

## STANDARDIZED INCIDENT REPORT INSTRUCTIONS

1. Enter agency name reporting the incident.
2. Enter division, precinct, or other appropriate subdivision.
3. Enter agency ORI number, e.g., NY003500.
4. Mark an X in original box if there is only 1 page to the incident; mark an X in the supplemental box if this is a continuation of the original Incident report.
5. Enter the assigned Case Number, e.g., 29102.
6. Enter the Incident or Complaint number, e.g., 89357.
7. Enter the day of the week this report is completed, e.g., Mon..
8. Enter the date the incident report is completed using six digits MM/DD/YY, e.g., 12/01/92.
9. Enter the time the report is taken using military time, e.g., 1900 =7:00 p.m..
10. Enter the day of the week on which the incident occurred or began.
11. Enter the date when the incident occurred or began.
12. Enter the earliest time of day when the incident could have begun.
13. Enter the last day of the week the incident could have occurred.
14. Enter the date when the incident ended.
15. Enter the time of day when the incident ended.
16. Enter the type of incident, e.g., Burglary 2nd, Assault 2nd, etc..
17. If the incident occurred in a business location, enter the name of the business, e.g., Paul's Pharmacy.
18. Enter the type of weapon(s) used only during the commission of the crime, if any, e.g., handgun, knife, etc..
19. Enter the address where the incident occurred.
20. Enter an X in the box which best describes the jurisdiction. C=City, T=Town, V=Village; Then enter the jurisdiction name by city, state and zip code.
21. Enter the 4 digit TSLED DMV code for where the incident occurred.
22. **OFF. NO. (OFFENSE NUMBER)** - Enter all charges with the most serious listed first, as set forth in the DCJS Charge Code Manual. Use narrative to add additional charges using the format described below.  
**LAW** - Enter law abbreviation, e.g., PL-Penal Law, CPL-Criminal Procedure Law, VTL-Vehicle & Traffic Law, etc..  
**SECTION** - Enter Article and Section of Law, e.g., 120.00  
**SUB (SUBSECTION NUMBER)** - Enter subsection. If none, enter "00".  
**CL (CLASS)** - A,B,C,D,E, or U-Unclassified. For an "attempted" crime, enter the class as though the crime had been completed; enter "A" in the Attempt Code Field.  
**CAT (OFFENSE CATEGORY)** - Enter the letter as follows: F-Felony, M-Misdemeanor, V-Violation, I-Infraction.  
**DEG (DEGREE)** - Enter the degree of crime, if applicable.  
**ATT (ATTEMPTED)** - Enter "A" for attempted crimes, "C" for completed crimes.  
**OFFENSE NAME** - Enter the name of offense for which the incident report is taken, using standard abbreviations when applicable, e.g., ASSAULT-2ND, ROB-1 ST.  
**CTS (COUNTS)** - Enter the number of counts for each offense.
23. Enter the number of victims associated with this offense.
24. Enter the number of suspects associated with this incident.
25. **TYPE/NO.**- identify and number each person associated with the incident using the abbreviation for PERSON TYPE, as listed on the form, followed by a number, e.g., WI2 and PR1 etc. **Since a separate SIR is being completed for each victim, then only one victim can be described in Field #25.**  
**NAME** - Enter each person's last name, first name, middle initial and title, if applicable.  
**DATE OF BIRTH** - Enter each person's date of birth if applicable to your agency.  
**STREET**- Enter each person's full address.  
**TELEPHONE** - Enter each person's telephone number including area code for both business or place of employment and residence.
26. Place an X in the appropriate box to show if the victim is also the complainant.
27. Enter the victim's date of birth.
28. Enter the victim's age or age range. A range of 19 to 21 is written "1921".
29. Place an X in the appropriate box to record the victim's sex.
30. Place an X in the appropriate box to record the victim's race. If other or unknown, explain in narrative section.
31. Place an X in the appropriate box to record the victim's ethnicity.
32. Place an X in the appropriate box to record the victim's handicap status. If yes, describe the victim's handicap in the narrative section. If unknown, leave blank.
33. Place an X in the appropriate box to record the victim's residence status in relation to where the incident occurred.
34. Place an X in the appropriate box to indicate if the victim did or did not receive information on victim rights and services pursuant to NY StateLaw.
35. Use **TABLE O** followed by a number to identify the suspect, arrested suspect or missing person, e.g., S1, A1, or M1.
36. Enter last name, first name, middle initial.
37. Enter aliases, nicknames, or any other name by which a suspect or missing person may be known. In another full name is used, list last name, first name and middle initial.
38. Place an X in the appropriate box to record the **SUSPECT'S** apparent physical condition at the time of the incident.
39. Enter address for each suspect or missing person.
40. Enter phone numbers, including area codes for the suspect's or missing person's residence, business or place of employment.
41. Enter 9 digit Social Security Number, if known.
42. Enter date of birth.
43. Enter the suspect's or missing person's age or age range. An age range of range of 19 to 21 would be written "1921".
44. Place an X in the appropriate box to record the suspect's or missing person's sex.
45. Place an X in the appropriate box. If other or unknown, use narrative. See additional instructions for Race definitions.
46. Place an X in the appropriate box.
47. Place an X in the appropriate box.
48. Use codes from **TABLE P** to enter most recent occupation.
49. Enter the height in feet and inches. Leave blank if unknown.
50. Enter the weight in pounds. Leave blank if unknown.
51. Use codes from **TABLE Q** to enter hair color.
52. Use codes from **TABLE R** to enter eye color.
53. Place an X in the appropriate box.
54. Place an X in the appropriate box.
55. Enter the name school or employer, if applicable.
56. Enter the school/employer's address.
57. Enter the location and description of any scars, marks, tattoos, or any other physical characteristics that may be used to identify the suspect or missing person. If more space is required, use the narrative section.
58. Enter any additional relevant information concerning the suspect or missing person, e.g, type of clothing, etc.. If more space is required, use the narrative section.  
**PROPERTY SECTION - SEE ADDITIONAL INSTRUCTIONS FOR THIS SECTION.**  
**59. VICTIM OR SUSPECT NO.** (Enter only one number for each line)- Enter from Field #25 the Type/No, of the victim whose property is being described or enter from Field #34 the Type/No, of the suspect whose property is being described.  
**PROPERTY STATUS** - Enter codes from **TABLE S** to describe what has happened to the property.  
**PROPERTY TYPE** - Enter codes from **TABLE T**.  
**QUANTITY/MEASURE** - Enter only the quantity or amount of the items recorded in the PROPERTY TYPE, unless the PROPERTY TYPE is "26" (Drugs). For drugs, enter the estimated quantity, and a measurement unit code from **TABLE U**, e.g., 10 gm.  
**MAKE or DRUG TYPE** - Enter the brand name of the item recorded in PROPERTY TYPE, e.g., RCA, SONY, etc., unless the PROPERTY TYPE is "26" (Drugs). For drugs, enter the suspected drug type using codes in TABLE V, e.g., "01" for Heroin.  
**MODEL** - Enter the model of the item recorded in PROPERTY TYPE, e.g., X-100, TRINITRON, etc..  
**SERIAL NO.** - Enter the Serial Number of the item recorded in PROPERTY TYPE.  
**DESCRIPTION**-Enter a brief description of the item recorded in PROPERTY TYPE. If additional space is required, use the narrative section.  
**VALUE** - Enter the value of the item recorded in PROPERTY TYPE.  
**TOTAL** - This field is optional and should be completed as per your agency's guidelines.
60. Use a code from **TABLE W** to describe the Vehicle Status.
61. Enter the License Plate Number. Check appropriate box to indicate if it is a full or partial License Plate Number.
62. Enter the two-character abbreviation for the State issuing the license plate.
63. Enter the year the plate expires.
64. Enter the License Plate type, e.g., passenger, etc..
65. Enter the value of the vehicle as stated by the owner.
66. Enter the model year of the vehicle.
67. Enter the make of the vehicle, e.g., Ford, etc..
68. Enter the model of vehicle, e.g., Taurus, etc..
69. Enter the style of vehicle, e.g., 2drsd, 4drsd, etc..
70. Enter the VIN number of the vehicle.
71. Enter the color of vehicle. For two tone vehicles list the colors here and describe the vehicle in the narrative section, e.g., #70-black body with white vinyl top.
72. Enter who towed the vehicle and where it was towed.
73. Enter any miscellaneous notes pertaining to this vehicle.
74. Enter a brief narrative description of the incident. When appropriate, reference text by Field Number. For example, Field #32 - Victim is blind.
75. Place an X in each appropriate box to identify sources for inquiries.
76. Enter the teletype number of any NYSPIN Message sent.
77. The officer writing the report should attempt to get the complainant to sign the incident report. This field may be left blank if not required by your agency.
78. Enter the reporting officer's signature and rank.
79. Enter the reporting officer's identification number.
80. Enter the supervisor's signature and rank.
81. Enter the supervisor's identification number.
82. Place an X in the box which identifies the current case status as "open", "closed", or "unfounded". If the case is closed, then check an additional box to describe why the case was closed.
83. Enter the date the case status was determined.
84. Enter agency, division or officer this case was turned over to.
85. Enter the page number and total number of pages of the report.