTIM TYPE and #49 TYPE OF INJURY, and #38 - #50 for all the victim descriptors.

NO. **ERROR MESSAGE AND EXPLANATION**

508 **Use valid TYPE OF INJURY in second through fifth occurrences, or Not Applicable**

The TYPE OF INJURY field pertains only to physical bodily injuries suffered by person victims. If a victim is reported with a VICTIM TYPE of Individual, Law Enforcement Officer, or Firefighter, the second and successive TYPE OF INJURY fields must not be reported as None, Not Reported or Unknown. The choices are:

- Apparent Broken Bones
- Possible Internal Injury
- Severe Laceration
- Loss of teeth
- Unconsciousness
- Other Major Injury
- Apparent Minor Injury
- Not Applicable

If only one apparent physical injury to the victim as a result of the crime were observed by the officers or reported by the victim or witnesses, the second through fifth occurrences of TYPE OF INJURY should be reported as Not Applicable.

See Data Elements #40 VICTIM TYPE and #49 TYPE OF INJURY.

510 **TYPE OF INJURY cannot have duplicate occurrences of same type except for Not Applicable**

When completing the five occurrences of the TYPE OF INJURY field, each of them must be a unique valid entry. With the exception of Not Applicable, no two may be the same.

EXAMPLE: Two men picked a fight with a third man outside a bar. The third man received several cuts from the knife used by one of the first two. Enter one occurrence of Severe Laceration in TYPE OF INJURY, even though the victim sustained many cuts. It is the type of injury, not the number of injuries, that is entered. Fill the remaining occurrences with Not Applicable.

See Data Element #49 TYPE OF INJURY.

512 **VICTIM MEDICAL TREATMENT is required for all victims identified as person victims in VICTIM TYPE**

If a victim is reported with a VICTIM TYPE of Individual, Law Enforcement Officer, or Firefighter, the corresponding VICTIM MEDICAL TREATMENT may not be reported as Not Applicable. The VICTIM MEDICAL TREATMENT choices are:

- Hospitalized
- Treated and Released
- Refused Treatment
- Not Treated
- Treated at Scene

Use of Not Indicated in Report and Unknown should be avoided if possible. If the victim died, the field should be used to report the level of any treatment rendered to the deceased.

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

See Data Elements #40 VICTIM TYPE and #50 VICTIM MEDICAL TREATMENT.

NO. **ERROR MESSAGE AND EXPLANATION**

513 **VICTIM MEDICAL TREATMENT must be completed for every victim regardless of Victim Type**

Every incident requires at least one victim. Not matter what VICTIM TYPE is reported, all of the victim fields corresponding to that victim require that data be entered. When the victim type is not one of those categories representing an individual person, all of the victim fields other than VICTIM TYPE, VICTIM NUMBER, VICTIM/OFFENSE LINK, and VICTIM/OFFENDER LINK must contain Not Applicable. Leave none of the victim fields blank, including VICTIM MEDICAL TREATMENT.

Use of Not Reported or Unknown is allowed by the NYSIBR edits. However, their use should be avoided because they indicate default entries rather than affirmative ones and contribute unnecessarily to high proportions of Unknowns and Not Reporteds in the agency's IBR reporting. The use of Not Applicable is the most appropriate because it specifically recognizes that the victim, for example Society/Public, is not a person and that such descriptors as age and type of injury are not relevant.

When the type of victim is a person (Individual – Firefighter – Law Enforcement Officer), VICTIM MEDICAL TREATMENT must be filled in with one of the valid choices *other than* Not Applicable, as explained in **error message 512 above**.

See Data Elements #40 VICTIM TYPE and #50 VICTIM MEDICAL TREATMENT, and #38 - #50 for all the victim descriptors.

514 **ARRESTEE NUMBER must be numeric in range of 01 to 99**

Each arrestee in an incident is to be assigned a unique number from 01 to 99. A separate Arrestee Segment containing Data Elements #51 through #65 is to be submitted for each numbered arrestee. Agency software should automatically assign and count the number of arrestee screens entered. If no arrestee, do NOT submit this segment.

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

See Data Element #51 ARRESTEE NUMBER.

516 **AGENCY ARREST NUMBER must be left-justified**

The AGENCY ARREST NUMBER uniquely identifies the case transaction number which the agency has assigned to an arrest. The number must be 12 or fewer characters long to fit into the 12- position alpha-numeric field. If the number takes up less than 12 positions, it must be entered from left to right (left justified) and the unused positions on the right left blank.

The number entered may be either the INCIDENT NUMBER of the previously reported incident or a separate arrest transaction number. Both NYSIBR and the FBI both accept any contributor-defined, 12-character transaction number. However, if the local agency wishes also to be compatible with DCJS' Computerized Criminal History System (CCH), it should limit the number to 8 alpha-numeric characters. In this case, the final four positions on the right of the field will remain blank.

Whenever one or more arrests is reported, a separate Arrestee Segment containing Data Elements #51 through #65 is to be completed for each numbered arrestee. The AGENCY ARREST NUMBER must have a valid number entered. It may not be blank and may not contain any embedded blanks within the number assigned.

See Data Elements #2 INCIDENT/ COMPLAINT NUMBER and #52 AGENCY ARREST NUMBER.

NO. ERROR MESSAGE AND EXPLANATION

518 AGENCY ARREST NUMBER cannot be all blanks or have embedded blanks

The AGENCY ARREST NUMBER uniquely identifies the case transaction number which the agency has assigned to an arrest. Whenever one or more arrests is reported, a separate Arrestee Segment containing Data Elements #51 through #65 is to be completed for each numbered arrestee.

The AGENCY ARREST NUMBER must have a valid number entered. It may not be all blanks and may not contain any embedded blanks within the number assigned. The only blanks allowed are those used as right-fill after a number of fewer than 12 characters.

See Data Elements #2 INCIDENT/ COMPLAINT NUMBER and #52 AGENCY ARREST NUMBER.

520 Use allowed characters for AGENCY ARREST NUMBER: A-Z, 0-9, hyphens, blank right-fill

The AGENCY ARREST NUMBER uniquely identifies the case transaction number which the agency has assigned to an arrest. Whenever one or more arrests is reported, a separate Arrestee Segment containing Data Elements #51 through #65 is to be completed for each numbered arrestee.

The AGENCY ARREST NUMBER must be some combination of the following characters only: letters A-Z, numbers 0-9, or a hyphen. The only blanks allowed are those used as right-fill after a number of fewer than 12 characters.

See Data Element #52 AGENCY ARREST NUMBER.

522 CRIMINAL JUSTICE TRACKING NUMBER (CJTN) must be a valid DCJS number, or Not Applicable

The CRIMINAL JUSTICE TRACKING NUMBER is assigned to or pre-printed on a particular arrest fingerprint card. It is used to identify the arrestee and add the arrest on the defendant's New York State Criminal History. The number was formerly known as the Court Control Number, Offender Based Tracking System (OBTS) Number, or 501 Number.

The CJTN is mandatory for an Arrestee charged with a fingerprintable offense. It is a 9-character alphanumeric field consisting of 8 numeric digits followed by an valid alpha check digit. If the arrestee is not charged with a fingerprintable offense, enter Not Applicable/Non-printable offense.

See Data Element #53 CJTN NUMBER.

524 NYSID NUMBER must be a valid DCJS number, or Unknown

The NYSID NUMBER is assigned to individual offender and the events on his/her New York State Criminal History. If the Arrestee has a known NYSID NUMBER, it must be entered. It is an 8-character alphanumeric field consisting of 7 numeric digits followed by an alpha check digit. Newer NYSIDs have 8 numbers and no room for a check digit. If the Arrestee does not have a New York State Criminal History or the number is not yet known, enter Unknown.

See Data Element #54 NYSID NUMBER.

NO. **ERROR MESSAGE AND EXPLANATION**
525 **ARREST DATE must be formatted as YYYYMMDD**

ARREST DATE is the year, month, and day when the subject was arrested. It is mandatory and must be entered as a valid calendar date, correctly formatted as YYYYMMDD.

YYYY	Four-digit year, e.g.,	2008
MM	Two-digit month, e.g.,	05
DD	Two-digit day, e.g.,	30

This ARREST DATE of May 30, 2008, would appear as 20080530.

See Data Element #55 ARREST DATE.

526 **ARREST DATE must be on or after IBR start-up date**

ARREST DATE is the year, month, and day when the subject was arrested. It must be on or after the start-up date for IBR submission by the local agency in order to be processed by the NYSIBR system and added to the state database. It must be entered as a valid calendar date and correctly formatted as YYYYMMDD.

See Data Element #55 ARREST DATE.

528 **ARREST DATE cannot be later than FILE CREATION DATE**

ARREST DATE is the year, month, and day when the subject was arrested. It must be prior to the FILE CREATION DATE, which is the date that the NYSIBR monthly file is created for submission to DCJS.

See Data Element #55 ARREST DATE and Transmission Data Element #TD3 FILE CREATION DATE.

530 **ARREST TYPE must contain a valid choice**

If more than one ARREST TYPE applies in an incident, report the one that best summarizes the reason for arrest. As a general rule, this should be the type that initiated the arrest. The ARREST TYPE choices are:

- Complaint
- Crime in Progress
- Court Summons
- Order of Protection
- Other
- Unknown

See Data Element #55 ARREST TYPE.

NO. **ERROR MESSAGE AND EXPLANATION**
532 **ARREST STATUS must contain a valid choice**

Enter the type of release from physical custody for an arrestee. If more than one ARREST STATUS applies in an incident, report the one that best summarizes the reason for arrest. As a general rule, this should be the type that initiated the release. The ARREST STATUS choices are:

- Held
- Appearance Ticket
- ROR
- Cash Bail
- Bail Bond
- Police Bail
- Released to Third Party

Use of Not Reported and Unknown should be avoided if possible.

See Data Element #57 ARREST STATUS.

534 **JUVENILE RELEASE STATUS must contain a valid choice**

In order to comply with national crime reporting standards, “juveniles” are defined as young people under 18. DCJS forwards data on arrests of young people under 18 to the FBI, thus remaining compatible with other states in the national crime reporting program. However, under New York law, “juveniles” are defined as young people under 16. The JUVENILE RELEASE STATUS choices accommodate these age differences for crime reporting purposes.

Every arrest of a juvenile (under 18) must be accounted for by choosing the relevant code for the immediate outcome of the arrest. Adult arrest segments must include this field, as well. Only four choices are possible:

- H Handled Within Department (e.g., released to parents, released with warning)
- R Referred to Criminal Court, Family Court, or Probation Intake
- D Diverted to Counseling or Treatment Program
- X Not Applicable (arrestee is 16 years old or older)

The Not Applicable choice is to be used only when the arrestee is an adult under New York law.

The Handled Within Department and Diverted to Counseling or Treatment choices may be used when the law enforcement agency, for example, arranges with the parents in a shoplifting case to pay for store merchandise stolen or damaged, or arranges for anger management class in another case, or assigns the arrestee to group counseling. These choices allow for the potentially wide range of non-court, non-intake arrest outcomes which may be available locally.

The Referred to Criminal Court, Family Court, or Probation Intake choice is to be used for those young people accused of the more serious crimes, whose cases may involve formal charges.

See Data Elements #58 JUVENILE RELEASE STATUS and #61 ARRESTEE AGE.

536 **ARRESTEE AGE of under 16 requires JUVENILE RELEASE STATUS**

If ARRESTEE AGE is under 16, the JUVENILE RELEASE STATUS is required and must be one of the following:

- D Diverted to Counseling or Treatment Program
- H Handled Within Department
- R Referred to Criminal Court/Family Court, or Probation Intake.

See Data Elements #58 JUVENILE RELEASE STATUS and # 61 ARRESTEE AGE.

NO. **ERROR MESSAGE AND EXPLANATION**

538 **ARRESTEE AGE of over 17 requires a JUVENILE RELEASE STATUS of Not Applicable**

If ARRESTEE AGE is greater than 17, the JUVENILE RELEASE STATUS must be Not Applicable because persons aged 18 and up are not juveniles.

See Data Elements #58 JUVENILE RELEASE STATUS # 61 ARRESTEE AGE.

540 **MULTIPLE CLEARANCE INDICATOR must contain a valid choice**

This data element is used to indicate whether the apprehension of the arrestee resulted in the clearance of more than one previously reported incident within the agency's jurisdiction.

If more than one incident, it is important to indicate that only one arrestee was responsible for multiple clearances. This is done by entering M for Multiple into all but one of the Arrestee Segments involved and C for Count Arrestee into the remaining Arrestee Segment.

If the arrest did not result in multiple clearances, enter N for Not Applicable.

See Data Element # 59 MULTIPLE CLEARANCE INDICATOR.

542 **First occurrence of ARRESTEE WEAPONS must contain a valid Weapon Type, Not Applicable, Not Reported, or Unknown**

ARRESTEE WEAPONS is used to indicate that the arrestee was armed with some type of weapon; it is not a count of the number of weapons in the subject's possession. Record the weapon type(s) used in resisting arrest or at any other time when apprehended.

If any weapon is found with the arrestee, enter the most appropriate descriptive choice from the 19 types listed under ARRESTEE WEAPONS into the first occurrence of the field. If no weapon was present, enter Not Applicable. Use of Not Reported and Unknown should be avoided unless necessary in the first entry.

See Data Element # 60 ARRESTEE WEAPONS.

544 **Second occurrence of ARRESTEE WEAPONS may contain only valid Weapon Types or Not Applicable**

ARRESTEE WEAPONS is used to indicate that the arrestee was armed with some type of weapon; it is not a count of the number of weapons in the subject's possession. Record the weapon type(s) used in resisting arrest or at any other time when apprehended.

If only one weapon was found, enter Not Applicable in the second occurrence. If two different weapon types were found with the arrestee, enter the most appropriate descriptive choices for each from the 19 types listed under ARRESTEE WEAPONS in the two occurrences of the field.

If two weapons of the same type were found, they must not be entered twice: enter only one type. A maximum of two weapon types can be listed. Not Reported and Unknown may not be used for the second entry.

See Data Element # 60 ARRESTEE WEAPONS.

NO. ERROR MESSAGE AND EXPLANATION

546 Unique weapon types are required in the two occurrences of ARRESTEE WEAPONS

Each entry must be unique; duplicates of types are not allowed. Two weapons of the same kind should be entered as a single weapon type. If two different weapon types were found with the arrestee, enter the most appropriate descriptive choices from the 19 types listed under ARRESTEE WEAPONS in the two occurrences of the field. A maximum of two weapon types can be listed. Not Reported and Unknown may not be used for the second entry.

See Data Element #60 ARRESTEE WEAPONS.

548 Second occurrence of ARRESTEE WEAPONS must be Not Applicable

If the first occurrence of ARRESTEE WEAPONS is reported as Not Applicable, Not Reported, or Unknown, the second occurrence must be entered as Not Applicable.

Confirm the actual circumstances and correct the entries. If the second occurrence contains a valid weapon type that was found on the arrestee, the weapon type must be entered into the first occurrence. If no weapon was found, the second occurrence should be changed to None/Not Applicable.

See Data Element #60 ARRESTEE WEAPONS.

550 ARRESTEE AGE must be numeric in range of 01 to 99

ARRESTEE AGE requires an exact age, not an age range, to be entered. If uncertain, enter best guess.

Acceptable values are:

01-98	Exact age in years
99	Over 98 years old

EXAMPLE: The arrestee refused to give his date of birth, but appeared to be 35 to 40 years old. The reporting agency entered 38 as his age, as an estimate. The record should be updated when the exact age becomes known.

See Data Element #61 ARRESTEE AGE.

552 ARRESTEE SEX must be Male or Female

See Data Element #62 ARRESTEE SEX.

554 ARRESTEE RACE requires valid race

Acceptable values are:

W	White
B	Black
I	American Indian/Alaskan Native
A	Asian/Pacific Islander
R	Not Reported
U	Unknown

If race is in doubt and arrestee refuses to provide his/her race, the entry should be Unknown.

See Data Element #63 ARRESTEE RACE.

NO. **ERROR MESSAGE AND EXPLANATION**
556 **ARRESTEE ETHNIC ORIGIN requires a valid ethnicity**

Ethnicity is not the same as race. For purposes of crime reporting, ethnicity is defined only in terms of Hispanic and Not Hispanic. It is possible to be a White Hispanic or a White Non-Hispanic, for example. If the arrestee refuses to respond to this question, enter Unknown.

Acceptable values are:

H	Hispanic Origin
N	Not of Hispanic Origin
R	Not Reported
U	Unknown

See Data Element #64 ARRESTEE ETHNIC ORIGIN.

558 **ARRESTEE RESIDENCE STATUS requires a valid residence status**

Acceptable values are:

R	Resident
N	Nonresident
F	Foreign Nonresident
U	Unknown

Law enforcement agencies should base their determinations of arrestee residency on the town, city, or community where the crime occurred rather than the agency's broader geographical jurisdictions.

EXAMPLE 1: A crime occurred in Locke, NY. The Cayuga County Sheriff arrested the accused at his home in Kelloggsville in the same county. The residency code would be reported as Nonresident, even though both towns are in the jurisdiction of the sheriff.

EXAMPLE 2: A crime occurred in White Plains, NY, and the arrestee maintained his residence in that city. The entry would be Resident.

See Data Element #65 ARRESTEE RESIDENCE STATUS.

560 **ARRESTEE/CHARGE LINK must be numeric in range of 01 to 99**

For each arrestee reported there must also be at least one ARREST CHARGE reported. The charge(s) must be linked to the arrestee(s) by entering the ARRESTEE NUMBER in the ARRESTEE/CHARGE LINK field associated with each crime charged.

Both the number and link are formatted as 2-character numeric fields. Since there can be up to 99 arrestees reported, the numbers that are valid for use in the ARRESTEE/CHARGE LINK field are 01 through 99.

See Data Elements #51 ARRESTEE NUMBER and #66 ARRESTEE/CHARGE LINK.

NO. **ERROR MESSAGE AND EXPLANATION**
562 **ARREST CHARGE is not a valid NYS Law**

All police Record Management Systems (RMS) used by NYSIBR agencies must contain the DCJS Coded Law File. The local agency is responsible for maintaining its system copy of the law file. Make sure that the current files are properly loaded into your system. The latest NYS Coded Law File is available on the DCJS Website at:
<http://www.criminaljustice.ny.gov/crimnet/clf/rel-db/rel-db.htm>.

Confirm that the correct charge was entered into ARREST CHARGE. Every NYSIBR agency RMS known to DCJS provides a pull-down menu of criminal offenses that may be charged based on the NYS Coded Law File and normally doesn't require the manual data entry of the coded field itself. If the correct charge was entered and the error still occurs, the agency can check the codes in the monthly submission file. A review of the field that returns this error should show the first 21 characters of ARREST CHARGE as an exact match with an offense code from the current DCJS Coded Law File. The coding structure of the field is explained under ARREST CHARGE. The 22nd and final character of the field is the "Attempt Indicator" (See error message 564 below). For further help, contact the RMS vendor or call DCJS.

See Data Element #67 ARREST CHARGE.

564 **The Attempt Indicator following the NYS Law code in the ARREST CHARGE must be C for Completed or A for Attempted**

The 22nd and final character of Data Element #67 ARREST CHARGE is the ATTEMPT INDICATOR. If the offense entered in the first 21 characters was completed, it must be filled with a "C." If the offense was attempted but not completed, an "A" should be entered. Most systems show this as a separate field on computer screens and place the character into the last position of the field when creating the monthly submission file.

See Data Element #67 ARREST CHARGE.

566 **ARREST CHARGE cannot be Justifiable Homicide**

Justifiable homicide is not a valid ARREST CHARGE. If a justifiable homicide occurs in the context of a criminal incident, it is to be reported as a separate incident without an arrest. It must not be reported as part of the crime that was being committed when the justifiable homicide took place. Therefore, justifiable homicide cases involve recording two incidents rather than one.

See Data Elements #20 JUSTIFIABLE HOMICIDE CIRCUMSTANCES and #67 ARREST CHARGE.

568 **ARREST LARCENY TYPE requires a valid larceny type**

If an arrestee is charged with a larceny offense, ARREST LARCENY TYPE must contain a matching valid larceny type selection. The classification choices below are necessary because the NYS Penal Law identifies the offense as a larceny but does not indicate detail about the *type* of larceny.

ARREST LARCENY TYPE choices are:

- Pocket-picking
- Purse-snatching
- Shoplifting
- Theft From Building
- Theft From Coin-Operated Machine or Device
- Theft From Motor Vehicle
- Theft of Motor Vehicle Parts or Accessories
- Theft From Mailbox
- All Other Larcenies
- Motor Vehicle Theft

NO. ERROR MESSAGE AND EXPLANATION

If no larceny was involved, check that the correct offense was reported and use Not Applicable in this field. Use of Not Reported and Unknown should be minimized.

EXAMPLE: The arrestee is charged with stealing new motor vehicle license plates from the victim's mailbox. Report the larceny type as Theft from Mailbox.

See Data Elements #67 ARREST CHARGE and #68 ARREST LARCENY TYPE.

570 ARREST LARCENY TYPE must have corresponding larceny offense in ARREST CHARGE field

If the ARREST LARCENY TYPE field contains one of the following valid larceny type selections –

- Pocket-picking
- Purse-snatching
- Shoplifting
- Theft From Building
- Theft From Coin-Operated Machine or Device
- Theft From Motor Vehicle
- Theft of Motor Vehicle Parts or Accessories
- Theft From Mailbox
- All Other Larcenies
- Motor Vehicle Theft

– the corresponding ARREST CHARGE field must contain a matching larceny offense. If no larceny was involved, check that the correct offense was reported and change the ARREST LARCENY TYPE to Not Applicable.

See Data Elements #68 ARREST LARCENY TYPE and #67 ARREST CHARGE.

572 ARREST CHARGE is a larceny and requires a valid ARREST LARCENY TYPE

If the ARREST CHARGE field contains a valid larceny offense, the corresponding ARREST LARCENY TYPE field must contain a matching valid larceny type. The larceny type field cannot be submitted as Not Applicable for a larceny offense. Use of Not Reported and Unknown should be avoided.

See Data Elements #68 ARREST LARCENY TYPE and #67 ARREST CHARGE.

574 Incident submitted as Initial Time Window, Update Time Window, or Delete requires valid TIME WINDOW TYPE

NYSIBR can process an incident that occurred prior to the local agency's IBR start-up date only if the agency reports it as an Initial Submission of an Inactive Incident (also known as a Time Window Submission), an Update to an Inactive Incident (also known as a Time Window Update), or a Delete of an Inactive Incident. These actions may be submitted only when specific changes have occurred in a previously inactive case, and a very limited amount of information may be submitted. The type of change being made must be reported in the TIME WINDOW TYPE field using one of the following valid choices:

- Exceptional Clearance Only
- Recovered Property Only
- Arrest Only
- Exceptional Clearance with Recovered Property
- Arrest with Recovered Property

See Transmission Data Element: TD#6 TIME WINDOW TYPE.

NO. ERROR MESSAGE AND EXPLANATION

576 The first occurrence of INCIDENT/COMPLAINT OFFENSE in a Time Window incident must contain a valid NYS Law

Make sure that the charge is entered correctly and that your coded law file is up to date. The latest NYS Coded Law File is available on the DCJS website at: <http://www.criminaljustice.ny.gov/crimnet/clf/rel-db/rel-db.htm>.

The first 21 characters of an occurrence of INCIDENT/COMPLAINT OFFENSE must be an exact match with the DCJS Coded Law File.

See Data Element #13 INCIDENT/COMPLAINT OFFENSE.

577 The first occurrence of INCIDENT/COMPLAINT OFFENSE in a Time Window incident must include the Completed or Attempted indicator

If the first occurrence of an INCIDENT/COMPLAINT OFFENSE contains a valid NYS law, the 22nd character must be C for completed or A for attempted.

See Data Element #13 INCIDENT/COMPLAINT OFFENSE.

578 The first occurrence of INCIDENT LARCENY TYPE in a Time Window incident must contain a valid larceny type choice

If a larceny offense was reported in the first occurrence of INCIDENT/COMPLAINT OFFENSE, the corresponding occurrence of the INCIDENT LARCENY TYPE field must contain a matching larceny type selection. The only type which may not be used in a Time Window is Motor Vehicle Theft.

If no larceny was involved, check that the correct offense was reported and use Not Applicable in this field. Use of Not Reported and Unknown should be minimized.

See Data Elements #13 INCIDENT/COMPLAINT OFFENSE and #14 INCIDENT LARCENY TYPE.

580 Multiple occurrences of INCIDENT/COMPLAINT OFFENSE in a Time Window incident must either contain valid NYS laws or be blank

Make sure that the charge is entered correctly and that your coded law file is up to date. The latest NYS Coded Law File is available on the DCJS website at: <http://www.criminaljustice.ny.gov/crimnet/clf/rel-db/rel-db.htm>.

The first 21 characters of each occurrence of INCIDENT/COMPLAINT OFFENSE must be an exact 21-character match with an offense in the DCJS Coded Law File. The first occurrence must always contain a valid NYS law. The second and each succeeding offense, if any, must also match laws on the file. Once an occurrence has been left blank, no further laws may be entered, and all remaining occurrences must be blank.

See Data Element #13 INCIDENT/COMPLAINT OFFENSE.

581 Multiple occurrences of INCIDENT/COMPLAINT OFFENSE in a Time Window incident must include the Completed or Attempted indicator

Multiple occurrences of INCIDENT/COMPLAINT OFFENSE containing NYS Laws must include the 22nd character with each occurrence. It must be C for completed or A for Attempted.

See Data Element #13 INCIDENT/COMPLAINT OFFENSE.

NO. ERROR MESSAGE AND EXPLANATION

582 Multiple occurrences of INCIDENT LARCENY TYPE in a Time Window incident must contain a valid larceny type

If a larceny offense was reported in any of the second through tenth occurrences of INCIDENT/ COMPLAINT OFFENSE, the corresponding INCIDENT LARCENY TYPE must contain a matching larceny type selection. The only larceny type which may not be used in a Time Window is Motor Vehicle Theft.

If no larceny was involved in an occurrence, confirm that the correct offense was reported and use Not Applicable in INCIDENT LARCENY TYPE. Not Reported and Unknown must not be used. If an occurrence of INCIDENT/COMPLAINT OFFENSE has been left blank, the corresponding INCIDENT LARCENY TYPE also must be blank.

See Data Elements #13 INCIDENT/COMPLAINT OFFENSE and #14 INCIDENT LARCENY TYPE.

584 Recovered property TIME WINDOW TYPE requires at least one completed Drug, Gambling, Kidnapping, or Crime Against Property in INCIDENT/COMPLAINT OFFENSE

If an incident submitted as a Time Window has a TIME WINDOW TYPE of Recovered Property Only, Exceptional Clearance with Recovered Property, or Arrest with Recovered Property, it must have at least one completed occurrence of one of the following offenses in INCIDENT/COMPLAINT OFFENSE:

Drug/Narcotic Offenses

Drug/Narcotic Violations
Drug Equipment Violations

Gambling Offenses

Betting/Wagering
Operating/Promoting/assisting Gambling
Gambling Equipment Violations
Sports Tampering

Kidnapping/Abduction

Any Crime against Property

See Transmission Data Element TD#6 TIME WINDOW TYPE and Data Element #13 INCIDENT/COMPLAINT OFFENSE.

586 An arrest TIME WINDOW TYPE requires a CLEARANCE INDICATOR of either Yes or No

If TIME WINDOW TYPE contains Arrest Only or Arrest with Recovered Property, the CLEARANCE INDICATOR must be Yes (Incident cleared by this arrest) or No (Incident not cleared by this arrest). Not Applicable must not be used.

See Transmission Data Elements TD#6 TIME WINDOW TYPE and TD#7 CLEARANCE INDICATOR.

588 Time Window with a valid Non-arrest TIME WINDOW TYPE requires CLEARANCE INDICATOR of Not Applicable

If the TIME WINDOW TYPE is Exceptional Clearance Only, Recovered Property Only, or Exceptional Clearance with Recovered Property, the CLEARANCE INDICATOR must be Not Applicable since no arrest is being reported.

See Transmission Data Elements TD#6 TIME WINDOW TYPE and TD#7 TIME WINDOW CLEARANCE INDICATOR.

590 Time Window with occurrences of larceny in INCIDENT/COMPLAINT OFFENSE requires a valid larceny classification in each corresponding INCIDENT LARCENY TYPE

NO. ERROR MESSAGE AND EXPLANATION

Initiating, updating, or deleting any larceny offense in a Time Window requires citation of the larceny offense in INCIDENT/COMPLAINT OFFENSE and an accompanying classification of larceny in the corresponding INCIDENT LARCENY TYPE. Larceny type can never be reported as Not Applicable once a larceny is specified in INCIDENT/COMPLAINT OFFENSE.

Valid LARCENY TYPE selections are:

- Pocket-picking
- Purse-snatching
- Shoplifting
- Theft From Building
- Theft From Coin-Operated Machine or Device
- Theft From Motor Vehicle
- Theft of Motor Vehicle Parts or Accessories
- All Other Larcenies

See Data Elements #13 INCIDENT/COMPLAINT OFFENSE and #14 INCIDENT LARCENY TYPE.

592 Time Window with occurrences of larceny types in INCIDENT LARCENY TYPE requires larceny offenses in each corresponding INCIDENT/COMPLAINT OFFENSE

When a larceny type is entered in INCIDENT LARCENY TYPE, a larceny offense is required in the corresponding INCIDENT/COMPLAINT OFFENSE. When no offense is entered, or a non-larceny offense is cited, this error message results. To correct it, enter a valid larceny offense in INCIDENT/COMPLAINT OFFENSE. The following larceny types will trigger this edit error if not matched with a larceny offense:

- Pocket-picking
- Purse-snatching
- Shoplifting
- Theft From Building
- Theft From Coin-Operated Machine or Device
- Theft From Motor Vehicle
- Theft of Motor Vehicle Parts or Accessories
- All Other Larcenies

See Data Elements #13 INCIDENT/COMPLAINT OFFENSE and #14 INCIDENT LARCENY TYPE.

594 Time Window with any valid entries in occurrences two through ten of INCIDENT/ COMPLAINT OFFENSE requires corresponding INCIDENT LARCENY TYPE entries

If a Time Window incident contains any law citation in occurrences two through ten of INCIDENT/COMPLAINT OFFENSE, INCIDENT LARCENY TYPE must also contain an entry. If the offense field is not blank, the corresponding larceny type field must not be blank. If the offense field contains a law citation other than a larceny, INCIDENT LARCENY OFFENSE is Not Applicable.

See Data Element #13 INCIDENT/COMPLAINT OFFENSE and #14 INCIDENT LARCENY TYPE.

596 Time Window with any blank in occurrences two through ten of INCIDENT/ COMPLAINT OFFENSE requires a matching blank in corresponding INCIDENT LARCENY TYPE

See Data Element #13 INCIDENT/COMPLAINT OFFENSE and #14 INCIDENT LARCENY TYPE.

600 Incident contains an invalid SEGACT code; check all segments in incident

NO. ERROR MESSAGE AND EXPLANATION

Every NYSIBR file submitted to DCJS by a local agency is made up of data records extracted from the crime incidents on the agency's Records Management System (RMS). Each file has a beginning record called the "Header Segment" and an ending record called the "Trailer Segment." Between the Header and the Trailer, each incident is made up of other segments containing different types of information. They are Administrative, Offense, Property, Offender, Victim, Arrestee, Arrest Charge, and Time Window segments. The type and number of segments depend on the crime being reported.

In addition to the incident data it contains, each segment repeats the data that identifies the agency, reporting dates, incident, segment type (SEGTYPE), and directions for what is to be done with the incident data by NYSIBR (SEGACT). If error message 600 appears, one of the segments has an invalid SEGACT code, meaning that the directions field has been left blank or contains something other than the choices listed below.

Valid SEGACT codes are:

- I Initial "Active" Incident Submission
- R Replace "Active" Incident Submission
- A Add Arrestee Segment for "Active" Incident
- D Delete Segment
- W Initial "Inactive" Incident Submission (Time Window Submission)
- U Update to "Inactive" Incident Submission (Time Window Update)

These codes are generated by your RMS when creating the monthly file for submission. If the correct choices were data entered and the error message was received, contact the RMS vendor or call DCJS.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Transmission Specifications.

NO. **ERROR MESSAGE AND EXPLANATION**

602 **All segments within an incident must have the same SEGACT code**

Each active incident may contain as many as 7 segment types. Regardless of whether it is the Initial submission, a Replacement, a Delete or an Add Arrestee, it must have an internally consistent SEGACT code.

For example, if it is a replacement incident, all the segments must be coded R, and the incident cannot have an Arrestee Segment coded A for Add Arrestee. A SEGACT of A would be used only when adding an arrestee to a previously submitted active incident.

This error message is generated when one or more segments in an incident have blank or conflicting SEGACT codes. Check for the intended code and for segment consistency with it. These codes are generated by your RMS when creating the monthly file for submission. For further help, contact the RMS vendor or call DCJS.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Transmission Specifications.

604 **An Initial or Replace Active Incident may include only segments containing SEGTYPE codes 1 through 7**

If an incident is either an Initial Active Incident (SEGACT is I) or a Replace Active Incident (SEGACT is R), segment types used may only include SEGTYPE codes 1-7. Codes for Time Window (8), Header (0), and Trailer (9) segments may not be used.

These codes are generated by your RMS when creating the monthly file for submission. If the correct data was entered and SEGTYPE codes are wrong, contact the RMS vendor or call DCJS.

Valid SEGTYPE codes are:

- 1 Administrative Segment
- 2 Offense Segment
- 3 Property Segment
- 4 Offender Segment
- 5 Victim Segment
- 6 Arrestee Segment
- 7 Arrest Charge Segment

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Transmission Specifications.

606 **Add Arrestee submitted for an Active Incident may include only Arrestee and Arrest Charge segments**

An incident submitted to add an arrest to a previously reported incident (SEGACT is A) must contain only Arrestee Segments (SEGTYPE 6) and Arrest Charge Segments (SEGTYPE 7). These codes are generated by your RMS when creating the monthly file for submission. If the correct data was entered but codes are wrong, contact the RMS vendor or call DCJS.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Transmission Specifications.

NO. **ERROR MESSAGE AND EXPLANATION**

608 **Initial or Updating Time Window submissions may include only Administrative, Property, Arrestee, Arrest Charge or Time Window Segments**

An incident submitted as either an Initial Inactive Incident (Time Window) (SEGACT is W) or as an Update Inactive Incident (Time Window Update) (SEGACT is U) may contain only one of these SEGTYPEs:

- 1 Administrative Segment
- 3 Property Segment
- 6 Arrestee Segment
- 7 Arrest Charge Segment
- 8 Time Window Segment

These codes are generated by your RMS when creating the monthly file for submission. If the correct data was entered but codes are wrong contact the RMS vendor or call DCJS.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Transmission Specifications.

610 **When deleting an incident, only a single Administrative Segment or Time Window Segment may be used**

All segments of an active incident are linked to the Administrative segment. It contains all the identifying information for the processing program to find the intended incident. Submitting it with a SEGACT of D will delete the entire incident including all Arrestee and Arrest Charge Segments.

Correspondingly, the Time Window Segment contains similar links for finding all segments of an inactive incident. Submitting it with a SEGACT of D will delete the entire inactive incident. No other segments are needed.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Transmission Specifications.

612 **Initial or Updating Time Window submissions must contain only one Time Window Segment per incident**

An incident submitted as either an Initial Inactive Incident (Time Window) (SEGACT is W) or as an Update Inactive Incident (Time Window Update) (SEGACT is U) must contain one and only one Time Window Segment (SEGTYPE 8).

These codes are generated by your RMS when creating the monthly file for submission. For further help, contact the RMS vendor or call DCJS.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Transmission Specifications.

614 **Initial or Updating Time Window submissions may contain no more than one Property Segment per incident**

An incident submitted as either an Initial Inactive Incident (Time Window) (SEGACT is W) or as an Update Inactive Incident (Time Window Update) (SEGACT is U) may contain one Property Segment (SEGTYPE 3).

These codes are generated by your RMS when creating the monthly file for submission. For further help, contact the RMS vendor or call DCJS.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Transmission Specifications.

NO. ERROR MESSAGE AND EXPLANATION

616 Initial or Updating Time Window submissions may contain no more than one Administrative Segment per incident

An incident submitted as either an Initial Inactive Incident (Time Window) (SEGACT is W) or as an Update Inactive Incident (Time Window Update) (SEGACT is U) may contain one Administrative Segment (SEGTYPE 1).

These codes are generated by your RMS when creating the monthly file for submission. For further help, contact the RMS vendor or call DCJS.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Transmission Specifications.

617 SEGTYPE must be in range of 1 to 8. Check SEGTYPE of all segments in the incident

SEGTYPE codes are used to identify the type of segment being transmitted and to determine if the proper segment sequence has been followed for a particular type of incident submission. Each incident may include SEGTYPE only in the range of 1-8. Active submissions contain only SEGTYPE 1-7, with SEGTYPE 8 reserved for actions involving incidents which occurred and were reported before the agency began NYSIBR participation (Inactive or Time Window incidents). Valid SEGTYPE codes are:

- | | |
|---|------------------------|
| 1 | Administrative Segment |
| 2 | Offense Segment |
| 3 | Property Segment |
| 4 | Offender Segment |
| 5 | Victim Segment |
| 6 | Arrestee Segment |
| 7 | Arrest Charge Segment |
| 8 | Time Window Segment |

These codes are normally generated by your RMS when creating the monthly file for submission. If the correct data was entered but the codes are wrong, contact the RMS vendor or call DCJS.

See Transmission Data Element #TD1 SEGTYPE and Data Transmission Specifications.

618 An Initial or Replace Active Incident must include only one Administrative Segment

If an incident is either an Initial Active Incident (SEGACT is I) or a Replace Active Incident (SEGACT is R), it must contain a single Administrative Segment (SEGTYPE 1).

These codes are normally generated by your RMS when creating the monthly file for submission. For further help, contact the RMS vendor or call DCJS.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Transmission Specifications.

620 An Initial or Replace Active Incident must include at least one Offense Segment

If an incident is either an Initial Active Incident (SEGACT is I) or a Replace Active Incident (SEGACT is R), it must contain a single Offense Segment (SEGTYPE 2). Every active incident submitted must have at least one offense which will generate the Offense Segment. These codes are normally generated by your RMS when creating the monthly file for submission. For further help, contact the RMS vendor or call DCJS.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Transmission Specifications.

NO. ERROR MESSAGE AND EXPLANATION

622 An incident can have no more than 10 Offense Segments

The NYSIBR database is designed to capture a maximum of 10 offenses per incident. If a single incident has more than 10 offenses, choose the 10 most important or most serious offenses to record. Your RMS should limit the number of Offense Segments to ten when entering data. For further help, contact the RMS vendor or call DCJS.

See Transmission Data Elements #TD1 SEGTYPE and Data Transmission Specifications.

624 Duplicate Offense Segments are not allowed; every OFFENSE NUMBER in an incident must be unique

If more than one OFFENSE SEGMENT is present in an incident, each must have a unique OFFENSE NUMBER. These numbers are normally generated by your RMS when creating the monthly file for submission. For further help, contact the RMS vendor or call DCJS.

See Data Element #12 OFFENSE NUMBER.

626 INCIDENT/COMPLAINT OFFENSE and INCIDENT LARCENY TYPE combination is not unique for the incident

Each OFFENSE SEGMENT must contain a unique combination of INCIDENT/ COMPLAINT OFFENSE and INCIDENT LARCENY TYPE. The combination identifies specific offense types. Do not count how many times an offense type occurred in the incident.

EXAMPLE: Young people steal money from vending machines throughout a building. There was more than one larceny from a vending machine, but the incident must contain only one pairing of the same larceny law citation with an INCIDENT LARCENY TYPE of Theft From Coin-Operated Machine.

See Data Elements #13 INCIDENT/COMPLAINT OFFENSE and #14 INCIDENT LARCENY TYPE.

630 Each Property Segment in an incident must have a unique PROPERTY INVOLVEMENT

The Property Segment of an incident must include an entry in PROPERTY INVOLVEMENT which indicates what happened to property involved in the crime. Only one type involvement is allowed in a segment. When more than one segment is present, each of them must have a unique PROPERTY INVOLVEMENT.

EXAMPLE: A thief stole tools from a garage. He then set the garage afire in an attempt to hide the burglary and theft. Police apprehended him and took the thief and his stolen property into custody. There would be three Property Segments in this incident, each with a different PROPERTY INVOLVEMENT:

Stolen/etc.
Burned
Recovered

See Data Element #22 PROPERTY INVOLVEMENT.

632 A maximum of six Property Segments per incident is allowed

Your RMS should limit the number of Property Segments to six when entering data. For further help, contact the RMS vendor or call DCJS.

See Transmission Data Element #TD1 SEGTYPE and Data Transmission Specifications.

NO. **ERROR MESSAGE AND EXPLANATION**

634 **An Initial or Replace Active Incident must include at least one Offender Segment**

If an incident is either an Initial Active Incident (SEGACT is I) or a Replace Active Incident (SEGACT is R), it must contain at least one Offender Segment (SEGTYPE 4). Every active incident submitted must have at least one offender.

If the offender is unknown, it should be entered as such to generate the required segment. The information can be updated later if the identity of the offender is established.

The SEGACT and SEGTYPE codes are normally generated by your RMS when creating the monthly file for submission. If an offender has been reported and these codes are not correct, contact the RMS vendor or call DCJS.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Transmission Specifications.

636 **Duplicate OFFENDER NUMBER in incident is not allowed, each must be unique**

Every incident must include an Offender Segment containing an OFFENDER NUMBER and other identifying information. Normally the agency RMS automatically counts the number of offenders entered and assigns a number from 001 to a maximum of 099.

If more than one offender has been correctly entered and the numbers are not unique, contact the RMS vendor for further help. If the offender is unknown and reported as such, the field should contain 999 until the offender is identified and the incident is updated.

See Data Element #32 OFFENDER NUMBER.

638 **A maximum of 99 OFFENDER SEGMENTS is allowed in an incident**

If your RMS doesn't allow up to 99 offenders or allows greater than 99, contact the RMS vendor for further help.

See Data Element #32 OFFENDER NUMBER.

640 **If OFFENDER NUMBER is Unknown, no other offenders are allowed for the incident**

If incident has an OFFENDER NUMBER 999 for Unknown, no other Offender Segments can be included in the incident. If your RMS allows more than one Unknown offender, contact the RMS vendor for further help.

See Data Element #32 OFFENDER NUMBER.

642 **At least one Victim Segment is required for an Initial Active or Replace Active Incident**

Every incident must have at least one victim reported. Entering the VICTIM NUMBER and identifying data creates the required Victim Segment. That segment contains all the fields required to describe the victim.

See Transmission Data Element #TD1 SEGTYPE and Data Transmission Specifications.

NO. **ERROR MESSAGE AND EXPLANATION**

644 **Duplicate VICTIM NUMBER in incident is not allowed; each must be unique**

Every incident must include at least one Victim Segment containing a VICTIM NUMBER and other identifying information. Normally the agency RMS automatically counts the number of victims entered and assigns a number from 001 to a maximum of 999. A separate Victim Segment must be submitted for each numbered victim. If multiple victims have been correctly entered and the numbers are not unique, contact the RMS vendor for further help.

See Data Element #38 VICTIM NUMBER, Transmission Data Element #TD1 SEGTYPE, and Data Transmission Specifications.

646 **Maximum of 999 Victim Segments per incident**

No more than 999 victims may be included in any one incident. Each of the victims must be assigned a unique victim number from 001 to 999. A separate Victim Segment must be submitted for each numbered victim. No two segments may contain the same VICTIM NUMBER for the incident. Most agency RMS will automatically assign and count the number of victim segments centered.

See Data Element #38 VICTIM NUMBER, Transmission Data Element #TD1 SEGTYPE, and Data Transmission Specifications.

648 **Duplicate ARRESTEE NUMBER in incident is not allowed; each must be unique**

Every Arrestee must have an ARRESTEE NUMBER. If more than one arrestee is reported for an incident, each must be assigned a unique ARRESTEE NUMBER. Normally the agency RMS automatically counts the number of arrestees entered and assigns a number from 01 to a maximum of 99. A separate Arrestee Segment must be submitted for each numbered arrestee. If multiple arrestees have been correctly entered and the numbers are not unique, contact the RMS vendor for further help.

See Data Element #51 ARRESTEE NUMBER, Transmission Data Element #TD1 SEGTYPE, and Data Transmission Specifications.

650 **An INCIDENT CASE STATUS of a Clearance by Exceptional Means does not allow the inclusion of an Arrestee Segment**

If the INCIDENT CASE STATUS was one of the valid Clearance by Exceptional Means choices, no arrests may be reported for the incident and no Arrestee Segments may be present. In order to clear an offense by exceptional means, all of the following four conditions must be met:

- the investigation must have established the identity of at least one offender;
- sufficient probable cause must have been developed to support the arrest, charging, and prosecution of the offender;
- the exact location of the offender must be known so that an arrest could be made; and
- one of the following reasons outside the control of law enforcement prevents the arrest:

Death of offender
Prosecution declined
Extradition denied
Victim refuses to cooperate
No court referral (Juvenile Only).

See Data Element #7 INCIDENT CASE STATUS, Transmission Data Element #TD1 SEGTYPE, and Data Transmission Specifications.

NO. ERROR MESSAGE AND EXPLANATION

652 An INCIDENT CASE STATUS of Clearance by Arrest requires an Arrestee Segment

If the INCIDENT CASE STATUS was either Cleared By Arrest - Adult or Cleared By Arrest - Juvenile, an arrest must be reported for the incident on a valid Arrestee Segment.

The sole exception to this requirement for an arrest occurs when the Segment Action requested in the SEGACT field is Delete Segment (D). This means that a submission to delete a previously existing incident is submitted to DCJS, so no Arrestee Segment will be included.

See Data Element #7 INCIDENT CASE STATUS, Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Transmission Specifications.

653 An INCIDENT CASE STATUS of No Court Referral (Juvenile Only) requires an OFFENDER AGE under 16

If the INCIDENT CASE STATUS was No Court Referral (Juvenile Only), there must be at least one Offender Segment where OFFENDER AGE is under 16, or if age was reported as a range, the truncated average age must be under 16.

See Data Element #7 INCIDENT CASE STATUS, Transmission Data Element #TD1 SEGTYPE, and Data Transmission Specifications.

654 The maximum number of Arrestee Segments allowed is 99

If more than one arrest is reported for an incident, each arrestee must be assigned a unique ARRESTEE NUMBER from 01 to 99. A separate Arrestee Segment must be submitted for each numbered arrestee. Within an incident, no two segments may contain the same ARRESTEE NUMBER. The number of Arrestee Segments that can be attached to any one incident is therefore limited to 99. Most agency RMS will automatically assign and count the number of arrestee segments entered.

See Data Element #51 ARRESTEE NUMBER, Transmission Data Element #TD1 SEGTYPE, and Data Transmission Specifications.

656 Each Arrestee Segment must contain a unique combination of ARREST CHARGE and ARREST LARCENY TYPE

Each Arrestee Segment submitted must contain at least one Arrest Charge Segment. If more than one Arrest Charge segment is reported for an arrestee, each must have a unique combination of the two fields ARREST CHARGE and ARREST LARCENY TYPE.

If a larceny offense is being charged, the ARREST LARCENY TYPE field must contain a valid type of larceny. Larceny type is a classification of types of theft used in crime and arrest reporting, and is not identified by Penal Law citation.

If no larceny offense was involved, check that the correct offense was reported and use Not Applicable in the ARREST LARCENY TYPE field. Use of Not Reported and Unknown should be minimized.

See Data Elements#67 ARREST CHARGE and #68 ARREST LARCENY TYPE, and Data Transmission Specifications.

658 The maximum number of Arrest Charge Segments allowed is 16

The maximum number of Arrest Charge Segments that may be associated with an individual's Arrestee Segment is 16.

See Transmission Data Element #TD1 SEGTYPE, and Data Transmission Specifications.

NO. **ERROR MESSAGE AND EXPLANATION**

660 **ARRESTEE/CHARGE LINK must link the Arrest Charge Segment to the Arrestee Segment last preceding it**

Each Arrestee Segment submitted requires at least one Arrest Charge Segment following it, up to a maximum of 16. Each charge is linked to the last preceding Arrestee Segment by the system. The ARRESTEE NUMBER which was entered into ARRESTEE/CHARGE LINK must also link to the same arrestee to confirm the match and pass this edit.

See Data Elements #51 ARRESTEE NUMBER and #66 ARRESTEE/CHARGE LINK, and Data Transmission Specifications.

662 **Arrestee Segment is missing corresponding Arrest Charge Segment**

Each Arrestee Segment must contain at least one Arrest Charge Segment. Enter the corresponding ARRESTEE NUMBER in the ARRESTEE/CHARGE LINK on the Arrest Charge Segment(s) to link each arrestee to the Arrest Charge Segments that pertain to him or her. This segment must also contain the ARREST CHARGE and ARREST LARCENY TYPE fields.

See Data Elements #51 ARRESTEE NUMBER, #66 ARRESTEE/CHARGE LINK, #67 ARREST CHARGE, and #68 ARREST LARCENY TYPE, and Data Transmission Specifications.

664 **Arrestee Segment must be the first segment when adding an arrestee**

If the agency submission file requests DCJS to add an arrestee (SEGACT is A) to an active incident previously reported, the first segment submitted for the incident must be an Arrestee Segment (SEGTYPE 6. SEGACT is used to inform DCJS processing programs of the desired action to be taken for a particular segment submission.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Transmission Specifications.

666 **SEGTYPEs one through five of an incident must occur in ascending order within that incident**

SEGTYPE codes are used to identify the type of segment being transmitted, to determine if the proper segment submission sequence has been followed for a particular type of incident submission (e.g., an initial submission for an active incident), and to compute the HASH TOTAL used on the Trailer Segment to verify that DCJS has accurately read a local agency file submission. These codes are normally generated by the RMS when creating the monthly file for submission. If the correct data was entered but codes are wrong, contact the RMS vendor or call DCJS.

For additional information, see Transmission Data Elements #TD1 SEGTYPE, #TD2 SEGACT, #TD9 HASH TOTAL, and Data Transmission Specifications.

668 **An Initial or Replace Active Incident requires Arrestee Segments to follow either a Victim Segment or an Arrest Charge Segment**

This error message appears when the segment order in the submitted incident is invalid for either an Initial Active Incident (SEGACT is I) or a Replace Active Incident (SEGACT is R). Both require that all Arrestee Segments (SEGTYPE 6) follow either a Victim Segment (SEGTYPE 5) or an Arrest Charge Segment (SEGTYPE 7).

SEGTYPE codes are used to identify the type of segment being transmitted, to determine if the proper segment submission sequence has been followed for the codes type of incident, and to verify that DCJS has accurately read a local agency file submission. These codes are normally generated by the RMS when creating the monthly file for submission. If the correct data was entered but codes are wrong, contact the RMS vendor or call DCJS.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Transmission Specifications.

NO. **ERROR MESSAGE AND EXPLANATION**

670 **Add Arrestee submission requires that Arrest Charge Segments follow either an Arrestee Segment or another Arrest Charge Segment**

This error message results when the segment order in the incident submitted is invalid. Each Arrest Charge Segment (SEGTYPE 7) to be added to a previously reported incident must follow either an Arrestee Segment (SEGTYPE 6) or another Arrest Charge Segment. These codes are generated by the RMS when creating the monthly file for submission. If the correct data was entered but codes are wrong, contact the RMS vendor or call DCJS.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Transmission Specifications.

672 **Each Arrestee Segment must have an Arrest Charge Segment as the next segment in the incident**

Segment order is invalid for adding an Arrestee. Each Arrestee Segment (SEGTYPE 6) must be followed by an Arrest Charge Segment (SEGTYPE 7) as the next segment in the incident.

See Transmission Data Element #TD1 SEGTYPE and Data Transmission Specifications.

674 **Initial or Updating Time Window requires that the last segment in the incident be Time Window**

An incident submitted as either an Initial Inactive Incident (Time Window) (SEGACT is W) or as an Update Inactive Incident (Time Window Update) (SEGACT is U) requires a Time Window Segment (SEGTYPE 8) as its final segment.

These codes are generated by the RMS when creating the monthly file for submission. If the correct data was entered but codes are wrong or out of order, contact the RMS vendor or DCJS.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Transmission Specifications.

676 **VICTIM/OFFENSE LINK requires an Offense Segment with same OFFENSE NUMBER**

Every occurrence of a VICTIM/OFFENSE LINK must have a corresponding Offense Segment with an OFFENSE NUMBER containing the identical number. Links reported as Not Applicable are the only exception to this rule.

Each victim must be linked to at least one and no more than ten offenses. The first occurrence of the VICTIM/OFFENSE LINK field must be filled with a two-digit OFFENSE NUMBER, from 01 to 75, assigned to an offense perpetrated against the victim. If the number is 1 through 9, be sure to zero-left-fill the field, e.g., 06, 03, 01.

When fewer than 10 offenses are present for the victim, all the unused occurrences following the last offense entered must be coded as Not Applicable.

See Data Elements #12 OFFENSE NUMBER and #39 VICTIM/OFFENSE LINK, and Data Transmission Specifications.

678 **Every Offense Segment present in the incident must be linked through a VICTIM/OFFENSE LINK to at least one Victim Segment**

Every valid Offense Segment must have a corresponding Victim Segment, with a VICTIM/OFFENSE LINK containing a number identical to its OFFENSE NUMBER.

Each victim must be linked to at least one and no more than ten offenses. The first occurrence of the VICTIM/OFFENSE LINK field must be filled with a two-digit OFFENSE NUMBER assigned to an offense perpetrated against the victim. When fewer than 10 offenses are present for the victim, all the unused occurrences following the last offense entered must be coded as Not Applicable.

See Data Elements #12 OFFENSE NUMBER and #39 VICTIM/OFFENSE LINK; Transmission Data Element #TD1 SEGTYPE and Data Transmission Specifications.

NO. **ERROR MESSAGE AND EXPLANATION**
680 **Only one VICTIM TYPE of Society/Public is allowed per incident**

There cannot be more than one Victim Segment containing a VICTIM TYPE of Society/Public in a single incident.

See Data Element #40 VICTIM TYPE, and Data Transmission Specifications.

684 **VICTIM TYPE of Society/Public must be linked only to offenses against society**

A VICTIM TYPE of Society/Public requires that every corresponding offense to which it is linked must have an INCIDENT/COMPLAINT OFFENSE field containing a NYS law citation which falls under one of the following classifications:

Bad checks	Gambling offenses
Curfew/Loitering/Vagrancy	Liquor law violations
Disorderly conduct	Pornography/Obscene material
Driving Under the Influence	Prostitution offenses
Drug/ Narcotic offenses	Trespass of real property
Drunkenness	Weapons law violations
Family offenses, non-violent	

See Data Elements #39 VICTIM/OFFENSE LINK and #40 VICTIM TYPE, and Data Transmission Specifications.

686 **The Offender Segment referenced in VICTIM/OFFENDER LINK must be present**

A VICTIM/OFFENDER LINK must have a corresponding Offender Segment with an OFFENDER NUMBER identical number to the one entered in the link.

See Data Elements #32 OFFENDER NUMBER and #46 VICTIM/OFFENDER LINK.

688 **Time Window Administrative Segment requires INCIDENT CASE STATUS of Clearance by Exceptional Means and valid date in INCIDENT EXCEPTIONAL CLEARANCE DATE**

An Administrative Segment submitted as either an Initial Inactive Incident (Time Window) or as an Update Inactive Incident (Time Window Update) must contain a valid INCIDENT EXCEPTIONAL CLEARANCE DATE and an INCIDENT CASE STATUS containing one of the exceptional clearances:

- Death of offender
- Prosecution declined
- Extradition denied
- Victim refuses to cooperate
- No Court Referral (Juvenile Only)

See Data Elements #7 INCIDENT CASE STATUS and #8 INCIDENT EXCEPTIONAL CLEARANCE DATE, and Data Transmission Specifications.

NO. **ERROR MESSAGE AND EXPLANATION**

690 **Attempted Drug, Gambling, Kidnapping or Non-Burglary Property Crimes require a single Property Segment with PROPERTY INVOLVEMENT of Not Applicable**

If all offenses in an incident are Attempted Crimes Against Property (except for Burglary/Breaking & Entering) or certain other offense types (Gambling, Drug, and Kidnapping/Abduction), the incident must have only one Property Segment and PROPERTY INVOLVEMENT should be Not Applicable. Use of Not Reported and Unknown should be avoided if possible.

See Data Elements #13 INCIDENT/COMPLAINT OFFENSE and #22 PROPERTY INVOLVEMENT.

691 **Attempted Burglary requires PROPERTY INVOLVEMENT of Not Applicable, Destroyed/Damaged/Vandalized, Not Reported, or Unknown**

An attempted burglary incident must have at least one Property Segment with PROPERTY INVOLVEMENT reported as Not Applicable, Destroyed/Damaged/Vandalized, Not Reported, or Unknown. Use of Not Reported and Unknown should be avoided if possible.

See Data Elements #13 INCIDENT/COMPLAINT OFFENSE and #22 PROPERTY INVOLVEMENT.

692 **Completed Drug Equipment offense requires PROPERTY INVOLVEMENT of Not Applicable or Seized**

An incident with a completed Drug Equipment Violations offense must have at least one Property Segment with PROPERTY INVOLVEMENT reported as Not Applicable or Seized.

See Data Elements #13 INCIDENT/COMPLAINT OFFENSE CODE and #22 PROPERTY INVOLVEMENT, and Data Transmission Specifications.

693 **Completed Drug/Narcotic offense requires Seized PROPERTY INVOLVEMENT, Drug PROPERTY TYPE and a valid DRUG TYPE**

A completed Drug/Narcotic Violation incident must have at least one Property Segment with a PROPERTY INVOLVEMENT of Seized; a PROPERTY TYPE of Drugs/Narcotics; and a first DRUG TYPE occurrence of something other than Not Applicable.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #29 DRUG TYPE.

694 **Completed Drug or Gambling offenses require PROPERTY INVOLVEMENT of Seized**

Completed Drug/Narcotic Violation or Gambling Offense incidents must have at least one Property Segment with a PROPERTY INVOLVEMENT of Seized.

See Data Element #22 PROPERTY INVOLVEMENT.

696 **Completed Bad Check offense requires PROPERTY INVOLVEMENT of Counterfeited/Forged, Recovered, Seized, Stolen, Not Reported, or Unknown**

A completed occurrence of Bad Checks must have at least one Property Segment with a PROPERTY INVOLVEMENT of Counterfeited/Forged, Recovered, Seized, Stolen, Not Reported, or Unknown. Use of Not Reported and Unknown should be avoided if possible.

See Data Element #22 PROPERTY INVOLVEMENT.

NO. ERROR MESSAGE AND EXPLANATION

697 Completed Burglary/Breaking and Entering offense requires PROPERTY INVOLVEMENT of Not Applicable, Destroyed/Damaged/Vandalized, Recovered, Stolen, Not Reported, or Unknown

A completed burglary incident must have at least one Property Segment with a PROPERTY INVOLVEMENT of Not Applicable, Destroyed/Damaged/ Vandalized, Recovered, Stolen, Not Reported, or Unknown. Use of Not Reported and Unknown should be avoided if possible.

See Data Element #22 PROPERTY INVOLVEMENT.

698 Completed Kidnapping/Abduction or Bribery offense requires PROPERTY INVOLVEMENT of Not Applicable, Recovered, Stolen, Not Reported, or Unknown

If an INCIDENT/COMPLAINT OFFENSE is a completed Kidnapping/Abduction or Bribery, the incident must have at least one Property Segment with a PROPERTY INVOLVEMENT of Not Applicable, Recovered, Stolen/etc., Not Reported, or Unknown. Use of Not Reported and Unknown should be avoided if possible.

See Data Element #22 PROPERTY INVOLVEMENT.

699 Completed fraud involving Impersonation offense requires PROPERTY INVOLVEMENT of Not Applicable, Recovered, Seized, Stolen, Not Reported, or Unknown

If an INCIDENT/COMPLAINT OFFENSE is a completed Impersonation, the incident must have at least one Property Segment with a PROPERTY INVOLVEMENT of Not Applicable, Recovered, Seized, Stolen/etc., Not Reported, or Unknown. Use of Not Reported and Unknown should be avoided if possible.

See Data Element #22 PROPERTY INVOLVEMENT.

700 Completed Larceny, Fraud, Robbery, Extortion, MV Theft, or Embezzlement requires PROPERTY INVOLVEMENT of either Recovered or Stolen

If an INCIDENT/COMPLAINT OFFENSE is a completed property crime type listed below, the incident must have at least one PROPERTY INVOLVEMENT of Recovered or Stolen/etc.

Larceny/Theft Offenses: Pocket-Picking, Purse-Snatching, Shoplifting,
Theft from Building, Theft from a Coin-Op Machine,
Theft From a Motor Vehicle, Theft of MV Parts or accessories, All Other Larceny

Fraud Offenses: False Pretenses, Swindle or Confidence Games, Credit Card or
ATM Fraud, Welfare Fraud, Wire Fraud

Robbery
Extortion/Blackmail
Motor Vehicle Theft
Embezzlement

See Data Element #22 PROPERTY INVOLVEMENT.

NO. ERROR MESSAGE AND EXPLANATION

702 Completed Arson requires PROPERTY INVOLVEMENT of Burned and a PROPERTY TYPE of Vehicle or Structure

A completed Arson incident must have at least one PROPERTY INVOLVEMENT of Burned and a PROPERTY TYPE chosen from the Vehicle or Structures categories listed below:

Vehicles: Automobiles, Buses, Trucks, Watercraft, Recreational Vehicles,
Other Motor Vehicles

Structures: Structures-Single Occupancy Dwellings, Structures-Other Dwellings,
Structures-Other Commercial/Business, Structures-Other Industrial,
Manufacturing, Structures-Public/Community, Structures-Storage, Structures-Other

See Data Elements #22 PROPERTY INVOLVEMENT and #23 PROPERTY TYPE.

704 Completed Counterfeiting/Forgery requires PROPERTY INVOLVEMENT of Counterfeited/Forged, Recovered or Seized

If an occurrence of INCIDENT/COMPLAINT OFFENSE shows a completed Counterfeiting/Forgery, the incident must have at least one PROPERTY INVOLVEMENT of Counterfeited/Forged, Recovered, or Seized.

See Data Element #22 PROPERTY INVOLVEMENT.

706 Completed Stolen Property Offense requires PROPERTY INVOLVEMENT of Recovered, Seized, or Stolen

If an occurrence of INCIDENT/COMPLAINT OFFENSE shows a completed Possession or Receiving of Stolen Property, the incident must have at least one PROPERTY INVOLVEMENT of Recovered, Seized, or Stolen/etc.

See Data Element #22 PROPERTY INVOLVEMENT.

708 Completed Destruction/Damage/Vandalism of Property requires PROPERTY INVOLVEMENT of either Burned or Destroyed

If an occurrence of INCIDENT/COMPLAINT OFFENSE shows a completed crime of Destruction/Damage/Vandalism of Property, the incident must have at least one PROPERTY INVOLVEMENT of Burned or Destroyed/Damaged/Vandalized.

See Data Element #22 PROPERTY INVOLVEMENT.

NO. **ERROR MESSAGE AND EXPLANATION**

712 **Recovered Property must also be submitted as Stolen. Please read Error 712 explanation to determine method of correcting error**

Normally no property may be reported as recovered which has not been previously reported as stolen. However, several different sets of circumstances can change how it should be reported:

- 1) If the property was stolen and recovered in the same active case and is considered a single incident, both must be reported together. The Property Segment contains a PROPERTY INVOLVEMENT of Recovered and identifies a specific PROPERTY TYPE. It also must be paired with a separate Property Segment which has a PROPERTY INVOLVEMENT of Stolen/etc. and the same PROPERTY TYPE as on the recovered segment.
- 2) The only exceptions to the above rule which do not require a corresponding stolen property segment occur when:
 - reporting counterfeiting, forgery, or possession of stolen property offenses,
 - reporting PROPERTY TYPE as Not Applicable, and when
 - reporting Not Reported or Unknown.

Use of Not Reported and Unknown should be avoided if possible: if property has been recovered, at least the general type of property should be known and reported.

- 3) If the stolen property was previously reported by your agency to DCJS in another incident on an earlier date, the original incident should be Updated with a new Property Segment to show the property recovery and any other changes such as arrests and clearance of the case. Do not submit a new incident.
- 4) If the stolen property was previously reported by your agency to DCJS in the older UCR Summary system, it falls outside the Time Window of current active IBR cases. Only a minimum amount of information on property recovery still needs to be reported to DCJS NYSIBR as an inactive Time Window case. This could be submitted as a Recovered Property Only, Exceptional Clearance with Recovered Property, or an Arrest with Recovered Property.
- 5) If the recovered property was never reported stolen by your agency and you have recovered stolen property originally reported by another police agency, do not submit an incident with the original offense. This would duplicate the previous reporting and leave the other agency's case with unrecovered stolen property. After notifying the other agency, your agency should submit a current incident containing a possession of Stolen Property offense, and any other new offenses that may have occurred during the recovery, to show the recovery work done by your agency.

See Data Elements #22 PROPERTY INVOLVEMENT and #23 PROPERTY TYPE.

724 **Recovered PROPERTY VALUE cannot be greater than its value when stolen and cannot be "Not Applicable" or "Unknown" when stolen PROPERTY VALUE is known.**

If an incident has PROPERTY INVOLVEMENTs of both Stolen and Recovered, each occurrence of the PROPERTY TYPE associated with the recovered property must also appear with the stolen property. The PROPERTY VALUE of the recovered property cannot exceed the stolen PROPERTY VALUE for the same PROPERTY TYPE. In addition, recovered PROPERTY VALUES of Not Applicable and Unknown are invalid when the PROPERTY VALUE of the stolen property is known.

The exceptions to this rule are incidents reporting counterfeiting, forgery, or stolen property offenses; also incidents in which PROPERTY TYPE is Not Applicable, Not Reported, or Unknown.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

725 **If PROPERTY INVOLVEMENT is stolen and PROPERTY TYPE is equal to a motor vehicle, at least one offense segment must have an INCIDENT LARCENY TYPE of motor vehicle theft**

NO. ERROR MESSAGE AND EXPLANATION

If an incident has a property segment with a PROPERTY INVOLVEMENT of Stolen and the PROPERTY TYPE is equal to Automobiles, Buses, Trucks, Recreational Vehicles, or Other Motor Vehicles, then INCIDENT LARCENY TYPE must be coded as Motor Vehicle Theft.

See Data Elements #14 INCIDENT LARCENY TYPE, #22 PROPERTY INVOLVEMENT, and #23 PROPERTY TYPE.

726 PROPERTY RECOVERY DATE for any recovered property must be on or after the INCIDENT OCCURRENCE DATE

If the INCIDENT OCCURRENCE DATE was reported as a specific calendar date, every occurrence of PROPERTY RECOVERY DATE other than those entered as Not Applicable must also be valid calendar dates that are on or after the INCIDENT OCCURRENCE DATE.

See Data Elements #3 INCIDENT OCCURRENCE DATE and #25 PROPERTY RECOVERY DATE.

728 Completed Motor Vehicle Theft requires PROPERTY INVOLVEMENT of Stolen, and a valid Motor Vehicle PROPERTY TYPE

If an incident shows a completed Motor Vehicle Theft, the incident must have at least one PROPERTY INVOLVEMENT of Stolen/etc. with an associated PROPERTY TYPE of:

- Automobiles
- Buses
- Trucks
- Recreational vehicles
- Other Motor vehicles.

See Data Elements #22 PROPERTY INVOLVEMENT and #23 PROPERTY TYPE.

732 Completed Motor Vehicle Theft requires NUMBER OF MOTOR VEHICLES STOLEN

If an incident shows a completed Motor Vehicle Theft, the incident must have at least one PROPERTY INVOLVEMENT of Stolen/etc. and the number of vehicles stolen entered in NUMBER OF MOTOR VEHICLES STOLEN. The number may not be reported as Not Applicable.

See Data Elements #22 PROPERTY INVOLVEMENT, and #26 NUMBER OF MOTOR VEHICLES STOLEN.

740 NUMBER OF MOTOR VEHICLES RECOVERED cannot be greater than the NUMBER OF MOTOR VEHICLES STOLEN

The number of vehicles reported recovered must be less than or equal to the number reported stolen. This type of incident would contain both a PROPERTY INVOLVEMENT of Recovered and another one of Stolen, and valid numbers entered into the NUMBER OF RECOVERED MOTOR VEHICLES field and the NUMBER OF MOTOR VEHICLES STOLEN field.

See Data Elements #26 NUMBER OF MOTOR VEHICLES STOLEN and #27 NUMBER OF RECOVERED MOTOR VEHICLES.

742 Drug Seizure Incident requires SOURCE OF DRUG DATA

NO. ERROR MESSAGE AND EXPLANATION

If an incident involves Drugs and PROPERTY INVOLVEMENT is Seized, the SOURCE OF DRUG DATA should be shown as either Estimated or Laboratory Analysis. Not Applicable must not be entered. Unknown may be used if needed, but should be avoided if possible.

See Data Elements #22 PROPERTY INVOLVEMENT and #28 SOURCE OF DRUG DATA.

744 An Exceptional Clearance INCIDENT CASE STATUS requires at least one known offender with a valid OFFENDER NUMBER

If the INCIDENT CASE STATUS contains one of the valid Exceptional Clearance choices, it must also include at least one offender and a valid offender number.

See Data Elements #7 INCIDENT CASE STATUS and #32 OFFENDER NUMBER.

745 An Exceptional Clearance INCIDENT CASE STATUS requires at least one known offender with a known OFFENDER AGE

If INCIDENT CASE STATUS contains one of the Exceptional Clearance choices, it must also include at least one offender and a known OFFENDER AGE. Unknown may not be used.

See Data Elements #7 INCIDENT CASE STATUS and #33 OFFENDER AGE.

746 An Exceptional Clearance INCIDENT CASE STATUS requires at least one known offender with a known OFFENDER SEX

If the INCIDENT CASE STATUS contains one of the Exceptional Clearance choices, it must also contain at least one offender and a known OFFENDER SEX. The offender is either Male or Female. Unknown and Not Reported may not be used.

See Data Elements #7 INCIDENT CASE STATUS and #34 OFFENDER SEX.

747 An Exceptional Clearance INCIDENT CASE STATUS requires at least one known offender with a known OFFENDER RACE

If the INCIDENT CASE STATUS contains one of the Exceptional Clearance choices, it must contain at least one offender with a known OFFENDER RACE of White, Black, American Indian/Alaskan Native or Asian/Pacific Islander. Unknown and Not Reported may not be used.

See Data Elements #7 INCIDENT CASE STATUS and #35 OFFENDER RACE.

748 INCIDENT/COMPLAINT OFFENSE of Justifiable Homicide requires at least one known Offender with a valid OFFENDER NUMBER

Every victim that is linked to an INCIDENT/ COMPLAINT OFFENSE of Justifiable Homicide must also link to a known offender with a valid OFFENDER NUMBER. It must not be Unknown.

See Data Elements #32 OFFENDER NUMBER, #38 VICTIM NUMBER, #39 VICTIM/OFFENSE LINK, and #40 VICTIM/OFFENDER LINK.

NO. **ERROR MESSAGE AND EXPLANATION**

750 **INCIDENT/COMPLAINT OFFENSE of Justifiable Homicide requires at least one known Offender with a known OFFENDER AGE**

Every victim that is linked to an INCIDENT/COMPLAINT OFFENSE of Justifiable Homicide must also link to a known offender with a valid OFFENDER AGE. The age may not be reported as Unknown.

See Data Elements #32 OFFENDER NUMBER, #38 VICTIM NUMBER, #39 VICTIM/OFFENSE LINK, #40 VICTIM/OFFENDER LINK, and #33 OFFENDER AGE.

752 **INCIDENT/COMPLAINT OFFENSE of Justifiable Homicide requires at least one known Offender with a known OFFENDER SEX**

Every victim that is linked to an INCIDENT/COMPLAINT OFFENSE of Justifiable Homicide must also link to a known offender with a valid OFFENDER SEX. The sex may not be reported as Unknown or Not Reported.

See Data Elements #32 OFFENDER NUMBER, #38 VICTIM NUMBER, #39 VICTIM OFFENSE LINK, #40 VICTIM/OFFENDER LINK, and #34 OFFENDER SEX.

754 **INCIDENT/COMPLAINT OFFENSE of Justifiable Homicide requires at least one known Offender with a valid known OFFENDER RACE**

Every victim that is linked to an INCIDENT/COMPLAINT OFFENSE of Justifiable Homicide must also link to a known offender with a valid OFFENDER RACE of White, Black, American Indian/Alaskan Native, or Asian/Pacific Islander. Race may not be reported as Unknown or Not Reported.

See Data Elements #32 OFFENDER NUMBER, #38 VICTIM NUMBER, #39 VICTIM/OFFENSE LINK, #40 VICTIM/OFFENDER LINK, and #35 OFFENDER RACE.

756 **When INCIDENT/COMPLAINT OFFENSE is a Crime Against Person, the VICTIM TYPE must contain a corresponding person type**

Crimes against people require person VICTIM TYPES of Individuals, Law Enforcement Officers or Firefighters in the line of duty. Non-person victims are not allowed.

See Data Elements #13 INCIDENT/ COMPLAINT OFFENSE and #40 VICTIM TYPE, and Appendix A: Offense Coding Table.

758 **When INCIDENT/COMPLAINT OFFENSE is a Crime Against Property, the VICTIM TYPE must not be Society/Public**

See Data Elements #13 INCIDENT/ COMPLAINT OFFENSE and #40 VICTIM TYPE, and Appendix A: Offense Coding Table.

762 **Every INCIDENT/COMPLAINT OFFENSE containing a Crime Against Society requires a Society/Public VICTIM TYPE**

A Crime Against Society offense may also be linked to other victim types in addition to Society/ Public when appropriate.

See Data Elements Data Elements #13 INCIDENT/ COMPLAINT OFFENSE and #40 VICTIM TYPE, and Appendix A: Offense Coding Table.

NO. ERROR MESSAGE AND EXPLANATION

766 An INCIDENT/COMPLAINT OFFENSE reporting a Robbery requires at least one person VICTIM TYPE

See Data Elements Data Elements #13 INCIDENT/ COMPLAINT OFFENSE and #40 VICTIM TYPE, and Appendix A: Offense Coding Table.

768 An INCIDENT/COMPLAINT OFFENSE of either Forcible Rape or Forcible Sodomy requires at least one known Victim with a known VICTIM SEX of Male or Female

A known VICTIM SEX must be entered for sex crimes.

See Data Element #42 VICTIM SEX, and Appendix A: Offense Coding Table.

776 When VICTIM/OFFENDER RELATIONSHIP reflects a Spousal Relationship, the corresponding OFFENDER AGE must be greater then or equal to 10 years old

If a VICTIM/OFFENDER RELATIONSHIP field indicates the offender is the spouse, common-law spouse, or ex-spouse of the victim, the offender in this link must have an exact-year age entered, or an age range average of at least 10 years. If the offender's age is entered as Unknown, the edit is not run and no error message appears. This error message does appear when the relationship is recorded as spouse or ex-spouse and the offender's age, exact or averaged, is under 10 years.

See Data Elements #33 OFFENDER AGE, #46 VICTIM/OFFENDER LINK, and #47 VICTIM/OFFENDER RELATIONSHIP.

778 VICTIM SEX and OFFENDER SEX do not reflect the Homosexual Relationship identified in VICTIM OFFENDER RELATIONSHIP

If a VICTIM/OFFENDER RELATIONSHIP indicates a same-sex relationship between these two parties, the gender entered in the OFFENDER SEX field must be the same as the gender in the VICTIM SEX field for this link.

See Data Elements #34 OFFENDER SEX, #43 VICTIM SEX, #46 VICTIM/OFFENDER LINK, and #47 VICTIM/OFFENDER.

780 VICTIM AGE and OFFENDER AGE are not consistent with the Relationship Type of Parent or Grandparent identified in VICTIM/OFFENDER RELATIONSHIP

If a VICTIM/OFFENDER RELATIONSHIP shows the victim to be the parent or grandparent of the offender, the ages in OFFENDER AGE and VICTIM AGE must support this relationship.

When the victim referred to in an occurrence of VICTIM/OFFENDER RELATIONSHIP is reported as the Parent or Grandparent of the offender, their exact age (or truncated age range average) in VICTIM AGE must be greater than the exact age (or truncated age range average) reported for the offender in the corresponding occurrence of VICTIM/OFFENDER LINK. This edit is not run if VICTIM AGE is Unknown.

See Data Elements #33 OFFENDER AGE, #41 VICTIM AGE, #46 VICTIM/OFFENDER LINK, and #47 VICTIM/OFFENDER RELATIONSHIP.

782 Ages in VICTIM AGE and OFFENDER AGE are not consistent with the Relationship Type of Child or Grandchild identified in VICTIM/OFFENDER RELATIONSHIP

If a VICTIM/OFFENDER RELATIONSHIP shows the victim to be the child or grandchild of the offender, the ages in OFFENDER AGE and VICTIM AGE must support this relationship.

NO. ERROR MESSAGE AND EXPLANATION

When the victim referred to in an occurrence of VICTIM/OFFENDER RELATIONSHIP is reported as the Child or Grandchild of the offender, their exact age (or truncated age range average) must be less than the exact age (or truncated age range average) reported for the offender in the corresponding occurrence of VICTIM/OFFENDER LINK. If the victim is a baby (anywhere from newborn to 364 days old), he or she is considered one year old for purpose of this edit only. The error message generated when the victim's age is equal to or greater than the age of the offender. This edit is not run if VICTIM AGE is Unknown.

See Data Elements #33 OFFENDER AGE, #41 VICTIM AGE, #46 VICTIM/OFFENDER LINK, and #47 VICTIM/OFFENDER RELATIONSHIP.

784 INCIDENT/COMPLAINT OFFENSE of Simple Assault without other Crimes Against Person, Robbery or Extortion may not report LEVEL OF INJURY as Dead, Seriously Injured, or Not Applicable

For an INCIDENT/COMPLAINT OFFENSE of simple assault, without any accompanying Extortion, Robbery or Crimes Against a Person, LEVEL OF INJURY must be reported as Appeared To Be Physically Injured, But Not Seriously or Not Injured.

Serious injury should not be reported for a simple assault. Not Reported and Unknown should be avoided.

See Data Element #48 LEVEL OF INJURY.

786 An INCIDENT/COMPLAINT OFFENSE of Simple Assault without other Crimes Against Person, Robbery or Extortion must have a minor known injury in first occurrence of TYPE OF INJURY

For an occurrence of simple assault in INCIDENT/COMPLAINT OFFENSE, without any accompanying Extortion, Robbery or Crimes Against a Person, the first occurrence of the corresponding TYPE OF INJURY must be reported with a valid minor injury type.

Major Injury should not be reported for a simple assault. Not Applicable, Not Reported and Unknown may not be used in first occurrence.

See Data Elements #49 TYPE OF INJURY.

788 ARREST DATE must be on or after the INCIDENT REPORT DATE

When reporting an arrest with an initial or replacement active incident, the ARREST DATE entered must be on or after the INCIDENT REPORT DATE.

See Data Elements #5 INCIDENT REPORT DATE and #55 ARREST DATE.

790 INCIDENT CASE STATUS of Cleared by Arrest - Adult requires at least one arrestee aged equal to or greater than 18 years of age

An offense is considered 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. In incidents which involve multiple arrests, Cleared by Arrest-Adult requires that at least one of those arrested is 18 years of age or older.

See Data Elements #7 INCIDENT CASE STATUS and #61 ARRESTEE AGE.

792 INCIDENT CASE STATUS of Cleared by Arrest - Juvenile requires that all Arrestees in incident must be less than 18 years of age

NO. ERROR MESSAGE AND EXPLANATION

An incident is counted as cleared by juvenile arrest when one or more juveniles is cited for a crime for which an adult could be arrested if engaged in the same activity, regardless of case outcome. This includes the entire range of cases in which law enforcement acts officially – from cases that are referred for prosecution in family court or even adult court, to cases handled by the department and not carried forward for prosecution or probation. If the activity is a crime, and police intervene, it is a juvenile arrest even when the official act is an appearance ticket or a conversation with, and release to, parents.

In incidents which involve multiple arrests, Cleared by Arrest-Juvenile requires that all those arrested are less than 16 years of age. If multiple arrests in an incident include a mix of juveniles and adults, the INCIDENT CASE STATUS is Cleared by Arrest – Adult.

See Data Element #7 INCIDENT CASE STATUS and #61 ARRESTEE AGE.

794 Time Window submitted with only Administrative and Time Window Segments requires TIME WINDOW TYPE of Exceptional Clearance Only

If an incident has only an Administrative Segment (SEGTYPE 1) and a Time Window Segment (SEGTYPE 8), the TIME WINDOW TYPE must be Exceptional Clearance Only.

See Transmission Data Elements #TD1 SEGTYPE and #TD5 TIME WINDOW TYPE.

796 Time Window submitted with only Property and Time Window Segments requires TIME WINDOW TYPE of Recovered Property Only

If an incident has only two segments, a Property Segment (SEGTYPE 3) and a Time Window Segment (SEGTYPE 8), the TIME WINDOW TYPE must be Recovered Property Only.

See Transmission Data Elements #TD1 SEGTYPE and #TD5 TIME WINDOW TYPE.

798 Time Window submitted with at least one each of Arrestee and Arrest Charge Segments followed by Time Window Segment requires TIME WINDOW TYPE of Arrest Only

If an incident has no Administrative or Property Segment but does have at least one Arrestee Segment (SEGTYPE 6) followed by at least one Arrest Charge (SEGTYPE 7) and a Time Window Segment (SEGTYPE 8), the TIME WINDOW TYPE must be Arrest Only.

See Transmission Data Elements #TD1 SEGTYPE and #TD5 TIME WINDOW TYPE.

800 Time Window submitted with Administrative, Property, and Time Window Segments, but no Arrestee Segment, requires TIME WINDOW TYPE of Exceptional Clearance with Recovered Property

If an incident has one Administrative Segment (SEGTYPE 1), one Property Segment (SEGTYPE 3), one Time Window Segment (SEGTYPE 8), and no Arrestee Segment (SEGTYPE 6), the TIME WINDOW TYPE must be Exceptional Clearance with Recovered Property.

See Transmission Data Elements #TD1 SEGTYPE and #TD5 TIME WINDOW TYPE.

802 Time Window submitted with Property, Arrestee, Arrest Charge, and Time Window Segments, but no Administrative Segment, requires TIME WINDOW TYPE of Arrest With Recovered Property

If an incident has one Property Segment (SEGTYPE 3), at least one Arrestee Segment (SEGTYPE 6) followed by at least one Arrest Charge (SEGTYPE 7) and a Time Window Segment (SEGTYPE 8), and no Administrative Segment, the TIME WINDOW TYPE must be Arrest with Recovered Property.

NO. ERROR MESSAGE AND EXPLANATION

See Transmission Data Elements #TD1 SEGTYPE and #TD5 TIME WINDOW TYPE.

804 TIME WINDOW TYPE of Exceptional Clearance Only requires one Administrative Segment and one Time Window Segment only

If TIME WINDOW TYPE is Exceptional Clearance Only, only two segments may be present. The first must be an Administrative Segment (SEGTYPE 1) followed by a Time Window Segment (SEGTYPE 8). No other segments may be included in the incident.

See Transmission Data Elements #TD1 SEGTYPE and #TD5 TIME WINDOW TYPE.

806 TIME WINDOW TYPE of Recovered Property Only requires one Property Segment and one Time Window Segment only

If TIME WINDOW TYPE is Recovered Property Only, only two segments may be present. The first must be Property Segment (SEGTYPE 3) followed by a Time Window Segment (SEGTYPE 8). No other segments may be included in the incident.

See Transmission Data Elements #TD1 SEGTYPE and #TD5 TIME WINDOW TYPE.

808 TIME WINDOW TYPE of Arrest Only requires at least one each of Arrestee and Arrest Charge Segments followed by a Time Window Segment

If TIME WINDOW TYPE is Arrest Only, three segment types are required: at least one Arrestee Segment (SEGTYPE 6) followed by at least one Arrest Charge Segment (SEGTYPE 7) and a Time Window Segment (SEGTYPE 8).

See Transmission Data Elements #TD1 SEGTYPE and #TD5 TIME WINDOW TYPE.

810 TIME WINDOW TYPE of Arrest Only or Arrest With Recovered Property requires that every Arrestee Segment be followed by at least one Arrest Charge Segment.

If TIME WINDOW TYPE is Arrest Only or Arrest with Recovered Property, each Arrestee Segment (SEGTYPE 6) must be followed by at least one Arrest Charge Segment (SEGTYPE 7).

See Transmission Data Elements #TD1 SEGTYPE and #TD5 TIME WINDOW TYPE.

812 TIME WINDOW TYPE of Exceptional Clearance with Recovered Property requires one each of Administrative, Property and Time Window Segments

If TIME WINDOW TYPE is Exceptional Clearance with Recovered Property, three segment types are required: an Administrative Segment (SEGTYPE 1), followed by a Property Segment (SEGTYPE 3), and a Time Window Segment (SEGTYPE 8).

See Transmission Data Elements #TD1 SEGTYPE and #TD5 TIME WINDOW TYPE.

814 TIME WINDOW TYPE of Arrest With Recovered Property requires Property, Arrestee, Arrest Charge and Time Window Segments

If TIME WINDOW TYPE is Arrest with Recovered Property, four segment types are required. The first must be a single Property Segment (SEGTYPE 3). Then there must be at least one segment each of Arrestee (SEGTYPE 6) and Arrest Charge (SEGTYPE 7), followed by a Time Window Segment (SEGTYPE 8).

NO. ERROR MESSAGE AND EXPLANATION

See Transmission Data Elements #TD1 SEGTYPE and #TD5 TIME WINDOW TYPE.

816 TIME WINDOW TYPE of Exceptional Clearance Only, or Exceptional Clearance with Recovered Property requires a Clearance by Exceptional Means in the INCIDENT CASE STATUS

If the TIME WINDOW TYPE is Exceptional Clearance Only, or Exceptional Clearance with Recovered Property, the INCIDENT CASE STATUS must be one of the following valid Clearance by Exceptional means choices:

- Death of offender
- Prosecution declined
- Extradition denied
- Victim refuses to cooperate
- No Court Referral (Juvenile Only)

The EXCEPTIONAL CLEARANCE DATE must also contain a valid date and the CLEARANCE INDICATOR must be Not Applicable.

See Transmission Data Elements #TD6 TIME WINDOW TYPE and #TD7 CLEARANCE INDICATOR, and Data Elements #7 INCIDENT CASE STATUS and # 8 INCIDENT EXCEPTIONAL CLEARANCE DATE.

820 Initial or Updating Time Window submission with a Property Segment (SEGTYPE = 3) must have a PROPERTY INVOLVEMENT of Recovered

An incident submitted as either an Initial Inactive Incident (Time Window) or as an Update Inactive Incident (Time Window Update) may contain at most, one Property Segment (SEGTYPE 3). This segment must include a PROPERTY INVOLVEMENT of Recovered.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Element #22 PROPERTY INVOLVEMENT.

821 Posted: Full Replace of an incident not yet on database

822 Duplicate incidents not allowed; Active or Time Window Incident already exists on DCJS database

An Initial Active Incident or Initial Inactive Incident submission will not be accepted when the same action already exists on the DCJS database for that ORI NUMBER and INCIDENT/ COMPLAINT NUMBER combination.

See Transmission Data Element # TD2 SEGMENT ACTION, and Data Elements #1 ORI NUMBER and #2 INCIDENT/COMPLAINT NUMBER.

824 Cannot add Arrestee Segment to an incident not already on file

Incidents submitted containing only Arrestee and Arrest Charge Segments with a SEGACT of A for the purpose of adding an arrestee to an active incident cannot be accepted unless the crime incident is already posted to the DCJS database. An arrestee cannot be added when there is no prior posted crime incident to which the arrest can be linked.

See Transmission Data Element # TD2 SEGMENT ACTION and Data Transmission Specifications.

825 ARREST DATE must be greater than or equal to INCIDENT REPORT DATE

NO. ERROR MESSAGE AND EXPLANATION

An Arrestee Segment (SEGTYPE 6) submitted for adding an arrestee to an active incident (SEGACT of A) must have a valid ARREST DATE which is on or after the INCIDENT REPORT DATE of the original incident on the database.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Elements #5 INCIDENT REPORT DATE and #55 ARREST DATE.

826 Deleting an inactive incident on database requires matching TIME WINDOW TYPE

A Time Window Segment submitted to Delete an inactive incident (SEGACT is D) must have a TIME WINDOW TYPE which matches that of the incident previously posted to the database. For example, if the Time Window incident previously posted included an Arrest with Recovered Property segment, the later Delete submission for that incident must also contain a TIME WINDOW TYPE of Arrest with Recovered Property.

See Transmission Data Elements #TD1 SEGTYPE, #TD2 SEGACT, and #TD6 TIME WINDOW TYPE, and Data Transmission Specifications.

827 Posted: Fixes prior Time Window error

828 Time Window Delete transaction requires matching Inactive Incident on file

A Time Window Segment submitted to Delete an inactive incident (SEGACT is D) must match an Initial Inactive Incident (SEGACT is W) or an Update Inactive Incident (SEGACT is U) on the database.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Transmission Specifications.

829 Posted: Not on database

830 Deleting an active incident from the database requires that the Delete Segment's INCIDENT REPORT DATE match the database incident's INCIDENT REPORT DATE

An Administrative Segment submitted to Delete a previously reported active incident must include an INCIDENT REPORT DATE that matches that of the incident already on the database. In most cases this will be the same as the INCIDENT OCCURRENCE DATE.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, Data Elements #3 INCIDENT OCCURRENCE DATE and #5 INCIDENT REPORT DATE, and Data Transmission Specifications.

832 Administrative Deletion requires an active incident on database

An Administrative Segment submitted to administratively Delete an incident requires that the incident on the database have been posted as either an Initial Active Incident (SEGACT is I) or a Replace Active Incident (SEGACT is R). Inactive incidents must be deleted with a Time Window segment.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT.

834 Incident was posted, but it should have been submitted as Initial Active Incident, not as Replace Active Incident

When an incident arrives as a Replace Active Incident, the NYSIBR system searches the database for a previously submitted matching incident to which any new information will be attached. When no such incident already exists, the "replacement" is edited for errors and if it passes, it is posted to the database. The above message is then generated. It should have been submitted as an Initial incident.

NO. ERROR MESSAGE AND EXPLANATION

The present incident was safely submitted and posted this time, but the process indicates trouble for other incidents if the practice continues. This incident may have been submitted previously and rejected because of data errors. It would not have been posted by DCJS, and if not corrected and resubmitted, would still be unknown to DCJS. If that is the case, please be sure to correct any incidents that are returned with errors that have caused them to be rejected, before submitting “Replace” incidents.

If the incident was correctly entered as a new or “Initial” incident and the codes were still generated incorrectly by your RMS when creating the monthly file for submission, contact the RMS vendor.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Transmission Specifications.

836 Time Window incident was posted, but it should have been submitted as Initial Inactive Incident, not as Update to Inactive Incident

When an incident arrives as an Update Inactive, the NYSIBR system searches the database for a previously submitted matching incident to which any new information will be attached. When no such incident already exists, the “update” is edited for errors and if it passes, it is posted to the database. The above message is then generated. It should have been submitted as an Initial incident.

The present incident was safely submitted and posted this time, but the process indicates trouble for other incidents if the practice continues. This incident may have been submitted previously and rejected because of data errors. It would not have been posted by DCJS, and if not corrected and resubmitted, would still be unknown to DCJS. If that is the case, please be sure to correct any incidents that are returned with errors that have caused them to be rejected, before submitting “Replace” incidents.

If the incident was correctly entered as a new or “Initial” incident and the codes were still generated incorrectly by your RMS when creating the monthly file for submission, contact the RMS vendor.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, and Data Transmission Specifications.

838 An Active incident must be on the DCJS database before it can be Deleted

Deleting an Active Incident involves matching the Delete incident information with an active incident on the DCJS database. When the incident is not present, the attempted transaction is rejected, nothing is deleted, and this error message is generated.

An Administrative Segment submitted with a SEGACT of D will not be subjected to the full edit checks normally applied. Given that the purpose of a delete transaction is to remove an incident from the NYSIBR database, only a limited set of edits is necessary to ensure that the incident to be deleted can be identified. ORI NUMBER, INCIDENT/COMPLAINT NUMBER, and INCIDENT REPORT DATE must match the incident already on the database and the incident must be active to be deleted by an Administrative Segment.

See Transmission Data Elements #TD1 SEGTYPE and #TD2 SEGACT, Data Elements #1 ORI NUMBER, #2 INCIDENT/ COMPLAINT NUMBER, and #5 INCIDENT REPORT DATE, and Data Transmission Specifications.

840 A Time Window incident must be on the DCJS database before it can be Deleted

Deleting a Time Window Incident involves matching the Delete incident information with an inactive incident on the DCJS database. When the incident is not present, the attempted transaction is rejected, nothing is deleted, and this error message is generated.

A Time Window Segment submitted with SEGACT of D will not be subjected to the full edit checks normally applied. Given that the purpose of a delete transaction is to remove an incident from the NYSIBR database, only a limited set of edits is necessary to ensure that the incident to be deleted can be identified. ORI NUMBER, INCIDENT/COMPLAINT

NO. ERROR MESSAGE AND EXPLANATION

NUMBER, and TWTYPE must match the incident already on the database and the incident must be inactive to be deleted by a Time Window Segment.

See Transmission Data Elements #TD1 SEGTYPE, #TD2 SEGACT and #6 TIME WINDOW TYPE, Data Elements #1 ORI NUMBER and #2 INCIDENT/ COMPLAINT NUMBER, and Data Transmission Specifications.

ERROR MESSAGES NUMBERED 850 – 1058 ARE BASED ON NYS PENAL LAW EDITS

Completed offenses specified in edits 884, 886, 890-902, 906-909, 912, and 924-1026 require property information and are noted by an apostrophe (*) following the Penal Law citation in the text of their explanations. Attempted property offenses do not require property information and are not subject to the specific edits listed in this section.

850 NYS Law citation requires use of Motor Vehicle as weapon in WEAPON/FORCE

The following NYS law citations require Motor Vehicle in an occurrence of WEAPON/FORCE:

PL 120.03	Vehicular Assault 2
PL 120.03.02	Vehicular Assault 2 - DWI
PL 120.04	Vehicular Assault 1

See Data Element #16 WEAPON/FORCE.

852 NYS Law citation requires a known weapon in first occurrence of WEAPON/FORCE

The following NYS law citations require a known weapon in the first occurrence of WEAPON/FORCE:

PL 120.05.02	Assault 2 - Intention to Cause Physical Injury with a Weapon
PL 120.05.04	Assault 2 - Recklessly Cause Serious Injury with a Weapon

Not Applicable, Not Reported or Unknown must not be used.

See Data Element #16 WEAPON/FORCE.

854 NYS Law citation requires drugs as weapon in WEAPON/FORCE

The following NYS law citation requires Drug/Narcotics/Sleeping Pills in an occurrence of WEAPON/FORCE:

PL 120.05.05	Assault 2 - Impairment by Drugs without consent
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See Data Element #16 WEAPON/FORCE.

855 NYS Law citation requires INCIDENT LOCATION TYPE of Jail/Prison

The following NYS law citation requires INCIDENT LOCATION TYPE of Jail/Prison:

PL 120.05.07	Assault 2 - Confined to Correctional Facility
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See Data Element #15 INCIDENT LOCATION TYPE.

856 NYS Law citation requires that Victim be non-participant in ASSAULT/HOMICIDE CIRCUMSTANCES

The following NYS law citation requires at least one occurrence of ASSAULT/HOMICIDE CIRCUMSTANCES in which the Victim is not involved as a participant:

PL 120.05.06	Assault 2 - On Non-participant During a Felony
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NO. ERROR MESSAGE AND EXPLANATION

the only allowable ASSAULT/HOMICIDE CIRCUMSTANCES are:

- Assault on Law Enforcement Officer(s)
- Dispute Among Drug Dealers
- Drug Buyer-Dealer Dispute
- Robbery/Theft from Drug Dealer
- Dispute between Drug Dealer and Witness or Complainant
- Other Drug Related
- Gangland
- Juvenile Gang
- Other Felony Involved

See Data Element #19 ASSAULT/HOMICIDE CIRCUMSTANCES.

NO. **ERROR MESSAGE AND EXPLANATION**

857 **NYS Law citation requires an OFFENDER AGE greater than 17 and a VICTIM AGE less than 11**

The following NYS law citations require that an occurrence of OFFENDER AGE be greater than 17 and VICTIM AGE be less than 11:

- PL 120.05.08 Assault - Cause injury to person less than 11 years old
- PL 120.12 Assault - Upon person less than 11 years old

See Data Elements #33 OFFENDER AGE and #41 VICTIM AGE.

858 **NYS Law citation requires a known weapon in first occurrence of WEAPON/FORCE**

The following NYS law citation requires a known weapon in the first occurrence of WEAPON/FORCE:

- PL 120.10.01 Assault 1 – With Intent to Cause Serious Injury with a Weapon

Not Applicable, Not Reported or Unknown must not be used.

See Data Element #16 WEAPON/FORCE.

859 **NYS Law citation requires an OFFENDER AGE greater than 17 and a VICTIM AGE less than 7**

The following NYS law citation requires an occurrence of OFFENDER AGE must be greater than 17 and VICTIM AGE must be less than 7:

- PL 120.05.09 Assault – Causing Injury to Person less than 7 years old

See Data Elements #33 OFFENDER AGE and #41 VICTIM AGE.

860 **NYS Law citation requires that Victim be non-participant in ASSAULT/HOMICIDE CIRCUMSTANCES**

The following NYS law citation requires at least one occurrence of ASSAULT/HOMICIDE CIRCUMSTANCES in which the Victim is not involved as a participant:

- PL 120.10.04 Assault 1 – with injury to Non-participant During a Felony

The only allowable ASSAULT/HOMICIDE CIRCUMSTANCES are:

- Assault on Law Enforcement Officer(s)
- Dispute Among Drug Dealers
- Drug Buyer-Dealer Dispute
- Robbery/Theft from Drug Dealer
- Dispute between Drug Dealer and Witness or Complainant
- Other Drug Related
- Gangland
- Juvenile Gang
- Other Felony Involved

See Data Element #19 ASSAULT/HOMICIDE CIRCUMSTANCES.

NO. **ERROR MESSAGE AND EXPLANATION**

862 **NYS Law citation requires Use of a Deadly Weapon in WEAPON/FORCE and Assault Against Police Officer in ASSAULT/HOMICIDE CIRCUMSTANCES**

When the NYS law citation is:

PL 120.11 Assault – On Police Officer Deadly Weapon

an occurrence of WEAPON/FORCE must contain a Deadly Weapon and ASSAULT/HOMICIDE CIRCUMSTANCES must be Assault on Law Enforcement Officer. Valid weapon choices are:

- Firearm
- Revolver, Derringer or Single-Shot Pistol
- Semiautomatic Handgun
- Fully Automatic Handgun or Submachine Gun
- Single-Shot, Pump Action or Bolt Action Rifle
- Semiautomatic Rifle
- Fully Automatic Rifle or Machine Gun
- Shotgun
- Knife/Cutting Instrument
- Blunt Object
- Explosives
- Fire/Incendiary Device

See Data Elements #16 WEAPON/FORCE and #19 ASSAULT/HOMICIDE CIRCUMSTANCES.

864 **NYS Law citation requires Motor Vehicle in WEAPON/FORCE and Negligent Vehicular Killings in ASSAULT/HOMICIDE CIRCUMSTANCES**

When the NYS law citation is:

- PL 125.12 Vehicular Manslaughter 2
- PL 125.12.02 Vehicular Manslaughter 2 - DWI Vehicle/ Boat
- PL 125.12.03 Vehicular Manslaughter 2
- PL 125.13 Vehicular Manslaughter 1

an occurrence of WEAPON/FORCE must be Motor Vehicle (includes ATV & Snowmobiles) and an occurrence of ASSAULT/HOMICIDE CIRCUMSTANCES must be Negligent Vehicular Killings.

See Data Elements #16 WEAPON/FORCE and #19 ASSAULT/HOMICIDE CIRCUMSTANCES.

NO. **ERROR MESSAGE AND EXPLANATION**

866 **Felony murder citation requires that Victim is Non-Participant; ASSAULT/HOMICIDE CIRCUMSTANCES must be reported for participants involved in underlying felony only**

When the NYS law citation is:

PL 125.25.03 Felony Murder

the only allowable ASSAULT/HOMICIDE CIRCUMSTANCES are:

Assault on Law Enforcement Officer(s)
Dispute Among Drug Dealers
Drug Buyer-Dealer Dispute
Robbery/Theft from Drug Dealer
Dispute between Drug Dealer and Witness or Complainant
Other Drug Related
Gangland
Juvenile Gang
Other Felony Involved.

See Data Element #19 ASSAULT/HOMICIDE CIRCUMSTANCES.

868 **NYS Law citation requires homicide of police officer in ASSAULT/HOMICIDE CIRCUMSTANCES**

When the NYS law citation is:

PL 125.27.1AI Murder 1 - Police Officer

an occurrence of ASSAULT/HOMICIDE CIRCUMSTANCES must be Assault on Law Enforcement Officer.

See Data Element #19 ASSAULT/HOMICIDE CIRCUMSTANCES.

872 **NYS Law citation requires a deadly weapon in WEAPON/FORCE**

When the NYS law citation is:

PL 140.17.01 Criminal Trespass 1 - Possession of a Weapon

an occurrence of WEAPON/FORCE must be one of the following weapons:

Firearm
Revolver, Derringer or Single-Shot Pistol
Semiautomatic Handgun
Fully Automatic Handgun or Submachine Gun
Single-Shot, Pump Action or Bolt Action Rifle
Semiautomatic Rifle
Fully Automatic Rifle or Machine Gun
Shotgun
Knife/Cutting Instrument
Blunt Object
Explosives
Fire/Incendiary Device

See Data Element #16 WEAPON/FORCE.

NO. **ERROR MESSAGE AND EXPLANATION**
874 **NYS Law citation requires a firearm in WEAPON/FORCE**

When the NYS law citation is:

PL 140.17.02 Criminal Trespass 1 - Possession of Firearm & Ammo
PL 140.17.03 Criminal Trespass 1 - Knows Another Participant has Weapon

an occurrence of WEAPON/FORCE must be one of the following:

Firearm
Revolver, Derringer or Single-Shot Pistol
Semiautomatic Handgun
Fully Automatic Handgun or Submachine Gun
Single-Shot, Pump Action or Bolt Action Rifle
Semiautomatic Rifle
Fully Automatic Rifle or Machine Gun
Shotgun

See Data Element #16 WEAPON/FORCE.

876 **NYS Law citation requires Explosives or other deadly weapon in WEAPON/FORCE**

When the NYS law citation is:

PL 140.25.01A Burglary 2 - Armed with Explosive/Deadly Weapon
PL 140.30.01 Burglary 1 - Enters Building/Dwelling with Explosive/Deadly Weapon

an occurrence of WEAPON/FORCE must be one of the following:

Firearm
Revolver, Derringer or Single-Shot Pistol
Semiautomatic Handgun
Fully Automatic Handgun or Submachine Gun
Single-Shot, Pump Action or Bolt Action Rifle
Semiautomatic Rifle
Fully Automatic Rifle or Machine Gun
Shotgun
Knife/Cutting Instrument
Blunt Object
Explosives
Fire/Incendiary Device

See Data Element #16 WEAPON/FORCE.

NO. **ERROR MESSAGE AND EXPLANATION**

878 **NYS Law citation requires a Person Victim in VICTIM TYPE, with known injury information in LEVEL OF INJURY, TYPE OF INJURY, and VICTIM MEDICAL TREATMENT**

When the NYS law citation is:

PL 140.30.02 Burglary 1 - Enters Dwelling Causing Injury
PL 140.25.01B Burglary 2 - Caused Physical Injury

VICTIM TYPE must be one of person types listed below. Non-person victims are not allowed.

Individuals
Law Enforcement Officers
Firefighters in the line of duty

LEVEL OF INJURY most not be reported as either Not Injured or Not Applicable. Not Reported and Unknown must be avoided, since the offense includes physical injury. If necessary, include an estimate of the extent of victim injury and report one of the following broad choices:

Dead
Appeared To Be Seriously Injured
Appeared To Be Physically Injured, But Not Seriously

First occurrence of TYPE OF INJURY must contain an injury type and may not be reported as None or Not Applicable. Not Reported and Unknown must be avoided, since the offense includes physical injury. An estimate of the extent of victim injury should be made and one of the following choices be reported:

Apparent Broken Bones
Possible Internal Injury
Severe Laceration
Loss of Teeth
Unconsciousness
Other Major Injury
Apparent Minor Injury

VICTIM MEDICAL TREATMENT must not be reported as Not Applicable for the victim linked to this offense. Not Indicated in Report and Unknown must be avoided, since the offense includes physical injury. Ascertain the actual treatment given to the victim and report the most appropriate of the following choices:

Hospitalized
Treated and Released
Refused Treatment
Not Treated

See Data Elements #48 LEVEL OF INJURY, #49 TYPE OF INJURY and #50 VICTIM MEDICAL TREATMENT.

NO. **ERROR MESSAGE AND EXPLANATION**
880 **NYS Law citation requires a dangerous weapon in WEAPON FORCE**

When the NYS law citation is:

PL 140.25.01C Burglary 2 - Uses Dangerous Instrument
PL 140.30.03 Burglary 1 - Uses or Threatens Use of a Dangerous Instrument

an occurrence of WEAPON/FORCE must be one of the following:

Firearm
Revolver, Derringer or Single-Shot Pistol
Semiautomatic Handgun
Fully Automatic Handgun or Submachine Gun
Single-Shot, Pump Action or Bolt Action Rifle
Semiautomatic Rifle
Fully Automatic Rifle or Machine Gun
Shotgun
Knife/Cutting Instrument
Blunt Object
Motor Vehicle
Personal Weapons (hands, feet, teeth, etc.)
Poison
Explosives
Fire/Incendiary Device
Drug/Narcotics/Sleeping Pills
Other Weapon.

See Data Element #16 WEAPON/FORCE.

882 **NYS Law citation requires a firearm in WEAPON/FORCE**

When the NYS law citation is:

PL 140.25.01D Burglary 2 - Displays Firearm
PL 140.30.04 Burglary 1 - Displays Loaded Firearm

an occurrence of WEAPON/FORCE must be one of the following:

Firearm
Revolver, Derringer or Single-Shot Pistol
Semiautomatic Handgun
Fully Automatic Handgun or Submachine Gun
Single-Shot, Pump Action or Bolt Action Rifle
Semiautomatic Rifle
Fully Automatic Rifle or Machine Gun
Shotgun.

See Data Element #16 WEAPON/FORCE.

NO. **ERROR MESSAGE AND EXPLANATION**

***884** **NYS Law citation requires Burned or Damaged in PROPERTY INVOLVEMENT and greater than \$250 in PROPERTY VALUE**

When the NYS law citation is:

PL 145.00.03* Criminal Mischief 4 - Recklessly Damages Property Exceeding \$250
PL 145.05* Criminal Mischief 3 - Damages Property Exceeding \$250

PROPERTY INVOLVEMENT must be Burned or Destroyed/Damaged/Vandalized, and the sum of all occurrences of PROPERTY VALUE must be greater than \$250.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

886 **NYS Law citation requires Burned or Damaged in PROPERTY INVOLVEMENT and greater than \$1,500 in PROPERTY VALUE**

When the NYS law citation is:

PL 145.10* Criminal Mischief 2 - Damages Property Exceeding \$1,500

PROPERTY INVOLVEMENT must be Burned or Destroyed/Damaged/Vandalized, and the sum of all occurrences of PROPERTY VALUE must be greater than \$1,500.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE and #24 PROPERTY VALUE.

888 **NYS Law citation requires use of explosives in WEAPON/FORCE**

When the NYS law citation is:

PL 145.12 Criminal Mischief 1 - Damages Property with Explosive

an occurrence of WEAPON FORCE must be Explosives.

See Data Element #16 WEAPON/FORCE.

890 **NYS Law citation requires Stolen in PROPERTY INVOLVEMENT and greater than \$1,000 in PROPERTY VALUE**

When the NYS law citation is:

PL 155.30.01* Grand Larceny 4 - Property Value Exceeds \$1,000

PROPERTY INVOLVEMENT must be Stolen, and the sum of all occurrences of PROPERTY VALUE must be greater than \$1,000.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

* Completed offense requires property information. Attempted offense does not.
New York State Division of Criminal Justice Services

NO. ERROR MESSAGE AND EXPLANATION

892 Law citation requires Stolen in PROPERTY INVOLVEMENT and PROPERTY TYPE of Credit Card

When the NYS law citation is:

PL 155.30.04* Grand Larceny 4 - Credit Card

PROPERTY INVOLVEMENT must be entered as Stolen, and an occurrence of PROPERTY TYPE must be Credit Card.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

894 Law citation requires Stolen in PROPERTY INVOLVEMENT and PROPERTY TYPE of Firearms

When the NYS law citation is:

PL 155.30 07* Grand Larceny 4 – Firearms

PROPERTY INVOLVEMENT must be Stolen and an occurrence of PROPERTY TYPE must be Firearms.

See Data Elements #22 PROPERTY INVOLVEMENT and #23 PROPERTY TYPE.

896 Law citation requires Stolen in PROPERTY INVOLVEMENT, a Motor Vehicle in PROPERTY TYPE and a PROPERTY VALUE of greater than \$100

When the NYS law citation is:

PL 155.30.08* Grand Larceny 4 - Auto Exceeds \$100

PROPERTY INVOLVEMENT must be coded as Stolen, an occurrence of PROPERTY TYPE must be Automobiles, Buses, Trucks or Recreational Vehicles, and a corresponding PROPERTY VALUE must be greater than \$100.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

898 NYS Law citation requires Stolen in PROPERTY INVOLVEMENT and greater than \$3,000 in PROPERTY VALUE

When the NYS law citation is:

PL 155.35* Grand Larceny 3 - Exceeds \$3,000

PROPERTY INVOLVEMENT must be coded as Stolen, and the sum of all occurrences of PROPERTY VALUE must be greater than \$3000.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.*

* Completed offense requires property information. Attempted offense does not.
New York State Division of Criminal Justice Services

NO. **ERROR MESSAGE AND EXPLANATION**

900 **NYS Law citation requires Stolen in PROPERTY INVOLVEMENT and greater than \$50,000 in PROPERTY VALUE**

When the NYS law citation is:

PL 155.40.01* Grand Larceny 2 - Exceeds \$50,000

PROPERTY INVOLVEMENT must be coded as Stolen and the sum of all occurrences of PROPERTY VALUE must be greater than \$50,000.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

†902 **NYS Law citation requires Stolen in PROPERTY INVOLVEMENT and greater than \$1,000,000 in PROPERTY VALUE**

When the NYS law citation is:

PL 155.42* Grand Larceny 1 - Exceeds \$1 million

PROPERTY INVOLVEMENT must be coded as Stolen, and the sum of all occurrences of PROPERTY VALUE must be greater than \$1,000,000.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

904 **NYS Law citation requires that OFFENDER USED COMPUTER be Yes**

When the NYS law citation is:

PL 156.05 Unauthorized Use of Computer
PL 156.10 Computer Trespass
PL 156.10.01 Computer Trespass - Felony Purpose
PL 156.10.02 Computer Trespass - Gain Access
PL 156.20 Computer Tampering 4
PL 156.25 Computer Tampering 3
PL 156.25.01 Computer Tampering 3 - Felony Purpose
PL 156.25.02 Computer Tampering 3 - Previously Convicted of PL 165.15

OFFENDER USED COMPUTER must be Yes.

See Data Element #21 OFFENDER USED COMPUTER.

906 **NYS Law citation requires that OFFENDER USED COMPUTER be Yes, PROPERTY INVOLVEMENT of Destroyed, and a PROPERTY TYPE of Computer**

When the NYS law citation is:

PL 156.25.03* Computer Tampering 3 - Destroy Computer Materials

OFFENDER USED COMPUTER must be Yes. The incident must include a PROPERTY INVOLVEMENT of Destroyed/Damaged/Vandalized, and an occurrence of PROPERTY TYPE containing Computer Hardware/Software.

See Data Elements #21 OFFENDER USED COMPUTER, #22 PROPERTY INVOLVEMENT, and #23 PROPERTY TYPE.

* Completed offense requires property information. Attempted offense does not.
New York State Division of Criminal Justice Services

NO. **ERROR MESSAGE AND EXPLANATION**

908 **NYS Law citation requires that OFFENDER USED COMPUTER be Yes, PROPERTY INVOLVEMENT of Destroyed, PROPERTY TYPE of Computer, and a Property Value of greater than \$1,000**

When the NYS law citation is:

PL 156.25.04* Computer Tampering 3 - Destroy Data Exceeding \$1,000

OFFENDER USED COMPUTER must be Yes. The incident must include a PROPERTY INVOLVEMENT of Destroyed/Damaged/Vandalized, an occurrence of PROPERTY TYPE containing Computer Hardware/Software, and a corresponding PROPERTY VALUE of greater than \$1,000.

See Data Elements #21 OFFENDER USED COMPUTER, #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

909 **NYS Law citation requires that OFFENDER USED COMPUTER be Yes, PROPERTY INVOLVEMENT of Destroyed, PROPERTY TYPE of Computer, and a Property Value of greater than \$50,000**

When the NYS law citation is:

PL 156.27* Computer Tampering 3 - Destroy Data Exceeding \$50,000

OFFENDER USED COMPUTER must be Yes. Incident must also include a PROPERTY INVOLVEMENT of Destroyed/Damaged/Vandalized, an occurrence of PROPERTY TYPE containing Computer Hardware/Software, and a corresponding PROPERTY VALUE of greater than \$50,000.

See Data Elements #21 OFFENDER USED COMPUTER, #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

910 **NYS Law citation requires that OFFENDER USED COMPUTER be Yes**

When the NYS law citation is:

PL 156.30 Unlawful Duplication of Computer Related Material

OFFENDER USED COMPUTER must be Yes.

See Data Element #21 OFFENDER USED COMPUTER.

912 **NYS Law citation requires that OFFENDER USED COMPUTER be Yes, PROPERTY INVOLVEMENT of Stolen, PROPERTY TYPE of Computer, and a Property Value of greater than \$2,500**

When the NYS law citation is:

PL 156.30.01* Duplicate Computer Material Exceeding \$2,500 and ATTEMPTED/COMPLETED indicator is completed

OFFENDER USED COMPUTER must be Yes. Incident must include PROPERTY INVOLVEMENT of Stolen, an occurrence of PROPERTY TYPE containing Computer Hardware/Software, and a corresponding PROPERTY VALUE of greater than \$2,500.

See Data Elements #21 OFFENDER USED COMPUTER, #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

* Completed offense requires property information. Attempted offense does not.

NO. **ERROR MESSAGE AND EXPLANATION**
913 **NYS Law citation requires a Person Victim in VICTIM TYPE with known physical injury in LEVEL OF INJURY, and TYPE OF INJURY**

When the NYS law citation is:

PL 160.10.02A Robbery 2 - Causes Physical Injury

VICTIM TYPE must be one of person types listed below. Non-person victims are not allowed.

Individuals
Law Enforcement Officers
Firefighters in the line of duty

LEVEL OF INJURY most not be reported as Not Injured, Not Applicable, Not Reported, or Unknown. One of the following choices must be used:

Dead
Appeared To Be Seriously Injured
Appeared To Be Physically Injured, But Not Seriously

An occurrence of TYPE OF INJURY must contain a physical injury type. It must not be reported as None, Not Applicable, Not Reported, or Unknown. One of the following choices must be reported:

Apparent Broken Bones
Possible Internal Injury
Severe Laceration
Loss of Teeth
Unconsciousness
Other Major Injury
Apparent Minor Injury

See Data Elements #39 VICTIM/OFFENSE LINK, #40 VICTIM TYPE, #48 LEVEL OF INJURY, and #49 TYPE OF INJURY.

914 **NYS Law citation requires that OFFENDER USED COMPUTER be Yes**

When the NYS law citation is:

PL 156.30.02 - Duplicate Computer Material to commit Felony

OFFENDER USED COMPUTER must be Yes.

See Data Element #21 OFFENDER USED COMPUTER.

NO. **ERROR MESSAGE AND EXPLANATION**
915 **NYS Law citation requires Stolen in PROPERTY INVOLVEMENT and a Motor Vehicle in PROPERTY TYPE**

When the NYS law citation is:

PL 160.10.03 Robbery 2 - Motor Vehicle

there must be a PROPERTY INVOLVEMENT of Stolen and a PROPERTY TYPE occurrence of:

Automobiles
Buses
Trucks
Recreational Vehicles
Other Motor Vehicles

See Data Elements #22 PROPERTY INVOLVEMENT and #23 PROPERTY TYPE.

916 **NYS Law citation requires a Person Victim in VICTIM TYPE with known Serious Injury in LEVEL OF INJURY, and TYPE OF INJURY**

When the NYS law citation is:

PL 160.15.01 Robbery 1 - Cause Serious Injury

VICTIM TYPE must be one of person types listed below. Non-person victims are not allowed.

Individuals
Law Enforcement Officers
Firefighters in the line of duty

LEVEL OF INJURY most not be reported as Not Injured, Not Applicable, Not Reported, or Unknown. One of the following choices must be used:

Dead
Appeared To Be Seriously Injured

an occurrence of TYPE OF INJURY must contain a serious injury type. It must not be reported as None, Not Applicable, Not Reported, or Unknown. One of the following choices must be reported:

Apparent Broken Bones
Possible Internal Injury
Severe Laceration
Unconsciousness
Other Major Injury

See Data Elements #39 VICTIM/OFFENSE LINK, #40 VICTIM TYPE, #48 LEVEL OF INJURY, and #49 TYPE OF INJURY.

NO. **ERROR MESSAGE AND EXPLANATION**
918 **NYS Law citation requires use of deadly weapon in WEAPON/FORCE**

When the NYS law citation is:

PL 160.15.02 Robbery 1 - Forcible Theft With a Deadly Weapon

an occurrence of WEAPON/FORCE must be:

Firearm
Revolver, Derringer or Single-Shot Pistol
Semiautomatic Handgun
Fully Automatic Handgun or Submachine Gun
Single-Shot, Pump Action or Bolt Action Rifle
Semiautomatic Rifle
Fully Automatic Rifle or Machine Gun
Shotgun
Knife/Cutting Instrument
Blunt Object

See Data Element #16 WEAPON/FORCE.

920 **NYS Law citation requires use of dangerous instrument in WEAPON/FORCE**

When the NYS law citation is:

PL 160.15.03 Robbery 1 - With Dangerous Instrument

An occurrence of WEAPON/FORCE must be:

Firearm
Revolver, Derringer or Single-Shot Pistol
Semiautomatic Handgun
Fully Automatic Handgun or Submachine Gun
Single-Shot, Pump Action or Bolt Action Rifle
Semiautomatic Rifle
Fully Automatic Rifle or Machine Gun
Shotgun
Knife/Cutting Instrument
Blunt Object
Motor Vehicle
Personal Weapons (hands, feet, teeth, etc.)
Poison
Explosives
Fire/Incendiary Device
Drug/Narcotics/Sleeping Pills
Other Weapon

See Data Element #16 WEAPON/FORCE.

NO. **ERROR MESSAGE AND EXPLANATION**
922 **NYS Law citation requires use of firearms in WEAPON/FORCE**

When the NYS law citation is:

PL 160.15.04 Robbery 1 - Displays Firearm

an occurrence of WEAPON/FORCE must be:

Firearm
Revolver, Derringer or Single-Shot Pistol
Semiautomatic Handgun
Fully Automatic Handgun or Submachine Gun
Single-Shot, Pump Action or Bolt Action Rifle
Semiautomatic Rifle
Fully Automatic Rifle or Machine Gun
Shotgun
Imitation Firearm.

See Data Element #16 WEAPON/FORCE.

924 **Law citation requires Stolen in PROPERTY INVOLVEMENT and Vehicle Parts in PROPERTY TYPE**

When NYS law citation is:

PL 165.09*	Auto Stripping 3
PL 165.09 01*	Auto Stripping 3
PL 165.09 02*	Auto Stripping 3
PL 165.10*	Auto Stripping 2
PL 165.10 01*	Auto Stripping 2
PL 165.10 02*	Auto Stripping 2
PL 165.11*	Auto Stripping 1

PROPERTY INVOLVEMENT must be Stolen and an occurrence of PROPERTY TYPE must be Vehicle Parts or Accessories.

See Data Elements #PROPERTY INVOLVEMENT and #23 PROPERTY TYPE.

926 **NYS Law citation of insurance fraud requires Stolen in PROPERTY INVOLVEMENT and PROPERTY VALUE of greater than \$1,000**

When NYS law citation is:

PL 176.15*	Insurance Fraud 4 – Greater than \$1,000 and ATTEMPTED/COMPLETED indicator is Completed
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PROPERTY INVOLVEMENT must be Stolen.

The sum of all occurrences of PROPERTY VALUE must be greater than \$1,000.

In an insurance fraud the victim is usually an insurance company which paid a fraudulent insurance claim; Other Property may be entered as the PROPERTY TYPE.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

* Completed offense requires property information. Attempted offense does not.

NO. ERROR MESSAGE AND EXPLANATION

928 NYS Law citation of insurance fraud requires Stolen in PROPERTY INVOLVEMENT and PROPERTY VALUE of greater than \$3,000

When NYS law citation is:

PL 176.20* Insurance Fraud 3 – Greater than \$3,000
and ATTEMPTED/COMPLETED indicator is Completed

PROPERTY INVOLVEMENT must be Stolen.

The sum of all occurrences of PROPERTY VALUE must be greater than \$3,000.

In an insurance fraud the victim is usually an insurance company which paid a fraudulent insurance claim; Other Property may be entered as the PROPERTY TYPE.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

930 NYS Law citation of insurance fraud requires Stolen in PROPERTY INVOLVEMENT and PROPERTY VALUE of greater than \$50,000

When NYS law citation is:

PL 176.25* Insurance Fraud 2 – Greater than \$50,000
and ATTEMPTED/COMPLETED indicator is Completed

PROPERTY INVOLVEMENT must be Stolen.

The sum of all occurrences of PROPERTY VALUE must be greater than \$50,000.

In an insurance fraud the victim is usually an insurance company which paid a fraudulent insurance claim; Other Property may be entered as the PROPERTY TYPE.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

932 NYS Law citation of insurance fraud requires Stolen in PROPERTY INVOLVEMENT and PROPERTY VALUE of greater than \$1,000,000

When NYS law citation is:

PL 176.30* Insurance Fraud 1 – Greater than \$1,000,000
and ATTEMPTED/COMPLETED indicator is Completed

PROPERTY INVOLVEMENT must be Stolen.

The sum of all occurrences of PROPERTY VALUE must be greater than \$1,000,000.

In an insurance fraud the victim is usually an insurance company which paid a fraudulent insurance claim; Other Property may be entered as the PROPERTY TYPE.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

* Completed offense requires property information. Attempted offense does not.

NO. ERROR MESSAGE AND EXPLANATION

934 NYS Law citation of welfare fraud requires Stolen in PROPERTY INVOLVEMENT and PROPERTY VALUE of greater than \$1,000

When NYS law citation is:

PL 158.10* Welfare Fraud 4 – Greater than \$1,000

PROPERTY INVOLVEMENT must be Stolen.

The sum of all occurrences of PROPERTY VALUE must be greater than \$1,000.

In welfare fraud, the victim is government, the property stolen is government funds, and Other Property may be entered as the PROPERTY TYPE.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

936 NYS Law citation of welfare fraud requires Stolen in PROPERTY INVOLVEMENT and PROPERTY VALUE of greater than \$3,000

When NYS law citation is:

PL 158.15* Welfare Fraud 3 – Greater than \$3,000

PROPERTY INVOLVEMENT must be Stolen.

The sum of all occurrences of PROPERTY VALUE must be greater than \$3,000.

In welfare fraud, the victim is government, the property stolen is government funds, and Other Property may be entered as the PROPERTY TYPE.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

938 NYS Law citation of welfare fraud requires Stolen in PROPERTY INVOLVEMENT and PROPERTY VALUE of greater than \$50,000

When NYS law citation is:

PL 158.20* Welfare Fraud 2 – Greater than \$50,000

PROPERTY INVOLVEMENT must be Stolen.

The sum of all occurrences of PROPERTY VALUE must be greater than \$50,000.

In welfare fraud, the victim is government, the property stolen is government funds, and Other Property may be entered as the PROPERTY TYPE.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

* Completed offense requires property information. Attempted offense does not.

NO. **ERROR MESSAGE AND EXPLANATION**
939 **NYS Law citation of welfare fraud requires Stolen in PROPERTY INVOLVEMENT and PROPERTY VALUE of greater than \$1,000,000**

When NYS law citation is:

PL 158.25* Welfare Fraud 1 – Greater than \$1,000,000

PROPERTY INVOLVEMENT must be Stolen.

The sum of all occurrences of PROPERTY VALUE must be greater than \$1,000,000.

In welfare fraud, the victim is government, the property stolen is government funds, and Other Property may be entered as the PROPERTY TYPE.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

940 **NYS Law citation of damage to property of witness requires PROPERTY INVOLVEMENT of either Burned or Destroyed/Damaged/Vandalized**

When NYS law citation is:

PL 215.15.02* Intimidating 3 – Intent to Damage Property

PROPERTY INVOLVEMENT must be Burned (includes damage caused in fighting the fire) or Destroyed/Damaged/Vandalized.

The law cited describes an offender intentionally burning or otherwise damaging or destroying the property of a witness, as a means of intimidation.

EXAMPLE: After putting out a fire in his garage, a witness in a crime case found a threatening note in the mailbox. Fire inspectors identified the fire as arson. PROPERTY INVOLVEMENT was Burned, an occurrence of PROPERTY TYPE was Storage Structure, and PROPERTY VALUE was \$19,500.

See Data Elements #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #24 PROPERTY VALUE.

* Completed offense requires property information. Attempted offense does not.

NO. ERROR MESSAGE AND EXPLANATION

942 – 1026 These error messages appear when the reported DRUG TYPE does not match the section of law cited in INCIDENT/COMPLAINT OFFENSE. The remedy for this error is to correct either the law section or the choice of drug name in DRUG TYPE.

Each message specifies one controlled substance or class of controlled substances as defined in the Public Health Law. Criminal possession and sale of these substances are defined in Penal Law Articles 220 and 221. The following explanation is written as an example using the citation for Cocaine, but its text applies (with appropriate changes in PL section and drug name) to error messages 942 – 1026. Even the See Data Elements references apply as in the sample to all these messages.

Every one of the citations involves property, pertains only to completed offenses, and would be followed by an “*” in the text of its explanation because it requires property information. The edits creating these messages are run only if the third occurrence of DRUG TYPE is not reported as “Over 3 Drug Types,” since DRUG TYPE might not have been reported.

942 NYS law citation of PL 220.06.05 requires seizure of Cocaine in DRUG TYPE

This incident contains an INCIDENT/COMPLAINT OFFENSE of PL 220.06.05* and a PROPERTY INVOLVEMENT of Seized. Since this combination denotes the seizure of Cocaine, at least one of the up-to-three occurrences of DRUG TYPE must contain Cocaine Hydrochloride, Crack, or Other Coca Derivatives. The DRUG TYPE field is used only to identify the type of drugs when there is a seizure; otherwise enter Not Applicable.

If more than three drug types are seized in the incident, the two most important are to be reported specifically and the third occurrence is entered as Over Three Drug Types. The reporting agency determines the most important drugs in such cases, based on the quantity, value, and deadliness of the drugs seized.

EXAMPLE: In a drug case, the following drugs were seized:

Crack - 1.5 kilograms
Marijuana - 2.125 pounds
Morphine - 2.0 liquid ounces
Valium - 500 capsules

The Crack was entered in the first occurrence of DRUG TYPE, and the Morphine in the second occurrence. The third occurrence was reported as Over Three Drug Types. The Marijuana and Valium were not individually reported to DCJS but were written up in the incident notes for agency case records.

See Data Elements #13 INCIDENT/COMPLAINT OFFENSE, #22 PROPERTY INVOLVEMENT, #23 PROPERTY TYPE, and #29 DRUG TYPE.

942 NYS law citation of PL 220.06.05 requires seizure of Cocaine in DRUG TYPE

944 NYS law citation of PL 220.09.02 requires seizure of Methamphetamine in DRUG TYPE

946 NYS law citation of PL 220.09.05 requires seizure of LSD in DRUG TYPE

948 NYS law citation of PL 220.09.06 or 220.09.07 requires seizure of Hallucinogen in DRUG TYPE

950 NYS law citation of PL 220.09.08 or 220.09.09 requires seizure of Depressants and Tranquilizers in DRUG TYPE

NO. ERROR MESSAGE AND EXPLANATION

- 952 NYS law citation of PL 220.09.12 requires seizure of Methadone in DRUG TYPE
- 954 NYS law citation of PL 220.09.01, 220.09.03, or 220.16.01 requires seizure of Opiates, Synthetic Narcotics, or Cocaine in DRUG TYPE
- 956 NYS law citation of PL 220.16.02 requires seizure of Stimulants or Hallucinogens in DRUG TYPE
- 958 NYS law citation of PL 220.09.04 or 220.16.03 requires seizure of Stimulants in DRUG TYPE
- 960 NYS law citation of PL 220.16.04 requires seizure of LSD in DRUG TYPE
- 962 NYS law citation of PL 220.16.05 or 220.16.06 requires seizure of Hallucinogens in DRUG TYPE
- 964 NYS law citation of PL 220.16.07 requires seizure of Methamphetamine in DRUG TYPE
- 966 NYS law citation of PL 220.16.08 requires seizure of Stimulants in DRUG TYPE
- 968 NYS law citation of PL 220.16.09 requires seizure of LSD in DRUG TYPE
- 970 NYS law citation of PL 220.16.10 or 220.16.11 requires seizure of Hallucinogens in DRUG TYPE
- 972 NYS law citation of PL 220.16.12 requires seizure of Opiates, Synthetic Narcotics, or Cocaine in DRUG TYPE
- 974 NYS law citation of PL 220.18.01 requires seizure of Opiates, Synthetic Narcotics, or Cocaine in DRUG TYPE
- 976 NYS law citation of PL 220.18.02 requires seizure of Methamphetamine in DRUG TYPE
- 978 NYS law citation of PL 220.18.03 requires seizure of Stimulants in DRUG TYPE
- 980 NYS law citation of PL 220.18.04 requires seizure of LSD in DRUG TYPE
- 982 NYS law citation of PL 220.18.05 or 220.18.06 requires seizure of Hallucinogens in DRUG TYPE
- 984 NYS law citation of PL 220.18.07 requires seizure of Methadone in DRUG TYPE
- 986 NYS law citation PL 220.21.01 requires seizure of Opiates, Synthetic Narcotics, or Cocaine in DRUG TYPE
- 988 NYS law citation of PL 220.21.02 requires seizure of Methadone in DRUG TYPE
- 990 NYS law citation of PL 220.34.01 requires seizure of Opiates, Synthetic Narcotics, or Cocaine in DRUG TYPE
- 992 NYS law citation of PL 220.34.02 requires seizure of Depressants in DRUG TYPE
- 994 NYS law citation of PL 220.34.03 requires seizure of Cannabis in DRUG TYPE
- 996 NYS law citation of PL 220.34.05 requires seizure of Methadone in DRUG TYPE
- 998 NYS law citation of PL 220.39.01 requires seizure of Opiates, Synthetic Narcotics, or Cocaine in DRUG TYPE
- 1000 NYS law citation of PL 220.39.02 requires seizure of Stimulants, Hallucinogens, or LSD in DRUG TYPE
- 1002 NYS law citation of PL 220.39.03 requires seizure of Stimulants in DRUG TYPE
- 1004 NYS law citation of PL 220.39.04 requires seizure of LSD in DRUG TYPE
- 1006 NYS law citation of PL 220.39.05 or 220.39.06 requires seizure of Hallucinogens in DRUG TYPE

NO. ERROR MESSAGE AND EXPLANATION

- 1008** NYS law citation of PL 220.39.07 requires seizure of Methamphetamine in DRUG TYPE
- 1010** NYS law citation of PL 220.41.01 requires seizure of Opiates, Synthetic Narcotics, or Cocaine in DRUG TYPE
- 1012** NYS law citation of PL 220.41.02 requires seizure of Methamphetamine in DRUG TYPE
- 1014** NYS law citation of PL 220.41.03 requires seizure of Stimulants in DRUG TYPE
- 1016** NYS law citation of PL 220.41.04 requires seizure of LSD in DRUG TYPE
- 1018** NYS law citation of PL 220.41.05 or 220.41.06 requires seizure of Hallucinogens in DRUG TYPE
- 1020** NYS law citation of PL 220.41.07 requires seizure of Methadone in DRUG TYPE
- 1022** NYS law citation of PL 220.43.01 requires seizure of Opiates, Synthetic Narcotics, or Cocaine in DRUG TYPE
- 1024** NYS law citation of PL 220.43.02 requires seizure of Methadone in DRUG TYPE
- 1026** NYS law citation of PL 220.06.04, 220.09.10, or any PL Article 221 requires seizure of Marijuana in DRUG TYPE
- 1028** NYS law citation requires that INCIDENT LOCATION TYPE be School or College and that WEAPON/FORCE be a firearms choice

When NYS law citation is:

PL 265.01.03 Criminal Possession of a Weapon 4 - Firearm at Educational Institution

INCIDENT LOCATION TYPE must be School or College, and at least one occurrence of WEAPON/FORCE must be a firearm. Valid choices are:

Firearm
Revolver, derringer or single-shot pistol
Semiautomatic handgun
Fully automatic handgun or submachine gun
Single-shot, pump action or bolt action rifle
Semiautomatic rifle
Fully automatic rifle or machine gun
Shotgun

See Data Elements #15 INCIDENT LOCATION TYPE and #16 WEAPON/FORCE.

- 1030** NYS law citation requires possession of shotgun or rifle in WEAPON/FORCE

When NYS law citation is:

PL 265.01.04 Criminal Possession of a Weapon 4 - Convicted Felon
PL 265.01.06 Criminal Possession of a Weapon 4 - Not Suitable to Possess

at least one occurrence of WEAPON/FORCE must be a shotgun or rifle. Valid choices are:

Single-shot, pump action or bolt action rifle
Semiautomatic rifle
Fully automatic rifle or machine gun
Shotgun

See Data Element #16 WEAPON/FORCE.

NO. ERROR MESSAGE AND EXPLANATION

1032 NYS law citation requires possession of automatic weapon or explosive material in WEAPON/FORCE

When NYS law citation is:

PL 265.02.02 Criminal Possession of a Weapon 3

at least one occurrence of WEAPON/FORCE must be an automatic weapon or Explosive Material. Valid choices are:

Fully automatic handgun or submachine gun
Fully automatic rifle or machine gun
Explosives
Fire/Incendiary device

See Data Element #16 WEAPON/FORCE.

1034 NYS law citation requires firearms in WEAPON/FORCE

When NYS law citation is:

PL 265.02.03 Criminal Possession of a Weapon 3 - Deface Weapon
PL 265.02.04 Criminal Possession of a Weapon 3 - Loaded Gun
PL 265.02.05 Criminal Possession of a Weapon 3 - Firearm
PL 265.03 Criminal Possession of a Weapon 2
PL 265.03.01 Criminal Possession of a Weapon 2 - Machine Gun
PL 265.03.02 Criminal Possession of a Weapon 2 - Loaded Firearm
PL 265.03.03 Criminal Possession of a Weapon 2 - Disguised Gun
PL 265.08.01 Criminal Use Firearm 2
PL 265.09.01 Criminal Use Firearm 1

at least one occurrence of WEAPON/FORCE must be a firearm. Valid choices are:

Firearm
Revolver, derringer or single-shot pistol
Semiautomatic handgun
Fully automatic handgun or submachine gun
Single-shot, pump action or bolt action rifle
Semiautomatic rifle
Fully automatic rifle or machine gun
Shotgun

See Data Element #16 WEAPON/FORCE.

1036 NYS law citation requires possession of explosive materials in WEAPON/FORCE

When NYS Law Citation is:

PL 265.04 Criminal Possession Weapon 1

At least one occurrence of WEAPON/FORCE must be entered as Explosives, or Fire/Incendiary Device.

See Data Element #16 WEAPON/FORCE.

NO. **ERROR MESSAGE AND EXPLANATION**

1040 **NYS Law citation requires use of firearms or imitations firearms in WEAPON/FORCE**

When NYS law citation is:

PL 265.08.02 Criminal Use of a Firearm 2 - Display Weapon
PL 265.09.02 Criminal Use of a Firearm 1

at least one occurrence of WEAPON/FORCE must be a firearm or an imitation firearm. Valid choices are:

Firearm
Revolver, derringer or single-shot pistol
Semiautomatic handgun
Fully automatic handgun or submachine gun
Single-shot, pump action or bolt action rifle
Semiautomatic rifle
Fully automatic rifle or machine gun
Shotgun
Imitation firearm

See Data Element #16 WEAPON/FORCE.

1042 **NYS law citation requires deadly weapons in WEAPON/FORCE**

When NYS law citation is:

PL 265.10.01 Manufacture/Destroy Weapon
PL 265.10.02 Transport Firearm/Machine Gun/Dangerous Instrument
PL 265.10.04 Dispose Weapon/ Prior Conviction
PL 265.35.01 Prohibited Use Weapon

at least one occurrence of WEAPON/FORCE must be a deadly weapon. Valid choices are:

Firearm
Revolver, derringer or single-shot pistol
Semiautomatic handgun
Fully automatic handgun or submachine gun
Single-shot, pump action or bolt action rifle
Semiautomatic rifle
Fully automatic rifle or machine gun
Shotgun
Knife/cutting instrument
Blunt object
Other weapon

See Data Element #16 WEAPON/FORCE.

NO. **ERROR MESSAGE AND EXPLANATION**
1044 **NYS law citation requires firearms in WEAPON/FORCE**

When NYS law citation is:

PL 265.10.03	Unlawful Activity Dangerous Weapon
PL 265.10.06	Willful Defacement Machine Gun/Weapon
PL 265.10.07	Dispose Firearm w/o Required Notice
PL 265.11	Criminal Sale Firearm 3
PL 265.11.01	Criminal Sale Firearm 3
PL 265.11.02	Criminal Sale Firearm 3 Intent Sell
PL 265.12	Criminal Sale Firearm 2
PL 265.13	Criminal Sale Firearm 1
PL 265.14	Criminal Sale Firearm w/Aid of Minor
PL 265.16	Criminal Sale Firearm to a Minor
PL 265.35.02	Prohibited Use of Weapon
PL 265.35.03	Prohibited Use of Weapon,

at least one occurrence of WEAPON/FORCE must be a firearm. Valid choices are:

Firearm
Revolver, derringer or single-shot pistol
Semiautomatic handgun
Fully automatic handgun or submachine gun
Single-shot, pump action or bolt action rifle
Semiautomatic rifle
Fully automatic rifle or machine gun
Shotgun

See Data Element #16 WEAPON/FORCE.

1058 **NYS law citation requires use of Poison in WEAPON/FORCE**

When NYS law citation is:

PL 270.05	Unlawful Possession or sale of Noxious Matter
PL 270.05.02	Unlawful Possession of Noxious Matter
PL 270.05.06	Unlawful sale of a Noxious Material

at least one occurrence of WEAPON/FORCE must be Poison.

See Data Element #16 WEAPON/FORCE.

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- 821** **Posted: Full Replacement of an incident not yet on database**
 - 827** **Posted: Fixes prior Time Window error**
 - 829** **Posted: Not on database**
 - 835** **Posted: Deleted prior submission error**
 - 836** **"Time Window incident was posted, but it should have been submitted as Initial Inactive Incident, not as Update to Inactive Incident"**
 - 837** **Incident with submitted data segment error - Incident previously submitted as error**
 - 839** **Submitted Time Window for Incident already on database**

NO. ERROR MESSAGE AND EXPLANATION

- 841 Posted: Fixed prior submission error
- 842 Submitted as New record but already on database as Time Window
- 843 Submitted as Add Arrestee but already on database as Time Window
- 844 Add arrestee only found as previous deletion
- 845 Submitted Add Arrestee found only as prior error submission
- 846 Add Arrestee ordinal number already on Database
- 847 Submitted Replacement but record on as TW
- 848 Submitted New TW but matching TW already on database
- 849 Submitted Update TW but matching incident already on database
- 1038 Edit is scheduled to be made obsolete
- 1046 Edit is scheduled to be made obsolete
- 1048 Edit is scheduled to be made obsolete
- 1050 Edit is scheduled to be made obsolete
- 8000 System Exception Error - DCJS will resolve
- 8001 Database Conflict Error - DCJS will resolve
- 8002 System Error - DCJS will resolve
- 8003 Offense Database Conflict Error - DCJS will resolve
- 8004 Property Database Conflict Error - DCJS will resolve
- 8005 Offender Database Conflict Error - DCJS will resolve
- 8006 Victim Database Conflict Error - DCJS will resolve
- 8007 System Exception Error - DCJS will resolve
- 8008 Arrest Charge Database Conflict Error - DCJS will resolve
- 8009 Time Window Database Conflict Error - DCJS will resolve
- 8010 System Exception Error - DCJS will resolve
- 8011 System Error - DCJS will resolve
- 8012 Time Window Database Conflict Error - DCJS will resolve
- 8231 Submission for incident already on database contained an error
- 8232 Submission for TW incident contained an error
- 9001 Posted: Full New

NO. ERROR MESSAGE AND EXPLANATION

- 9002 Posted: Time Window**
- 9003 Submission contained an error**
- 9004 DCJS mainframe conversion issue - DCJS will resolve**
- 9011 Posted: Fixed Prior Error Submission**
- 9012 Posted: New Submission**
- 9023 Posted: Add Arrestee**
- 9027 Add Arrestee Database Conflict Error - DCJS will resolve**
- 9033 Posted: Existing Record Deleted**
- 9035 Posted: Existing Time Window Record Deleted**
- 9041 Posted: Fixed Time Window Prior Error Submission**
- 9053 Posted: Time Window updated**
- 9063 Posted: Full Replace Posted**
- 9071 Posted: Fixed Error**
- 9072 Conversion Problem Exists - DCJS will resolve**
- 9073 Conversion Time Window Problem Exists - DCJS will resolve**
- 9081 System Exception Error - DCJS will resolve**



NYSIBR Data Capture Elements and Specifications

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

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

April, 2016
New York State Division of Criminal Justice Services
Office of Justice Research and Performance
Crime Reporting

NYSIBR Data Capture Elements and Specifications

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

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

DATA ELEMENT #1 ORI NUMBER

DATA FORMAT: 9 characters Alpha/Numeric

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

NOTE:

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

DATA ELEMENT #2 INCIDENT/COMPLAINT NUMBER

DATA FORMAT: 12 characters Alpha/Numeric

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

DATA ELEMENT #3 INCIDENT OCCURRENCE DATE

DATA FORMAT: 8 characters Numeric

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

Year-Month-Day YYYYMMDD

88888888 = Not Reported

99999999 = Unknown

EXAMPLES:

Example 1:

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

Example 2:

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

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

Example 3:

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

DATA ELEMENT #4 INCIDENT OCCURRENCE TIME

DATA FORMAT: 4 characters Numeric

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

NOTE:

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

EXAMPLES:

Example 1:

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

Example 2:

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

DATA ELEMENT #5 INCIDENT REPORT DATE

DATA FORMAT: 8 characters Numeric

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

Year-Month-Day YYYYMMDD

EXAMPLES:

Example 1:

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

Example 2:

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

DATA ELEMENT #6 INCIDENT TIME REPORTED

DATA FORMAT: 4 characters Numeric

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

NOTE:

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

EXAMPLES:

Example 1:

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

Example 2:

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

DATA ELEMENT #7 INCIDENT CASE STATUS

DATA FORMAT: 2 characters Alpha/Numeric

CODING STRUCTURE:

NYSIBR CLEARANCE (Arrest)

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

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

NYSIBR CLEARANCE (Exceptional Means)

In order to clear an offense by exceptional means, the following **four conditions must be met:** (1) the investigation must have clearly and definitely established the identity of at least one offender; (2) sufficient probable cause must have been developed to support the arrest, charging, and prosecution of the offender; (3) the exact location of the offender must be known so that an arrest could be made; and (4) there must be a reason outside the control of law enforcement which prevents the arrest, i.e., codes 10 through 14 below.

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

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

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

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

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

OTHER CASE STATUSES

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

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

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

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

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

EXAMPLES:

Example 1:

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

Example 2:

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

Example 3:

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

DATA ELEMENT #9 LOCATION CODE OF INCIDENT

DATA FORMAT: 4 characters Alpha/Numeric

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

EXAMPLE:

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

DATA ELEMENT #10 STATION/DIVISION/PRECINCT IDENTIFIER

DATA FORMAT: 6 characters Alpha/Numeric

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

777777 = Not Applicable

EXAMPLE:

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

DATA ELEMENT #11 BIAS CRIME TYPE

DATA FORMAT: 2 characters Alpha/Numeric

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

Racial Bias

11 Anti-White

12 Anti-Black

13 Anti-American Indian/Alaskan Native

14 Anti-Asian/Pacific Islander

Religious Bias

21 Anti-Jewish

22 Anti-Roman Catholic

23 Anti-Protestant

24 Anti-Islamic (Muslim)

29 Anti-Other Religion

Ethnicity/National Origin Bias

31 Anti-Hispanic

32 Anti-Arab

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

39 Anti-Other Origin

Sexual Bias

41 Anti-Homosexual (gay or lesbian)

Other

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

77 No Bias/Not Applicable

88 Not Reported by Agency

99 Motivation of Perpetrator(s) Unknown

DEFINITION:

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

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

DATA ELEMENT # 12 **OFFENSE NUMBER**

DATA FORMAT: 2 characters numeric

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

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

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

NOTE:

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

EXAMPLE:

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

DATA ELEMENT # 13 INCIDENT/COMPLAINT OFFENSE CODE

DATA FORMAT: 22 characters alphanumeric

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

NOTE:

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

EXAMPLE:

EXAMPLE 1:

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

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

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

DATA ELEMENT # 14 INCIDENT LARCENY TYPE

DATA FORMAT: 2 characters alphanumeric (Larceny Offenses Only)

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

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

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

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

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

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

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

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

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

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

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

10 - Motor Vehicle Theft

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

88 - Not Reported

99 – Unknown

EXAMPLES:

Example 1:

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

Example 2:

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

DATA ELEMENT # 15 INCIDENT LOCATION TYPE

DATA FORMAT: 2 characters alphanumeric

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

RESIDENTIAL STRUCTURES

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

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

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

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

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

PUBLIC ACCESS BUILDINGS

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

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

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

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

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

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

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

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

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

COMMERCIAL SERVICE LOCATIONS

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

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

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

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

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

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

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

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

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

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

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

COMMERCIAL RETAIL LOCATIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

OTHER

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

OUTSIDE

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

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

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

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

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

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

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

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

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

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

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

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

EXAMPLE:

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

DATA ELEMENT # 16 WEAPON/FORCE

DATA FORMAT: 2 characters numeric

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

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

NOTE:

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

EXAMPLES:

Example 1:

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

Example 2:

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

DATA ELEMENT # 17 NUMBER OF PREMISES ENTERED (BURGLARY)

DATA FORMAT: 2 characters numeric

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

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

NOTE:

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

EXAMPLE:

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

DATA ELEMENT # 18 METHOD OF ENTRY (BURGLARY)

DATA FORMAT: 1 character alpha

Use only when the offense is burglary.

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

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

An **unforced entry** is one where the unlawful entry was achieved without force through an unlocked door or window.

If **both forced and unforced entries** were involved in the crime, the entry should be reported as having been accomplished through "Force".

EXAMPLES:

Example 1:

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

Example 2:

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

Example 3:

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

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

DATA FORMAT: 2 characters alphanumeric

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

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

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

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

NOTE:

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

EXAMPLES:

Example 1:

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

Example 2:

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

DATA ELEMENT # 20 JUSTIFIABLE HOMICIDE CIRCUMSTANCES

DATA FORMAT: 2 characters Numeric

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

CRIMINAL KILLED BY POLICE OFFICER

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

CRIMINAL KILLED BY PRIVATE CITIZEN

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

77- Not Applicable

NOTE:

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

EXAMPLES:

Example 1:

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

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

Example 2:

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

DATA ELEMENT # 21 OFFENDER USED COMPUTER

DATA FORMAT: 1 character alphanumeric

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

0 - Computer Not Used to Commit Offense

1 - Offender Used Computer to Commit Offense

8 - Not Reported

EXAMPLES:

Example 1:

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

Example 2:

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

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

DATA ELEMENT # 22 **PROPERTY INVOLVEMENT**

DATA FORMAT: 2 characters numeric

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

01 - None/Not Applicable

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

03 - Counterfeited/Forged

04 - Destroyed/Damaged/Vandalized

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

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

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

88 - Not Reported

99 - Unknown

NOTES:

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

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

EXAMPLES:

Example 1:

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

Example 2:

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

Example 3:

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

Example 4:

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

DATA ELEMENT # 23 PROPERTY TYPE

DATA FORMAT: 2 characters numeric

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

EXCHANGE MEDIUMS

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

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

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

DOCUMENTS

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

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

VALUABLES

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

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

PERSONAL EFFECTS

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

09 - Purses, Handbags, Wallets

HOUSEHOLD ITEMS

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

EQUIPMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONSUMABLE ITEMS

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

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

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

ANIMALS

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

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

VEHICLES

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

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

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

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

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

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

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

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

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

WEAPONS

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

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

STRUCTURES

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

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

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

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

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

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

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

OTHER

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

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

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

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

77 - NOT APPLICABLE

88 - NOT REPORTED

99 - UNKNOWN

EXAMPLES:

Example 1:

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

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

Example 2:

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

Example 3:

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

DATA ELEMENT # 24 PROPERTY VALUE

DATA FORMAT: 9 characters numeric

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

777777777 = Not Applicable

999999999 = Unknown

NOTE:

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

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

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

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

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

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

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

EXAMPLES:

Example 1:

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

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

Example 2:

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

Example 3:

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

DATA ELEMENT # 25 PROPERTY RECOVERY DATE

DATA FORMAT: 8 characters numeric

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

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

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

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

Year-Month-Day YYYYMMDD

77777777 = Not Applicable

EXAMPLE:

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

DATA ELEMENT # 26 NUMBER OF MOTOR VEHICLES STOLEN

DATA FORMAT: 3 characters numeric

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

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

NOTE:

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

EXAMPLE:

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

DATA ELEMENT # 27 NUMBER OF MOTOR VEHICLES RECOVERED

DATA FORMAT: 3 characters numeric

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

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

EXAMPLE:

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

DATA ELEMENT # 28 SOURCE OF DRUG DATA

DATA FORMAT: 1 character alphanumeric

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

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

NOTE:

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

EXAMPLES:

Example 1:

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

Example 2:

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

Example 3:

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

DATA ELEMENT # 29 DRUG TYPE (SUSPECTED)

DATA FORMAT: 2 characters alphanumeric

CODING STRUCTURE: Enter up to 3 types.

00 - NONE/NOT APPLICABLE

OPIATES AND SYNTHETIC NARCOTICS

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

COCAINE

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

HALLUCINOGENS

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

STIMULANTS

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

DEPRESSANTS AND TRANQUILIZERS

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

CANNABIS

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

OTHER DRUGS

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

- 99 - UNKNOWN TYPE**

NOTE:

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

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

EXAMPLE:

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

DATA ELEMENT # 31 DRUG MEASUREMENT UNIT

DATA FORMAT: 2 characters alpha

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

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

NOTE:

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

WEIGHT

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

CAPACITY

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

UNITS

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

EXAMPLE:

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

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

DATA ELEMENT # 32

OFFENDER NUMBER

DATA FORMAT:

3 characters numeric

CODING STRUCTURE:

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

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

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

NOTE:

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

EXAMPLES:

Example 1:

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

Example 2:

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

DATA ELEMENT # 33

OFFENDER AGE

DATA FORMAT:

4 characters numeric

CODING STRUCTURE:

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

0001-0098 = exact age in years

0099 = Over 98 years old

9999 = Unknown

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

EXAMPLES:

Example 1:

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

Example 2:

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

DATA ELEMENT # 34

OFFENDER SEX

DATA FORMAT:

1 character alpha

CODING STRUCTURE:

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

EXAMPLE:

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

DATA ELEMENT # 35

OFFENDER RACE

DATA FORMAT:

1 character alpha

CODING STRUCTURE:

W = White

B = Black

I = American Indian/Alaskan Native

A = Asian/Pacific Islander

R = Not Reported

U = Unknown

EXAMPLE:

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

DATA ELEMENT # 36

OFFENDER ETHNIC ORIGIN

DATA FORMAT:

1 character alpha

CODING STRUCTURE:

H = Hispanic Origin

N = Not of Hispanic Origin

R = Not Reported

U = Unknown

EXAMPLES:

Example 1:

If the offender was Hispanic, enter "H".

Example 2:

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

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

2 characters alphanumeric

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

CODING STRUCTURE:

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

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

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

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

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

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

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

EXAMPLES:

Example 1:

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

Example 2:

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

Example 3:

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

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

Victim Segment *Data Elements #38 - #50*

DATA ELEMENT # 38

VICTIM NUMBER

DATA FORMAT:

3 characters numeric

CODING STRUCTURE:

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

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

NOTE:

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

EXAMPLE:

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

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

2 characters numeric

CODING STRUCTURE:

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

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

NOTE:

Each victim must be linked to at least one offense.

EXAMPLES:**Example 1:**

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

Example 2:

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

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

1 character alpha

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

Example 1:

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

Example 2:

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

Example 3:

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

DATA ELEMENT # 41

VICTIM AGE

DATA FORMAT:

4 characters alphanumeric

CODING STRUCTURE:

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

00NN = under 24 hours (neonate)

00NB = 1 to 6 days

00BB = 7 to 364 days

0001-0098 = exact age in years

0099 = Over 98 years old

7777 = Not Applicable

9999 = Unknown

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

EXAMPLES:

Example 1:

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

Example 2:

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

Example 3:

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

DATA ELEMENT # 42

VICTIM SEX

DATA FORMAT:

1 character alpha

CODING STRUCTURE:

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

EXAMPLES:

Example 1:

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

Example 2:

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

DATA ELEMENT # 43

VICTIM RACE

DATA FORMAT:

1 character alpha

CODING STRUCTURE:

W = White

B = Black

I = American Indian/Alaskan Native

A = Asian/Pacific Islander

R = Not Reported

U = Unknown

X = Not Applicable

EXAMPLES:

Example 1:

If the victim was white, enter "W".

Example 2:

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

DATA ELEMENT # 44

VICTIM ETHNIC ORIGIN

DATA FORMAT:

1 character alpha

CODING STRUCTURE:

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

EXAMPLES:

Example 1:

If the victim was Hispanic, enter "H".

Example 2:

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

DATA ELEMENT # 45

VICTIM RESIDENCE STATUS

DATA FORMAT:

2 characters alphanumeric

CODING STRUCTURE:

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

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

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

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

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

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

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

08 - Homeless - the victim has no permanent address.

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

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

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

EXAMPLES:

Example 1:

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

Example 2:

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

Example 3:

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

DATA ELEMENT # 46 VICTIM/OFFENDER LINK

DATA FORMAT: 3 characters numeric

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

777 = Not Applicable

NOTE:

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

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

EXAMPLES:

Example 1:

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

Example 2:

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

DATA ELEMENT # 47 VICTIM/OFFENDER RELATIONSHIP

DATA FORMAT: 2 characters alphanumeric

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

Victim was:

Within Family

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

Outside Family but known to or by Victim

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

Not known to or by Victim

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

Other

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

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

EXAMPLES:

Example 1:

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

Example 2:

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

Example 3:

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

DATA ELEMENT # 48 LEVEL OF INJURY

DATA FORMAT: 1 character alphanumeric

CODING STRUCTURE:

1 - Dead-the victim was killed by a perpetrator.

2 - Appeared To Be Seriously Injured-the victim suffered an injury requiring more than simple first aid for treatment.

3 - Appeared To Be Physically Injured, But Not Seriously the victim suffered a physical injury of some kind, but there was no indication that the injury was serious. The injury required only first aid treatment or did not require any immediate treatment at all.

4 - Not Injured-the report indicates that the victim did not appear to be physically injured in the incident.

7 - Not Applicable-the incident did not have an individual as a victim.

8 - Not Reported-the level of injury to the victim is not stated on the incident report.

9 - Unknown-the level of injury to the victim cannot be determined or is not known.

EXAMPLES:

Example 1:

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

Example 2:

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

DATA ELEMENT # 49 TYPE OF INJURY

DATA FORMAT: 2 characters alphanumeric

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

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

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

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

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

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

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

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

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

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

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

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

EXAMPLES:

Example 1:

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

Example 2:

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

Example 3:

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

DATA ELEMENT # 50 VICTIM MEDICAL TREATMENT

DATA FORMAT: 1 character alphanumeric

CODING STRUCTURE:

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

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

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

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

5 -Treated at Scene

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

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

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

NOTE:

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

EXAMPLES:

Example 1:

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

Example 2:

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

Example 3:

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

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

DATA ELEMENT # 51 **ARRESTEE NUMBER**

DATA FORMAT: 2 characters numeric

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

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

NOTES:

If no Arrestee, do NOT submit this segment.

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

EXAMPLE:

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

DATA ELEMENT # 52 AGENCY ARREST NUMBER

DATA FORMAT: 12 characters alphanumeric

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

NOTE:

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

EXAMPLE:

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

DATA ELEMENT # 53

CJTN NUMBER

Note: CJTN Number replaces the old variable name OBTS number

DATA FORMAT:

9 characters alphanumeric

CODING STRUCTURE:

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

77777777 = Not Applicable/Non-printable offense

EXAMPLE:

A valid CJTN NUMBER is "07413559R".

DATA ELEMENT # 54 NYSID NUMBER

DATA FORMAT: 8 characters alphanumeric

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

NOTE:

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

EXAMPLE:

A valid NYSID NUMBER is "5791057L".

DATA ELEMENT # 55 ARREST DATE

DATA FORMAT: 8 characters numeric

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

EXAMPLE:

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

DATA ELEMENT # 56 ARREST TYPE

DATA FORMAT: 2 characters numeric

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

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

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

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

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

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

99 - Unknown

EXAMPLES:

Example 1:

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

Example 2:

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

DATA ELEMENT # 57 ARREST STATUS

DATA FORMAT: 2 characters numeric

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

01 - Held -The arrestee is not released.

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

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

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

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

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

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

88 - Not Reported -Not on the arrest report.

99 - Unknown -The release status is not known.

EXAMPLES:

Example 1:

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

Example 2:

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

DATA ELEMENT # 58 JUVENILE RELEASE STATUS

DATA FORMAT: 1 character alphanumeric

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

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

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

D = Diverted to Counseling/Treatment Program

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

EXAMPLES:

Example 1:

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

Example 2:

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

Example 3:

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

DATA ELEMENT # 59 MULTIPLE CLEARANCE INDICATOR

DATA FORMAT: 1 character alphanumeric

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

N = Not Applicable

C = Count Arrestee

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

EXAMPLES:

Example 1:

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

Example 2:

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

DATA ELEMENT # 60 ARRESTEE WEAPONS

DATA FORMAT: 2 characters numeric

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

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

NOTE:

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

EXAMPLES:

Example 1:

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

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

Example 2:

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

DATA ELEMENT # 61 ARRESTEE AGE

DATA FORMAT: 2 characters numeric

CODING STRUCTURE:

Enter an exact age

01-98 = Exact age in years

99 = Over 98 years old

EXAMPLES:

Example 1:

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

Example 2:

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

DATA ELEMENT # 62 ARRESTEE SEX

DATA FORMAT: 1 character alpha

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

EXAMPLE:

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

DATA ELEMENT # 63 ARRESTEE RACE

DATA FORMAT: 1 character alpha

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

EXAMPLE:

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

DATA ELEMENT # 64 ARRESTEE ETHNIC ORIGIN

DATA FORMAT: 1 character alpha

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

EXAMPLE:

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

DATA ELEMENT # 65 ARRESTEE RESIDENCE STATUS

DATA FORMAT: 1 character alphanumeric

CODING STRUCTURE:

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

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

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

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

NOTE:

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

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

EXAMPLES:

Example 1:

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

Example 2:

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

Example 3:

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

Example 4:

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

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

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

DATA FORMAT: 2 characters numeric

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

NOTES:

If no arrestee, do NOT submit this segment.

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

EXAMPLE:

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

DATA ELEMENT # 67 ARREST CHARGE

DATA FORMAT: 22 characters alphanumeric

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

NOTE:

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

EXAMPLE:

If an arrestee was charged with two ARREST CHARGES - Aggravated Sexual Abuse and Driving While Intoxicated, the first ARREST CHARGE SEGMENT for the Attempted Aggravated Sexual Abuse 1st Degree would have "PL130.7001A01A01A01A" entered in Data Element #67 - ARREST CHARGE. This would result in a new Arrest IBR code of "11C" = "Sexual Assault with an Object" being assigned by the DCJS Coded Law File.

The second ARREST CHARGE SEGMENT for Operating a Motor Vehicle with .10% Alcohol, DWI 2nd Offense would be coded as "VTL 1192.0202020202020202" and later classified via the DCJS Coded Law File to the new Arrest IBR Code of "90D" = "Driving Under the Influence".

DATA ELEMENT # 68 ARREST LARCENY TYPE

DATA FORMAT: 2 characters alphanumeric

Only for Larceny Offenses.

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

Definition of Larceny:

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

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

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

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

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

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

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

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

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

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

10 - Motor Vehicle Theft

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

88 - Not Reported

99 - Unknown

EXAMPLES:

Example 1:

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

Example 2:

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

Transmission Data Elements

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

DATABASE NAME: **SEGTYPE**

DATA FORMAT: 1 character. alphanumeric

CODING STRUCTURE:

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

NOTE:

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

DATABASE NAME: **SEGACT**

DATA FORMAT: 1 characters alphabetic

CODING STRUCTURE:

H = Header

I = Initial "Active" Incident Submission

R = Replace "Active" Incident Submission

A = Add Arrestee Segment for "Active" Incident

D = Delete Segment

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

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

T = Trailer

NOTE:

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

DATA ELEMENT: FILE CREATION DATE

DATABASE NAME: CREATEDATE

DATA FORMAT: 8 characters numeric

CODING STRUCTURE: YYYYMMDD

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

DATA ELEMENT: **IBR MONTH**

DATABASE NAME: IBRMONTH

DATA FORMAT: 2 character. numeric

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

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

EXAMPLE:

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

DATA ELEMENT: **IBR YEAR**

DATABASE NAME: **IBRYEAR**

DATA FORMAT: 4 characters numeric

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

DATA ELEMENT: **TIME WINDOW TYPE**

DATABASE NAME: TWTYPE

DATA FORMAT: 1 character alphanumeric

CODING STRUCTURE:

1 = Exceptional Clearance Only

2 = Recovered Property Only

3 = Arrest Only

4 = Exceptional Clearance with Recovered Property

5 = Arrest with Recovered Property

NOTE:

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

DATA ELEMENT: CLEARANCE INDICATOR

DATABASE NAME: CLIND

DATA FORMAT: 1 character alphanumeric

CODING STRUCTURE:

Y = Yes (incident cleared by this arrest)

N = No (incident not cleared by this arrest)

7 = Not Applicable

NOTE:

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

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

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

DATA ELEMENT: RECORD COUNT

DATABASE NAME: RECNT

DATA FORMAT: 6 character numeric

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

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

DATA ELEMENT: **HASH TOTAL**

DATABASE NAME: HASH

DATA FORMAT: 8 character numeric

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

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



NYSIBR Data Transmission Specifications

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

This document provides technical instructions for generating and transmitting monthly IBR files to DCJS and is intended primarily for vendors who design and support Records Management System (RMS) software used to store and report incident data submitted through IBR. It is also helpful for law enforcement agencies in understanding the contents and structure of an IBR submission file.

March, 2013
New York State Division of Criminal Justice Services
Office of Justice Research and Performance
Crime Reporting

NYSIBR Data Transmission Specifications

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Introduction

The purpose of this document is to provide technical instructions for generating and transmitting monthly Incident-Based Reporting (IBR) files, particularly for the vendors who design and support the Records Management Systems (RMS) that law enforcement agencies use to create and submit their monthly data files.

Topics include the overall structure of IBR data collection and how the circumstances of individual incidents are illustrated through the 68 data elements collected for each incident report. This includes instructions for determining the difference between active incidents and inactive incidents and how the two incident types are represented within the data file. Readers can find information on when monthly IBR files are supposed to be created and sent to DCJS as well as the transmission data specifications which include the data elements required for successful data transmission. This document also includes local database requirements for storing IBR data including the required data formats as well as how the NYSIBR database handles the different types of errors that may be present within a data file.

Segments to be Submitted

An incident report may consist of many possible combinations of circumstances ranging from a simple situation involving only one offense, one victim, and one offender, to a complex set of several offenses, property losses, victims, offenders, arrestees, and arrest charges. In addition, each of the victims may not be involved in every offense. Nor will all offenders have victimized the same victims. In NYSIBR, segments consisting of logically related data elements are used to build records which describe the circumstances of an incident. Using segments, an incident record can be constructed to link victims, offenders, and offenses to account for the wide variation in incident details.

There are ten segment types used to format and transmit IBR data. Two of these segments, the HEADER SEGMENT and the TRAILER SEGMENT, are used to delimit the beginning and end of the monthly IBR data submission for a local agency. The remaining eight segment types (ADMINISTRATIVE, OFFENSE, PROPERTY, OFFENDER, VICTIM, ARRESTEE, ARREST CHARGE, and TIME WINDOW) are used to build incident records. The 68 numbered Data Elements and the nine Transmission Data Elements outlined in the document *Data Capture Specifications* (See IBR Reference Materials on the DCJS public website) appear under their specific segment types as described in the file layouts in this document.

NYSIBR data processing is based on handling "segments" rather than individual data elements. Each type of data transaction has rules governing what segments need to be present in the incident record transmitted.

Description of Segment Types

Each segment type will contain an identifying code in the SEGMENT TYPE (SEGTYPE) field. The following is a description of each Segment Type:

SEGTYPE	DESCRIPTION
0	HEADER SEGMENT Identifies the beginning of the monthly IBR data submission for an agency.
1	ADMINISTRATIVE SEGMENT Provides administrative information regarding the overall incident.
2	OFFENSE SEGMENT Provides information about an offense involved in the incident. Each offense appears on a separate OFFENSE SEGMENT.
3	PROPERTY SEGMENT Provides information about the various types of property involved in the incident. Different types of property involvement, such as stolen, recovered, burned, destroyed, as coded in Data Element #22, appear on separate PROPERTY SEGMENTS.

SEGTYPE	DESCRIPTION
4	OFFENDER SEGMENT Provides information about an offender involved in the incident. Each offender appears on a separate OFFENDER SEGMENT.
5	VICTIM SEGMENT Provides information about a victim involved in the incident. Each victim appears on a separate VICTIM SEGMENT.
6	ARRESTEE SEGMENT Provides information about an arrestee involved in the incident. Each arrestee appears on a separate ARRESTEE SEGMENT.
7	ARREST CHARGE SEGMENT Provides information about an arrest charge for an arrestee. Each arrest charge appears on a separate ARREST CHARGE SEGMENT.
8	TIME WINDOW SEGMENT Acts as an "administrative" segment for INACTIVE incidents for which only limited information about exceptional clearances, property recoveries, and arrests must be submitted to DCJS.
9	TRAILER SEGMENT Identifies the end of an agency's monthly NYSIBR data submission and contains a RECORD COUNT and HASH TOTAL used to ensure that NYSIBR has read all the segments transmitted by the local agency for a month.

Determining Which Segments to Send to NYSIBR

This section lays out the instructions for determining which segments are to be transmitted to NYSIBR. For instance, different segments will be required for incident records depending on the status of the incident as **ACTIVE** or **INACTIVE**. Applying these rules will ensure a standard, uniform way to determine which segments to send.

Determining the Status of an Incident

Determining the status of an incident as **ACTIVE** or **INACTIVE** is the key to identifying what procedures to follow for using segments to build incident records.

An **ACTIVE INCIDENT** means that the incident occurred on or after the agency start-up date. The agency start-up date is the effective date that the agency switched from Uniform Crime Reporting (UCR) to Incident-Based Crime Reporting (IBR). Effective the agency's start-up date, information on the complete incident is stored on the local agency database at the time it is determined that the incident should be forwarded to NYSIBR.

An **INACTIVE INCIDENT** means that information on the complete incident is NOT stored on the local agency database at the time it is determined that the incident should be forwarded to NYSIBR. **INACTIVE** incidents may be thought of as incidents which fall outside the "Time Window" for active data retention on the local agency database. By definition, any incident which occurred prior to the creation of the local agency database is an **INACTIVE** incident. Similarly, if data for the incident were previously removed, purged, or archived from the database based on local retention criteria the incident is **INACTIVE**. For example, if the local agency only keeps data active on incidents occurring within three years of the current date, and the incident occurred four years ago, it is an **INACTIVE** incident. Because full information about **INACTIVE** incidents is not readily available on the local agency database, only a limited amount of data needs to be transmitted to NYSIBR.

If the status of the incident is **ACTIVE**, then follow the instructions for submitting **ACTIVE** incidents.

If the status of the incident is **INACTIVE**, then follow the instructions for submitting **INACTIVE** incidents.

The instructions for determining which segments to submit for an incident also rely upon the Transmission Data Element **SEGMENT ACTION (SEGACT)** which describes the type of action to be applied to a segment. The codes for **SEGMENT ACTION** as well as a complete list of other transmission data elements as well as the 68 **IBR** data elements and their valid values are described in the document *Data Capture Specification* under **IBR** reference materials on the DCJS Public Website.

Instructions for Submitting Active Incidents to NYSIBR

An "initial" submission for an incident means it is the first time that any segments for that particular incident are being transmitted to NYSIBR. Data Elements #1-ORI NUMBER and #2-INCIDENT/COMPLAINT NUMBER act as the key fields for determining if an incident is on the NYSIBR database. If any segments for a specific incident number are already present on the NYSIBR database, then no other segments can be added as initial submissions.

An initial ACTIVE incident submission must contain one and only one ADMINISTRATIVE SEGMENT and at least one OFFENSE, OFFENDER, and VICTIM SEGMENT. It may also contain one or more PROPERTY and ARRESTEE SEGMENTS. It may NOT contain a TIME WINDOW SEGMENT. For each ARRESTEE SEGMENT, at least one and not more than 16 ARREST CHARGE SEGMENTS must be present.

All segments submitted for an initial ACTIVE incident must have SEGACT = "I" for "Initial".

All segments submitted for an initial ACTIVE incident submission must be ordered by SEGMENT TYPE (SEGTYPE). The only exception are incidents with more than one ARRESTEE SEGMENT within which all the ARREST CHARGE SEGMENTS for arrestees must follow the ARRESTEE SEGMENT to which they are linked. All SEGMENT TYPES 1 through 5 must always appear in ascending order within an incident.

The table below illustrates the sequence of segments for an initial ACTIVE incident submission:

SEGTYPE 1	ADMINISTRATIVE SEGMENT	There must be one and only one of these per incident.
SEGTYPE 2	OFFENSE SEGMENTS	There must be at least one but can be up to ten of these per incident.
SEGTYPE 3	PROPERTY SEGMENTS	There can be from zero to six of these per incident.
SEGTYPE 4	OFFENDER SEGMENTS	There must be at least one but can be up to 99 of these per incident
SEGTYPE 5	VICTIM SEGMENTS	There must be at least one but can be up to 999 of these per incident.
SEGTYPE 6	ARRESTEE SEGMENTS	There can be from zero to 99 of these per incident.
SEGTYPE 7	ARREST CHARGE SEGMENTS	There must be one and can be up to 16 of these for each ARRESTEE SEGMENT present. Each ARREST CHARGE SEGMENT is linked to the preceding ARRESTEE SEGMENT.

Examples of Active Incident Segments Valid for an Initial Submission

Below, several scenarios of structurally valid initial ACTIVE incident submissions are illustrated using SEGTYPE numbers. All of these segments would have SEGACT = "I" to identify them as initial submissions. In order to be processed by NYSIBR, no segments for these incidents can already be present on the NYSIBR database.

INCIDENT #1:	INCIDENT #2:	INCIDENT #3:	INCIDENT #4:
1 ADMIN	1 ADMIN	1 ADMIN	1 ADMIN
2 OFFENSE	2 OFFENSE	2 OFFENSE	2 OFFENSE
4 OFFENDER	2 OFFENSE	3 PROPERTY	4 OFFENDER
5 VICTIM	3 PROPERTY	3 PROPERTY	4 OFFENDER
	4 OFFENDER	4 OFFENDER	5 VICTIM
	5 VICTIM	5 VICTIM	6 ARSTEE #1
		6 ARRESTEE	7 ARR CHG #1
		7 ARR CHG	7 ARR CHG #2
			6 ARSTEE #2
			7 ARR CHG #1

Incident #1 is the most basic incident scenario involving a single offense with no property involvement (no PROPERTY SEGMENT is required), a single offender, and a single victim with no arrest (no ARRESTEE SEGMENT and no corresponding ARREST CHARGE SEGMENT is required).

Incident #2 involves a single victim and single offender but had two offenses which resulted in one type of property involvement (e.g., stolen property) requiring a PROPERTY SEGMENT.

Incident #3 involves a single offense which resulted in two types of PROPERTY SEGMENTS (for stolen and recovered property) being submitted. The incident had a single offender, a single victim, and one arrestee with only one arrest charge.

Incident #4 involved a single offense, with no property involvement, committed by two offenders against one victim. The two offenders were arrested and the first had two arrest charges lodged against him and the second had only one arrest charge.

These examples are not exhaustive but illustrate the variety of possible segment combinations that might exist for an initial ACTIVE incident submission. As illustrated above, every such submission must contain one and only one Administrative Segment.

NOTE: Even if the offender and the arrestee are the same person and the arrest has been made at the time the incident is entered into the local database, it is necessary to submit both an OFFENDER SEGMENT and an ARRESTEE SEGMENT to NYSIBR in order to be in compliance with the rules for submitting segments for an initial ACTIVE incident.

Adding an Arrestee with Arrest Charges to an Active Incident

There must be NO other changes to the incident except the addition of a new arrestee and the associated arrest charge(s) for this arrestee.

To add a new arrestee, send an ARRESTEE SEGMENT along with each associated ARREST CHARGE SEGMENT. Include SEGACT = "A" for "Add" on all segments submitted.

Local agency software must keep track of the proper ARRESTEE NUMBER to assign via Data Element #51, so that no duplicate ARRESTEE NUMBERS appear in any ARRESTEE SEGMENTS for the incident. If the local agency tries to "add" an ARRESTEE SEGMENT and an ARRESTEE SEGMENT already exists on the NYSIBR database for that numbered arrestee, an error message will result.

Examples of structurally valid segment sequencing for an Add Arrestee transaction are:

Incident #1:

SEGTYPE	SEGACT
6 ARRESTEE #1	A
7 ARREST CHARGE	A

Incident #2

SEGTYPE	SEGACT
6 ARRESTEE #2	A
7 ARREST CHARGE #1	A
7 ARREST CHARGE #2	A
6 ARRESTEE #3	A
7 ARREST CHARGE	A

Incident #1 is the simplest Add Arrestee transaction possible, involving the addition of the first arrestee to an incident previously submitted without an ARRESTEE SEGMENT. This arrestee had only one ARREST CHARGE SEGMENT.

Incident #2 involves an Add Arrestee transaction for two arrestees. In this case, the initial ACTIVE incident submission to NYSIBR had an ARRESTEE SEGMENT present for the arrestee assigned number 1. Local agency software has correctly assigned non-duplicate numbers for these ARRESTEE SEGMENTS to be added (numbered 2 and 3 respectively). The first arrestee to be added is ARRESTEE #2 and this arrestee has two associated ARREST CHARGE SEGMENTS, while the second arrestee (ARRESTEE #3) has only a single ARREST CHARGE SEGMENT.

All Add Arrestee segment submissions must have an ARRESTEE SEGMENT as the first segment, followed by at least one but no more than 16 ARREST CHARGE SEGMENTS. The last segment must always be an ARREST CHARGE SEGMENT.

NYSIBR software will automatically update the ADMINISTRATIVE SEGMENT for the incident so that Data Element #7-INCIDENT CASE STATUS is changed to either "01" = "Cleared by Arrest-Adult" or "02" = "Cleared by Arrest-Juvenile" depending on the age of all Arrestees in the incident so that Data Element #8-INCIDENT EXCEPTIONAL CLEARANCE DATE = "77777777" for "Not Applicable".

Segments submitted as an Add Arrestee Transaction cannot immediately follow the "I" segments submitted for the incident. For NYSIBR processing, an incident is recognized by a change of incident

number on a segment or by a TRAILER SEGMENT which marks the end of a data submission for an agency. If the "A" segments immediately followed the "I" segments for an incident on a monthly NYSIBR data submission, all these segments would be read as a single incident. The incident would fail the edit check that all segments in an incident have the same SEGMENT ACTION type. An Add Arrestee Transaction can appear on the same monthly IBR data submission file as the segments for the Initial ACTIVE incident transaction, but must not be contiguous.

Updating an Active Incident Previously Sent to NYSIBR

To update an incident previously sent to NYSIBR, simply retransmit the updated incident information as if it was an initial incident submission, **EXCEPT that SEGACT = "R" for "Replace" should appear on all segments submitted for this updated incident.**

NOTE: The processing of "initial" (SEGACT = "I") and "update" (SEGACT = "R") transactions for ACTIVE incidents is virtually identical. The only difference arises with respect to the assumptions made on the existence of the same incident number for that agency on the DCJS NYSIBR database. If segments are submitted with SEGACT = "I", and the segments for that incident already exist on the NYSIBR database, the transaction will be rejected as an error. If segments are submitted with SEGACT = "R" for "Replace" and the same incident does NOT exist on the NYSIBR database, the incident submission is flagged with a Warning Message, but the segments are accepted. The rationale behind this difference lies in the possibility that the local agency may not be aware that in the previous monthly NYSIBR data submission the incident segments, when submitted with SEGACT = "I", were rejected and did not (originally) make it to the NYSIBR database. If segments are submitted with SEGACT = "R" and the incident does exist on the NYSIBR database, then NYSIBR will delete all segments for the incident from the database and "replace" them with the (updated) segments now submitted for this incident.

Deleting an Active Incident Previously Sent to NYSIBR

Deleting an incident previously sent to NYSIBR might be necessary if the incident was subsequently determined to be "unfounded" after further investigation or if it had the wrong incident number on the original submission.

Transmit an ADMINISTRATIVE SEGMENT for the incident to be deleted with SEGACT = "D" for "Delete". Since all segments for an ACTIVE incident are linked to an ADMINISTRATIVE SEGMENT, deleting the ADMINISTRATIVE SEGMENT for an incident **automatically deletes** all other segments sent to NYSIBR for this incident including ARRESTEE SEGMENTS and ARREST CHARGE SEGMENTS submitted as Add Arrestee (SEGACT = "A") transactions.

ADMINISTRATIVE SEGMENTS submitted with SEGACT = "D" will NOT be subjected to the full edit checks normally applied to ADMINISTRATIVE SEGMENTS. Given that the purpose of a delete transaction is to remove an incident from the NYSIBR database, only a limited set of edits is necessary to ensure that the

incident to be deleted can be identified (ORI NUMBER and INCIDENT/COMPLAINT NUMBER), matches the INCIDENT REPORT DATE for the incident already on the database (a double-check for the accuracy of the incident identifiers), and is of the proper status (ACTIVE) to be deleted by an ADMINISTRATIVE SEGMENT.

Instructions for Submitting Inactive Incidents to NYSIBR

An **INACTIVE INCIDENT** means that information on the complete incident is NOT stored on the local agency database at the time it is determined that the incident should be forwarded to NYSIBR. **INACTIVE** incidents may be thought of as incidents which fall outside the "Time Window" for active data retention on the local agency database. By definition, any incident which occurred prior to the creation of the local agency database is an **INACTIVE** incident. Similarly, if data for the incident was previously removed, purged, or archived from the database based on local retention criteria, the incident is considered **INACTIVE**. For example, if the local agency only kept data active on incidents occurring within three years of the current date, and the incident occurred four years ago, it would be considered an **INACTIVE** incident. **ANY INCIDENT WHICH OCCURRED PRIOR TO THE AGENCY'S START-UP DATE FOR IBR SHOULD BE TREATED AS AN INACTIVE INCIDENT.**

The FBI, however, still wants certain information to be submitted for such **INACTIVE** cases. This information relates **ONLY to Exceptional Clearances, Arrests, and Recovered Property**. The FBI needs this restricted set of information in order to give credit to local agencies for clearances (either by arrests or exceptional means) and recovered property in its annual publication *CRIME IN THE UNITED STATES*. DCJS will need to forward such information for **INACTIVE** incidents to the FBI. NYSIBR has set up special data transmission requirements for **INACTIVE** incidents to make it easier for local agencies to forward such information.

General Instructions for Submitting Inactive Incidents

Each **INACTIVE** incident sent to NYSIBR must include one and only one **TIME WINDOW SEGMENT** which must be the last segment submitted for the **INACTIVE** incident. This **TIME WINDOW SEGMENT** contains information on the offenses involved in the incident (which are no longer available as **OFFENSE SEGMENTS** stored on the local agency's database) and a Clearance Indicator which must be forwarded to the FBI.

All segments submitted for **INACTIVE** incidents must have **SEGACT = "W"**, which stands for a "Time Window Submission", **SEGACT = "U"**, for "Update of a Time Window Submission", or **SEGACT = "D"** for "Delete". **INACTIVE** incidents can be thought of as incidents which are no longer within the "Time Window" for retention on the local database as **ACTIVE** incidents.

All segments submitted for an **INACTIVE** incident must be in ascending order by **SEGMENT TYPE** (**SEGTYPE**) except that in incidents with more than one **ARRESTEE SEGMENT** all the **ARREST CHARGE SEGMENTS** for an arrestee must follow the **ARRESTEE SEGMENT** to which they are linked.

Typology of Allowable Submissions for Inactive Incidents

In order to simplify the processing of the limited amount of data required to be transmitted to NYSIBR for **INACTIVE** incidents, a typology has been developed to show the possible segments allowed, an example of the sequencing of these segments, and all the rules for submitting these segments. The Transmission Data Element **TIME WINDOW TYPE** (**TWTYPE**) is used to categorize the types of allowable **INACTIVE** incident submissions based on the circumstances of the incident and the limited amount of information required for **INACTIVE** incidents.

Submitting an Initial Inactive Incident

TWTYPE 1 = AN EXCEPTIONAL CLEARANCE ONLY

Send an ADMINISTRATIVE SEGMENT and a TIME WINDOW SEGMENT which both have SEGACT = "W". The only valid sequence of segments for TWTYPE1 is as follows:

SEGTYPE	SEGACT
1 ADMINISTRATIVE	W
8 TIME WINDOW	W

RULES:

Data Element #7-INCIDENT CASE STATUS must equal "10", "11", "12", "13", or "14", the ONLY valid codes for Exceptional Clearances.

Data Element #8-INCIDENT EXCEPTIONAL CLEARANCE DATE must contain a valid date.

The CLEARANCE INDICATOR on the TIME WINDOW SEGMENT must equal "7" for "Not Applicable".

TWTYPE 2 = RECOVERED PROPERTY ONLY

Send a PROPERTY SEGMENT and a TIME WINDOW SEGMENT which both have SEGACT = "W". The only valid sequence of segments for TWTYPE 2 is as follows:

SEGTYPE	SEGACT
1 PROPERTY	W
8 TIME WINDOW	W

RULES:

Data Element #22-PROPERTY INVOLVEMENT must equal "05" for "Recovered". Codes for other types of property involvement cannot appear in this data element since only information on recovered property is collected for INACTIVE incidents.

The CLEARANCE INDICATOR on the TIME WINDOW SEGMENT must equal "7" for "Not Applicable".

TWTYPE 3 = ARRESTS ONLY

Send an ARRESTEE SEGMENT for **each arrestee** with all its corresponding ARREST CHARGE SEGMENTS and a TIME WINDOW SEGMENT following the last ARREST CHARGE SEGMENT for the last arrestee. All segments sent must have SEGACT = "W". Some examples of valid segment sequences are as follows:

Incident #1		Incident #2	
SEGTYPE	SEGACT	SEGTYPE	SEGACT
6 ARRESTEE	W	6 ARRESTEE #1	W
7 ARREST CHARGE	W	7 ARREST CHARGE	W
8 TIME WINDOW	W	6 ARRESTEE #2	W
		7 ARREST CHARGE	W
		7 ARREST CHARGE	W
		8 TIME WINDOW	W

Incident #1 is an INACTIVE incident with a single ARRESTEE SEGMENT with one ARREST CHARGE SEGMENT. The TIME WINDOW SEGMENT must always be the last segment submitted for the incident.

Incident #2 is an INACTIVE incident with two arrestees. The first arrestee had only one arrest charge and the second arrestee had two arrest charges, and the last segment submitted was a TIME WINDOW SEGMENT.

RULES:

The Data Element CLEARANCE INDICATOR on the TIME WINDOW SEGMENT must be "Y" for "Yes" if the arrest(s) clears the incident or "N" for "No" if the arrest(s) does NOT clear the incident.

If the incident was previously cleared by an arrest, CLEARANCE INDICATOR must be "N" for "No". For example, if the arrest(s) being reported for the INACTIVE incident involved accomplices and the original offender was previously arrested, the CLEARANCE INDICATOR should equal "N" since the arrest of the original offender (reported earlier to NYSIBR) would have cleared the incident.

If the INACTIVE incident was cleared earlier by an Exceptional Clearance, and an arrest is subsequently made, the CLEARANCE INDICATOR should be set to "Y" for "Yes". For NYSIBR purposes, the FBI considers an Arrest superior to an Exceptional Clearance, and wants the Arrest Clearance counted even for INACTIVE incidents where an Exceptional Clearance may have previously been reported.

If the clearance status of the INACTIVE incident is unknown, then code CLEARANCE INDICATOR as "Y" for "Yes". The FBI assumes that if the clearance status is unknown, the incident is not cleared.

TWTYPE 4 = AN EXCEPTIONAL CLEARANCE WITH RECOVERED PROPERTY

Send an ADMINISTRATIVE, PROPERTY, and TIME WINDOW SEGMENT each having SEGACT = "W". The only valid segment sequence for TWTYPE 4 is as follows:

SEGTYPE	SEGACT
1 ADMINISTRATIVE	W
3 PROPERTY	W
8 TIME WINDOW	W

RULES:

All rules applicable for ADMINISTRATIVE and PROPERTY SEGMENTS for INACTIVE incidents described for TWTYPES 1 and 2 listed above must be followed. All rules for the TIME WINDOW SEGMENT also apply.

TWTYPE 5 = ARRESTS WITH RECOVERED PROPERTY

Send a recovered PROPERTY SEGMENT, then an ARRESTEE SEGMENT for **each arrestee** and the corresponding ARREST CHARGE SEGMENTS for each arrestee followed by a TIME WINDOW SEGMENT. All segments must have SEGACT = "W". Some examples of valid segment sequences are as follows:

Incident #1

SETYPE	SEGACT
3 PROPERTY	W
6 ARRESTEE	W
7 ARREST CHARGE	W
8 TIME WINDOW	W

Incident #2

SEGTYPE	SEGACT
3 PROPERTY	W
6 ARRESTEE #1	W
7 ARREST CHARGE	W
6 ARRESTEE #2	W
7 ARREST CHARGE	W
7 ARREST CHARGE	W
8 TIME WINDOW	W

Incident #1 is an INACTIVE incident with recovered property and a single ARRESTEE SEGMENT with one ARREST CHARGE SEGMENT. The TIME WINDOW SEGMENT must always be the last segment submitted for the incident.

Incident #2 is an INACTIVE incident with recovered property involving two arrestees. The first arrestee had only one arrest charge and the second arrestee had two arrest charges, and the last segment submitted was a TIME WINDOW SEGMENT.

RULES:

The PROPERTY SEGMENT must have Data Element #22-PROPERTY INVOLVEMENT equal to "05" for "Recovered". Follow all rules for ARRESTEE SEGMENT submissions for INACTIVE incidents described for TW TYPE 3.

Updating Data for an Inactive Incident Previously Sent to NYSIBR

Updating an INACTIVE incident involves retransmitting the required segments using the Typology for initial INACTIVE incident submissions, **EXCEPT that SEGACT = "U" for "Update" on all segments.**

NOTE: The processing of "initial" (SEGACT = "W") and "update" (SEGACT = "U") transactions for INACTIVE incidents is virtually identical. The only difference arises with respect to the assumptions made on the existence of the same incident number for that agency on the NYSIBR database. If segments are submitted with SEGACT = "W", and the segments for that incident already exist on the NYSIBR database, the transaction will be rejected as an error. If segments are submitted with SEGACT = "U" for "Update of a Time Window Submission" and the same incident does NOT exist on the NYSIBR database, the incident submission is flagged with a Warning Message, but the segments are accepted. The rationale behind this difference lies in the possibility that the local agency may not be aware that in the previous monthly IBR data submission the incident segments, when submitted with SEGACT = "W", were rejected and did not (originally) make it to the NYSIBR database. If segments are submitted with SEGACT = "U" and the incident does exist on the NYSIBR database, then NYSIBR will delete all "W" segments already present for the incident from the database and "update" them by adding the (updated) segments now submitted for this incident to the database.

Deleting an Inactive Incident Previously Sent to NYSIBR

Send the TIME WINDOW SEGMENT with SEGACT = "D" for "Delete". NYSIBR will then delete all other segments present for that INACTIVE incident. The only valid segment sequence for this transaction is as follows:

SEGTYPE	SEGACT
8 TIME WINDOW	D

A TIME WINDOW SEGMENT with SEGACT = "D" will NOT be processed through the full range of edits normally applied to TIME WINDOW SEGMENTS. A TIME WINDOW SEGMENT delete transaction will only be checked for ORI, INCIDENT/COMPLAINT NUMBER, and TWTYPE in order to verify that the incident to be deleted matches the incident previously sent to NYSIBR. Edits have been instituted to ensure that only INACTIVE incidents are deleted by a TIME WINDOW SEGMENT delete transaction. Similarly only ACTIVE incidents can be deleted by an ADMINISTRATIVE SEGMENT delete transaction.

Transmitting Data to NYSIBR

This section describes the data transmission requirements for sending local agency data to the NYSIBR database. It includes a discussion of the software local agencies need to develop to keep track of activity on the local database and whether data must be transmitted. This section also provides information on required formats for certain fields, and submitting monthly NYSIBR files to DCJS.

Local IBR Database Requirements

DCJS mandates that local data systems be designed to keep incident data sent to NYSIBR either as ACTIVE or INACTIVE incidents for at least two years from the date of their transmission.

NYSIBR requires this two year retention period for several reasons. First, the two year limit will ensure that high-quality crime statistics will be available and current, while keeping the local agency's storage space for incidents sent to NYSIBR within reasonable limits. Second, the two year retention period will ensure ample opportunity to correct or update segments sent to NYSIBR for either ACTIVE or INACTIVE incidents and to transmit these changes to NYSIBR before the incident is removed from the active NYSIBR database and archived. Third, if local agencies have less than a two year retention period, the amount of information that will be available to NYSIBR for ACTIVE incidents occurring after the Start-Up Date would be limited since the rules for submitting segments for INACTIVE incidents would apply if they were not stored on the local agency database. The availability of a limited set of NYSIBR data would seriously compromise the processing of both the NIBRS data to be sent to the FBI and the conversion of NYSIBR data to aggregate UCR formats for publication in our annual reports and other analyses.

Local agencies may also retain incident data sent to NYSIBR on their systems for longer than two years. This is perfectly acceptable since NYSIBR software will account for different storage periods between NYSIBR and local agency systems, and only send the appropriate information on to the National Incident-Based Reporting System (NIBRS).

Local Agency Software Must Keep Track of Database Transactions

Local agency software must accurately keep track of database transactions in order to determine what needs to be sent to NYSIBR, what already has been sent, the type of transaction involved (e.g., addition of new incident record, update of a previously sent incident, or deletion of an incident record), and the dates of such activities. Tracking the activity on the local database since the last transmission to NYSIBR becomes the basis of determining what information and what formats are used to transmit data.

Typically, automated local agency systems are designed to meet the operational and management needs of the agency and are not exclusively designed to maximize efficiency for NYSIBR data storage and transmission. These local agency systems usually contain more information (such as names and addresses of offenders, victims, witnesses, and arrestees) than is required for NYSIBR submission, and these data may even be located on different information systems. Local agency software must be able to determine whether something stored in their automated system needs to be forwarded to NYSIBR in order to meet all data submission requirements.

Once the local agency has identified those data elements from its automated systems that need to be transmitted to NYSIBR, the agency must track database transactions involving these data elements and reflect these transactions in their transmittals. By doing so, the local agency will be able to properly follow the data submission instructions for NYSIBR.

General Data Transmission Rules

The segments appearing on an agency's monthly IBR data submission are processed in the order in which they appear on the file. This rule, although obvious, is important since transaction types are dependent upon the processing order. For example, if an Add Arrestee transaction was being processed for an ACTIVE incident, the initial incident record for that incident must have already been processed either earlier in the current file or on a previous file. It is not possible to "add" a segment to an incident which does not exist on the NYSIBR database.

The proper sequencing of segments for data transactions is explained in the *Instructions for Submitting Active Incidents to NYSIBR* and *Instructions for Submitting Inactive Incidents to NYSIBR* section of this document. Further information regarding the processing sequence requirements appears in the edits for the NYSIBR system listed in the documents *NYS IBR Edits* and *Error Detail Listing* under IBR Reference Materials on the DCJS public website.

Formats for Numeric Fields

Fields containing "numeric" data must be stored as "symbolic" characters. In EBCDIC each byte of numeric data must be Hex "F0" = 0 through Hex "F9" = 9; for ASCII data as Hex "30" = 0 through Hex "39" = 9.

These should be right-justified with zero left-fill. For example, if Data Element 23-PROPERTY TYPE code is "02" = "Credit/Debit Card", value "02" would be entered, not "2b" or "b2".

Formats for Alpha/Numeric Fields

Fields containing "Alpha/Numeric" or "Alphabetic" data must be left-justified with blank right-fill. For example, if Data Element #2-INCIDENT/COMPLAINT NUMBER is 12345AB, a value of "12345ABbbbbbb" would be transmitted, not "bbbbbb12345AB".

If the codes presented for Alpha/Numeric data elements appear with a leading zero, then zero is considered part of the specific code to be entered. For example, the Alpha/Numeric Data Element #15-INCIDENT LOCATION TYPE only contains codes with numeric digits ranging from "01" to "52", "88" and "99". Only the exact two-character code (e.g., "01") must appear or the incident will fail the edit check for valid codes.

"No Blank" Data Elements Transmission Rule

No "blanks" should be passed to NYSIBR as a data element value. If a field is not used due to the

circumstances of the incident report then one of the residual codes (Not Applicable or Not Reported) should be used. Multiple occurrences of a data element which do not apply in a given incident must be filled with the appropriate residual code for "Not Applicable" defined for that data element. Refer to the edit specifications in both the *IBR Data Elements* and *NYS IBR Edits* documents to determine which residual code is allowable for a given data element.

This approach to data coding is known as positive coding since there is no room for "interpreting" what a blank means within the context of data transmission. The reason that no substantive data were transmitted is known through the use of residual codes. In an incident-reporting system which accepts blanks, a blank could mean several things: that the information to be collected was unknown; that the information was known but not collected for some reason; that the information to be collected was not applicable in that situation; or that the information was collected and available for transmission but did not get properly transmitted. In systems employing positive coding, a blank can only mean that nothing was written to that field.

Blanks are allowed on the transmission record as filler within a field (e.g., the Data Element #2- INCIDENT/COMPLAINT NUMBER assigned by the local agency is less than 12 characters).

The only exception to the "No Blank" Data Elements Transmission Rule exists for multiple occurrence data elements relating to INCIDENT/COMPLAINT OFFENSE CODE and INCIDENT LARCENY TYPE transmitted on a TIME WINDOW SEGMENT. The rules for OFFENSE SEGMENT submission require a separate OFFENSE SEGMENT for each distinct offense involved in the incident, and therefore there are no residual codes defined. Thus, if an ACTIVE incident involved three offenses, three OFFENSE SEGMENTS would be submitted. However, after the incident has been removed from the local database, data are transmitted to NYSIBR using one of the allowable types for an initial INACTIVE incident submission. Data about the original offenses involved in the incident must be entered in the TIME WINDOW SEGMENT, which stores information for the up to 10 offenses possibly involved in the incident. In this example, since only three offenses were involved, only the first three occurrences of INCIDENT/COMPLAINT OFFENSE CODE and INCIDENT LARCENY TYPE on the TIME WINDOW SEGMENT would contain data and the remaining seven occurrences would be left blank.

Since the NYSIBR Data Transmission Specifications prohibit the transmission of blanks in any other circumstances, all data element fields must have some valid code entered prior to transmission. In addition, all remaining data element fields must be filled (or non-blank) prior to file transmission.

However, keeping this "No Blank" Data Elements Rule in mind, it is possible to delineate two types of data element submissions based upon whether residual codes are acceptable: mandatory data elements and conditional mandatory data elements.

Sending NYSIBR Files to DCJS

NYSIBR data entered into the agency's database must be submitted, on a monthly basis, to DCJS through the New York State Integrated Justice Portal (IJPortal) (see *Incident-Based Reporting (IBR) File Submission Instructions* under IBR Reference Materials on the DCJS Public Website). NYSIBR requires that monthly IBR submission files be created containing all incident and arrest segments, additions, updates, or deletions within
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the local agency's database since the creation of the previous month's IBR file. NYSIBR also requires that each IBR monthly submission be forwarded to DCJS no later than the 20th of each month.

Sending files once a month evenly distributes the amount of data and the processing workload over twelve months. Also, it will make it easier to keep track of missing monthly data submissions in the event NYSIBR does not receive a particular month's data. The NYSIBR database is set up to expect a monthly IBR data submission file from each submitting agency. Edits have been instituted based on the Transmission Data Elements IBRMONTH and IBRYEAR to ensure that a NYSIBR data submission is processed for every month subsequent to an agency's Start-Up Date for NYSIBR participation. In other words, a monthly IBR data submission for August would not be processed by NYSIBR unless a July data submission file had already been received and accepted for the agency.

It is important to remember that if a NYSIBR File is rejected due to file submission errors, the corrected file will have the same IBRMONTH and IBRYEAR that were present on the rejected file. Only the FILE CREATION DATE would be changed to reflect the generation of a corrected IBR file. As an example, consider an agency's data submission for May that was created on June 15th and submitted to NYSIBR on June 16th. This IBR file, however, contained structural deficiencies and was rejected by the NYSIBR database. If the local agency corrected this IBR file on July 3rd, the IBRMONTH would still be May, since that was the IBRMONTH on the original data submission. If the IBRMONTH was changed to June, and no monthly IBR data submission was sent for May, NYSIBR would not process the corrected file because NYSIBR software would be expecting May to be the next sequential monthly data submission.

Note: Each IBR Submission file must contain only one submission month and one submitting ORI.

Monthly NYSIBR File Creation

The FILE CREATION DATE entered on the HEADER SEGMENT must be the exact date the agency is creating its monthly NYSIBR data file. The monthly IBR data submission acts as a snapshot of relevant, new, local-agency-database activity occurring between the last file sent to NYSIBR and the creation of this month's file.

If an agency began NYSIBR participation in May 2003, the first monthly IBR data submission would have IBRMONTH equal to "05" for "May" and IBRYEAR equal to "2003", even though some incidents written to that data submission could have a June date in Data Element #5-INCIDENT REPORT DATE as long as it was on or prior to the June 15th FILE CREATION DATE.

Obviously, there can be no dates forwarded to NYSIBR in an incident record which are after the FILE CREATION DATE. The dates contained in the Data Element #3-INCIDENT OCCURRENCE DATE, Data Element #5-INCIDENT REPORT DATE, Data Element #8-INCIDENT EXCEPTIONAL CLEARANCE DATE, all occurrences of Data Element #25-PROPERTY RECOVERY DATE, and Data Element #55-ARREST DATE must all be valid dates less than or equal to the FILE CREATION DATE. The presence of dates later than the FILE CREATION DATE in such fields will cause an incident-level Error Message to be returned to the local agency and the erroneous incident record would not be posted to the NYSIBR database. By definition, incident-level errors are not "fatal" and all valid, error-free incidents submitted on this file would be posted to the NYSIBR database.

It is not necessary to sort incident records using Data Element #2-INCIDENT/COMPLAINT NUMBER within a monthly IBR data submission. However, all segments for a given incident must be ordered appropriately using the instructions for data submission outlined in this document.

Submit the NYSIBR File on or before the 20th of the Month

The local agency must track incidents needing transmission to NYSIBR since the last month's file. NYSIBR requires that local agencies submit the monthly submission file on or before the 20th of the month. Since agencies will only be allowed to start IBR participation on the first of a month, setting the file creation target date for the 20th of the following month allows some lag time so that incidents occurring during the last week of the previous month can be posted and/or updated on the local database.

The Transmission Data Element IBRMONTH indicates what the expected month is for NYSIBR processing and is used to ensure that sequential monthly IBR data submissions are transmitted. If an agency began NYSIBR participation on May 1, 2003, the IBRMONTH for the first monthly NYSIBR data submission would be "05" for "May" and the IBRYEAR would be "2003", as this would be the first monthly data submission expected by NYSIBR after the IBR Start-Up Date. However, since this IBR file would be created on June 20th, some incidents written to that monthly IBR data submission for May could have June dates in Data Element #5-INCIDENT REPORT DATE as long as these dates are on or prior to the June 20th FILE CREATION DATE.

The submitting agency may choose to either send all incidents up to the FILE CREATION DATE or all incidents up to the end of the IBRMONTH and IBRYEAR. This decision can be based on what is easier for the

agency to implement. If IBR data were downloaded for transmission to NYSIBR on the first of the month, incidents from the last week of the previous month might not yet be on the local database, whereas downloading on or near the middle of the month would give these incidents a chance to be entered on the local database as well as allow time for immediate updates resulting from investigations (e.g., having an arrest added or property information updated) to be completed prior to transmitting the data. This delay in transmittal will reduce the need for update resubmissions to NYSIBR, thus reducing data traffic.

Using the same logic, NYSIBR plans to download its IBR agency data for the FBI toward the end of every month. It is important that the local agency submits its IBR file on or before the 20th of the month, since NYSIBR needs to compile all the local agencies' monthly IBR data submissions and create one file for the FBI. If local agency IBR files are created on or about the 20th of every month and mailed immediately to DCJS, then NYSIBR will have enough time to process data for transmittal to the FBI by the end of the month.

Sending the NYSIBR File to DCJS

In January 2013, the IBR File Submission interface was deployed on the New York State IJPortal. After submitting an IBR file using a simple upload function, the new interface provides instant confirmation of a file's submission status, and automatically generates and sends a transaction report back to the submitter's personal email address. For detailed instructions on how to submit a monthly IBR file through the IJPortal, see the document *Incident-Based Reporting (IBR) File Submission Instructions* under IBR Reference Materials on the DCJS Public Website.

Types of Data Elements

Mandatory Data Elements

Mandatory Data Elements must have a substantively valid code present if they appear on segments submitted for the incident. By definition, Mandatory Data Elements either have no residual codes defined or cannot have residual codes present based on the NYSIBR system edits. All of the Transmission Data Elements described in the document *Data Capture Specification* under IBR Reference Materials on the DCJS public website have no residual codes defined and are considered Mandatory Data Elements. These data elements act as identifiers for the type of segment, type of transaction, and the month and year of the expected NYSIBR data submission. Similarly ORI NUMBER and INCIDENT/COMPLAINT NUMBER are Mandatory Data Elements appearing on each segment as they enable NYSIBR to link and process the various segments transmitted for an incident.

Conditional Mandatory Data Elements

Conditional Mandatory Data Elements are those that apply only to specific types of offenses, situations, or circumstances and can have residual codes present. If the specific conditions which invoke Conditional Mandatory Data Elements exist, then all the edit specifications regarding the presence of substantive codes for those data elements apply. If the specific conditions do NOT warrant a substantive code for that particular Data Element, a residual code ("Not Applicable" or "Not Reported") must be entered in order to comply with the "No Blank" Data Elements Transmission Rule.

An example of an offense-specific Conditional Mandatory Data Element is Data Element #18-METHOD OF ENTRY (BURGLARY) which must have a substantive code of "F" = "Force" or "N" = "No Force" **only** if the incident involves a burglary offense. If there is no burglary offense, then "X" = "Not Applicable" must be entered.

A situation-specific Conditional Mandatory involves Data Elements #41-50 which consist of demographic and victim condition descriptions that warrant substantive completion **only** if the victim is a person. These data elements would be coded as "Not Applicable" if Data Element #40-VICTIM TYPE was "B" = "Business".

IBR File Structure

This section provides detailed information on the layout of a NYSIBR compliant file. The following tables provide the structure for each of the 8 segments that are descriptors of the criminal incident (Administrative, Offense, Property, Offender, Victim, Arrestee, Arrest Charge, and Time Window) as well as the Header and Trailer Segments which are descriptors of the IBR Submission File. Each table contains the data element type (data capture vs. transmission) and data element number (if it is one of the 68 data capture elements), the file position of the data element, the data length, the data attribute (ATTR) indicating if it is alpha, numeric or alpha-numeric, and the data element description.

Header Segment

There is one and only one Header Segment in an IBR Submission File. The Header Segment contains data elements that indicate for which ORI, Month, and Year and the file is being submitted.

LEVEL 0 - HEADER SEGMENT					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Data Transmission Element		1	1	AN	Segment Type Valid Code: 0
Data Transmission Element		2	1	A	Segment Action Valid Code: H
Data Transmission Element		3-4	2	N	IBR Month
Data Transmission Element		5-8	4	N	IBR Year
Data Transmission Element		9-16	8	N	File Creation Date
Data Capture Element	1	17-25	9	AN	ORI Number
N/A		26-300	275	AN	Filler (blanks)

Administrative Segment

The must be one and only one Administrative Segment for each **incident** in an IBR Submission file.

LEVEL 1 – ADMINISTRATIVE SEGMENT					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Data Transmission Element		1	1	AN	Segment Type Valid Code: 1
Data Transmission Element		2	1	A	Segment Action Valid Codes: I,R,D,W,U
Data Transmission Element		3-4	2	N	IBR Month
Data Transmission Element		5-8	4	N	IBR Year
Data Capture Element	1	9-17	9	AN	ORI Number
Data Capture Element	2	18-29	12	AN	Incident/Complaint Number
Data Capture Element	3	30-37	8	N	Incident Occurrence Date
Data Capture Element	4	38-41	4	N	Incident Occurrence Time
Data Capture Element	5	42-49	8	N	Incident Report Date
Data Capture Element	6	50-53	4	N	Incident Time Reported
Data Capture Element	7	54-55	2	AN	Incident Case Status
Data Capture Element	8	56-63	8	N	Incident Exceptional Clearance Date
Data Capture Element	9	64-67	4	AN	Location Code of Incident
Data Capture Element	10	68-73	6	AN	Station/Division/Precinct Identifier
Data Capture Element	11	74-75	2	AN	Bias Crime Type
N/A		76-300	225	AN	Filler (blanks)

Offense Segment

Each incident in an IBR Submission file must contain at least one offense segment and can contain up to 10 depending on the number of offenses that occurred in the incident.

LEVEL 2 - OFFENSE SEGMENT					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Data Transmission Element		1	1	AN	Segment Type, Valid Code: 2
Data Transmission Element		2	1	A	Segment Action, Valid Codes: I,R
Data Transmission Element		3-4	2	N	IBR Month
Data Transmission Element		5-8	4	N	IBR Year
Data Capture Element	1	9-17	9	AN	ORI Number
Data Capture Element	2	18-29	12	AN	Incident/Complaint Number
Data Capture Element	12	30-31	2	N	Offense Number
Data Capture Element	13	32-53	22	AN	Incident/Complaint Offense Code
Data Capture Element	14	54-55	2	AN	Incident Larceny Type
Data Capture Element	15	56-57	2	AN	Incident Location Type
NOTE: Data Element #16 occurs three (3) times.					
Data Capture Element	16	58-59	2	N	Weapon/Force (Occurrence 1)
Data Capture Element	16	60-61	2	N	Weapon/Force (Occurrence 2)
Data Capture Element	16	62-63	2	N	Weapon/Force (Occurrence 3)
Data Capture Element	17	64-65	2	N	Number of Premises Entered (Burglary)
Data Capture Element	18	66	1	A	Method of Entry (Burglary)
Note: Data Element #19 occurs two (2) times.					
Data Capture Element	19	67-68	2	AN	Assault/Homicide Circumstances (Occurrence 1)

LEVEL 2 - OFFENSE SEGMENT					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Data Capture Element	19	69-70	2	AN	Assault/Homicide Circumstances (Occurrence 2)
Data Capture Element	20	71-72	2	AN	Justifiable Homicide Circumstances
Data Capture Element	21	73	1	AN	Offender Used Computer
N/A		74-300	227	AN	Filler (blanks)

Property Segment

A Property Segment is required if there is property involved in the criminal incident. There can be from 0 to 6 Property Segments per incident depending on the number of property pieces reported.

LEVEL 3 - PROPERTY SEGMENT					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Data Transmission Element		1	1	AN	Segment Type Valid Code: 3
Data Transmission Element		2	1	A	Segment Action Valid Codes: I,R,W,U
Data Transmission Element		3-4	2	N	IBR Month
Data Transmission Element		5-8	4	N	IBR Year
Data Capture Element	1	9-17	9	AN	ORI Number
Data Capture Element	2	18-29	12	AN	Incident/Complaint Number
Data Capture Element	22	30-31	2	N	Property Involvement
NOTE: Data Element #23, #24, #25 are a GROUP occurring 10 times.					
Data Capture Element	23	32-33	2	N	Property Type (Occurrence 1)
Data Capture Element	24	34-42	9	N	Property Value (Occurrence 1)
Data Capture Element	25	43-50	8	N	Property Recovery Date (Occurrence 1)
Data Capture Element	23	51-52	2	N	Property Type (Occurrence 2)
Data Capture Element	24	53-61	9	N	Property Value (Occurrence 2)
Data Capture Element	25	62-69	8	N	Property Recovery Date (Occurrence 2)
Data Capture Element	23	70-71	2	N	Property Type (Occurrence 3)
Data Capture Element	24	72-80	9	N	Property Value (Occurrence 3)
Data Capture Element	25	81-88	8	N	Property Recovery Date (Occurrence 3)
Data Capture Element	23	89-90	2	N	Property Type (Occurrence 4)
Data Capture Element	24	91-99	9	N	Property Value (Occurrence 4)
Data Capture Element	25	100-107	8	N	Property Recovery Date (Occurrence 4)

LEVEL 3 - PROPERTY SEGMENT					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Data Capture Element	23	108-109	2	N	Property Type (Occurrence 5)
Data Capture Element	24	110-118	9	N	Property Value (Occurrence 5)
Data Capture Element	25	119-126	8	N	Property Recovery Date (Occurrence 5)
Data Capture Element	23	127-128	2	N	Property Type (Occurrence 6)
Data Capture Element	24	129-137	9	N	Property Value (Occurrence 6)
Data Capture Element	25	138-145	8	N	Property Recovery Date (Occurrence 6)
Data Capture Element	23	146-147	2	N	Property Type (Occurrence 7)
Data Capture Element	24	148-156	9	N	Property Value (Occurrence 7)
Data Capture Element	25	157-164	8	N	Property Recovery Date (Occurrence 7)
Data Capture Element	23	165-166	2	N	Property Type (Occurrence 8)
Data Capture Element	24	167-175	9	N	Property Value (Occurrence 8)
Data Capture Element	25	176-183	8	N	Property Recovery Date (Occurrence 8)
Data Capture Element	23	184-185	2	N	Property Type (Occurrence 9)
Data Capture Element	24	186-194	9	N	Property Value (Occurrence 9)
Data Capture Element	25	195-202	8	N	Property Recovery Date (Occurrence 9)
Data Capture Element	23	203-204	2	N	Property Type (Occurrence 10)
Data Capture Element	24	205-213	9	N	Property Value (Occurrence 10)
Data Capture Element	25	214-221	8	N	Property Recovery Date (Occurrence 10)
Data Capture Element	26	222-224	3	N	Number of Motor Vehicles Stolen
Data Capture Element	27	225-227	3	N	Number of Motor Vehicles Recovered
Data Capture Element	28	228	1	AN	Source of Drug Data
NOTE: Data Elements #29, #30, #31 are a Group occurring 3 times.					
Data Capture Element	29	229-230	2	AN	Drug Type (Suspected) (Occurrence 1)

LEVEL 3 - PROPERTY SEGMENT					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Data Capture Element	30	231-239	9	N	Drug Quantity (Estimated)-Whole (Occurrence 1)
Data Capture Element	30	240-242	3	N	Drug Quantity (Estimated)-Fraction (Occurrence 1)
Data Capture Element	31	243-244	2	A	Drug Measurement Unit (Occurrence 1)
Data Capture Element	29	245-246	2	AN	Drug Type (Suspected) (Occurrence 2)
Data Capture Element	30	247-255	9	N	Drug Quantity (Estimated)-Whole (Occurrence 2)
Data Capture Element	30	256-258	3	N	Drug Quantity (Estimated)-Fraction (Occurrence 2)
Data Capture Element	31	259-260	2	A	Drug Measurement Unit (Occurrence 2)
Data Capture Element	29	261-262	2	AN	Drug Type (Suspected) (Occurrence 3)
Data Capture Element	30	263-271	9	N	Drug Quality (Estimated)-Whole (Occurrence 3)
Data Capture Element	30	272-274	3	N	Drug Quantity (Estimated)-Fraction (Occurrence 3)
Data Capture Element	31	275-276	2	A	Drug Measurement Unit (Occurrence 3)
Data Capture Element		277-300	24	AN	Filler (blanks)

Offender Segment

Each incident must contain at least one offender segment and can contain up to 99 depending on the number of offenders in the incident.

LEVEL 4 - OFFENDER SEGMENT					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Data Transmission Element		1	1	AN	Segment Type Valid Code: 4
Data Transmission Element		2	1	A	Segment Action Valid Codes: I,R
Data Transmission Element		3-4	2	N	IBR Month
Data Transmission Element		5-8	4	N	IBR Year
Data Capture Element	1	9-17	9	AN	ORI Number
Data Capture Element	2	18-29	12	AN	Incident/Complaint Number
Data Capture Element	32	30-32	3	N	Offender Number
Data Capture Element	33	33-36	4	N	Offender Age
Data Capture Element	34	37	1	A	Offender Sex
Data Capture Element	35	38	1	A	Offender Race
Data Capture Element	36	39	1	A	Offender Ethnic Origin
Data Capture Element	37	40-41	2	AN	Offender Condition
N/A		42-300	259	AN	Filler (blanks)

Victim Segment

Each incident must contain at least one victim segment and can contain up to 999 segments depending on the number of victims in the incident

LEVEL 5 - VICTIM SEGMENT					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Data Transmission Element		1	1	AN	Segment Type Valid Code: 5
Data Transmission Element		2	1	A	Segment Action Valid Codes: I,R
Data Transmission Element		3-4	2	N	IBR Month
Data Transmission Element		5-8	4	N	IBR Year
Data Capture Element	1	9-17	9	AN	ORI Number
Data Capture Element	2	18-29	12	AN	Incident/Complaint Number
Data Capture Element	38	30-32	3	N	Victim Number
NOTE: Data Element #39 occurs 10 times.					
Data Capture Element	39	33-34	2	N	Victim/Offense Link (Occurrence 1)
Data Capture Element	39	35-36	2	N	Victim/Offense Link (Occurrence 2)
Data Capture Element	39	37-38	2	N	Victim/Offense Link (Occurrence 3)
Data Capture Element	39	39-40	2	N	Victim/Offense Link (Occurrence 4)
Data Capture Element	39	41-42	2	N	Victim/Offense Link (Occurrence 5)
Data Capture Element	39	43-44	2	N	Victim/Offense Link (Occurrence 6)
Data Capture Element	39	45-46	2	N	Victim/Offense Link (Occurrence 7)
Data Capture Element	39	47-48	2	N	Victim/Offense Link (Occurrence 8)
Data Capture Element	39	49-50	2	N	Victim/Offense Link (Occurrence 9)

LEVEL 5 - VICTIM SEGMENT					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Data Capture Element	39	51-52	2	N	Victim/Offense Link (Occurrence 10)
Data Capture Element	40	53	1	A	Victim Type
Data Capture Element	41	54-57	4	AN	Victim Age
Data Capture Element	42	58	1	A	Victim Sex
Data Capture Element	43	59	1	A	Victim Race
Data Capture Element	44	60	1	A	Victim Ethnic Origin
Data Capture Element	45	61-62	2	AN	Victim Residence Status
NOTE: Data Elements #46 and #47 are a GROUP occurring 10 times.					
Data Capture Element	46	63-65	3	N	Victim/Offender Link (Occurrence 1)
Data Capture Element	47	66-67	2	AN	Victim/Offender Relationship (Occurrence 1)
Data Capture Element	46	68-70	3	N	Victim/Offender Link (Occurrence 2)
Data Capture Element	47	71-72	2	AN	Victim/Offender Relationship (Occurrence 2)
Data Capture Element	46	73-75	3	N	Victim/Offender Link (Occurrence 3)
Data Capture Element	47	76-77	2	AN	Victim/Offender Relationship (Occurrence 3)
Data Capture Element	46	78-80	3	N	Victim/Offender Link (Occurrence 4)
Data Capture Element	47	81-82	2	AN	Victim/Offender Relationship (Occurrence 4)
Data Capture Element	46	83-85	3	N	Victim/Offender Link (Occurrence 5)
Data Capture Element	47	86-87	2	AN	Victim/Offender Relationship (Occurrence 5)
Data Capture Element	46	88-90	3	N	Victim/Offender Link (Occurrence 6)
Data Capture Element	47	91-92	2	AN	Victim/Offender Relationship (Occurrence 6)
Data Capture Element	46	93-95	3	N	Victim/Offender Link (Occurrence 7)
Data Capture Element	47	96-97	2	AN	Victim/Offender Relationship (Occurrence 7)
Data Capture Element	46	98-100	3	N	Victim/Offender Link (Occurrence 8)

LEVEL 5 - VICTIM SEGMENT					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Data Capture Element	47	101-102	2	AN	Victim/Offender Relationship (Occurrence 8)
Data Capture Element	46	103-105	3	N	Victim/Offender Link (Occurrence 9)
Data Capture Element	47	106-107	2	AN	Victim/Offender Relationship (Occurrence 9)
Data Capture Element	46	108-110	3	N	Victim/Offender Link (Occurrence 10)
Data Capture Element	47	111-112	2	AN	Victim/Offender Relationship (Occurrence 10)
Data Capture Element	48	113	1	AN	Level of Injury
NOTE: Data Element #49 occurs 5 times.					
Data Capture Element	49	114-115	2	AN	Type of Injury (Occurrence 1)
Data Capture Element	49	116-117	2	AN	Type of Injury (Occurrence 2)
Data Capture Element	49	118-119	2	AN	Type of Injury (Occurrence 3)
Data Capture Element	49	120-121	2	AN	Type of Injury (Occurrence 4)
Data Capture Element	49	122-123	2	AN	Type of Injury (Occurrence 5)
Data Capture Element	50	124	1	AN	Victim Medical Treatment
N/A		125-300	176	AN	Filler (blanks)

Arrestee Segment

An Arrestee Segment is required if an incident was cleared by an arrest. Each incident can contain from 0 to 99 Arrestee Segments depending on the number of arrestees in an incident.

LEVEL 6 - ARRESTEE SEGMENT					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
NOTE: At least one Arrest Charge Segment must be submitted for each Arrestee Segment.					
Data Transmission Element		1	1	AN	Segment Type Valid Code: 6
Data Transmission Element		2	1	A	Segment Action Valid Code: I,A,R,W,U
Data Transmission Element		3-4	2	N	IBR Month
Data Transmission Element		5-8	4	N	IBR Year
Data Capture Element	1	9-17	9	AN	ORI Number
Data Capture Element	2	18-29	12	AN	Incident/Complaint Number
Data Capture Element	51	30-31	2	N	Arrestee Number
Data Capture Element	52	32-43	12	AN	Agency Arrest Number
Data Capture Element	53	44-52	9	AN	OBTS Number
Data Capture Element	54	53-60	8	AN	NYSID Number
Data Capture Element	55	61-68	8	N	Arrest Date
Data Capture Element	56	69-70	2	N	Arrest Type
Data Capture Element	57	71-72	2	N	Arrestee Status
Data Capture Element	58	73	1	AN	Juvenile Release Status
Data Capture Element	59	74	1	AN	Multiple Clearance Indicator
NOTE: Data Element #60 occurs 2 times.					
Data Capture Element	60	75-76	2	N	Arrestee Weapons (Occurrence 1)

LEVEL 6 - ARRESTEE SEGMENT					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Data Capture Element	60	77-78	2	N	Arrestee Weapons (Occurrence 2)
Data Capture Element	61	79-80	2	N	Arrestee Age
Data Capture Element	62	81	1	A	Arrestee Sex
Data Capture Element	63	82	1	A	Arrestee Race
Data Capture Element	64	83	1	A	Arrestee Ethnic Origin
Data Capture Element	65	84	1	AN	Arrestee Residence Status
N/A		85-300	216	AN	Filler (blanks)

Arrest Charge Segment

Each Arrestee Segment in an incident must have at least one corresponding Arrest Charge Segment and can contain up to 16 depending on the number of charges the arrestee faced.

LEVEL 7 - ARREST CHARGE SEGMENT					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
NOTE: An Arrest Charge Segment may not be sent independently of an Arrestee Segment.					
Data Transmission Element		1	1	AN	Segment Type Valid Code: 7
Data Transmission Element		2	1	A	Segment Action Valid Code: I,A,R,W,U
Data Transmission Element		3-4	2	N	IBR Month
Data Transmission Element		5-8	4	N	IBR Year
Data Capture Element	1	9-17	9	AN	ORI Number
Data Capture Element	2	18-29	12	AN	Incident/Complaint Number
Data Capture Element	66	30-31	2	N	Arrestee/Charge Link
Data Capture Element	67	32-53	22	AN	Arrest Charge
Data Capture Element	68	54-55	2	AN	Arrest Larceny Type
N/A		56-300	245	AN	Filler (blanks)

Time Window Segment

The Time Window Segment acts as an “administrative” segment for an INACTIVE incident for which only limited information about exceptional clearances, property recoveries, and arrests must be submitted to DCJS. There must be a separate Time Window Segment for each INACTIVE incident submitted.

LEVEL 8 - TIME WINDOW SEGMENT					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Data Transmission Element		1	1	AN	Segment Type Valid Code: 8
Data Transmission Element		2	1	A	Segment Action Valid Code: W,U,D
Data Transmission Element		3-4	2	N	IBR Month
Data Transmission Element		5-8	4	N	IBR Year
Data Capture Element	1	9-17	9	AN	ORI Number
Data Capture Element	2	18-29	12	AN	Incident/Complaint Number
Data Transmission Element		30	1	AN	Time Window Type
Data Transmission Element		31	1	AN	Clearance Indicator
NOTE: Data Elements #13 and #14 are a group item occurring 10 times. If the incident involved has less than ten offenses leave the remainder of the occurrences in the TIME WINDOW SEGMENT blank. This is the only instance where blanks will be accepted as values for Data Elements in the NYSIBR Data Transmission Record.					
Data Capture Element	13	32-53	22	AN	Incident/Complaint Offense Code (Occurrence 1)
Data Capture Element	14	54-55	2	AN	Incident Larceny Type (Occurrence 1)
Data Capture Element	13	56-77	22	AN	Incident/Complaint Offense Code (Occurrence 2)
Data Capture Element	14	78-79	2	AN	Incident Larceny Type (Occurrence 2)
Data Capture Element	13	80-101	22	AN	Incident/Complaint Offense Code (Occurrence 3)
Data Capture Element	14	102-103	2	AN	Incident Larceny Type (Occurrence 3)

LEVEL 8 - TIME WINDOW SEGMENT

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Data Capture Element	13	104-125	22	AN	Incident/Complaint Offense Code (Occurrence 4)
Data Capture Element	14	126-127	2	AN	Incident Larceny Type (Occurrence 4)
Data Capture Element	13	128-149	22	AN	Incident/Complaint Offense Code (Occurrence 5)
Data Capture Element	14	150-151	2	AN	Incident Larceny Type (Occurrence 5)
Data Capture Element	13	152-173	22	AN	Incident/Complaint Offense Code (Occurrence 6)
Data Capture Element	14	174-175	2	AN	Incident Larceny Type (Occurrence 6)
Data Capture Element	13	176-197	22	AN	Incident/Complaint Offense Code (Occurrence 7)
Data Capture Element	14	198-199	2	AN	Incident Larceny Type (Occurrence 7)
Data Capture Element	13	200-221	22	AN	Incident/Complaint Offense Code (Occurrence 8)
Data Capture Element	14	222-223	2	AN	Incident Larceny Type (Occurrence 8)
Data Capture Element	13	224-245	22	AN	Incident/Complaint Offense Code (Occurrence 9)
Data Capture Element	14	246-247	2	AN	Incident Larceny Type (Occurrence 9)
Data Capture Element	13	248-269	22	AN	Incident/Complaint Offense Code (Occurrence 10)
Data Capture Element	14	270-271	2	AN	Incident Larceny Type (Occurrence 10)
N/A		272-300	29	AN	Filler (blanks)

Trailer Segment

There must be only one Trailer Segment in each IBR submission file. The Trailer Segment identifies the end of an agency's monthly NYSIBR data submission and contains a Record Count and Hash Total used to ensure that NYSIBR had read all the segments transmitted by the agency for a month.

LEVEL 9 - TRAILER SEGMENT					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Data Transmission Element		1	1	AN	Segment Type Valid Code: 9
Data Transmission Element		2	1	A	Segment Action Valid Code: T
Data Transmission Element		3-4	2	N	IBR Month
Data Transmission Element		5-8	4	N	IBR Year
Data Capture Element	1	9-17	9	AN	ORI Number
Data Transmission Element		18-23	6	N	Record Count
Data Transmission Element		24-31	8	N	Hash Total
N/A		32-300	269	AN	Filler (blanks)

Handling Errors

NYSIBR File Submission Errors

File Submission Errors occur when there are inaccuracies in the data transmission elements in the Header and Trailer Segments of an IBR file. They also occur when data transmission elements in the incident-level segments do not correspond with those in the Header Segment. When a file submission error is encountered, processing stops and the IBR file is rejected by the NYSIBR database. File submission errors occur under the following circumstances:

A file contains data from an agency (ORI) not formally authorized to submit IBR data.

A monthly IBR data submission for **this** IBRMONTH and IBRYEAR **was previously processed**.

A monthly IBR data submission for the **previous** IBRMONTH and IBRYEAR **was not submitted**.

A monthly IBR data submission for the previous IBRMONTH and IBRYEAR, although submitted, was returned because of file submission errors and hence not processed by NYSIBR.

The first record read on the file is not a HEADER SEGMENT.

A HEADER SEGMENT either was not the first record on the file OR did not immediately follow a TRAILER SEGMENT, if multiple monthly IBR data submissions appear on a single IBR file.

A TRAILER SEGMENT did not immediately follow either a Detail Record (the proper segment sequence for some type of ACTIVE or INACTIVE incident submission as described in this chapter) OR a HEADER SEGMENT in the case of a "null" monthly IBR data submission.

All incident-level segments (SEGMENT TYPES 1-8) after a HEADER SEGMENT did not correspond to the ORI NUMBER, IBRMONTH, and IBRYEAR on the last read HEADER SEGMENT.

The ORI NUMBER, IBRMONTH, and IBRYEAR on the TRAILER SEGMENT did not correspond to those on the last read HEADER SEGMENT.

The RECORD COUNT and the HASH TOTAL on the TRAILER SEGMENT did not equal those calculated from the incident-level segments for that month's IBR data submission.

The IBR file did not end with a TRAILER SEGMENT.

If an IBR file fails any of these tests, then processing of the file stops and no data contained on the rejected file are posted to the NYSIBR database. The submitting agency will receive a message on the eJustice IJportal submission screen indicating why the file was rejected. The submission month contained in the rejected file must be resubmitted before subsequent months can be submitted and processed.

NYSIBR Handling of Local Transmission Errors

This section describes the processing actions that occur relative to the NYSIBR database when errors are encountered in local agency data. The results differ for file submission errors and for incident-level errors for ACTIVE and INACTIVE incidents. Additional "transaction" errors can occur when "error-free" incident records are processed against the NYSIBR database. For example, trying to add an ARRESTEE SEGMENT for an ACTIVE incident that does not exist on the NYSIBR database is a transaction error.

Incident-level and transaction errors result in all segments for a particular incident record being rejected. Processing of additional records on the file continues, and all error-free incidents and transactions are posted on the NYSIBR database. All incidents with detected errors are rejected and NYSIBR generates an Error Segment which is posted on the database to track that local agencies correct rejected incidents. Incident-level processing continues to check all edits even after the first error condition is found. **This type of edit processing ensures that all errors present in an incident record are identified, not just the first error.** It will further minimize the number of error correction transactions exchanged between NYSIBR and the local agency.

When a local agency uploads a monthly IBR Submission through the IJPortal and an incident-level or transaction error is encountered, the error number along with a brief explanation of the error will be included on the Transaction Report that is automatically transmitted to the reporting agency. For information on reading a NYSIBR Transaction Report, see *How to Read the IBR Transaction Report* under IBR References Materials on the DCJS public website.

NYSIBR expects that the volume of errors found will be low. The full range of edits that NYSIBR will apply to local IBR data are described in Chapter 2 of this document and should be implemented proactively by the local agency. Furthermore, before agencies are formally authorized to participate in NYSIBR, a testing phase must be completed during which it is anticipated that most local software problems will be identified and corrected.

NYSIBR will keep strict account of all IBR files and incident records returned to localities for corrections, and will ask for explanations of why any corrections are not returned to NYSIBR within two months of notification.

NYSIBR Handling of Incident-Level Errors for Active Incidents

If an initial active incident is submitted with error(s), the ENTIRE INCIDENT will be REJECTED. All segments associated with the initial incident submission will be rejected even if some of these segments are error-free.

The corrected incident should be resubmitted to NYSIBR on the next month's submission file, where SEGACT = "I" for initial submission on all segments. Although there is no need to "update" the incident since it never made it onto the NYSIBR database, the local agency will assume that all its transmissions are error-free and hence posted to the NYSIBR database. The time lag between local data submission and receipt of NYSIBR Error Messages means that a local agency could never accurately know the exact status of its data on the NYSIBR database. Therefore, using the updating instructions (SEGACT = "R") instead of the initial submission instructions (SEGACT = "I") will NOT generate an Error Message that an update was attempted for a record not on the NYSIBR database. However, a Warning Message will inform the local agency that they

tried to update an incident which was NOT on the NYSIBR database.

If the local agency sent an initial transaction for an ACTIVE incident which was rejected for errors, and the agency determines that in addition to the identified errors returned from NYSIBR that the incident number originally sent was incorrect, an additional step is necessary to correct the incident. Since the rejection of the original incident would result in an Error Segment being stored for that incident on the NYSIBR database, a delete transaction must be sent to remove the Error Segment for the original incident with the incorrect incident number. Send an ADMINISTRATIVE SEGMENT with SEGACT = "D" for the incorrect incident number originally sent. Next, an initial ACTIVE incident submission for the corrected incident with both the incident number and the other identified errors corrected by the local agency, must be transmitted to NYSIBR. The corrected incident record will be passed through all IBR edits again and if error-free will be posted to the NYSIBR database.

If the incident returned by NYSIBR for local correction is no longer an ACTIVE incident on the local agency database, then the rules for INACTIVE incidents should be followed. If these rules do not require that any information be sent to NYSIBR, then the local agency must retransmit the ADMINISTRATIVE SEGMENT with SEGACT = "D" for the rejected incident to remove the Error Segment stored on the NYSIBR database.

Error in the Update for an Active Incident

If an error is found in an update (SEGACT = "R") for an ACTIVE incident, all segments submitted for the incident would be rejected. The original data for the incident, previously submitted to NYSIBR with SEGACT = "I", would remain on the NYSIBR database.

If the local agency then corrected the rejected update segments for the incident, resubmitted them following the update instructions, and they are error-free, the updated (SEGACT = "R") incident record will replace the original (SEGACT = "I") segments stored on the NYSIBR database.

NYSIBR Handling of Incident-Level Errors for Inactive Incidents

If any "W" segment for an initial inactive incident is submitted with error(s), the INACTIVE incident will be rejected and will not be posted to the NYSIBR database.

Corrected INACTIVE incident segments must be resubmitted to NYSIBR on the next monthly IBR data submission, again with SEGACT = "W" for Time Window Submission on all segments. There is no need to "update" the original incident record since it was never posted on the NYSIBR database. Since the local agency will assume that all its transmissions are error-free and hence posted to the NYSIBR database, the time lag between local data submission and receipt of NYSIBR Error Messages means that a local agency could never accurately know the exact status of its data on the NYSIBR database. Therefore, using the updating procedures (SEGACT = "U") instead of the initial submission procedures (SEGACT = "W") will NOT generate an Error Message that an update was attempted for a record not on the NYSIBR database. However, a Warning Message will be sent to inform the submitting agency that it tried to update an INACTIVE incident which did not exist on the NYSIBR database.

If the local agency sent an initial transaction for an INACTIVE incident which was rejected for errors, and the agency determines that in addition to the identified errors returned from NYSIBR that the incident number originally sent was incorrect, an additional step is necessary to correct this incident. Since the rejection of the original incident would result in an Error Segment being stored for that incident on the NYSIBR database, a delete transaction must be sent to remove the Error Segment for the original incident with the incorrect incident number. Send a TIME WINDOW SEGMENT with SEGACT = "D" for the incorrect incident number originally sent to NYSIBR. Next, an initial INACTIVE incident submission for the corrected incident (both incident number and other identified errors were corrected by the local agency) must be transmitted to NYSIBR. A corrected INACTIVE incident record will be passed through all IBR edits again and if error-free will be posted to the NYSIBR database.

Error in the Update for an Inactive Incident

If an error is found in the segments for an updated submission (SEGACT = "U"), the updated incident record would be rejected. Nothing from the updated incident submission would be posted on the NYSIBR database and the segments originally submitted for this incident (SEGACT = "W") remain on the NYSIBR database.

The local agency must correct the rejected update segments for the incident and resubmit them following the instructions for updating an INACTIVE incident. If all segments resubmitted are error-free, the updated (SEGACT = "U") incident will replace the original (SEGACT = "W") incident stored on the NYSIBR database.

NYSIBR Handling of Transaction Errors

If an agency submits a correctly structured, error-free, initial ACTIVE incident and an incident record with an identical ORI and INCIDENT/COMPLAINT NUMBER already exists on the NYSIBR database, an Error Message will be returned to the local agency and the incident submission will be rejected. The original incident record will remain on the NYSIBR database.

If the agency wants to correct this error and decides that the "duplicate" incident record is the proper one to be posted to the NYSIBR database, then it should be resubmitted to NYSIBR as an update transaction where SEGACT = "R" instead of "I". In this instance the data from the rejected "duplicate" incident record will replace the original incident record stored on the NYSIBR database.

Invalid Add Arrestee to Active Incident Transaction

If an agency submits an Add Arrestee transaction (SEGACT = "A") and there is no corresponding incident present on the NYSIBR database to which to add the ARRESTEE SEGMENT, an Error Message will be returned to the local agency for the rejected ARRESTEE SEGMENT and ARREST CHARGE SEGMENTS for the transaction.

NOTE: Although an invalid Add Arrestee Transaction results in an Error Message, it will NOT

generate an ERROR SEGMENT for posting to the NYSIBR database. Therefore, it is not necessary to send a delete transaction to remove an ERROR SEGMENT if the error stems from incorrect incident identifiers.

The local agency should determine the cause of the error and perform appropriate corrective action as follows:

If the source of error is the incident identifiers or the arrestee number for the ARRESTEE SEGMENT, correct the error and resubmit the Add Arrestee transaction on the next IBR file.

If the original incident was never transmitted to NYSIBR, then transmit the incident including all ARRESTEE SEGMENTS following the rules for an initial ACTIVE incident submission.

Deletion Error for an Active Incident

A deletion error for an ACTIVE incident will occur if a TIME WINDOW SEGMENT with SEGACT = "D" is sent instead of an ADMINISTRATIVE SEGMENT with SEGACT = "D". No action will be taken to remove the incident from the NYSIBR database and an Error Message will be generated to inform the local agency that its delete transaction was invalid. The original incident will remain on the database.

A deletion error for an ACTIVE incident will occur if the INCIDENT REPORT DATE on the ADMINISTRATIVE SEGMENT with SEGACT = "D" does not match that stored in that incident on the NYSIBR database. An Error Message will be generated and the original incident will remain on the NYSIBR database as this discrepancy indicates that the incident to be deleted was not properly identified.

Attempting to delete an incident record which is not on the NYSIBR database will generate a Warning Message for return to the local agency. Obviously no processing can be done since NYSIBR cannot delete something which does not exist.

A Warning Message will be sent to the submitting agency just in case an incorrect INCIDENT/COMPLAINT NUMBER or ORI NUMBER was entered on the delete transaction. If the agency has made such an error it must correct the incident identifiers and resubmit the delete transaction.

If there are no mistakes in the identifiers for the incident to be deleted, no further corrective action is needed since the incident is not present on the NYSIBR database and that was the intent of the original transaction.

Invalid Initial Inactive Incident Transaction

If an agency submits a correctly structured, error-free initial INACTIVE incident record (SEGACT = "W") and an incident record for that incident (identical ORI, INCIDENT/COMPLAINT NUMBER) already exists on the NYSIBR database, an Error Message will be returned to the local agency and this incident submission will be rejected.

The original incident record will remain on the NYSIBR database.

If the agency wants to correct this error and decides that the "duplicate" incident record is the proper one to be

posted to the NYSIBR database, then it should be resubmitted as an update transaction where SEGACT = "U" instead of "W". In this instance, the data from the rejected "duplicate" INACTIVE incident record will replace the original incident stored at DCJS.

Deletion Error for an Inactive Incident

A deletion error for an INACTIVE incident will occur if an ADMINISTRATIVE SEGMENT with SEGACT = "D" is sent instead of a TIME WINDOW SEGMENT with SEGACT = "D". No action will be taken to remove the INACTIVE incident from the NYSIBR database and an Error Message will be generated to inform the local agency that its delete transaction was invalid. The original incident will remain on the database.

A deletion error for an INACTIVE incident will occur if the TWTYPE on the TIME WINDOW SEGMENT with SEGACT = "D" does not match that stored for the INACTIVE incident on the NYSIBR database. An Error Message will be generated and the original incident will remain on the NYSIBR database as this discrepancy indicates that the incident to be deleted was not properly identified.

If the local agency attempts to delete an INACTIVE incident which does not appear on the NYSIBR database, a Warning Message will be generated for return to the local agency just in case an incorrect INCIDENT/COMPLAINT NUMBER or ORI NUMBER was entered.

If the agency has made such an error in the identifiers (ORI, INCIDENT/COMPLAINT NUMBER) for the incident to be deleted, it must correct the mistake and resubmit the deleted transaction. If there are no mistakes in the identifiers for the segments to be deleted, no further corrective action is needed since these segments are not present on the NYSIBR database and that was the intent of the original transaction.



New York State IBR Edits

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

This document provides a complete listing of the system edits implemented by DCJS that monthly IBR submission files must pass before they are posted to the DCJS IBR database. Each edit number, corresponding error message, as well as a technical explanation is provided. This document is intended primarily for vendors who design and support the Records Management System (RMS) software used to store and report data on criminal incidents.

March, 2013
New York State Division of Criminal Justice Services
Office of Justice Research and Performance
Crime Reporting

New York State IBR Edits

This document contains a complete listing of the edits that monthly IBR submission data files must pass before they are posted to the DCJS IBR database. The IBR edits help to ensure the quality of the data which are both submitted to the FBI and used for other analytic purposes at the state level. This document is especially helpful for vendors of Records Management Systems (RMS) software who build the DCJS edits into their products.

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SUBMISSION EDITS

Submission Edits review the file structure to ensure that it can be accepted into the NYSIBR database. If a submission edit fails, then the file will not upload and no incidents will be posted. For example, if Data Element #1 - ORI NUMBER is not an ORI recognized by the NYSIBR database, then the file will fail to process and no incidents will be posted.

Error Number	Error Message	Edit Explanation
100	Incident not processed due to invalid segment length	Segment Length must be the sum of the required characters in each segment as per Data Capture Specifications.
101	Atleast one of the fields in a segment did not match the expected data type	Each data element in a segment must contain the expected characters as per the Data Capture Specifications
102	Date must be formatted as YYYYMMDD	
104	Month must be in range of 01 to 12	
106	Day of the month must be valid for that month	
108	IBR MONTH on each segment must be the same as on header segment	IBRMONTH on each segment must be same as on HEADER SEGMENT.
110	IBR YEAR on each segment must be the same as on header segment	IBRYEAR on each segment must be same as on HEADER SEGMENT.
112	FILE CREATION DATE must be later than the IBR MONTH submitted	FILECREATE on each segment must be later than IBRDATE.
114	IBR MONTH on header segment must be in range of 01 to 12	H-IBRMONTH must be in range of 01 to 12.
116	IBR MONTH on header segment must be the next month expected for IBR processing	H-IBRMONTH must be expected month in DCJS IBR Agency File.
118	IBR YEAR on header segment must be the next year expected for IBR processing	H-IBRYEAR must be expected year in DCJS IBR Agency File.
120	FILE CREATION DATE must be a valid date and format	FILECREATE must pass CHECK-DATE.
122	ORI NUMBER must be a valid ORI NUMBER on DCJS IBR Agency File	H-ORI must be a valid ORI NUMBER in DCJS IBR Agency File.
124	Header segment must be the first record on submission file	First record read on file must be a HEADER SEGMENT.
126	Header segment appears out of sequence; it must be the first record on submission file or immediately follow a trailer segment	HEADER SEGMENTS must be 1st record on file or immediately follow a TRAILER SEGMENT.
128	Trailer segment must be the last record on submission file	Last record before 'EOF' must be TRAILER SEGMENT.
130	Trailer segment appears out of sequence; it must be the last record on submission file	TRAILER SEGMENT must immediately follow a HEADER SEGMENT or follow a valid Segment Type (1-8). TRAILER SEGMENT may not follow another TRAILER SEGMENT.
132	RECORD COUNT on trailer must match the count calculated by DCJS upon receipt of file	RECORD COUNT on TRAILER SEGMENT must match that computed by DCJS after reading data submission.
134	HASH TOTAL (computer calculation) on trailer record implies data is missing or corrupted	HASH TOTAL on TRAILER SEGMENT must match that computed by DCJS after reading data submission.

SINGLE SEGMENT EDITS

Single Segment Edits verify the accuracy of the codes for all data elements on a segment in relation to the codes for other data elements on that segment. For example, if Data Element #7-INCIDENT CASE STATUS indicates that the incident was cleared by exceptional means, then Data Element #8-INCIDENT EXCEPTIONAL CLEARANCE DATE must have a valid date entered.

Error Number	Error Message	Edit Explanation
136	ORI NUMBER on each segment must be the same as on header segment	Must be same as ORI NUMBER in Header.
138	INCIDENT/COMPLAINT NUMBER must be left justified	Must be left-justified.
140	INCIDENT/COMPLAINT NUMBER cannot be blank or have embedded blanks	Cannot be all blanks.
142	Use allowed characters for INCIDENT/COMPLAINT NUMBER: A-Z, 0-9, hyphens, blank right-fill	Valid character combinations include letters A-Z, numbers, 0-9, hyphen, and/or blank right-fill.
144	INCIDENT OCCURRENCE DATE must be formatted as YYYYMMDD	Must be 88888888 or 99999999 or pass CHECK-DATE (See CHECK-DATE for messages).
150	INCIDENT OCCURRENCE DATE must be prior to the FILE CREATION DATE	If NE 88888888 and NE 99999999, date cannot be later than FILECREATE date.
152	INCIDENT OCCURRENCE TIME must be stated as military time	Must be 7777, 8888, 9999, or a valid military time in HHMM format with hours (characters 1 and 2) in range from 00 to 23 and minutes (characters 3 and 4) in range from 00 to 59.
153	INCIDENT REPORT DATE must be formatted as YYYYMMDD	Must pass CHECK-DATE (See CHECK-DATE for messages).
154	Unless incident is a Time Window, year of INCIDENT REPORT DATE must be 1991 or later	If SEGACT NE "W" or "U", year must be 1991 or later.
156	INCIDENT REPORT DATE must be on or after IBR start-up date for IBR submission by the agency	If SEGACT = "I" or "R", date must be on or after start date for IBR submission for that agency.
160	INCIDENT REPORT DATE must be on or after INCIDENT OCCURRENCE DATE	If Data Element #3-INCIDENT OCCURRENCE DATE NE 88888888 AND NE 99999999, then Data Element #5-INCIDENT REPORT DATE must be on or after Data Element #3-INCIDENT OCCURRENCE DATE.
162	INCIDENT TIME REPORTED must be stated as military time	Must be 7777, 8888, 9999, or a valid military time in HHMM format with hours (characters 1 and 2) in range from 00 to 23 and minutes (characters 3 and 4) in range from 00 to 59.
164	Enter a valid case status to indicate INCIDENT CASE STATUS	Must = "01" "02" "10" "11" "12" "13" "14" "20" "21" "22" "88" or "99".
166	INCIDENT EXCEPTIONAL CLEARANCE DATE requires a clearance by exceptional means in INCIDENT CASE STATUS	If Data Element #8-INCIDENT EXCEPTIONAL CLEARANCE DATE NE 77777777, then Data Element #7-INCIDENT CASE STATUS must = "10" "11" "12" "13" or "14".
168	INCIDENT EXCEPTIONAL CLEARANCE DATE of Not Applicable requires a clearance by other than exceptional means in INCIDENT CASE STATUS	If Data Element #8-INCIDENT EXCEPTIONAL CLEARANCE DATE = 77777777, then Data Element #7-INCIDENT CASE STATUS must NE "10", NE "11", NE "12", NE "13", and NE "14".

Error Number	Error Message	Edit Explanation
170	INCIDENT EXCEPTIONAL CLEARANCE DATE must be a valid date or Not Applicable	Must be 77777777 or pass CHECK-DATE (See CHECK-DATE for messages).
172	INCIDENT EXCEPTIONAL CLEARANCE DATE must be on or after IBR start-up date	If NE 77777777, then date must be on or after start date for IBR submission for that agency.
174	INCIDENT EXCEPTIONAL CLEARANCE DATE must be prior to FILE CREATION DATE	If NE 77777777, then date cannot be later than FILECREATE date.
176	INCIDENT EXCEPTIONAL CLEARANCE DATE must be on or after INCIDENT OCCURRENCE DATE	If Data Element #3-INCIDENT OCCURRENCE DATE NE 88888888 AND NE 99999999, then Data Element #8-INCIDENT EXCEPTIONAL CLEARANCE DATE must be on or after Data Element #3-INCIDENT OCCURRENCE DATE.
178	LOCATION CODE OF INCIDENT must contain a valid City-Town-Village (CTV) code	Must be a valid CTV (City-Town-Village) code according to CTV file.
179	LOCATION CODE OF INCIDENT Not Valid for this Agency ORI	
180	STATION/DIVISION/PRECINCT IDENTIFIER must be left justified and contain no internal blanks	Must be left-justified if less than 6 characters or "777777".
182	BIAS CRIME TYPE must show a valid bias motivation	Must = "11" "12" "13" "14" "21" "22" "23" "24" "29" "31" "32" "33" "39" "41" "50" "77" "88" or "99".
184	OFFENSE NUMBER must be in range of 01 to 75	Must be equal to or greater than 01 and LE 75.
186	INCIDENT/COMPLAINT OFFENSE must be a valid NYS Law	If NOT JUSTIFIABLE HOMICIDE, then the first 21 characters must have a valid match in the DCJS Coded Law File.
188	INCIDENT/COMPLAINT OFFENSE requires a Completed or Attempted indicator	If NOT JUSTIFIABLE HOMICIDE, then Data Element #13-INCIDENT/COMPLAINT OFFENSE CODE character 22 must = "C" or "A".
190	INCIDENT LARCENY TYPE must contain a valid larceny type	Must = "01".. "10" "77" "88" or "99".
192	INCIDENT LARCENY TYPE requires a larceny offense in INCIDENT/COMPLAINT OFFENSE	If not "77", then Offense IBR Code must equal "23A"... "23H" or "240".
194	INCIDENT/COMPLAINT OFFENSE is a larceny and requires a valid INCIDENT LARCENY TYPE	If Offense IBR Code = "23A"... "23H" then Data Element #14-INCIDENT LARCENY TYPE must NE "77".
196	INCIDENT LOCATION TYPE must use a valid location type	Must = "01".. "52" "88" or "99".
198	WEAPON/FORCE in the first occurrence must contain a valid weapon or force	First occurrence must = 01-19 77 88 or 99.
200	WEAPON/FORCE in the second or third occurrence must use a valid weapon or force	Successive occurrences must = 01-19 or 77.
202	If the incident contains more than one WEAPON/FORCE, enter only one weapon of each type	If more than one code 01-19 entered there must be no duplicates.
204	If a WEAPON/FORCE occurrence is Not Applicable, Not Reported, or Unknown, the successive occurrences must be Not Applicable	If an occurrence is 77 88 or 99 then successive occurrences must be 77.

Error Number	Error Message	Edit Explanation
206	WEAPON/FORCE is required in the first occurrence for person crimes, robbery, extortion, and weapons offenses	If Offense IBR Code "09A" "09B" "09C" "100" "11A" "11B" "11C" "11D" "120" "13A" "13B" "210" "520" then first occurrence of Data Element #16-WEAPON/FORCE must NE 77.
208	Simple Assault requires a non-lethal weapon in WEAPON/FORCE	If Offense IBR Code = "13B" then first occurrence of Data Element #16-WEAPON/FORCE must equal 09, 14, 19, 88, or 99.
209	Simple Assault requires non-lethal weapons in multiple occurrences of WEAPON/FORCE	If Offense IBR Code = "13B" then successive occurrences of Data Element #16-WEAPON/FORCE must be 09, 14, 19, or 77.
210	NUMBER OF PREMISES ENTERED (BURGLARY) must be 00 ; 99	Must = 00 - 99.
212	NUMBER OF PREMISES ENTERED (BURGLARY) applies only to Burglary/Breaking and Entering	If Offense IBR Code NE "220" then Data Element #17-NUMBER OF PREMISES ENTERED (BURGLARY) must = 00.
214	NUMBER OF PREMISES ENTERED (BURGLARY) cannot be Zero for Burglary of Hotel/Rental Storage Area	If Offense IBR Code = "220" and Data Element #15-LOCATION TYPE =18 or 24, then Data Element #17-NUMBER OF PREMISES ENTERED (BURGLARY) must NE 00.
216	METHOD OF ENTRY (BURGLARY) must be Force, No Force, or Not Applicable	Must = "F" "N" or "X".
218	METHOD OF ENTRY (BURGLARY) applies only to Burglary/Breaking and Entering	If Offense IBR Code NE "220", then Data Element #18-METHOD OF ENTRY must = "X".
220	METHOD OF ENTRY (BURGLARY) is required for Burglary/Breaking and Entering	If Offense IBR Code = "220", then Data Element #18-METHOD OF ENTRY must be an "F" or "N".
222	ASSAULT/HOMICIDE CIRCUMSTANCES must contain a valid circumstance or Not Applicable	Must = "01" "02" "03" "04" "05" "06" "07" "08" "09" "10" "11" "12" "20" "21" "30" "31" "32" "33" "34" "40" or "77".
224	For a Simple Assault, Murder/Non-Negligent Manslaughter, or Justifiable Homicide, the first occurrence of ASSAULT/HOMICIDE CIRCUMSTANCES must not be Negligent or Not Applicable	If Offense IBR Code equals "13B" "09A" OR "09C" then first occurrence of Data Element #19-ASSAULT/HOMICIDE CIRCUMSTANCES (ALLEGED) must = "01".. "12" "20" or "21".
226	For a Simple Assault, Murder/Non-Negligent Manslaughter, or Justifiable Homicide, the second occurrence in ASSAULT/HOMICIDE CIRCUMSTANCES must not be Negligent	If Offense IBR Code equals "13B" "09A" OR "09C" then second occurrence of Data Element #19-ASSAULT/HOMICIDE CIRCUMSTANCES (ALLEGED) must = "01".. "12" "20" "21" or "77".
228	For an Aggravated Assault, the first occurrence in ASSAULT/HOMICIDE CIRCUMSTANCES must be other than Mercy Killing, Negligence, or Not Applicable	If Offense IBR Code equals "13A" then first occurrence of Data Element #19-ASSAULT/HOMICIDE CIRCUMSTANCES (ALLEGED) must = "01".. "10" "12" "20" or "21"
230	For an Aggravated Assault, the second occurrence in ASSAULT/HOMICIDE CIRCUMSTANCES must be other than Mercy Killing or Not Applicable	If Offense IBR Code equals "13A" then second occurrence of Data Element #19-ASSAULT/HOMICIDE CIRCUMSTANCES (ALLEGED) must = "01".. "10" "12" "20" "21" or "77".
232	A Negligent Manslaughter requires that the first occurrence in ASSAULT/HOMICIDE CIRCUMSTANCES be a specific Negligent Manslaughter circumstance	If Offense IBR Code = "09B" then first occurrence of Data Element #19-ASSAULT/HOMICIDE CIRCUMSTANCES (ALLEGED) must = "30".. "34" or "40".

Error Number	Error Message	Edit Explanation
234	A Negligent Manslaughter requires that the second occurrence in ASSAULT/HOMICIDE CIRCUMSTANCES be Not Applicable	If Offense IBR Code = "09B" then second occurrence of Data Element #19-ASSAULT/HOMICIDE CIRCUMSTANCES (ALLEGED) must = "77".
236	Duplicate ASSAULT/HOMICIDE CIRCUMSTANCES are not allowed	If more than one substantive code ("01".."12", "20", "21", "30".."34", "40") is entered there cannot be any duplicates.
238	If the first occurrence of ASSAULT/HOMICIDE CIRCUMSTANCES is Unknown Circumstances, the second occurrence must be Not Applicable	If first occurrence is "21" then second occurrence of Data Element #19-ASSAULT/HOMICIDE CIRCUMSTANCES (ALLEGED) must = "77".
240	If the first occurrence of ASSAULT/HOMICIDE CIRCUMSTANCES is Not Applicable, the second occurrence must be Not Applicable	If first occurrence is "77" then second occurrence of Data Element #19-ASSAULT/HOMICIDE CIRCUMSTANCES (ALLEGED) must = "77".
242	For a Justifiable Homicide, enter a specific JUSTIFIABLE HOMICIDE CIRCUMSTANCES choice	If JUSTIFIABLE HOMICIDE then must Data Element #20-JUSTIFIABLE HOMICIDE CIRCUMSTANCES must = "01" "02" "03" "04" "05" "06" "09" "13" "14" "15" "16" "17" or "19".
244	If the incident contains no Justifiable Homicide, enter Not Applicable in both occurrences of JUSTIFIABLE HOMICIDE CIRCUMSTANCES	If NOT JUSTIFIABLE HOMICIDE, then must = "77".
246	Use a valid OFFENDER USED COMPUTER choice	Must = "0" "1" or "8".
248	A specific PROPERTY INVOLVEMENT is required for every property offense	Must = 01-07 88 or 99.
250	PROPERTY INVOLVEMENT of Burned, Counterfeited, Destroyed, Recovered, Seized, or Stolen requires a valid PROPERTY TYPE	If Data Element #22-PROPERTY INVOLVEMENT=02-07 then first occurrence of Data Element #23-PROPERTY TYPE must NE 77.
252	Use a valid PROPERTY TYPE in the first occurrence	First occurrence must = 01-51 77 88 or 99.
254	Second and following occurrences of PROPERTY TYPE must contain valid choices	Successive occurrences must = 01-51 or 77.
256	Enter a unique PROPERTY TYPE in each one of multiple occurrences	If more than one code 01-51 is entered there cannot be any duplicates.
258	PROPERTY INVOLVEMENT of Not Applicable requires Not Applicable in all occurrences of PROPERTY TYPE	If Data Element #22-PROPERTY INVOLVEMENT=01 then all occurrences of Data Element #23-PROPERTY TYPE must = 77.
260	PROPERTY INVOLVEMENT of Not Reported requires Not Reported in the first occurrence of PROPERTY TYPE	If Data Element #22-PROPERTY INVOLVEMENT=88 then first occurrence of Data Element #23-PROPERTY TYPE must = 88.
262	PROPERTY INVOLVEMENT of Unknown requires Unknown in the first occurrence of PROPERTY TYPE	If Data Element #22-PROPERTY INVOLVEMENT=99 then first occurrence of Data Element #23-PROPERTY TYPE must = 99.
264	In multiple occurrences of PROPERTY TYPE, once Not Applicable, Not Reported, or Unknown is entered, all successive occurrences must be Not Applicable	If an occurrence of Data Element #23-PROPERTY TYPE is 77 88 or 99 then all successive occurrences must = 77.
266	PROPERTY TYPE of Pending Inventory requires that all successive occurrences be Not Applicable	If an occurrence of Data Element #23-PROPERTY TYPE=50 then all successive occurrences of Data Element #23-PROPERTY TYPE must = 77.

Error Number	Error Message	Edit Explanation
294	PROPERTY TYPE of Not Reported or Unknown in the first occurrence requires that SOURCE OF DRUG DATA be Not Applicable	If first occurrence of Data Element #23-PROPERTY TYPE is 88 or 99 then Data Element #28-SOURCE OF DRUG DATA must = "7".
296	PROPERTY TYPE of Not Reported or Unknown in the first occurrence requires that DRUG TYPE be Not Applicable in the first occurrence	If first occurrence of Data Element #23-PROPERTY TYPE is 88 or 99 then first occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "00".
298	PROPERTY TYPE of Not Reported in the first occurrence requires that DRUG QUANTITY be Not Applicable in the first occurrence	If first occurrence of Data Element #23-PROPERTY TYPE is 88 then first occurrence of Data Element #30-DRUG QUANTITY (ESTIMATED) must = "777777777777".
300	PROPERTY TYPE of Unknown in the first occurrence requires that DRUG QUANTITY be Not Applicable in the first occurrence	If first occurrence of Data Element #23-PROPERTY TYPE is 99 then first occurrence of Data Element #30-DRUG QUANTITY (ESTIMATED) must = "777777777777".
302	PROPERTY TYPE of Not Reported or Unknown in the first occurrence requires that DRUG MEASUREMENT UNIT be Not Applicable in the first occurrence	If first occurrence of Data Element #23-PROPERTY TYPE is 88 or 99 then first occurrence of Data Element #31-DRUG MEASUREMENT UNIT must = "NA".
304	PROPERTY TYPE of Not Applicable in any occurrence requires that PROPERTY VALUE be Not Applicable in the same occurrence	If an occurrence (1..10) of Data Element #23-PROPERTY TYPE is 77 then the same occurrence of Data Element #24-PROPERTY VALUE must = 777777777.
306	A known Non-Drug PROPERTY TYPE requires a PROPERTY VALUE	If an occurrence (1..10) of Data Element #23-PROPERTY TYPE NE 26 and NE 77 then the same occurrence of Data Element #24-PROPERTY VALUE must NE 777777777.
308	A PROPERTY INVOLVEMENT other than Seized, with a PROPERTY TYPE of Drugs/Narcotics, requires a PROPERTY VALUE other than Not Applicable	If Data Element #22-PROPERTY INVOLVEMENT NE 06, then if an occurrence (1..10) of Data Element #23-PROPERTY TYPE=26, then the corresponding occurrence of Data Element #24-PROPERTY VALUE must NE 777777777.
310	PROPERTY VALUE must be a valid 9-digit numeric with a zero left-fill	Valid 9-digit numeric with zero-left fill.
311	A PROPERTY VALUE of Zero is permitted only with PROPERTY TYPE of Credit/Debit Card, Non-Negotiable Instruments, Personal Papers, or Other Property	If any occurrence of Data Element #24-PROPERTY VALUE=000000000, then corresponding Data Element #23-PROPERTY TYPE must = 02, 04, 05, or 49.
316	A valid PROPERTY VALUE requires a valid PROPERTY TYPE	If an occurrence NE 777777777, then corresponding occurrence of Data Element #23-PROPERTY TYPE must NE 77.
318	PROPERTY RECOVERY DATE must be a valid date or Not Applicable	Must = 77777777 or pass CHECK-DATE (See CHECK-DATE for messages).
320	PROPERTY RECOVERY DATE must be later than the IBR STARTUP DATE for agency, or Not Applicable	If NE 77777777 date must be later than start date for IBR submission for that agency.
322	PROPERTY RECOVERY DATE must not be later than the FILE CREATION DATE	IF NE 77777777 date cannot be later than FILECREATE date.

Error Number	Error Message	Edit Explanation
324	PROPERTY INVOLVEMENT other than Recovered requires that PROPERTY RECOVERY DATE be Not Applicable	If Data Element #22-PROPERTY INVOLVEMENT NE 05, then all occurrences of Data Element #25-PROPERTY RECOVERY DATE must = 77777777.
326	Not Applicable in an occurrence of PROPERTY RECOVERY DATE requires Not Applicable in all successive occurrences	If an occurrence of Data Element #25-PROPERTY RECOVERY DATE = 77777777 then successive occurrences must = 77777777.
328	Use the actual number of vehicles, or Not Applicable, in NUMBER OF MOTOR VEHICLES STOLEN	Must = 000-501, 777 or 999.
329	PROPERTY TYPE must have at least one occurrence of a Stolen Motor Vehicle type	If Data Element #22-PROPERTY INVOLVEMENT = 07 (Stolen Property Segment) and Data Element #26-NUMBER OF MOTOR VEHICLES STOLEN is GT 0 and LE 501, then at least one occurrence of Data Element #23-PROPERTY TYPE must equal 31,33,34,37 or 38.
330	NUMBER OF MOTOR VEHICLES STOLEN must be Not Applicable when PROPERTY INVOLVEMENT is other than Stolen	If Data Element #22-PROPERTY INVOLVEMENT NE 07, then Data Element #26-NUMBER OF MOTOR VEHICLES STOLEN must = 777.
331	The number of motor vehicle types reported in PROPERTY TYPE may not be greater than the number reported in NUMBER OF MOTOR VEHICLES STOLEN	If Data Element #26-NUMBER OF MOTOR VEHICLES STOLEN GT 0 and LE 501, then the number of different motor vehicles types reported in Data Element #23-PROPERTY TYPE must be LE Data Element #26-NUMBER OF MOTOR VEHICLES STOLEN.
332	Use the actual number of vehicles, or Not Applicable, in NUMBER OF MOTOR VEHICLES RECOVERED	Must = 000-501, 777 or 999.
333	PROPERTY TYPE must have at least one occurrence of a Recovered Motor Vehicle type	If Data Element #22-PROPERTY INVOLVEMENT = 05 (Recovered Property Segment) and Data Element #27-NUMBER OF MOTOR VEHICLES RECOVERED is GT 0 and LE 501, then at least one occurrence of Data Element #23-PROPERTY TYPE must equal 31,33,34,37 or 38.
334	NUMBER OF MOTOR VEHICLES RECOVERED must be Not Applicable when PROPERTY INVOLVEMENT is not Recovered	If Data Element #22-PROPERTY INVOLVEMENT NE 05, then Data Element #27-NUMBER OF MOTOR VEHICLES RECOVERED must = 777.
335	The number of motor vehicle types reported in PROPERTY TYPE may not be greater than the number reported in NUMBER OF MOTOR VEHICLES RECOVERED	If Data Element #27-NUMBER OF MOTOR VEHICLES RECOVERED GT 0 and LE 501, then the number of different motor vehicles types reported in Data Element #23-PROPERTY TYPE must be LE Data Element #27-NUMBER OF MOTOR VEHICLES RECOVERED.
336	SOURCE OF DRUG DATA should be Estimate, Laboratory, or Not Applicable	Must = "1", "2", "7" or "9"
340	Use a valid choice in DRUG TYPE	Each occurrence must = "00" "01" "02" "03" "04" "05" "06" "09" "10" "11" "19" "21" "22" "29" "31" "32" "33" "39" "41" "42" "49" "51" "52" "59" "61" "62" "63" "69" "97" or "99"

Error Number	Error Message	Edit Explanation
342	DRUG TYPE requires a PROPERTY TYPE of Drugs/Narcotics	If first occurrence of Data Element #29-DRUG TYPE (SUSPECTED) is non-zero, then there must be a Data Element #23-PROPERTY TYPE=26 for Drugs on that Property Segment.
344	Over 3 Drug Types may be entered only in the third occurrence of DRUG TYPE	"97" may appear only in third occurrence.
348	Over 3 Drug Types requires two previous known drug types in DRUG TYPE	If third occurrence = "97", then first two occurrences must NE "00".
352	Each combination of DRUG TYPE and DRUG MEASUREMENT UNIT must be unique	Each non-residual combination of Data Element #29-DRUG TYPE (SUSPECTED) and Data Element #31-DRUG MEASUREMENT UNIT must be unique.
354	Use of Over 3 Drug Types in DRUG TYPE requires Not Applicable in DRUG QUANTITY	If "97" entered then third occurrence of Data Element #30-DRUG QUANTITY (ESTIMATED) must = 777777777777.
356	Use of Over 3 Drug Types in DRUG TYPE requires Not Applicable in DRUG MEASUREMENT UNIT	If "97" entered then third occurrence of Data Element #31-DRUG MEASUREMENT UNIT must = "NA".
358	DRUG TYPE of Not Applicable in the first occurrence requires Not Applicable in the second and third occurrences	If first occurrence is "00", then successive occurrences must be "00".
360	DRUG TYPE of Not Applicable in the first occurrence requires that SOURCE OF DRUG DATA be Not Applicable	If first occurrence is "00", then Data Element #28-SOURCE OF DRUG DATA must = "7".
362	DRUG TYPE of Not Applicable requires DRUG QUANTITY of Not Applicable	If an occurrence = "00", then corresponding occurrences of Data Element #30-DRUG QUANTITY (ESTIMATED) must = 777777777777.
364	DRUG TYPE of Not Applicable requires DRUG MEASUREMENT UNIT of Not Applicable	If an occurrence = "00", then corresponding occurrences of Data Element #31-DRUG MEASUREMENT UNIT must = "NA".
372	A known drug type in the first occurrence of DRUG TYPE requires that SOURCE OF DRUG DATA be Estimate, Laboratory, or Unknown	If first occurrence has valid code except "00" entered then Data Element #28-SOURCE OF DRUG DATA must NE "7".
374	Any occurrence of DRUG TYPE containing a known drug type or a drug of Unknown Type must have a valid number in the corresponding occurrence of DRUG QUANTITY	If this occurrence (1..3) has valid code except "00" or "97" entered then the same occurrence of Data Element #30-DRUG QUANTITY (ESTIMATED) must NE 777777777777.
376	Any occurrence of DRUG TYPE containing a known drug type or a drug of Unknown Type must have a valid unit in the corresponding occurrence of DRUG MEASUREMENT UNIT	If this occurrence (1..3) has valid code except "00" or "97" entered then the same occurrence of Data Element #31-DRUG MEASUREMENT UNIT NE "NA".
378	DRUG QUANTITY must be numeric	Must be numeric digits with zero left-fill.
380	DRUG QUANTITY of Not Applicable requires that DRUG MEASUREMENT UNIT be Not Applicable	If an occurrence is 777777777777, then corresponding Data Element #31 DRUG MEASUREMENT UNIT must be "NA".
382	DRUG QUANTITY of Not Reported or Unknown requires that DRUG MEASUREMENT UNIT be Unknown	If an occurrence is 888888888888 or 999999999999 then corresponding Data Element #31-DRUG MEASUREMENT UNIT must be "XX".

Error Number	Error Message	Edit Explanation
386	Use valid DRUG MEASUREMENT UNIT appropriate to drug	Must = "GM" "KG" "OZ" "LB" "ML" "LT" "FL" "GL" "DU" "NP" "NA" or "XX".
388	DRUG MEASUREMENT UNIT of Not Applicable requires that DRUG QUANTITY be Not Applicable	If an occurrence = "NA", then corresponding Data Element #30-DRUG QUANTITY (ESTIMATED) must = 777777777777.
389	DRUG MEASUREMENT UNIT of Unknown requires that DRUG QUANTITY be Not Reported or Unknown	If an occurrence = "XX", then corresponding Data Element #30-DRUG QUANTITY (ESTIMATED) must = 888888888888 or 999999999999.
390	DRUG MEASUREMENT UNIT of Not Applicable requires that successive occurrences be Not Applicable	If an occurrence is "NA" then all successive occurrences must = "NA".
392	If DRUG MEASUREMENT UNIT is Number of Plants, DRUG TYPE must be Opium, Other Hallucinogens, or Marijuana	If an occurrence is "NP" then corresponding Data Element #29-DRUG TYPE (SUSPECTED) must = "04" "29" or "51".
394	OFFENDER NUMBER must be specified between 001 and 099, or 999 if Unknown	Must = 001-099 or 999
396	Unknown OFFENDER NUMBER requires Unknown OFFENDER AGE	Data Element #33-OFFENDER AGE must equal 9999
398	Unknown OFFENDER NUMBER requires Unknown OFFENDER SEX	Data Element #34-OFFENDER SEX must equal "U"
400	Unknown OFFENDER NUMBER requires Unknown OFFENDER RACE	Data Element #35-OFFENDER RACE must equal "U"
402	Unknown OFFENDER NUMBER requires Unknown OFFENDER ETHNIC ORIGIN	Data Element #36-OFFENDER ETHNIC ORIGIN must equal "U"
404	Unknown OFFENDER NUMBER requires Unknown OFFENDER CONDITION	Data Element #37-OFFENDER CONDITION must equal "99".
406	Use exact age, age range, or Unknown in OFFENDER AGE	Must be in range 0001-0099, or = 9999, or in age range form where first pair of digits (which must be GT 0) must be LT second pair of digits (which must be LT 99).
408	Use Male, Female, or Unknown for OFFENDER SEX	Must = "M" "F" "U" or "R".
410	Use valid NYSIBR choice for OFFENDER RACE	Must = "W" "B" "I" "A" "R" or "U".
412	Use Hispanic, or Not of Hispanic Origin, for OFFENDER ETHNIC ORIGIN	Must = "H" "N" "R" or "U".
414	Use valid choice for OFFENDER CONDITION	Must = "01"... "05" "88" or "99".
416	VICTIM NUMBER must be in range of 001 to 999	Must = 001-999.
418	VICTIM/OFFENSE LINK must be numeric	Must be numeric digits with zero left-fill.
420	VICTIM/OFFENSE LINK must be in range of 01 to 75, or Not Applicable	Each occurrence must be in range 01-75, or = 77.
422	VICTIM/OFFENSE LINK required; first occurrence must show valid OFFENSE NUMBER	First occurrence must NE 77.

Error Number	Error Message	Edit Explanation
424	VICTIM/OFFENSE LINK of Not Applicable requires Not Applicable in successive occurrences	If an occurrence is 77 then all subsequent occurrences must = 77.
426	Duplicate VICTIM/OFFENSE LINK not allowed	Except for value of 77, no occurrence of Data Element #39-VICTIM/OFFENSE LINK can equal another occurrence of this data element.
428	Use valid choice for VICTIM TYPE	Must = "I" "B" "F" "G" "L" "R" "S" "O" "U" or "A"
430	VICTIM AGE must be Not Applicable for Non-Person Victim	Data Element #41-VICTIM AGE must equal 7777
432	VICTIM SEX must be Not Applicable for Non-Person Victim	Data Element #42-VICTIM SEX must equal "X"
434	VICTIM RACE must be Not Applicable for Non-Person Victim	Data Element #43-VICTIM RACE must equal "X"
436	VICTIM ETHNIC ORIGIN must be Not Applicable for Non-Person Victim	Data Element #44-VICTIM ETHNIC ORIGIN must equal "X"
438	VICTIM RESIDENCE STATUS must be Not Applicable for Non-Person Victim	Data Element #45-VICTIM RESIDENCE STATUS must equal "77"
440	VICTIM/OFFENDER LINK must be Not Applicable for Non-Person Victim	All occurrences (1..10) of Data Element #46-VICTIM/OFFENDER LINK must equal 777442
442	VICTIM/OFFENDER RELATIONSHIP must be Not Applicable for Non-Person Victim	All occurrences (1..10) of Data Element #47-VICTIM/OFFENDER RELATIONSHIP must equal "77"
444	LEVEL OF INJURY must be Not Applicable for Non-Person Victim	Data Element #48-LEVEL OF INJURY must equal "7"
446	TYPE OF INJURY must be Not Applicable for Non-Person Victim	All occurrences (1..5) of Data Element #49-TYPE OF INJURY must equal "77"
448	VICTIM MEDICAL TREATMENT must be Not Applicable for Non-Person Victim	Data Element #50-VICTIM MEDICAL TREATMENT must equal "7".
450	VICTIM AGE required for Person Victim	Data Element #41-VICTIM AGE must NE 7777
452	VICTIM SEX required for Person Victim	Data Element #42-VICTIM SEX must NE "X"
454	VICTIM RACE required for Person Victim	Data Element #43-VICTIM RACE must NE "X"
456	VICTIM ETHNIC ORIGIN required for Person Victim	Data Element #44-VICTIM ETHNIC ORIGIN must NE "X"
458	VICTIM RESIDENCE STATUS required for Person Victim	Data Element #45-VICTIM RESIDENCE STATUS must NE "77"
460	VICTIM/OFFENDER LINK required for Person Victim	First occurrence of Data Element #46-VICTIM/OFFENDER LINK must NE 777
462	VICTIM/OFFENDER RELATIONSHIP required for Person Victim	First occurrence of Data Element #47-VICTIM/OFFENDER RELATIONSHIP must NE "77"
464	LEVEL OF INJURY for Person Victim cannot be Not Applicable	Data Element #48-LEVEL OF INJURY must NE "7"
466	TYPE OF INJURY for Person Victim cannot be Not Applicable	First occurrence of Data Element #49-TYPE OF INJURY must NE "77"

Error Number	Error Message	Edit Explanation
468	VICTIM MEDICAL TREATMENT for Person Victim cannot be Not Applicable	Data Element #50-VICTIM MEDICAL TREATMENT must NE "7".
470	Use exact age, age range, or Unknown in VICTIM AGE	Must = "00NN" or "00NB" or "00BB", or "7777", or "9999" or be in range "0001".."0099", or be in age range form where first pair of digits (which must be GT "00") must be LT second pair of digits (which must be LT "99").
472	Use Male, Female, or Unknown for VICTIM SEX	Must = "M" "F" "R" "U" or "X".
474	Use valid race choice for VICTIM RACE	Must = "W" "B" "I" "A" "R" "U" or "X".
476	Use Hispanic, or Not of Hispanic Origin for VICTIM ETHNIC ORIGIN	Must = "H" "N" "R" "U" or "X".
478	Use valid choice for VICTIM RESIDENCE STATUS	Must = "01".."08" "77" "88" or "99".
480	VICTIM/OFFENDER LINK must be numeric digits with zero left-fill	Must be numeric digits with zero left-fill.
482	VICTIM/OFFENDER LINK can be Unknown only in the first occurrence	999 can appear only in first occurrence.
484	VICTIM/OFFENDER LINK with Unknown Offender in the first occurrence requires that all successive occurrences be Not Applicable	If first occurrence is 999, all subsequent occurrences must = 777.
486	VICTIM/OFFENDER LINK of Not Applicable in any occurrence requires Not Applicable in all successive occurrences	If an occurrence is 777, all subsequent occurrences must = 777.
488	VICTIM/OFFENDER LINK occurrences may not contain duplicate OFFENDER NUMBERS	Except for values of 777, no other occurrences can have the same value.
490	Every occurrence of VICTIM/OFFENDER RELATIONSHIP must contain a valid relationship choice	Each occurrence must = "01"..."12" "20"..."30" "40" "41" "77" or "88".
494	VICTIM/OFFENDER RELATIONSHIP of Not Applicable in any occurrence requires Not Applicable in all successive occurrences	If an occurrence = 77, then all successive occurrences must = 77.
496	VICTIM AGE does not reflect the spousal type relationship reported in VICTIM/OFFENDER RELATIONSHIP	If an occurrence (1..10) of Data Element #47-VICTIM/OFFENDER RELATIONSHIP = "01" "02" or "29", then exact age in Data Element #41-VICTIM AGE must be GE 10. Note: If Data Element #41-VICTIM AGE = "00NN", "00NB", or "00BB", treat as "0001" to complete age comparison.
498	A linked Victim and Offender require a corresponding relationship in VICTIM/OFFENDER RELATIONSHIP other than Not Applicable	For each occurrence, if Data Element #46-VICTIM/OFFENDER LINK NE 777, then corresponding Data Element #47-VICTIM/OFFENDER RELATIONSHIP must NE "77".
500	Not Applicable VICTIM/OFFENDER LINK requires Not Applicable VICTIM/OFFENDER RELATIONSHIP	For each occurrence, if Data Element #46-VICTIM/OFFENDER LINK equal 777, then corresponding Data Element #47-VICTIM/OFFENDER RELATIONSHIP must equal "77".

Error Number	Error Message	Edit Explanation
502	VICTIM/OFFENDER LINK of Unknown in first occurrence requires a VICTIM/OFFENDER RELATIONSHIP of Unknown in first occurrence and Not Applicable in all successive occurrences	If first occurrence of Data Element #46-VICTIM/OFFENDER LINK = 999, the first occurrence of Data Element #47-VICTIM/OFFENDER RELATIONSHIP must = "40" and all subsequent occurrences must = "77".
504	LEVEL OF INJURY is required for all victims identified as person victims in VICTIM TYPE	If Data Element #40-VICTIM TYPE = "I", "L", or "A" then Data Element #48-LEVEL OF INJURY must = "1".."4" "8" or "9".
505	LEVEL OF INJURY must be completed for every victim regardless of Victim Type	Data Element #48 must = 1, 2, 3, 4, 7, 8, or 9
506	TYPE OF INJURY for a person victim must contain an injury type other than Not Applicable in the first occurrence	If Data Element #40-VICTIM TYPE = "I", "L", or "A" then first occurrence must = "00".."07" "88" or "99".
507	TYPE OF INJURY must be completed for every victim regardless of Victim Type	Data Element #49 must = 00, 01, 02, 03, 04, 05, 06, 07, 77, 88, or 99
508	TYPE OF INJURY for a person victim must contain a known injury type, or Not Applicable, in second and successive occurrences	If Data Element #40-VICTIM TYPE = "I", "L" or "A" then second and successive occurrences must = "01".."07" or "77".
510	TYPE OF INJURY cannot have duplicate occurrences of same type except for Not Applicable	Except for values of "77", no other occurrence can have the same value.
512	VICTIM MEDICAL TREATMENT is required for all victims identified as person victims in VICTIM TYPE	If Data Element #40-VICTIM TYPE equal "I", "L", or "A" then Data Element #50-VICTIM MEDICAL TREATMENT must = "1".."5" "8" or "9".
513	VICTIM MEDICAL TREATMENT must be completed for every victim regardless of Victim Type	Data Element #50 must = 1, 2, 3, 4, 5, 7, 8, or 9
514	ARRESTEE NUMBER must be numeric in range of 01 to 99	Must = 01 to 99.
516	AGENCY ARREST NUMBER must be left justified	Must be left-justified.
518	AGENCY ARREST NUMBER cannot be all blanks or have embedded blanks	Cannot be all blanks.
520	Use allowed characters for AGENCY ARREST NUMBER: A-Z, 0-9, hyphen, blank right-fill	Valid character combinations can include A-Z, 0-9, hyphens, and blanks only as fill.
522	CRIMINAL JUSTICE TRACKING NUMBER (CJTN) must be a valid DCJS number, or Not Applicable	If NE "77777777" then must be a valid OBTS number consisting of 8 numeric digits and a valid alpha check digit.
524	NYSID NUMBER must be a valid DCJS number, or Unknown	Must be a valid NYSID number consisting of 7 numeric digits and a valid alpha check digit or = "9999999J".
525	ARREST DATE must be formatted as YYYYMMDD	Must pass CHECK-DATE (see messages for CHECK-DATE).
526	ARREST DATE must be on or after IBR start-up date	Date must be on or after start date for IBR submission for that agency.
528	ARREST DATE cannot be later than FILE CREATION DATE	Date cannot be later than FILECREATE Date.
530	ARREST TYPE must contain a valid choice	Must = 01-06 or 99.

Error Number	Error Message	Edit Explanation
532	ARREST STATUS must contain a valid choice	Must = 01-07 or 88 or 99.
534	JUVENILE RELEASE STATUS must contain a valid choice	Must = "D" "H" "R" or "X".
536	ARRESTEE AGE of under 16 requires JUVENILE RELEASE STATUS	If Data Element #61-ARRESTEE AGE LT 16 then Data Element #58-JUVENILE RELEASE STATUS must = "D" "H" or "R".
538	ARRESTEE AGE of over 15 requires a JUVENILE RELEASE STATUS of Not Applicable	If Data Element #61-ARRESTEE AGE GT 17 then Data Element #58-JUVENILE RELEASE STATUS must = "X". Note: arrestees age 16 or 17 may have a juvenile release status of "D", "H", "R", or "X"
540	MULTIPLE CLEARANCE INDICATOR must contain a valid choice	Must = "M" "C" or "N".
542	First occurrence of ARRESTEE WEAPONS must contain a valid Weapon Type, Not Applicable, Not reported, or Unknown	First occurrence must = 01-19 77 88 or 99.
544	Second occurrence of ARRESTEE WEAPONS may contain only valid Weapon Type or Not Applicable	Second occurrence must = 01-19 or 77.
546	Unique Weapon Types are required in the two occurrences of ARRESTEE WEAPONS	If more than one code 01-19 entered there must be no duplicates.
548	Second occurrence of ARRESTEE WEAPONS must be Not Applicable	If first occurrence is 77 88 or 99 then second occurrence must = 77.
550	ARRESTEE AGE must be numeric in range of 01 to 99	Must = 01 to 99.
552	ARRESTEE SEX must be Male or Female	Must = "M" or "F".
554	ARRESTEE RACE requires valid race	Must = "W" "B" "I" "A" "R" or "U".
556	ARRESTEE ETHNIC ORIGIN requires a valid ethnicity	Must = "H" "N" "R" or "U".
558	ARRESTEE RESIDENCE STATUS requires a valid residence status	Must = "R" "N" "F" or "U".
560	ARRESTEE/CHARGE LINK must be numeric in range of 01 to 99	Must = 01 to 99.
562	ARREST CHARGE is not a valid NYS Law	The first 21 characters must have a valid match in the DCJS Coded Law File.
564	The Attempt Indicator following the NYS Law code in the ARREST CHARGE must be C for Completed or A for Attempted	The 22nd character must = "C" or "A".
566	ARREST CHARGE cannot be Justifiable Homicide	Data Element #67-ARREST CHARGE must NE "PL35.30".
568	ARREST LARCENY TYPE requires a valid larceny type	Must = "01".."10" "77" "88" or "99".
570	ARREST LARCENY TYPE must have corresponding larceny offense in ARREST CHARGE field	If not "77" then Arrest IBR Code must equal "23A"... "23H" or "240".

Error Number	Error Message	Edit Explanation
572	ARREST CHARGE is a larceny and requires a valid ARREST LARCENY TYPE	If Arrest IBR Code = "23A"... "23H" then must NE "77".
574	Incident submitted as Initial Time Window, Update Time Window, or Delete requires valid TIME WINDOW TYPE	If SEGACT = "D" or "W" or "U", then TWTYPE must = "1".. "5".
576	The first occurrence of INCIDENT/COMPLAINT OFFENSE in a Time Window incident must contain a valid NYS Law	The first occurrence of TIME WINDOW INCIDENT/COMPLAINT OFFENSE CODE must either be JUSTIFIABLE HOMICIDE, or the first 21 characters must have a match in the DCJS Coded Law File.
577	The first occurrence of INCIDENT/COMPLAINT OFFENSE in a Time Window incident must include the Completed or Attempted indicator	If the first occurrence of TIME WINDOW INCIDENT/COMPLAINT OFFENSE CODE is not JUSTIFIABLE HOMICIDE, then the 22nd character of this occurrence of TIME WINDOW INCIDENT/COMPLAINT OFFENSE CODE must = "C" or "A".
578	The first occurrence of INCIDENT LARCENY TYPE in Time Window incident must contain a valid larceny type choice	The first occurrence of TIME WINDOW SEGMENT Data Element #14-INCIDENT LARCENY TYPE must = "01".. "09" "77" "88" or "99".
580	Multiple occurrences of INCIDENT/COMPLAINT OFFENSE in a Time Window incident must either contain valid NYS laws or be blank	An occurrence (2..10) of TIME WINDOW INCIDENT/COMPLAINT OFFENSE CODE must either be JUSTIFIABLE HOMICIDE, or the first 21 characters must have a match in the DCJS Coded Law File or be all blanks.
581	Multiple occurrences of INCIDENT/COMPLAINT OFFENSE in a Time Window incident must include the Completed or Attempted indicator	For n=2..10, if the first 21 characters of TIME WINDOW INCIDENT/COMPLAINT OFFENSE CODE (n) are not blank and not JUSTIFIABLE HOMICIDE, then the 22nd character of TIME WINDOW INCIDENT/COMPLAINT OFFENSE CODE (n) must = "C" or "A".
582	Multiple occurrences of INCIDENT LARCENY TYPE in a Time Window incident must contain a valid larceny type	An occurrence (2..10) of TIME WINDOW SEGMENT Data Element #14-INCIDENT LARCENY TYPE either must = "01".. "09" or "77", or must be all blanks.
584	Recovered property TIME WINDOW TYPE requires at least one completed Drug, Gambling, Kidnapping, or Crime Against Property in INCIDENT/COMPLAINT OFFENSE	If TWTYPE = "2" "4" or "5", there must be at least one occurrence of TIME WINDOW OFFENSE IBR CODE equal to COMPLETED "100", COMPLETED "35A".. "35B" or COMPLETED "39A".. "39D" or is COMPLETED CRIME AGAINST PROPERTY.
586	An arrest TIME WINDOW TYPE requires a CLEARANCE INDICATOR of either Yes or No	If TWTYPE = "3" or "5", then CLIND must = "Y" or "N".
588	Time Window with a valid Non-arrest TIME WINDOW TYPE requires a CLEARANCE INDICATOR of Not Applicable	If TWTYPE = "1", "2", or "4", then CLIND must = "7".
590	Time Window with occurrences of larceny in INCIDENT/COMPLAINT OFFENSE requires a valid larceny classification in each corresponding INCIDENT LARCENY TYPE	For n=1..10, if TW-IBRCODE(n) is "23A".. "23H", then corresponding TW14(n) must NE77.

Error Number	Error Message	Edit Explanation
592	Time Window with occurrences of larceny types in INCIDENT LARCENY TYPE requires larceny offenses in each corresponding INCIDENT/COMPLAINT OFFENSE	For n=1..10, if TW14(n) GE "01" AND LE "09", then corresponding TW-IBRCODE(n) must equal "23A".."23H".
594	Time Window with any valid entries in occurrences two through ten of INCIDENT/ COMPLAINT OFFENSE requires corresponding INCIDENT LARCENY TYPE entries	For n=2..10, if TW13(n) is not blank, then corresponding TW14(n) must be not blank.
596	Time Window with any blank in occurrences two through ten of INCIDENT/ COMPLAINT OFFENSE requires a matching blank in corresponding INCIDENT LARCENY TYPE	For n=2..10, if TW13(n) is blank, then corresponding TW14(n) must be blank.

GLOBAL EDITS

Global Edits verify the accuracy of all data submitted for an incident. Global edits involve checking data elements across segments and checking the structure of all segments submitted for the incident. The test that each OFFENSE SEGMENT is linked to at least one VICTIM SEGMENT is an example of a global edit.

Error Number	Error Message	Edit Explanation
600	Incident contains a segment with an invalid SEGACT code; check all segments in incident	SEGACT must = "I", "R", "D", "A", "W", or "U".
602	All segments within an incident must have the same SEGACT code	All segments within an incident must have same SEGACT code.
604	An Initial or Replace Active Incident may include only segments containing SEGTYPE codes 1 through 7	If SEGACT = "I" or "R", all SEGYPES must = "1".."7".
606	Add Arrestee submitted for an Active Incident may include only Arrestee and Arrest Charge segments	If SEGACT = "A", all SEGYPES must = "6" or "7".
608	Initial or Updating Time Window submissions may include only Administrative, Property, Arrestee, Arrest Charge or Time Window Segments	If SEGACT = "W" or "U", all SEGYPES must = "1" or "3" or "6" or "7" or "8".
610	When deleting an incident, only a single Administrative Segment or Time Window Segment may be used	If SEGACT = "D", SEGTYPE must = "1" or "8".
612	Initial or Updating Time Window submissions must contain only one Time Window Segment per incident	If SEGACT = "W" or "U", each incident must have one and only one SEGTYPE = "8".
614	Initial or Updating Time Window submissions may contain no more than one Property Segment per incident	If SEGACT = "W" or "U", then an incident can have, at most, one SEGTYPE = "3".
616	Initial or Updating Time Window submissions may contain no more than one Administrative Segment per incident	If SEGACT = "W" or "U", then an incident can have, at most, one SEGTYPE = "1".
617	SEGTYPE must be in range of 1 to 8. Check SEGTYPE of all segments in the incident	SEGTYPE must be "1"-"8".
618	An Initial or Replace Active Incident must include only one Administrative Segment	If SEGACT = "I" or "R", incident must have one and only one ADMINISTRATIVE SEGMENT.
620	An Initial or Replace Active Incident must include at least one Offense Segment	If SEGACT = "I" or "R", incident must have at least one OFFENSE SEGMENT.
622	An incident can have no more than 10 Offense Segments	Maximum number of OFFENSE SEGMENTS is 10.
624	Duplicate Offense Segments are not allowed; every OFFENSE NUMBER in an incident must be unique	If more than one OFFENSE SEGMENT present, each must have unique Data Element #12-OFFENSE NUMBER for the incident
626	INCIDENT/COMPLAINT OFFENSE and INCIDENT LARCENY TYPE combination is not unique for the incident	Each OFFENSE SEGMENT must have a unique combination of Data Element #13-INCIDENT/COMPLAINT OFFENSE CODE and Data Element #14-INCIDENT LARCENY TYPE.

Error Number	Error Message	Edit Explanation
630	Each Property Segment in an incident must have a unique PROPERTY INVOLVEMENT	If more than one PROPERTY SEGMENT present, each must have unique Data Element #22-PROPERTY INVOLVEMENT for the incident.
632	A maximum of six Property Segments per incident is allowed	Maximum number of PROPERTY SEGMENTS is 6.
634	An Initial or Replace Active Incident must include at least one Offender Segment	If SEGACT = "I" or "R", incident must have at least one OFFENDER SEGMENT.
636	Duplicate OFFENDER NUMBER in incident is not allowed; each must be unique	If more than one OFFENDER SEGMENT present, each must have unique Data Element #32-OFFENDER NUMBER for the incident.
638	A maximum of 99 OFFENDER SEGMENTS is allowed in an incident	Maximum number of OFFENDER SEGMENTS is 99.
640	If OFFENDER NUMBER is Unknown, no other offenders are allowed for the incident	If incident has an OFFENDER SEGMENT with Data Element #32-OFFENDER NUMBER = 999, then no other OFFENDER SEGMENTS can be present for the incident.
642	At least one Victim Segment is required for an Initial Active or Replace Active Incident	If SEGACT = "I" or "R", incident must have at least one VICTIM SEGMENT.
644	Duplicate VICTIM NUMBER in incident is not allowed; each must be unique	If more than one VICTIM SEGMENT present, each must have unique Data Element #38-VICTIM NUMBER for the incident.
646	Maximum of 999 Victim Segments per incident	Maximum number of VICTIM SEGMENTS is 999.
648	Duplicate ARRESTEE NUMBER in incident is not allowed; each must be unique	If more than one ARRESTEE SEGMENT present, each must have unique Data Element #51-ARRESTEE NUMBER for the incident.
650	An INCIDENT CASE STATUS of a Clearance by Exceptional Means does not allow the inclusion of an Arrestee Segment	If Data Element #7-INCIDENT CASE STATUS = "10".."14", then NO ARRESTEE SEGMENTS can be present for the incident.
652	An INCIDENT CASE STATUS of Clearance by Arrest requires an Arrestee Segment	If SEGACT not equal to "D", and Data Element #7-INCIDENT CASE STATUS= "01" or "02", then an ARRESTEE SEGMENT must be present.
653	An INCIDENT CASE STATUS of No Court Referral (Juvenile Only) requires an OFFENDER AGE under 16	If Data Element #7-INCIDENT CASE STATUS= "14", then there must be at least one Offender Segment where Data Element #33-OFFENDER AGE <0016, or if range, truncated average age must be < 16.
654	The maximum number of Arrestee Segments allowed is 99	Maximum number of ARRESTEE SEGMENTS is 99.
656	Each Arrestee Segment must contain a unique combination of ARREST CHARGE and ARREST LARCENY TYPE	Each ARREST CHARGE SEGMENT for an Arrestee must have a unique Arrest Charge based on a combination of Data Element #67-ARREST CHARGE and Data Element #68-ARREST LARCENY TYPE.
658	The maximum number of Arrest Charge Segments allowed is 16	Maximum number of ARREST CHARGE SEGMENTS per ARRESTEE SEGMENT is 16.
660	ARRESTEE/CHARGE LINK must link the Arrest Charge Segment to the Arrestee Segment last preceding it	Data Element #66-ARRESTEE/CHARGE LINK must link to the ARRESTEE SEGMENT last preceding it.

Error Number	Error Message	Edit Explanation
662	Arrestee Segment is missing corresponding Arrest Charge Segment	Each ARRESTEE SEGMENT must have at least one ARREST CHARGE SEGMENT linked to it.
664	Arrestee Segment must be the first segment when adding an arrestee	If SEGACT = "A", then first segment in incident must have SEGTYPE = "6".
666	SEGYPES one through five of an incident must occur in ascending order within that incident	SEGYPES "1"- "5" must occur in ascending order within an incident.
668	An Initial or Replace Active Incident requires Arrestee Segments to follow either a Victim Segment or an Arrest Charge Segment	If SEGACT = "I" or "R", then each SEGTYPE = "6" must follow a SEGTYPE = "5" or a SEGTYPE = "7".
670	Add Arrestee submission requires that Arrest Charge Segments follow either an Arrestee Segment or another Arrest Charge Segment	SEGTYPE = "7" must follow a SEGTYPE = "6" or a SEGTYPE = "7".
672	Each Arrestee Segment must have an Arrest Charge Segment as the next segment in the incident	Each SEGTYPE = "6" must have a SEGTYPE = "7" as the next segment in the incident.
674	Initial or Updating Time Window requires that the last segment in the incident be Time Window	If SEGACT = "W" or "U", SEGTYPE = "8" must be the last segment in the incident.
676	VICTIM/OFFENSE LINK requires an Offense Segment with same OFFENSE NUMBER	For all non-77 occurrences of Data Element #39-VICTIM/OFFENSE LINK, an OFFENSE SEGMENT with that number must exist in the incident.
678	Every Offense Segment present in the incident must be linked through a VICTIM/OFFENSE LINK to at least one Victim Segment	Every OFFENSE SEGMENT must have at least one VICTIM SEGMENT pointing to it via an occurrence of Data Element #39-VICTIM/OFFENSE LINK.
680	Only one VICTIM TYPE of Society/Public is allowed per incident	There cannot be more than one VICTIM SEGMENT with Data Element #40-VICTIM TYPE = "S".
684	VICTIM TYPE of Society/Public must be linked only to offenses against society	If Data Element #40-VICTIM TYPE = "S", then all non-77 linked offense segments must be CRIMES AGAINST SOCIETY or "90A"... "90Z".
686	The Offender Segment referenced in VICTIM/OFFENDER LINK must be present	For any non-777 value of Data Element #46-VICTIM/OFFENDER LINK, the corresponding OFFENDER SEGMENT must be present.
688	Time Window Administrative Segment requires INCIDENT CASE STATUS of Clearance by Exceptional Means and valid date in INCIDENT EXCEPTIONAL CLEARANCE DATE	ADMINISTRATIVE SEGMENT with SEGACT = "W" OR "U" must have Data Element #7-INCIDENT CASE STATUS = "10"... "14" and Data Element #8-INCIDENT EXCEPTIONAL CLEARANCE DATE NE 77777777.
690	Attempted Drug, Gambling, Kidnapping or Non-Burglary Property Crimes require a single Property Segment with PROPERTY INVOLVEMENT of Not Applicable	If all Offense IBR Codes in incident are ATTEMPTED CRIME AGAINST PROPERTY except for ATTEMPTED "220", or ATTEMPTED "39A"... "39D" or ATTEMPTED "35A"... "35B" or ATTEMPTED "100", then incident must have only one PROPERTY SEGMENT, and it must have Data Element #22-PROPERTY INVOLVEMENT = 01 88 or 99.

Error Number	Error Message	Edit Explanation
691	Attempted Burglary requires PROPERTY INVOLVEMENT of Not Applicable, Destroyed/Damaged/Vandalized, Not Reported, or Unknown	If any Offense IBR Code in incident is an ATTEMPTED "220", then the incident must have a PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 01, 04, 88 or 99.
692	Completed Drug Equipment offense requires PROPERTY INVOLVEMENT of Not Applicable or Seized	If any Offense IBR Code is COMPLETED "35B", then there must be a PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 01 or 06.
693	Completed Drug/Narcotic offense requires Seized PROPERTY INVOLVEMENT, Drug PROPERTY TYPE, and a valid DRUG TYPE	If incident has a COMPLETED "35A", the Seized Property Segment (P-DE22=06) must have an occurrence of Data Element #23-PROPERTY TYPE=26, and first occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must not equal "00".
694	Completed Drug or Gambling offenses require PROPERTY INVOLVEMENT of Seized	If any Offense IBR Code is COMPLETED "35A" OR COMPLETED "39A".. "39D", then there must be a PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT equal 06.
696	Completed Bad Check offense requires PROPERTY INVOLVEMENT of Counterfeited/Forged, Recovered, Seized, Stolen, Not Reported, or Unknown	If any Offense IBR Code = COMPLETED "90A", then there must be a PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=03, 05, 06, 07, 88 or 99.
697	Completed Burglary/Breaking and Entering offense requires PROPERTY INVOLVEMENT of Not Applicable, Destroyed/Damaged/Vandalized, Recovered, Stolen, Not Reported, or Unknown	If any offense IBR Code=COMPLETED "220", then there must be a PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=01,04,05,07,88, or 99.
698	Completed Kidnapping/Abduction or Bribery offense requires PROPERTY INVOLVEMENT of Not Applicable, Recovered, Stolen, Not Reported, or Unknown	If any Offense IBR Code = COMPLETED "100" or COMPLETED "510", then there must be a PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT equal 01, 05, 07, 88, or 99.
699	Completed fraud involving Impersonation offense requires PROPERTY INVOLVEMENT of Not Applicable, Recovered, Seized, Stolen, Not Reported, or Unknown	If any Offense IBR Code=COMPLETED "26C", then there must be a PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=01,05,06,07,88,99.
700	Completed Larceny, Fraud, Robbery, Extortion, MV Theft, or Embezzlement requires PROPERTY INVOLVEMENT of either Recovered or Stolen	If any Offense IBR Code is COMPLETED "120"," COMPLETED "210", COMPLETED "240", COMPLETED "270", COMPLETED "23A"... "23H", COMPLETED "26A".. "26B", or COMPLETED "26D".. "26E", then there must be a PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 05 or 07.
702	Completed Arson requires PROPERTY INVOLVEMENT of Burned and a PROPERTY TYPE of Vehicle or Structure	If any Offense IBR Code is COMPLETED "200", then there must be a PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 02 and an occurrence of Data Element #23-PROPERTY TYPE on that segment must = 31,33,34,36,37,38,41,42,43,44,45,46, or 47.
704	Completed Counterfeiting/Forgery requires PROPERTY INVOLVEMENT of Counterfeited/Forged, Recovered, or Seized	If any Offense IBR Code is COMPLETED "250", then there must be a PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 03, 05, or 06.

Error Number	Error Message	Edit Explanation
706	Completed Stolen Property Offense requires PROPERTY INVOLVEMENT of Recovered, Seized, or Stolen	If any Offense IBR Code is COMPLETED "280", then there must be a PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 05, 06, or 07.
708	Completed Destruction/Damage/Vandalism of Property requires PROPERTY INVOLVEMENT of either Burned, or Destroyed	If any Offense IBR Code is COMPLETED "290", then there must be a PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 02 or 04.
712	Recovered Property must also be submitted as Stolen. Please read explanation to determine method of correcting error	If SEGACT = "I" or "R", and NO Offense IBR Codes EQ "250" or EQ "280", then each value NE 77, NE 88 and NE 99 coded in an occurrence of Data Element #23-PROPERTY TYPE on Recovered PROPERTY SEGMENT (Data Element #22-PROPERTY INVOLVEMENT=05) must also appear as a value in some occurrence of Data Element #23-PROPERTY TYPE on Stolen PROPERTY SEGMENT (Data Element #22-PROPERTY INVOLVEMENT=07).
724	Recovered PROPERTY VALUE cannot be greater than its value when stolen and cannot be Not Applicable or Unknown when stolen PROPERTY VALUE is known	If an incident has NO Offense IBR Code EQ "250" and NO Offense IBR Code EQ "280", and has both Stolen (Data Element #22-PROPERTY INVOLVEMENT=07) and Recovered (Data Element #22-PROPERTY INVOLVEMENT=05) PROPERTY SEGMENTS, then for each occurrence of Data Element #23-PROPERTY TYPE NE 77, NE 88, and NE 99 on the Recovered PROPERTY SEGMENT, the same Data Element #23-PROPERTY TYPE must appear on the Stolen PROPERTY SEGMENT and the Data Element #24-PROPERTY VALUE of this occurrence on the Stolen PROPERTY SEGMENT must be GE the value of this property type on the Recovered PROPERTY SEGMENT.
725	Incident Larceny Type must be Motor Vehicle Theft if Property Involvement is Stolen and Property Type is a motor vehicle	If Data Element #22 = 07 and Data Element #23 = 31, 33, 34, 37, or 38, then Data Element #14 must = 10
726	PROPERTY RECOVERY DATE for any recovered property must be on or after the INCIDENT OCCURRENCE DATE	If Data Element #3-INCIDENT OCCURRENCE DATE NE 88888888 and NE 99999999, every occurrence of Data Element #25-PROPERTY RECOVERY DATE NE 77777777 must be on or after Data Element #3-INCIDENT OCCURRENCE DATE.
728	Completed Motor Vehicle Theft requires PROPERTY INVOLVEMENT of Stolen and a valid Motor Vehicle PROPERTY TYPE	If any Offense IBR Code = COMPLETED "240" then incident must have PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=07, with some occurrence of Data Element #23-PROPERTY TYPE = 31, 33, 34, 37 or 38.
732	Completed Motor Vehicle Theft requires NUMBER OF MOTOR VEHICLES STOLEN	If any Offense IBR Code is COMPLETED "240", then Stolen PROPERTY SEGMENT (Data Element #22-PROPERTY INVOLVEMENT=07) must be present, and Data Element #26-NUMBER OF MOTOR VEHICLES STOLEN must not equal 777.

Error Number	Error Message	Edit Explanation
740	NUMBER OF MOTOR VEHICLES RECOVERED cannot be greater than the NUMBER OF MOTOR VEHICLES STOLEN	If Data Element #27-NUMBER OF RECOVERED MOTOR VEHICLES entered on Recovered PROPERTY SEGMENT (Data Element #22-PROPERTY INVOLVEMENT=05) is NE 777, it must be LE Data Element #26-NUMBER OF MOTOR VEHICLES STOLEN on Stolen PROPERTY SEGMENT (Data Element #22-PROPERTY INVOLVEMENT=07) if both PROPERTY SEGMENTS appear.
742	Drug Seizure Incident requires SOURCE OF DRUG DATA	If a DRUG INCIDENT then, on PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, Data Element #28-SOURCE OF DRUG DATA must = "1" "2" or "9".
744	An Exceptional Clearance INCIDENT CASE STATUS requires at least one known offender with a valid OFFENDER NUMBER	If Data Element #7-INCIDENT CASE STATUS="10"... "14" then OFFENDER SEGMENT must have Data Element #32-OFFENDER NUMBER NE 999.
745	An Exceptional Clearance INCIDENT CASE STATUS requires at least one known offender with a known OFFENDER AGE	If Data Element #7-INCIDENT CASE STATUS="10".. "14", then there must be at least one OFFENDER SEGMENT present with Data Element #33-OFFENDER AGE NE 9999.
746	An Exceptional Clearance INCIDENT CASE STATUS requires at least one known offender with a known OFFENDER SEX	If Data Element #7-INCIDENT CASE STATUS="10".. "14", then there must be at least one OFFENDER SEGMENT present with Data Element #34-OFFENDER SEX NE "U" and NE "R".
747	An Exceptional Clearance INCIDENT CASE STATUS requires at least one known offender with a known OFFENDER RACE	If Data Element #7-INCIDENT CASE STATUS="10".. "14", then there must be at least one OFFENDER SEGMENT present with Data Element #35-OFFENDER RACE NE "U" and NE "R".
748	INCIDENT/COMPLAINT OFFENSE of Justifiable Homicide requires at least one known Offender with a valid OFFENDER NUMBER	Data Element #32-OFFENDER NUMBER must NE 999.
750	INCIDENT/COMPLAINT OFFENSE of Justifiable Homicide requires at least one known Offender with a known OFFENDER AGE	Data Element #33-OFFENDER AGE must NE 9999.
752	INCIDENT/COMPLAINT OFFENSE of Justifiable Homicide requires at least one known Offender with a known OFFENDER SEX	Data Element #34-OFFENDER SEX must NE "U" and NE "R".
754	INCIDENT/COMPLAINT OFFENSE of Justifiable Homicide requires at least one known Offender with a known OFFENDER RACE	Data Element #35-OFFENDER RACE must NE "U" and NE "R".
756	When INCIDENT/COMPLAINT OFFENSE is a Crime Against Person, the VICTIM TYPE must contain a corresponding person type	If any occurrence of Data Element #39-VICTIM/OFFENSE LINK links to an OFFENSE SEGMENT where Offense IBR Code is CRIME AGAINST PERSON then Data Element #40-VICTIM TYPE must = "I" or "L".

Error Number	Error Message	Edit Explanation
758	When INCIDENT/COMPLAINT OFFENSE is a Crime Against Property, the VICTIM TYPE must not be Society/Public	If any occurrence of Data Element #39-VICTIM/OFFENSE LINK links to an OFFENSE SEGMENT where Offense IBR Code is CRIME AGAINST PROPERTY then Data Element #40-VICTIM TYPE cannot be "S".
762	Every INCIDENT/COMPLAINT OFFENSE containing a Crime Against Society requires a VICTIM/OFFENSE LINK to a Society/Public VICTIM TYPE	Each CRIME AGAINST SOCIETY offense present in an incident must be linked to a SOCIETY VICTIM SEGMENT (Data Element #40-VICTIM TYPE = "S") via Data Element #39-VICTIM/OFFENSE LINK. CRIME AGAINST SOCIETY offense may also be linked to other VICTIM TYPES when appropriate.
766	An INCIDENT/COMPLAINT OFFENSE reporting a Robbery requires at least one VICTIM/OFFENSE LINK to a person VICTIM TYPE	If any OFFENSE SEGMENT with Offense IBR Code = "120" is present, then there must be at least one VICTIM SEGMENT present where Data Element #40-VICTIM TYPE = "I" or "L" linked to this OFFENSE SEGMENT via Data Element #39-VICTIM/OFFENSE LINK.
768	An INCIDENT/COMPLAINT OFFENSE of either Forcible Rape or Forcible Sodomy requires at least one known Victim with a known VICTIM SEX of Male or Female	If any occurrence of Data Element #39-VICTIM/OFFENSE LINK links to an OFFENSE SEGMENT where Offense IBR Code = "11A" or "36B", then Data Element #42-VICTIM SEX must = "M" or "F".
776	When VICTIM/OFFENDER RELATIONSHIP reflects a Spousal Relationship, the corresponding OFFENDER AGE must be greater then or equal to 10 years old	If an occurrence (1..10) of Data Element #47-VICTIM/OFFENDER RELATIONSHIP = "01" "02" or "29", then for the OFFENDER SEGMENT identified in the corresponding occurrence of Data Element #46-VICTIM/OFFENDER LINK, Data Element #33-OFFENDER AGE must be GE exact age or truncated age range average of 10. NOTE: This edit is NOT run if Data Element #33-OFFENDER AGE = "9999" for Unknown.
778	VICTIM SEX and OFFENDER SEX do not reflect the Homosexual Relationship identified in VICTIM OFFENDER RELATIONSHIP	If an occurrence (1..10) of Data Element #47-VICTIM/OFFENDER RELATIONSHIP = "27", then for the OFFENDER SEGMENT identified in the corresponding occurrence of Data Element #46-VICTIM/OFFENDER LINK, Data Element #34-OFFENDER SEX must = Data Element #42-VICTIM SEX.
780	VICTIM AGE and OFFENDER AGE are not consistent with the Relationship Type of Parent or Grandparent identified in VICTIM/OFFENDER RELATIONSHIP	If an occurrence (1..10) of Data Element #47-VICTIM/OFFENDER RELATIONSHIP = "03" or "06", then for the OFFENDER SEGMENT identified in the corresponding occurrence of Data Element #46-VICTIM/OFFENDER LINK, exact age or truncated age range average in Data Element #41-VICTIM AGE must be GT exact age or truncated age range average in Data Element #33-OFFENDER AGE. Note: If Data Element #41-VICTIM AGE = "00NN", "00NB", or "00BB", treat as "0001" to complete age comparison. NOTE: This edit is NOT run if Data Element #41-VICTIM AGE = "9999" for Unknown.

Error Number	Error Message	Edit Explanation
782	Ages in VICTIM AGE and OFFENDER AGE are not consistent with the Relationship Type of Child or Grandchild identified in VICTIM/OFFENDER RELATIONSHIP	If an occurrence (1..10) of Data Element #47-VICTIM/OFFENDER RELATIONSHIP = "05" or "07", then for the OFFENDER SEGMENT identified in the corresponding occurrence of Data Element #46-VICTIM/OFFENDER LINK, exact age or truncated age range average in Data Element #41-VICTIM AGE must be LT exact age or truncated age range average in Data Element #33-OFFENDER AGE. Note: If Data Element #41-VICTIM AGE = "00NN", "00NB", or "00BB", treat as 0001 to complete age comparison. NOTE: This edit is NOT run if Data Element #41-VICTIM AGE = "9999" for Unknown.
784	INCIDENT/COMPLAINT OFFENSE of Simple Assault without other Crimes Against Person, Robbery or Extortion may not report LEVEL OF INJURY as Dead, Seriously Injured, or Not Applicable	If any occurrence of Data Element #39-VICTIM/OFFENSE LINK links to an OFFENSE SEGMENT with an Offense IBR Code = "13B" and remaining non-77 links are not CRIMES AGAINST PERSON, "120" OR "210", then this occurrence of Data Element #48-LEVEL OF INJURY cannot equal "1" "2" or "7".
786	An INCIDENT/COMPLAINT OFFENSE of Simple Assault without other Crimes Against Person, Robbery, or Extortion must have a minor TYPE OF INJURY	If this occurrence of Data Element #39-VICTIM/OFFENSE LINK links to an OFFENSE SEGMENT with Offense IBR Code = "13B" and remaining non-77 links are not CRIMES AGAINST PERSON, "120" or "210", then first occurrence of Data Element #49-TYPE OF INJURY must equal "00", "01", "02", "03", "04", "05", or "07".
788	ARREST DATE must be on or after the INCIDENT REPORT DATE	If SEGACT = "I" or "R", then Data Element #55-ARREST DATE must be on or after Data Element #5-INCIDENT REPORT DATE.
790	INCIDENT CASE STATUS of Cleared by Arrest-Adult requires that at least one arrestee be aged 18 years of age or older	If Data Element #7-INCIDENT CASE STATUS = "01", then at least one ARRESTEE SEGMENT must be present with Data Element #61-ARRESTEE AGE greater than or equal to 18.
792	INCIDENT CASE STATUS of Cleared by Arrest-Juvenile requires that all Arrestees in incident be less than 18 years of age	If Data Element #7-INCIDENT CASE STATUS = "02", then Data Element #61-ARRESTEE AGE must be less than 18 in ALL ARRESTEE SEGMENTS.
794	Time Window submitted with only Administrative and Time Window Segments requires TIME WINDOW TYPE of Exceptional Clearance Only	If incident has only two segments where first is SEGTYPE = "1", and second is SEGTYPE = "8", then TWTYPE must = "1".
796	Time Window submitted with only Property and Time Window Segments requires TIME WINDOW TYPE of Recovered Property Only	If incident has only two segments where first is SEGTYPE = "3" and second is SEGTYPE = "8", then TWTYPE must = "2".
798	Time Window submitted with at least one each of Arrestee and Arrest Charge Segments followed by Time Window Segment requires TIME WINDOW TYPE of Arrest Only	If incident has one segment SEGTYPE = "8", no SEGTYPE = "1" and no SEGTYPE = "3", at least one segment SEGTYPE = "6" and at least one segment SEGTYPE = "7", then TWTYPE must = "3".

Error Number	Error Message	Edit Explanation
800	Time Window submitted with Administrative, Property, and Time Window Segments, but no Arrestee Segment, requires TIME WINDOW TYPE of Exceptional Clearance with Recovered Property	If incident has one segment SEGTYPE = "1", one segment SEGTYPE = "3", no SEGTYPE = "6", and one segment SEGTYPE = "8", then TWTYPE must = "4".
802	Time Window submitted with Property, Arrestee, Arrest Charge, and Time Window Segments, but no Administrative Segment, requires TIME WINDOW TYPE of Arrest With Recovered Property	If incident has no SEGTYPE = "1", one segment SEGTYPE = "3", at least one segment SEGTYPE = "6", at least one segment SEGTYPE = "7", and one segment SEGTYPE = "8", then TWTYPE must = "5".
804	TIME WINDOW TYPE of Exceptional Clearance Only requires one Administrative Segment and one Time Window Segment only	If TWTYPE = "1", then first segment must be SEGTYPE = "1" and second segment must be SEGTYPE = "8" and no other segments can be present in incident.
806	TIME WINDOW TYPE of Recovered Property Only requires one Property Segment and one Time Window Segment only	If TWTYPE = "2", then first segment must be SEGTYPE = "3" and second segment must be SEGTYPE = "8" and no other segments can be present in incident.
808	TIME WINDOW TYPE of Arrest Only requires at least one each of Arrestee and Arrest Charge Segments followed by a Time Window Segment	If TWTYPE = "3", then first segment must be SEGTYPE = "6" and second segment must be SEGTYPE = "7".
810	TIME WINDOW TYPE of Arrest Only or Arrest With Recovered Property requires that every Arrestee Segment be followed by at least one Arrest Charge Segment.	If TWTYPE = "3" or "5", then each SEGTYPE = "6" must be followed by at least one SEGTYPE = "7".
812	TIME WINDOW TYPE of Exceptional Clearance with Recovered Property requires one each of Administrative, Property, and Time Window Segments	If TWTYPE = "4", then first SEGTYPE for incident must = "1" and second SEGTYPE must = "3" and third and last SEGTYPE must = "8".
814	TIME WINDOW TYPE of Arrest With Recovered Property requires Property, Arrestee, Arrest Charge, and Time Window Segments	If TWTYPE = "5", then first SEGTYPE for incident must = "3", second SEGTYPE must = "6" and third SEGTYPE must = "7".
816	TIME WINDOW TYPE of Exceptional Clearance Only, or Exceptional Clearance with Recovered Property requires a Clearance by Exceptional means in the INCIDENT CASE STATUS	If TWTYPE = "1" or "4", then Data Element #7- INCIDENT CASE STATUS must = "10".. "14" AND Data Element #8-INCIDENT EXCEPTIONAL CLEARANCE DATE must contain a valid date AND CLIND must = "7".
820	Initial or Updating Time Window submission with a Property Segment must have a PROPERTY INVOLVEMENT of Recovered	If SEGACT = "W" or "U" and SEGTYPE = "3" then Data Element #22-PROPERTY INVOLVEMENT must = 05.

TRANSACTION EDITS

Transaction Edits ensure that the transaction specified by the SEGMENT ACTION field is consistent with the incident's current status on the NYSIBR database. For example, SEGMENT ACTION cannot equal "I" for "Initial" submission if that incident already exists in the NYSIBR database.

Error Number	Error Message	Edit Explanation
822	Duplicate incidents not allowed; Active or Time Window Incident already exists on DCJS database	Cannot submit incident with SEGACT = "I" or "W" when "I" or "W" incident already exists on DCJS database for that ORI NUMBER and that Data Element #2-INCIDENT/COMPLAINT NUMBER.
824	Cannot add Arrestee Segment to an incident not already on file	ARRESTEE SEGMENT with SEGACT = "A" must already have the incident on the DCJS database.
825	ARREST DATE must be greater than or equal to INCIDENT REPORT DATE	If SEGACT = "A" and SEGTYPE = "6", Data Element #55-ARREST DATE must be greater than or equal to Data Element #5-INCIDENT REPORT DATE for incident on the database.
826	Deleting an inactive incident on database requires matching TIME WINDOW TYPE	If SEGACT = "D" and SEGTYPE = "8", then TWTYPE must match the TWTYPE for this incident on the database.
828	Time Window Delete transaction requires matching Inactive Incident on file	If SEGACT = "D" and SEGTYPE = "8", then SEGACT for that incident on the database must = "W" or "U".
830	Deleting an active incident from the database requires that the Delete Segment's INCIDENT REPORT DATE match the database incident's INCIDENT REPORT DATE	If SEGACT = "D" and SEGTYPE = "1", then Data Element #5-INCIDENT REPORT DATE must match the Data Element #5-INCIDENT REPORT for this incident on the database.
832	Administrative Deletion requires an active incident on database	If SEGACT = "D" and SEGTYPE = "1", then SEGACT for that incident on database must = "I" or "R".
834	Incident was posted, but it should have been submitted as Initial Active Incident, not as Replace Active Incident	
836	Time Window incident was posted, but it should have been submitted as Initial Inactive Incident, not as Update to Inactive Incident	
838	An Active incident must be on the DCJS database before it can be deleted	
840	A Time Window incident must be on the DCJS database before it can be deleted	

IMPLIED EDITS

Implied edits use the specifics implied by New York State law citations to establish the proper codes for certain logically dependent Data Elements. If the incident contains an OFFENSE SEGMENT with a law citation in Data Element #13- INCIDENT/COMPLAINT OFFENSE CODE corresponding to the specific law cited in the edit, then the Data Element coding requirements listed in the edits are mandatory. For example, if the penal law citation was for a weapons possession offense involving a firearm, then the corresponding entry in Data Element # 16-WEAPON/FORCE must be coded as a firearm.

Error #	Error Message	Penal Law and Description	Implied Edit Explanation
850	NYS Law citation requires use of Motor Vehicle as weapon in WEAPON/FORCE	PL 120 03 Vehic Assault 2 or PL 120 03 02 Vehic Assault 2 - DWI or PL 120 04 Vehic Assault 1	then an occurrence of Data Element #16-WEAPON/FORCE = 13
852	NYS Law citation requires a known weapon in first occurrence of WEAPON/FORCE	PL 120 05 02 Assault 2 - Int Cause Ph Inj w/ Weapon or PL 120 05 04 Assault 2 - Rklsly Cause Ser Inj w/ Weapon	then first occurrence of Data Element #16-WEAPON/FORCE must NE 77, 88 or 99
854	NYS Law citation requires drugs as weapon in WEAPON/FORCE	PL 120 05 05 Assault 2 - Impairment by Drugs w/out consent	then an occurrence of Data Element #16-WEAPON/FORCE = 18
855	NYS Law citation requires INCIDENT LOCATION TYPE of Jail/Prison	PL 120 05 07 Assault 2 -Confined to Corr. Facility	then an occurrence of Data Element #15 INCIDENT LOCATION=12
856	NYS Law citation requires that Victim be non-participant in ASSAULT/HOMICIDE CIRCUMSTANCES	PL 120 05 06 Assault 2 - on Non-partic Dur Felony	then an occurrence of Data Element #19- ASSAULT/HOMICIDE CIRCUMSTANCES (ALLEGED) must = "02"-"09" or "12"
857	NYS Law citation requires an OFFENDER AGE greater than 17 and a VICTIM AGE less than 11	PL 120 05 08 Asslt Caus inj person < 11yrs or PL 120 12 Assault upon person< 11	then an occurrence of Data Element # 33 OFFENDER AGE must be GT 17 AND Data Element # 41 VICTIM AGE must be LT 11
858	NYS Law citation requires a known weapon in first occurrence of WEAPON/FORCE	PL 120 10 01 Assault 1 - w/ Intent Cause Ser Inj w/ Weapon	then first occurrence of Data Element #16-WEAPON/FORCE must NE 77, 88, or 99
859	NYS Law citation requires an OFFENDER AGE greater than 17 and a VICTIM AGE less than 7	PL 120 05 09 Asslt Caus Inj person <7 yrs	then an occurrence of Data Element # 33 OFFENDER AGE must be GT 17 AND Data Element # 41 VICTIM AGE must be LT 7

Error #	Error Message	Penal Law and Description	Impled Edit Explanation
860	NYS Law citation requires that Victim be non-participant in ASSAULT/HOMICIDE CIRCUMSTANCES	PL 120 10 04 Assault 1 - w/Inj Cause Inj During Fel	then an occurrence of Data Element #19- ASSAULT/HOMICIDE CIRCUMSTANCES (ALLEGED) = "02"- "09" or "12"
862	NYS Law citation requires Use of a Deadly Weapon in WEAPON/FORCE and Assault Against Police Officer in ASSAULT/HOMICIDE CIRCUMSTANCES	PL 120 11 Assault Police Offr Deadly Weapon	then an occurrence of Data Element #16-WEAPON/FORCE = 01-08, 11, 12, 16, 17 AND an occurrence of Data Element #19- ASSAULT/HOMICIDE CIRCUMSTANCES (ALLEGED) = "02"
864	NYS Law citation requires Motor Vehicle in WEAPON/FORCE and Negligent Vehicular Killings in ASSAULT/HOMICIDE CIRCUMSTANCES	PL 125 12 Veh Man 2 or PL 125 12 02 Veh Man 2 - DWI Vehicle/ Boat or PL 125 12 03 Veh Man 2 or PL 125 13 Veh Man 1	then an occurrence of Data Element #16-WEAPON/FORCE = 13 includes ATV & Snowmobiles AND an occurrence of Data Element #19- ASSAULT/HOMICIDE CIRCUMSTANCES (ALLEGED) = "34"
866	Felony murder citation requires that Victim is Non-Participant; ASSAULT/HOMICIDE CIRCUMSTANCES `must be reported for participants involved in underlying felony only	PL 125 25 03 Felony Murder	then an occurrence of Data Element #19- ASSAULT/HOMICIDE CIRCUMSTANCES (ALLEGED) = "02"- "09" or "12"
868	NYS Law citation requires homicide of police officer in ASSAULT/HOMICIDE CIRCUMSTANCES	PL 125 27 1AI Murder 1 - Police Officer	then an occurrence of Data Element #19- ASSAULT/HOMICIDE CIRCUMSTANCES (ALLEGED) = "02"
872	NYS Law citation requires a deadly weapon in WEAPON/FORCE	PL 140 17 01 Criminal Trespass 1 Poss Weapon	then an occurrence of Data Element #16-WEAPON/FORCE = 01-08, 11, 12, 16, 17
874	NYS Law citation requires a firearm in WEAPON/FORCE	PL 140 17 02 Criminal Trespass 1 Poss Firearm & Ammo or PL 140 17 03 Criminal Trespass 1 Know Other has Weapon	then an occurrence of Data Element #16-WEAPON/FORCE = 01-08

Error #	Error Message	Penal Law and Description	Impled Edit Explanation
876	NYS Law citation requires Explosives or other deadly weapon in WEAPON/FORCE	PL 140 25 01A Burglary 2 - armed w/Expl/ Dead Weap or PL 140 30 01 Burglary 1 - Dwell w/Expl / Dead Weap	then an occurrence of Data Element #16-WEAPON/FORCE = 01-08, 11, 12, 16, 17
878	NYS Law citation requires a Person Victim in VICTIM TYPE, with known injury information in LEVEL OF INJURY, TYPE OF INJURY, and VICTIM MEDICAL TREATMENT	PL 140 30 02 Burglary 1 - Dwelling Causing Injury or PL 140 25 01B Burglary 2 - Caused Physical Injury	then Data Element #40-VICTIM TYPE = "I", "L" or "A" AND Data Element #48-LEVEL OF INJURY cannot = "4" or "7"; first occurrence of Data Element #49-TYPE OF INJURY cannot = "00" or "77"; Data Element #50-VICTIM MEDICAL TREATMENT cannot = "7" in the VICTIM SEGMENT linked to this OFFENSE SEGMENT via Data Element #39-VICTIM/OFFENSE LINK
880	NYS Law citation requires a dangerous weapon in WEAPON FORCE	PL 140 25 01C Burglary 2 - Uses Dangerous Instrument or PL 140 30 03 Burglary 1 - Use/Threat Weap During Act	then an occurrence of Data Element #16-WEAPON/FORCE = 01-08 or 11-19
882	NYS Law citation requires a firearm in WEAPON/FORCE	PL 140 25 01D Burglary 2 - Displays firearm or PL 140 30 04 Burg 1- Display loaded firearm	then an occurrence of Data Element #16-WEAPON/FORCE = 01-08
884	NYS Law citation requires Burned or Damaged in PROPERTY INVOLVEMENT and greater than \$250 in PROPERTY VALUE	PL 145 00 03* Criminal Mischief 4 - \$250+ or PL 145 05 * Criminal Mischief 3 - \$250+	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 02 or 04, the sum of all non-77777777 occurrences of Data Element #24-PROPERTY VALUE must be GT 000000250

Error #	Error Message	Penal Law and Description	Implied Edit Explanation
886	NYS Law citation requires Burned or Damaged in PROPERTY INVOLVEMENT and greater than \$1,500 in PROPERTY VALUE	PL 145 10 * Criminal Mischief 2-\$1,500+	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 02 or 04, the sum of all non-77777777 occurrences of Data Element #24-PROPERTY VALUE must be GT 000001500
888	NYS Law citation requires use of explosives in WEAPON/FORCE	PL 145 12 Criminal Mischief 1 w/Expl	then an occurrence of Data Element #16-WEAPON FORCE = 16
890	NYS Law citation requires Stolen in PROPERTY INVOLVEMENT and greater than \$1,000 in PROPERTY VALUE	PL 155 30 01* Grand Larceny 4-\$1,000+	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 07, the sum of all non-77777777 occurrences of Data Element #24-PROPERTY VALUE must be GT 000001000
892	Law citation requires Stolen in PROPERTY INVOLVEMENT and PROPERTY TYPE of Credit Card	PL 155 30 04 * Grand Larceny 4-credit card	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 07, an occurrence of Data Element #23-PROPERTY TYPE must= 02
894	Law citation requires Stolen in PROPERTY INVOLVEMENT and PROPERTY TYPE of Firearms	PL 155 30 07 * Grand Larceny 4-firearms	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 07, an occurrence of Data Element #23-PROPERTY TYPE must= 39
896	Law citation requires Stolen in PROPERTY INVOLVEMENT, a Motor Vehicle in PROPERTY TYPE and a PROPERTY VALUE of greater than \$100	PL 155 30 08 * Grand Larceny 4-auto \$100+	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 07, an occurrence of Data Element #23-PROPERTY TYPE must= 31, 33, 34, or 37 AND its corresponding Data Element #24-PROPERTY VALUE must be GT 000000100
898	NYS Law citation requires Stolen in PROPERTY INVOLVEMENT and greater than \$3,000 in PROPERTY VALUE	PL 155 35 * Grand Larceny 3-\$3,000+	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 07, the sum of all non-77777777 occurrences of Data Element #24-PROPERTY VALUE must be GT 000003000

Error #	Error Message	Penal Law and Description	Implied Edit Explanation
900	NYS Law citation requires Stolen in PROPERTY INVOLVEMENT and greater than \$50,000 in PROPERTY VALUE	PL 155 40 01 * Grand Larceny 2 - \$50,000+	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 07, the sum of all non-77777777 occurrences of Data Element #24-PROPERTY VALUE must be GT 000050000
902	NYS Law citation requires Stolen in PROPERTY INVOLVEMENT and greater than \$1,000,000 in PROPERTY VALUE	PL 155 42 * Grand Larceny 1 - \$1 million+	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 07, the sum of all non-77777777 occurrences of Data Element #24-PROPERTY VALUE must be GT 001000000
904	NYS Law citation requires that OFFENDER USED COMPUTER be Yes	PL 156 05 Unauthorized Use of Computer or PL 156 10 Computer Trespass or PL 156 10 01 Computer Trespass Felony Purpose or PL 156 10 02 Computer Trespass Gain Access or PL 156 20 Computer Tampering 4 or PL 156 25 Computer Tampering 3 or PL 156 25 01 Computer Tampering 3 - Felony Purpose or PL 156 25 02 Computer Tampering 3 - Prv Related Conv	then Data Element #21-OFFENDER USED COMPUTER = "1"
906	NYS Law citation requires that OFFENDER USED COMPUTER be Yes, PROPERTY INVOLVEMENT of Destroyed, and a PROPERTY TYPE of Computer	PL 156 25 03 * Computer Tampering 3 Destroy Matl	then Data Element #21-OFFENDER USED COMPUTER = "1" AND incident must have a PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 04 and have an occurrence of Data Element #23-PROPERTY TYPE = 13 on that segment

Error #	Error Message	Penal Law and Description	Impled Edit Explanation
908	NYS Law citation requires that OFFENDER USED COMPUTER be Yes, PROPERTY INVOLVEMENT of Destroyed, PROPERTY TYPE of Computer, and a Property Value of greater than \$1,000	PL 156 25 04 * Computer Tampering 3 - Destroy Data > \$1,000	then Data Element #21-OFFENDER USED COMPUTER = "1" and incident must have a PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 04 and an occurrence of Data Element #23-PROPERTY TYPE = 13 AND its corresponding Data Element #24-PROPERTY VALUE must be GT 000001000 on that segment
909	NYS Law citation requires that OFFENDER USED COMPUTER be Yes, PROPERTY INVOLVEMENT of Destroyed, PROPERTY TYPE of Computer, and a Property Value of greater than \$50,000	PL 156 27 * Computer Tampering 1 - Destroy Data > \$50,000	then Data Element #21-OFFENDER USED COMPUTER = "1" and incident must have a PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 04 and an occurrence of Data Element #23-PROPERTY TYPE = 13 AND its corresponding Data Element #24-PROPERTY VALUE must be GT 000050000 on that segment
910	NYS Law citation requires that OFFENDER USED COMPUTER be Yes	PL 156 30 Unlaw Duplic Comp Related Material	then Data Element #21-OFFENDER USED COMPUTER = "1"
912	NYS Law citation requires that OFFENDER USED COMPUTER be Yes, PROPERTY INVOLVEMENT of Stolen, PROPERTY TYPE of Computer, and a Property Value of greater than \$2,500	PL 156 30 01 * Duplic Comp Matl - \$2500+, and ATTEMPTED/COMPLETED indicator is "C"	then Data Element #21-OFFENDER USED COMPUTER = "1" AND incident must have a PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 07 and an occurrence of Data Element #23-PROPERTY TYPE = 13 AND its corresponding Data Element #24-PROPERTY VALUE must be GT 000002500 on that segment

Error #	Error Message	Penal Law and Description	Impled Edit Explanation
913	NYS Law citation requires a Person Victim in VICTIM TYPE with known physical injury in LEVEL OF INJURY, and TYPE OF INJURY	PL 160 10 02A Robbery 2 - caus phy injury	then VICTIM SEGMENT linked to this offense in Data Element #39- VICTIM/OFFENSE LINK must have Data Element #40- VICTIM TYPE = "I", "L", or "A" AND Data Element #48- LEVEL OF INJURY = "1","2", or "3" AND an occurrence of Data Element #49-TYPE OF INJURY = 01-07
914	NYS Law citation requires that OFFENDER USED COMPUTER be Yes	PL 156 30 02 Duplic Comp Matl - Felony Purpose	then Data Element #21- OFFENDER USED COMPUTER = "1"
915	NYS Law citation requires Stolen in PROPERTY INVOLVEMENT and a Motor Vehicle in PROPERTY TYPE	PL 160 10 03 Robbery 2 - Motor Vehicle	incident must have a PROPERTY SEGMENT with Data Element #22 - PROPERTY INVOLVEMENT = 07 and an occurrence of Data Element #23 - PROPERTY TYPE = 31, 33, 34, 37, or 38.
916	NYS Law citation requires a Person Victim in VICTIM TYPE with known Serious Injury in LEVEL OF INJURY, and TYPE OF INJURY	PL 160 15 01 Rob 1- caus serious injury	then VICTIM SEGMENT linked to this offense in Data Element #39- VICTIM/OFFENSE LINK must have Data Element #40- VICTIM TYPE = "I", "L", or "A" AND Data Element #48- LEVEL OF INJURY = "1" or "2" AND an occurrence of Data Element #49-TYPE OF INJURY = "01", "02", "03", "05" or "06"
918	NYS Law citation requires use of deadly weapon in WEAPON/FORCE	PL 160 15 02 Rob 1- Forc Theft/ Deadly weap	then an occurrence of Data Element #16-WEAPON/FORCE = 01-08, 11, or 12
920	NYS Law citation requires use of dangerous instrument in WEAPON/FORCE	PL 160 15 03 Rob 1-w/dang instrumt	then an occurrence of Data Element #16-WEAPON/FORCE = 01-08 or 11-19
922	NYS Law citation requires use of firearms in WEAPON/FORCE	PL 160 15 04 Rob 1-display firearm	then an occurrence of Data Element #16-WEAPON/FORCE = 01-09

Error #	Error Message	Penal Law and Description	Implied Edit Explanation
924	Law citation requires Stolen in PROPERTY INVOLVEMENT and Vehicle Parts in PROPERTY TYPE	<p>PL 165 09 * Auto Stripping 3</p> <p>or PL 165 09 01 * Auto Stripping 3</p> <p>or PL 165 09 02 * Auto Stripping 3</p> <p>or PL 165 10 * Auto Stripping 2</p> <p>or PL 165 10 01 * Auto Stripping 2</p> <p>or PL 165 10 02 * Auto Stripping 2</p> <p>or PL 165 11 * Auto Stripping 1</p>	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 07 an occurrence of Data Element #23-PROPERTY TYPE = 23.
926	NYS Law citation of insurance fraud requires Stolen in PROPERTY INVOLVEMENT and PROPERTY VALUE of greater than \$1,000	PL 176 15 * Insurance Fraud 4-\$1,000+, and ATTEMPTED/COMPLETED indicator is "C"	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 07, sum of all non-77777777 occurrences of Data Element #24-PROPERTY VALUE must be GT 000001000
928	NYS Law citation of insurance fraud requires Stolen in PROPERTY INVOLVEMENT and PROPERTY VALUE of greater than \$3,000	PL 176 20 * Insurance Fraud 3-\$3,000+	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 07, sum of all non-77777777 occurrences of Data Element #24-PROPERTY VALUE must be GT 000003000
930	NYS Law citation of insurance fraud requires Stolen in PROPERTY INVOLVEMENT and PROPERTY VALUE of greater than \$50,000	PL 176 25 * Insurance Fraud 2-\$50,000+	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 07, sum of all non-77777777 occurrences of Data Element #24-PROPERTY VALUE must be GT 000050000
932	NYS Law citation of insurance fraud requires Stolen in PROPERTY INVOLVEMENT and PROPERTY VALUE of greater than \$1,000,000	PL 176 30 * Insurance Fraud 1-\$1,000,000+	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 07, sum of all non-77777777 occurrences of Data Element #24-PROPERTY VALUE must be GT 001000000

Error #	Error Message	Penal Law and Description	Impled Edit Explanation
934	NYS Law citation of welfare fraud requires Stolen in PROPERTY INVOLVEMENT and PROPERTY VALUE of greater than \$1,000	PL 158 10 * Welfare Fraud 4-\$1,000+	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 07, sum of all non-77777777 occurrences of Data Element #24-PROPERTY VALUE must be GT 000001000
936	NYS Law citation of welfare fraud requires Stolen in PROPERTY INVOLVEMENT and PROPERTY VALUE of greater than \$3,000	PL 158 15 * Welfare Fraud 3-\$3,000+	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 07, sum of all non-77777777 occurrences of Data Element #24-PROPERTY VALUE must be GT 000003000
938	NYS Law citation of welfare fraud requires Stolen in PROPERTY INVOLVEMENT and PROPERTY VALUE of greater than \$50,000	PL 158 20 * Welfare Fraud 2-\$50,000+	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 07, sum of all non-77777777 occurrences of Data Element #24-PROPERTY VALUE must be GT 000050000
939	NYS Law citation of welfare fraud requires Stolen in PROPERTY INVOLVEMENT and PROPERTY VALUE of greater than \$1,000,000	PL 158 25 * Welfare Fraud 1-\$1,000,000+	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 07, sum of all non-77777777 occurrences of Data Element #24-PROPERTY VALUE must be GT 001000000
940	NYS Law citation of damage to property of witness requires PROPERTY INVOLVEMENT of either Burned or Destroyed/Damaged/Vandalized	PL 215 15 02 * Intimidating 3 Intent to Damage Property	then there must be PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT = 02 or 04
Run edits #942 through 1026 only if third occurrence of Data Element #29-DRUG TYPE (SUSPECTED) is not equal to "97"			
942	NYS law citation of PL 220.06.05 requires seizure of Cocaine in DRUG TYPE	PL 220 06 05 * CPCS -5 Cocaine	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "10", "11", or "19", unless third occurrence = "97"

Error #	Error Message	Penal Law and Description	Impled Edit Explanation
944	NYS law citation of PL 220.09.02 requires seizure of Methamphetamine in DRUG TYPE	PL 220 09 02 * CPCS - 4 Methamphetamine	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "32" or "33", unless third occurrence = "97"
946	NYS law citation of PL 220.09.05 requires seizure of LSD in DRUG TYPE	PL 220 09 05 * CPCS - 4 LSD	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "22", unless third occurrence = "97"
948	NYS law citation of PL 220.09.06 or 220.09.07 requires seizure of Hallucinogen in DRUG TYPE	PL 220 09 06 * CPCS - 4 Hallucinogen or PL 220 09 07 * CPCS - 4 Hallucinogenic Substance	then PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "21", "22" or "29", unless third occurrence = "97"
950	NYS law citation of PL 220.09.08 or 220.09.09 requires seizure of Depressants and Tranquilizers in DRUG TYPE	PL 220 09 08 * CPCS - 4 Danger Depressant or PL 220 09 09 * CPCS -4 Depressant	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "41", "42" or "49", unless third occurrence = "97"
952	NYS law citation of PL 220.09.12 requires seizure of Methadone in DRUG TYPE	PL 220 09 12 * CPCS - 4 Methadone	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "05", unless third occurrence = "97"

Error #	Error Message	Penal Law and Description	Impled Edit Explanation
954	NYS law citation of PL 220.09.01, 220.09.03, or 220.16.01 requires seizure of Opiates, Synthetic Narcotics, or Cocaine in DRUG TYPE	PL 220 09 01 * CPCS - 4 Narcotics or PL 220 09 03 * CPCS - 4 Narcotics or PL 220 16 01 * CPCS - 3 Narc Drug w/ Intent to Sell	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must =, "01".."06", "09"..."11" OR "19", unless third occurrence = "97"
956	NYS law citation of PL 220.16.02 requires seizure of Stimulants or Hallucinogens in DRUG TYPE	PL 220 16 02 * CPCS - 3 Int/ Sell Prev. Conv	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "31".."33", "39", "21", "22", or "29", unless third occurrence = "97"
958	NYS law citation of PL 220.09.04 or 220.16.03 requires seizure of Stimulants in DRUG TYPE	PL 220 09 04 * CPCS - 4 Stimulant or PL 220 16 03 * CPCS - 3 Stimulant w/ Int to Sell	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "31".."33" or "39", unless third occurrence = "97"
960	NYS law citation of PL 220.16.04 requires seizure of LSD in DRUG TYPE	PL 220 16 04 * CPCS - 3 LSD w/ Int to Sell	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "22", unless third occurrence = "97"
962	NYS law citation of PL 220.16.05 or 220.16.06 requires seizure of Hallucinogens in DRUG TYPE	PL 220 16 05 * CPCS - 3 Hallucinogen w/ Int to Sell	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "21", "22" or "29", unless third occurrence = "97"

Error #	Error Message	Penal Law and Description	Implied Edit Explanation
		or PL 220 16 06 * CPCS - 3 Hallucinogenic w/ Int to Sell	
964	NYS law citation of PL 220.16.07 requires seizure of Methamphetamine in DRUG TYPE	PL 220 16 07 * CPCS - 3 Methamphetamine w/ Int to Sell	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "32" or "33", unless third occurrence = "97"
966	NYS law citation of PL 220.16.08 requires seizure of Stimulants in DRUG TYPE	PL 220 16 08 * CPCS - 3 Stimulant	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "31".. "33" or "39", unless third occurrence = "97"
968	NYS law citation of PL 220.16.09 requires seizure of LSD in DRUG TYPE	PL 220 16 09 * CPCS - 3 LSD	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "22", unless third occurrence = "97"
970	NYS law citation of PL 220.16.10 or 220.16.11 requires seizure of Hallucinogens in DRUG TYPE	PL 220 16 10 * CPCS - 3 Hallucinogen	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "21", "22" or "29", unless third occurrence = "97"
		or PL 220 16 11 * CPCS - 3 Hallucinogenic Substance	
972	NYS law citation of PL 220.16.12 requires seizure of Opiates, Synthetic Narcotics, or Cocaine in DRUG TYPE	PL 220 16 12 * CPCS - 3 Narcotics	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "01".. "06", "09"... "11" or "19", unless third occurrence = "97"

Error #	Error Message	Penal Law and Description	Impled Edit Explanation
974	NYS law citation of PL 220.18.01 requires seizure of Opiates, Synthetic Narcotics, or Cocaine in DRUG TYPE	PL 220 18 01 * CPCS - 2 Narcotics	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "01".. "06", "09"... "11" or "19", unless third occurrence = "97"
976	NYS law citation of PL 220.18.02 requires seizure of Methamphetamine in DRUG TYPE	PL 220 18 02 * CPCS - 2 Methamphetamine	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "32" or "33", unless third occurrence = "97"
978	NYS law citation of PL 220.18.03 requires seizure of Stimulants in DRUG TYPE	PL 220 18 03 * CPCS - 2 Stimulant	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "31".. "33" or "39", unless third occurrence = "97"
980	NYS law citation of PL 220.18.04 requires seizure of LSD in DRUG TYPE	PL 220 18 04 * CPCS - 2 LSD	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "22", unless third occurrence = "97"
982	NYS law citation of PL 220.18.05 or 220.18.06 requires seizure of Hallucinogens in DRUG TYPE	PL 220 18 05 * CPCS - 2 Hallucinogen or PL 220 18 06 * CPCS - 2 Hallucinogenic Substance	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "21", "22" or "29", unless third occurrence = "97"

Error #	Error Message	Penal Law and Description	Impled Edit Explanation
984	NYS law citation of PL 220.18.07 requires seizure of Methadone in DRUG TYPE	PL 220 18 07 * CPCS -2 Methadone	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "05", unless third occurrence = "97"
986	NYS law citation PL 220.21.01 requires seizure of Opiates, Synthetic Narcotics, or Cocaine in DRUG TYPE	PL 220 21 01 * CPCS -1 Narcotics	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "01".. "06" , "09".. "11" or "19", unless third occurrence = "97"
988	NYS law citation of PL 220.21.02 requires seizure of Methadone in DRUG TYPE	PL 220 21 02 * CPCS - 1 Methadone	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "05", unless third occurrence = "97"
990	NYS law citation of PL 220.34.01 requires seizure of Opiates, Synthetic Narcotics, or Cocaine in DRUG TYPE	PL 220 34 01 * CSCS - 4 Narcotics Preparation	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "01".. "06", "09".. "11" or "19", unless third occurrence = "97"
992	NYS law citation of PL 220.34.02 requires seizure of Depressants in DRUG TYPE	PL 220 34 02 * CSCS - 4 Depressant	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "41", "42" or "49", unless third occurrence = "97"

Error #	Error Message	Penal Law and Description	Implied Edit Explanation
994	NYS law citation of PL 220.34.03 requires seizure of Cannabis in DRUG TYPE	PL 220 34 03 * CSCS - 4 Cannabis	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "51", "52" or "59", unless third occurrence = "97"
996	NYS law citation of PL 220.34.05 requires seizure of Methadone in DRUG TYPE	PL 220 34 05 * CSCS - 4 Methadone	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "05", unless third occurrence = "97"
998	NYS law citation of PL 220.39.01 requires seizure of Opiates, Synthetic Narcotics, or Cocaine in DRUG TYPE	PL 220 39 01 * CSCS - 3 Narcotics	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "01".. "06", "09".. "11" or "19", unless third occurrence = "97"
1000	NYS law citation of PL 220.39.02 requires seizure of Stimulants, Hallucinogens, or LSD in DRUG TYPE	PL 220 39 02 * CSCS - 3 Stimulant, Hallucinogen or LSD	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "21", "22", "29", "31".. "33", or "39", unless third occurrence = "97"
1002	NYS law citation of PL 220.39.03 requires seizure of Stimulants in DRUG TYPE	PL 220 39 03 * CSCS - 3 Stimulant	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "31".. "33" or "39", unless third occurrence = "97"

Error #	Error Message	Penal Law and Description	Impled Edit Explanation
1004	NYS law citation of PL 220.39.04 requires seizure of LSD in DRUG TYPE	PL 220 39 04 * CSCS - 3 LSD	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "22", unless third occurrence = "97"
1006	NYS law citation of PL 220.39.05 or 220.39.06 requires seizure of Hallucinogens in DRUG TYPE	PL 220 39 05 * CSCS - 3 Hallucinogen or PL 220 39 06 CSCS - 3 Hallucinogenic Substance	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "21", "22" or "29", unless third occurrence = "97"
1008	NYS law citation of PL 220.39.07 requires seizure of Methamphetamine in DRUG TYPE	PL 220 39 07 * CSCS - 3 Methamphetamine	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "32" or "33", unless third occurrence = "97"
1010	NYS law citation of PL 220.41.01 requires seizure of Opiates, Synthetic Narcotics, or Cocaine in DRUG TYPE	PL 220 41 01 * CSCS - 2 Narcotics	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "01".. "06", "09".. "11" or "19", unless third occurrence = "97"
1012	NYS law citation of PL 220.41.02 requires seizure of Methamphetamine in DRUG TYPE	PL 220 41 02 CSCS -2 Methamphetamine	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "32" or "33", unless third occurrence = "97"

Error #	Error Message	Penal Law and Description	Impled Edit Explanation
1014	NYS law citation of PL 220.41.03 requires seizure of Stimulants in DRUG TYPE	PL 220 41 03 * CSCS - 2 Stimulant	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "31".. "33" or "39", unless third occurrence = "97"
1016	NYS law citation of PL 220.41.04 requires seizure of LSD in DRUG TYPE	PL 220 41 04 * CSCS - 2 LSD	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "22", unless third occurrence = "97"
1018	NYS law citation of PL 220.41.05 or 220.41.06 requires seizure of Hallucinogens in DRUG TYPE	PL 220 41 05 * CSCS - 2 Hallucinogen	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "21", "22" or "29", unless third occurrence = "97"
		or PL 220 41 06 * CSCS - 2 Hallucinogenic Substance	
1020	NYS law citation of PL 220.41.07 requires seizure of Methadone in DRUG TYPE	PL 220 41 07 * CSCS - 2 Methadone	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "05", unless third occurrence = "97"
1022	NYS law citation of PL 220.43.01 requires seizure of Opiates, Synthetic Narcotics, or Cocaine in DRUG TYPE	PL 220 43 01 CSCS - 1 Narcotics	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "01".. "06", "09".. "11" or "19", unless third occurrence = "97"

Error #	Error Message	Penal Law and Description	Implied Edit Explanation
1024	NYS law citation of PL 220.43.02 requires seizure of Methadone in DRUG TYPE	PL 220 43 02 * CSCS - 1 Methadone	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "05", unless third occurrence = "97"
1026	NYS law citation of PL 220.06.04, 220.09.10, or any PL Article 221 requires seizure of Marijuana in DRUG TYPE	PL 220 06 04 * CPCS - 5 Cannabis or PL 220 09 10 *CPCS-4 Cannabis or PL 221 05 *Unlawful Poss Mari or PL 221 10 * CP Marijuana - 5 or PL 221 10 01 * CP Marijuana - 5 or PL 221 10 02 * CP Marijuana - 5 or PL 221 15 * CP Marijuana - 4 or PL 221 20 * CP Marijuana - 3 or PL 221 25 * CP Marijuana - 2 or PL 221 30 * CP Marijuana - 1 or PL 221 35 * CS Marijuana - 5 or PL 221 40 * CS Marijuana - 4 or PL 221 45 * CS Marijuana - 3 or PL 221 50 * CS Marijuana - 2 or PL 221 55 * CS Marijuana - 1	then for the PROPERTY SEGMENT with Data Element #22-PROPERTY INVOLVEMENT=06, an occurrence of Data Element #29-DRUG TYPE (SUSPECTED) must = "51", unless third occurrence = "97"
1028	NYS law citation requires that INCIDENT LOCATION TYPE be School or College and that WEAPON/FORCE be a firearms choice	PL 265 01 03 CPW - 4 Firearm at Educational Inst	then Data Element #15-LOCATION TYPE = "08" or "09" AND an occurrence of Data Element #16-WEAPON/FORCE = 01-08
1030	NYS law citation requires possession of shotgun or rifle in WEAPON/FORCE	PL 265 01 04 CPW - 4 Conv Felon or PL 265 01 06 CPW - 4 Not Suitable	then an occurrence of Data Element #16-WEAPON/FORCE = 05-08

Error #	Error Message	Penal Law and Description	Implied Edit Explanation
1032	NYS law citation requires possession of automatic weapon or explosive material in WEAPON/FORCE	PL 265 02 02 CPW -3	then an occurrence of Data Element #16-WEAPON/FORCE = 04, 07, 16, or 17
1034	NYS law citation requires firearms in WEAPON/FORCE	PL 265 02 03 CPW 3 -Deface Weapon or PL 265 02 04 CPW 3 - Loaded Gun or PL 265 02 05 CPW 3 -Firearm or PL 265 03 CPW 2 or PL 265 03 01 CPW 2 - Machine Gun or PL 265 03 02 CPW 2 - Loaded Firearm or PL 265 03 03 CPW 2 - Disguised Gun or PL 265 08 01 Criminal Use Firearm 2 or PL 265 09 01 Criminal Use Firearm 1	then an occurrence of Data Element #16-WEAPON/FORCE = 01-08
1036	NYS law citation requires possession of explosive materials in WEAPON/FORCE	PL 265 04 CPW 1	then an occurrence of Data Element #16-WEAPON/FORCE = 16 or 17
1040	NYS Law citation requires use of firearms or imitations firearms in WEAPON/FORCE	PL 265 08 02 Criminal Use Firearm 2 Display Weapon or PL 265 09 02 Criminal Use Firearm 1	then an occurrence of Data Element #16-WEAPON/FORCE = 01-09
1042	NYS law citation requires deadly weapons in WEAPON/FORCE	PL 265 10 01 Manufacture/Destroy Weapon or PL 265 10 02 Transport Firearm/Machine Gun/Dangerous Instrument or PL 265 10 04 Dispose Weapon/ Prior Conv or PL 265 35 01 Prohib Use Weapon	then an occurrence of Data Element #16-WEAPON/FORCE = 01-08, 11, 12, or 19
1044	NYS law citation requires firearms in WEAPON/FORCE	PL 265 10 03 Unlawful Activity Dang Weapon or PL 265 10 06 Willful Defacement Mach/Gun/Weapon or PL 265 10 07 Dispose Firearm w/o Req Notice or PL 265 11 Criminal Sale Firearm 3	then an occurrence of Data Element #16-WEAPON/FORCE = 01-08

Error #	Error Message	Penal Law and Description	Implied Edit Explanation
1058	NYS law citation requires use of Poison in WEAPON/FORCE	<ul style="list-style-type: none"> or PL 265 11 01 Criminal Sale Firearm 3 or PL 265 11 02 Criminal Sale Firearm 3 Int Sell or PL 265 12 Criminal Sale Firearm 2 or PL 265 13 Criminal Sale Firearm 1 or PL 265 14 Criminal Sale Firearm w/Aid of Minor or PL 265 16 Criminal Sale Firearm to a Minor or PL 265 35 02 Proh Use of Weapon or PL 265 35 03 Proh Use of Weapon PL 270 05 Unlawful Pos/sell Noxious Matter or PL 270 05 02 Unlawful Pos Noxious Matter or PL 270 05 06 Unlaw Sell Noxious Material 	then an occurrence of Data Element #16-WEAPON/FORCE = 15