

TIBRS

DATA COLLECTION

THE INSTRUCTIONAL
MANUAL FOR THE
TENNESSEE INCIDENT BASED
REPORTING SYSTEM



PREPARED BY:
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Revision	Description	PG #
2026.1	Updated example 4 from Motor Vehicle Theft (240) to False Pretense/Swindle/Con (26A).	14
	Expanded explanation for Cargo Theft.	22
	Verbiage changed for bias code 28 from “Mormon” to “Church of Jesus Christ”.	23
	Updated Offender Suspected of Using Table to include R = Drone/Unmanned Aircraft System.	29
	Updated Criminal Activity Code Table to include R = Stolen Firearm.	
	Added “deadly/dangerous/communicable diseases” as example to weapon code Other (90).	30
	Removed Hotel/Motel (14) as an applicable location code for home invasion flag.	31
	Updated Property Categories and Codes to include Digital Currency (T01) category.	37
	Added Digital Currency to Property Category Guidelines and Examples.	39
	Updated number of drugs reported in an incident from a maximum of three to all drug types.	45
	Added guidance on reporting measurements for vape cartridges.	
	Added “Galaxy Gas” and “Kratom” to P = Other Drugs examples list.	46
	Added code “G” = Gunshot wound to type of injury codes table.	56
	Updated Victim to Offender Relationship Codes to include FP = Victim was Foster Parent, FC = Victim was Foster Child, and CO = Cohabitant (non-intimate relationship).	58
	Removed property offense from Offenses which may require DV data.	59
	Updated Valid Victim to Offender Relationships for Domestic Violence Data to include FP = Victim was Foster Parent and FC = Victim was Foster Child.	59
	Removed Victim Type Codes for Crime on Campus	60
	Verbiage changed from “incident date” to “arrest date” and “incident time” to “arrest time” for Group B Incident Data.	63
	Updated the 13A Aggravated Assault definition and added explanation on strangulation (choking).	68
	Updated the 11A Rape definition and indicate the act can be reported regardless of gender.	73
	Removed 11B= Sodomy offense.	74
	Removed 11C= Sexual Assault with an Object offense.	
	Updated verbiage from “Fondling” to “Criminal Sexual Contact” for 11D offense and updated the 11D definition.	
	Updated the definition of “prostitution offense”.	91
	Updated the 40A Prostitution offense definition.	

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CHAPTER 1

INTRODUCTION TO TIBRS

The Tennessee Incident Based Reporting System (TIBRS) is the method used to collect crime statistics in Tennessee. TIBRS is based upon the concept of collecting data on crime incidents and all of the elements associated with each incident. Having the ability to precisely identify when and where crime takes place, what form it takes and the characteristics of its victims and perpetrators is an indispensable tool for law enforcement.

Reporting crime statistics is mandated by law, Tennessee Code Annotated (T.C.A.) §38-10-101, et seq., for all law enforcement agencies and T.C.A. §49-7-2201, et seq., for colleges/universities.

How Does TIBRS Work?

First, an officer fills out an incident report. The report should contain certain elements pertaining to the incident. Chapter 2 will discuss the elements and codes used when reporting the information to TIBRS. The second step will be to classify the offense(s) that have occurred. It should then be determined whether Group A or Group B offense(s) have occurred. To accomplish this step, standard TIBRS offense definitions should be identified and applied. TIBRS offense definitions can be found in Chapter 3 (Group A) and Chapter 4 (Group B).

Each agency will select a software program to collect their data. TBI provides a web-based application called the Tennessee Crime Online Portal (TNCOP). Additionally, agencies may choose to purchase a complete records management system from a commercial vendor.

Agencies using vendor software are required to submit a file each week to the TBI through CrimeInsight. The data for agencies using the web-based software known as TNCOP is submitted over the internet as they are entered and submitted to the “TIBRS Queue” by the agency. Statistical reports based on this data are available to all agencies at:

<https://crimeinsight.tbi.tn.gov> .

Jurisdictional Reporting Guidelines

Many law enforcement agencies in the state have jurisdictions that overlap. To prevent data in these jurisdictions from being reported more than once, the following guidelines have been developed:

1. City law enforcement agencies will report offenses that occur within their city boundaries.
2. County agencies will report offenses that take place in the county outside the limits of the city.
3. State agencies will report offenses in which they have original jurisdiction.

4. Colleges and universities report incidents that occur on their campus. If the incident occurs on a satellite campus, it must be reported by the main campus. For a detailed definition of “campus” please refer to the TIBRS section on the TBI web site (www.tn.gov/tbi).
5. If local, state and federal agencies are all involved in an investigation, the local agency will be responsible for reporting the incident.
6. When two or more agencies are involved in the investigation of the same incident and there is an agreement defining the roles of the agencies, the agreement should designate which agency will report the incident to TIBRS.
7. Arrests are reported by the agency that first reported the incident, regardless of which agency makes the arrest or where the arrest is made.
8. Recovery of property is reported by the agency that first reported it stolen, regardless of which agency recovered the property or where they recovered it.

The purpose of reporting TIBRS data is to depict the nature and volume of crime in a particular community, not to claim or “take credit” for the number of investigations, arrests, etc., or to serve as a measurement of workload. Most agencies will, of course, maintain a separate record of such arrests for administrative use.

Definition of an “Incident”

An “incident” is defined for TIBRS reporting purposes as “one or more offenses committed by the same offender, or group of offenders acting in concert, at the same time and place.” “Acting in concert” requires that the offenders actually commit or assist in the commission of the crime(s). The offenders must be aware of, and consent to, the commission of the crime(s); or even if non-consenting, their actions assist in the commission of the offense(s). This is important because all of the offenders in an incident are considered to have committed all of the offenses in the incident. [See Example 1]

If one or more of the offenders did not act in concert, then there is more than one incident involved. [See Example 2 on the next page]

“Same time and place,” means that the time interval between the offenses and the distance between the locations where they occurred were insignificant. Normally, the offenses must have occurred during a continuing time duration and at the same or adjoining location(s). However, incidents can also be comprised of offenses, which by their nature involve continuing criminal activity by the same offender(s) at different times and places, as long as the activity is deemed to constitute a single criminal transaction. [See Example 3 on next page]

EXAMPLE 1: Two offenders entered a convenience store. One offender pointed a gun at the clerk and said, “Give me the money”. The other offender was just standing there. However, Offender Two did nothing to stop the robbery. This would be reported as one incident with two offenses (Robbery, Weapon Law Violation), two offenders and three victims (the clerk, the store and Society).

EXAMPLE 2: Same store, same two offenders. This time, however, when they left the store they separated. One offender ran down the street (south) and stole a car. The other offender ran up the street (north) and was chased by an officer. He shot at the officer. This would be reported as three separate incidents: 1) Robbery, Weapon Law Violation; 2) Motor Vehicle Theft; and 3) Aggravated Assault, Weapon Law Violation.

EXAMPLE 3: Over a period of 18 months, a computer programmer working for a bank manipulated the bank's computer and systematically embezzled \$70,000. For TIBRS, the continuing criminal activity should be reported as a single incident involving the offense of Embezzlement.

Classifying an Offense

When classifying an offense, it should first be determined if it is a Group A or Group B offense. A Group A incident may contain up to ten (10) offense codes. Group B offenses, because they consist of arrestee information only, may only contain one (1) offense code. The TIBRS definitions in Chapters 3 and 4 should be used. If an agency has evidence that proves the crime to be unfounded (never actually occurred), the incident should not be reported to TIBRS. If the agency has already submitted the incident, it should be deleted.

Offenses should be classified according to TIBRS definitions and not local, state, or federal statutes/codes. TIBRS is part of a national program (NIBRS). Tennessee, as well as other states, must use one set of definitions for reporting crime. Tennessee Code Annotated (TCA) statutes are specific to our state and are used for charging someone for committing a crime. For this reason, the offense(s) in a TIBRS incident may differ from the TCA charge. The following examples show the differences between classification at the local level and classification for TIBRS.

<i>TIBRS Tip: TIBRS is for reporting and TCA is for charging.</i>
--

Example 1: A victim's car was broken into, and a laptop was stolen from the back seat. Under T.C.A. this would be considered burglary of a motor vehicle. For TIBRS reporting purposes this would be reported as Larceny, Theft From a Motor Vehicle (23F).

Example 2: A victim's car was broken into, this time the suspect took the car stereo system out of the dashboard. Under T.C.A. this would also be considered burglary of a motor vehicle. This would be reported in TIBRS as Larceny, Theft of Vehicle Parts/Accessories (23G) because the stereo was "affixed" to the vehicle.

Example 3: A victim's house was burglarized and their television was stolen. Under T.C.A. and TIBRS this would be reported as a Burglary (220).

Example 4: A subject visited a car dealership and provided necessary documents to test drive a truck. He told the sales person that he would return it in twenty minutes but never brought the truck back. Under T.C.A., this would be considered Motor Vehicle Theft. For TIBRS, this would be reported as False Pretense/Swindle/Con (26A) due to the deceptive scheme used to obtain the vehicle.

Offense Categories and Counting Methodology

Offenses are divided into three categories:

CRIMES AGAINST PERSONS:

Victims will always be Individual (I) i.e., Murder, Rape, Aggravated Assault, etc., or Law Enforcement Official (L) i.e. Murder, Aggravated Assault, Simple Assault, or Stalking. In this category, one offense is counted for each victim. One offense may contain multiple victims.

CRIMES AGAINST PROPERTY:

The offender's intent is to obtain money, property, or some other benefit, i.e., robbery, bribery, burglary, etc. In this category, one offense is counted for each distinct operation (each incident/case) regardless of the number of victims.

There is one exception:

Motor Vehicle Theft - one offense is counted for each vehicle stolen.

CRIMES AGAINST SOCIETY:

Represent society's prohibition against engaging in certain types of activity, e.g., gambling, prostitution, and drug violations. One offense is counted for each operation (each incident/case) regardless of the number of victims.

NOTES

GROUP A OFFENSES			
OFFENSE	PAGE NUMBER	CRIME AGAINST	CODE
Animal Cruelty	89	Society	720
Arson	75	Property	200
Assault Offenses:	62	Person	
Aggravated Assault	68		13A
Simple Assault	69		13B
Intimidation	69		13C
Stalking	70		13D
Bribery	75	Property	510
Burglary	76	Property	220
Counterfeiting/Forgery	78	Property	250
Destruction/Damage/Vandalism	84	Property	290
Drug/Narcotic Offenses:	89	Society	
Drug/Narcotic Violations	89		35A
Drug Equipment Violations	89		35B
Embezzlement	79	Property	270
Extortion/Blackmail	79	Property	210
Fraud Offenses:	79	Property	
False Pretenses/Swindle/Con	80		26A
Credit Card/ATM	80		26B
Impersonation	81		26C
Welfare Fraud	81		26D
Wire Fraud	81		26E
Identity Theft	82		26F
Computer Hacking/Invasion	82		26G
Gambling Offenses:	90	Society	
Betting/Wagering	90		39A
Operation/Promoting/Assisting	90		39B
Gambling Equipment Violation	90		39C
Sports Tampering	90		39D
Homicide Offenses:	70		
Murder/Non-negligent Manslaughter	70	Person	09A
Negligent Manslaughter	70	Person	09B
Justifiable Homicide	71	Not a Crime	09C
Negligent Vehicular Manslaughter	72	Person	09D
Human Trafficking Offenses:	72	Person	
Commercial Sex Acts	72		64A
Involuntary Servitude	72		64B
Kidnapping/Abduction	73	Person	100
Larceny/Theft Offenses:	82	Property	
Pocket-Picking	83		23A
Purse-Snatching	83		23B

GROUP A OFFENSES			
(continued)			
OFFENSE	PAGE NUMBER	CRIME AGAINST	CODE
<u>Shoplifting</u>	83		23C
<u>Theft From a Building</u>	83		23D
<u>Theft From a Coin Machine</u>	84		23E
<u>Theft From Motor Vehicle</u>	84		23F
<u>Theft of Vehicle Parts</u>	85		23G
<u>All Other Larceny</u>	85		23H
<u>Motor Vehicle Theft</u>	85	Property	240
<u>Pornography/Obscene Material</u>	90	Society	370
<u>Prostitution Offenses:</u>	91	Society	
<u>Prostitution</u>	91		40A
<u>Assisting/Promoting Prostitution</u>	91		40B
<u>Purchasing Prostitution</u>	91		40C
<u>Robbery</u>	86	Property	120
<u>Sex Offenses:</u>	73	Person	
<u>Rape</u>	73		11A
<u>Criminal Sexual Contact</u>	74		11D
<u>Unlawful Sexual Intercourse:</u>	74	Person	
<u>Incest</u>	74		36A
<u>Statutory Rape</u>	74		36B
<u>Stolen Property Offenses</u>	87	Property	280
<u>Weapon Law Violations</u>	91	Society	520

GROUP B OFFENSES			
OFFENSE	PAGE NUMBER	CRIME AGAINST	CODE
<u>Bad Checks</u>	92	Property	90A
<u>Curfew/Loitering/Vagrancy</u>	92	Society	90B
<u>Disorderly Conduct</u>	92	Society	90C
<u>Driving Under the Influence</u>	93	Society	90D
<u>Drunkenness</u>	93	Society	90E
<u>Family Offenses, Non-violent</u>	93	Society	90F
<u>Liquor Law Violation</u>	94	Society	90G
<u>Peeping Tom</u>	94	Society	90H
<u>Trespass of Real Property</u>	94	Society	90J
<u>All Other Offenses</u>	94	Person, Property or Society	90Z

CHAPTER 2

ELEMENTS OF DATA COLLECTION

Group A Incident Report

ADMINISTRATIVE DATA

The administrative data section of the Group A incident report identifies each incident uniquely. Each reported Group A incident has one administrative segment. The following information must be entered for each incident:

ORI Number

The nine-character National Crime Information Center (NCIC) Originating Agency Identifier (ORI) number assigned to your agency is used to identify (a) the reporting agency, and (b) the location where the incident occurred.

Incident Number

An incident number is assigned by your agency containing up to 12 characters to identify each Group A Incident and can be the actual case number or a number assigned for TIBRS purposes. For TNCOP software users, the incident number is automatically generated. Each incident must have a unique number comprised of A-Z, 0-9 or – (hyphen). Alpha characters, if used, must be capitalized. These are the only valid characters that can be used. The number for a Group A incident cannot be the same number used for a Group B incident.

Incident Date

The incident date is the actual month, day and year when the incident occurred. It must be entered in a mm/dd/yyyy format (8 digits). If the actual incident date is not known, the incident date should be the earliest possible date that the incident could have occurred.

Report Date

If the incident date is unknown and there is no possible way to determine a reasonable time frame estimate, use the month, day and year the incident was reported. These instances should be extremely rare.

Incident Time

The actual time an incident occurred or the beginning of the time frame in which it could have occurred. TIBRS uses 24-hour military time.

Military Timetable

A.M.	P.M.
Midnight = 0000	Noon = 1200
01:00 = 0100	01:00 = 1300
02:00 = 0200	02:00 = 1400
03:00 = 0300	03:00 = 1500
04:00 = 0400	04:00 = 1600
05:00 = 0500	05:00 = 1700
06:00 = 0600	06:00 = 1800
07:00 = 0700	07:00 = 1900
08:00 = 0800	08:00 = 2000
09:00 = 0900	09:00 = 2100
10:00 = 1000	10:00 = 2200
11:00 = 1100	11:00 = 2300

Clearing an Incident

There are two ways to clear an incident in TIBRS: Group A incidents can be cleared either by “arrest” or “exceptional means.” Group B incidents may only be cleared by arrest.

If an arrest has been made in an incident, an exceptional clearance is never applicable and cannot be submitted.

It is recognized that some law enforcement agencies permit the discontinuance of investigation and the administrative closing of cases when all productive investigation has been exhausted for cases the agency deems to be “unsolvable.” However, the administrative closing of a case or the “clearing” of it by departmental policy does not permit exceptionally clearing an offense in TIBRS unless all four criteria, listed on the following page, have been met. In addition, the recovery of property alone does not clear an incident for TIBRS purposes.

Arrest Clearances

When an offender is arrested for a reportable offense, the incident is considered cleared for TIBRS purposes. Instances may occur when an offender already in your custody or serving a sentence confesses to a crime which has not been cleared. In this situation the incident will be cleared by arrest. Arrestee data should be reported on the offender who will, in most instances, be prosecuted for the new charge. The offense will be cleared automatically upon receipt of the arrestee data by the TBI and FBI.

Exceptional Clearances

An incident is cleared exceptionally when a qualifying element beyond law enforcement control prevents a physical arrest. **ALL FOUR** of the following conditions must be met to clear an offense by exceptional means:

1. The investigation must have established the identity of at least one offender. This means the agency knows at least one offender's sex, race, age, ethnicity and resident status.
2. Sufficient probable cause must have been developed to support the arrest, charging, and prosecution of the offender.
3. The exact (present) location of the offender must be known so that an arrest could be made.
4. There must be a reason outside of law enforcement control, preventing offender's arrest. The valid reasons and explanations are provided below.

Exceptional Clearance Codes

Death of the Offender	A	Victim Refused to Cooperate	D
Prosecution Declined	B	Juvenile/No Custody	E
In Custody of Other Agency/Jurisdiction	C	Not Applicable (No Exceptional Clearance)	N

DEATH OF THE OFFENDER: Offender accidentally killed or dies of natural causes, suicide of the offender, double murder, deathbed confession, or offender is killed by police or citizen. *Only applicable when you have established the identity of at least one offender, have probable cause to arrest that offender, and you know the exact (present) location of that offender.*

PROSECUTION DECLINED: Prosecution declined by the *prosecutor* for reasons other than lack of probable cause, e.g., offense falls outside prosecution guidelines by virtue of value of loss, first-time offender, etc. *Only applicable when you have established the identity of at least one offender, have probable cause to arrest that offender, and you know the exact (present) location of that offender.*

IN CUSTODY OF OTHER AGENCY/JURISDICTION: Offender was prosecuted by authorities in another city or state for a different offense, or for an offense which may be the same (an attempt is made to return the offender for prosecution, but other jurisdiction will not allow the release, or extradition is waived). *Only applicable when you have established the identity of at least one offender, have probable cause to arrest that offender, and you know the exact (present) location of that offender.*

VICTIM REFUSED TO COOPERATE: Victim refused to cooperate in the prosecution of the offender. This code is only applicable when a *victim* has actually stated or made it known to the agency that they refuse to cooperate or pursue the prosecution of the offender. This code is NOT used simply because an agency is unable to contact a victim. *Only applicable when you have established the identity of at least one offender, have probable cause to arrest that offender, and you know the exact (present) location of that offender.*

JUVENILE/NO CUSTODY: The warning to the parents or legal guardian of a juvenile offender in a case involving a minor offense, without the juvenile having further contact with the criminal justice system/authorities. *Only applicable when you have established the identity of at least one offender, have probable cause to arrest that offender, and you know the exact (present) location of that offender.*

Exceptional Clearance Date

If an incident was cleared by exceptional means, the month, day and year it was cleared must be reported (mm/dd/yyyy).

Clearing Multiple-Offense Incidents

In a multiple-offense incident, the exceptional clearance of any one of the offenses involved clears the entire incident. An incident cannot be cleared exceptionally when an arrest has been made in connection with the incident, because the incident will be cleared by arrest.

Latitude

Report the Latitude for the location where the incident occurred. *TIBRS uses the decimal format to calculate Latitude.* Valid format for Tennessee is: 34.85654 to 36.75412.

Longitude

Report the Longitude for the location where the incident occurred. *TIBRS uses the decimal format to calculate Longitude.* Valid format for Tennessee is: -81.59809 to -90.49735.

Incident Address

Report the physical address where the incident occurred. Include Street Number, Street Name, City, State, and Zip Code. Latitude and Longitude are mandatory, the physical address is optional.

NOTES

Cargo Theft

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

Two key phrases in the classification of cargo theft are “commercial shipment” and “in the supply chain.” For LEAs to classify an incident as a cargo theft, the items must be part of a commercial shipment and must be in the supply chain (i.e., moving in commerce).

Applicable Offenses for Cargo Theft

Robbery	120	Fraud, Identity Theft	26F
Theft From a Building	23D	Fraud, Computer hacking/Invasion	26G
Theft From a Motor Vehicle	23F	Extortion/Blackmail	210
All Other Larceny	23H	Burglary	220
Fraud, False Pretense/Swindle/Con	26A	Motor Vehicle Theft	240
Fraud, Credit Card/ATM	26B	Embezzlement	270
Fraud, Impersonation	26C	Bribery	510
Fraud, Wire Fraud	26E		

Use of Force

This question refers to whether or not an officer was required to use a type of force during the incident. Enter “Yes” or “No”.

Use of Force Incident Number

Used to indicate the incident number assigned to a Use of Force Event. Data for this type of event will be submitted to TBI using a different and unique report. Use of Force is separate from the TIBRS program.

OFFENSE DATA

The following information requirements apply to each offense within each crime incident.

TIBRS Offense Code

Report the TIBRS Offense Code(s) for the most serious offenses (up to 10) involved in a Group A incident. Record each code only once even though there may have been more than one victim per offense. One set of offense data is to be submitted for each code reported.

Classifying offenses is determining the appropriate crime categories (or codes) in which to report offenses in TIBRS. Classification is based on the facts of the agency’s investigation of crimes.

Bias Motivation

Because of the difficulty in ascertaining the offender's subjective motivation, bias is to be reported only if the investigation reveals sufficient objective facts to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by a bias. Agencies can report up to five (5) Bias Codes per incident.

Incidents involving ambiguous facts and/or evidence (i.e., where some facts/evidence are present but are not conclusive) are to be reported as "Unknown." However, upon completion of the investigation, the incident should be edited to either "None" or the proper bias motivation code.

TIBRS Tip: If there is no evidence that a Hate Crime was committed, select "None". Incidents submitted with a bias motivation code of "Unknown" will be counted as a Hate Crime in the agency's statistics.

Bias Motivation Codes

Anti-Racial	Codes	Anti-Sexual	Codes
White	11	Male Homosexual (Gay)	41
Black or African American	12	Female Homosexual (Lesbian)	42
American Indian or Alaskan Native	13	Homosexual (Gay and Lesbian)	43
Asian	14	Heterosexual	44
Multi-Racial Group	15	Bi-Sexual	45
Native Hawaiian or Pacific Islander	16		
		Anti-Disabilities	
Anti-Religious		Physical Disabilities	51
Jewish	21	Mental Disabilities	52
Catholic	22		
Protestant	23	Gender	
Islamic	24	Male	61
Other Religion	25	Female	62
Multi-Religious Group	26		
Atheism/Agnosticism	27	Gender Identity	
Church of Jesus Christ	28	Transgender	71
Jehovah's Witness	29	Gender Non-Conforming	72
Eastern Orthodox (Greek, etc.)	81		
Other Christian	82	Non-Specific	
Buddhist	83	None	88
Hindu	84	Unknown	99
Sikh	85		
Anti-Ethnicity			
Arab	31		
Hispanic or Latino	32		
Other Race/Ethnicity/Ancestry	33		

Offense Location

Offense locations should be reported as descriptively as possible to provide detailed information for an incident which can lead to identification of crime patterns or trends. A location type should be reported to show where each incident took place. **TIBRS accepts two location codes per incident offense.** The first code will be the primary code, which will be submitted to the FBI. Example: An offense occurs in a restaurant parking lot. Parking/Drop Lot/Garage should be submitted as the first location code and Restaurant may be submitted as the second location code.

TIBRS Tip: Cyberspace (58) cannot be reported as the primary location code and cannot be the only location code submitted in an incident. ***Cyberspace (58) can only be used as a secondary location.*** For locations other than Cyberspace (58), the second location code is recommended but not mandatory. ***If you have only one location to report in an incident, and it is not Cyberspace, leave the secondary location field blank.***

Location Categories and Codes

Abandoned/Condemned Structure	37	Hotel/Motel/Etc.	14
Amusement Park	38	Industrial Site	48
Air/Bus/Train Terminal	01	Jail/Prison/Penitentiary/Corrections Facility	15
Arena/Stadium/Fairgrounds/Coliseum	39	Lake/Waterway/Beach	16
ATM Separate from Bank	40	Library	80
Auto Dealership New/Used	41	Liquor Store	17
Auto Salvage/Junkyard	77	Loans/Cash Advance	81
Bank/Savings and Loan	02	Locker Room	74
Bar/Nightclub	03	Military Installation	49
Camp/Campground	42	Movie Theater	70
Carport	78	Museum	75
Cemetery	73	Park/Playground	50
Church/Synagogue/Temple/Mosque	04	Parking/Drop Lot/Garage	18
Commercial/Office Building	05	Pawn Shop	82
Community Center	57	Pharmacy	71
Construction Site	06	Rental Storage Facility	19
Convenience Store	07	Residence/Home	20
Cyberspace (<i>Secondary location only</i>)	58	Rest Area	51
Daycare Facility	44	Restaurant	21
Department/Discount Store	08	School – College/University	52
Dock/Wharf/Freight/Modal Terminal	45	School – Elementary/Secondary	53
Doctor's Office	72	Service/Gas Station	23
Hospital	09	Shelter – Mission/Homeless	54
Farm Facility	46	Shopping Mall	55
Field/Woods	10	Specialty Store	24
Firearms Retail Store	79	Tattoo Parlor	83
Gambling Facility/Casino/Race Track	47	Tribal Lands	56
Government/Public Building	11	Zoo	76
Grocery/Supermarket	12	Other/Unknown	25
Highway/Road/Alley/Street/Sidewalk	13		

Location Category Guidelines and Examples

ABANDONED/CONDEMNED STRUCTURE (37)	Buildings or structures which are completed but have been abandoned by the owner and are no longer in use.
AMUSEMENT PARK (38)	Indoor or outdoor commercial enterprises that offer rides, games, and other entertainment. Theme parks. Also Includes bowling alley, skating rink, laser tag, etc.
AIR/BUS/TRAIN TERMINAL (01)	Airports, bus or train stations, and terminals.
ARENA/STADIUM/FAIRGROUND/ COLISEUM (39)	Open-air or enclosed amphitheater-type areas designed and used for the presentation of sporting events, concerts, assemblies, etc. Includes race tracks for motor sports. <i>Does not include Locker Rooms.</i>
ATM SEPARATE FROM BANK (40)	Machines that provide the ability to make deposits and/or withdrawals using a bank card. Includes stand-alone or kiosk-type ATMs. <i>If located at a banking facility, classify as Bank/Savings and Loan.</i>
AUTO DEALERSHIP NEW/USED (41)	Businesses specifically designed for selling new and/or used motor vehicles.
AUTO SALVAGE/JUNKYARD (77)	A yard for the collection and storage of disabled motor vehicles and/or motor vehicle parts.
BANK/SAVINGS AND LOAN (02)	Includes other financial institutions, whether in a separate building or inside of another store.
BAR/NIGHTCLUB (03)	Establishments that are primarily for entertainment, dancing, and the consumption of beverages.
CAMP/CAMPGROUND (42)	Areas used for setting up camps, including tent and recreational vehicle camp sites.
CARPORT (78)	A shelter for motor vehicles consisting of a roof, supported by posts. May or may not be connected to a structure.
CEMETERY (73)	A graveyard; burial ground. Place or area set apart for legal interment of the dead. Includes lots/plots for depositing the remains of deceased human beings. Also includes walks and grounds. <i>Does not include Pet Cemeteries.</i>
CHURCH/SYNAGOGUE/TEMPLE/MOSQUE (04)	Buildings for public religious activities, meetings, or worship.
COMMERCIAL/OFFICE BUILDING (05)	Establishments that pertain to commerce and trade.
COMMUNITY CENTER (57)	Public locations where members of a community may gather for group activities, social support, public information, and other purposes. They may be open for the whole community or a specialized group within the greater community.
CONSTRUCTION SITE (06)	Includes all buildings/locations that are under some type of construction.

CONVENIENCE STORE (07)	Establishments that are primarily for convenience shopping, e.g., stores that include the sale of other items as well as gasoline.
CYBERSPACE (58) <i>MAY ONLY BE ENTERED AS A SECONDARY LOCATION</i>	A virtual or internet-based network of two or more computers in separate locations, which communicate either through wired or wireless connections.
DAYCARE FACILITY (44)	Facilities designed to provide supervision, recreation, and/or meals for adults or children. <i>If the adults or children live there, classify as Residence/Home.</i>
DEPARTMENT/DISCOUNT STORE (08)	Establishments that are considered department stores. Includes stores that are free-standing and sell a wide range of goods. <i>Does not include shopping malls.</i>
DOCK/WHARF/FREIGHT/ MODAL TERMINAL (45)	Platforms at which trucks, ships, or trains load and/or unload cargo.
DOCTOR'S OFFICE (72)	A place where people are evaluated and/or treated for various illnesses, sicknesses, etc., or where people attend regularly scheduled appointments for basic health maintenance. Includes doctors associated with all fields of human illnesses; e.g. Medical Doctors, Chiropractic Doctors, Dentists, doctors of psychology, psychiatry, etc. Does not include veterinarian or animal clinics.
HOSPITAL (09)	An institution providing medical or surgical care or treatment for sick and/or injured people. Hospitals may be either public or private, and may be limited or specialized in their functions or services; e.g. children's hospital. <i>If the incident occurs in the Pharmacy of a hospital, classify the location as Pharmacy (71).</i>
FARM FACILITY (46)	Facilities designed for agricultural production or devoted to the raising and breeding of animals, areas of water devoted to aquaculture, and/or all buildings or storage structures located there.
FIELD/WOODS (10)	Areas that are primarily open fields or wooded areas. <i>Does not include parks.</i>
FIREARMS RETAIL STORE (79)	A structure devoted to the selling of firearms, ammunition, and/or firearm accessories.
GAMBLING FACILITY/CASINO/ RACE TRACK (47)	Indoor or outdoor facilities used to legally bet on uncertain outcomes of games of chance, contests, races.
GOVERNMENT/PUBLIC BUILDING (11)	Buildings that are primarily used for local, state, or federal offices, or public businesses.
GROCERY/SUPERMARKET (12)	Establishments that are primarily used for the buying/selling of food items, etc.
HIGHWAY/ROAD/ALLEY/ STREET/SIDEWALK (13)	Open public ways for the passage of vehicles, people, and animals.
HOTEL/MOTEL/ETC. (14)	Includes other temporary lodgings. <i>Does not include campgrounds or recreational vehicle parks.</i>

INDUSTRIAL SITE (48)	Manufacturing locations, factories, mills, plants, etc. specifically designed for the manufacturing of goods.
JAIL/PRISON/PENITENTIARY/ CORRECTION FACILITY (15)	Places for the confinement of persons in lawful detention or awaiting trial.
LAKE/WATERWAY/BEACH (16)	Shorelines, lakes, streams, canals, or bodies of water other than swimming pools.
LIBRARY (80)	A structure or room containing collections of books, periodicals, and sometimes films and recorded music for people to read, borrow, or refer to.
LIQUOR STORE (17)	Establishments that are primarily used for the retail buying/selling of alcoholic beverages. <i>Does not include bars, nightclubs or restaurants.</i>
LOAN/CASH ADVANCE (81)	A structure where an individual may go to borrow money and pay interest on the amount borrowed. Typically, the individual borrowing money will write a post-dated check in the amount of the money borrowed, plus a fee in exchange for cash.
LOCKER ROOM (74)	A room containing lockers, as in a factory, gymnasium, school, sports stadium, etc., for changing clothes, temporary or permanent storage/safekeeping of clothing, equipment, personal belongings, etc.
MILITARY INSTALLATION (49)	Locations specifically designed and used for military operations. Includes ROTC facilities.
MOVIE THEATER (70)	A building or area where motion pictures are shown. They can be located inside shopping malls, strip malls, or they can be separate structures. Includes areas where “drive-in” movies are shown.
MUSEUM (75)	A building, place, room or institution devoted to the acquisition, conservation, study, exhibition, and educational interpretation of objects having scientific, historical, or artistic value.
PARK/PLAYGROUND (50)	Areas of land set aside for recreation or leisure. Usually maintained for recreational or ornamental purposes. Includes golf courses. <i>Does not include school playgrounds, which are classified as School – Elementary/Secondary.</i>
PARKING/DROP LOT/GARAGE (18)	Areas that are primarily used for parking motorized vehicles. <i>If the incident occurred in the parking lot of a college or university, classify the location as Parking/Drop Lot/Garage, which is more descriptive than School – College/University.</i>
PAWN SHOP (82)	A structure in the business of lending money based on the security of pledged goods left in “pawn” or purchasing tangible personal property on the condition that it may be redeemed or repurchased by the seller for a fixed price within a fixed period of time.

PHARMACY (71)	A place where legal over-the counter drugs are purchased, and/or where prescriptions for legal drugs and narcotics are filled. Sometimes called drug store. May be part of another business; <i>If the incident occurred at the pharmacy section of a grocery store, hospital, department/discount store, etc., classify as Pharmacy.</i>
RENTAL STORAGE FACILITY (19)	Includes mini-storage and/or self-storage buildings.
RESIDENCE/HOME (20)	Permanent residences. Includes apartments, condominiums, townhouses, nursing homes, residential driveways, and/or residential yards.
REST AREA (51)	Designated areas, usually along a highway, where motorists can stop.
RESTAURANT (21)	Includes cafeterias. Any commercial establishments that serve meals or refreshments.
SCHOOL – COLLEGE/UNIVERSITY (52)	Institutions for the higher education of individuals, which give instruction in specialized fields. Includes colleges, universities, trade schools, etc. <i>Use more descriptive location when applicable.</i>
SCHOOL – ELEMENTARY/SECONDARY (53)	Institutions for the instruction of children from preschool through 12 th grade.
SERVICE/GAS STATION (23)	Establishments where motor vehicles are serviced and gasoline, oil, etc., are sold.
SHELTER – MISSION/HOMELESS (54)	Establishments that provide temporary housing for homeless individuals and/or families.
SHOPPING MALL (55)	Shopping areas and/or centers with multiple stores and/or businesses. Includes strip malls. <i>Use more descriptive location when applicable (Specialty Store, Department Store, etc.)</i>
SPECIALTY STORE (24)	Includes fur stores, jewelry stores, television stores, dress shops, and clothing stores.
TATTOO PARLOR (83)	A structure/establishment in which tattooing and/or body piercing services are provided.
TRIBAL LANDS (56)	Native American reservations, communities, and/or trust lands.
ZOO (76)	A place where live animals are kept in cages or other enclosures, studied and/or exhibited to the public. Does not include fish hatcheries, farms, etc.
OTHER/UNKNOWN (25)	Any location that does not fit a specific location or when the actual location of the incident is unknown.

Offense Status

For each offense within an incident, record whether the crime was attempted (A) and completed (C). If there was more than one occurrence of the same TIBRS offense within an incident and only one was completed, then “Completed” is still reported.

TIBRS TIP: Assault and Homicide offenses are always reported as “Completed” for TIBRS.

Offender Suspected of Using

Indicate whether any of the offenders in the incident were suspected of using any of the following listed in the table below. If none apply, select “Not Applicable.”

Alcohol	A	Drugs/Narcotics	D
Computer Equipment/Handheld Devices	C	Not Applicable	N
Drone/Unmanned Aircraft System	R		

TIBRS Tip: For Negligent Vehicular Manslaughter, you must enter Alcohol, Drugs, or both.

Type of Criminal Activity Offenses

Report Criminal Activity only for the offenses listed below.

Animal Cruelty	720	Drug Equipment Violations	35B
Counterfeiting/Forgery	250	Gambling Equipment Violations	39C
Stolen Property Offense	280	Pornography Obscene Material	370
Drug/Narcotic Violations	35A	Weapon Law Violations	520

Type of Criminal Activity Codes

Record up to three of the activity codes listed below per offense.

Simple/Gross Neglect	A	Intentional Abuse and Torture	I
Buying/Receiving	B	Operating/Promoting/Assisting	O
Cultivating/Manufacturing/Publishing/ Producing	C	Possessing/Concealing	P
Distributing/Selling	D	Animal Sexual Abuse	S
Exploiting Children	E	Transporting/Transmitting/Importing	T
Organized Abuse	F	Using/Consuming	U
Stolen Firearm	R		

Type of Weapon/Force Involved

Report Weapon/Force Involved only for the offenses listed below.

Murder & Non-negligent Manslaughter	09A	Robbery	120
Negligent Manslaughter	09B	Aggravated Assault	13A
Justifiable Homicide	09C	Simple Assault	13B
Negligent Vehicular Manslaughter	09D	Extortion/Blackmail	210
Kidnapping/Abduction	100	Weapon Law Violations	520
Rape	11A	Criminal Sexual Contact	11D
Commercial Sex Acts	64A	Involuntary Servitude	64B

A maximum of three types of weapons/force used by the offender in committing certain crimes may be reported. When reporting the weapon used, select the most specific weapon type listed, e.g., a revolver should be reported as “Handgun” rather than “Firearm.”

If the weapon is an automatic firearm, enter the correct firearm type followed by an “A.” An automatic firearm is defined as any firearm, which shoots, or is designed to shoot, more than one round at a time by a single pull of the trigger without manual reloading. A semi-automatic firearm is defined as any firearm which is able to fire repeatedly but requires pulling the trigger, releasing the trigger, and pulling the trigger again for each successive shot. Most handguns meet the definition of semi-automatic.

EXAMPLE 1: If a victim of assault was beaten with a baseball bat, report as “Blunt Object.”

EXAMPLE 2: If the victim was cut or stabbed with the broken bottle, the weapon/force should be reported as “Knife/Cutting Instrument.”

Type of Weapon Codes

Firearm (type unknown)	11	Poison	50
Handgun	12	Explosives	60
Rifle	13	Fire/Incendiary Devices	65
Shotgun	14	Drugs/Narcotics/Sleeping Medication	70
Other Firearm (machine gun, bazooka, etc.)	15	Asphyxiation (by drowning, strangulation, suffocation, gas, etc.)	85
Knife/Cutting Instrument (ax, ice pick, screwdriver, switchblade, etc.)	20	Other (BB guns, pellet guns, Tasers, pepper spray, stun guns, deadly/dangerous/communicable diseases, etc.)	90
Blunt Object (club, hammer, etc.)	30	Unknown	95
Motor Vehicle/Vessel (when used as a weapon)	35	None	99
Personal Weapons (i.e. hands, fist, feet, saliva etc.)	40		

TIBRS Tip: When Aggravated Assault or Simple Assault is the offense, the weapon choice of “None” is not valid and should NEVER be used.

Method of Entry for Burglary

For each Burglary offense, report whether or not force was used by the burglar(s) to enter the structure. A forced entry is where force of any degree or a mechanical contrivance of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This act includes entry by use of tools; breaking windows; forcing windows, doors, transoms, or ventilators; cutting screens, walls, or roofs; and where known, the use of master keys, picks, unauthorized keys, celluloid, or other devices which leave no outward mark but are used to force a lock. Burglary by concealment inside a building followed by exiting the structure after the theft is also considered forced entry. An unforced entry involves unlawful entry through an unlocked or open door or window.

The element of trespass to the structure is essential in this classification. This includes thefts from open garages and warehouses, open or unlocked dwellings, and open or unlocked common basement areas in apartment houses (where entry is by someone other than the tenant who has lawful access). If the structure was one of open access, thefts from the premises would not involve an unlawful trespass and would be reported as larceny.

TIBRS Tip: If both forcible and non-forcible entries were involved in the crime, the offense should be reported as having been accomplished through force.

Number of Premises Entered

Report this information ONLY if the crime is Burglary and the location is “Hotel/Motel/Etc.” or “Rental Storage Facility.” In such cases, the number of structures (premises) entered (01-99) is to be reported. The total should include the number of individual rooms, units, suites, etc., entered.

Home Invasion

If the incident included a Burglary or Robbery offense, was a Home Invasion involved?

A Home Invasion occurs when one or more subjects enter an occupied dwelling with the intent to commit an offense therein, and in the course of their entry or presence in the dwelling, commit one or more violent offenses (e.g. rape, assault, etc.) against the occupants of the dwelling. The valid codes are: “Y” (Yes) and “N” (No).

TIBRS Tip: May only be used when the Location Code is Residence/Home.

Identity Theft Flag

Whenever an offender steals or counterfeits/forges any type of identity document, including but not limited to credit or debit cards, credit or debit card account numbers, pin numbers, driver’s license numbers, social security numbers, etc. with the intent to use the stolen or counterfeited/forged document(s) to:

Deceive, defraud, or otherwise illegally obtain money, property or any other thing of value, including intangibles; or to negatively influence the victim’s credit rating.

TIBRS Definition of Identity Theft

Obtaining the personal or financial information of another person for the purpose of assuming that person's name or identity for the purpose of making illegal transactions or purchases.

Indicate whether or not this incident included the element of identity theft by selecting Yes (Y) or No (N).

Applicable Offenses for Identity Theft Flag

Bribery (Attempted only)	510	Identity Theft	26F
Burglary	220	Computer Hacking/Invasion	26G
Counterfeiting/Forgery	250	Pocket-Picking	23A
Embezzlement	270	Purse-Snatching	23B
Extortion/Blackmail	210	Theft From a Building	23D
False Pretenses/Swindle/Con	26A	Theft From a Vehicle	23F
Credit Card/ATM Fraud	26B	Theft of Vehicle Parts/Accessories	23G
Impersonation	26C	All Other Larceny	23H
Welfare Fraud	26D	Motor Vehicle Theft	240
Wire Fraud	26E	Robbery	120

TIBRS Tip: Although Tennessee will accept the Identity Theft offense, we recommend reporting the offense that best describes the manner in which the property was taken instead. If the Identity Theft offense is entered, the incident must include at least one additional offense from the chart above.

Cybercrime Flag

Criminal activity or a crime that involves the Internet, a computer system, or computer technology. Cybercrime includes, but is not limited to hate crimes, child pornography, human trafficking, cyber bullying, identity theft, phishing, and spamming.

Applicable Offenses for Cybercrime Flag

Intimidation	13C	Wire Fraud	26E
Stalking	13D	Identity Theft	26F
Bribery	510	Computer Hacking/Invasion	26G
Counterfeiting/Forgery	250	Betting/Wagering	39A
Destruction/Damage/Vandalism	290	Operating/Promoting/Assisting	39B
Drug Narcotic Violations	35A	Sports Tampering	39D
Embezzlement	270	Commercial Sex Acts	64A
Extortion/Blackmail	210	Involuntary Servitude	64B
False Pretenses/Swindle/Con	26A	Pornography/Obscene Material	370
Credit Card/ATM Fraud	26B	Weapon Law Violations	520
Impersonation	26C	Assisting/Promoting Prostitution	40B
Welfare Fraud	26D	Purchasing Prostitution	40C

GANG ACTIVITY

This data field collects information on gang involvement in an incident. A gang is defined as an ongoing organization, association, or group of three or more persons and who have a common interest and/or activity characterized by the commission of, or involvement in, a pattern of criminal or delinquent conduct. By Tennessee statute any offense may involve gang activity. For additional information, including gang definitions, please refer to Chapter 5, pages 96-99.

Juvenile Gang	J	Juvenile & Other	B
Other Gang	O	No Gang Involvement	N

Juvenile Gang – a gang whose members are ages 17 and under (minors).

Other Gang – a gang whose members are ages 18 and over (adults).

Juvenile & Other Gang – a gang whose members include both minors and adults.

Gang Type

Prison Gangs/Security Threat Group	T	Organized Crime	C
Street Gangs	S	Terrorist Subversive Groups	R
Outlaw Motorcycle Gangs	O	Miscellaneous	M

Gang Name

If the agency can identify the name of the gang involved in the incident, it **must** be included in the TIBRS report.

DRUG-RELATED OFFENSES, DRUG ORIGINS AND PRECURSORS

Drug-Related/Motivated Offenses

All Drug/Narcotic Violations are by their inherent nature drug related. Other offenses should be reported as drug-related if there is strong reason to believe that the offense was committed either in order to obtain illegal drugs or money to pay for illegal drugs, or in order to promote or facilitate the possession, manufacture, distribution, or sale of illegal drugs.

Examples of drug-related offenses: a homicide committed in the course of a drug transaction; a theft of OxyContin from a retail store; a burglary where the suspect admits to stealing the property to sell in order to buy drugs; a theft of precursor chemicals to make methamphetamine.

Drug Type

Enter the type of drug involved in the incident. If the drug type is not listed, enter code 12 for “other prescription drugs” or code 13 for “other non-prescription drugs” dependent on the type of drug present. If you have more than one drug type, choose methamphetamine first (if applicable) otherwise, choose the one with the largest amount by weight.

Drug Origin Type

Enter the origin for the drug. Note that “illegally imported” does not mean “imported into the US”. Drugs that come from anywhere outside the immediate site of the seizure should be listed as imported (i.e. processed marijuana that was grown in an indoor grow in Memphis and smuggled to Nashville, then seized in Nashville, should be listed as “illegally imported”).

Drug Origin Codes

Clandestine Lab	01	Indoor Grow	04
Diverted	02	Outdoor Grow	05
Illegally Imported	03		

Possible Origin Codes for Various Drug/Narcotic Types

01	Crack Cocaine	Imported	3
02	Powder Cocaine	Imported	3
03	Methamphetamine	Imported or Clandestine Lab	01 or 03
04	Processed Marijuana**	Imported, Indoor Grow, Outdoor Grow	03, 04, 05
05	Cultivated Marijuana	Indoor Grow or Outdoor Grow	04 or 05
06	Ecstasy	Imported or Clandestine Lab	01 or 03
07	GHB	Imported or Clandestine Lab	01 or 03
08	Ketamine	Diverted	2
09	Heroin	Imported	3
10	Oxycodone	Diverted	2
11	Hydrocodone	Diverted	2
12	Other Prescription Drugs*	Diverted	2
13	Other Non-Prescription Drugs	Imported or Clandestine Lab	01 or 03

* Pseudoephedrine/Ephedrine should be reported as Other Prescription Drugs.

* If the drug was a diverted prescription drug, the origin should be listed as “Diverted.”

Precursor

If the drug type is Methamphetamine and the origin is Clandestine Lab, select one Precursor.
(*This is the only time the Precursor field is used.*)

Precursors and Codes

Single entity tablet/capsule	01	Liquid	04
Combination tablet/capsule	02	Unknown/Not Present	05
Gelcap	03		

[illegible]

PROPERTY DATA

Property data is collected to describe the type, value, and (for drugs and narcotics seized in drug cases) the quantity of property involved in the incident. The table below shows the offenses requiring property entries.

Offenses Requiring Property Data

Animal Cruelty*	720	Gambling Offenses	
Arson	200	Betting/Wagering	39A
Bribery	510	Operating/Promoting/Assisting	39B
Burglary	220	Gambling Equipment Violations	39C
Counterfeiting/Forgery	250	Sports Tampering	39D
Destruction/Damage/Vandalism	290	Kidnapping/Abduction	100
Drug Narcotic Violation	35A	Larceny/Theft Offenses	
Drug/Narcotic Equipment Violation	35B	Pocket-Picking	23A
Embezzlement	270	Purse-Snatching	23B
Extortion/Blackmail	210	Shoplifting	23C
Fraud Offenses		Theft From a Building	23D
False Pretenses/Swindle/Con	26A	Theft From a Coin Machine	23E
Credit Card/ATM	26B	Theft From a Motor Vehicle	23F
Impersonation	26C	Theft of Vehicle Parts	23G
Welfare Fraud	26D	All Other Larceny	23H
Wire Fraud	26E	Motor Vehicle Theft	240
Identity Theft	26F	Robbery	120
Computer Hacking/Invasion	26G	Stolen Property Offenses	280

****The offense of Animal Cruelty may have a property segment with the property loss of Seized – only to be reported if property is seized in the incident. Only the following property categories are allowed: Pets, Livestock and Money. Tennessee will not submit this information to the FBI.***

Property information is to be submitted separately for each type of property loss, i.e., burned, counterfeited, forged, destroyed, recovered, seized, stolen, etc.

TIBRS Tip: When reporting Kidnapping/Abduction, a property segment is required. If there is not a ransom associated with the incident, enter “None”.

Property Loss Type Codes

Enter the type of property loss which occurred in the incident:

None	1	Recovered	5
Burned	2	Seized (Property not previously Stolen)	6
Counterfeited/Forged	3	Stolen (Etc.)	7
Destroyed/Damaged/Vandalized	4	Unknown	8

Property Categories

For each type of property loss/etc., up to ten property categories can be reported. *If more than ten categories* of property are involved, the nine most valuable, specifically listed categories of property are to be reported; then the remaining categories of property should be combined and reported as “Other” (77).

There is one exception: if the offense is Shoplifting, the nine most valuable, specifically listed categories of property are to be reported; then the remaining categories of property should be combined and reported as “Merchandise” (19).

Property Categories and Codes

Aircraft	01	Metals, Non-Precious	71
Aircraft Parts/Accessories	41	Money	20
Alcohol	02	Musical Instruments	72
Artistic Supplies/Accessories	42	Negotiable Instruments	21
Automobiles	03	Non-Negotiable Instruments	22
Bicycles	04	Office – Type Equipment	23
Building Materials	43	Other Motor Vehicles	24
Buses	05	Pets	73
Camping/Hunting/Fishing Equipment Supplies	44	Photographical/Optical Equipment	74
Chemicals	45	Portable Electronic Communications	75
Clothes/Furs	06	Portable Restroom	85
Collections/Collectibles	46	Prescription Drugs	90
Computer Hardware/Software	07	Purses/Handbags/Wallets	25
Consumable Goods	08	Radios/TVs/VCRs/DVD Players	26
Credit/Debit Cards	09	Recordings – Audio/Visual	27
Crops	47	Recreational/Sports Equipment	76
Digital Currency	T01	Recreational Vehicles	28
Documents/Personal or Business	48	Structures – Industrial/Manufacturing	32
Drugs/Narcotics	10	Structures – Other Commercial/Business	31
Drug/Narcotic Equipment	11	Structures – Single Occupancy Dwellings	29
Explosives/Ammunition	49	Structures – Other Dwellings	30
Farm Equipment	12	Structures – Public/Community	33
Firearm Accessories	59	Structures – Storage	34
Firearms	13	Structures – Other	35
Fuel	64	Textbooks	50
Gambling Equipment	14	Tools	36
Gift Cards	81	Toys	86
Heavy Construction/Industrial Equipment	15	Trailers	78
Household Goods	16	Trucks	37
Identity Documents	65	Van (MV Type)	87
Identity – Intangible	66	Vehicle Parts/Accessories	38
Jewelry/Precious Metals/Gems	17	Vending Machine	51
Law Enforcement Equipment	67	Video Game Consoles/Games	89
Lawn/Yard/Garden Equipment	68	Watercraft	39
Livestock	18	Watercraft Equipment/Parts/Accessories	79
Logging Equipment	69	Weapons – Other	80
Lottery Tickets	82	Pending Inventory	88
Mailbox – Residential	83	Other	77
Mailbox – U. S. Postal Service	84	*Special	99
Medical/Medical Lab Equipment	70	**The “Special” category (Code 99) is not being used at this time**	
Merchandise	19		

Property Category Guidelines and Examples

AIRCRAFT (01)	Airplanes, helicopters, dirigibles, gliders, hang gliders, hot air balloons, large drones over 5.5 ounces. <i>Does not include model or toy planes.</i>
AIRCRAFT PARTS/ACCESSORIES (41)	Parts or accessories of an aircraft, whether inside or outside, i.e. instrument panel, propeller, and tires. <i>Does not include the entire aircraft or model/toy planes.</i>
ALCOHOL (02)	Alcoholic beverages, e.g., beer, wine, liquor. <i>Does not include rubbing alcohol.</i>
ARTISTIC SUPPLIES/ACCESSORIES (42)	Items or equipment used to create or maintain paintings, sculptures, crafts, etc. Includes easels, paint, paintbrushes, canvasses, etc.
AUTOMOBILES (03)	Sedans, coupes, station wagons, convertibles, taxicabs, SUVs, and other similar motor vehicles which serve the primary purpose of transporting people.
BICYCLES (04)	Includes non-motorized bicycles, unicycles, tricycles, etc.
BUILDING MATERIALS (43)	Items used to construct buildings. Includes lumber, plumbing supplies, uninstalled windows, uninstalled doors, concrete, gravel, drywall, bricks, etc. Not to be used when items are stolen from a completed building. <i>Does not include copper/copper wire.</i>
BUSES (05)	Motor vehicles which are specifically designed, but not necessarily used, to transport groups of people on a commercial basis.
CAMPING/HUNTING/FISHING EQUIPMENT/SUPPLIES (44)	Items, tools, or objects used for recreational camping, hunting, or fishing. Includes tents, camp stoves, fishing poles, sleeping bags, etc. <i>Does not include hunting rifles, shotguns, etc., which are classified as Firearms.</i>
CHEMICALS (45)	A substance with a distinct molecular composition that is produced by or used in a chemical process. Includes herbicides, insecticides, industrial or household products, solvents, fertilizers, lime, anti-freeze, mineral oil, paint thinners, etc. <i>When used in conjunction with illegal drug activity, classify as Drug Equipment.</i>
CLOTHES/FURS (06)	Wearing apparel for human use. Includes accessories such as belts, shoes, scarves, ties, glasses, sunglasses, etc.
COLLECTIONS/COLLECTIBLES (46)	Objects that are collected because they arouse interest as being novel, rare, bizarre, or valuable. Includes art objects, out-of-circulation coin collections, stamp/sport card/trading card/comic book collections. <i>Does not include antique guns/firearms, which are classified as Firearms.</i>
COMPUTER HARDWARE/SOFTWARE (07)	Computers, computer peripherals, storage media, software, smart watch, Bluetooth headphones, tablets (iPad, Kindles), virtual reality headsets, smart home devices, etc.

CONSUMABLE GOODS (08)	Expendable items used by humans for nutrition, enjoyment, or hygiene, e.g., food, non-alcoholic beverages, grooming products, cigarettes, electronic cigarettes, firewood, pregnancy test, vape pens, etc.
CREDIT/DEBIT CARDS (09) <i>THE VALUE IN THIS CATEGORY MUST ALWAYS = ZERO (0)</i>	Includes credit cards, credit card numbers, automatic teller machine (ATM) cards, Social Security Benefit Cards, and Electronic Benefits Transfer (EBT) cards.
CROPS (47)	Cultivated plants or agricultural produce grown for commercial, human, or livestock consumption and use. Usually sold in bulk. Includes fruits and grains, vegetables, tobacco, cotton, etc. <i>Does not include illegal drug crops, such as marijuana.</i>
DOCUMENTS - PERSONAL OR BUSINESS (48) <i>THE VALUE IN THIS CATEGORY MUST ALWAYS = ZERO (0)</i>	Includes affidavits, applications, certificates, credit card documents, savings account books, titles, deposit slips, pawn shop slips, blueprints, bids, proposals, personal files and U. S. Mail. <i>Does not include identity documents.</i>
DIGITAL CURRENCY (T01)	Bitcoin, Cryptocurrency, etc.
DRUGS/NARCOTICS (10)	A substance such as a narcotic or hallucinogen that affects the central nervous system, causing changes in behavior and often addiction.
DRUG/NARCOTIC EQUIPMENT (11)	Unlawful articles/items/products, etc. used to prepare and/or consume drugs or narcotics. Includes pipes, bongs, pop cans, meth labs, scales, etc. Includes electronic cigarettes altered to contain any illegal drug or narcotic.
EXPLOSIVES/AMMUNITION (49)	A device that explodes or causes an explosion. Includes ammunition , bombs, Molotov Cocktails, fireworks, etc.
FARM EQUIPMENT (12)	Tractors, combines, hay balers, etc.
FIREARM ACCESSORIES (59)	Items used in conjunction with a firearm to improve ease of use or maintenance. Includes gun belts, gun cases, laser sights, targets, cleaning tools/equipment, scopes, etc. <i>Does not include firearms or ammunition.</i>
FIREARMS (13)	Weapons that fire a shot by force of an explosion, i.e., handguns, rifles, shotguns, flare guns, etc. <i>Does not include pellet, "BB" guns or gas-powered guns (Weapons – Other).</i>
FUEL (64)	Products used to produce energy. Includes coal, gasoline, diesel, bio-diesel, natural gas, oil, etc.
GAMBLING EQUIPMENT (14)	Gambling paraphernalia. Includes slot machines, card tables, poker chips, etc.
GIFT CARDS (81)	A prepaid, stored value, money card usually issued by a retailer or bank to be issued as an alternative to cash for purchases. Does not include Credit or Debit cards.
HEAVY CONSTRUCTION/ INDUSTRIAL EQUIPMENT (15)	Forklifts, cranes, bulldozers, steamrollers, oil-drilling rigs, etc.
HOUSEHOLD GOODS (16)	Beds, chairs, desks, sofas, tables, refrigerators, stoves, washers, dryers, air conditioning and heating equipment, vacuum cleaners, brooms, housekeys, etc.

IDENTITY DOCUMENTS (65) <i>THE VALUE IN THIS CATEGORY MUST ALWAYS = ZERO (0)</i>	A formal document which provides proof pertaining to a specific individual's identity. Includes passports, visas, driver's licenses, social security cards, alien registration cards, voter registration cards, etc. <i>Must be specific to a particular individual.</i>
IDENTITY - INTANGIBLE (66) <i>THE VALUE IN THIS CATEGORY MUST ALWAYS = ZERO (0)</i>	A set of characteristics, behavioral or personal traits by which an entity or person is recognized or known. Includes damaged reputations, disclosed confidential information, etc.
JEWELRY/PRECIOUS METALS/GEMS (17)	Bracelets, necklaces, rings, watches, gold, silver, platinum, gold bars, etc.
LAW ENFORCEMENT EQUIPMENT (67)	Equipment specifically used by law enforcement personnel during the performance of their duties. Includes vest, handcuffs, flashlights, badges, collapsible and non-collapsible batons, citation book, uniforms, etc. <i>Does not include firearms or ammunition.</i>
LAWN/YARD/GARDEN EQUIPMENT (68)	Equipment used for maintaining and decorating lawns and yards. Includes riding lawn mowers, push mowers, line trimmers, lawn/garden tools, tillers, fountains, bird baths, pink flamingos, etc. <i>Does not include plants or trees.</i>
LIVESTOCK (18)	Farm animals, e.g., cattle, chickens, hogs, horses, sheep, but not household pets such as dogs and cats.
LOGGING EQUIPMENT (69)	Equipment specifically used by logging personnel during the performance of their duties. Includes choker cables, binders, chains, blocks, etc.
LOTTERY TICKETS (82)	Any legal scheme for the distribution of prizes by chance.
MAILBOX – RESIDENTIAL (83)	A receptacle for mail delivered by the post office. May be attached to a structure or at the end of the driveway.
MAILBOX – U.S. POSTAL SERVICE (84)	A public box with a slot in which mail is placed for collection by the U.S. Postal Service.
MEDICAL/MEDICAL LAB EQUIPMENT (70)	Equipment specifically used in the medical field. Includes X-ray machines, knee or other braces, MRI machines, testing equipment, wheelchairs, stethoscopes, etc. <i>Does not include motorized wheelchairs, which are classified as Other Motor Vehicles.</i>
MERCHANDISE (19)	Items held for sale. <i>ALWAYS use a more descriptive category when applicable (Clothes/Furs, Consumable Goods, etc.).</i>
METALS - NON-PRECIOUS (71)	A base metal or alloy possessing luster, malleability, ductility, and conductivity of electricity and heat. Includes ferrous and non-ferrous metals such as iron, steel, tin, aluminum, brass, copper, copper wire, copper pipe , etc.
MONEY (20)	Legal tender currently in use in any country, i.e., coins and paper currency.
MUSICAL INSTRUMENTS (72)	Instruments relating to or capable of producing music. Includes guitars, amplifiers, drums, drumsticks, synthesizers, trumpets, violins, clarinets, etc.

NEGOTIABLE INSTRUMENTS (21)	Any document, other than currency, which is payable without restriction, e.g., endorsed checks, endorsed money orders, and endorsed traveler's checks; bearer checks and bonds.
NON-NEGOTIABLE INSTRUMENTS (22) <i>THE VALUE IN THIS CATEGORY MUST ALWAYS = ZERO (0)</i>	Documents requiring further action (such as a signature) to become negotiable, e.g., unendorsed checks, unendorsed money orders, stocks and bonds, etc.
OFFICE-TYPE EQUIPMENT (23)	Items used in an office environment, e.g., adding machines, cash registers, copying machines, etc.
OTHER MOTOR VEHICLES (24)	Motorcycles, motor scooters, mopeds, snowmobiles, golf carts, motorized wheelchairs, electric bicycles, etc. <i>Does not include vans, automobiles, buses, trucks, or recreational vehicles.</i>
PETS (73)	Animals kept for pleasure or companionship, other than livestock. Includes cats, dogs, household birds, fish, rodents, reptiles, etc. and exotic animals raised as pets and not for profit.
PHOTOGRAPHIC/OPTICAL EQUIPMENT (74)	Equipment used to take photographs and/or relating to the science of optics or optical equipment. Include cameras, camcorders, telescopes, lenses, prisms, optical scanners, monocular, binoculars, doorbell camera/optical, etc. <i>Does not include cell phones equipped with cameras.</i>
PORTABLE ELECTRONIC COMMUNICATIONS (75)	Electronic devices that are used to communicate audible or visual messages. Includes cell phones , smart phones, airtags, 2-way radios
PORTABLE RESTROOM (85)	A portable enclosure containing a toilet. i.e. Port-O-Potty, Johnny on the Spot, etc.
PRESCRIPTION DRUGS (90)	Any controlled drug/narcotic available only by the order of a physician's prescription. This category includes certain allergy medicines, antibiotics, etc.
THE PRESCRIPTION DRUGS CATEGORY (90) MAY ONLY BE REPORTED WITH PROPERTY OFFENSES AND NOT A DRUG/NARCOTIC (35A) OFFENSE OR ANIMAL CRUELTY (720). FOR A DRUG/NARCOTIC (35A) OFFENSE, USE DRUGS/NARCOTICS (10).	
PURSES/HANDBAGS/WALLETS (25)	Receptacle used to carry personal items, e.g. backpacks, brief cases, duffle bags, luggage, etc.
RADIOS/TVS/VCRs/DVD PLAYERS (26)	Includes radios, televisions, CD/DVD/Blu-ray players, stereo equipment, speakers, TV streaming devices, etc.
RECORDINGS - AUDIO/VISUAL (27)	Phonograph records, blank or recorded compact discs, audio or video tapes, DVDs, cassette tapes, etc.
RECREATIONAL/SPORTS EQUIPMENT (76)	Equipment and materials used for recreational purposes or during sports activities. Includes skis, balls, gloves, weights, nets, bats, rackets, fitness tracker, etc.
RECREATIONAL VEHICLES (28)	Motor vehicles which are specifically designed, but not necessarily used, to transport people and also provide them temporary lodging for recreational purposes. <i>Includes conversion vans. This category does <u>not</u> include snowmobiles, all-terrain vehicles (ATVs), motorcycles, etc., which are classified as Other Motor Vehicles.</i>

STRUCTURES - INDUSTRIAL/ MANUFACTURING (32)	Factories, plants, assembly lines, etc.
STRUCTURES - OTHER COMMERCIAL/BUSINESS (31)	Stores, office buildings, restaurants, etc.
STRUCTURES - SINGLE OCCUPANCY DWELLING (29)	Houses, townhouses, duplexes, mobile homes, or other private dwellings which are occupied by a single person, family, house mates, or other group.
STRUCTURES - OTHER DWELLINGS (30)	Any other residential dwellings not meeting the definition of "Single Occupancy Dwellings," e.g., apartments, tenements, temporary living quarters, such as hotels, motels, inns, etc.
STRUCTURES - PUBLIC/COMMUNITY (33)	Colleges, hospitals, jails, libraries, meeting halls, passenger terminals, religious building, sports arenas, etc.
STRUCTURES - STORAGE (34)	Barns, warehouses, garages, outbuildings used for storage, etc.
STRUCTURES - OTHER (35)	Any other structures not fitting the other structures descriptions, e.g., outbuildings used for purposes other than storage, monuments which can be entered (e.g. mausoleums), buildings under construction. <i>Does not include bridges.</i>
TEXTBOOKS (50)	Books used in schools, colleges or universities for the formal study of a subject or as a standard source of information on a particular subject. <i>Does not include other books or E books.</i>
TOOLS (36)	Hand tools, power tools, (i.e. drills, drill bits, saws, hammers, wrenches, pneumatic tools, power screwdrivers, manual screwdrivers, etc.), jumper cables, generators. <i>Does not include riding lawn mowers or lawn/garden tools.</i>
TOYS (86)	An object for a child to play with. Often a model or miniature replica of an item.
TRAILERS (78)	Transportation devices designed to be hauled by a motor vehicle. Includes truck trailers, semi-trailers, boat trailers, utility trailers, travel/camper trailers, etc. <i>Does not include trailers designed to be pulled behind riding lawn mowers or garden tractors, which are classified as Lawn/Yard/Garden Equipment.</i>
TRUCKS (37)	Motor vehicles which are specifically designed, but not necessarily used, to transport cargo on a personal or commercial basis. Includes pickup trucks, tractor-trailers, etc.
VANS (87)	Motor vehicles designed having a rear door and sliding door(s) on one or both sides used for transporting goods or people. Includes mini-vans, panel vans, etc. <i>Does not include conversion vans, which are classified as Recreational Vehicles.</i>
VEHICLE PARTS/ACCESSORIES (38)	Motor vehicle batteries, engines, transmissions, heaters, hubcaps, tires, manufacturers' emblems, license plates, side mirrors, antennas, vehicle keys/fob, etc. <i>This property type does not have to be attached to the vehicle.</i>

VENDING MACHINE (51)	A machine for selling products such as cigarettes, candy bars, chips, soft drinks, or other items. Does not include Automated Teller Machines (ATMs).
VIDEO GAME CONSOLES/GAMES (89)	A device that outputs a visual image to display a video game(s) based on computer technology, software, etc. <i>This category includes free-standing coin operated arcade games as well as game consoles such as PlayStation®, X-Box®, Wii®, Gameboy®, etc.</i>
WATERCRAFT (39)	Motorboats, sailboats, houseboats, row boats, rafts, etc.
WATERCRAFT EQUIPMENT/ PARTS/ACCESSORIES (79)	Watercraft equipment or accessories used for the craft's maintenance or operation. Includes buoys, life preservers, paddles, sails, etc. <i>Does not include water sports accessories, which are classified as Recreational/Sports Equipment.</i>
WEAPONS - OTHER (80)	Weapons not classified under other categories. Includes knives, swords, nunchakus, brass knuckles, crossbows, bows and arrows, slingshots, BB guns, pellet guns, CO2/gas-powered guns, potato guns, airsoft guns, paintball guns, etc.
PENDING INVENTORY (88)	Property description unknown until an inventory is conducted. <i>Once the inventory is completed, modify property segment to show correct property classifications.</i>
OTHER (77) VALUE MAY = ZERO (0)	All property not fitting any of the other specific categories.
SPECIAL (99) <i>THIS CATEGORY IS NOT BEING USED AT THIS TIME. DO NOT CLASSIFY PROPERTY IN THIS CATEGORY.</i>	<i>On rare occasions, the national UCR Program will compile statistics on certain designated types of property which emerge as the object of current theft trends. During that time, to track these items, the "Special" category would be used. This category should <u>never</u> be used unless agencies receive prior notification from the TBI.</i>

Value of Property

Report the total dollar value of the property burned, stolen, destroyed, etc., as a result of the incident. Up to ten values can be entered to match the up to ten property categories. If more than ten types of property are involved, the values of the nine most valuable properties are to be reported; then, the total value of the remaining properties which were coded "Other" are to be combined and reported as one total.

There is no requirement to list the value of any drugs/narcotics "seized" in a Drugs/Narcotic Violation offense. However, when drugs are involved in other types of crime (e.g., they were stolen in a burglary or burned in an arson) their value is to be reported. Data on drugs seized are handled separately in specific categories relating to them.

Guidelines for Property Valuation

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

1. Use fair market value for articles which are subject to depreciation because of wear and tear, age, or other factors which cause the value to decrease with use.
2. Use cost to the merchant (wholesale cost) of goods recovered, seized, stolen, etc., from retail establishments, warehouses, etc. In other words, use the dollar value representing the actual cash loss to the victim without any markup or profit added.
3. Use victim's valuation of items such as jewelry, watches, and other similar goods, which decrease in value slightly or not at all with use or age.
4. Use replacement cost or actual cash cost to victim for new or almost new clothes, auto accessories, bicycles, etc.
5. When the victim obviously exaggerates the value of stolen/destroyed/damaged property for insurance or other purposes, common sense and good judgment will dictate a fair market value.

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

Often the condition of the property is different at the time of recovery than when it was stolen. The market value at the time of recovery should be used even though it is less than the value reported at the time of the theft.

An agency should only report the value of property stolen in its jurisdiction. Likewise, the value of property recovered will include only property originally stolen in its own jurisdiction. It does not matter who recovers the property or where it was recovered. Although another police agency recovers the stolen property, the jurisdiction from which the property was stolen would report the value of the recovery. This procedure applies to all stolen property, including motor vehicles. Some agencies find it valuable, of course, to maintain separate records on property recovered by them for other jurisdictions.

Date Recovered

If previously stolen property is recovered, the month, day, and year of its recovery is to be reported. Up to ten dates of recovery can be reported to match each of the up to ten property descriptions in the incident. If there is more than one date of recovery for the same type of property, report the earliest date. If the recovery date is unknown, record the date of the report.

Recovered Value

If previously stolen property is recovered, the recovered value is reported. The recovered value can be less than or equal to the value at the time it was stolen but never greater.

Suspected Drug Type

Because it is often difficult to determine the true identity of drugs or narcotics at the time an initial incident report is prepared, only the “suspected type of drug” is to be reported. Suspected drug type is required only for Drug/Narcotic Violations. No report is necessary when stolen, etc., in connection with other offenses such as arson, burglary, larceny/theft, etc. **All drug/narcotic types involved in the incident should be reported.** Each drug entered needs to be provided with a sequence number, which indicates the order of importance of each drug to the agency.

TIBRS Tip: TIBRS now accepts more than three (3) drug types per incident. Report all drug types in order of importance to your agency.

Drug Quantity/Measurement

Because of problems in determining the “street value” of drugs or narcotics, no monetary value is to be reported when they are seized in connection with Drug/Narcotic Violations. However, to obtain some measure of the problem, the “Estimated Quantity” of seized drugs or narcotics is to be reported for each Drug/Narcotic Violation.

The quantity of the drugs can be up to 9 digits with 3 digits for a fraction.

Frequently, suspected drugs/narcotics are sent to a forensic laboratory for assessment as to the drug type and measurement. In such instances, “Not Reported” can be used in the interim. Upon receipt of laboratory results, the “Not Reported” must be replaced with the code for the correct type and measurement.

Drug Measurement Codes

Gram	GM	Liter	LT
Kilogram	KG	Fluid Ounce	FO
Ounce	OZ	Gallon	GL
Pound	LB	Number of Plants (e.g. marijuana plants, bushes)	NP
Dosage Unit (number of capsules, pills, tablets, etc.)	DU	Not Reported (interim report, must be replaced with true value)	XX
Milliliter	ML		

TIBRS Tip: When entering the measurement for “trace” evidence of drugs, enter .001. When entering the measurement for THC cartridges, use the Measurement code of “ML” or “FO.”

Where Were the Marijuana Plants Being Grown?

Outdoor	O	Indoor	I	Both	B
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When the drug measurement is Number of Plants, agencies must indicate where the plants were being grown.

Drug Types, Codes and Examples

Crack Cocaine	A	
Cocaine	B	
Hashish	C	
Heroin	D	
Marijuana	E	
Morphine	F	
Opium	G	
Other Narcotics	H	Buprenorphine or Naloxone; Codeine; Demerol Dihydromorphinone or Dilaudid; Desomorphine or Permonid; Hydrocodone or Percodan; Methodone; Pentazocine or Talwin; Propoxyphene or Darvon; etc.
LSD	I	
PCP	J	Ketamine i.e. Special K, K, etc.
Other Hallucinogens	K	BMDA (White Acid); DMT; MDA; Marinol or Dronabinol; Mescaline or Peyote; Methoxetamine i.e. NBOMe-2CC; Methylendioxmethamphetamine (MDMA) i.e. Ecstasy, XTC; Psilocybin; STP; Synthetic Marijuana i.e. K2, Spice, etc., Hallucinogenic Mushrooms.
Amphetamines	L	
Other Stimulants	M	Adipex, Fastine, and Ionamin (Derivatives of Phentermine); Benzedrine; Didrex; Methylphenidate or Ritalin; Phenmetrazine or Preludin; Tenuate, Methylendioxypropyvalerone (MDPV) and derivatives i.e. Bath Salts, Khat, Plant Food, etc.
Barbiturates	N	
Other Depressants	O	Glutethnide or Doriden; Methaqualone or Quaalude; etc.
Other Drugs	P	Antidepressants (Elavil, Triavil, Torfanil, etc.); Aromatic Hydrocarbons; Tranquilizers i.e. Chlordiazepoxide or Librium; Diazepam or Valium; Pseudoephedrine, Xanax, Galaxy Gas (N ₂ O), Kratom, etc..
Carfentanil	T	
Unknown Type Drug	U	
Fentanyl	Y	
Methamphetamines	Z	Methcathinone i.e. Bathtub Speed, Cat, Ephedrone, Flakka, Speed, Wonder Star, etc.

OFFENDER DATA

Offender data includes characteristics (age, sex, ethnicity, and race) of each offender (up to 99) involved in an incident whether or not an arrest has been made. The object is to capture any information known to law enforcement concerning the offender(s) even though they may not have been identified. There are, of course, instances where no information about perpetrators is known.

Offender Sequence Number

Each offender in the incident is to be assigned a sequence number from “01” to “99.” This number is usually generated by the software. A separate set of offender data is to be submitted for each numbered offender. If nothing is known about the offender(s), report “00” as the sequence number.

Offender Sex Codes

Female	F	Male	M	Unknown	U
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Offender Race Codes

White	W	Asian	A
Black or African American	B	Native Hawaiian/Other Pacific Islander	P
American Indian/Alaskan Native	I	Unknown	U

Guidelines

ASIAN: Person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.

BLACK OR AFRICAN AMERICAN: Person having origins in any of the black racial groups of Africa.

AMERICAN INDIAN OR ALASKAN NATIVE: Person having origins in any of the original peoples of North and South America (including Central America).

WHITE: Person having origins in any of the original peoples of Europe, North Africa or the Middle East.

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER: Person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

UNKNOWN: Origin is unknown.

Offender Age Codes

The age of each numbered offender is to be reported by entering the date of birth, as an exact number of years, a range of years, or as unknown. Record one of the following:

01 to 98 Years Old	Report exact age	Unknown	00
Over 98 Years Old	99		

*Should the exact age be unknown, an age range can be reported. Although any range in years is acceptable, age ranges of greater than 10 years will be listed on quality control reports.

Ethnicity of Offender

Hispanic or Latino	H	Not Hispanic or Latino	N	Unknown	U
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Guidelines

The ethnic designation of Hispanic or Latino includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

ARRESTEE DATA

Arrestee data are to be reported for all persons apprehended for the commission of Group A or Group B offenses. Listings of the Group A and B offenses, along with their definitions can be found in Chapters 3 and 4.

It must be remembered that the object of this data set is to collect data on persons arrested, not on charges lodged. For example, a person may be arrested on several charges in connection with the same incident. Likewise, one person may be arrested many times during a given time span for similar or different violations within a jurisdiction. Because of a separation of time between arrests, a set of arrestee data is to be reported for each separate arrest. Again, more than one charge could be lodged during the individual arrests, but only one set of arrestee data would be reported for each crime incident.

The arrestee data describes the arrestee (age, sex, race, name, date of birth, ethnicity, etc.) and the circumstances of the arrest. Data is to be recorded for each of the arrestees (up to 99) involved in each incident. If there were no arrests, an arrest segment is not required.

Record arrest data on all persons processed by arrest, citation, or summons for committing an offense within the reporting jurisdiction. Include:

1. Persons arrested and released without a formal charge being placed against them. (An arrest occurred when a law enforcement officer detains an adult with the intention of seeking charges against the person for a specific offense(s) and a record is made of the detention).
2. Juveniles taken into custody or arrested but merely warned and released without being formally charged.

Data on persons taken into custody for other jurisdictions should not be reported by the arresting agency. To avoid duplication, the agency for which the arrest was made, i.e., the jurisdiction where the offense occurred, will report the arrestee data. Most agencies will, of course, maintain a separate record of such arrests for administrative use.

Arrestee Sequence Number

Each arrestee reported in a Group A incident report or a Group B incident report is to be assigned a sequence number from 01 to 99. In Group A Incident Reports, a separate set of arrestee data is to be supplied for each numbered arrestee. This number is usually generated by the computer.

Arrestee Sex Codes

Female	F	Male	M
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Arrestee Race Codes

White	W	Asian	A
Black or African American	B	Native Hawaiian/Other Pacific Islander	P
American Indian/Alaskan Native	I	Unknown	U

Arrestee Date of Birth

The date of birth for the arrestee is to be reported using the format mm/dd/yyyy.

Arrestee Age Codes

The age of each numbered arrestee is to be reported either as an exact number of years, a range of years, or as unknown. Record one of the following:

01 to 98 Years Old	Report exact age	Unknown	00
Over 98 Years Old	99		

Should the exact age be unknown, an age range can be reported. Although any range in years is acceptable, age ranges of greater than 10 years will be listed on quality control reports.

State Control Number

Please enter the State Control Number from the TBI Fingerprint card.

Arrestee Name

Enter the name of the person arrested in the following format: Last Name, First Name, Middle Name or Initial.

Ethnicity of Arrestee

Hispanic or Latino	H	Not Hispanic or Latino	N	Unknown	U
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Guidelines

The ethnic designation of Hispanic or Latino includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, *regardless of race*.

Previous Domestic Violence Flag

This question refers to whether the arrestee has been arrested in previous domestic violence incidents. *The question should only be answered if the domestic violence flag is answered "Yes". This question is for domestic violence with their current partner or anyone else.* This is answered with "Yes" or "No".

Resident Status of Arrestee

Record whether the arrestee was a resident or non-resident of the jurisdiction where the crime occurred. ***If the person is currently living in your jurisdiction, classify them as a “Resident.”*** (see examples below). Federal, 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.

EXAMPLE 1: A transient/homeless man is arrested for Public Intoxication. He is currently living under a bridge in that jurisdiction. TIBRS would consider this man a resident.

EXAMPLE 2: A crime occurs on a college/university campus. The offender is a student at the college/university and lives on campus in a residence hall/dormitory. TIBRS would consider this person a resident of the college/university.

EXAMPLE 3: A crime occurs on a college/university campus. The offender is a student at the college/university and lives off campus in the same city where the college/university is located. TIBRS would classify this person as a non-resident. If a college/university does not provide on-campus housing, all of their offenders/arrestees will be entered as non-resident.

Resident Status Codes

Resident	R	Non-Resident	N	Unknown	U
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NOTES

Type of Arrest Codes

Describe the type of arrest (at the time of initial contact with the arrestee) by selecting one of the following:

On-View	O	Referred to Institution Authority (for use by colleges/universities only)	R
Taken Into Custody	T		
Summoned/Cited	S		

Arrest Code Guidelines

ON-VIEW: Use this arrest code when the offender is arrested at the scene without a warrant or previous incident report.

SUMMONED/CITED: Use this arrest code when the offender is issued a summons or citation at the scene and released on their own recognizance until their scheduled court appearance.

TAKEN INTO CUSTODY: Use this arrest code when the offender is arrested based on a warrant for an incident that occurred on an earlier date/time. *Note: The warrant must be served.*

REFERRED TO INSTITUTION AUTHORITY: USE this arrest code when a college/university student is referred to other authorities for discipline and there is no event that falls under the definition of an arrest. *Note: **The arrest type of R may only be submitted by a college/university. All other reporting agencies are to continue to submit the arrest type utilizing the currently accepted arrest types of: O – On-View, S-Summoned/Cited or T-Taken Into Custody.***

Multiple Arrestee Indicator

This information helps ensure that an arrestee (person) is counted only once when a single arrest results in the submission of arrestee data for more than one Group A Incident Report for your jurisdiction. That is, the arrestee was involved in more than one crime incident, and his/her arrest data are duplicated in each Group A Incident Report. In such situations, “Count Arrestee” is to be recorded in one set of arrestee data. “Multiple” is recorded in the other Group A Incident Reports containing data on this arrestee.

Multiple Arrestee Indicator Codes

Count Arrestee	C	Multiple	M	Not Applicable	N
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This process allows the TIBRS program to identify that one arrestee is involved in multiple Group A offenses and only counts the arrestee (person) once.

EXAMPLE: An offender was arrested for a crime and found to be involved in previous crimes. “Count Arrestee” is then reported in one set of arrestee data and “Multiple” is reported in all other reports containing data on this arrestee. “Not Applicable” is chosen when the arrestee is only involved in this incident.

Arrest Transaction Number

This number is assigned by your agency to an arrest report to identify it uniquely. It may be the Incident Number relating to the arrest or a separate arrest transaction number. The number may be up to 12 characters in length. The arrest transaction number may be comprised of A – Z, 0 – 9, or – (hyphen).

Arrest Offense Code

The three-digit TIBRS Offense Code of the offense for which the arrestee was apprehended is to be reported. There are 62 possible codes, as the perpetrator may have been arrested for any of the 52 Group A offenses or any of the 10 Group B offense categories.

If the arrestee was charged with more than one offense, the reporting agency is to determine the most serious reported offense and report that offense only as the arresting offense.

Arrest Date

The month, day, and year (mm/dd/yyyy) the arrest took place are to be reported. Please note that you must enter all eight digits.

Arrestee Was Armed With

Indicate whether the arrestee was armed with a commonly known weapon at the time of his/her arrest. Up to two weapons can be reported.

Unarmed (do not use if other weapons are chosen)	01	Shotgun	14
Firearm – Type Unknown	11	Other Firearm (i.e. machine gun)	15
Handgun	12	Lethal Cutting Instrument	16
Rifle	13	Club/Blackjack/Brass Knuckles	17

TIBRS Tip: If a firearm is fully automatic, an “A” is placed after the applicable code.

Warrant Signed By

For Domestic Violence incidents only, select one of the following to indicate who signed the warrant.

Officer	O	Victim	V	Both	B
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Disposition of Arrestee Under 18

The information to be reported in this category relates to law enforcement disposition of juveniles (under age 18) who are taken into custody or arrested. An adult is usually held for prosecution for some charge or is released for future handling in court. However, a juvenile, depending on the

seriousness of the offense and the offender's prior criminal record, may be warned by the police and released to parents, relatives, friends, or guardians. Juveniles may also be referred to the probation department or some other branch of juvenile court; to welfare agencies; to other law enforcement agencies; or in the case of a serious offender, to criminal or adult court by the waiver of juvenile court. Report one of the following to indicate the disposition of the arrestee under 18:

Handled Within Department	H	Referred to Other Authorities	R
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Guidelines

HANDLED WITHIN THE DEPARTMENT: This code is used when the juvenile is released to the parents with a verbal or written warning only, with no official charges placed.

REFERRED TO OTHER AUTHORITIES: This code is used when the juvenile is turned over to juvenile court, probation, welfare agency, other police agency, criminal or adult court.

Juvenile Arrest Reporting

The word "arrest" as it applies to juveniles is intended to mean the law enforcement handling of all juveniles (under age 18) who have committed a crime and are taken into custody under such circumstances that, if the juvenile were an adult, an arrest would have usually been reported.

EXAMPLE: A juvenile was caught shoplifting. The officer held the juvenile in custody until the parents arrived, then released the offender to them. Although no official charges were placed, this would be reported to TIBRS as an arrest because the juvenile was in custody for committing a reportable offense (Shoplifting).

Any situation where a person under age 18 is officially summoned, cited or notified to appear before a juvenile, adult, or youth court or similar authority for a violation of the law should also be reported as an arrest.

Police "contact" with juveniles where no offense has been committed and instances wherein juveniles are taken into custody for their own protection/welfare should not be recorded as arrests. Juvenile arrests should be reported under the classification of the offense for which they were taken into custody.

"Callbacks" or "follow-up contacts" with young offenders by officers for the purpose of determining their progress should not be counted as "arrests."

VICTIM DATA

Victim data is collected to describe the victims involved in each Group A incident. A separate set of victim data is to be submitted for each of the (up to 999) victims involved in the incident. There must be at least one set of victim data for each Group A incident.

Victim Sequence Number

Each victim in an incident is to be assigned a sequence number from 001 to 999. A separate set of victim data is to be submitted for each numbered victim.

The sequence numbers provide uniqueness when there are multiple victims. For example, if three victims were involved in an incident, one victim would be assigned the number 001, the next victim would be designated 002, and the last victim 003.

Some assault situations can pose difficulties in distinguishing victims. If a number of persons are involved in a dispute or disturbance and law enforcement's investigations cannot distinguish the aggressors from the victims, record all persons involved as both victims and offenders.

Victim Connected to TIBRS Offense Code(s)

For each victim, report up to the 10 most serious Group A offenses (as determined by the reporting agency) which were perpetrated against him/her during the incident. See Chapter 3 for a listing of Group A offense definitions.

TIBRS Tip: Every victim may not be affected by each offense within an incident. Connect each victim to only those offenses affecting him/her.

Type of Victim Codes

The type of victim is to be reported for each numbered victim. Only one of the following victim types is to be reported for each victim:

Individual	I	Religious Organization	R
Law Enforcement Official	L	Society/Public	S
Business	B	Other	O
Financial Institution	F	Unknown	U
Government	G		

TIBRS Tip: A Law Enforcement Official is a sworn officer with *full arrest powers* killed or assaulted in the line of duty.

Victim Sex Codes

Female	F	Male	M	Unknown	U
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Victim Race Codes

White	W	Asian	A
Black/African American	B	Native Hawaiian/Other Pacific Islander	P
American Indian/Alaskan Native	I	Unknown	U

Victim Date of Birth

The date of birth for the victim is to be reported using the format mm/dd/yyyy.

Victim Age

The age of each numbered victim is to be reported either as an exact number of years, a range of years, or as unknown.

Report one of the following to indicate the age of the victim:

Fetus	FE	01 – 98 years old	Report exact age
Under 24 hours (neonate)	NN	Over 98 years old	99
01 – 06 days old	NB	Unknown	00
07 – 364 days old	BB		

TIBRS Tip: Viability of Fetus (FE) for TIBRS Classification Purposes: The potential of the fetus to survive outside the uterus after birth, natural or induced, when supported by up-to-date medicine. In order to be a viable fetus, the gestation period must be more than 23 weeks.

Should the exact age be unknown, an age range can be reported. Any range in years is acceptable. However, an age range of greater than 10 years will be listed on quality control reports.

Ethnicity of Victim

If the victim is an individual, his/her ethnic origin is to be reported as:

Hispanic or Latino	H	Not Hispanic or Latino	N	Unknown	U
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Guidelines

The ethnic designation of Hispanic or Latino includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Resident Status of Victim

Record whether the victim was a resident or non-resident of the jurisdiction where the crime occurred. ***If the person is currently living in your jurisdiction, classify them as a “Resident.”***

EXAMPLE 1: A transient/homeless man is the victim of a Simple Assault. He is currently living under a bridge in that jurisdiction. TIBRS would consider this man a ***resident***.

EXAMPLE 2: A crime occurs on a college/university campus. The victim is a student at the college/university and lives on campus in a residence hall/dormitory. TIBRS would consider this person a resident of the college/university.

EXAMPLE 3: A crime occurs on a college/university campus. The victim is a student at the college/university and lives off campus in the same city where the college/university is located.

TIBRS would classify this person as a non-resident. If a college/university does not provide on-campus housing, all their victims will be entered as non-resident.

Resident Status Codes

Resident	R	Non-Resident	N	Unknown	U
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Type of Injury

The offenses for which injury type(s) are to be reported are:

Kidnapping/Abduction	100	Murder and Nonnegligent Manslaughter	09A
Negligent Manslaughter	09B	Justifiable Homicide	09C
Aggravated Assault	13A	Simple Assault	13B
Rape	11A	Robbery	120
Extortion/Blackmail	210	Robbery	120
Commercial Sex Acts	64A	Involuntary Servitude	64B

To describe the type(s) of bodily injury suffered as a result of certain offenses, report up to five of the injury codes from the table for each victim who is entered as Individual (I) or Law Enforcement Official (L).

Type of Injury Codes

None	N	Apparent Minor Injury	M
Apparent Broken Bones	B	Other Major Injury	O
Possible Internal Injuries	I	Loss of Teeth	T
Severe Lacerations	L	Unconsciousness	U
Gunshot Wound	G		

TIBRS Tip: Simple Assault Offenses may only have the injury types of None or Apparent Minor Injury.

Aggravated Assault/Homicide Circumstances

The circumstances surrounding Aggravated Assaults and Homicide Offenses (Murder/Non-negligent Manslaughter, Negligent Manslaughter, and Justifiable Homicide) are to be reported for each victim. Remember the selection of circumstances should be based on information known to law enforcement following their investigation, not the decision of a grand jury, coroner's inquest, or other agency outside law enforcement. Always select the most descriptive circumstances as determined by investigations and by information known to law enforcement. Choose up to two categories from the table on the top of page 57, for each victim.

Argument	01	Domestic Violence	06
Assault on Law Official	02	Mercy Killing*	07
Drug Dealing	03	Other Felony Involved	08
Gangland	04	Other Circumstances	09
Juvenile Gang	05	Unknown Circumstances	10

* Does not apply to Aggravated Assault

Negligent Manslaughter Circumstances

Select one of the following for each Negligent Manslaughter victim:

Child Playing With Weapon	30	Other Negligent Weapon Handling	33
Gun Cleaning Accident	31	Other Negligent Killings	34
Hunting Accident	32		

TIBRS Tip: Traffic fatalities, accidental deaths not caused by negligence, or deaths of victims due to their own negligence are not to be included as Negligent Manslaughter.

Justifiable Homicide Circumstances

Select one of the following for each Justifiable Homicide victim:

Criminal Killed by Private Citizen	20	Criminal Killed by Police Officer	21
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Additional Justifiable Homicide Circumstances

To further describe the circumstances of a justifiable homicide, report one of the following:

Criminal Attacked Police Officer and that Officer Killed Criminal	A	Criminal Killed in Commission of a Crime	E
Criminal Attacked Police Officer Criminal Killed by Another Police Officer	B	Criminal Resisted Arrest	F
Criminal Attacked a Civilian	C	Unable to Determine/Not Enough Information	G
Criminal Attempted Flight from a Crime	D		

Offender Number(s) to be Related and Victim to Offender Relationship

The Offender Number is the sequence number used to identify the offenders involved in the incident. For Crimes Against Persons (where the Victim Type is I – Individual or L = Law Enforcement Official), the victim's relationship to the offender must be identified. Up to 10

relationships can be shown. If there are more than 10 offenders, show the relationship for the 10 offenders closest to the victim.

If nothing is known about the offender(s) (*Offender Sequence Number = 00*), then no relationship code may be entered. If and when the offender is arrested, the relationship will need to be modified. The same sequence numbers must be used to identify the same offender(s) in the offender segment.

Offenses Which Require Victim to Offender Relationship

Aggravated Assault	13A	Sex Offenses	
Simple Assault	13B	Rape	11A
Intimidation	13C	Criminal Sexual Contact	11D
Stalking	13D	Incest	36A
Kidnapping/Abduction	100	Statutory Rape	36B
Murder/Non-negligent Manslaughter	09A	Human Trafficking	
Negligent Manslaughter	09B	Commercial Sex Acts	64A
Justifiable Homicide	09C	Involuntary Servitude	64B
Negligent Vehicular Manslaughter	09D	Robbery	120

Victim to Offender Relationship Codes

Within the Family	Codes	Outside Family – Known to Victim	Codes
Spouse	SE	Acquaintance	AQ
Common – Law Spouse	CS	Friend	FR
Parent	PA	Neighbor	NE
Sibling (Brother or Sister)	SB	Baby/Child in the Care of Babysitter	BE
Child	CH	Boyfriend/Girlfriend	BG
Grandparent	GP	Child of Boyfriend/Girlfriend	CF
Grandchild	GC	Ex – Boyfriend/ex – Girlfriend	XR
In – Law	IL	Child of Ex – Boyfriend/ex – Girlfriend	XC
Stepparent	SP	Ex – Spouse	XS
Stepchild	SC	Employee	EE
Stepsibling (Stepbrother or Stepsister)	SS	Employer	ER
Victim was Foster Parent	FP	Cohabitant (non-intimate relationship)	CO
Victim was Foster Child	FC		
Other Family	OF	Victim was Otherwise Known	OK
Other		Not Known by Victim	
Victim was Offender	VO	Relationship Unknown	RU
		Victim was Stranger	ST

*The Victim Was Offender (VO) category applies when everyone involved in an incident is both a victim and an offender of the same offense, such as mutual combatants in a bar fight. A VO relationship requires at least two victim segments and at least two VO relationships.

DOMESTIC VIOLENCE DATA

Offenses which may be reported as Domestic Violence based upon victim to offender relationships are listed below. Additionally, the incident may involve a violation of an Order of Protection.

Domestic Violence Flag

This question refers to whether the offense was a domestic violence offense. This is answered with “Yes” or “No”. The question should be answered only if the offense is one of the valid offenses for domestic violence.

Offenses Which May Require Domestic Violence Data

Aggravated Assault	13A	Sex Offenses	
Simple Assault	13B	Rape	11A
Intimidation	13C	Criminal Sexual Contact	11D
Stalking	13D	Incest	36A
Kidnapping/Abduction	100	Statutory Rape	36B
Murder/Non-negligent Manslaughter	09A	Commercial Sex Acts	64A
Involuntary Servitude	64B		

Valid Victim to Offender Relationships for Domestic Violence Data

Spouse	SE	Stepchild	SC
Common – Law Spouse	CS	Stepsibling (Stepbrother/Stepsister)	SS
Parent	PA	Other Family Member	OF
Sibling (Brother/Sister)	SB	Boyfriend/Girlfriend	BG
Child	CH	Child of Boyfriend/Girlfriend	CF
Grandparent	GP	Ex – Boyfriend/ex – Girlfriend	XR
Grandchild	GC	Child of Ex – Boyfriend/ex – Girlfriend	XC
In – Law	IL	Ex – Spouse	XS
Stepparent	SP	Victim Was Foster Child	FC
Victim Was Foster Parent	FP		

Was the Victim Transported to a Safe Place?

This question refers to whether the victim of the domestic violence incident left the scene. The victim can be transported by police, ambulance or by another person as long as they are removed from the scene. This is answered with “Yes” (if transported) or “No.” (if not transported). The question should only be answered if the domestic violence flag is answered “Yes”.

Mandatory for offenses: 11A-11D, 13A, 13D, 09A, 36A, 36B, 100, 64A, 64B; when Victim/Offender Relationship(s) is one of following: SE, PA, CH, GC, SP, SS, XR, XC, XS, CF, CS, SB, GP, IL, SC, OF, BG, FP, FC.

Did the Incident Involve a Violation of an Order of Protection?

This is answered with “Yes” or “No.” The question should only be answered if the domestic violence flag is answered “Yes”.

Mandatory when Transported to Safe Place is “Y” or “N”. Must be blank if Transported to Safe Place is blank.

Previous Domestic Violence Flag

This question refers to whether the victim is a victim of previous domestic violence incidents. *The question should only be answered if the domestic violence flag is answered “Yes”.* **This question is for domestic violence with their current partner or anyone else.** This is answered with “Yes” or “No”.

COLLEGE/UNIVERSITY STUDENTS

Law enforcement agencies will sometimes come into contact with victims who are college students. Agencies are responsible for reporting information for college students attending colleges/universities located in the same COUNTY as the agency (even if the college is in a different CITY). The following questions will then need to be asked:

Is the Victim a College Student?

This is answered with “Yes” or “No.”

If the Victim is a College Student, Name of College/University

Enter the name of the college or university.

Did the Crime Occur on Campus?

This is answered with “Yes” or “No.”

NOTES

LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED (LEOKA)

LEOKA Victim Data relates to sworn officers with full arrest powers killed or assaulted in the line of duty. The number of officers slain by felonious acts and those killed by accident or negligence should be entered.

The importance of Law Enforcement Officers Killed or Assaulted data cannot be over emphasized. They are the basis of an analysis of assaults of police officers; thus, the more complete the data collected, the more valid the conclusions.

Once notified of an officer's death, the FBI will contact the victim officer's agency for additional details concerning the circumstances pertaining to the incident. The FBI Office for Victim Assistance will also furnish information on a Federal program, the Public Safety Officer's Benefits Program administered by the U.S. Department of Justice for local, state, and federal officers. This program will provide benefits to survivors of law enforcement officers killed in the line of duty. The program can be contacted directly for information. The address and telephone number for the program is:

Public Safety Officers' Benefit Program
Email: askpsob@usdoj.gov
(888) 744-6513

Count all assaults which resulted in injury or in which a weapon was used which could have caused serious injury or death. Other assaults not causing injury should be included if they involved more than mere verbal abuse or minor resistance to an arrest. In other words, all assaults on officers with or without injuries should be included.

LEOKA - Applicable Offense Codes

LEOKA data will be submitted for the following offenses only:

Murder/Non-negligent Manslaughter	09A	Intimidation	13C
Aggravated Assault	13A	Stalking	13D
Simple Assault	13B		

LEOKA - Vehicle Assignment Codes

Two Man Vehicle (Uniformed Officer)	F	Detective Special Assignment (Assisted)	J
One Man Vehicle (Uniformed Officer Alone)	G	Other (Alone*)	K
One Man Vehicle (Assisted)	H	Other (Assisted**)	L
Detective Special Assignment (Alone)	I		

* *Other (Alone)* refers to officers assaulted while in other capacities (i.e. foot patrol).

***Other (Assisted)* refers to law enforcement assistance only.

GROUP B INCIDENT DATA

ORI Number

The nine-character NCIC Originating Agency Identifier (ORI) assigned to your agency is used to identify (a) the reporting agency and (b) the location where the incident occurred.

Arrestee Number

An incident number is assigned by your agency containing up to 12 characters to identify each Group B Incident and can be the actual case number or a number assigned for TIBRS purposes. Each incident must have a unique incident number comprised of A-Z, 0-9 or – (hyphen). These characters are the only valid characters that can be used. It cannot contain any embedded blanks, or forward (/) or backward (\) slashes. The incident number for a Group B incident cannot be the same number used for a Group A incident.

Arrest Date

The arrest date is the month, day and year when the arrest occurred. It must be entered in a mm/dd/yyyy format (eight digits).

Arrest Time

The time that the incident occurred or the beginning of the time period in which it could have occurred: It is **NOT** necessarily the officer's arrival time. TIBRS uses 24-hour military time. See military timetable located on page 8.

Arrestee Sequence Number

Each arrestee entered in a Group B incident is to be assigned a sequence number from 01 to 99. This number is usually generated by the computer.

Arrestee Sex Codes

The sex of the arrestee is to be indicated as:

Female	F	Male	M
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Arrestee Race Codes

The race of the arrestee is to be indicated as one of the following:

White	W	Asian	A
Black or African American	B	Native Hawaiian/Other Pacific Islander	P
American Indian/Alaskan Native	I	Unknown	U

Arrestee Date of Birth

The date of birth for the arrestee is to be reported using the format mm/dd/yyyy.

Arrestee Age Codes

The age of each numbered arrestee is to be reported either as an exact number of years, a range of years, or as unknown. Record one of the following:

01 to 98 Years Old	Report exact age	Unknown	00
Over 98 Years Old	99		

TIBRS Tip: Should the exact age be unknown, an age range can be reported. Any range in years is acceptable. However, an age range of greater than 10 years will be listed on quality control reports.

State Control Number

Please enter the State Control Number from the TBI Fingerprint card.

Arrestee Name

Enter the name of the person arrested in the following format: Last Name, First Name, Middle Name or Initial.

Ethnicity of Arrestee

For each arrestee, the ethnic origin is to be recorded as one of the following:

Hispanic or Latino	H	Not Hispanic or Latino	N	Unknown	U
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GUIDELINES

The ethnic designation of Hispanic or Latino includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Resident Status of Arrestee

Record whether the arrestee was a resident or non-resident of the jurisdiction where the crime occurred. ***If the person is currently living in your jurisdiction, classify them as a “Resident.”***

EXAMPLE 1: A transient/homeless man is arrested for Public Intoxication. He is currently living under a bridge in that jurisdiction. TIBRS would consider this man a ***resident***.

Example 2: A crime occurs on a college/university campus. The arrestee is a student at the college/university and lives on campus in a residence hall/dormitory. TIBRS would consider this person a resident of the college/university.

Example 3: A crime occurs on a college/university campus. The arrestee is a student at the college/university and lives off campus in the same city where the college/university is located. TIBRS would classify this person as a non-resident.

The allowed categories and corresponding codes are:

Resident	R	Non-Resident	N	Unknown	U
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Arrest Date

The month, day, and year (mm/dd/yyyy) the arrest took place are to be reported. Note that you must enter eight digits.

Arrest Transaction Number

This number is assigned by your agency to an arrest report to identify it uniquely. It may be the Incident Number relating to the arrest or a separate arrest transaction number. The number may be up to 12 characters in length. The arrest transaction number may be comprised of A – Z, 0 – 9, or – (hyphen).

Arrest Offense Code

The three-digit TIBRS Offense Code for the offense which the arrestee was apprehended is to be reported. There are 10 possible codes.

Usually there is only one crime classification involved in an arrest. If the arrestee was charged with more than one offense, the reporting agency is to determine the most serious reported offense and report that offense only as the arresting offense.

Arrestee Was Armed With

Indicate whether the arrestee was armed with a commonly known weapon at the time of his/her apprehension. Up to two weapons can be reported.

Unarmed (cannot be used if other weapons are chosen)	01	Shotgun	14
Firearm – type unknown	11	Other Firearm – type known, but not covered by allowed categories – e.g. bazooka, machine gun, etc.	15
Handgun	12	Lethal Cutting Instrument – e.g. knife, switchblade knife, sword, etc.	16
Rifle	13	Club/Blackjack/Brass Knuckles	17

Type of Arrest Codes

Describe the type of arrest (at the time of initial contact with the arrestee) by selecting one of the following codes:

On-View	O	Referred to Institution Authority (for use by colleges/universities only)	R
Taken Into Custody	T		
Summoned/Cited	S		

GUIDELINES

ON-VIEW: Use this arrest code when the offender is arrested at the scene without a warrant or previous incident report.

SUMMONED/CITED: Use this arrest code when the offender is issued a summons or citation at the scene and released on their own recognizance until their scheduled court appearance.

TAKEN INTO CUSTODY: Use this arrest code when the offender is arrested based on a warrant for an incident that occurred on an earlier date/time. *Note: The warrant must be served.*

REFERRED TO INSTITUTION AUTHORITY: USE this arrest code when a college/university student is referred to other authorities for discipline and there is no event that falls under the definition of an arrest. *Note: **The arrest type of R may only be submitted by a college/university.** All other reporting agencies are to continue to submit the arrest type utilizing the currently accepted arrest types of: O – On-View, S-Summoned/Cited or T-Taken Into Custody.*

Disposition of Arrestee Under 18

The information to be reported in this category relates to law enforcement disposition of juveniles (age 17 or younger only) who are taken into custody or arrested. An adult is usually held for prosecution for some charge or is released for future handling in court. However, a juvenile, depending on the seriousness of the offense and the offender's prior criminal record, may be warned by the police and released to parents, relatives, friends, or guardians. Juveniles may also be referred to the probation department or some other branch of juvenile court; to welfare agencies; to other law enforcement agencies; or in the case of a serious offender, to criminal or adult court by the waiver of juvenile court.

Report one of the following to indicate the disposition of an arrestee under the age of 18:

Disposition of Arrestee Under 18 Codes

Handled Within Department	H	Referred to Other Authorities	R
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HANDLED WITHIN THE DEPARTMENT: This code is used when the juvenile is released to the parents with a verbal or written warning only, with no official charges placed.

REFERRED TO OTHER AUTHORITIES: This code is used when the juvenile is turned over to juvenile court, probation, welfare agency, other police agency, criminal or adult court.

Juvenile Arrest Reporting

The word “arrest” as it applies to juveniles is intended to mean the law enforcement handling of all juveniles (under age 18) who have committed a crime and are taken into custody under such circumstance that, if the juvenile were an adult, an arrest would have usually been reported. Police “contact” with juveniles where no offense has been committed and instances wherein juveniles are taken into custody for their own protection should not be recorded as arrests. Juvenile arrests should be reported under the classification of the offense for which they were taken into custody.

Arrests should not be reported in the cases described below:

1. Police “contacts” with juveniles where no offense was committed.
2. Juvenile taken into custody for their own protection, but no crime was committed (e.g., neglect cases).

Except for the Group B offense of Curfew/Loitering/Vagrancy, violation of local juvenile acts should be included in the “All Other Offenses” classification. Arrests of juveniles in the usual sense should be included. Any situation where a young person is summoned, cited or notified to appear before a juvenile or youth court or similar authority for a violation of the law should also be reported as an arrest. For example, children playing ball in the street who are instructed by an officer to go to the playground for such activity would not be counted as “arrested” any more than would an adult who is only warned against burning leaves on a windy day. Do not include those situations where young persons have committed no violation but are taken into custody because their welfare is endangered. “Callbacks” or “follow-up contacts” with young offenders by officers for the purpose of determining their progress should not be counted as “arrests.”

DUI - Offender Was Using

Indicate whether the arrestee was using/under the influence of alcohol, drugs, or both by using the following codes:

Alcohol	A	Drugs	D	Both	B
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NOTE: This applies to DUI only. Leave this field blank for all other Group B offenses

NOTES

CHAPTER 3

GROUP A OFFENSE DEFINITIONS

Chapter 3 contains the definitions used in TIBRS to classify Group A offenses. These definitions are not meant to be used for charging persons with crimes but for reporting crimes. This allows for comparison statewide as well as nationwide. Since all Group A offenses occurring in an incident are to be reported, care must be taken to identify all such offenses involved in an incident. Care must also be taken to ensure that each offense that is reported is a separate, distinct crime, rather than just a part of another offense.

Example: Robbery includes some type of assault; but because the assault is an element of the robbery, only Robbery should be reported. If during a robbery, the victim is forced to engage in sexual relations, both Robbery and Rape should be reported, as rape is not an element of robbery.

TIBRS Tips: In TIBRS, the classifications of felonies and misdemeanors do not apply. TIBRS offenses are classified according to their definitions and the facts involved in the incident. However, TIBRS does not change what a person is charged with under Tennessee statute(s).

PART ONE: CRIMES AGAINST PERSONS

Assault Offenses

Definition: An unlawful attack by one person upon another.

All assaults are reported as completed offenses. Attempted Murder is reported as a completed Aggravated Assault.

Aggravated Assault (13A)

Definition: An unlawful attack by one person upon another wherein the offender uses a dangerous weapon or displays it in a threatening manner or the victim suffers obvious severe or aggravated bodily injury, or where there was a risk for serious injury/intent to seriously injure.

Strangulation (choking) may be difficult to determine; however, common signs include loss of consciousness/blacking out; petechiae (small broken blood vessels) of the eyes, earlobes, or scalp; bruising/marks on the neck; respiratory distress; nausea/vomiting; light headedness; or involuntary urination and/or defecation. If a victim of strangulation (choking) shows any of the aforementioned signs, agencies should report the aggravated assault using the weapon code that corresponds to the method used in the strangulation (i.e. personal weapons, other) as well as the weapon code of asphyxiation.

Example 1: An offender grabs a victim by the neck with their hands and proceeds to choke them. The victim is able to break free before losing consciousness but has visible markings on their neck consistent with strangulation. For TIBRS, this would be reported as Aggravated Assault (13A) with the weapon code of “personal weapons” and “asphyxiation.”

Example 2: An offender wraps a rope around the neck of a victim and proceeds to choke them. The victim is able to break free before losing consciousness but has visible markings on their neck consistent with strangulation. For TIBRS, this would be reported as Aggravated Assault (13A) with the weapon code of “other” and “asphyxiation.”

TIBRS Tip: On occasion, agencies may charge offenders with simple assault even though a knife, gun, or other weapon was used in the incident. For TIBRS purposes, this type of assault must be classified as Aggravated Assault.

Simple Assault (13B)

Definition: *An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.*

As with Aggravated Assault, Simple Assaults can only be reported as completed.

TIBRS Tip: In most cases, the weapons used or the extent of the injury sustained will be the deciding factors in distinguishing Aggravated Assault from Simple Assault. In a limited number of instances will it be necessary to examine the intent and capability of the assailant.

Prosecutorial policy in a jurisdiction should not influence classification or reporting of law enforcement offense statistical data. It is necessary that assaults in each jurisdiction be examined and classified according to the standard TIBRS definitions, regardless of whether they are termed felonies or misdemeanors by local definitions.

Example 1: An offender places their hands around the victim’s neck “as if to choke,” but the victim does not display any signs of strangulation. In TIBRS, this would be reported as Simple Assault (13B) with the weapon code “personal weapons.”

Intimidation (13C)

Definition: *To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.*

Such threats can be made in person, over the telephone, or in writing.

TIBRS Tip: A bomb threat is reported as Intimidation. The reportable victim is the person who received the call, letter, note, etc.

Stalking (13D)

Definition: *To intentionally and repeatedly follow or harass another person in such a manner as would cause that person to be in reasonable fear of being assaulted, suffering bodily injury or death.*

Homicide Offenses

Definition: *The killing of one human being by another.*

TIBRS Tip: Like assaults, all homicides are reported as completed offenses.

Murder and Non-negligent Manslaughter (09A)

Definition: *The willful (non-negligent) killing of one human being by another.*

As a general rule, any death due to injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified in this category. Although offenders may be charged with lesser offenses, e.g., manslaughter, if the killing was willful or intentional it must be reported as Murder and Non-negligent Manslaughter. The findings of a court, coroner's inquest, etc., do not affect the reporting of offenses in this category; these are law enforcement statistics. Suicides, accidental deaths, traffic fatalities, and attempted murders are not classified as Murder Non-negligent Manslaughter. Situations where a victim dies of a heart attack as a result of robbery or witnessing a crime likewise do not meet the criteria for inclusion in this classification. An offender cannot, in fact, cause a heart attack at will. Even in instances where an individual is known to have a weak heart, there is no assurance that an offender can cause sufficient emotional or physical stress to guarantee the victim will suffer a fatal heart attack. Suicides and traffic fatalities are excluded from the TIBRS program, while some accidental deaths are counted as Negligent Manslaughter. Attempted murder is classified as Aggravated Assault.

Negligent Manslaughter (09B)

Definition: *The unlawful killing of another person through negligence.*

Included in this offense are killings resulting from hunting accidents, gun cleaning, children playing with guns, etc., distracted driving (such as using a cell/smartphone or other hand-held device) and reckless driving traffic fatalities. Not included are deaths of persons due to their own negligence and accidental deaths not resulting from gross negligence; Again, the subsequent findings of a court, coroner's inquest, etc., do not affect the reporting of offenses in this category; these are law enforcement statistics.

Example relating T.C.A. to TIBRS:

A person cleaning a firearm accidentally fired it, killing another person in the room. The person was charged with Reckless Homicide (T.C.A. §39-13-215)¹. For TIBRS, this is classified as Negligent Manslaughter.

Justifiable Homicide (09C)

Definition: The lawful killing of a perpetrator of a serious criminal offense by a law enforcement officer in the line of duty, or the lawful killing, during the commission of a serious criminal offense, of the offender by a private individual.

Justifiable Homicide is not a criminal offense and therefore is not included in an agency's crime count. A serious criminal offense is a felony or high misdemeanor. Do not count a killing as justifiable or excusable solely on the basis of self-defense or the action of a coroner, prosecutor, grand jury, or court. The willful killing of one individual by another is being reported, not the criminal liability of the person or persons involved. For TIBRS purposes, crime determinations and counts are based on law enforcement investigations.

Justifiable Homicide, by definition, often occurs in conjunction with other offenses. The crime that was being committed when the justifiable homicide took place must be reported as a separate incident. *These guidelines are based on the definition of an incident which requires that all of the offenders act in concert.* It cannot be said that the criminal who was killed acted in concert with the police officer or civilian who killed him; nor that the police officer or civilian who killed the criminal acted in concert with the criminal in committing the offense that gave rise to the justifiable homicide. Therefore, justifiable homicide cases involve two incidents rather than one.

TIBRS Tip: If the justified killer (officer or civilian) committed another offense in connection with the justifiable homicide (e.g., illegal possession of the gun he/she used) that offense would constitute a third incident.

A Justifiable Homicide can **never** be cleared. Because the killing was **justifiable**, the incident cannot be cleared by arrest because the offender would not be arrested. It cannot be cleared exceptionally, because it would not meet the criteria (i.e. no probable cause).

¹Section 39-13-215. Reckless Homicide. (a) Reckless homicide is a reckless killing by another.

Negligent Vehicular Manslaughter (09D)

Definition: The negligent killing of another person by the driver of a motor vehicle while under the influence of alcohol and/or drugs. Not included in this category are deaths of persons due to their own negligence; accidental deaths resulting from non-alcohol or drug related negligence (i.e. distracted driving such as tuning a car radio, talking on a phone, texting, etc.); and other accidental traffic fatalities.

Victims in this category may include people inside or outside of the offender's vehicle (passengers, pedestrians, bicyclists, etc.).

In the Offense segment, for Offender Suspected of Using, either Drugs and/or Alcohol must be indicated and the only Weapon code that may be submitted is Motor Vehicle/Vessel.

TIBRS Tip: Agencies may also report a separate Group B incident with DUI as the arresting offense. A different, unique incident number must be used.

Human Trafficking Offenses

The inducement of a person to perform a commercial sex act, or labor, or services, through force, fraud, or coercion. Human Trafficking Offenses include the offense of Commercial Sex Acts (64A) and Involuntary Servitude (64B) only.

Human trafficking occurs if a person under 18 years of age has been induced, or enticed, regardless of force, fraud, or coercion, to perform a commercial sex act.

Commercial Sex Acts (64A)

Definition: Inducing a person(s) by force, fraud, or coercion to participate in commercial sex acts, or in which the person(s) induced to perform such act(s) has not attained 18 years of age.

Involuntary Servitude (64B)

Definition: The obtaining of a person(s) through recruitment, harboring, transportation, or provision, and subjecting such person(s) by force, fraud, or coercion into involuntary servitude, peonage, debt bondage, or slavery (not to include commercial sex acts).

Kidnapping/Abduction (100)

Definition: The unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian.

This offense includes not only kidnapping and abduction, but hostage situations as well. Although, in some cases, the object of a kidnapping may be to obtain money or property, this category is intended to capture information only on the persons actually kidnapped or abducted, not those persons or organizations paying ransoms. Therefore, for each kidnapping incident, report victims as only those persons taken or detained against their will.

TIBRS Tip: Assault is not an element of kidnapping. A person is kidnapped at knifepoint. In this case, the offenses of Aggravated Assault and Kidnapping should both be reported.

Example relating T.C.A. to TIBRS:

A victim was kidnapped and beaten severely with a blunt object. The offender was arrested and charged with Especially Aggravated Kidnapping (T.C.A. §39-13-305)². For TIBRS purposes, Kidnapping and Aggravated Assault should be reported.

Sex Offenses

Definition: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape (11A)

Definition: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

Agencies should classify the crime as 11A Rape, regardless of the age or gender of the victim or offender, if the victim did not consent or if the victim was incapable of giving consent. If the victim consented, the offender did not force or threaten the victim, and the victim was under the statutory age of consent, agencies should classify the crime as 36B Statutory Rape.

²Section 39-13-305. Especially Aggravated Kidnapping. (1) Accomplished with a deadly weapon or by display of any article used or fashioned to lead the victim to reasonably believe it to be a deadly weapon; (2) Where the victim was under the age of 13 at the time of removal or confinement; (3) Committed to hold the victim for ransom or reward, or as a shield or hostage; or (4) Where the victim suffers serious bodily injury.

If the victim did not consent, the crime should be classified as Rape regardless of the age of the victim. If no force or threat of force was used and the victim was under the age of thirteen (13), the crime should be classified as Rape. The ability of the victim to give consent must be a professional determination by the law enforcement agency.

TIBRS Tip: The former offenses of Sodomy (11B) & Sexual Assault with an Object (11C) are no longer reported as individual offenses. Sodomy & Sexual Assault with an Object should now be classified under 11A Rape.

Criminal Sexual Contact (11D) (Formerly Fondling)

Definition: The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

Private body parts include the primary genital area, groin, inner thigh, buttock and breast of a human being.

Unlawful Sexual Intercourse

Incest (36A)

Definition: Consensual sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape (36B)

Definition: Consensual sexual intercourse with a person who is under the statutory age of consent.

To report the offense of Statutory Rape, the victim must be between the ages of 13 and 17 and the offender must be at least four years older than the victim. If force was used or threatened or the victim was incapable of giving consent because of his/her youth or mental impairment, either temporary or permanent, report it as Rape.

Same sex Statutory Rape may now be reported.

TIBRS Tip: If the offender is an authority figure (i.e. teacher), do not classify the incident as Statutory Rape. Rape perpetrated by an authority figure, for TIBRS reporting purposes, is classified as Rape (11A), regardless of consent.

GROUP A OFFENSE DEFINITIONS

PART TWO: CRIMES AGAINST PROPERTY

Arson (200)

Definition: To unlawfully and intentionally damage, or attempt to damage any real or personal property by fire or incendiary device.

Only fires determined through investigation to have been unlawfully and intentionally set are to be classified as Arson. *Attempts* to burn should be included, but fires of suspicious or unknown origin should *not* be reported until the investigation determines that arson was committed. One incident should be reported for each distinct arson operation originating within the reporting jurisdiction. If arson is perpetrated in one locale and spreads to another, it should only be reported by the jurisdiction in which the fire originated.

If a victim dies as a result of arson the incident should be reported with the offenses Arson (200) and Murder/Non-negligent Manslaughter (09A). If the victims suffer injury or are placed in imminent danger, the offense of Aggravated Assault (13A) should be reported with Arson (200). Whatever property is damaged by burning, along with incidental damage resulting from fighting the fire is included as part of the loss caused by burning. The offense of Vandalism (290) is *not* reported with Arson unless the damage has nothing to do with the arson.

EXAMPLE: A man burned his neighbor's house down. During the same incident, the offender broke the windows in his neighbor's car, which was parked 200 feet away from the house. The car was not damaged by the fire. In this example, there are two reportable offenses – Arson and Vandalism.

Arson-related deaths and injuries of police officers and firefighters, unless willful murders or assaults, are excluded from the TIBRS Program due to the hazardous nature of these professions.

TIBRS Tip: Arson - Attempted vs. Completed: In determining whether an offense of arson is completed or attempted, consider whether the intended target/property was ignited. If the intended target/property was lit, report it as completed, even if the target was not damaged or destroyed by the fire. If the offender is unsuccessful in getting the fire started, then report the arson as attempted.

Bribery (510)

Definition: The completed or attempted offering, giving, receiving, or soliciting of anything of value (i.e., a bribe, gratuity, or kickback) to sway the judgment or action of a person in a position of trust or influence.

This offense excludes sports bribery or “game-fixing”, i.e., changing the outcome of a sporting contest or event, which is covered in the offenses dealing with gambling. The phrase, “The offering, giving, receiving, or soliciting of anything of value”, includes such things as gratuities, kickbacks, favors, or anything else used illegally to influence the outcome of something that is governed by law, fair play, contractual agreement, or any other guideline. The bribe would bring the outcome of an event outside any realm of reasonableness, the result of which could be predicted based on the offering or influence given to the person(s) in a position to make decisions.

Burglary (220)

Definition: The unlawful entry or attempted entry into a building or other structure to commit a felony or a theft.

TIBRS Tip: Offenders who have an active trespass order for a location and unlawfully enter that location with the intent to commit a felony or theft, or who commit such an offense while inside, should be reported as Burglary (220).

For retail theft tracking purposes, ensure the incident uses the appropriate retail establishment as the primary location type (such as Grocery/Supermarket, Convenience Store, Department Store, or other applicable retail location). Accurate location coding helps ensure retail theft data is properly captured and analyzed.

For TIBRS purposes, offenses locally known as burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; and safecracking should be classified as Burglary. In many cases, burglary includes some type of larceny offense. Because the definition of Burglary includes theft, an additional Larceny/Theft offense (i.e. Theft from a Building) should not be reported.

TIBRS Tip: A structure is defined for TIBRS purposes as four walls, a roof and a point of entry. It must be for human use.

In the TIBRS standard definition of Burglary, a structure may include, but is not limited to, the following:

Apartment	House Trailer or Houseboat (if used as a permanent dwelling)	Public Building
Barn	Office	Railroad Car
Cabin	Outbuilding	Room
Church	Condominium	School
House (Dwelling)	Vessel (Ship)	

Whenever a question arises as to whether a type of structure falls within the purview of the burglary definition, the law enforcement officer should look to the nature of the crime and be guided by the examples set forth. The illegal entry of a tent, tent trailer, motor home, house trailer, or any other mobile unit that is **being used for recreational purposes**, followed by a theft, felony, or attempt to commit a felony or theft, should **NOT** be classified as burglary, but as larceny.

Burglaries of hotels, motels, lodging houses, or other places where lodging of transients is their main function, or burglaries of temporary rental storage facilities, i.e., mini-storage and self-storage buildings, can pose reporting questions. If a number of 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/renters, the burglary should be reported as a single incident. Examples are burglaries of a number of rental hotel rooms, rooms in flophouses, rooms in a youth hostel, units in a motel, and storage units in a commercial self-storage building.

TIBRS Tip: The burglary of a Hotel/Motel or Rental Storage Facility (same location, same day and time) is reported as one incident. Each room is counted as a premise.

If the individual living areas in a building are rented or leased to the occupants for a period of time, (which would preclude the tenancy from being classified as transient) then the occupants would most likely report the burglaries separately. Such burglaries should be reported as separate incidents.

Some examples of this latter type of multiple burglaries would include burglaries of:

Multiple units in an apartment building;
Multiple offices in a business building; and
Multiple rooms in a college/university residence hall/dormitory.

Remember that offenses should be classified according to TIBRS definitions and not according to state, local, or federal codes. Some jurisdictions might, for example, categorize a shoplifting or a theft from an automobile as burglary. These offenses are not classified as burglaries in TIBRS and must be considered larcenies for reporting purposes. Thefts from automobiles (whether locked or unlocked); shoplifting from commercial establishments; and thefts from pay telephones or other card or coin-operated machines do not involve unlawful entry of a structure; thus, no burglary occurred.

Example relating T.C.A. to TIBRS:

A home was broken into. An elderly man was pistol-whipped and suffered serious bodily injury. The suspect took the victim's money and some belongings. The suspect was caught and arrested. He was charged with Especially Aggravated Burglary (T.C.A. §39-14-404)³. For TIBRS purposes this is reported as Burglary, Robbery and Weapon Law Violation. Since the suspect took something, the robbery would be reported (assault is not reportable in this situation because it is an element of the robbery); however, if the man was pistol-whipped and the suspect did not take anything then Burglary, Aggravated Assault and the Weapon Law Violation would be reported.

³Section 39-14-404. Especially Aggravated Burglary (a) Especially Aggravated Burglary is (1) burglary of a habitation or building other than a habitation; and (2) where the victim suffers serious bodily injury.

TIBRS Tip: Reporting Burglary and Vandalism/Destruction/Damage: The offense of Burglary includes the element of forcibly breaking into a structure, which means there is a likelihood of causing damage. Report an additional offense of Vandalism only when the amount of damage done to the structure upon entry is greater than \$1,000.00, the amount which constitutes a felony in TN, or if there is damage above and beyond what was required to gain entry to the structure (i.e. painting on the walls, etc.) regardless of the amount.

Counterfeiting/Forgery (250)

Definition: The altering, copying, or imitation of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.

Included in this category are offenses such as altering and forging public and other records; making, altering, forging or counterfeiting bills, notes, drafts, tickets, checks, credit cards, etc.; forging wills, deeds, notes, bonds, seals, trademarks, etc.; counterfeiting coins, license plates, banknotes, checks, etc.; possessing forged or counterfeited instruments; erasures; signing the name of another or fictitious person with intent to defraud; using forged labels; possession, manufacture, etc., of counterfeiting apparatus; and selling goods with altered, forged, or counterfeited trademarks. Although Counterfeiting/Forgery offenses can involve elements of fraud, they are treated separately due to their unique nature.

When reporting Counterfeiting/Forgery (250) of a passed check, a second offense of Fraud (26A) is reported. There are two victims involved in this incident. The victim of the Counterfeiting/Forgery offense is the person whose name was forged on the check. The victim of the Fraud will either be the bank or the business where the check was passed. The property segment for the Counterfeiting/Forgery will be a counterfeited/forged property loss, and the property category is negotiable instrument with a value of the amount written on the check. The property segment for the Fraud will be a stolen property loss with the property category either money or the type of property that was obtained in the illegal transaction.

Example relating T.C.A. to TIBRS:

A person was manufacturing and selling academic documents. He was charged with Falsifying of Educational and Academic Records (T.C.A. §39-14-136)⁴. For TIBRS purposes the classification is Counterfeiting/Forgery (250) and Fraud (26A).

⁴Section 39-14-136. Falsifying Educational and Academic Records. (a) A Person commits the offense of falsifying educational and academic documents who buys, sells, creates, duplicates, alters, files to obtain a diploma, academic record, certificate of enrollment or other instrument which purports to signify merit or achievement conferred by an institution of education with the intent to use fraudulently that document or to allow the fraudulent use of the document.

Embezzlement (270)

Definition: The unlawful misappropriation by an offender to his/her own use or purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control.

Generally, the victims of embezzlement offenses are businesses, financial institutions, etc.

Example relating T.C.A. to TIBRS:

A department store employee stole twenty dollars from the cash register he was operating. The employee was arrested and charged with Theft (T.C.A. §39-14-103). For TIBRS purposes the offense is reported as Embezzlement.

Extortion/Blackmail (210)

Definition: To unlawfully obtain money, property, or any other thing of value, either tangible or intangible, through the use or threat of force, misuse of authority, threat of criminal prosecution, threat of destruction of reputation or social standing, or through other coercive means.

Even though persons are involved or victimized in Extortion/Blackmail cases, this offense is considered a crime against property. Like Robbery, the object or target of Extortion/Blackmail is to obtain money or property; therefore, it is classified as a crime against property.

Extortion includes offenses where threats are made in non-confrontational circumstances and the victim is not in fear of immediate harm. If during a demand for money, property, etc., there is a personal confrontation between the victim and offender and the threat of force or violence could be carried out immediately, the offense should be reported as Robbery.

Fraud Offenses

Definition: The intentional perversion of the truth for the purpose of inducing another person or other entity in reliance upon it to part with something of value or surrender a legal right.

Fraud involves either the offender receiving a benefit or the victim incurring a detriment. The benefit or detriment could be either a tangible or an intangible object. For example, if a person impersonates a doctor to gain entrance to a restricted area of a hospital, the benefit to the offender (entry to the restricted area) is an intangible object.

The most specific subcategory of fraud should be reported whenever the circumstances fit the definition of more than one of the subcategories listed below. For example, most frauds would fit the definition of False Pretenses/Swindle/Confidence Game. However, if a credit card were used to perpetrate the fraud, the offense would be classified as Credit Card/Automatic Teller Machine Fraud.

The only fraud-related violations that would not be reported under the Fraud Offenses category are counterfeiting, forgery, and bad checks. These offenses are reported under their own specific offense classifications.

TIBRS Tip: When classifying fraud cases other than the most obvious ones, i.e., con games, swindles, etc., care should be taken in applying the facts of the case to the TIBRS definition(s) of fraud. Often, questions arise as to whether the facts of a case describe a fraud or a larceny. Though both offenses can involve theft, it is the method used to steal that makes the difference between the two. Fraud is achieved through deceit or lying, whereas larceny is the physical taking of something.

An example of a common classification problem is the taking of gasoline without paying for it. If an offender takes gasoline from a self-service gas station without paying for it, the offense is classified as larceny. In this case, no contract was entered into nor agreement made for payment. However, if an attendant at a full service station is asked to dispense the gas into the tank, there is a tacit agreement that he/she will be paid for the gas, and the offender, never having the intention to pay for it in the first place, utilized deception in stealing the gas. This offense is classified as fraud.

False Pretenses/Swindle/Confidence Game (26A)

Definition: The intentional misrepresentation of existing fact or conditions, or the use of some other deceptive scheme or device, to obtain money, goods, or other value. Only includes fraud offenses that do not fit any of the definitions of the specific subcategories of fraud.

Example 1: While checking out at their local grocery store's self-checkout, an individual skip-scanned (scan an item, skip an item). The individual then left the store with multiple items not paid for. The agency should report this incident as 26A- False Pretense/Swindle/Con with the property of the items not paid for. Although it may be tempting to report shoplifting, there was a deceptive scheme in place to make it appear the offender was paying for their items legitimately.

Example 2: At the self-checkout, an offender scanned an item valued at 99 cents to attempt to pay for a camera valued at \$150. The offender was caught at the self-checkout register before completion of the transaction. The agency should report 26A- False Pretense/Swindle/Con Attempted with a property loss type of 1- None.

Credit Card/Automatic Teller Machine Fraud (26B)

Definition: The unlawful use of a credit/debit card, credit/debit card number, or automatic teller machine for fraudulent purposes.

Agencies should only report the offense of 26B if the card was physically used in their jurisdiction. If the individual's card is used at a location in another town/county, it would be the responsibility for that town/county to report the 26B. If the card was used over the internet, then the jurisdiction where the owner of the card lives will be the one to report the 26B to TIBRS. The victim of 26B

will not be the cardholder. The victim will be either the business where the card was used, or the bank, whichever suffers the immediate loss from the fraudulent use of the card.

TIBRS Tip: This offense does not apply to the theft of a credit/debit card, but rather its fraudulent use. Consequently, the credit/debit card itself should NOT be listed in the property segment.

Impersonation (26C)

Definition: Unlawfully representing one's position and acting in the character or position to deceive others and thereby gain a profit or advantage, or enjoy some right or privilege.

When reporting an incident that includes Impersonation, a Property segment must be entered for that offense. The Property category will be Identity - Intangible (66) and the value will be zero (0).

TIBRS Tip: The person they are impersonating or attempting to impersonate must be an actual person. If a suspect "pulls a name out of a hat", do not classify the incident as Impersonation. If they are arrested and charged with providing false information, report it as Group B, All Other Offenses (if a Group A offense did not occur in the same incident).

Welfare Fraud (26D)

Definition: The use of deceitful statements, practices, or devices to unlawfully obtain welfare benefits.

Wire Fraud (26E)

Definition: The use of an electric or electronic communications facility to intentionally transmit a false and/or deceptive message in furtherance of a fraudulent activity.

This classification applies to those cases where telephone, computers, e-mail, text messages, etc., are used in the commission or furtherance of a fraud.

Example: A victim was contacted by phone by someone fraudulently claiming to be a deputy with the local sheriff's department. The victim was told they had a warrant for their arrest and owed \$10,000. The victim was given instructions on how to send the money through bitcoin to avoid their arrest. The victim then followed the instructions and sent the offender \$10,000 in bitcoin. Because the fraud occurred through an electronic communication facility (phone call) reporting agencies should classify this incident as 26E = Wire Fraud.

Identity Theft (26F)

Definition: *Wrongfully obtaining and using another person's personal data (e.g., name, date of birth, Social Security number, driver's license number, credit card number).*

For TIBRS reporting purposes, when an Identity Theft offense is entered, a second offense must also be entered, such as Credit Card/ATM Fraud, False Pretenses/Swindle/Confidence Game, etc.

TIBRS Tip: *Instead of reporting the Identity Theft offense, we recommend that agencies report the offense that best describes the manner in which the crime was committed. When you choose this option, you MUST check the Identity Theft Flag in the Offense Segment.*

Computer Hacking/Invasion (26G)

Definition: *Wrongfully gaining access to another person's or institution's computer software, hardware, or networks without authorized permissions or security clearances.*

Larceny/Theft Offenses

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

Larceny and theft mean the same thing in TIBRS. Motor Vehicle Theft is not included and is counted separately because of the great volume of such thefts. Local offense classifications such as grand theft, petty larceny, felony larceny, or misdemeanor larceny have no bearing on the fact that each distinct operation of larceny is reported as one offense.

TIBRS Tip: *All larceny offenses are reported regardless of the value of the property stolen. However, in larceny situations where both motor vehicle parts and accessories and articles from the motor vehicle are stolen, report the offense resulting in the greatest value of property loss. Report all of the property and property values pertaining to the incident.*

Do not classify embezzlement, fraudulent conversion of entrusted property, conversion of goods lawfully possessed by bailees, counterfeiting, obtaining money by false pretenses, larceny by check, larceny by bailee and check fraud as larceny offenses. Each of the aforementioned crimes are reported in other offense categories.

If a vehicle is stolen from another motor vehicle or from a vehicle's trailer, classify the offense as Motor Vehicle Theft. Even though, by definition, larceny offenses may seem applicable, the reporting software will not allow you to enter a motor vehicle as property in any of the eight TIBRS Larceny offenses.

Pocket-Picking (23A)

Definition: The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.

This type of theft includes removal of such items as wallets from women's purses and men's pockets and usually occurs in a crowd, public conveyance, or other similar situations to disguise the activity or detection of the activity. Theft from a person in an unconscious state, including drunks, should also be classified as Pocket-Picking. However, if the victim is manhandled or force beyond simple jostling is used to overcome the resistance of the victim, the offense should be reported as Robbery.

Purse-Snatching (23B)

Definition: The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.

If more force is used than is necessary to remove the purse from the grasp of the person, or if the victim resists the theft in any way, then report the incident as Robbery.

TIBRS Tip: Cases in which a purse or some other item of value is left unattended and is stolen should not be classified as a Purse-Snatching. This offense would generally be classified as Theft From a Building, Theft From a Motor Vehicle, or other appropriate larceny category.

Shoplifting (23C)

Definition: The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.

This violation assumes that the offender had legal access to the premises, and thus, no trespass or unlawful entry was involved. This offense includes thefts of merchandise displayed as part of the stock-in-trade outside buildings, such as department stores, hardware stores, supermarkets, fruit stands, gas stations, etc.

EXAMPLE: A woman stole a framed Babe Ruth first-day issue stamp from the sales table in the Post Office. She was charged with Shoplifting.

In a Shoplifting incident, a business may be owned by an individual, a corporation, or as in this case, owned (operated) by the government. Shoplifting involves the theft of merchandise exposed for sale by the place of business. The victim should always be Business.

Theft From a Building (23D)

Definition: A theft from within a building which is either open to the general public or where the offender has legal access

Do not include shoplifting and thefts from coin-operated devices or machines within open buildings; these are other specific larceny types. Thefts from buildings include, but are not limited to, such places as residences, churches, restaurants, schools, libraries, public buildings, and other public and professional offices during the hours when such facilities are open to the public. A theft from a structure, accompanied by a breaking or unlawful entry (trespass) without breaking, should be reported as Burglary and not larceny.

Theft From a Coin-Operated Machine or Device (23E)

Definition: A theft from a machine or device which is operated or activated by the use of coins.

Some examples of such machines are candy, cigarette, and food vending machines, telephone coin boxes, parking meters, pinball machines or washers and dryers located in Laundromats where no breaking or illegal entry of the building is involved.

If a building was broken into or illegally entered and a coin-operated machine in the building was rifled for money and/or merchandise, the offense would be classified as Burglary.

Theft From a Motor Vehicle (23F)

Definition: The theft of articles from a motor vehicle, whether locked or unlocked.

This type of larceny includes thefts from automobiles, trucks, semi-truck trailers (attached), buses, motorcycles, or recreational vehicles e.g., motor homes. It also includes thefts from any area in the vehicle, e.g., the trunk, glove compartment, or other enclosure. Some examples of items stolen in this type of theft are purses, compact disks, cassette tapes, cameras, wearing apparel, packages, etc., which are not an integral part of the vehicle. Do not include items that are automobile accessories *unless* they are not attached or installed (i.e. a new antenna, not installed, lying on the back seat). Certain state statutes may interpret thefts from motor vehicles as burglaries. For TIBRS, these thefts must be classified as larcenies.

TIBRS Tip: In larceny incidents where both motor vehicle parts and accessories and articles from the motor vehicle are stolen, report the offense resulting in the greatest value of property loss, and report all of the property and property values pertaining to the incident.

Reporting Theft From a Motor Vehicle (23F) and Destruction/Damage/Vandalism (290): The offense of 23F often includes the element of forcibly breaking into a vehicle, which means there is a likelihood of causing damage. Do not report Vandalism unless the amount of damage done to the vehicle is more than necessary to enter the vehicle. If the offender had a separate intent to damage the vehicle in addition to the theft, report a second offense of Vandalism.

If a Theft From a Motor Vehicle occurs in conjunction with a Motor Vehicle Theft, the incident will most often be reported as Motor Vehicle Theft with the stolen property recorded within the appropriate property-type categories. If, however, the reporting jurisdiction determines that the motive of the theft was the contents, rather than the vehicle, two offenses can be reported, Motor Vehicle Theft and the Theft From a Motor Vehicle. For example, if an automobile with a coat in

the back seat is stolen, the offense would be reported as Motor Vehicle Theft and the coat accounted for as property stolen in connection with the automobile theft. The theft of a truck containing a shipment of televisions can, however, be reported as two offenses if, in the judgment of the reporting agency, the motive of the theft was the televisions, e.g., the truck is found abandoned and empty not far from the scene of the theft.

Theft of Motor Vehicle Parts or Accessories (23G)

Definition: The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle or necessary for its operation.

Thefts of motors, transmissions, radios, heaters, hubcaps/wheel covers, manufacturers' emblems, license plates, radio antennas, side-view mirrors, gasoline, tape decks, CB radios, radar detectors, etc., are included in this larceny type. If items being transported in the vehicle are stolen, the offense should be classified as Theft From a Motor Vehicle.

Reporting property involved in an incident with the offense of Theft of Motor Vehicle Parts or Accessories: Please be sure not to confuse the offense title with the Property category of Vehicle Parts/Accessories. Property should be reported in the most descriptive category.

Reporting Theft of Motor Vehicle Parts or Accessories (23G) and Destruction/Damage Vandalism (290): Like a 23F, the offense of 23G often includes the element of forcibly breaking into a vehicle, which means there is a likelihood of causing damage. Do not report Vandalism unless the amount of damage done to the vehicle is more than necessary to enter the vehicle. If the offender had a separate, obvious intent to damage the vehicle in addition to the theft, report a second offense of Vandalism.

All Other Larceny (23H)

Definition: All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

An example of all other larceny (23H) would be someone taking a bicycle left laying out in the backyard of a home. Additionally, the illegal entry of a tent, tent trailer, or travel trailer used for recreational purposes, followed by a theft or attempted theft, should be entered as a 23H.

Motor Vehicle Theft (240)

Definition: The theft of a motor vehicle.

A motor vehicle is defined for TIBRS purposes as a self-propelled vehicle that runs on land surface and not on rails and which fits one of the following property descriptions:

AUTOMOBILES: Sedans, coupes, SUVs, station wagons, convertibles, taxicabs, or other similar motor vehicles, which serve the primary purpose of transporting people.

BUSES: Motor vehicles that are specifically designed (but not necessarily used) to transport groups of people on a commercial basis.

RECREATIONAL VEHICLES: Motor vehicles that are specifically designed (but not necessarily used) to transport people and *provide them temporary lodging* for recreational purposes. Conversion vans are considered Recreational Vehicles.

TRUCKS: Motor vehicles that are specifically designed (but not necessarily used) to transport cargo or other items by a private citizen or on a commercial basis.

OTHER MOTOR VEHICLES: Any other motor vehicles (motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, golf carts, motorized wheelchairs, etc.) whose primary purpose is to transport people.

VANS: Motor vehicles designed having a rear door and often have sliding door(s) on one or both sides used for transporting goods or people. Includes mini-vans, panel vans, etc. Does not include conversion vans, which should be entered as Recreational Vehicles.

TIBRS Tip: Classify as Motor Vehicle Theft all cases where vehicles are taken by persons not having lawful access even if the vehicles are later abandoned, including joyriding.

Do not include the taking of a vehicle for temporary use when prior authority has been granted or can be assumed, such as in family situations; or unauthorized use by chauffeurs and others having lawful access to the vehicle. Other Group A offenses may, however, have occurred in these situations. For example, if a chauffeur steals a car entrusted to his care, Embezzlement should be reported.

Robbery (120)

Definition: The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Robbery involves the offender taking or attempting to take something of value from a victim, aggravated by the element of force or threat of force. The victim, who usually is the owner or person having custody of the property, is directly confronted by the perpetrator and is threatened with force or is put in fear that force will be used. If there is no direct confrontation and the victim is not in fear of immediate harm, Extortion should be reported. In Pocket-pickings or Purse-snatchings, direct confrontation does occur, but force or threat of force is absent. However, if during a Purse-snatching or other such crime, force or threat of force is used to overcome the active resistance of the victim, the offense is to be classified as Robbery. Cases involving pretend weapons or where the weapon is not seen by the victim, but the robber claims to possess one are also classified as Robbery and the alleged weapon reported.

TIBRS Tip: If an immediate on-view arrest proves that there was no weapon, the offense is classified as Robbery, but the weapon is reported as None.

Because assault is an element of the crime of robbery, an assault should not be reported as a separate offense as long as it was performed in furtherance of the robbery. However, if the injury results in death, a homicide offense must also be reported.

In any instance of robbery, report one offense for each distinct operation. As in the case of other crimes against property, only one offense is reported regardless of the number of victims involved. The victims of a robbery include not only those persons and other entities (businesses, financial institutions, etc.) from whom property was taken, but also those persons toward whom the robber(s) directed force or threat of force in perpetrating the offense. Therefore, although the primary victim in a bank robbery would be the bank, the teller toward whom the robber pointed a gun and made a demand should also be reported as a victim, as well as any other person upon whom an assault was committed during the robbery.

Example relating T.C.A. to TIBRS:

During a robbery, the victim was shot and seriously injured. The robber fled with the victim's jewelry. The offender was arrested and charged with Especially Aggravated Robbery (T.C.A. §39-13-403) 5. For TIBRS purposes this would be classified as one incident with two offenses (Robbery, Weapon Law Violation).

<i>TIBRS Tip: Carjacking is reported as Robbery.</i>

Stolen Property Offenses (280)

Definition: ***Receiving, buying, selling, possessing, concealing, or transporting any property with the knowledge that it has been unlawfully taken, as by burglary, embezzlement, fraud, larceny, robbery, etc.***

The offense of Stolen Property requires that an offender have the property in their possession and has knowledge that the property is stolen. Abandoned stolen property is not reportable to TIBRS. However, if that property had previously been reported stolen, the original incident should be edited to show the recovery, but a Stolen Property Offense would not be reportable.

<i>TIBRS Tip: If the property recovered was stolen from another jurisdiction, the recovery of the property must be reported by the jurisdiction in which the theft originally occurred.</i>
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Vandalism - Intentional Destruction/Damage of Property (290)

Definition: ***To willfully or maliciously destroy, damage, deface, or otherwise injure any public or private property without the consent of the owner or the person having custody or control of it.***

⁵Section 39-13-403. Especially Aggravated Robbery. Especially aggravated robbery is robbery... (1) accomplished with a deadly weapon; and (2) where the victim suffers serious bodily injury.

This offense includes a broad scope of intentional damage to property ranging from deliberate, extensive destruction of property at one extreme to mischievous, less extensive damage at the other extreme. It does not include destruction or damage to property caused by arson.

TIBRS Tip: Accidental property damage caused by driving accidents, storms, high winds, etc. is not a crime and is not reportable to TIBRS.

There is no dollar limit on vandalism incidents. If a victim reports an incident that meets the TIBRS definition of vandalism, it must be reported regardless of the value.

However, please do not report incidents such as “pumpkin smashing” on sidewalks or “rolling” houses with toilet paper. These situations generally do not cause permanent damage.

TIBRS Tip: When reporting Vandalism to a motor vehicle during an incident, do not use the property category of motor vehicle parts/accessories. The correct property category is the type of vehicle that was damaged.

Example 1: An offender breaks out the windshield of a 2013 Ford Taurus. The property category is Automobile (03)

Example 2: An offender slashes all four tires on a 2014 Dodge pickup truck. The property category is Trucks (37).

[illegible]

GROUP A OFFENSE DEFINITIONS

PART THREE: CRIMES AGAINST SOCIETY

Animal Cruelty (720)

Definition: Intentionally, knowingly, or recklessly taking an action that mistreats or kills any animal without just cause, such as torturing, tormenting, mutilation, maiming, poisoning, or abandonment. Included are instances of duty to provide care, e.g., shelter, food, water, care if sick or injured; transporting or confining an animal in a manner likely to cause injury or death; causing an animal to fight with another; inflicting excessive or repeated unnecessary pain or suffering, e.g., uses objects to beat or injure an animal. This definition does not include proper maintenance of animals for show or sport; use of animals for food, lawful hunting, fishing or trapping.

Drug/Narcotic Offenses

Definition: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

Drug/Narcotic Violations (35A)

Definition: The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

TIBRS Tip: All Drug/Narcotic Violations are to be reported as Drug Related. As of 2023, incidents involving found illegal drugs are not reportable to TIBRS when the drugs cannot be linked to an identifiable suspect or owner. If investigative efforts later establish ownership or identify a suspect, the incident may be reported by updating or creating the appropriate TIBRS report based on the facts developed during the investigation.

Drug Equipment Violations (35B)

Definition: The unlawful manufacture sale, purchase, possession, or transportation of equipment or devices utilized in preparing and/or using drugs or narcotics.

This offense includes incidents involving drug paraphernalia, equipment, chemicals, illegal labs, etc. Various statutes and/or codes may vary in the description of equipment or paraphernalia involved with drugs/narcotics.

TIBRS Tip: If any difficulty arises in determining whether a particular item, tool, chemical, etc. is applicable to this offense, contact your agencies' regional auditor.

Gambling Offenses

Definition: *To unlawfully bet or wager money or something else of value; assist, promote, or operate a game of chance for money or some other stake; possess or transmit wagering information; manufacture, sell, purchase, possess, or transport gambling equipment, devices, or goods; or tamper with the outcome of a sporting event or contest to gain a gambling advantage.*

Betting/Wagering (39A)

Definition: *To unlawfully stake money or something else of value on the happening of an uncertain event or on the ascertainment of a fact in dispute.*

Operating/Promoting/Assisting Gambling (39B)

Definition: *To unlawfully operate, promote, or assist in the operation of a game of chance, lottery, or other gambling activity.*

Gambling Equipment Violations (39C)

Definition: *To unlawfully manufacture, sell, buy, possess, or transport equipment, devices, and/or goods used for gambling purposes.*

Sports Tampering (39D)

Definition: *To unlawfully alter, meddle in, or otherwise interfere with a sporting contest or event for the purpose of gaining a gambling advantage.*

This offense includes engaging in bribery for gambling purposes. For example, if a jockey was bribed to lose a horse race, it would be reported to TIBRS as Sports Tampering, not Bribery.

Pornography/Obscene Material (370)

Definition: *The violation of laws or ordinances prohibiting the manufacture, publishing, distributing, sale, purchase, or possession of sexually explicit material deemed legally obscene, e.g., literature, photographs, etc.*

Prostitution Offenses

Definition: To unlawfully engage in or promote sexual activities for anything of value.

Prostitution (40A)

Definition: To engage in commercial sex acts for anything of value.

Assisting or Promoting Prostitution (40B)

Definition: To solicit customers or transport persons for prostitution purposes; to own, manage, or operate a dwelling or other establishment for the purpose of providing a place where prostitution is performed; or to otherwise assist or promote prostitution.

Purchasing Prostitution (40C)

Definition: To purchase, or trade, anything of value for commercial sex acts.

Weapon Law Violations (520)

Definition: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. Include violations such as the manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., silencers; and furnishing deadly weapons to minor.

This category may include offenses from local, state and/or federal laws.

TIBRS Tip: Whenever a firearm is used during the commission of; attempted commission of; or while fleeing from a completed or attempted dangerous felony, (i.e. Robbery, Rape, etc.) report a Weapon Law Violation in addition to the original offense.

NOTES

CHAPTER 4

GROUP B OFFENSE DEFINITIONS

There are ten Group B offense categories. Group B offenses encompass all of the crimes that are not Group A offenses. *Only arrestee data is reported for Group B crimes.* Traffic offenses are excluded from TIBRS reporting with three exceptions which are discussed on page 82.

For Group B incidents, report only one offense per incident. As a guideline, the agency should report the offense that the agency believes to be the most serious.

EXAMPLE 1: A man was arrested for DUI. He was also charged with Liquor Law Violation. Most agencies would choose to report the DUI to TIBRS.

Bad Checks (90A)

*Definition: **Knowingly and intentionally writing and/or negotiating checks drawn against insufficient or non-existent funds.***

This offense includes Worthless Checks. This offense does not include “Counterfeited Checks” and “Forged Checks.”

Each individual check passed is a distinct operation, separated by time and place, and must be reported to TIBRS in that fashion. Example: A person is arrested and charged with writing seven bad checks. This would be reported as seven separate incidents of Bad Checks (90A).

TIBRS Tip: For an alternative method of reporting Bad Check offenses to TIBRS, please view the training tips on the TBI web site!

Curfew/Loitering/Vagrancy Violations (90B)

*Definition: **The violation of a court order, regulation, ordinance, or law requiring the withdrawal of persons from the streets or other specified areas; prohibiting persons from remaining in an area or place in an idle or aimless manner; or prohibiting persons from going place to place without visible means of support***

Disorderly Conduct (90C)

*Definition: **Any behavior that tends to disturb the public peace or decorum, scandalize the community, or shock the public sense of morality.***

Possible examples of charges include Indecent Exposure, Disrupting a Meeting, Obstructing Highway/Passageway, Riot, Inciting a Riot, etc.

Driving Under The Influence (90D)

Definition: Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.

Possible examples of charges include Driving under the Influence, DUI using Commercial Vehicle, Juvenile DUI, Boating under the Influence, etc.

Reporting Traffic Offenses To TIBRS

There are only three traffic violations that are reportable to TIBRS:

*DUI
Hit and Run of a Person
Negligent Vehicular Manslaughter*

Driving Under the Influence is reported as DUI (90D). Hit and Run of a Person is reported as All Other Offenses (90Z). Negligent Vehicular Manslaughter is reported as a Negligent Vehicular Manslaughter (09D).

Other traffic violations, i.e. Reckless Driving, Driving on a Suspended or Revoked License, Speeding, etc. are NOT reportable to TIBRS.

Drunkennness (90E)

Definition: To drink alcoholic beverages to the extent that one's mental faculties and physical coordination are substantially impaired.

This offense includes Public Intoxication.

Family Offenses, Non-violent (90F)

Definition: Unlawful, non-violent acts by a family member (or legal guardian) which threaten the physical, mental, or economic well-being or morals of another family member and which are not classifiable as other offenses, such as Assault, Incest, Statutory Rape, etc.

Possible examples include Child Abuse and neglect (non-violent), Non-support/Flagrant Non-support. The offense would also include the non-payment of court-ordered alimony, as long as it is not considered to be “Contempt of Court” within the reporting jurisdiction.

Liquor Law Violations (90G)

Definition: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

Possible examples include Open Container, Illegal Manufacture/Sale/Purchase, Underage Drinking, etc.

Peeping Tom (90H)

Definition: To secretly look through a window, doorway, keyhole, or other aperture for the purpose of voyeurism.

Trespass of Real Property (90J)

Definition: To unlawfully enter land, a dwelling or other real property.

All burglary offenses include the element of trespass; however, trespass involves entry with no intent to commit a felony or theft. If an offender has been previously trespassed and an active trespassing order is in effect, and the offender unlawfully enters a building (or stays inside without permission) and commits a theft while inside, classify the offense as Group A Burglary (220).

Possible examples include Criminal Trespassing, Trespass by Motor Vehicle, etc.

All Other Offenses (90Z)

Definition: All crimes which are not Group A offenses and are not included in one of the specifically named Group B crime categories listed above.

Possible examples include Contempt of Court, Failure to Appear, Violation of Probation/Parole, if the warrant originated from your agency. Traffic offenses (i.e. driving on a suspended or revoked) should **NOT** be reported as 90Z. For reportable driving offenses, see page 93.

Offenses Of General Applicability

Offenses of General Applicability: Offenses prefixed by “Accessory Before the Fact,” “Accessory After the Fact,” “Aiding and Abetting,” “Conspiracy to Commit,” “Solicitation to Commit,” “Facilitation of,” or any other prefix identifying the offense as other than the *substantive* offense, are reported as follows:

EXAMPLE 1: A man was charged with Conspiracy to Commit Murder. Since murder is a Group A offense, this would be reported to TIBRS as All Other Offenses (90Z).

EXAMPLE 2: A man was charged with Conspiracy to Sell Untaxed Whiskey.

[illegible]

CHAPTER 5

DEFINITION OF GANG TYPES

Prison Gangs or Security Threat Group

Definition: A group of individuals possessing common characteristics which serve to distinguish them from other individuals or groups who have been determined to be acting in concert, so as to pose a threat or potential threat to staff, other inmates, the institution, or the community.

Prison Gangs or Security Threat Groups are not limited to traditional prison gangs, but also include non-traditional, less well-organized groups of inmates. These groups, both traditional and non-traditional, are problematic because of the threat that they pose in the institution, and because in many instances they continue to operate or assist in the operation of criminal street gang activity while incarcerated.

EXAMPLES OF TRADITIONAL PRISON GANGS/SECURITY THREAT GROUPS:

Aryan Brotherhood	Mexican Mafia
Black Guerrilla Family	Texas Syndicate
La Nuestra Family	

EXAMPLES OF NON-TRADITIONAL PRISON GANGS/SECURITY THREAT GROUPS:

Aryan Warriors	Dirty White Boys
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Street Gang

Definition: A criminal street gang is an ongoing organization, association, or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, i.e., narcotics distribution, firearms or explosives violations, murder, extortion, obstruction of justice (including witness intimidation and/or tampering), and any other violent offenses such as assault, threats, burglary, and/or carjacking, and that has a common name or identifying sign, symbol, or specific-colored apparel, and which collectively engages in or has engaged in a pattern of criminal activity.

TIBRS Tip: Street gangs may be traditional, nationally-affiliated gangs, or may be associated with a particular ethnic group or geographical area.

Examples Of Traditional Street Gangs:

357 Crips	Imperial 22 Crips Set
Black Disciples	Insane Gangster Disciple Queens
Black Gangster Disciples/Brothers Struggle	Insane Popes
Black Stone Rangers	Insane Unknowns
Black P Stone nation	Kents
Bloods	LaRaza
Bounty Hunters	Latin Disciples
Crips	Latin Dragons
Diamond Kings	Latin Kings
Dixie Homes Posse	North Side Folks
East Coast Blood Killas	NWA
El Rukns	People Nation
Folk Nation	Satan Disciples
Gangster Disciple Darkside	Simon City Royals
Gaylords	Spanish Disciples
Imperial Gangster	Spanish Lords
West Side Crips	Vice Lords

EXAMPLES OF NON-TRADITIONAL STREET GANGS:

Same as Traditional Street Gangs, except that activities and gang alliances are limited to a local geographical area:

Bottom Boys	Priest Lake Posse
Castalia Taking Over	Royal Knights
East Side Gammas	South Sixth Posse
East Side Posse	South Eighth Posse
Green Hill Packers	Zone 8
Memphis Connection	

EXAMPLES OF ASIAN STREET GANGS

Same as Street Gangs, but with ethnic ties to China, Korea, Laos, Vietnam and/or other Asian countries:

Ba Hala Na	OXO
Bataan Boys	Sige
Born to Kill	

Hispanic Street Gangs are the same as Street Gangs, but with cultural ties to Cuba, the Dominican Republic, Mexico, Central American countries, and Puerto Rico.

Outlaw Motorcycle Gang

Definition: A well-organized motorcycle riding gang that is involved extensively in drug and weapons trafficking, murder, rape, and other violent crimes.

Examples Of Motorcycle Gangs

Hell's Angels	Limited Few Outlaw Motorcycle
Ghost Riders	Outlaws

Terrorist or Subversive Organization

Definition: An ongoing organization, association, or group of three (3) or more people which is engaged in conduct or a pattern of conduct which involves the unlawful use or threat of force or violence to intimidate or coerce a government, unit of government, civilian population, or segment of a civilian population in furtherance of political or social objectives.

EXAMPLES OF TERRORIST OR SUBVERSIVE ORGANIZATIONS

American Nazi Party	Inner Circle
American Liberation Front	Ku Klux Klan
American Patriot Federation	Neo – Nazi Groups
Aryan Christian Nation	Posse Comitatus
Black Panthers	Skinheads
Celtic Guard	Sovereign Citizens
Church of Identity	Tennessee Militia
Church of the Creator	

Organized Crime

Definition: An ongoing organization of three (3) or more persons, having as its primary motivation the generation of profits through a pattern of criminal activity.

Traditional organized crime groups are self-perpetuating entities, usually with some common cultural background, that sustain themselves through ongoing criminal activity. Criminal enterprises lack common cultural background and large-scale hierarchy, and are often assembled for the commission of a specific crime or criminal scheme, whether short- or long-term.

Examples Of Organized Crime:

La Cosa Nostra (Mafia)	Yakuza
Drug Cartels	Triads
Mafiya (Russian Mafia)	Jamaican Posses

A criminal enterprise, by way of distinction, is a group or association created for a particular crime or pattern of criminal activity, without unifying history, traditions, ethnic background, or sophisticated organizational hierarchy beyond the group level.

Miscellaneous Gang

Definition: Any identifiable group that does not fall into one of the above categories, such as a group that is engaged in a pattern of criminal behavior in support of common religious or other belief system.

NOTES

TIBRS Data Collection Manual

This chart shows TIBRS offenses that cannot occur to the **same victim**, perpetrated by the same offender in the same incident. Each “X” on the chart where offenses intersect indicates that those two offenses cannot occur in the same incident under those circumstances.

09A Murder	X	X				X	X	X	X													
09B Negligent Manslaughter	X	X				X	X	X	X													
11A Rape			X	X		X	X	X	X										X	X		
11D Fondling			X	X			X	X	X										X	X		
120 Robbery					X	X	X	X	X	X	X	X	X	X	X	X	X	X				
13A Aggravated Assault	X	X	X		X	X	X	X	X													
13B Simple Assault	X	X	X	X	X	X	X	X	X													
13C Intimidation	X	X	X	X	X	X	X	X	X													
13D Stalking	X	X	X	X	X	X	X	X	X													
23A Pocket Picking					X					X												
23B Purse Snatching					X						X											
23C Shoplifting					X							X										
23D Theft from a Building					X								X									
23E Theft from a Coin Operated Machine					X									X								
23F Theft from a Motor Vehicle					X										X	X						
23G Theft of Motor Vehicle Parts and Accessories					X										X	X						
23H All Other Larceny					X												X					
240 Motor Vehicle Theft					X												X					
36A Incest			X	X														X				
36B Statutory Rape			X	X															X			
40A Prostitution																						X
64A Human Trafficking – Commercial Sex Acts																				X		
 09C Justifiable Homicide cannot occur with any other offense	09A Murder	09B Negligent Manslaughter	11A Rape	11D Fondling	120 Robbery	13A Aggravated Assault	13B Simple Assault	13C Intimidation	13D Stalking	23A Pocket Picking	23B Purse Snatching	23C Shoplifting	23D Theft from a Building	23E Theft from Coin Machine	23F Theft from Motor Vehicle	23G Theft of Vehicle Parts	23H All Other Larceny	240 Motor Vehicle Theft	36A Incest	36B Statutory Rape	40A Prostitution	64A Human Trafficking Commercial Sex Acts