

**Mandatory Data
Fields/Segments**

**Group A Incident Report
Segment**

Administrative	Field	Conditional	Details
	ORI		
	Incident #		
	Incident Date		
	Incident Time		
	Reported/Actual Date		
	Clearance Status		
	Exceptional Clearance Reason		
	Exceptional Clearance Date	Y	Cannot be blank if Exceptional Clearance Reason <> Not Applicable
	Latitude	Y	Must be completed if Incident Address is blank.
	Longitude	Y	Must be completed if Incident Address is blank.
	Incident Address		Address where incident occurred.
	Cargo Theft	Y	Offense must be: 120, 23D, 23F, 23H, 26A, 26B, 26C, 26E, 210, 220, 240, 270, or 510. Must be blank for all other offenses.
Offense	Field	Conditional	Details
	Offense Code		
	Bias		
	Location Code		
	Offense Status	Y	For Offense(s) 09A, 09B, 09C, 13A, 13B, 13C, or 13D, Status is always to be reported as Completed - C
	Offender Suspected of Using		
	Home Invasion Involved	Y	Offense must be Burglary or Robbery and Location = Residence/Home
	Method of Entry	Y	Offense must be Burglary
	Number of Premises Entered	Y	Offense must be 220 - Burglary and Location must be 14 - Hotel/Motel or 19 - Rental Storage Facility. Valid Values: 01 - 99.
	Weapon	Y	520
	Criminal Activity	Y	Offense must be: 250, 280, 35A, 35B, 39C, 370, or 520
	Gang Involvement		
	Type of Gang Involvement		
	Gang Name		
	Type of Gang Involvement 2		
	Gang Name 2		
	Drug Related		Required for all offenses. Drug/Narcotic Violations will always be "Y".
	Suspected Drug Type		
	Origin of Drug		
	Methamphetamine Lab Precursors	Y	Suspected Drug Type must be Methamphetamine and Origin must be Clandestine Lab

Property	Field	Conditional	Details
	Property Loss Type		
	Property Description		
	Value		
	Recovered Date		
	Recovered Value		
	Number of Stolen Vehicles	Y	Property Loss = 7 - Stolen and Property Description = 3 - Automobile, 5 - Bus, 24 - Other Motor Vehicle, 28 - Recreational Vehicle, or 37 - Truck. Valid Values: 01 - 99. If number stolen is unknown - enter 00.
	Number of Recovered Vehicles	Y	Property Loss = 5 - Recovered and Property Description = 3 - Automobile, 5 - Bus, 24 - Other Motor Vehicle, 28 - Recreational Vehicle, or 37 - Truck. Valid Values: 01 - 99. If number recovered is unknown - enter 00.
	Suspected Drug Type	Y	Offense must be Drug/Narcotic Violations (35A) and Loss Type = 1 - None or 6 - Seized.
	Estimated Quantity	Y	Offense must be Drug/Narcotic Violations (35A) and Loss Type = 6, Seized.
	Measure	Y	Offense must be Drug/Narcotic Violations (35A) and Loss Type = 6, Seized.
	Location Found	Y	Drug type = Marijauna - E and Measure = Number of Plants
	Number of Plots	Y	Drug type = Marijauna - E and Measure = Number of Plants
	Latitude	Y	Drug type = Marijauna - E and Measure = Number of Plants
Longitude	Y	Drug type = Marijauna - E and Measure = Number of Plants	
Offender/Arrestee	Field	Conditional	Details
	Date of Birth	Y	Must be entered if Arrested = Yes.
	Sex	Y	If Arrested, Sex cannot be Unknown.
	Race		
	First Name	Y	Arrested = Yes
	Middle Initial	Y	Arrested = Yes
	Last Name	Y	Arrested = Yes
	TIBRS Arresting Offense	Y	Arrested = Yes
	Arrest Date	Y	Arrested = Yes
	Arrest Transaction Number	Y	Arrested = Yes
	Arrest Type	Y	Arrested = Yes
	Multiple Arrestee Indicator	Y	Arrested = Yes
	Arrestee Armed With	Y	Arrested = Yes
	Juvenile Arrestee Disposition	Y	Age of Arrestee is 17 or under.
	Warrant Signed By	Y	Domestic Violence Only. Offense must be: 09A, 100, 11A, 11B, 11C, 11D, 13A, 13B, 13C, 13D, 36A, or 36B

Victim	Field	Conditional	Details
	Offense	Y	Must be listed in the Offense segment
	Victim Type		
	Sex		
	Race		
	Age Category		
	Date of Birth or Age Range		
	Transported to Safety	Y	Domestic Violence = Y
	Violation of Order of Protection	Y	Domestic Violence = Y
	Injuries	Y	Offense must be: 100, 11A, 11B, 11C, 11D, 120, 13A, 13B, or 210
	Homicide/Aggravated Assault Circumstances	Y	Offense = 09A, 09B or 13A
	2	Y	Offense = 09A, 09B or 13A
	Additional Justifiable Homicide Circumstances	Y	Offense = 09C
	Victim to Offender Relationship (up to 10)		Offense must be: 09A, 09B, 09C, 100, 11A, 11B, 11C, 11D, 120, 13A, 13B, 13C, 13D, 36A, or 36B
	School Code	Y	Must be completed if Victim is College Student and the reporting agency is not a college/university.
	Campus	Y	Must be completed if Victim is College Student and the reporting agency is not a college/university.
	Classification Type	Y	Must be completed if Victim is College Student and the reporting agency is a college/university.
LEOKA	Field	Conditional	Details
	Vehicle Assignment	Y	Victim Type = L. Offense must be: 09A, 13A, 13B, 13C, or 13D
	Type of Activity	Y	Victim Type = L. Offense must be: 09A, 13A, 13B, 13C, or 13D
	Other Agency ORI	Y	Victim Type = L. Offense must be: 09A, 13A, 13B, 13C, or 13D. Cannot be the ORI for the reporting agency.

Group B Incident Report Field**Conditional**

Group B Arrestee			
	Incident Number		
	Date of Birth		
	Age/Age Range		
	Sex		
	Race		
	First Name		
	Middle Initial		
	Last Name		
	TIBRS Arresting Offense		
	Arrest Date		
	Arrest Transaction Number		
	Arrest Type		
	Arrestee Armed With		
	Juvenile Arrestee Disposition	Y	Age of Arrestee is 17 or under.
	Latitude	Y	Must be completed if Arrest Address is blank.
	Longitude	Y	Must be completed if Arrest Address is blank.
	Arrest Address		

NOTE: For each Group A and Group B incident report a Narrative must be submitted to TIBRS.

NOTE: A complete listing of Group A and Group B offenses and their respective codes can be found on pages 4 - 6 of the 10th edition TIBRS Data Collection Manual.

Administrative Data Elements

Data Element	Description	Page in Manual
ORI	This is the nine character NCIC Originating Agency Identifier (ORI) assigned to your agency.	7
Incident Number	A number assigned by your agency. The number may contain up to 12 characters and may be the actual case number or a number assigned for TIBRS purposes. Each incident must have a unique number. The number may contain the characters A - Z, the numbers 0 -9, or - (hyphen). Alpha characters must be capital. No other characters or symbols may be used. A Group A incident number cannot be the same number used for a Group B incident.	7
Incident Date	The actual month, day and year the incident occurred. If not known, this date should be the earliest possible date that the incident reasonably could have occurred. It is NOT the date the report is taken.	7
Incident Time	The actual time the incident occurred or the beginning of the time frame the incident reasonably could have occurred. TIBRS uses 24 hour military time.	7
Actual Date	The actual month, day and year the incident occurred. If not known, this date should be the earliest possible date that the incident reasonably could have occurred.	7
Report Date	To be used only when the Incident date is unknown and there is no possible way to determine the incident date. These instances should be rare.	7
Clearance Status	Has the incident been cleared by either an Arrest or an Exceptional Clearance.	8
Exceptional Clearance	Can be used to clear an incident when an element beyond law enforcement control prevents a physical arrest. Can only be used if all four (4) required conditions are met. Please see 10th edition TIBRS Data Collection manual, page 9 for the conditions and definitions for each of the Exceptional Clearance Codes.	9
Exceptional Clearance Date	If an incident is cleared by exceptional means, the month, day and year it was cleared must be reported.	9
Latitude	Latitude for the location where the incident occurred. Must be completed if Incident Address is blank.	10
Longitude	Longitude for the location where the incident occurred. Must be completed if Incident Address is blank.	10
Incident Address	Report the physical address where the incident occurred. Include Street Number, Address, City, State, and Zip Code.	10
Cargo Theft	Used to indicate if the incident involved the theft of Cargo. If multiple offenses occur in an incident and only one is associated with cargo theft, "Y" must be entered.	10

Offense Data Elements

Data Element	Description	Page in Manual
Offense Code	Three digit code used to identify the offense(s) occurring in an incident. Up to ten offenses can be reported per Group A incident. Each offense may be reported only once. Offenses should be classified based on the facts of the investigation of the incident. A complete listing of Group A and Group B offenses and their respective codes can be found on pages 4 - 6 of the 10th edition TIBRS Data Collection Manual.	10
Bias	Indicates if an offender's actions were motivated, in whole or in part, by bias.	11
Location Code	Indicates the location of an incident. Location should be reported as descriptively as possible.	12
Offense Status	Indicates if the crime was Attempted (A) or Completed (C). Note that Assault and Homicide offenses are always reported as Completed.	15
Offender Suspected of Using	Indicates whether any of the offenders in the incident were suspected of consuming alcohol, using drugs/narcotics during or shortly before the incident or of using a computer or computer equipment to commit the offense.	15
Home Invasion Involved	Occurs when one or more subjects enter an occupied dwelling with the intent to commit an offense and in the course of their entry or presence commit one or more violent offenses, i.e. Aggravated Assault, Murder, Forcible Rape, etc., against the occupant(s) of the dwelling. Incident offense must be Burglary or Robbery.	18
Method of Entry	For the offense of Burglary, used to indicate if the structure was entered by use of force or if a non forcible entry was accomplished.	17
Number of Premises Entered	For the offense of Burglary, and the offense location of Hotel/Motel/Etc or Rental Storage Facility. Used to indicate the number of premises entered. Valid values (01 - 99).	17
Weapon	Required entry for specific offenses, used to indicate the weapon used by the offender(s) in committing the offense(s). Up to three (3) weapon types may be reported. Select the most specific weapon type listed.	16
Criminal Activity	Required entry for specific offenses, used to indicate the type of activity the offender was involved in when the offense was committed. Record up to three activity types per offense.	15
Gang Involvement	Indicates if a gang was involved in the incident.	18
Type of Gang Involvement	Indicates if the gang was a juvenile gang, other gang or juvenile and other gang.	18
Gang Name	When known, the gang name should be included in the report.	18

Data Element	Description	Page in Manual
Type of Gang Involvement 2	Indicates if the gang was a juvenile gang, other gang or juvenile and other gang.	18
Gang Name 2	When known, the gang name should be included in the report.	18
Drug Related	Indicates if there is strong reason to believe that the offense was committed (1) in order to obtain illegal drugs or money to pay for illegal drugs, or (2) in order to promote or facilitate the possession, manufacture, distribution, or sale of illegal drugs.	19
Suspected Drug Type	Indicates the type of drug involved in the incident.	19
Origin of Drug	Indicates the origin of the drug.	19
Methamphetamine Lab Precursors	Indicates the precursor formulation. Only used if the drug type was Methamphetamine and the drug origin was Clandestine Lab.	20

Property Data Elements

Data Element	Description	Page in Manual
Property Loss Type	Indicate the type of property loss occurring in the incident, i.e. burned, stolen, etc.	23
Property Description	Indicates the property involved in an incident. Record up to ten categories per loss type. Property category guidelines may be located on pages 25 - 29 of the manual. Property should be described using the most descriptive category possible.	23
Value	Indicates the value of the property involved in an incident.	29 - 30
Recovered Date	Indicates the date of recovery for property previously reported as Stolen.	30
Recovered Value	Indicates the value of recovered property. Recovered value can be less than or equal to the value reported at the time the property was stolen. Recovered value can never be greater than the amount when the property was stolen.	31
Number of Stolen Vehicles	Indicates the number of stolen vehicles in an incident. Valid values: 01 - 99. If the number stolen is unknown - enter 00.	
Number of Recovered Vehicles	Indicates the number of recovered vehicles in an incident. Valid values: 01 - 99. If the number recovered is unknown - enter 00.	
Suspected Drug Type	Indicates the suspected drug type. Only used with offense of Drug/Narcotic Violations. Up to three drug types may be reported. If more than three, report the two most important - per agency determination - and report the other drug types using the type of X - Over three drug types.	31
Estimated Quantity	Indicates the quantity of drugs seized. No quantity is reported for drug type of X - Over three drug types.	32 - 33
Measure	Indicate the measure for each drug involved in the incident.	33
Location Found	Used only if the drug type is Marijuana and the measure is Number of Plants. Indicates where the majority of the plants were found.	33
Number of Plots	Indicates the number of plots of marijuana that were found.	33
Latitude	Record the latitude of the marijuana plot(s) if known.	33
Longitude	Record the longitude of the marijuana plot(s) if known.	33

Offender-Arrestee Data Elements

Data Element	Description	Page in Manual
Date of Birth/Age or Age Range	Indicates the age or age range for a known offender. If Arrestee, the date of birth must be reported. Entered using the MM/DD/YYYY format.	36
Sex	Indicates the sex of the Offender/Arrestee. If Arrestee, then the sex cannot be reported as Unknown.	34, 36
Race	Indicates the race of the Offender/Arrestee.	34, 36
First Name	When arrested, the first name must be included in the report.	37
Middle Initial	When arrested, the middle initial/name must be included in the report.	37
Last Name	When arrested, the last name must be included in the report.	37
TIBRS Arresting Offense	The three digit TIBRS Offense Code that indicates the offense for which the arrestee was apprehended.	39
Arrest Date	The date that the arrest took place. Entered using the MM/DD/YYYY format.	39
Arrest Transaction Number	Number assigned by the agency to uniquely identify an arrest report.	38
Arrest Type	Describes the type of arrest at the time of initial contact with the arrestee.	38
Multiple Arrestee Indicator	Allows the clearance by arrest, of multiple incidents, with the physical arrest of one offender.	38
Arrestee Armed With	Indicates if the arrestee was armed with a weapon at the time of arrest. Up to two weapons may be reported per arrestee.	39
Juvenile Arrestee Disposition	Indicates the disposition of juvenile arrestees (persons age 17 or younger).	39 - 40
Warrant Signed By	Indicates who signed the warrant in a domestic violence incident.	39

Victim Data Elements

Data Element	Description	Page in Manual
Offense	Indicates the offense(s) for each victim involved in the incident.	41
Victim Type	Indicates the type of victim - i.e. Individual, Government, Law Enforcement Official, etc.	41
Sex	Indicates the sex of the victim.	42
Race	Indicates the race of the victim.	42
Age Category	Indicates the age of the victim.	42
Date of Birth or Age Range	Indicates the date of birth for the victim. If unknown, may submit an age range.	42
Transported to Safety	Indicates whether the victim of a domestic violence incident left the scene.	48
Violation of Order of Protection	Indicates whether the domestic violence incident involved an order of protection.	48
Injuries	Indicates the type(s) of bodily injury suffered by the victim as a result of certain offenses. Up to five injury types may be reported per victim.	43
Homicide/Aggravated Assault Circumstances	Indicates the circumstances surrounding Aggravated Assault and Homicide Offenses.	44
Homicide/Aggravated Assault Circumstances 2	Indicates the circumstances surrounding Aggravated Assault and Homicide Offenses.	44
Additional Justifiable Homicide Codes	Describes the circumstances of a Justifiable Homicide.	45
Victim to Offender Relationship	Indicates the relationship of the victim to the offender. Required entry for offenses that are Crimes Against Persons and Robbery. Relationship codes are listed on page 47 of the manual.	45
School Code	Report the TIBRS code for the college/university that the victim attends. Code will supply the name of the college/university. Mandatory if victim is college student and the reporting agency is not a college/university.	48
Campus	Indicates where the crime occurred - either On or Off Campus.	48
Classification Type	Classify the victim's role on campus. Must be reported when the reporting agency is a college/university. Valid Values: Student (S), Faculty (F), Guard (G), or Other (O). May only be submitted if the reporting agency is a college/university. For all other agencies, this field must be blank.	48

LEOKA Data Elements

Data Element	Description	Page in Manual
Vehicle Assignment	Indicates the type of vehicle assignment for the victim officer.	50
Type of Activity	Indicates the type of activity the victim officer was involved in at the time of the incident.	50
Other Agency ORI	Indicate the ORI of the agency employing the victim officer if the officer is not employed by the reporting agency. If the victim officer is employed by the reporting agency, this field must be blank.	50

Group B Arrestee Data Elements

Data Element	Description	Page in Manual
Incident Number	A number assigned by your agency. The number may contain up to 12 characters and may be the actual case number or a number assigned for TIBRS purposes. Each incident must have a unique number. The number may contain the characters A - Z, the numbers 0 -9, or - (hyphen). Alpha characters must be capital. No other characters or symbols may be used. A Group A incident number cannot be the same number used for a Group B incident.	51
Date of Birth	Indicates the date of birth of the arrestee. Must be entered in the MM/DD/YYYY format.	52
Age/Age Range	If the date of birth is unknown, you may report an age or age range for the arrestee.	52
Sex	Indicates the sex of the arrestee. Arrestee sex cannot be reported as Unknown.	51
Race	Indicates the race of the arrestee.	52
First name	The first name of the arrestee must be included in the report.	52
Middle Initial	The middle initial/name of the arrestee must be included in the report.	52
Last Name	The last name of the arrestee must be included in the report.	52
TIBRS Arresting Offense	The three digit TIBRS Offense Code that indicates the offense for which the arrestee was apprehended.	53
Arrest Date	The date that the arrest took place. Entered using the MM/DD/YYYY format.	53
Arrest Transaction Number	Number assigned by the agency to uniquely identify an arrest report.	38
Arrest Type	Describes the type of arrest at the time of initial contact with the arrestee.	54
Arrestee Armed With	Indicates if the arrestee was armed with a weapon at the time of arrest. Up to two weapons may be reported per arrestee.	54
Juvenile Arrestee Disposition	Indicates the disposition of juvenile arrestees (persons age 17 or younger).	54 - 55
Latitude	Report the Latitude for the location where the arrest occurred if known. Must be completed if Arrest Address is blank.	
Longitude	Report the Longitude for the location where the arrest occurred if known. Must be completed if Arrest Address is blank.	
Arrest Address	Report the physical address where the arrest occurred. Include Street Number, Address, City, State, and Zip Code.	