

1. Enter New York State Identification Number (NYSID No.). If Unknown, leave blank.
2. For all fingerprintable offenses, enter the OBTS/Court Control No. from box #3 of the DCJS fingerprint card (DCJS-2).
3. Enter the number assigned by your agency to the file used to hold the information relating the defendant, victim, and offense related to this arrest.
4. Enter the appropriate agency Reference No. for local agency use.
- 4a-b. For local agency use.
5. Enter the FBI No.. If unknown, leave blank.
6. Enter the No. assigned by the local agency to identify the arrest.
7. Enter the name of the arresting agency.
8. Enter the agency division, precinct, or other appropriate agency subdivision.
9. Enter the defendant's last name, first name, middle initial and any applicable title or suffix.
Example: Jr., Sr., III, Dr., Rev.
10. Enter aliases, nicknames or any other name by which the defendant is known.
11. Enter the defendant's phone number including the area code.
12. Enter the defendant's current address including street number and name, prefix or suffix, type, building and/or apartment number.
13. Enter the city, state and zip code. Check the box that best describes the jurisdiction:
(C) City, (T) Town, or (V) Village.
14. Enter an (X) in the appropriate box describing the arrestee's residence status.
15. If defendant was born in the USA, enter the city and state. Otherwise, enter the country of birth.
16. Enter the defendant's date of birth using six digits. MM/DD/YY.
Example: 04 25 52.
17. Enter the age of the defendant. Make an attempt to verify.
18. Enter an (X) in the appropriate box: (M) male, (F) female, (U) unknown. If unknown, explain in the NARRATIVE. (Section 85).
19. Enter an (X) in the appropriate box. If other or unknown, explain in the NARRATIVE (Section 85).
20. Enter an (X) in the appropriate box. If unknown, explain in the NARRATIVE (Section 85).
21. Enter an (X) in the appropriate box. If other or unknown, explain in the NARRATIVE (Section 85).
22. Enter the defendant's height in feet and inches.
23. Enter the defendant's weight in pounds.
24. Enter the color of the defendant's hair using one of the following codes:
BAL – Bald SDY – Sandy
BLK – Black WHI – White
BLN – Blonde / Strawberry RED – Red / Auburn
BRO – Brown XXX – Unknown
GRY – Gray / Partially Gray OTH – Other
If Unknown or Other, Please explain in the NARRATIVE (Section 85).
25. Enter the color of the defendant's eyes using one of the following codes:
BLK – Black HAZ – Hazel
BLU – Blue MAR – Maroon
BRO – Brown PNK – Pink
GRY – Gray MUL – Multicolored
GRN – Green XXX – Unknown
OTH – Other
If Unknown or Other, please explain in the NARRATIVE (Section 85).
- 26-28. Check the appropriate box.
29. Check the appropriate box.
30. If the defendant is not a U.S. citizen, enter the country of citizenship.
31. Enter the defendant's nine digit Social Security No. If unknown, leave it blank.
32. Enter the total number of school years completed by the defendant.
Example: High School Diploma or GED - 12. A college junior would have completed 14.
33. Enter the defendant's religion as stated by the defendant.
34. Enter the defendant's most recent occupation.
35. Enter an (X) in the appropriate box. If Yes, enter employment data in ASSOCIATED PERSONS INFORMATION (Section 84) using EM as the Type code.
36. Enter any scars, marks, tattoos, or any other physical deformities that may be used to identify the defendant. Include their location. If more space is required continue in the NARRATIVE (Section 85).
37. Enter the name of the arresting officer.
38. Enter the unique permanent number used by your agency to identify the arresting officer.
39. Enter the name of the assisting officer on the arrest. If assisting officer was from another agency, enter the agency name in the NARRATIVE (Section 85).
40. Enter the unique permanent number used by the assisting officer's agency to identify the officer. If no assisting officer, leave blank.
41. Enter the date the defendant was arrested using six digits MM DD YY. Example: 10 01 86.
42. Enter the time the defendant was arrested using military time.
Example: 0300 = 3:00 A.M. and 2330 = 11:30 P.M. etc..
43. Enter the full address (No., Street City State). Check the box that best describes the jurisdiction:
(C) City, (T) Town, or (V) Village.
44. Enter an (X) at Yes if the defendant is a juvenile and will be processed. Enter an (X) at Juv-No Further Process if the defendant is a juvenile, but the arrest is being handled administratively by the arresting agency. Enter an (X) at No, if the defendant is not a juvenile.
45. Enter an (X) in the box that best describes the defendant's condition at arrest. If anything other than App Norm (Apparently Normal) describe in the NARRATIVE (Section 85).
46. Required for PL265, PL120.11, and armed felony offenses – Pistol, Rifle, Knife, etc.. If more detail is required please continue in the NARRATIVE (Section 85).
47. Enter the Arrest Nos. for any co-defendant's. If none, leave blank.
48. If Miranda Warning was given, check Yes, otherwise check No. If Yes complete 49-51.
49. Required if 48 Miranda - Yes. Enter the name of the officer who gave the Miranda Warning.
50. Required if 48 Miranda - Yes. Enter the date the Miranda warning was given using six digits.
MM DD YY. Example: 10 01 86.
51. Required if 48 Miranda - Yes. Enter the time the Miranda Warning was given. Use military time.
Example: 0300 = 3:00 A.M. and 2330 = 11:30 P.M. etc..
52. If defendant made an admission or confession, place an (X) in the appropriate box: None, Written, or Verbal. If defendant made both Verbal and Written statements, place an (X) in both boxes.
53. Place an (X) in the box that describes the defendant's status at the time of arrest. If none apply, leave blank.
54. If a search warrant was executed during the course of the arrest, check Yes, otherwise check No.
55. Enter an (X) in the box that best describes the ID procedure employed.
56. Enter the name of the court of arraignment and geographical jurisdiction, e.g. Buffalo City Court or Menands Village Court.
57. Enter the name of the arraignment judge.
58. Enter the date of arraignment using six digits.
Example: 10/01/86.
59. Enter the time of arraignment using military time.
Example: 0300 = 3:00 A.M. and 2330 = 11:30 P.M. etc.
60. If property was secured for the defendant, check Yes, otherwise check No.
61. If evidence was secured, check Yes, otherwise check No.
- 61a. Enter the name of the person who has processed the evidence. Required if 60 = Yes.
- 61b. Enter the disposition of the evidence, e.g.: TOT DA, TOT Lab.
62. Enter the Incident or Complaint No. that initiated this arrest.
63. Check the box that describes the defendant's arrest status relating to the current arrest.
If Police Bail must complete 64.
If REL to 3rd Party must complete relevant Associated Person (AS) Information (Section 84).
If Cash Bail or Bail Bond must complete Bail AMT.(64) and Bondsman (65).
If App. TKT must complete Assoc. No. and type in Section 83.
64. Enter the amount of bail posted by the defendant.
65. Enter the name of the Bondsman posting the bail.
66. Enter the number of the Photo, Mug, or Negative taken at the time of arrest.
67. Check the box that best describes the arrest. If OTH explain in the NARRATIVE (Section 85).
PW – Parole Warrant **IW** – Indictment Warrant **SUM** – Summons
CIP – Crime in Progress **COMP** – Complaint **OP** – Order of Protection
FC – Family Court Warrant **BW** – Bench Warrant **AW** – Arrest Warrant
VOP – Violation of Probation Warrant **OT** – Other
68. If arrest was made on a warrant, enter the Warrant No.
69. If the arrest was made For Other Agency, check Yes, and complete Other Agency (70), otherwise check NO.
70. If 69 = Yes, enter the name of the agency for whom the arrest was made.
71. If defendant was fingerprinted, check YES, otherwise check NO.
72. Enter the city, county and state where the offense was committed. Check the box that describes the jurisdiction – (C) City, (T) Town, or (V) Village.
73. Enter the date that the offense occurred using six digit MM/DD/YY. Example 10/01/86.
74. Enter the total number of offenders involved in the crime.
75. Enter the total number of persons victimized by the offenders in this case.
76. Enter the name of the court to which the defendant is to appear for post-arraignment proceedings. Use geographical jurisdiction, e.g. Buffalo City Court or Menands Village Court.
77. Enter the name of the judge hearing the post-arraignment proceedings.
78. Enter the six digit date defendant is to return to court for post-arraignment proceedings:
MM/DD/YY. Example: 10/01 86.
79. Enter the time defendant is to appear for post-arraignment proceedings using military time.
Example 0300 = 3:00 A.M. and 2330 = 11:30 P.M. etc.
80. Enter the name of the agency, or unit if any, to whom the defendant/case was turned over.
- 80a. Enter the name of the officer, from the other agency, or unit to whom the defendant/case was turned over to.
- 80b. Enter the unique permanent number used by the agency listed in 80 to identify the officer.
81. Enter the time the defendant case was turned over. Use military time.
Example 0300 = 3:00 A.M. and 2330 = 11:30 P.M. etc.
82. Enter the date the defendant/case was turned over. Use six digit MM/DD/YY. Example 10/01/86.
83. CHARGE(s) - Enter all charges with the most serious first, as set forth in the DCJS Charge Code Manual.
- LAW - Enter the abbreviation. For example:
PL – Penal Law **CPL** – Criminal Procedure Law **VTL**– Vehicle & Traffic Law
- SECTION NUMBER - Enter Section Number of Law.
- SUBDIVISION NUMBER - Enter subdivisions, if any; if none, enter '00'.
- CLASS - Enter class of crime – A,B,C,D,E or U unclassified; in the case of an "attempted" crime, enter the class as though the crime had been committed, and enter "A" in the Attempt Code field.
- OFFENSE CATEGORY - Enter letter as follows:
F – Felony **V** – Violation
M – Misdemeanor **I** – Infraction
- DEGREE - Enter degree of crime, if applicable.
- ATTEMPT CODE - Enter "A" for attempted crimes, "O" for all other crimes.
- NAME OF OFFENSE - Enter name of offense for which individual is charged, using standard abbreviations when applicable. e.g., CR POSS CONTROLLED SUBST, ASSAULT - 2nd. This may be preceded by Attempted, eg. Attempted Assault 2nd.
- COUNTS - Enter the number of counts for each offense.
- NCIC Code – Enter the appropriate 4 digit NCIC Uniform Offense Classification Code whose literal best describes the offense committed.
- VICTIMS AGE and SEX – Enter the age and sex of the oldest victim on the line used to record charges involving this oldest victim Leave the victim age and sex boxes blank on any line where the charge entered does not involve the oldest victim or where the charge involves a law enforcement officer. When eldest victims are the same age but different sex, enter the letter "D".
- Victim Handicap - Enter an (X) next to the appropriate charge if the victim is handicapped.
- ASSOC. No. & TYPE - Check the appropriate box if either an Appearance Ticket, Uniform Traffic Ticket, or other ticket was issued. Also enter the Associated Ticket No. next to the related charge.
- If additional space is needed continue on a second Arrest Report completing Sections 6 & 9.
84. Enter any relevant associated persons, employers, relatives, etc.. If additional space is needed continue on a second Arrest Report completing Sections 6 & 9.
85. Enter a brief description of the arrest as well as any miscellaneous relevant information. If used to detail or explain another item, please indicate the item number to which you are referring. If additional space is needed continue on a second Arrest Report completing Sections 6 & 9.
86. Arresting officer's signature.
87. Unique permanent identification number assigned by the agency to the officer.
88. Supervising officer's signature.
89. Unique permanent identification number assigned by the agency to the supervisor.
90. Enter an (X) in the appropriate box.
- 91-93. For local agency use only.
94. Enter Page No. of Arrest Report. For example: If three pages are used, Page 2 would be Page 2 of 3 pages.