

MICR Specification Handbook Changes - July 2011			
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	Page 3-78	Data Element #41	Changed arrest age to 01-98
	Page 3-78	Data Element #41	Removed edit for age less than 7 years old is invalid
	Page 3-78	Data Element #41	Added example
MICR Specification Handbook Changes - March 2011			
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	Page 1-4	Overview of MICR	Updated
	Page 1-5/1-6	Changes in Incident Reporting	Updated
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MICHIGAN INCIDENT CRIME REPORTING (MICR)

SECTION I

INTRODUCTION AND GUIDELINES

**Michigan Department of State Police
Criminal Justice Information Center
Crime Reporting Section
March 2011 Update**

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MICHIGAN INCIDENT CRIME REPORTING (MICR)

SECTION I

INTRODUCTION AND GUIDELINES

**Michigan Department of State Police
Criminal Justice Information Center
Uniform Crime Reporting Section
March 2011 Update**

History

In the 1930's, the International Association of Chiefs of Police (IACP) developed the Uniform Crime Reporting Program to provide a uniform method of aggregating crime in the United States. Due to the great variation in definitions of criminal offenses, standardized definitions were adopted for all offenses to provide nation wide uniformity. Since the development of the UCR program, law enforcement information needs have changed and data processing capabilities have greatly increased while the UCR program remained virtually unchanged.

The Michigan UCR Program was instituted in 1959 when the Michigan State Police requested all law enforcement agencies to voluntarily submit crime data for the purpose of compiling a uniform crime report. The enactment of Michigan Public Act 319 in 1968 spurred the growth of the UCR program by making submission of crime data mandatory. The UCR program collected aggregate (summary) counts of offense and arrest information on all reported crimes.

In 1976, the Michigan UCR program introduced an incident reporting system known as the Law Enforcement Management System (LEMS). It was the intent of LEMS to provide agencies with valid crime data to assist them in the management of their respective departments, but this never became a reality due to state budgetary problems.

In 1979 and 1980, a committee of representatives of the Michigan Association of Chiefs of Police (MACP) and the Michigan Sheriff's Association (MSA) requested that much of the management information collected under LEMS be reduced and only a minimum amount of criminal data (required by the FBI UCR program) be collected. Therefore, the incident system was redesigned, implemented in 1982, and became known as the Incident Reporting System (IRS).

In 1986, the Michigan UCR Program developed an on-line batch program to allow agencies with Law Enforcement Information Network (LEIN) terminals to submit their incident reports. At that time, the UCR program was collecting IRS/UCR information via eight different methods of reporting (incident forms, four different tape formats, punch cards, on-line, summary forms). Accuracy and timeliness of the crime data became an issue. To improve the integrity of the UCR Program, a committee was formed representing the automated contributors of police and sheriff's departments. This committee proposed solutions to ten problems they saw as contributing to the inaccuracy and untimeliness of the UCR data. These proposals included but were not limited to reduction in reporting methods, need for documentation, regular training sessions, monthly newsletters to the agencies, and edit checking by automated agencies.

From the introduction of LEMS in 1976 to 2005, the Michigan UCR program has operated dual systems. Ninety-three percent of the contributors participated in the incident system reporting 71% of the state's crime statistics. The remaining 29% was reported by agencies on the summary system. Reporting IRS/UCR data was reduced to six different methods. Many of the problems identified by the Automated Committee still exist today due to inadequate staffing to handle the manual processes in the UCR program.

Currently, there are only two reporting methods. The Data Exchange Gateway (DEG) processes batch files on a nightly basis; and the MiCJIN Portal is available for direct entry into the UCR production database.

National Incident-Based Reporting System (NIBRS)

Following an extensive study requested by the IACP and NSA (National Sheriff's Association), Blueprint for the Future of the Uniform Crime Reporting Program published in 1985, provided the guidelines and specifications used to develop NIBRS. In 1988, this national incident-based system was unanimously endorsed by the Nation's law enforcement community, the FBI Director, and the Attorney General. Implementation of NIBRS began in 1989.

The goals of the National Incident-Based Reporting System have been defined as:

1. To enhance the quantity, quality, and timeliness of crime statistical data collected by the law enforcement community.
2. To improve the methodology used for compiling, analyzing, auditing, and publishing the collected crime data.

NIBRS provides additional information to be collected in the following areas:

- Detailed collection of victim and offender data.
- Collection of drug information.
- Increase in offenses from 8 index crimes to 46 offenses.
- Alcohol/drug involvement in all offenses.
- Crime locations.
- Correlation between reported incidents and arrests.
- Reporting of all offenses occurring in the incident.

NIBRS Group A and Group B Offense Definitions

NIBRS has grouped the 95 offenses into Group A and Group B. The two groupings are based on the amount of reporting required for each by the state program. Both incidents and arrests are reported for Group A offenses and only arrests are reported for Group B offenses. (See Section V for Group A and B offenses.)

The difference in reporting treatment recognizes the inherent qualities of offenses which dictate that some are appropriate indicators of the dimensions and trends in crime on a national scale (Group A) while others are not (Group B).

The following criteria were used in deciding whether a crime was to be designated as a Group A Offense: (1) The seriousness or significance of the offense; (2) the frequency or volume of its occurrence; (3) how widespread the offense occurs in the United States; (4) whether the offense will come to the attention of law enforcement; (5) whether law enforcement is the best channel for collecting data regarding the offense; (6) the burden placed on law enforcement in collecting data on the offense; (7) the national statistical validity and usefulness of the collected data; and (8) the National UCR Program's responsibility to make crime data available not only to law enforcement but to others having a legitimate interest in it.

Michigan UCR Program Redesign

In 1989, the UCR Program, with the endorsement of the MACP and MSA, applied for a federal grant from the Bureau of Justice Statistics to redesign the UCR program in Michigan.

It was determined that the UCR Program was in need of a redesign for the following reasons:

- The UCR program can no longer support a dual reporting system. The Auditor General has recommended eliminating the collection of summary data.
- The current incident reporting programs have been modified to correct reporting problems which has resulted in inconsistent data collection.
- The need to reassess the training program.
- The need to resolve the problems/solutions identified by the Automated Committee.
- Pressure from local departments currently looking at in-house computer systems and UCR software.
- The need to further automate the UCR process.
- The need to develop an audit process for the reporting of UCR statistics.

Overview of MICR

The redesign of the MICR program moved the program from the main-frame to a server-based system. The MICR system is an on-line update system (although the data coming through the DEG will not be processed until each night). As data is submitted and edited, an acceptance or error message is immediately returned to the submitting agency. The database is immediately updated with the incidents/information which passed all editing.

The screens/record formats were being designed so the majority of the incidents (approximately 95% of all incidents will have one offense, one victim and one offender/arrest) can be entered on one screen/record format. Additional screens/record formats are provided to report additional victims, offenders, arrests, and property.

The screen/record formats for the MICR system apply to all types of submission of incident data; regardless if data is submitted via the MiCJIN Portal or Data Exchange Gateway (DEG). This will decrease the confusion and training of agencies switching from one mode of submission to another.

All reporting agencies in Michigan are now using the MICR system. Approximately 427 agencies submit through the DEG and approximately 70 are submitting through the portal. The remaining reporting agencies are using Michigan State Police's software. That data is forwarded to MICR every Friday night.

MICR retains two calendar years of data on the on-line MICR database. This provides less chance of error and duplication in reporting of incident information. Agencies have access to current year and the most previous year data.

MICR Reports 1-20 are now available for agencies use on the MiCJIN portal under the tab REPORTS.

Changes in Incident Reporting

The state program has applied the NIBRS Data Collection Guidelines and Data Submission Specifications to develop the MICR system. Keeping in mind the state programs experience with LEMS, all NIBRS data elements will be collected but not to the extent of the Federal program. The MICR system reflects changes in the current incident system as follows:

1. Offense File Classes

In order to accurately categorize offenses for NIBRS, the current file classes have been expanded. The UCR state program has provided enhanced crime definitions and requirements for each offense. The fields indicating the types of larceny, arson, and motor vehicle theft have been eliminated as this information will be gathered through other elements. The state program collects collect four offenses per incident.

2. Domestic Violence Crime

Michigan is required by law to collect domestic assault information. The UCR program has had difficulty providing a meaningful domestic assault report in part due to inconsistent domestic assault definitions, interpretations of the definitions by special interest groups, law enforcement training, etc. Therefore, the MICR system will not contain a domestic assault flag/indicator. **However, as of 2002 the victim type of individual and/or police officer will be allowed on all society crimes, when the victim to offender relationship indicates a domestic relationship.** Reports will be generated using the offense file class and victim to offender relationships based on the definition/requirements of the interest group requesting the report.

3. Homicides

All homicide information will be collected through the incident system. A supplementary homicide report will no longer be submitted. The circumstance information previously collected only on supplementary homicide reports has been expanded to aggravated assault offenses also.

4. Victim Information

Victim records will be required for all incidents defined by the FBI as Group A offenses along with Negligent Homicide Vehicle/Boat/Snowmobile and Nonviolent Family Offenses. Types of victims have been expanded to include society, government, religious organizations, and financial institutions. Victim to Offender Relationships (VORs) has been decreased from five (5) to two (2) and three new fields have been added for LEOKA data collection: Type of Activity, Type of Assignment and ORI Other Jurisdiction.

5. Property Information

Property information has been expanded to include seized, counterfeited, burned, and damaged. Property recovered for another jurisdiction will no longer be collected. Arson and motor vehicle theft information will be collected as part of the property record. Collection of drug information will provide some insight on the types and amounts of drugs being seized on a regional and state-wide basis.

6. Offender Information

Offender data will be required for all incidents defined by the FBI as Group A offenses including Negligent Homicide Vehicle/Boat/Snowmobile and Nonviolent Family Offenses. Offender information replaces the current suspect information.

7. Arrest Information

A clearance field on all arrest records will indicate if the arrest clears more than one incident. In the event of an arrest clearing more than one incident, the current incident system allows the arrest to be submitted on one incident and nothing to be submitted on the other incidents that the one arrest clears. (Inflation of arrest data results if the arrest is submitted on more than one incident.) More accurate clearance rates should be obtained from the MICR system. **In addition, a programming change was made that requires the arrest number to match an offender number. For example, if there are three offenders (01, 02 and 03), and offenders 02 and 03 were arrested, the Arrest Numbers should be 02 and 03, respectively.**

8. Alcohol/Drug/Computer Related

Offense records will indicate if the offender used alcohol, drugs, and/or computer equipment to perpetrate the offense.

9. Bias Motivation

Federal legislation passed in 1990 and state legislation passed in December 1991, has added the collection of bias motivation information to NIBRS and MICR.

10. Data Modification

The current incident system allows agencies to change information on the database by submitting a supplement with the new information. This will not occur in the MICR system. Very little information can be modified. If the information on the MICR database is incorrect, a “replacement” incident can be submitted which will delete the incident on the database and replace it with the new incident data submitted.

11. Incident Status

The MICR system will not collect information on the status of an incident. The only information required by NIBRS is exceptional clearance and the exceptional clearance date. Unfounded incidents will not be collected in the MICR system. Incidents must be deleted if unfounded after the original was submitted.

Conclusion

The redesign of the incident reporting and uniform crime reporting systems provides a uniform method of reporting crime information throughout the state. This will result in the ability to share statistical information across the state and provide more detailed information in relation to incidents, victims, offenders, and property. The redesigned system provides the descriptive characteristics and tools necessary for managing resources, policy analysis, program development and research.

GUIDELINES

OVERVIEW OF DATA SUBMITTED FOR AN INCIDENT

An incident report may consist of many possible combinations of circumstances ranging from a simple situation involving only one offense, one victim and one offender, to a complex set of several offenses, victims, offenders, property losses and arrests. In addition, each of the victims may not be involved in every offense. Nor will all offenders have victimized the same victims.

Definition of Terms

Base Date is January first of the first year of two years of data retained on the on-line MICR database.

Date Range is measured from the current date back to January first of the previous year. For example, if today's date is March 15, 2011, the date range for MICR database will be between January 1, 2010 and March 15, 2011.

Start Date is the date an agency begins submitting MICR data. Agencies are required to begin submitting MICR data on the first of the month, not in the middle.

Window Updates are updates of exceptional clearance, arrests, and/or recovered property for incidents that occurred prior to the agency submitting MICR data or prior to the base date of the online MICR database. The Exceptional Clearance Date, Date of Arrest, and Date Recovered must occur in the date range for the MICR database.

Incident is defined as one or more offenses committed by the same offender, or group of offenders acting in concert, at the same time and place.

Concept of Time and Place provides if more than one crime was committed by the same person or group of persons and the time and space intervals separating them were insignificant, all of the crimes make up a single incident. The Concept of Time and Place is applied to determine whether a group of crimes constitute a single incident. This is of crucial importance since the application of the concept will determine whether the crimes are to be reported as individual incidents or as a single incident comprised of multiple offenses.

Acting in Concert requires 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. If one or more of the offenders did not act in concert, then there is more than one incident involved.

Same Time and Place refers to the time interval between the offenses and the distance between the locations where they occurred were insignificant. Normally, the offenses must have occurred during an unbroken 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. Because it is not possible to provide instructions which will cover all of the possible fact situations which might occur, in some cases the reporting agency will have to use its best judgment in determining how many incidents were involved.

Special Offense Circumstances

Justifiable Homicide (Offense File Class 0900-4) – Due to circumstances involved in this offense, the justifiable homicide and the offense which gave rise to it are reported as separate incidents. For the justifiable homicide, code the police officer or civilian who killed the criminal as the “offender” and the criminal who was killed as the “victim.” These instructions are based on the definition of an “incident” which requires that all of the offenders “act in concert.” If the “justified” killer 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 (the second being the offense committed by the criminal who was killed).

Offenses Where Participants are Both Victims and Offenders – There are cases such as domestic disputes and bar fights wherein the participants are both victims and offenders. Technically, these types of cases involve multiple incidents because, although the offenders assaulted each other, it cannot be said that they were “acting in concert,” especially in the assault on themselves. To alleviate any burden on police officers to report multiple incidents and most law enforcement will report these cases as a single incident, the Victim to Offender Relationship data element includes the code “VICTIM WAS OFFENDER” to provide a means for reporting these cases as a single incident. However, the agency must decide whether to report these types of cases as a single incident with multiple victims and offenders or as multiple incidents.

Data Retention for MICR

The state program will retain two calendar years data on the on-line MICR database (current plus one previous year). January first of the previous year will be the “base date” for determining online MICR database incidents.

For example, if the state program begins accepting MICR data on January 1, 2009, this will be the base date for two years. On December 31, 2010, the online MICR database will contain two years of data. In January 2011, a master back-up tape will be created with the 2009 incident data. The 2009 incident data will be removed from the MICR database except for exceptional clearances, arrests and recovered property records that relate to reports that have clearance, arrest and/or recovered dates occurring in 2010.

Record Types

An incident is comprised of six record types involving 61 data elements which describe the circumstances of the incident. Not all record types will be used for each incident but the circumstances of the incident will dictate what record types are used. These six record types include:

1. Administrative – provides administrative information regarding the overall incident. This information is only submitted one time per incident.
2. Offense – provides information about each offense involved in the incident. Up to four offenses can be submitted per incident.
3. Offender – provides information about the offender(s) involved in the incident. Up to 99 offenders can be submitted per incident.
4. Victim – provides information about the victim(s) involved in the incident. Up to 99 victims can be submitted per incident.
5. Arrest – provides information about the arrest(s) involved in the incident. Up to 99 arrests can be submitted per incident.
6. Property – provides information about the various types of property involved in the incident. Up to 999 property items can be submitted per incident.

Screen/Formats

Incident data is submitted to the state program using one to five screens/formats. These five screens/formats include:

1. Incident (MICR.1) – used to submit original incidents which include the administrative, four offenses, one offender, one victim, one arrest and four property items. This screen/format is used for the submission of administrative, offense, one arrest, and four recovered property items for window update records. It can also be used for delete, replace and inquiry transactions. This is the only screen/format which uses the modify action code.
2. Offender (MICR.3) – used to submit additional offender records for an incident. An original incident must be resident on the database. This screen/format is used to delete individual offender records and to inquiry all offender records for an incident.
3. Victim (MICR.5) – used to submit additional victim records for an incident. An original incident must be resident on the database. This screen/format is used to delete individual victim records and to inquiry all victim records for an incident.
4. Arrest (MICR.7) – used to submit additional arrest records for an incident. An original incident must be resident on the database unless the arrest is a window update record. This screen/format is used to delete individual arrest records and to inquiry all arrest records for an incident.
5. Property (MICR.9) – used to submit additional property records for an incident. An original incident must be resident on the database unless the property is a window update record. This screen/format is used to delete individual property records and to inquiry all property records for an incident.

Determining What Data to Submit to MICR

This section explains how to determine what data to send to MICR. For instance, incidents will require different records depending on the start date of the local agency and the base date of the MICR system.

The on-line MICR database will consist of complete incidents with an original date of report occurring in the date range. It will also consist of window update records for those incidents which occurred prior to the base date or prior to the agency start date.

If the original date of report is after the base date and after the date the agency begins submitting MICR data, follow the procedures for Complete Incident Submission. For window update incidents, follow the procedures under Window Update Submissions.

COMPLETE INCIDENT SUBMISSION

Original Incident Submission

Original incident submission is used for initial submission of the incident or resubmission if the incident was deleted by the agency or rejected by the state program due to errors.

Original incident data is submitted using the Incident (MICR.1) transaction record with an Action of "O" (ORIGINAL). Administrative and Offense information is required for all original incidents. Victim and Offender information is required for all original incidents with an offense that is defined by the FBI as a Group A offense. If entering a "Crime Against Property," Kidnapping or Gambling, a Property record is also required.

Following are the minimum mandatory data elements which must be entered for each original incident. Completion of other data elements may be required depending on the codes entered in these required data elements.

Element Number	01 – Action (must be "O")
	02 – Originating Agency Identifier Number
	03 – Original Year
	04 – Incident Number
	05 – County
	06 – City/Township
	08 – Date of Occurrence/Report
	09 – Occurrence/Report Date Indicator
	10 – Hour Occurred
	14 – Offense File Class
	15 – Location Site
	16 – Offense Attempted/Completed
	61 – Incident Complete Indicator

Also required if offense is a Group A offense, Negligent Homicide Vehicle/Boat/Snowmobile, or Nonviolent Family Offenses:

Element Number	17 – Offender Suspected of Using
	22 – Offender Number
	26 – Victim Number
	27 – Victim Connected Offense File Class
	28 – Victim Type

EXCEPTION: No criminal data to report, see page I – 18.

Adding Incident Information

To add supplemental offenders, victims, arrests and property using the Offender (MICR.3), Victim (MICR.5), Arrest (MICR.7), or Property (MICR.9) transaction record with an Action of "A" (ADD). An original incident must be present on the database before data can be added.

Following are the minimum mandatory data elements required for each type of transaction record. Other data elements are required depending on the supplemental information being added.

Element Number 01 – Action (must be "A")
 02 – Originating Agency Identifier Number
 03 – Original Year
 04 – Incident Number
 61 – Incident Complete Indicator

Modifying Incident Information

The only information on the incident which can be modified is Exceptional Clearance and Exceptional Clearance Date. Use the Incident (MICR.1) transaction record with an Action of "M" (MODIFY).

Following are the mandatory data elements required to modify the Exceptional Clearance and Exceptional Clearance Date.

Element Number 01 – Action (must be "M")
 02 – Originating Agency Identifier Number
 03 – Original Year
 04 – Incident Number
 11 – Exceptional Clearance
 12 – Exceptional Clearance Date
 61 – Incident Complete Indicator

If an incident was initially entered as exceptionally cleared and needs to be changed so an arrest can be added, the incident may be modified and leave the Exceptional Clearance and Exceptional Clearance Date (data elements 11 and 12) blank. All other information cannot be modified. To change data in the administrative (excluding exceptional clearance and exceptional clearance date) and offense records, the entire incident must be deleted and re-entered. Individual offender, victim, arrest or property records can be changed by first deleting that individual record and re-entering only that individual record with the correct information.

Replacing Incident Information

To replace incident information, the required data elements must be completed as if entering an original incident. All edits will apply as if entering an original incident. This action will first delete the entire incident on the database and replace it with the information contained in the screen/format after all edit checks have been applied on the replace incident. If there are more than one victim, one offender, one arrest, and/or four property items to be replaced, the additional records must be added after the initial replacement record.

Following are the minimum mandatory data elements which must be entered for each replacement incident. Completion of other data elements may be required depending on the codes entered in these data elements.

Element Number	01 – Action (must be “R”)
	02 – Originating Agency Identifier Number
	03 – Original Year
	04 – Incident Number
	05 – County
	06 – City/Township
	08 – Date of Occurrence/Report
	09 – Occurrence/Report Date Indicator
	10 – Hour Occurred
	14 – Offense File
	15 – Location Site
	16 – Offense Attempted/Completed
	61 – Incident Complete Indicator

Also required if offense is a Group A offense, Negligent Homicide Vehicle/Boat/Snowmobile, or Nonviolent Family Offenses:

Element Number	17 – Offender Suspected of Using
	22 – Offender Number
	26 – Victim Number
	27 – Victim Connected Offense File Class
	28 – Victim Type

WINDOW UPDATE SUBMISSIONS

Supplemental data for incidents reported prior to the two year retention data or for incidents prior to the agency start date will be limited to reporting of additional arrests, recovery of stolen property, and exceptional clearance. Certain information is required so the state program can forward this data on to NIBRS and accurately report this information in the annual report.

All three types of updates must include administrative information and the offense file class(es). An Incident (MICR.1) transaction record must be submitted with data elements:

Element Number 01 – Action (must be “W”)
 02 – Originating Agency Identifier Number
 03 – Original Year
 04 – Incident Number
 05 – County
 06 – City/Township
 08 – Date of Occurrence/Report (original date of occurrence)
 14 – Offense File Class
 61 – Incident Complete Indicator

Exceptional Clearance

These data elements are also completed on the administrative record if the incident is updated to exceptional clearance:

Element Number 11 – Exceptional Clearance
 12 – Exceptional Clearance Date

Arrests

These data elements are completed if arrest records are being added to the incident:

Element Number 39 – Arrest Number
 40 – Arrest Type
 41 – Arrest Age
 42 – Arrest Race
 43 – Arrest Sex
 44 – Arrest Ethnicity
 45 – Arrest Residence
 46 – Arrest Charge
 47 – Arrest Armed
 48 – Date of Arrest
 49 – Multiple Arrest Indicator
 50 – Disposition of Arrest under 18 (only if arrest is under 18 years old)
 51 – Clearance Indicator
 61 – Incident Complete Indicator

Arrests (continued)

If only one arrest is being added to the incident, submit the administrative, offense, and arrest on the Incident (MICR.1) transaction record. If multiple arrests are being added to the incident, first submit the administrative, offense, and one arrest record on the Incident (MICR.1) transaction record. The remaining arrests can be submitted on the supplemental Arrest (MICR.7) transaction record or the Incident (MICR.1) transaction record. Action "W" (WINDOW UPDATE) is used for either transaction records. An Incident (MICR.1) transaction record must be on the database prior to submission of a supplemental Arrest (MICR.7) transaction record.

Recovered Property

These data elements must be completed if property is recovered which was originally reported stolen by your agency:

Element Number	52 – Item Number
	53 – Property Loss Type (must be "5" RECOVERED)
	54 – Property Class
	55 – Property Value
	56 – Date Recovered
	57 – Number of Recovered Vehicles (only if Property Description is "03" AUTOMOBILES, "05" BUSES, "24" OTHER MOTOR VEHICLES, "28" RECREATIONAL VEHICLES, or "37" TRUCKS)
	61 – Incident Complete Indicator

If four or less property items are being updated to recovered, submit the administrative, offense, and property information on the Incident (MICR.1) transaction record. If more than four property items are being updated, first submit the administrative, offense, and four property items on the Incident (MICR.1) transaction record. The remaining property items can be submitted on the supplemental Property (MICR.9) transaction record or the Incident (MICR.1) transaction record. Action "W" (WINDOW UPDATE) is used for either transaction records. An Incident (MICR.1) transaction record must be on the database prior to submission of a supplemental Property (MICR.9) transaction record.

DELETE PROCEDURES

Use the following procedures to delete entire incidents or individual records in the incident. The information must have been submitted prior to deletion or an error will occur.

Administrative

To delete the administrative, offense, offender, victim, arrest, and property records connected to the incident, use the Incident (MICR.1) transaction record. Use this action to delete unfounded incidents which were previously submitted as originals. [NOTE: Special care should be taken when using this delete function and the Incident (MICR.1) screen/format as all information will be deleted. Make certain all required data can be resubmitted if the incident is being deleted for resubmission.]

Mandatory data elements:

Element Number	01 – Action (must be “D”)
	02 – Originating Agency Identifier
	03 – Original Year
	04 – Incident Number
	61 – Incident Complete Indicator

Offenders

To delete individual offender subject records by Offender Number, use the Offender (MICR.3) transaction record.

Mandatory data elements:

Element Number	01 – Action (must be “D”)
	02 – Originating Agency Identifier
	03 – Original Year
	04 – Incident Number
	22 – Offender Number
	61 – Incident Complete Indicator

Victims

To delete individual victim subject records by Victim Number, use the Victim (MICR.5) transaction record.

Mandatory data elements:

Element Number	01 – Action (must be “D”)
	02 – Originating Agency Identifier
	03 – Original Year
	04 – Incident Number
	26 – Victim Number
	61 – Incident Complete Indicator

Arrests

To delete individual arrest subject records by Arrest Number, use the Arrest (MICR.7) transaction record.

Mandatory data elements:

Element Number	01 – Action (must be “D”)
	02 – Originating Agency Identifier
	03 – Original Year
	04 – Incident Number
	39 – Arrest Number
	61 – Incident Complete Indicator

Property

To delete individual property item records by Item number, use the Property (MICR.9) transaction record.

Mandatory data elements:

Element Number	01 – Action (must be “D”)
	02 – Originating Agency Identifier
Element Number	03 – Original Year
(Continued)	04 – Incident Number
	52 – Item Number
	61 – Incident Complete Indicator

INQUIRY PROCEDURES

Use the following procedures to inquire the database for incident information. This procedure is available to agencies who submit data via the portal. It can be used on all transaction screens/formats.

Complete Incident Inquiry

Inquiry using the Incident (MICR.1) transaction screen will query the database for all information for the incident. All administrative and offense information, one victim, one offender, one arrest and four property items can be completed on the Incident (MICR.1) screen. If additional victims, offenders, arrests, and/or property are on the database for the incident, they can be queried using the supplemental screens.

Offender Inquiry

Inquiry using the Offender (MICR.3) transaction screen will query the database for all offenders for the incident. If no number is entered in the first Offender Number field, the record will display up to twenty offenders beginning with Offender Number 01. If a number is entered in the first Offender Number field, the record will display up to twenty offenders beginning with the requested Offender Number.

Victim Inquiry

Inquiry using the Victim (MICR.5) transaction screen will query the database for all victims for the incident. If no number is entered in the first Victim Number field, the record will display up to five victims beginning with Victim Number 01. If a number is entered in the first Victim Number field, the record will display up to five victims beginning with the requested Victim Number.

Arrest Inquiry

Inquiry using the Arrest (MICR.7) transaction screen will query the database for all arrests for the incident. If no number is entered in the first Arrest Number field, the record will display up to seven arrests beginning with Arrest Number 01. If a number is entered in the first Arrest Number field, the record will display up to seven arrests beginning with the requested Arrest Number.

Property Inquiry

Inquiry using the Property (MICR.9) transaction screen will query the database for all property items in the incident. If no number is entered in the first Item Number field, the record will display up to ten items beginning with Item Number 001. If a number is entered in the first Item number field, the record will display up to ten items beginning with the requested Item Number.

Mandatory data elements for each transaction screen:

Element Number	01 – Action (must be “I”)
	02 – Originating Agency Identifier Number
	03 – Original Year
	04 – Incident Number

NO CRIMINAL DATA TO REPORT

Agencies which have no criminal activity in a given month must submit a record to notify the UCR Section of no criminal activity. This will prevent notification of delinquent reporting. This record must be submitted for each month that the agency has no criminal activity to report.

The information required for this record is:

Element Number 01 – Action (must be “O”)
 02 – Originating Agency Identifier Number
 03 – Original Year
 04 – Incident Number (must be “0000000000”)
 05 – County
 06 – City/Township
 08 – Date of Occurrence/Report (Day must be “00”)
 09 – Occurrence/Report Date Indicator (must be “R”)
 61 – Incident Complete Indicator

This record must only be submitted if the agency has no criminal incidents to report and no arrests, recovered property or exceptional clearances with dates occurring within the given month.

HATE/BIAS MOTIVATION GUIDELINES

Bias Motivation

The object of the collection of Hate/Bias Crime statistics is to indicate whether the offender was motivated to commit the offense because of his/her bias against a racial, religious, ethnic/national origin, or sexual orientation group. Because of the difficulty of 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 bias. The specific types of bias to be reported are:

Racial Bias:

Anti-White
Anti-Black
Anti-American Indian/Alaskan Native
Anti-Asian/Pacific Islander
Anti-Multi-Racial Group

Sexual Orientation Bias:

Anti-Male Homosexual (Gay)
Anti-Female Homosexual (Lesbian)
Anti-Homosexual (Gays and Lesbians)

Sexual Orientation Bias (Cont.):

Anti-Heterosexual
Anti-Bisexual

Disability Bias:

Anti-Physical Disability
Anti-Mental Disability

Ethnicity/National Origin Bias:

Anti-Hispanic
Anti-Other Ethnicity/National Origin

Gender Bias:

Anti-Female
Anti-Male

Religious Bias:

Anti-Jewish
Anti-Catholic
Anti-Protestant

Religious Bias (Cont.):

Anti-Islamic (Moslem)
Anti-Other Religion (Buddhism,
Hinduism, Shintoism, etc.)
Anti-Multi-Religious Group
Anti-Atheist/Agnostic

Other Bias

Objective Evidence the Crime was Motivated by Bias

An important distinction must be made. The mere fact that the offender is biased against the victim's racial, religious, ethnic/national origin, and/or sexual orientation group does not mean that a hate crime was involved. Rather, the offender's criminal act must have been motivated, in whole or in part, by his/her bias.

Because motivation is subjective, it is difficult to know with certainty whether a crime was the result of the offender's bias. Therefore, before an incident can be reported as a hate crime, sufficient objective facts must be present to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias. While no single fact may be conclusive facts such as the following, particularly when combined, are supportive of a finding of bias:

1. The offender and the victim were of different racial, religious, ethnic/national origin, sexual orientation or gender groups. For example, the victim was black and the offenders were white.
2. Bias related oral comments, written statements, or gestures were made by the offender which indicates his/her bias. For example, the offender shouted a racial epithet at the victim.
3. Bias related drawings, markings, symbols, or graffiti were left at the crime scene. For example, a swastika was painted on the door of a synagogue.

4. Certain objects, items, or things which indicate bias were used (e.g., the offenders wore white sheets with hoods covering their faces) or left behind by the offender(s) (e.g., a burning cross was left in front of the victim's residence).
5. The victim is a member of a racial, religious, ethnic/national origin, sexual orientation, or gender group which is overwhelmingly outnumbered by members of another group in the neighborhood where the victim lives and the incident took place. This factor loses significance with the passage of time, i.e., it is most significant when the victim first moved into the neighborhood and becomes less and less significant as time passes without incident.
6. The victim was visiting a neighborhood where previous hate crimes had been committed against other members of his/her racial, religious, ethnic/national origin, sexual orientation, or gender group and where tensions remain high against his/her group.
7. Several incidents have occurred in the same locality, at or about the same time, and the victims are all of the same racial, religious, ethnic/national origin, or sexual orientation group.
8. A substantial portion of the community where the crime occurred perceives that the incident was motivated by bias.
9. The victim was engaged in activities promoting his/her racial, religious, ethnic/national origin, sexual orientation, or gender group. For example, the victim is a member of the NAACP, participated in gay rights demonstrations, etc.
10. The incident coincided with a holiday relating to, or a date of particular significance to, a racial, religious, or ethnic/national origin group (e.g., Martin Luther King Day, Rosh Hashanah, etc.).
11. The offender was previously involved in a similar hate crime or is a member of a hate group.
12. There were indications that a hate group was involved. For example, a hate group claimed responsibility for the crime or was active in the neighborhood.
13. A historically established animosity exists between the victim's group and the offender's group.
14. The victim, although not a member of the targeted racial, religious, ethnic/national origin, sexual orientation, or gender group, is a member of an advocacy group supporting the precepts of the victim group.

Cautions

1. Need for Case-by-Case Assessment of the Facts

The aforementioned factors are not all-inclusive of the types of objective facts which evidence biased motivation. Therefore, reporting agencies must examine each case for facts which clearly evidence that the offender's bias motivated him/her to commit the crime.

2. Misleading Facts

Agencies must be alert to misleading facts. For example, the offender used an epithet to refer to the victim's race, but the offender and victim were of the same race.

3. Feigned Facts

Agencies must be alert to evidence left by the offenders which is meant to give the false impression that the incident was motivated by bias. For example, students of a religious school vandalize their own school, leaving anti-religious statements and symbols on its walls, in the hope that they will be excused from attending class.

4. Offender's Mistaken Perception

Even if the offender was mistaken in his/her belief that the victim was a member of a racial, religious, ethnic/national origin, sexual orientation, or gender group; the offense is still a hate crime as long as the offender was motivated by bias against that group. For example, a middle-aged, non-gay man walking by a bar frequented by gays was attacked by six teenagers who mistakenly believed the victim had left the bar and was gay. Although the offenders were wrong of both counts, the offense is a hate crime because it was motivated by the offenders' anti-gay bias.

5. Changes in Findings of Bias

If, after an original incident report was submitted, a contrary finding regarding bias occurs, the state program must be updated with the new finding. For example, if an initial finding of no bias was later changed to racial bias or a finding of racial bias was later changed to religious bias, the change should be reported to the UCR state program.

Hate/Bias Definitions

To ensure uniformity in reporting nationwide, the following definitions have been adopted for use in hate crime reporting:

Bias – A performed negative opinion or attitude toward a group of persons based on their race, religion, ethnicity/national origin, sexual orientation, or gender.

Bias Crime – A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, ethnic/national origin group, sexual orientation, or gender group. Also known as "Hate Crime."

Bisexual – [adjective] Of or relating to persons who experience sexual attraction toward, and responsiveness to, both males and females; [noun] a bisexual person.

Disability Bias – A performed negative opinion or attitude toward a group of persons based on their physical or mental disabilities.

Ethnicity/National Origin Bias – A performed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions (e.g., Arabs, Hispanics, etc.).

Gay – [adjective] Of or relating to males who experience a sexual attraction toward, and responsiveness to, other males; [noun] a homosexual male.

Gender Bias – A preformed negative opinion or attitude toward a group of persons of the same biological category.

Hate Crime – See Bias Crime.

Hate Group – An organization whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a racial, religious, ethnic/national origin, or sexual orientation group which suffers from that of the members of the organization (e.g., the Ku Klux Klan, American Nazi Party, etc.).

Heterosexual – [adjective] Of or relating to persons who experience a sexual attraction toward, and responsiveness to, members of the opposite sex; [noun] a heterosexual person.

Homosexual – [adjective] Of or relating to persons who experience a sexual attraction toward, and responsiveness to, members of their own sex; [noun] a homosexual person.

Lesbian – [adjective] Of or relating to females who experience a sexual attraction toward, and responsiveness to, other females; [noun] a homosexual female.

Racial Bias – A preformed negative opinion or attitude toward a group of person who possess common physical characteristics (e.g., color of skin, eyes and/or hair, facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites, etc.).

Religious Bias – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists, etc.).

Sexual Orientation Bias – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals, etc.).

LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED (LEOKA)

The Law Enforcement Officers Killed or Assaulted information will now be submitted through an incident report, under Victim Information, with three new fields.

When an officer is killed or assaulted, the information must be reported on an incident report, with victim Type P, Type of Activity, Type of Assignment and Assist Other ORI (if applicable). To determine if the assault should be reported as an additional offense to the original incident or a separate incident, the agency utilizes the "Concept of Time and Place." This is defined as "if more than one crime was committed by the same person or group of persons and the time and space intervals separating them were insignificant, then all of the crimes make up a single incident." Therefore, if the original offense/arrest and assault offense occurred during an unbroken time duration and at the same or adjoining location(s), then the reporting agency should report these offenses as a single incident.

DATA TRANSACTION GUIDELINES

On-line Portal Agencies

Agencies submitting MICR data through the portal will use the web forms. The required information must be completed and the screen information transmitted from the designated field. An acceptance or error message is immediately returned to the agency. All editing of the incident information is completed when the incident is flagged as “complete” (see data element #61). All erroneous incidents should be corrected and resent as soon as possible. Agencies will not submit the Supplementary Homicide Report (SHR) as this data is included in the MICR system. The Law Enforcement Officers Killed or Assaulted (LEOKA) data must be submitted in the Victim segment when applicable.

Automated Submission using the Data Exchange Gateway

Agencies with a vendor purchased software package will submit their data through the Data Exchange Gateway (DEG). All submissions will use the record formats on pages VI-1 – VI-20. The records must be a fixed length of 420 characters, EBCDIC, block 10. The file must be sorted by ORI number (applies when more than one ORI number is contained on the same file), original year, incident number and record type within the incident number. Agencies will be required to complete a testing phase prior to authorization from the state program to participate in MICR. The purpose of this testing phase is to ensure the quality and integrity of data collected and submitted to MICR. The agency must contact the UCR section to schedule testing activities. The specifications in this document must be followed to minimize transaction errors.

After the agency has successfully tested their MICR software with the state program, formal authorization to participate in MICR will be granted. The agency will no longer need to submit the Supplementary Homicide Report (SHR). The Law Enforcement Officers Killed or Assaulted (LEOKA) data must be submitted in the Victim segment when applicable.

Error Messages

There are two types of error messages which will be returned to the agency; field and final edit errors. Final edit errors are stipulated as such.

Field edits occur as each screen/record format is processed. If there is missing or invalid data in the field, a field edit error is printed on an error listing for that agency. The data for that screen/format is not entered on the database.

Final edits are processed when the Incident Complete Indicator is “Y.” Because additional offenders, victims, arrests, and property can be submitted on the supplemental MICR screens/formats, some cross field edits cannot occur until all information has been submitted. When an agency submits the last screen/format which has “Y” in the Incident Complete Indicator (data element #61), all final cross field edits will be completed. If errors occur in final edits, the data is maintained on the database but the Incident Complete Indicator is set to “N” in the database record. Error messages indicate “final edit error.” The error could be the result of data entered on the last screen/format or from a previous screen/format. The agency must determine what has caused the error. If additional offenders, victims, or property is required to correct the incident, the information can be added using a supplemental screen/format. Sometimes it will be necessary and easier to delete the entire incident and reenter the correct incident information.

MICHIGAN INCIDENT CRIME REPORTING (MICR)

SECTION 2

OFFENSE FILE CLASS DEFINITIONS AND ARREST CHARGES

**Michigan Department of State Police
Criminal Justice Information Center
Uniform Crime Reporting Section
March 2011 Update**

SOVEREIGNTY

Offenses which relate to unlawful acts against state government.

0100-0 SOVEREIGNTY

Treason	0101
Treason Misprision	0102
Espionage	0103
Sabotage	0104
Sedition	0105
Selective Service	0106
Sovereignty (Other)	0199

MILITARY

Offenses which relate to military laws.

0200-0 MILITARY

Desertion	0201
AWOL	0297
Military (Other)	0299

IMMIGRATION

Offenses which relate to immigration laws.

0300-0 IMMIGRATION

Illegal Entry	0301
False Citizenship	0302
Smuggling Aliens	0303
Immigration (Other)	0399

HOMICIDE

The killing of one human being by another.

NOTE: Attempted Murder/Homicide is classified as offense file class 1300-2 Aggravated/Felonious Assault.

0900-1 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)

The willful (nonnegligent) killing of one human being by another.

Willful Killing – Family – Gun	0901
Willful Killing – Family – Other Weapon	0902
Willful Killing – Non-family – Gun	0903
Willful Killing – Non-family – Other Weapon	0904
Willful Killing – Public Official – Gun	0905
Willful Killing – Public Official – Other Weapon	0906
Willful Killing – Police Officer – Gun	0907
Willful Killing – Police Officer – Other Weapon	0908

HOMICIDE (continued)

0900-1 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY) (continued)

The willful (nonnegligent) killing of one human being by another.

Willful Killing – Gun	0911
Willful Killing – Other Weapon	0912
Human Trafficking Causing Death	0913
Homicide – (Other)	0999

0900-2 NEGLIGENT HOMICIDE/MANSLAUGHTER (INVOLUNTARY)

The killing of another person through gross negligence or without malice.

Negligent Homicide/Manslaughter – Weapon	0910
Deliver controlled substance causing death	0996
Assisted Suicide	0997

0900-3 NEGLIGENT HOMICIDE – VEHICLE/BOAT/SNOWMOBILE/ORV

A death resulting from the negligent operation of a motor vehicle, boat, snowmobile or ORV.

Negligent Homicide – Vehicle	0909
Negligent Homicide – Other	0998
Felony Death by Drunk Driving – Snowmobile	5466
Felony Death by Drunk Driving – ORV	5476
Felony Death by Drunk Driving – Boat	5486
Let Intoxicated Person Operate Motor Vehicle Causing Death	
Alcohol	8034
Drugs	8035
Felony Death While Under Controlled Substance	8039
Felony Death by Drunk Driving – Motor Vehicle	8046
Felony Death from Fleeing Vehicle	8175
Let Suspended Person Operate Motor Vehicle Causing Death	8268

0900-4 JUSTIFIABLE HOMICIDE

The killing of a perpetrator of a serious criminal offense by a peace officer in the line of duty; or the killing, during the commission of a serious criminal offense, of the perpetrator by a private individual.

NOTE: A “serious criminal offense” is a felony or high misdemeanor.

KIDNAPPING/ABDUCTION VIOLATIONS

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

1000-1 KIDNAPPING/ABDUCTION

The unlawful taking away of another person using force, persuasion, misrepresentation, false promise, or the like, to serve as a hostage for ransom or reward, or with any other intent.

Kidnap Minor for Ransom.....	1001
Kidnap Adult for Ransom	1002
Kidnap Minor to Sexually Assault.....	1003
Kidnap Adult to Sexually Assault.....	1004
Kidnap Minor	1005
Kidnap Adult.....	1006
Kidnap Hostage for Escape.....	1007
Abduct – No Ransom or Assault	1008
Kidnap – Hijack Aircraft	1009
Human Trafficking	1010
Human Trafficking Causing Injury	1011
Kidnapping (Other).....	1099

1000-2 PARENTAL KIDNAPPING

The taking or retention for more than 24 hours his/her child(ren), with the intent to detain said child(ren) from the other parent or legal guardian of the child(ren) who had lawful right to custody or visitation of the child(ren) at the time of the taking or retention.

Parental Kidnap (MCL750.350A[1])	1072
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SEXUAL ASSAULT – FORCIBLE

Any sexual act directed against another person, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent. Force or coercion can be used or threatened. Use of authority can be a form of coercion. (Refer to CSC statute for definitions.)

NOTE: The offense could possibly be 3600-1 Sexual Penetration Nonforcible Blood/Affinity if the following circumstances exist:

1. The victim is 13, 14 or 15 years of age, **AND**
2. The actor is a member of the same household or related by blood or affinity, **AND**
3. Force or coercion was **NOT** involved.

The offense could possible be 3600-2 Sexual Penetration Nonforcible Other if the following circumstances exists:

1. The victim is 13, 14, or 15 years of age, **AND**
2. Force or coercion was **NOT** involved.

SEXUAL ASSAULT – FORCIBLE (continued)

1100-1 SEXUAL PENETRATION PENIS/VAGINA – CSC FIRST (1ST) DEGREE

The sexual intercourse of a person, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

NOTE: Sexual intercourse is defined as penetration of the vagina by the penis.

CSC First (1st) Degree – Penetration Penis/Vagina 1171

1100-2 SEXUAL PENETRATION PENIS/VAGINA – CSC THIRD (3RD) DEGREE

The sexual intercourse of a person, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

CSC Third (3rd) Degree – Penetration Penis/Vagina..... 1172

1100-3 SEXUAL PENETRATION ORAL/ANAL – CSC FIRST (1ST) DEGREE

Oral or anal sexual penetration with another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

CSC First (1st) Degree – Penetration Oral/Anal 1173

1100-4 SEXUAL PENETRATION ORAL-ANAL – CSC THIRD (3RD) DEGREE

Oral or anal sexual penetration with another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

CSC Third (3rd) Degree – Penetration Oral/Anal..... 1174

1100-5 SEXUAL PENETRATION OBJECT – CSC FIRST (1ST) DEGREE

To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

CSC First (1st) Degree – Penetration Object 1175

1100-6 SEXUAL PENETRATION OBJECT – CSC THIRD (3RD) DEGREE

To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

CSC Third (3rd) Degree – Penetration Object..... 1176

SEXUAL ASSAULT – FORCIBLE (continued)

1100-7 SEXUAL CONTACT FORCIBLE – CSC SECOND (2ND) DEGREE

The intentional touching of the intimate body parts of another person for the purpose of sexual arousal or gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

CSC Second (2nd) Degree – Forcible Contact.....1177
 Sex Offense Against Child – Fondling.3601

1100-8 SEXUAL CONTACT FORCIBLE – CSC FOURTH (4TH) DEGREE

The intentional touching of the intimate body parts of another person for the purpose of sexual arousal or gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

CSC Fourth (4th) Degree – Forcible Contact1178

ROBBERY

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

NOTE: Because some type of 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.

1200-0 ROBBERY

Business – Gun1201
 Business – Other Weapon1202
 Business – Strong Arm.....1203
 Street – Gun1204
 Street – Other Weapon1205
 Street – Strong Arm.....1206
 Residence – Gun.....1207
 Residence – Other Weapon1208
 Residence – Strong Arm1209
 Forcible Purse Snatching1210
 Banking Type Institution1211
 Motor Vehicle (Carjacking)1270
 Attempted Robbery – Unarmed.....1297
 Attempted Robbery – Armed.....1298
 Robbery (Other)1299

ASSAULT

An unlawful attack by one person upon another.

NOTE: Careful consideration of the following factors should assist in classifying assaults:

1. The type of weapon employed or the use of an object as a weapon;
2. The seriousness of the injury;
3. The intent and capability of the assailant to cause serious injury.

Usually the weapon used or the extent of the injury sustained will be the deciding factors in distinguishing aggravated from nonaggravated assaults. In only a limited number of instances should it be necessary to examine the intent and capability of the assailant. (UCR Handbook, NIBRS Edition)

1300-1 NONAGGRAVATED ASSAULT

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.

Assault and Battery/Simple Assault 1313

1300-2 AGGRAVATED/FELONIOUS ASSAULT

An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or 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.

Family – Gun	1301
Family – Other Weapon	1302
Family – Strong Arm.....	1303
Non-Family – Gun	1304
Non-Family – Other Weapon.....	1305
Non-Family – Strong Arm.....	1306
Public Official – Gun.....	1307
Public Official – Other Weapon	1308
Public Official – Strong Arm	1309
Police Officer – Gun	1310
Police Officer – Other Weapon.....	1311
Police Officer – Strong Arm.....	1312
Murder Attempt.....	1371
Mayhem.....	1393
Assault, Intent to Commit Felony	1394
Assault, Intent to Maim.....	1395
Assault Less than Murder.....	1396
Assault with Intent to Murder.....	1397
Assault Other/Human Trafficking Causing Injury	1399
Fleeing Resulting in Assault.....	8176

ASSAULT (continued)

1300-3 INTIMIDATION/STALKING

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.

Intimidation	1316
Telephone Used for Harassment, Threats	1380
Aggravated Stalking (Felony)	1381
Stalking (Misdemeanor)	1382
Stalking a Minor (Felony)	1383
Computer/Internet Used for Harassment, Threats	1384
Other Electronic Medium Used for Harassment, Threats.....	1385
*Threat to Bomb	5215
Threat to Burn	5216

*The individual receiving the bomb threat is considered the victim, i.e., a school secretary receives a bomb threat for the school. The school secretary would be the victim.

ABORTION

Unlawful purposeful induced termination of a human pregnancy.

1400-0 ABORTION

Abortion Act on Other.....	1401
Abortion Act on Self.....	1402
Submission to Abortifacient Act	1403
Abortifacient (Selling, Manufacturing, etc.).....	1404
Abortion (Other).....	1499

ARSON

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

2000-0 ARSON

Business – Endangered Life	2001
Residence – Endangered Life	2002
Business – Defraud Insurer	2003
Residence – Defraud Insurer	2004
Arson – Business	2005
Arson – Residence	2006
Setting Fire to Woods and Prairies.....	2007
Public Building (includes Hotel/Motel) Endangered Life.....	2008
Arson – Public Building	2009
Burning of Real Property	2072
Burning of Personal Property	2073
Burning of Insured Property (Own).....	2097
Preparation to Burn	2098
Arson (Other).....	2099

EXTORTION

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.

2100-0 EXTORTION

Threat to Injure Person.....	2101
Threat to Damage Property	2102
Threat to Injure Reputation.....	2103
Threat to Accuse Person of Crime	2104
Threat of Informing of Violation	2105
Extortion (Other).....	2199

BURGLARY/BREAKING AND ENTERING

Unlawful entry into a building or other structure; or possession of burglary tools. Structure includes but is not limited to: apartment, barn, cabin, church, condominium, dwelling house, factory, garage, house trailer or houseboat (used as permanent dwelling), mill, office, other building, outbuilding, public building, railroad car, room, school, stable, vessel (ship), and warehouse.

NOTE: Incidental damage resulting from a burglary (e.g., a forced door, broken window, hole in wall, dynamited safe, etc.) is to be reported only if the amount of damage is deemed substantial by the reporting agency. If deemed substantial, the damage is to be reported under offense file class 2900-0 Damage to Property.

Property stolen in connection with a Burglary/Breaking and Entering is to be reported as part of the Burglary and not as a separate offense of Larceny.

The illegal entry of a tent, tent trailer, motor home, house trailer, or any other mobile unit being used for recreational purposes, followed by a theft, felony, or attempt to commit a felony or theft, should be classified as larceny.

Breaking and Entering of a Motor Vehicle is classified as 2300-5 Larceny – Theft from Motor Vehicle.

2200-1 BURGLARY – FORCED ENTRY

Unlawful forcible entry of a building or other structure with the intent to commit a theft or felony. Does not apply to autos or coin boxes.

Burglary – Safe/Vault	2201
Forced Entry – Residence	2202
Forced Entry – Non-Residence	2203
Banking Type Institution	2207
Unoccupied Building or Other Structure	2275
Burglary – Other Forced Entry	2299

2200-2 BURGLARY – ENTRY WITHOUT FORCE (Intent to Commit)

Unlawful entry without force with the intent to commit a theft or other felony.

No Forced Entry – Residence	2204
No Forced Entry – Non-Residence	2205

BURGLARY/BREAKING AND ENTERING (continued)

2200-3 BURGLARY – ENTRY WITHOUT AUTHORITY, WITH OR WITHOUT FORCE (No Intent)

Entry without intent to commit a theft or other felony.

Entering without Permission.....2298

2200-4 POSSESSION OF BURGLARY TOOLS

Possession of a tool or implement designed for breaking and entering.

Possession of Burglary Tools.....2206

LARCENY VIOLATIONS

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

NOTE: Larceny violations which involve shoplifting, see offense file class 3000-2 Retail Fraud – Theft.

2300-1 LARCENY – POCKETPICKING

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

Pocketpicking2301

2300-2 LARCENY – PURSESNAATCHING

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

NOTE: If more force was used than actually necessary to wrench the purse from the grasp of the person, then a strong-arm Robbery occurred, rather than Pursesnatching.

Pursesnatching – No Force.....2302

2300-3 LARCENY – THEFT FROM BUILDING

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

From Building (Includes library, office used by public, etc.)2308

From Banking Type Institution.....2311

2300-4 LARCENY – THEFT FROM COIN-OPERATED MACHINE/DEVICE

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

From Coin Machines (Includes telephone coin box)2307

2300-5 LARCENY – THEFT FROM MOTOR VEHICLE

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

Personal Property from Vehicle.....2305

LARCENY VIOLATIONS (continued)

2300-6 LARCENY – THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES

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

Parts and Accessories from Vehicle.....	2304
Strip Stolen Vehicle	2407

2300-7 LARCENY – OTHER

All thefts which are not specifically defined in the Larceny subcategories listed above.

NOTE: This includes thefts from fenced enclosures, boats, and airplanes. Theft of animals, lawnmowers, lawn furniture, hand tools, and farm and construction equipment are also included where no break-in of a structure was involved.

From Shipment.....	2306
From Yards (Grounds surrounding a building)	2309
From Mails.....	2310
From Interstate Shipment.....	2312
Obstruct Correspondence (Postal Violation)	2313
Theft of U.S. Government Property.....	2314
Larceny from U.S. Government Reserve	2315
Larceny of Gasoline, Self-Service Station.....	2379
Larceny (Other)	2399
Aircraft Theft (Includes Taking and Using)	2410

MOTOR VEHICLE THEFT/FRAUD VIOLATIONS

The unlawful taking or driving away of a motor vehicle. Receiving or transporting stolen motor vehicles. Fraudulently obtaining money or goods under false pretenses.

NOTE: Aircraft theft is classified as offense file class 2300-7 Larceny – Other.

Theft of motor vehicle parts/accessories is classified as offense file class 2300-6 Larceny – Theft of Motor Vehicle Parts/Accessories.

Carjackings are classified as 1200-0 Robbery.

2400-1 MOTOR VEHICLE THEFT (reported by your jurisdiction)

Theft of a self-propelled motor vehicle that runs on the surface of land and not on rails. Includes mopeds and snowmobiles.

Theft and Sale.....	2401
Theft and Strip.....	2402
Theft and Use in Other Crime	2403
Vehicle Theft	2404
Theft by Bailee – Fail to Return Vehicle.....	2405
Possess Stolen Vehicle.....	2408
Unauthorized Use (Includes Joy Riding)	2411
Stolen (Other).....	2499

MOTOR VEHICLE THEFT/FRAUD VIOLATIONS (continued)

2400-2 MOTOR VEHICLE AS STOLEN PROPERTY (reported by another jurisdiction)

Receiving or interstate transporting of stolen motor vehicles.

Possess/Receive Stolen Vehicle/Parts	2406
Interstate Transport of Stolen Vehicle	2409
Theft and Sale	2472
Theft and Strip (Includes Chop Shop)	2473
Theft and Use	2474
Unauthorized Use (Includes Joyriding)	2475
Motor Vehicle as Stolen Property (Other)	2498

2400-3 MOTOR VEHICLE FRAUD

Intentional misrepresentation of the truth to obtain money, goods, or other things of value involving motor vehicles.

NOTE: This file class includes offenses which involve the theft of motor vehicles to defraud insurance companies, re-tagged motor vehicles, and all owner give-ups during narcotics trafficking.

Obtain Money/Goods, False Pretenses	2470
Concealing Identity of Motor Vehicle	2471
Acquire Motor Vehicle During Denial of Drivers License	2496
Motor Vehicle Fraud (Other)	2497

FORGERY/COUNTERFEITING

2500-0 FORGERY/COUNTERFEITING

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.

Forgery of Checks	2501
Forgery of Other Object	2502
Counterfeiting of Any Object	2503
Pass Forged – Any Object	2504
Pass Counterfeited – Any Object	2505
Possess Forged – Any Object	2506
Possess Counterfeited – Any Object	2507
Possess Tools, Plates, etc. for Forgery Or Counterfeiting	2508
Transport Forged – Any Object	2509
Transport Counterfeited – Any Object	2510
Transport Tools, Plates, etc. for Forgery Or Counterfeiting	2511
Forgery (Other)	2589
Counterfeiting (Other)	2599

FRAUDULENT ACTIVITIES

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 to surrender a legal right.

NOTE: 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. But, if a credit card was used to perpetrate the fraud, the offense would be classified as Credit Card/Automatic Teller Machine Fraud.

Fraud offenses which involve motor vehicle thefts should be classified as 2400-3 Motor Vehicle Fraud.

2600-1 FRAUD – FALSE PRETENSE/SWINDLE/CONFIDENCE GAME

The intentional misrepresentation of existing fact or condition, or the use of some other deceptive scheme or device, to obtain money, goods or other things of value.

Confidence Game/Fortune Telling	2601
Swindle.....	2602
Mail Fraud	2603
False Statements	2607
Fraud (Larceny) by Conversion.....	2674
Fraudulently Obtaining of Goods Offered for Sale	2675
Defrauding Hotels, Restaurants, Innkeeper, etc	2677
Fraudulently Obtaining Gasoline (Attendant Delivered)	2679
Obtaining Money Under False Pretenses	2695
Fraud (Other).....	2699

2600-2 FRAUD – CREDIT CARD/AUTOMATIC TELLER MACHINE

The unlawful use of a credit (or debit) card or automatic teller machine for fraudulent purposes.

Illegal Use of Credit Card	2605
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2600-3 FRAUD – IMPERSONATION

Falsely representing one’s identity or position, and acting in the character or position thus unlawfully assumed, to deceive others and thereby gain a profit or advantage, enjoy some right or privilege, or subject another person or entity to an expense, charge, or liability which would not have otherwise been incurred.

Impersonation.....	2604
Identity Theft.....	2609
Pers Ident Info Obt/Poss/Trans W/I.....	2610

2600-4 FRAUD – WELFARE FRAUD

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

Obtain Welfare	2678
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FRAUDULENT ACTIVITIES (continued)

2600-5 FRAUD – WIRE FRAUD

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

Fraud by Wire.....2608

2600-6 FRAUD – BAD CHECKS

Knowingly and intentionally writing and/or negotiating checks drawn against insufficient or nonexistent funds.

NOTE: Forgery of checks is classified as offense file class 2500-0 Forgery.

Non-Sufficient Funds Checks.....2606
No-Account Check2676
Uttering and Publishing Check.....2693

EMBEZZLEMENT

2700-0 EMBEZZLEMENT

The illegal taking, misapplying, or misappropriating by an offender to his/her own use or purpose of money, property or other thing of value entrusted to his/her care, custody or control.

Business Property2701
Interstate Shipment2702
Banking Type Institution2703
Public Property (Federal, State or City Property)2704
Postal2705
Misappropriate Funds.....2798
Embezzlement (Other)2799

STOLEN PROPERTY

2800-0 STOLEN PROPERTY

Buying, receiving, selling, concealing, transporting, or possessing any property of another with the knowledge that it has been criminally taken.

NOTE: Do not use this offense file class for automobiles. Classify as 2400-2 Motor Vehicle as Stolen Property.

Sale of Stolen Property2801
Interstate Transportation of2802
Receiving.....2803
Possessing2804
Concealing2805
Stolen Property (Other)2899

DAMAGE TO PROPERTY

2900-0 DAMAGE TO PROPERTY

The willful or malicious destruction, damage, injury, disfigurement, or defacement of any public or private property, real or personal, without the consent of the owner or person having custody or control.

NOTE: This offense is to be reported only if the reporting agency deems that substantial injury to property has occurred. The offense includes a broad range of injury to property, i.e., 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 the crime of Arson.

Business Property	2901
Private Property.....	2902
Public Property	2903
Business Property – With Explosives.....	2904
Private Property – With Explosives	2905
Public Property – With Explosives.....	2906
Destruction of Tombs and Memorials.....	2995
Throwing Stone, etc., at Train or Motor Vehicle	2996
Computer Used in Commission of Crime	2997
Destroy, Injure Property of Police or Fire Departments.....	2998
Damage to Property (Other).....	2999

RETAIL FRAUD

The theft or misrepresentation to obtain money or property with the intent to defraud while in a store or in its immediate vicinity while the store is open to the public.

NOTE: 1st Degree – Dollar value is \$1,000 or greater
 2nd Degree – Dollar value is between \$200 and \$999
 3rd Degree – Dollar value is less than \$200

3000-1 RETAIL FRAUD – MISREPRESENTATION

To alter, transfer, remove and replace, conceal, or otherwise misrepresent the price at which property is offered for sale, with the intent not to pay for the property or to pay less than the price at which the property is offered for sale.

Retail Fraud Misrepresentation 1 st Degree.....	3071
Retail Fraud Misrepresentation 2 nd Degree.....	3072
Retail Fraud Misrepresentation 3 rd Degree	3077

3000-2 RETAIL FRAUD – THEFT

To steal property of a store that is offered for sale.

NOTE: This offense file class includes Larceny – Shoplifting.

Retail Fraud Theft 1 st Degree	3073
Retail Fraud Theft 2 nd Degree	3074
Retail Fraud Theft 3 rd Degree.....	3078
Retail Fraud Man/Sell/Poss Theft Det.....	3080

RETAIL FRAUD (continued)

3000-3 RETAIL FRAUD – REFUND/EXCHANGE

With the intent to defraud, to obtain or attempt to obtain money or property from a store as a refund or exchange for property that was not paid for and belongs to the store.

Retail Fraud Refund/Exchange 1 st Degree.....	3075
Retail Fraud Refund/Exchange 2 nd Degree.....	3076
Retail Fraud Refund/Exchange 3 rd Degree	3079

DRUG/NARCOTIC VIOLATIONS

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

NOTE: Inhalation of Chemical Agents is classified as offense file class 5000-0 Health and Safety.

3500-1 VIOLATION OF CONTROLLED SUBSTANCE ACT

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

Hallucinogen – Manufacture.....	3501
Hallucinogen – Distribution.....	3502
Hallucinogen – Sell.....	3503
Hallucinogen – Possess	3504
Hallucinogen – (Other)	3505
Hallucinogen – Use	3506
Heroin – Sell/Manufacture.....	3510
Heroin – Smuggle.....	3511
Heroin – Possess	3512
Heroin – (Other)	3513
Heroin – Use	3514
Opium or Derivative – Sell.....	3520
Opium or Derivative – Smuggle	3521
Opium or Derivative – Possess	3522
Opium or Derivative – (Other)	3523
Opium or Derivative – Use	3524
Cocaine – Sell	3530
Cocaine – Smuggle.....	3531
Cocaine – Possess.....	3532
Cocaine – (Other).....	3533
Cocaine – Use.....	3534
Synthetic Narcotic – Sell	3540
Synthetic Narcotic – Smuggle	3541
Synthetic Narcotic – Possess.....	3542
Synthetic Narcotic – (Other)	3543
Synthetic Narcotic – Use	3544
Synthetic Narcotic – Manufacture	3545
Methamphetamine – Deliver	3546
Methamphetamine – Possess	3547
Methamphetamine – Use	3548
Methamphetamine – Manufacture.....	3549

DRUG/NARCOTIC VIOLATIONS (continued)**3500-1 VIOLATION OF CONTROLLED SUBSTANCE ACT (continued)**

Ecstasy – Deliver.....	3556
Ecstasy – Possess	3557
Ecstasy – Use	3558
Ecstasy – Manufacture	3559
Marijuana – Sell.....	3560
Marijuana – Smuggle	3561
Marijuana – Possess	3562
Marijuana – Producing	3563
Marijuana – (Other)	3564
Marijuana – Use	3565
Marijuana – Illegal Sale of Medical Marijuana.....	3566
Amphetamine – Manufacture	3570
Amphetamine – Sell	3571
Amphetamine – Possess	3572
Amphetamine – (Other).....	3573
Amphetamine – Use.....	3574
Barbiturate – Manufacture	3580
Barbiturate – Sell.....	3581
Barbiturate – Possess	3582
Barbiturate – (Other)	3583
Barbiturate – Use	3584
LSD – Manufacture	3585
LSD – Sell	3586
LSD – Possess.....	3587
LSD – Use.....	3588
LSD – (Other).....	3589
Crack – Sell.....	3590
Crack – Smuggle.....	3591
Crack – Possess	3592
Crack – (Other).....	3593
Crack – Use.....	3594
Drugs, Illegal Use of.....	3595
Ephedrine/pseudo > 12 grams poss	3596
Delivery of Imitation Controlled Substance	3597
Narcotic Drugs, Fraudulent Procurement of	3598
Dangerous Drugs (Other).....	3599

3500-2 NARCOTIC EQUIPMENT VIOLATIONS

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

Narcotic Equipment.....	3550
Operating/Maintaining Meth Lab	3551
Opr/Maint Meth Lab in Presence of Minor.....	3552
Opr/Maint Meth Lab Involving Firearm/Harmful Device	3553
Opr/Maint Meth Lab Near Specified Places	3554
Opr/Maint Meth Lab involving Hazardous Waste	3555

SEX OFFENSES

Unlawful, nonforcible sexual penetration; illegal acts done for sexual stimulation or gratification, or involving display or exposure of sexual organs.

NOTE: Sex Offense Against Child – Fondling (3601) is classified as offense file class 1100-7 Sexual Contact Forcible – CSC 2nd Degree.

3600-1 SEXUAL PENETRATION NONFORCIBLE – BLOOD/AFFINITY

(Criminal Sexual Conduct, 1st and 3rd Degree) – Nonforcible sexual penetration with a person who is 13, 14 or 15 years of age and the actor is a member of the same household or related by blood or affinity and force or coercion was **NOT** involved.

Sexual Penetration Blood/Affinity3691

3600-2 SEXUAL PENETRATION NONFORCIBLE (OTHER)

(Criminal Sexual Conduct, 1st and 3rd Degree) – Nonforcible sexual penetration with a person who is 13, 14 or 15 years of age and force or coercion was **NOT** involved.

Sexual Penetration (Other).....3692

3600-3 PEEPING TOM

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

Peeping Tom.....3611

3600-4 SEX OFFENSE (OTHER)

Sex offenses which are not specifically defined in the Sex Offense subcategories listed previously.

Indecent Exposure	3605
Bestiality	3606
Seduction of Adult	3608
Gross Indecency	3696
Sex Offense (Other)	3699

OBSCENITY

3700-0 OBSCENITY

Unlawful manufacture, publishing, sale, purchase, or possession of sexually explicit material, e.g., literature, photographs, etc.

Obscene Material – Manufacture/Publish	3701
Obscene Material – Sell	3702
Obscene Material – Mailing.....	3703
Obscene Material – Possess.....	3704
Obscene Material – Distribute	3705
Obscene Material – Transport.....	3706
Obscene Communication	3707
Obscenity (Other).....	3799

FAMILY OFFENSES

Unlawful, nonviolent acts by a family member (or legal guardian) which threatens the unity of the family or the physical, mental or economic welfare or morals of another family member, and which are not classifiable as another offense, such as Sexual Assault, Assault, Sex Offense, etc.

3800-1 FAMILY – ABUSE/NEGLECT NONVIOLENT

Offenses involving nonviolent abuse or neglect towards other family members.

Cruelty Toward Child/Nonviolent.....	3802
Cruelty Toward Wife/Nonviolent.....	3803
Neglect Child.....	3806
Cruelty/Neglect (Other)	3898

3800-2 FAMILY – NONSUPPORT

Offenses involving desertion or non-support of other family members.

Neglect Family/Non-Support Felony	3801
Non-Payment of Alimony.....	3807
Non-Support of Parents.....	3808

3800-3 FAMILY – OTHER

Family offenses which are not specifically defined in the Family Offense subcategories listed previously.

Bigamy – Polygamy.....	3804
Contribute to Delinquency of Minor (Except Alcohol).....	3805
Failing to Report Child Abuse.....	3871
Family Offense (Other).....	3899

GAMBLING VIOLATIONS

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.

3900-1 GAMBLING – BETTING/WAGERING

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.

Card Game – Playing.....	3903
Dice Game – Playing.....	3906
Lottery – Planning	3917
Gambling (Other).....	3999

GAMBLING VIOLATIONS (continued)

3900-2 GAMBLING – OPERATING/PROMOTING/ASSISTING

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

Bookmaking.....	3901
Card Game – Operating	3902
Card Game.....	3904
Dice Game – Operating.....	3905
Dice Game	3907
Lottery – Operating.....	3915
Lottery – Runner.....	3916
Lottery	3918
Transmit Wager Information.....	3920
Establish Gambling Places.....	3921
License/Rule Violations	3970
Gambling Activities – Felony	3971
Gambling Activities – Misdemeanor	3972

3900-3 GAMBLING – EQUIPMENT VIOLATIONS

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

Gambling Device – Possess	3908
Gambling Device – Transport.....	3909
Gambling Device – Not Registered	3910
Gambling Device	3911
Gambling Goods – Possess.....	3912
Gambling Goods – Transport	3913
Gambling Goods	3914

3900-4 GAMBLING – SPORTS TAMPERING

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

Sports Tampering.....	3919
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COMMERCIALIZED SEX OFFENSES

Illegal activities related to engaging in normal or deviate, heterosexual or homosexual acts for profit or gain.

4000-1 COMMERCIALIZED SEX – PROSTITUTION

To unlawfully engage in sexual relations for profit.

Commercial Sex – Homosexual Prostitution	4003
Prostitution	4004

COMMERCIALIZED SEX OFFENSES (continued)

4000-2 COMMERCIALIZED SEX – ASSISTING/PROMOTING PROSTITUTION

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.

Keeping House of Ill Fame	4001
Procure for Prostitute – Pimping	4002
Frequent House of Ill Fame	4005
Transport Female Interstate for Immoral Purpose	4006
Commercial Sex (Other).....	4099

LIQUOR LAW VIOLATIONS

Violations of liquor laws or ordinances.

4100-1 LIQUOR LICENSE – ESTABLISHMENT

Offenses relating to violations of liquor license laws for establishments.

Violation of Liquor Control Laws.....	4171
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4100-2 LIQUOR VIOLATIONS – OTHER

Unlawfully purchasing, manufacturing, transporting, selling, using, or possessing intoxicating alcoholic beverages.

Manufacture	4101
Sell	4102
Transport (Open container, etc.)	4103
Possession of Alcoholic Liquor in a Motor Vehicle.....	4104
Minor Misrepresenting Age	4105
Minor in Possession in Motor Vehicle	4195
Minor in Possession – Consume or Purchase Attempts	4196
Minor Refusing PBT – Non-Driving	4197
Furnishing Alcohol to a Minor.....	4198
Liquor Violations (Other)	4199

DRUNKENNESS – EXCEPT OUIL

4200-0 DRUNKENNESS – EXCEPT OUIL

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

Drunkenness (All Criminal).....	4299
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OBSTRUCTING POLICE

4800-0 OBSTRUCTING POLICE

Offenses which interfere with investigation, enforcement, or administration of justice at the police level or at the correctional level in the criminal justice system.

NOTE: If resisting officer charge involves an assault on the officer, an assault offense should be coded and Law Enforcement Officer Killed or Assaulted data should be submitted (Updated May 1, 2009).

Resisting Officer	4801
Obstruct Criminal Investigation	4802
Making False Report	4803
Evidence Destroying	4804
Witness – Dissuading	4805
Witness – Deceiving	4806
Refusing to Assist Officer	4807
Compounding Crime	4808
Unauthorized Communication with Prisoner	4809
Illegal Arrest	4810
Crossing Police Lines	4811
Failure to Report Crime	4812
Failing to Move On	4813
False Personating, Wearing Badge or Uniform of State Policeman	4872
False Impersonation of Police Officer	4873
Police Radio in Vehicle	4874
Police Radio Receiver in a Motor Vehicle	4876
Fleeing and Eluding (Felony)	4877
Obstruct Police and/or Fireman	4898
Obstruct Police (Other)	4899

ESCAPE/FLIGHT

4900-0 ESCAPE/FLIGHT

Escaping from legal detention or custody.

Escape – Prison	4901
Flight to Avoid Prosecution, etc. Absconding, Fleeing or Eluding	4902
Aiding Prisoner Escape	4903
Harboring (Escapee or Fugitive)	4904
Escape – County Jail/Work Farm	4971
Escape Mental Institution – Criminal	4975
Breaking While Enroute – Awaiting Court	4976
Escape – Youth Home, Youth Training Camp, etc.	4991
Fugitive	4998
Escape/Flight (Other)	4999

OBSTRUCTING JUSTICE

5000-0 OBSTRUCTING JUSTICE

The impedance, obstruction, interference, or contempt for the proper administration of justice by the courts, a legislative body, or specifically designated commission, etc.

Bail – Secured Bond.....	5001
Bail – Personal Recognizance	5002
Perjury	5003
Subornation of Perjury.....	5004
Contempt of Court.....	5005
Obstructing Justice.....	5006
Obstructing Court Order	5007
Judicial Officer Misconduct.....	5008
Contempt of Congress	5009
Contempt of Legislature	5010
Parole Violation	5011
Probation Violation	5012
Conditional Release Violation	5013
Mandatory Release Violation	5014
Failure to Appear.....	5015
Violation of Preliminary Injunctive Order (Peace Bond)	5070
Sex Offender – Failure to Register.....	5089
Sex Offender – Failure to Comply with Reporting Duties	5090
Sex Offender – Failure to Sign Registration.....	5091
Student Safety Zone-Work/Loitering Violation	5092
Obstruct (Other)	5099

BRIBERY

5100-0 BRIBERY

Giving, offering, receiving or soliciting 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.

NOTE: If the bribery involves changing the outcome of a sporting contest or event, it should be classified as offense file class 3900-4 Gambling – Sports Tampering.

Bribe – Giving.....	5101
Bribe – Offering	5102
Bribe – Receiving	5103
Bribe (Other).....	5104
Conflict of Interest	5105
Gratuity – Giving.....	5106
Gratuity – Offering	5107
Gratuity – Receiving	5108
Gratuity (Other)	5109
Kickback – Giving.....	5110
Kickback – Offering	5111
Kickback – Receiving	5112
Kickback (Other).....	5113
Bribery (Other).....	5199

WEAPONS OFFENSES

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.

5200-1 WEAPONS OFFENSE – CONCEALED

Offenses relating to concealment, sale, purchase, or possession of firearms or cutting instruments.

Altering Identification	5201
Carrying Concealed.....	5202
Carrying Prohibited.....	5203
Safety Inspection & Registration Violation	5210
Possession of Weapon.....	5212
Selling & Purchase Violations	5214
Short Barreled Shotgun or Rifle – Manufacture, Sell, Offer for Sale, Possess	5273
Possession of Firearm in Commission of Crime	5275
Weapon, Carry in Prohibited Zone	5287
Concealed Pistol Permit Violation	5288
Firearm in Auto (CCW).....	5295
Possession or Use of Firearm While Under Influence of Liquor or Drugs	5297
Weapons Concealed (Other).....	5289

5200-2 WEAPONS OFFENSE – EXPLOSIVES

Offenses relating to manufacturing, transporting, use or possession of explosives or incendiary devices.

Explosives (Bombs) – Teaching Use	5204
Explosives (Bombs) – Transporting	5205
Explosives (Bombs) – Using	5206
Incendiary Device – Possess	5207
Incendiary Device – Using.....	5208
Incendiary Device – Teaching Use.....	5209
Explosives – Manufacture, Sale, Furnishing	5279
Explosives – Possession of Bombs.....	5281
Fireworks – Possession, Sale, Use, or Furnish.....	5282
Illegal Possession/Use of Blank Pistol	5283
Weapons Explosives (Other).....	5296

5200-3 WEAPONS OFFENSE – OTHER

Offenses which are not specifically defined in the Weapons Offense subcategories listed above.

Weapons, firing of (includes Careless, Reckless, Heedless Use).....	5213
Weapons Offense (Other)	5299

PUBLIC PEACE

Offenses which agitate against or which disturb the peace or tranquility of the community in general.

5300-1 DISORDERLY CONDUCT

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

Disorderly Conduct.....	5311
Disturbing the Peace	5312
Affray, Jostling, Roughing Crowd	5374
Indecent, Immoral, Obscene or Vulgar Language.....	5375
Disorderly Conduct (Other)	5393

5300-2 PUBLIC PEACE – OTHER

Offenses which are not specifically defined in the Public Peace subcategory listed above.

Anarchism	5301
Riot – Inciting.....	5302
Riot – Engaging in	5303
Riot – Interfere Fireman	5304
Riot – Interfere Officer	5305
Riot – (Other).....	5306
Assembly – Unlawful	5307
False Fire Alarm	5308
Harassing Communications	5309
Telephone used for Obscene Calls	5372
Public Peace (Other)	5399

OPERATING MOTOR VEHICLE/BOAT/SNOWMOBILE VIOLATIONS

Violations with motor vehicles relating to hit and run accidents and operating under the influence.

Violations with boats or snowmobiles relating to operating under the influence.

5400-1 HIT & RUN MOTOR VEHICLE ACCIDENT

Motor vehicle accidents occurring on a roadway or private property where the driver failed to stop and identify or give assistance.

Failed to Stop and Identify.....	8011
Failed to Give Assistance	8012
Failed to Report Accident	8013

5400-2 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS

Driving or operating a motor vehicle, boat or snowmobile while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.

NOTE: Felony Death by Drunk Driving with a vehicle, boat or snowmobile is classified as offense file class 0900-3 Negligent Homicide – Vehicle/Boat/Snowmobile.

OPERATING MOTOR VEHICLE/BOAT/SNOWMOBILE VIOLATIONS
(continued)

5400-2 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS (continued)

*The following arrest charges are to be used for violation of the **MOTOR VEHICLE** code:*

Operating with Blood Alcohol Content of .17% or more	8027
Operating with Blood Alcohol Content of .08% or more	8028
Operating While in the Presence of Drugs (OWPD)	8029
Child Endangerment (Occupant <16).....	8030
Operating Under the Influence of Controlled Substance	8031
Permitted Person Under the Influence Controlled Substance to Operate	8032
Ability Impaired by Controlled Substance – Voluntary	8033
Allow Intoxicated Person to Operate Motor Vehicle Causing Serious Injury Alcohol.....	8036
Drugs	8037
Operating Under the Influence of Intoxicating Liquor	8041
Permitted Person Under the Influence of Intoxicating Liquor to Operate	8042
Ability Impaired by Liquor – Voluntary	8043
“Per Se” Operating with B.A.C. of .10% or more	8044
Felony Long Term Incapacitating Injury by Drunk Driving.....	8047
Commercial Driver Operating with B.A.C. between .04%-.07%.....	8048
B.A.C. of Not Less Than 0.02% or More Than 0.07% for Person Under 21 Years of Age	8050
OUIL – Dispose of Vehicle to Avoid Forfeiture.....	8053

*The following arrest charges are to be used for **OFF-ROAD VEHICLE (ORV)** violations:*

Operating Under the Influence of Controlled Substance	5421
Permitted Person Under the Influence of Controlled Substance to Operate	5422
Ability Impaired by Controlled Substance.....	5423
Operating Under the Influence of Intoxicating Liquor	5424
Permitted Person Under the Influence of Intoxicating Liquor to Operate	5425
Ability Impaired by Intoxicating Liquor.....	5426
Operating with B.A.C. of .10% or more	5427
Operating Under the Influence Causing Serious Injury	5428

OPERATING MOTOR VEHICLE/BOAT/SNOWMOBILE VIOLATIONS
(continued)

5400-2 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS (continued)

*The following arrest charges are to be used for **SNOWMOBILE** violations:*

Operating Under the Influence of Controlled Substance	5451
Permitted Person Under the Influence of Controlled Substance to Operate	5452
Ability Impaired by Controlled Substance – Voluntary	5453
Operating Under the Influence of Intoxicating Liquor	5461
Permitted Person Under the Influence of Intoxicating Liquor to Operate	5462
Ability Impaired by Intoxicating Liquor – Voluntary.....	5463
“Per Se” – Violation of Operating with B.A.C. of .10% or more	5464
Felony Long Term Incapacitating Injury	5467

*The following arrest charges are to be used for **BOAT** violations:*

Operating Under the Influence of Controlled Substance	5471
Permitted Person Under the Influence of Controlled Substance to Operate	5472
Ability Impaired by Controlled Substance – Voluntary	5473
Operating Under the Influence of Intoxicating Liquor	5481
Permitted Person Under the Influence of Intoxicating Liquor to Operate	5482
Ability Impaired by Intoxicating Liquor – Voluntary	5483
Operating with B.A.C. of .10% or more	5484
Felony Long Term Incapacitating Injury	5487

*The following arrest charges are to be used for **AIRCRAFT AND LOCOMOTIVE** violations:*

Operating Under the Influence of Controlled Substance	5491
Permitted Person Under the Influence of Controlled Substance to Operate	5492
Ability Impaired by Controlled Substance – Voluntary	5493
Operating Under the Influence of Intoxicating Liquor	5494
Permitted Person Under the Influence of Intoxicating Liquor to Operate	5495
Ability Impaired by Intoxicating Liquor.....	5496
Unlawful Blood Alcohol Content	5497
Operation within 8 Hours of Consumption of Intoxicating Liquor or Controlled Substance.....	5498

HEALTH AND SAFETY

5500-0 HEALTH AND SAFETY

Violations involving the endangering of health or physical safety of an individual or of a community, and not more specifically identifiable with another offense file class code.

Drugs – Adulterated	5501
Drugs – Misbranded	5502
Drugs – (Other)	5503
Food – Adulterated	5510
Food – Misbranded	5511
Food – (Other)	5512
Cosmetics – Adulterated	5520
Cosmetics – Misbranded	5521
Cosmetics – (Other)	5522
Large Carnivore Law Violation	5559
Dog Law Violations	5560
Animals at Large	5561
Violation of Underground Storage Tank Regulatory Act	5562
Violation of Above Ground Storage Tank Regulatory Act	5563
Sell, Give, Furnish Tobacco Products to Persons under 18 years of age	5569
Persons under 18 years of age in Possession or Use of Tobacco Products	5570
Aircraft Safety Violations	5581
Violation of Boat & Navigation Laws	5582
Animals – Cruelty to	5586
Littering of Medical Waste	5587
Anhydrous Ammonia-Possess/Transport	5588
Anhydrous Ammonia Container-Unauthorized Tampering	5589
Inhalation of Chemical Agents	5591
Violation of Smokeless Tobacco Products Law	5592
Violation of Smoking Laws	5593
Agricultural Violations	5598
Health & Safety Violations (Other)	5599

CIVIL RIGHTS

5600-0 CIVIL RIGHTS

Violations of civil rights as defined by state, local or federal statute.

Civil Rights – All Violations	5699
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INVASION OF PRIVACY

Invasion of a legally established right to withhold one's self and property from public scrutiny.

5700-1 TRESPASS

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

Trespass (Other)	5707
Trespass – Hunting & Fishing on Private Lands	5767

5700-2 INVASION OF PRIVACY – OTHER

Offenses which are not specifically defined in the Invasion of Privacy subcategory listed above.

Divulge Eavesdrop Information	5701
Divulge Eavesdrop Order	5702
Divulge Message Contents	5703
Eavesdropping (Other)	5704
Eavesdrop Equipment	5705
Opening Sealed Communication.....	5706
Wiretap, Failure to Report	5708
Invade Privacy (Other)	5799

SMUGGLING**5800-0 SMUGGLING**

Fraudulently bringing into or taking out of the country, another jurisdiction, or prison, any merchandise or goods for which duty has not been paid or which is otherwise prohibited.

Smuggle Contraband	5801
Smuggle Contraband into Prison/County Jail.....	5802
Smuggle to Avoid Paying Duty	5803
Smuggling (Other)	5899

ELECTION LAWS**5900-0 ELECTION LAWS**

Offenses relating to the election of local, state, and federal officials.

Violation of Election Laws	5999
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ANTITRUST**6000-0 ANTITRUST**

Offenses relating to trade and commerce laws.

Antitrust	6099
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TAX/REVENUE**6100-0 TAX/REVENUE**

Offenses relating to laws established with regards to the raising of local, state or federal revenues, and which are not specifically identifiable with another offense file class code.

Income Tax.....	6101
Sales Tax	6102
Liquor Tax	6103
Fuel Tax	6104
Cigarette Tax.....	6173
Tax/Revenue (Other).....	6199

CONSERVATION**6200-0 CONSERVATION**

Offenses which relate to conservation and preservation of animals, fish, plants, parks, etc.

Animals (Out of season, over limit, etc.).....	6201
Fish (Out of season, over limit, etc.).....	6202
Birds (Out of season, over limit, etc.)	6203
License – Stamp Violations	6204
Environment	6205
Uncased Weapon in Vehicle (Conservation Violation).....	6272
Hunting While Intoxicated.....	6273
Littering on Public or Private Property	6274
Snowmobile Violations (Except Trespass)	6276
Off Road Vehicle (ORV) Violations	6277
Violation of DNR Director’s Order	6280
Violation of DNR Conservation Order	6281
Violation of DNR Administrative Rule.....	6282
Violation of County Parks/Airport Rules and Regulations	6283
Violation of Conservation Laws (Other).....	6299

VAGRANCY**6300-0 VAGRANCY**

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 from place to place without visible means of support.

Curfew.....	5313
Loitering.....	5314
Vagrancy (Other).....	6399

JUVENILE RUNAWAY**7000-0 JUVENILE RUNAWAY**

A person under the age of 17 who has left home without the permission of his/her parent(s) or legal guardian.

Runaway	7070
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MISCELLANEOUS CRIMINAL OFFENSE

7300-0 MISCELLANEOUS CRIMINAL OFFENSE

Criminal offenses that do not appear to qualify for any of the preceding offense file class codes.

Miscellaneous Arrest7399

SOLICITATION (ALL CRIMES EXCEPT PROSTITUTION)

7500-0 SOLICITATION (ALL CRIMES EXCEPT PROSTITUTION)

Requesting or encouraging someone to engage in illegal conduct. This offense file class is used when the crime has not been committed.

(Example: Solicitation to commit murder would be classified under this offense file class if the murder did not occur.)

Solicitation7571

CONSPIRACY (ALL CRIMES)

7700-0 CONSPIRACY (ALL CRIMES)

Investigation reveals the planning of a crime is being undertaken.

(Example: Conspiracy to murder would be classified under this offense file class until the planned event was executed. At that time, the offense file class would be changed to reflect the crime.)

Conspiracy7771

Conspiracy by Computer7772

Mutually Exclusive Offenses

Offenses that cannot occur to the same victim within the same incident (FBI/UCR definition).

Murder: negligent manslaughter is mutually exclusive.

Negligent manslaughter: murder, aggravated assault, simple assault, and intimidation are mutually exclusive.

Sexual penetration penis/vagina: sexual penetration non-forcible blood affinity and sexual penetration non-forcible other are mutually exclusive.

Forcible penetration oral/anal: sexual penetration non-forcible, blood affinity and sexual penetration non-forcible other are mutually exclusive.

Sexual penetration object: sexual penetration non-forcible blood affinity and sexual penetration non-forcible other are mutually exclusive.

Sexual contact forcible: sexual penetration non-forcible blood affinity and sexual penetration non-forcible other are mutually exclusive.

Sexual penetration non-forcible blood affinity: sexual penetration penis/vagina, sexual penetration oral/anal, sexual penetration object and sexual contact forcible are mutually exclusive.

Sexual penetration non-forcible other: sexual penetration penis/vagina, sexual penetration oral/anal, sexual penetration object and sexual contact forcible are mutually exclusive.

Lesser Included Offense

An offense that is an element of another offense and should not be reported as having happened to the victim along with the other offense (FBI/UCR definition).

Murder: aggravated assault, simple assault and intimidation are all lesser included offenses.

Aggravated assault: simple assault and intimidation are lesser included offenses.

Simple assault: intimidation is a lesser included offense.

Sexual Penetration Penis/Vagina: aggravated assault, simple assault, intimidation, and sexual contact forcible are lesser included offenses.

Forcible Penetration Oral/Anal: aggravated assault, simple assault, intimidation, and sexual contact forcible are lesser included offenses.

Sexual Penetration Object: aggravated assault, simple assault, intimidation, and sexual contact forcible are lesser included offenses.

Sexual Contact Forcible: simple assault and intimidation are lesser included offenses.

Robbery: aggravated assault, simple assault, intimidation, and all theft offenses (including motor vehicle theft) are lesser included offenses.

MICHIGAN INCIDENT CRIME REPORTING (MICR)

SECTION 3

DATA ELEMENTS

**Michigan Department of State Police
Criminal Justice Information Center
Crime Reporting Section
August 2011 Update**

DATA ELEMENT # 1: Action
DATABASE NAME: ACTION
DATA FORMAT: One (1) character Alpha/Numeric

CODING STRUCTURE:

Enter the one (1) character code identifying the action to be taken with the input screen/format.

- O = Enter ORIGINAL incident data to the database.
- A = ADD information to the incident record.
- M = MODIFY exceptional clearance of the incident on the database.
- R = REPLACE the original incident data on the database.
- D = DELETE data on the database.
- W = WINDOW UPDATE for exceptional clearances, arrests, and recovered property.
- I = INQUIRY the database for incident information.

NOTE:

See procedures below.

Base Date is defined as a January 1 of the first year of the two years of data retained on the state online MICR database.

Start Date is defined as the date the agency begins submitting MICR data.

EDITS:

- Must be valid code.
- Required for all transaction screens/formats.
- Action "O" is valid only for Incident (MICR.1) transaction screen/format.
- Action "O" is not valid for incidents with an Original Year prior to the base date or agency start date.
- Action "A" is not valid for Incident (MICR.1) transaction screen/format.
- Action "A" is not valid if Assist ORI is completed.
- Action "M" is valid only for Incident (MICR.1) transaction screen/format.
- Action "R" is valid only for Incident (MICR.1) transaction screen/format.
- Action "D" is valid for all transaction screens/formats.
- Action "W" is valid only for Incident (MICR.1), Arrest (MICR.7), or Property (MICR.9) transaction screens/formats.
- Action "W" is valid only for incidents with an Original Year and original Date of Occurrence/Report prior to the base date or agency start date.
- If Action is "W," Exceptional Clearance Date, Date of Arrest, or Date Recovered cannot be prior to the base date or agency start date.

DATA ELEMENT # 1 (continued)**PROCEDURES:****ACTION "O"**

Action "O" is used to enter original incident data on the database using the Incident (MICR.1) transaction screen/format. Administrative and Offense information is required for all original incidents. Victim and Offender information is required for all original incidents with an offense that is defined by the FBI as a Group A offense along with Negligent Homicide Vehicle/Boat and Nonviolent Family Offenses. If entering a "Crime against Property," Kidnapping, or Gambling, a Property record is also required.

Following are the minimum mandatory data elements which must be entered for each original incident. However, completion of other data elements may be required depending on the codes entered in these data elements:

ELEMENT NUMBER	01 – Action (must be "O")
	02 – Originating Agency Identifier Number
	03 – Original Year
	04 – Incident Number
	05 – County
	06 – City/Township
	08 – Date of Occurrence/Report
	09 – Occurrence/Report Date Indicator
	10 – Hour Occurred
	14 – Offense File Class
	15 – Location Site
	16 – Offense Attempted/Completed
	61 – Incident Complete Indicator

Required if offense is a Group A offense, Negligent Homicide Vehicle/Boat, or Nonviolent Family Offenses:

ELEMENT NUMBER	17 – Offender Suspected of Using
	18 – Suspected Bias Motivation
	22 – Offender Number
	26 – Victim Number
	27 – Victim Connected Offense File Class
	28 – Victim Type

***EXCEPTION*:** If submitting a record to indicate "no criminal data," the data elements required are:

ELEMENT NUMBER	01 – Action (must be "O")
	02 – Originating Agency Identifier Number
	03 – Original Year
	04 – Incident Number (must be "0")
	05 – County
	06 – City/Township
	08 – Date of Occurrence/Report (Day must be "00")
	09 – Occurrence/Report Date Indicator (must be "R")
	61 – Incident Complete Indicator

DATA ELEMENT # 1 (continued)**ACTION “A”**

Action “A” is used to add supplemental offenders, victims, arrests, and property using the Offender (MICR.3), Victim (MICR.5), Arrest (MICR.7), or Property (MICR.9) transaction screens/formats. An original incident must be present on the database.

Following are the minimum mandatory data elements required for each type of transaction screen/format. Other data elements are required depending on the supplemental information being added.

ELEMENT NUMBER	01 – Action (must be “A”)
	02 – Originating Agency Identifier Number
	03 – Original Year
	04 – Incident Number
	61 – Incident Complete Indicator

ACTION “M”

Action “M” is used to modify Exceptional Clearance and Exceptional Clearance Date on the database using the Incident (MICR.1) transaction screen/format.

Following are the mandatory data elements required to modify the Exceptional Clearance and Exceptional Clearance Date.

ELEMENT NUMBER	01 – Action (must be “M”)
	02 – Originating Agency Identifier Number
	03 – Original Year
	04 – Incident Number
	08 – Date of Occurrence/Report
	11 – Exceptional Clearance
	12 – Exceptional Clearance Date
	61 – Incident Complete Indicator

If an incident was initially entered as exceptionally cleared and needs to be changed so an arrest can be added, the incident may be modified and leave the Exceptional Clearance and Exceptionally Clearance Date (data elements 11 and 12) blank.

All other information cannot be modified. To change data in the administrative (excluding exceptional clearance and exceptional clearance date) and offense records, the entire incident must be deleted and re-entered. Individual offender, victim, arrest, or property records can be changed by first deleting that individual record and re-entering only that individual record with the correct information.

Action “R”

Action “R” is used to replace original incident data on the database using the Incident (MICR.1) transaction screen/format. This action will delete **ALL** data for the incident and replace it with the information contained in the screen/format. Therefore, all edits will apply as if entering an original incident. If more than one victim, one offender, one arrest and/or four property items need to be replaced, they must be added after the original incident is replaced.

DATA ELEMENT # 1 (continued)

Following are the minimum mandatory data elements which must be entered for each replace incident. However, completion of other data elements may be required depending on the codes entered in these data elements.

ELEMENT NUMBER	01 – Action (must be “R”)
	02 – Originating Agency Identifier Number
	03 – Original year
	04 – Incident Number
	05 – County
	06 – City/Township
	08 – Date of Occurrence/Report
	09 – Occurrence/Report Date Indicator
	10 – Hour Occurred
	14 – Offense File Class
	15 – Location Site
	16 – Offense Attempted/Completed
	61 – Incident Complete Indicator

Required if offense is a Group A offense, Negligent Homicide Vehicle/Boat, Nonviolent Family Offenses:

ELEMENT NUMBER	17 – Offender Suspected of Using
	18 – Suspected Bias Motivation
	22 – Offender Number
	26 – Victim Number
	27 – Victim Connected Offense File Class
	28 – Victim Type

Action “D”

Action “D” is used to delete information from the database.

Administrative – To delete the administrative, offense, offender, victim, arrest, and property records connected to the incident, use the Incident (MICR.1) transaction screen/format. This action is used to delete unfounded incidents previously submitted as originals. [NOTE: Special care should be taken when using this action code and the Incident (MICR.1) screen/format as all data for the incident will be deleted.]

Mandatory data elements:

ELEMENT NUMBER	01 – Action (must be “D”)
	02 – Originating Agency Identifier
	03 – Original Year
	04 – Incident Number
	61 – Incident Complete Indicator

DATA ELEMENT # 1 (continued)

Offenders – To delete individual offender records use the Offender (MICR.3) transaction screen/format.

Mandatory data elements:

ELEMENT NUMBER	01 – Action (must be “D”)
	02 – Originating Agency Identifier
	03 – Original Year
	04 – Incident Number
	22 – Offender Number
	61 – Incident Complete Indicator

Victims – To delete individual victim records use the Victim (MICR.5) transaction screen/format.

Mandatory data elements:

ELEMENT NUMBER	01 – Action (must be “D”)
	02 – Originating Agency Identifier
	03 – Original Year
	04 – Incident Number
	26 – Victim Number
	61 – Incident Complete Indicator

Arrests – To delete individual arrest records use the Arrest (MICR.7) transaction screen/format.

Mandatory data elements:

ELEMENT NUMBER	01 – Action (must be “D”)
	02 – Originating Agency Identifier
	03 – Original Year
	04 – Incident Number
	39 – Arrest Number
	61 – Incident Complete Indicator

Property – To delete individual property records use the Property (MICR.9) transaction screen/format.

Mandatory data elements:

ELEMENT NUMBER	01 – Action (must be “D”)
	02 – Originating Agency Identifier
	03 – Original Year
	04 – Incident Number
	52 – Item Number
	61 – Incident Complete Indicator

ACTION “W”

Action “W” is used to update the exceptional clearance, arrests, or recovered property for incidents with an original date of report prior to the base date or agency start date. Administrative and offense information must be entered [using the Incident (MICR.1) transaction screen/format] prior to submitting supplemental Arrest (MICR.7) or Property (MICR.9) transaction screens/formats.

DATA ELEMENT # 1 (continued)

If there is an existing W record in MICR and additional W information needs to be submitted, the agency must first Delete the existing W record and resubmit all W information on one record. For example, a W record was submitted on December 27, 2008, with an arrest. On January 4, 2009, property was recovered on the same incident, the W record submitted on December 27, 2008, would be deleted. A new W record should be submitted showing both the arrest from December 27, 2008 AND the recovered property from January 4, 2009.

All three types of updates (exceptional clearance, arrests, or recovered property) must include administrative information and the offense file class(es). An Incident (MICR.1) transaction screen/format must be submitted with data elements:

ELEMENT NUMBER	01 – Action (must be “W”)
	02 – Originating Agency Identifier Number
	03 – Original Year
	04 – Incident Number
	05 – County
	06 – City/Township
	08 – Date of Occurrence/Report (original date of occurrence)
	14 – Offense File Class
	61 – Incident Complete Indicator

EDITS:

- **If Action = W – Hour occurred cannot be entered**

Exceptional Clearance – These data elements are also completed on the administrative record if the incident is updated to exceptional clearance:

ELEMENT NUMBER	11 – Exceptional Clearance
	12 – Exceptional Clearance Date

Arrest – These data elements are completed if arrest records are being added:

ELEMENT NUMBER	39 – Arrest Number
	40 – Arrest Type
	41 – Arrest Age
	42 – Arrest Race
	43 – Arrest Sex
	44 – Arrest Ethnicity
	45 – Arrest Residence
	46 – Arrest Charge
	47 – Arrest Armed
	48 – Date of Arrest
	49 – Multiple Arrest Indicator
	50 – Disposition of Arrest under 18 (only if arrest is under 18 years old)
	51 – Clearance Indicator
	61 – Incident Complete Indicator

ELEMENT # 1 (continued)

If only one arrest is being added to the incident, submit the administrative, offense, and arrest on the Incident (MICR.1) transaction screen/format. If multiple arrests are being added to the incident, first submit the administrative, offense, and one arrest record on the Incident (MICR.1) transaction screen/format and the remaining arrests can be submitted on the supplemental Arrest (MICR.7) DATA transaction screen/format. In other words, an Incident (MICR.1) transaction screen/format must be on the database prior to submission of a supplemental Arrest (MICR.7) transaction screen/format.

Recovered Property – These data elements must be completed if property is recovered which was originally reported stolen by your agency:

ELEMENT NUMBER	52 – Item Number
	53 – Property Loss Type (must be “5” RECOVERED)
	54 – Property Class
	55 – Property Value
	56 – Date Recovered
	57 – Number of Stolen/Recovered Vehicles (only if Property Description is “03” AUTOMOBILES, “05” BUSES, “24” OTHER MOTOR VEHICLES, “28” RECREATIONAL VEHICLES, or “37” TRUCKS)
	61 – Incident Complete Indicator

If four or less different property records are being updated to recovered, submit the administrative, offense, and property information on the Incident (MICR.1) transaction screen/format. If more than four different property records are being updated, first submit the administrative, offense, and four property records on the Incident (MICR.1) transaction screen/format and the remaining property records on the supplemental Property (MICR.9) transaction screen/format. In other words, an Incident (MICR.1) transaction screen/format must be on the database prior to submission of a supplemental Property (MICR.9) transaction screen/format.

Action “I”

Action “I” is used to inquire specific incident data from the database. This action code is available to LEIN terminal agencies only or agencies who have access to a LEIN terminal. It can be used on all transaction screens.

Inquiry using the Incident (MICR.1) transaction screen will query the database for all information for the incident. The Incident (MICR.1) screen can be completed with all administrative and offense information, one victim, one offender, one arrest and four property items. If additional victims, offenders, arrests, and/or property are on the database for the incident, they can be queried using the supplemental screens.

Inquiry using the Offender (MICR.3) transaction screen will query the database for all offenders for the incident. If no number is entered in the first Offender Number field, the record will display up to twenty offenders beginning with Offender Number 01. If a number is entered in the first Offender Number field, the record will display up to twenty offenders beginning with the requested Offender Number.

Inquiry using the Victim (MICR.5) transaction screen will query the database for all victims for the incident. If no number is entered in the first Victim Number field, the record will display up to five victims beginning with Victim Number 01. If a number is entered in the first Victim Number field, the record will display up to five victims beginning with the requested Victim Number.

DATA ELEMENT # 1 (continued)

Inquiry using the Arrest (MICR.7) transaction screen will query the database for all arrests for the incident. If no number is entered in the first Arrest Number field, the record will display up to seven arrests beginning with Arrest Number 01. If a number is entered in the first Arrest Number field, the record will display up to seven arrests beginning with the requested Arrest Number.

Inquiry using the Property (MICR.9) transaction screen will query the database for all property items in the incident. If no number is entered in the first Item Number field, the record will display up to ten items beginning with Item Number 001. If a number is entered in the first Item Number field, the record will display up to ten items beginning with the requested Item Number.

Mandatory data elements for each transaction screen:

ELEMENT NUMBER	01 – Action (must be “1”)
	02 – Originating Agency Identifier Number
	03 – Original Year
	04 – Incident Number

- DATA ELEMENT # 2:** Originating Agency Identifier (ORI) Number
- DATABASE NAME:** ORI
- DATA FORMAT:** Nine (9) characters Alpha/Numeric (“MI” plus seven (7) Numeric)
- CODING STRUCTURE:** Enter the nine (9) character ORI number which has been Assigned to your agency.

NOTE:

The ORI number is mandatory for all transaction screens/formats and all actions.

EDITS:

- Must be a valid nine (9) character NCIC number.
- First two digits must be “MI.”
- Required for all transactions records.

DATA ELEMENT # 3: Original Year

DATABASE NAME: ORIG-YEAR

DATA FORMAT: Two (2) characters – Numeric

CODING STRUCTURE: Enter the year when the incident occurred or was first reported to the agency.

NOTE:

The original year is mandatory for all transaction screens/formats and all actions.

EDITS:

- Must be valid year.
- Year cannot be future year.
- Original Year and year in Date of Occurrence/Report must be the same.
- Required for all transaction screens/formats.

DATA ELEMENT # 4: Incident Number

DATABASE NAME: INCIDENT-NO

DATA FORMAT: 10 character – Numeric

CODING STRUCTURE: Enter up to 10 characters which uniquely identifies each reporting incident.

NOTE:

The incident number is mandatory for all transaction screens/formats and all actions.

EDITS:

- Must be a unique number for each originating agency for each original year unless number is "0" (No criminal data month).
- Required for all transaction screens/formats.
- Cannot have embedded "blanks" between first and last non-blank character.

DATA ELEMENT # 5: County

DATABASE NAME: County

DATA FORMAT: Two (2) characters – Numeric

CODING STRUCTURE: Enter the two (2) digit county code where the incident occurred.

NOTE:

The county code is mandatory for all Action “O” (ORIGINAL), “R” (REPLACE), or “W” (WINDOW UPDATE) incidents.

For most incidents reported by sheriff and local agencies, this code will be the same as the County code within the ORI. However, if your jurisdiction crosses county lines, report the county in which the incident occurred.

Sanilac, Schoolcraft, Shiawassee, St. Clair, and St. Joseph county numbers have been changed to match the county number in the ORI.

EDITS:

- Must be “01-83.”
- Must be valid county for reporting ORI.
- Required when Action is “O” (ORIGINAL), “R” (REPLACE), or “W” (WINDOW UPDATE).

EXAMPLES:

The incident occurred in Washtenaw County, the entry should be “81.”

The incident occurred in St. Joseph County, the entry should be “75.”

DATE ELEMENT # 6: City/Township

DATABASE NAME: CITY-TWP

DATA FORMAT: Two (2) characters – Numeric

CODING STRUCTURE: Enter the two (2) digit code for the City/Township where the incident occurred.

NOTE:

The City/Township code is mandatory for all Action “O” (ORIGINAL), “R” (REPLACE), or “W” (WINDOW UPDATE) incidents.

Refer to Section VII for valid city/township codes.

EDITS:

- Must be valid city/township code within the county.
- Must be valid city/township code for reporting ORI.
- Required when Action is “O” (ORIGINAL), “R” (REPLACE), or “W” (WINDOW UPDATE).
- If city/township code is a prison, then Location Site, Data Element #15, must be “15” (JAIL, PRISON).

EXAMPLES:

If the incident occurred in the city of Ann Arbor in Washtenaw County, the entry should be “89.”

If the incident occurred in the city of Detroit in Wayne County, the entry should be “99.”

DATA ELEMENT # 7: Geo-Code

DATABASE NAME: GEO-CODE

DATA FORMAT: Four (4) characters – Alpha/Numeric

CODING STRUCTURE: This data element is for use by the entering agency. Possible uses include the entry of Geo-Code location to identify station, division, post, team, precinct, etc.

NOTE:

Optional

EDITS:

- None

EXAMPLE:

The incident occurred in the 12th Precinct of the Detroit Police Department, “12” can be entered in this element.

- DATA ELEMENT # 8:** Date of Occurrence/Report
- DATABASE NAME:** INC-DATE
- DATA FORMAT:** Six (6) characters – Numeric/Month/Day/Year (MMDDYY)
- CODING STRUCTURE:** Enter the Month, Day and Year when the incident occurred or began. If the date of occurrence is unknown, enter the date the incident was reported to the agency.

NOTE:

The Date of Occurrence/Report is mandatory for all Action “O” (ORIGINAL), “R” REPLACE), OR “W” (WINDOW UPDATE) incidents.

EDITS:

- Must be valid date.
- Month must be “01-12.”
- Day cannot exceed the number of days for the month occurred/reported.
- **A No Criminal Data month must have day as 00, i.e., No Criminal Data for June 2010, occurrence date reported as 060010.**
- Date cannot be future date from date of entry.
- Year in Date of Occurrence/Report and Original Year must be the same.
- Day must be “00” if Incident Number is “0000000000.”
- Required when Action is “O” (ORIGINAL) or “R” (REPLACE), or “W” (WINDOW UPDATE).
- If Action is “O” (ORIGINAL) or “R” (REPLACE), Date of Occurrence/Report cannot be prior to the base date or agency start date.
- If Action is “W” (WINDOW UPDATE), Date of Occurrence/Report must be prior to the base date or agency start date but cannot be earlier than January 1, 1950.

EXAMPLES:

If a robbery occurred at 9:00 p.m. on April 26, 2006, the entry should be “042606.”

If a kidnapping started at 11:30 p.m. on May 4, 2006, and ended at 1:00 p.m. on May 7, 2006, the entry should be “050406.”

If a breaking and entering occurred at a cabin sometime between October 2005 and April 2006, but was not reported to the police until April 30, 2006, the entry should be “043006.”

DATA ELEMENT # 9: Occurrence/Report Date Indicator

DATABASE NAME: DATE-IND

DATA FORMAT: One (1) character – Alpha/Numeric

CODING STRUCTURE: Enter the one (1) character code to indicate whether the Date of Occurrence/Report is the date of occurrence (E) or date of report (R).

E = Date of Occurrence (event)
R = Date of Report

NOTE:

The Report Date Indicator is mandatory for all Action “O” (ORIGINAL) or “R” (REPLACE) incidents.

EDITS:

- Must be blank or valid code “E” or “R.”
- Required when Action is “O” (ORIGINAL) or “R” (REPLACE).
- Must be “R” if Incident Number is “0000000000.”

EXAMPLES:

If a robbery occurred at 9:00 p.m. on May 26, 2006, the entry should be “E.”

If a kidnapping started at 11:30 p.m. on May 4, 2006, and ended at 1:00 p.m. on May 7, 2006, the entry should be “E.”

If a breaking and entering occurred at a cabin sometime between October 2005 and April 2006, but was not reported to the police until April 30, 2006, the entry should be “R.”

DATA ELEMENT #10: Hour Occurred

DATABASE NAME: HOUR-OCCUR

DATA FORMAT: Two (2) characters – Alpha/Numeric, Military/24-hour

CODING STRUCTURE: Enter the hour of day that the incident occurred or the beginning of the time period in which it occurred. If the time occurred is unknown, enter “99.”

EDITS:

- Must be blank, valid number “00” through “23,” or “99.”
- Required when Action is “O” (ORIGINAL) unless Incident Number is “0000000000.”
- Required when Action is “R” (REPLACE).
- Must be blank when Action is “W” (WINDOW).

EXAMPLES:

If a robbery occurred at 9:00 p.m. on May 26, 2006, the entry should be “21.”

If a kidnapping started at 11:30 p.m. on May 4, 2006, and ended at 1:00 p.m. on May 7, 2006, the entry should be “23.”

If the hour the incident occurred is unknown, the entry should be “99.”

DATA ELEMENT #11:	Exceptional Clearance
DATABASE NAME:	EXCEPT-CLE
DATA FORMAT:	Two (2) characters – Numeric
CODING STRUCTURE:	Enter the two (2) character code to indicate the reason for exceptional clearance and complete Exceptional Clearance Date. Leave blank if incident is not exceptionally cleared. 10 = Death of offender 11 = Prosecution declined (by the prosecutor for other than lack of probable cause) 12 = In Custody of Other Jurisdiction (previously Extradition Denied) 13 = Victim refused to cooperate (in the prosecution) 14 = Juvenile/no custody (the handling of a juvenile without taking him/her into custody, but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense).

NOTE:

The following four conditions must be met to exceptionally clear an offense:

- a) the investigation must have clearly and definitely established the identity of at least one offender;
- b) sufficient probable cause must have been developed to support the arrest, charging, and prosecution of the offender;
- c) the exact location of the offender must be known so that an arrest could be made;
- d) there must be a reason outside the control of law enforcement which prevents the arrest.

In a multiple offense incident, an exceptional clearance of one offense clears all offenses in the incident.

Instances may occur when an offender already in custody or serving a sentence confesses to an uncleared crime. This situation is actually a variation of true clearance by arrest and should not be exceptionally cleared. Arrest data should be reported on the offender who, although not “apprehended,” will in most instances be prosecuted on the new charge.

EDITS:

If completed:

- must be valid code,
- must complete Exceptional Clearance Date,
- an arrest record cannot be submitted for the entire incident,
- Offender Number cannot be “00” (offender age, race, and sex must be known).

Must be blank if Offense File Class is 0900-4 Justifiable Homicide.

DATA ELEMENT # 11 (continued)**EXAMPLES:**

During a bank robbery the offender is fatally shot by police officers, enter "10" (DEATH OF OFFENDER) and complete Exceptional Clearance Date.

An incident involved two offenders – one of whom could not be extradited and the second was still at large. An incident record was sent to the state program with this data element coded as "12" (EXTRADITION DENIED). The second offender is arrested six months later. Since an arrest is superior to an exceptional clearance and an arrest cannot be submitted with an exceptional clearance, the Exceptional Clearance and Exceptional Clearance Date must be modified and the arrest information added to the incident.

An arrested person confesses to multiple incidents but the prosecutor refuses to prosecute on all incidents. The arrest should be reported for all incidents and not cleared as an exceptional clearance. [One incident will have an arrest record with "C" (COUNT ARREST) and the other incidents will have arrest records with "M" (MULTIPLE) in data element #49, Multiple Arrest Indicator.]

DATA ELEMENT #12: Exceptional Clearance Date

DATABASE NAME: CLEAR-DATE

DATA FORMAT: Six (6) characters – Numeric Month/Day/Year (MMDDYY)

CODING STRUCTURE: Enter the Monday, Day and Year when the incident has been exceptionally cleared.

EDITS:

- Must be completed if Exceptional Clearance is completed.
- Month must be "01-12."
- Day cannot exceed the number of days for the month of clearance.
- Date cannot be future date from date of entry.
- Arrest record cannot be submitted.
- Must be blank if Exceptional Clearance is blank.
- Exceptional Clearance Date cannot be prior to Date of Occurrence/Report.
- If completed, Exceptional Clearance must be completed.
- If action is "W" (WINDOW UPDATE), Exceptional Clearance Date cannot be prior to the base date or agency start date.

EXAMPLE:

During a bank robbery on May 4, 2010, the offender was fatally shot by police officers, "10" (DEATH OF OFFENDER) should be entered in Exceptional Clearance and "050410" should be entered in this data element.

DATA ELEMENT #13:	Assist Originating Agency Identifier (ORI) Number
DATABASE NAME:	ASSIST-ORI
DATA FORMAT:	Nine (9) characters – Alpha/Numeric
CODING STRUCTURE:	Enter the nine (9) character ORI Number assigned to the agency that was assisted.

NOTE:

Optional

The incident investigation/arrest is being handled by another police jurisdiction.

Assist incidents will not be forwarded to the FBI.

EDITS:

- Must be valid ORI Number.
- Assist ORI cannot be same as data element #2, Originating Agency Identifier (ORI) Number.
- If Assist ORI is entered, the only data elements which can be entered are:
 - Action
 - ORI
 - Original Year
 - Incident Number
 - County
 - City/Township
 - Date of Occurrence/Report
 - Report Date Indicator
 - Hour Occurred
 - Offense File Class
- If Assist ORI is entered, Offender, Victim, Arrest and Property information cannot be entered.

DATA ELEMENT #14:	Offense File Class
DATABASE NAME:	OFFENSE-CO
DATA FORMAT:	Five (5) characters – Numeric
CODING STRUCTURE:	Enter the MICR offense code for each offense involved in an incident. Four (4) offenses may be entered per incident. The reporting agency must determine the four most serious offenses if more than four occur in the incident.

NOTE:

A separate offense record must be completed for each offense involved in the incident.

Offense File Class, Location Site, and Offense Attempted/Completed, must be completed for each offense entered.

Offender Suspected of Using Weapon Type, Suspected Bias Motivation, Activity Type, and Premises Entered are required for certain Offense File Classes.

Refer to Offense File Class Definitions and Arrest Charges, Section II, for valid MICR Offense File Classes.

EDITS:

- Must be a valid MICR Offense File Class.
- Required for all offense records.
- Required when Action is "O" (ORIGINAL) unless Incident number is "0000000000."
- Required when Action is "R" (REPLACE) or "W" (WINDOW UPDATE).
- Offense File Class cannot be repeated as another offense record in the incident.
- Only one Offense File Class can be submitted in an incident when the incident involves the offense of:

0900-4	Justifiable Homicide
7500-0	Solicitation
7700-0	Conspiracy

- Justifiable Homicide, 0900-4, cannot be reported as an offense when Action is "W" (WINDOW UPDATE).
- A minimum of one (1) victim record is required for each ORIGINAL or REPLACE incident (Action "O" or "R") where the Offense File Class is:

0900-1	Murder/Nonnegligent Manslaughter
0900-2	Negligent Homicide/Manslaughter
0900-3	Negligent Homicide – Vehicle/Boat
0900-4	Justifiable Homicide
1000-1	Kidnapping/Abduction
1000-2	Parental Kidnapping
1100-1	Sexual Penetration Penis/Vagina – CSC 1st Degree
1100-2	Sexual Penetration Penis/Vagina – CSC 3rd Degree
1100-3	Sexual Penetration Oral/Anal – CSC 1 st Degree

DATA ELEMENT # 14 (continued)**EDITS (continued):**

1100-4	Sexual Penetration Oral/Anal – CSC 3rd Degree
1100-5	Sexual Penetration Object – CSC 1st Degree
1100-6	Sexual Penetration Object – CSC 3rd Degree
1100-7	Sexual Contact Forcible – 2nd Degree
1100-8	Sexual Contact Forcible – 4th Degree
1200-1	Robbery
1300-1	Nonaggravated Assault
1300-2	Aggravated/Felonious Assault
1300-3	Intimidation/Stalking
2000-0	Arson
2100-0	Extortion
2200-1	Burglary – Forced Entry
2200-2	Burglary – Entry Without Force
2300-1	Larceny – Pocketpicking
2300-2	Larceny – Pursesnatching
2300-3	Larceny – Theft from Building
2300-4	Larceny – Theft from Coin-Operated Machine
2300-5	Larceny – Theft from Vehicle
2300-6	Larceny – Theft of Motor Vehicle Parts/Accessories
2300-7	Larceny – Other
2400-1	Motor Vehicle Theft
2400-2	Motor Vehicle as Stolen Property
2400-3	Motor Vehicle Fraud
2500-0	Forgery/Counterfeiting
2600-1	Fraud – False Pretenses/Swindle/Confidence Game
2600-2	Fraud – Credit Card/Automatic Teller Machine
2600-3	Fraud – Impersonation
2600-4	Fraud – Welfare Fraud
2600-5	Fraud – Wire Fraud
2700-0	Embezzlement
2800-0	Stolen Property
2900-0	Damage to Property
3000-1	Retail Fraud – Misrepresentation
3000-2	Retail Fraud – Theft
3000-3	Retail Fraud – Refund/Exchange
3500-1	Violation of Control Substance
3500-2	Narcotic Equipment Violations
3600-1	Sexual Penetration Nonforcible – Blood/Affinity
3600-2	Sexual Penetration Nonforcible – Other
3700-0	Obscenity
3800-1	Family – Abuse/Neglect Nonviolent
3900-1	Gambling – Betting/Wagering
3900-2	Gambling – Operating/Promoting/Assisting
3900-3	Gambling – Equipment Violations
3900-4	Gambling – Sports Tampering
4000-1	Commercialized Sex – Prostitution
4000-2	Commercialized Sex – Assisting/Promoting Prostitution
5100-0	Bribery

DATA ELEMENT # 14 (continued)

5200-1	Weapons Offense – Concealed
5200-2	Weapons Offense – Explosives
5200-3	Weapons Offense – Other

- “Crimes against Society” can only have one (1) **Society** victim record pointing to it via data element Victim Connected Offense File Class if these crimes against society are the only offenses reported in the incident. **Individual victims may be added if there is a domestic relationship.**
- A property record is required and can only be entered when Action is “O” (ORIGINAL) or “R” (REPLACE) and the incident involves one or more of the following Offense File Classes:

1000-1	Kidnapping/Abduction
1000-2	Parental Kidnapping
1200-0	Robbery
2000-0	Arson
2100-0	Extortion
2200-1	Burglary – Forced Entry
2200-2	Burglary – Entry Without Force
2300-1	Larceny – Pocketpicking
2300-2	Larceny – Pursesnatching
2300-3	Larceny – Theft from Building
2300-4	Larceny – Theft from Coin-Operated Machine
2300-5	Larceny – Theft from Vehicle
2300-6	Larceny – Theft of Motor Vehicle Parts/Accessories
2300-7	Larceny – Other
2400-1	Motor Vehicle Theft
2400-2	Motor Vehicle as Stolen Property
2400-3	Motor Vehicle Fraud
2500-0	Forgery/Counterfeiting
2600-1	Fraud – False Pretenses/Swindle/Confidence Game
2600-2	Fraud – Credit Card/Automatic Teller Machine
2600-3	Fraud – Impersonation
2600-4	Fraud – Welfare Fraud
2600-5	Fraud – Wire Fraud
2700-0	Embezzlement
2800-0	Stolen Property
2900-0	Damage to Property
3000-1	Retail Fraud – Misrepresentation
3000-2	Retail Fraud – Theft
3000-3	Retail Fraud – Refund/Exchange
3500-1	Violation of Controlled Substance Act
3500-2	Drug Equipment Violations
3900-1	Gambling – Betting/Wagering
3900-2	Gambling – Operating/Promoting/Assisting
3900-3	Gambling – Equipment Violations
3900-4	Gambling – Sports Tampering
5100-0	Bribery

- If the Offense File Class is 2400-1 Motor Vehicle Theft, at least one property record must have a Property Class of “03” (AUTOMOBILES), “05” (BUSES), “24” (OTHER MOTOR VEHICLES), “28” (RECREATIONAL VEHICLES), OR “37” (TRUCKS).

DATA ELEMENT # 14 (continued)

- If the Offense File Class is 2300-1 through 2300-7 and this is the only offense entered in the incident, Property Class cannot be “03” (AUTOMOBILES), “05” (BUSES), “24” (OTHER MOTOR VEHICLES), “28” (RECREATIONAL VEHICLES), OR “37” (TRUCKS).

EXAMPLES:

If an incident involved robbery and motor vehicle theft, two offense records would be submitted; one with Offense File Class “12000” and the other with Offense File Class “24001.”

If two people were victims of aggravated assault, only one offense record would be submitted with Offense File Class “13002,” and two victim records would be submitted.

If an incident involved a motor vehicle theft and the vehicle contained property which also should be reported stolen (such as tools, camera equipment, golf clubs, etc.), one offense record would be submitted with Offense File Class “2400-1.”

If an incident involved the theft of a tractor trailer containing a shipment of televisions which was the real object of the theft, it will be up to the reporting agency whether to report two offenses, i.e., Motor Vehicle Theft (truck) and Larceny Theft (televisions).

During a robbery the offender was killed by a police officer. Two incidents would be submitted. One would be the Robbery (12000) with the criminal as the offender and the person or place being robbed as the victim. The other incident would be a Justifiable Homicide (0900-4) with the criminal as the victim and the police officer as the offender.

Six people were involved in a barroom fight. Technically, this case involves multiple incidents because, although the offenders assaulted each other, it cannot be said that they were “acting in concert,” especially in the assault on themselves. Therefore, cases in which the participants are both victims and offenders can be reported two ways, as multiple incidents or as a single incident with multiple victims and offenders using the Victim to Offender Relationship code of “31” (VICTIM WAS OFFENDER). The reporting agency is to determine how these types of cases are reported to the state program.

The investigating agency arrested a person for conspiracy to murder before the arrestee was able to enact his plan. Since no murder or assault had occurred, the incident would be reported with the Offense File Class of 77000 Conspiracy.

The investigation of a bank robbery determined that a bank teller had provided information to the offenders who had performed the bank robbery. The bank teller was charged with conspiracy. Because the robbery did occur, the Offense File Class would be reported as 12000 Robbery. A Conspiracy offense cannot be reported with another offense in an incident; however, the conspiracy charge (7771) could be reported for the bank teller.

DATA ELEMENT #15: Location Site

DATABASE NAME: LOCATION

DATA FORMAT: Two (2) characters – Numeric

CODING STRUCTURE: Enter the two (2) character code to indicate the location of each offense which best describes circumstances of the offense.

- 01 = Air/Bus/Train Terminal
- 02 = Bank/Savings & Loan (includes other financial institutions)
- 03 = Bar/Night Club
- 04 = Church/Synagogue/Temple (includes other religious buildings)
- 05 = Commercial/Office Buildings
- 06 = Construction Site
- 07 = Convenience Store
- 08 = Department/Discount Store
- 09 = Drug Store/Doctor's Office/Hospital (includes medical supply building)
- 10 = Field/Woods
- 11 = Government/Public Building
- 12 = Grocery/Supermarket
- 13 = Highway/Road/Alley (includes street)
- 14 = Hotel/Motel, etc. (includes other temporary lodgings)
- 15 = Jail/Prison (includes penitentiary)
- 16 = Lake/Waterway
- 17 = Liquor Store
- 18 = Parking Lot/Garage
- 19 = Rental Storage (includes "mini-storage" & "self-storage" buildings)
- 20 = Residence/Home (includes apartment, condominium and nursing home)
- 21 = Restaurant (includes cafeteria)
- 23 = Service/Gas Station
- 24 = Specialty Store (includes fur store, jewelry store, TV store, dress shop, etc.)
- 31 = School-Elementary/Secondary
- 32 = School-College/University
- 33 = Rest Area
- 34 = Scale Site
- 35 = Camp/Campground
- 36 = Gambling Facility/Casino/Race Track
- 37 = Abandoned/Condemned Structures
- 38 = Amusement Park
- 39 = Arena/Stadium/Fairgrounds/Coliseum
- 40 = ATM Machine Separate from Bank
- 41 = Auto Dealership New/Used
- 44 = Daycare Facility
- 45 = Dock/Wharf/Freight/Modal Terminal
- 46 = Farm Facility
- 48 = Industrial Site
- 49 = Military Installation
- 50 = Park/Playground
- 54 = Shelter-Mission/Homeless
- 55 = Shopping Mall
- 56 = Tribal Lands

DATA ELEMENT # 15 (continued)

88 = Other
99 = Unknown

EDITS:

- Must be valid code "01" through "21," "23," "24," "31" through "42," "44" through "46," "48" through "50," "54" through "56" "88," or "99."
- Required when Action is "O" (ORIGINAL) unless Incident Number is "0000000000."
- Required when Action is "R" (REPLACE).
- If Offense File Class is 2200-1 Burglary Forced Entry or 2200-2 Burglary Entry Without Force and Premises Entered is completed, then Location Type must be "14" (Hotel/Motel, etc.) or "19" (Rental Storage).

- All college/university police departments must indicate "32" in this data element for all incidents that occur on college/university property.

EXAMPLE:

An assault started in a bar ("03"), continued into an adjoining parking lot ("18"), and ended in the street ("13"). As the bar was the location where the offense was initiated and best describes the circumstances of the crime, "03" (BAR/NIGHT CLUB) should be entered.

DATA ELEMENT #16: Offense Attempted/Completed

DATABASE NAME: ATTEMPT

DATA FORMAT: One (1) character – Alpha/Numeric

CODING STRUCTURE: Enter the one (1) character code to indicate if the offense was attempted or completed.

A = Attempted
C = Completed

NOTE:

If there was more than one occurrence of the same MICR offense within an incident and one was completed, then “C” (COMPLETED) must be entered (See Example #1).

Attempted murder is to be classified as aggravated assault.

EDITS:

- Must be “A” or “C” – CANNOT BE BLANK.
- Required when Action is “O” (ORIGINAL) unless Incident Number is “0000000000.”
- Required when Action is “R” (REPLACE).
- Must be “C” (COMPLETED) if Offense File Class is:

0900-1	Murder/Nonnegligent Manslaughter
0900-2	Negligent Homicide/Manslaughter
0900-3	Negligent Homicide – Vehicle/Boat
0900-4	Justifiable Homicide
1300-1	Nonaggravated Assault
1300-2	Aggravated/Felonious Assault
1300-3	Intimidation/Stalking
- If “A” (ATTEMPTED) and offense file class is one of the following, then Type of Property Loss must be “0” (NONE) or “9” (UNKNOWN). This edit is ignored when one or more property offenses in the incident is “C” (COMPLETED).

1000-1	Kidnapping/Abduction
1000-2	Parental Kidnapping
1200-0	Robbery
2000-0	Arson
2100-0	Extortion
2200-1	Burglary – Forced Entry
2200-2	Burglary – Entry Without Force
2300-1	Larceny – Pocketpicking
2300-2	Larceny – Pursesnatching
2300-3	Larceny – Theft from Building
2300-4	Larceny – Theft from Coin-Operated Machine
2300-5	Larceny – Theft from Vehicle
2300-6	Larceny – Theft of Motor Vehicle Parts/Accessories
2300-7	Larceny – Other
2400-1	Motor Vehicle Theft
2400-2	Motor Vehicle as Stolen Property
2400-3	Motor Vehicle Fraud

EDITS (continued):

2500-0	Forgery/Counterfeiting
2600-1	Fraud – False Pretenses/Swindle/Confidence Game
2600-2	Fraud – Credit Card/Automatic Teller Machine
2600-3	Fraud – Impersonation
2600-4	Fraud – Welfare Fraud
2600-5	Fraud – Wire Fraud
2700-0	Embezzlement
2800-0	Stolen Property
2900-0	Damage to Property
3000-1	Retail Fraud – Misrepresentation
3000-2	Retail Fraud – Theft
3000-3	Retail Fraud – Refund/Exchange
3500-1	Violation of Controlled Substance Act
3500-2	Drug Equipment Violations
3900-1	Gambling – Betting/Wagering
3900-2	Gambling – Operating/Promoting
3900-3	Gambling – Equipment Violations
3900-4	Gambling – Sports Tampering
5100-0	Bribery

EXAMPLES:

During the same incident, the offender had forcible sexual intercourse with one victim and attempted forcible sexual intercourse with a second victim but left the scene prior to completion of the act. Since one act was completed and only one file class is reported, “C” (COMPLETED) should be entered in this data element.

During a robbery, the offender murdered one victim and attempted to murder another victim before leaving the scene. Three offenses would be coded “C” (COMPLETED) as 1200 for the robbery, 0900-1 for the murder, and 1300-2 for the attempted murder.

DATA ELEMENT #17: Offender Suspected of Using

DATABASE NAME: USED

DATA FORMAT: One (1) character – Alpha/Numeric

CODING STRUCTURE: Enter the one (1) character code to indicate if any of the offenders were suspected of consuming alcohol or using drugs/narcotics during or shortly before the incident; or of using computer equipment to perpetrate the crime; or a combination of alcohol, drugs/narcotics and computer equipment. Up to three (3) codes can be entered.

A = Alcohol

C = Computer Equipment

D = Drugs/Narcotics

N = Not Applicable/None

NOTE:

If the offenders were not suspected of using alcohol, computer equipment or drugs/narcotics, "N" (NOT APPLICABLE/NONE) must be entered.

EDITS:

- Must be valid code (A, C, D or N).
- Required when Action is "O" (ORIGINAL) or "R" (REPLACE) and Offense File class is:

0900-1	Murder/Nonnegligent Manslaughter
0900-2	Negligent Homicide/Manslaughter
0900-3	Negligent Homicide – Vehicle/Boat
0900-4	Justifiable Homicide
1000-1	Kidnapping/Abduction
1000-2	Parental Kidnapping
1100-1	Sexual Penetration Penis/Vagina – CSC 1 st Degree
1100-2	Sexual Penetration Penis/Vagina – CSC 3 rd Degree
1100-3	Sexual Penetration Oral/Anal – CSC 1 st Degree
1100-4	Sexual Penetration Oral/Anal – CSC 3 rd Degree
1100-5	Sexual Penetration Object – CSC 1 st Degree
1100-6	Sexual Penetration Object – CSC 3 rd Degree
1100-7	Sexual Contact Forcible – 2 nd Degree
1100-8	Sexual Contact Forcible – 4 th Degree
1200-0	Robbery
1300-1	Nonaggravated Assault
1300-2	Aggravated/Felonious Assault
1300-3	Intimidation/Stalking
2000-0	Arson
2100-0	Extortion
2200-1	Burglary – Forced Entry
2200-2	Burglary – Entry Without Force
2300-1	Larceny – Pocketpicking
2300-2	Larceny – Pursesnatching
2300-3	Larceny – Theft from Building
2300-4	Larceny – Theft from Coin-Operated Machine

DATA ELEMENT # 17 (continued)**EDITS (continued):**

2300-5	Larceny – Theft from Vehicle
2300-6	Larceny – Theft of Motor Vehicle Parts/Accessories
2300-7	Larceny – Other
2400-1	Motor Vehicle Theft
2400-2	Motor Vehicle as Stolen Property
2400-3	Motor Vehicle Fraud
2500-0	Forgery/Counterfeiting
2600-1	Fraud – False Pretenses/Swindle/Confidence Game
2600-2	Fraud – Credit Card/Automatic Teller Machine
2600-3	Fraud – Impersonation
2600-4	Fraud – Welfare
2600-5	Fraud – Wire
2700-0	Embezzlement
2800-0	Stolen Property
2900-0	Damage to Property
3000-1	Retail Fraud – Misrepresentation
3000-2	Retail Fraud – Theft
3000-3	Retail Fraud – Refund/Exchange
3500-1	Violation of Controlled Substance
3500-2	Narcotic Equipment Violation
3600-1	Sexual Penetration Nonforcible – Blood/Affinity
3600-2	Sexual Penetration Nonforcible – Other
3700-0	Obscenity
3800-1	Family – Abuse/Neglect Nonviolent
3900-1	Gambling – Betting/Wagering
3900-2	Gambling – Operating/Promoting
3900-3	Gambling – Equipment
3900-4	Gambling – Sports Tampering
4000-1	Prostitution
4000-2	Prostitution – Assisting/Promoting
5100-0	Bribery
5200-1	Weapons Offense – Concealed
5200-2	Weapons Offense – Explosives
5200-3	Weapons Offense – Other

- If more than one (1) code is entered, cannot be duplication. Code “N” (NOT APPLICABLE) is mutually exclusive with any other value entered.

DATA ELEMENT # 17 (continued)**EXAMPLES:**

Witnesses to an assault reported that the victim and offender were in a bar drinking when an argument broke out and the offender attacked the victim with a knife. Enter "A" (ALCOHOL) in this data element.

A victim of sexual assault advised that her attacker bragged that he had been "freebasing" cocaine just prior to the incident. "D" (DRUGS/NARCOTICS) should be entered.

A medical supply warehouse was burglarized and large quantities of Methadone, Morphine, Benzedrine, and Valium were stolen. "D" (DRUGS/NARCOTICS) should not be entered because, while the drugs were the object of the crime, there was no indication that the offenders used drugs or narcotics before or during the incident.

A victim of an aggravated assault reported that the attacker was smoking marijuana and drinking prior to the attack. Enter "A" (ALCOHOL) and "D" (DRUGS/NARCOTICS).

DATA ELEMENT #18: Suspected Bias Motivation

DATABASE NAME: BIAS

DATA FORMAT: Two (2) characters – Numeric

CODING STRUCTURE: Enter the two (2) character code to indicate whether the offender was motivated to commit the offense because of his/her bias against a racial, religious, ethnic/national origin, or sexual orientation group.

Racial Bias

- 11 = Anti-White
- 12 = Anti-Black
- 13 = Anti-American Indian/Alaskan Native
- 14 = Anti-Asian/Pacific Islander
- 15 = Anti-Multi-Racial Group

Religious Bias

- 21 = Anti-Jewish
- 22 = Anti-Catholic
- 23 = Anti-Protestant
- 24 = Anti-Islamic (Moslem)
- 25 = Anti-Other Religion (Buddhism, Hinduism, Shintoism, etc.)
- 26 = Anti-Multi-Religious Group
- 27 = Anti-Atheism/Agnostic

Ethnicity/National Origin Bias

- 32 = Anti-Hispanic
- 33 = Anti-Other Ethnicity/National Origin

Sexual Orientation Bias

- 41 = Anti-Male Homosexual (Gay)
- 42 = Anti-Female Homosexual (Lesbian)
- 43 = Anti-Homosexual (Gays and Lesbians)
- 44 = Anti-Heterosexual
- 45 = Anti-Bisexual

Gender Bias

- 51 = Anti-Female
- 52 = Anti-Male

Disability

- 61 = Anti-Physical
- 62 = Anti-Mental

Other Bias

- 88 = Other Bias (e.g. Anti-Political, Anti-AIDS, etc.)

DATA ELEMENT # 18 (continued)**CODING STRUCTURE (continued):**

None/Unknown

00 = None (no bias)

99 = Unknown (offender's motivation not known)

NOTE:

Because of the difficulty of ascertaining the offender's subjective motivation, bias is to be reported **only if** 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 bias. (See Hate/Bias Motivation Guidelines, pages).

Incidents which do not involve any facts indicating biased motivation by the offender are to be coded as "00" (NONE), while incidents involving ambiguous facts (i.e., where some facts are present but are not conclusive) are to be coded "99" (UNKNOWN).

EDITS:

- Must be valid code (00, 11-27, 32-33, 41-45, 51-52, 62-62, 88, 99)
- **Required when Action is "O" (ORIGINAL) or "R" (REPLACE) and Offense File class is:**

0900-1	Murder/Non-Negligent Manslaughter
0900-2	Negligent Homicide/Manslaughter
0900-4	Justifiable Homicide
1000-1	Kidnapping/Abduction
1000-2	Parental Kidnapping
1100-1	Sexual Penetration Penis/Vagina – CSC 1 st Degree
1100-2	Sexual Penetration Penis/Vagina – CSC 3 rd Degree
1100-3	Sexual Penetration Oral/Anal – CSC 1 st Degree
1100-4	Sexual Penetration Oral/Anal – CSC 3 rd Degree
1100-5	Sexual Penetration Object – CSC 1 st Degree
1100-6	Sexual Penetration Object – CSC 3 rd Degree
1100-7	Sexual Contact Forcible – 2 nd Degree
1100-8	Sexual Contact Forcible – 4 th Degree
1200-0	Robbery
1300-1	Non-Aggravated Assault
1300-2	Aggravated/Felonious Assault
1300-3	Intimidation/Stalking
2000-0	Arson
2100-0	Extortion
2200-1	Burglary – Forced Entry
2200-2	Burglary – Entry Without Force
2300-1	Larceny – Pocketpicking
2300-2	Larceny – Pursesnatching
2300-3	Larceny – Theft from Building
2300-4	Larceny – Theft from Coin-Operated Machine
2300-5	Larceny – Theft from Vehicle
2300-6	Larceny – Theft of Motor Vehicle Parts/Accessories
2300-7	Larceny – Other
2400-1	Motor Vehicle Theft
2400-2	Motor Vehicle as Stolen Property
2400-3	Motor Vehicle Fraud

DATA ELEMENT # 18 (continued)**EDITS (continued):**

2500-0	Forgery/Counterfeiting
2600-1	Fraud – False Pretenses/Swindle/Confidence Game
2600-2	Fraud – Credit Card/Automatic Teller Machine
2600-3	Fraud – Impersonation
2600-4	Fraud – Welfare
2600-5	Fraud – Wire
2700-0	Embezzlement
2800-0	Stolen Property
2900-0	Damage to Property
3000-1	Retail Fraud – Misrepresentation
3000-2	Retail Fraud – Theft
3000-3	Retail Fraud – Refund/Exchange
3500-1	Violation of Controlled Substance
3500-2	Narcotic Equipment Violation
3600-1	Sexual Penetration Nonforcible – Blood/Affinity
3600-2	Sexual Penetration Nonforcible – Other
3700-0	Obscenity
3800-1	Family – Abuse/Neglect Nonviolent
3900-1	Gambling – Betting/Wagering
3900-2	Gambling – Operating/Promoting
3900-3	Gambling – Equipment
3900-4	Gambling – Sports Tampering
4000-1	Prostitution
4000-2	Prostitution – Assisting/Promoting
5100-0	Bribery
5200-1	Weapons Offense – Concealed
5200-2	Weapons Offense – Explosives
5200-3	Weapons Offense – Other

EXAMPLES:

Overnight, unknown subjects broke into a synagogue and destroyed several religious objects. The perpetrators left a large swastika drawn on the door and wrote “Death to Jews” on a wall. Although valuable items were present, none were stolen. Enter “21” (ANTI-JEWISH) because the offenders destroyed religious objects, left anti-Semitic words and graffiti behind, and theft did not appear to be the motive for the burglary.

A small neighborhood bar frequented by gays burned down after being closed for the night. Investigation revealed that the fire was deliberately set, but there were no witnesses or suspects. Although the fire was deliberately set, the fact that the bar was frequented by gays may have been coincidental. Therefore, “99” (UNKNOWN) should be entered. Two weeks later, three white adult males were arrested on a tip from an informant. They admitted burning down the bar, saying they did it to keep gays out of the neighborhood. The previously submitted incident report should be updated with “41” (ANTI-GAY).

DATA ELEMENT # 18 (continued)**EXAMPLES: (continued)**

While driving through a predominantly Mexican-American neighborhood, a black male stopped his car to repair a flat tire. A group of Mexican-Americans leaving a bar across the street accosted the driver and then attacked him with bottles and clubs. During the attack, the offenders called the victim by a well known and recognized epithet used against blacks and told him that blacks were not welcome in the neighborhood. Enter code "12" (ANTI-BLACK) because the victim and offenders are of different races, the offenders used a racial epithet, and the facts reveal no other reason for the attack than the stated one, i.e. to keep blacks out of the neighborhood.

An adult white male was approached by four white teenagers who requested money for the bus. When he refused, one of the youths said to the others, "Let's teach this [epithet for a gay person] a lesson." The victim was punched in the face, knocked to the ground, kicked several times, and robbed of his wristwatch, ring and wallet. When he reported the crime, the victim advised he did not know the offenders and that he was not gay. The facts are ambiguous. Although an epithet for a gay person was used by one of the offenders, the victim was not gay. Such epithets are sometimes used as general insults regardless of the target person's sexual orientation, and in this case the offenders' motivation appeared to be limited to obtaining money from the victim. Therefore, "99" (UNKNOWN) should be entered.

DATA ELEMENT #19:	Weapon Type
DATABASE NAME:	WEAPON
DATA FORMAT:	Three (3) characters – Alpha/Numeric
CODING STRUCTURE:	Enter the two (2) or three (3) character code to indicate the type of weapon or force used by the offender(s) to commit the offense. The last character is used to indicate if the weapon was an automatic firearm by adding an “A” as a suffix to the code.
	00 = None
	11 = Firearm (type of firearm is not known)
	12 = Handgun
	13 = Rifle
	14 = Shotgun
	15 = Other Firearm (cane, belt buckle, etc.)
	20 = Knife/Cutting Instrument (ax, ice pick, screwdriver, switchblade, etc.)
	30 = Blunt Object (club, hammer, etc.)
	35 = Motor Vehicle (when used as a weapon)
	40 = Personal Weapons (hands, feet, teeth, etc.)
	50 = Poison
	60 = Explosives
	65 = Fire/Incendiary Devices
	70 = Drugs/Narcotics/Sleeping Pills
	85 = Asphyxiation (by drowning, strangulation, suffocation, gas, etc.)
	88 = Other (any weapon or force not fitting the above specifically coded weapons/force)
	99 = Unknown
	A = Automatic firearm (used as suffix to above codes)

NOTE:

An automatic weapon is defined as any firearm which shoots, or is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading.

If more than one (1) weapon type was used during the offense, the reporting agency must determine which weapon should be submitted.

Toy or play weapons are to be coded as “88” (OTHER).

EDITS:

- Must be blank or valid code.
- Suffix “A” is valid only with codes “11-15.”
- If Offense File Class is 1300-1 (Nonaggravated Assault), Weapon Type can only be “00” (NONE), “40” (PERSONAL WEAPONS), “88” (OTHER), or “99” (UNKNOWN).
- Required and can only be entered when Action is “O” (ORIGINAL) or “R” (REPLACE) and Offense File Class is:

DATA ELEMENT # 19 (continued)**EDITS (continued):**

0900-1	Murder/Nonnegligent Manslaughter
0900-2	Negligent Homicide/Manslaughter
0900-4	Justifiable Homicide
1000-1	Kidnapping/Abduction
1000-2	Parental Kidnapping
1100-1	Sexual Penetration Penis/Vagina – CSC 1 st Degree
1100-2	Sexual Penetration Penis/Vagina – CSC 3 rd Degree
1100-3	Sexual Penetration Oral/Anal – CSC 1 st Degree
1100-4	Sexual Penetration Oral/Anal – CSC 3 rd Degree
1100-5	Sexual Penetration Object – CSC 1 st Degree
1100-6	Sexual Penetration Object – CSC 3 rd Degree
1100-7	Sexual Contact Forcible – 2 nd Degree
1100-8	Sexual Contact Forcible – 4 th Degree
1200-0	Robbery
1300-1	Nonaggravated Assault
1300-2	Aggravated/Felonious Assault
2100-0	Extortion
5200-1	Weapons Offense – Concealed
5200-2	Weapons Offense – Explosives
5200-3	Weapons Offense – Other

- If Offense File Class is 0900-1 Murder/Nonnegligent Manslaughter, 0900-2 Negligent Homicide/Manslaughter, or 0900-4 Justifiable Homicide, Weapon Type cannot be “00” (NONE).
- The third character of the code must be “A” (AUTOMATIC) or blank.

EXAMPLE:

An offender robbed a bank armed with an automatic machine gun. Enter “15A” (AUTOMATIC OTHER FIREARM).

DATA ELEMENT #20:	Activity Type
DATABASE NAME:	TYPE
DATA FORMAT:	One (1) character – Alpha/Numeric
CODING STRUCTURE:	Enter the one (1) character code to indicate additional information on the criminal activity of the offender(s). Up to three (3) codes can be entered.
For:	<p>24002 = Motor Vehicle As Stolen Property 25000 = Forgery/Counterfeiting 28000 = Stolen Property 35001 = Violation Controlled Substance Act 35002 = Narcotic Equipment Violations 37000 = Obscenity 39003 = Gambling-Equipment Violations 52001 = Weapons Offense – Concealed 52002 = Weapons Offense – Explosives 52003 = Weapons Offense – Other</p> <p>B = Buying/Receiving C = Cultivating/Manufacturing/Publishing D = Distributing/Selling E = Exploiting Children O = Operating/Promoting/Assisting P = Possessing/Concealing T = Transporting/Transmitting/Importing U = Using/Consuming</p>
For:	<p>09001 = Murder/Non-negligent Manslaughter (Voluntary) 09002 = Negligent Homicide/Manslaughter (Involuntary) 10001 = Kidnapping/Abduction 10002 = Parental Kidnapping 11001 = Sexual Penetration CSC 1st degree Penis/Vagina 11002 = Sexual Penetration CSC 3rd degree Penis/Vagina 11003 = Sexual Penetration CSC 1st degree Oral/Anal 11004 = Sexual Penetration CSC 3rd degree Oral/Anal 11005 = Sexual Penetration CSC 1st degree Object 11006 = Sexual Penetration CSC 3rd degree Object 11007 = Sexual Contact Forcible CSC 2nd degree 11008 = Sexual Contact Forcible CSC 4th degree 12000 = Robbery 13001 = Nonaggravated Assault</p>

DATA ELEMENT # 20 (continued)**CODING STRUCTURE (continued):**

13002 = Aggravated Assault
 13003 = Intimidation/Stalking

J = Juvenile Gang
 G = Other Gang
 N = None/Unknown

EDITS:

- Must be blank or valid code.
- If more than one (1) code is entered, cannot be a duplicate.
- Required and can only be entered when Action is "O" (ORIGINAL) or "R" (REPLACE) and Offense File Class is:

09001	Murder/Non-negligent Manslaughter (Voluntary)
09002	Negligent Homicide/Manslaughter (Involuntary)
10001	Kidnapping/Abduction
10002	Parental Kidnapping
11001	Sexual Penetration CSC 1 st degree Penis/Vagina
11002	Sexual Penetration CSC 3 rd degree Penis/Vagina
11003	Sexual Penetration CSC 1 st degree Oral/Anal
11004	Sexual Penetration CSC 3 rd degree Oral/Anal
11005	Sexual Penetration CSC 1 st degree Object
11006	Sexual Penetration CSC 3 rd degree Object
11007	Sexual Contact Forcible CSC 2 nd degree
11008	Sexual Contact Forcible CSC 4 th degree
12000	Robbery
13001	Nonaggravated Assault
13002	Aggravated Assault
13003	Intimidation/Stalking
2400-2	Motor Vehicle as Stolen Property
2500-0	Forgery/Counterfeiting
2800-0	Stolen Property
3500-1	Violation of Controlled Substance
3500-2	Narcotic Equipment Violation
3700-0	Obscenity
3900-3	Gambling – Equipment
5200-1	Weapons Offense – Concealed
5200-2	Weapons Offense – Explosives
5200-3	Weapons Offense – Other

DATA ELEMENT # 20 (continued)**EXAMPLE:**

The offenders published and sold pornographic photographs of children. Because up to three types of activity can be entered, "C" (CULTIVATING/MANUFACTURING/ PUBLISHING) "D" (DISTRIBUTING/SELLING), and "E" (EXPLOITING CHILDREN) should be entered.

DATA ELEMENT #21: Premises Entered

DATABASE NAME: PREMISES

DATA FORMAT: Two (2) characters – Numeric

CODING STRUCTURE: Enter the number of structures (premises) entered only if the crime is **2200-1 Burglary – Forced Entry** or **2200-2 Burglary – Entry Without Force** and the “Hotel Rule” is applicable.

NOTE:

“Hotel Rule” states, “...if a number of dwelling units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants, the burglary should be scored as one offense.” The “Hotel Rule” includes rental storage facilities, i.e., “Mini-Storage” and “Self-Storage” building.

EDITS:

- Must be blank or valid number “01” through “99.”
- Required and can only be entered when Action is “O” (ORIGINAL) or “R” (REPLACE) and Offense File Class is:
 - 2200-1 Burglary – Forced Entry or
 - 2200-2 Burglary – Entry Without Force and Location Site code is:
 - “14” (HOTEL/MOTEL/ETC.) or
 - “19” (RENTAL STORAGE).
- Must be blank if Location Site is not “14” (HOTEL/MOTEL/ETC.) or “19” (RENTAL STORAGE) and Offense File Class is not 2200-1 Burglary – Forced Entry or 2200-2 Burglary – Entry Without Force.

EXAMPLE:

A “Self-Storage” building was burglarized and 11 rented storage compartments were forcibly entered. The number “11” should be entered in this data element.

DATA ELEMENT #22: Offender Number

DATABASE NAME: OFFENDERNO

DATA FORMAT: Two (2) characters – Numeric

CODING STRUCTURE: Enter a two (2) character assigned unique number from “01” through “99” for each offender involved in the incident. If nothing is known about the offender(s), enter “00” into this data element and leave the remaining offender data elements blank.

NOTE:

This variable is used to link victim and offenders in data element Offender Related Number in order to establish Victim to Offender Relationship.

Offender number 01 or 00 is entered on the Incident (MICR.1) transaction screen/format.

If 00 is entered on an original and a known offender is later added to the incident, the 00 (unknown) offender will automatically be deleted from the state program.

Additional offenders are to be entered on the supplemental Offender (MICR.3) transaction screen/format. Offender number 00 cannot be entered on the supplemental Offender (MICR.3) transaction screen/format.

EDITS:

- Must be valid number “00” through “99.”
- Not required if Action is “W” (WINDOW UPDATE).
- If more than one (1) offender record is entered in the incident, the Offender Number cannot be duplicated.
- If “00” entered then offender age, sex and race must be blank.
- If “01” through “99” entered then offender age, sex and race must be completed.
- If Exceptional Clearance is completed, the Offender Number cannot be “00” (UNKNOWN) and Offender Age, Offender Race, and Offender Sex must be known.
- If the Offense File Class is 0900-4 (JUSTIFIABLE HOMICIDE), the Offender Number cannot be “00” (UNKNOWN).
- Required for all offender records.
- Offender Number “00” cannot be entered on the supplemental Offender (MICR.3) transaction screen/format.
- A minimum of one (1) offender record is required for each ORIGINAL (Action “O”) or REPLACE (Action “R”) incident when the Offense File Class is:

0900-1	Murder/Nonnegligent Manslaughter
0900-2	Negligent Homicide/Manslaughter
0900-3	Negligent Homicide – Vehicle/Boat/Snowmobile
0900-4	Justifiable Homicide
1000-1	Kidnapping/Abduction
1000-2	Parental Kidnapping
1100-1	Sexual Penetration Penis/Vagina – CSC 1 st Degree
1100-2	Sexual Penetration Penis/Vagina – CSC 3 rd Degree
1100-3	Sexual Penetration Oral/Anal – CSC 1 st Degree

DATA ELEMENT # 22 (continued)**EDITS (continued):**

1100-4	Sexual Penetration Oral/Anal – CSC 3 rd Degree
1100-5	Sexual Penetration Object – CSC 1 st Degree
1100-6	Sexual Penetration Object – CSC 3 rd Degree
1100-7	Sexual Contact Forcible – 2 nd Degree
1100-8	Sexual Contact Forcible – 4 th Degree
1200-0	Robbery
1300-1	Nonaggravated Assault
1300-2	Aggravated/Felonious Assault
1300-3	Intimidation/Stalking
2000-0	Arson
2100-0	Extortion
2200-1	Burglary – Forced Entry
2200-2	Burglary – Entry Without Force
2300-1	Larceny – Pocketpicking
2300-2	Larceny – Pursesnatching
2300-3	Larceny – Theft from Building
2300-4	Larceny – Theft from Coin-Operated Machine
2300-5	Larceny – Theft from Vehicle
2300-6	Larceny – Theft of Motor Vehicle Parts/Accessories
2300-7	Larceny – Other
2400-1	Motor Vehicle Theft
2400-2	Motor Vehicle as Stolen Property
2400-3	Motor Vehicle Fraud
2500-0	Forgery/Counterfeiting
2600-1	Fraud – False Pretenses/Swindle/Confidence Game
2600-2	Fraud – Credit Card/Automatic Teller Machine
2600-3	Fraud – Impersonation
2600-4	Fraud – Welfare
2600-5	Fraud – Wire
2700-0	Embezzlement
2800-0	Stolen Property
2900-0	Damage to Property
3000-1	Retail Fraud – Misrepresentation
3000-2	Retail Fraud – Theft
3000-3	Retail Fraud – Refund/Exchange
3500-1	Violation of Controlled Substance
3500-2	Narcotic Equipment Violation
3600-1	Sexual Penetration Nonforcible – Blood/Affinity
3600-2	Sexual Penetration Nonforcible – Other
3700-0	Obscenity
3800-1	Family – Abuse/Neglect Nonviolent
3900-1	Gambling – Betting/Wagering
3900-2	Gambling – Operating/Promoting
3900-3	Gambling – Equipment
3900-4	Gambling – Sports Tampering
4000-1	Prostitution
4000-2	Prostitution – Assisting/Promoting
5100-0	Bribery
5200-1	Weapons Offense – Concealed

DATA ELEMENT #22 (continued)**EDITS (continued):**

5200-2	Weapons Offense – Explosives
5200-3	Weapons Offense – Other

EXAMPLES:

A corpse with five bullet holes in it was found in an abandoned warehouse. There were no witnesses to the crime or suspects. A single Offender record should be submitted with “00” entered in this data element and no entries in offender age, sex and race.

Two offenders were seen fleeing the scene of a burglary, but because they were wearing ski masks, their age, sex and race could not be determined. Two offender segments should be submitted – one with Offender Number “01” and the other with Offender Number “02.” Applicable “unknown” codes should be entered into offender age, sex and race fields.

DATA ELEMENT #23: Offender Age

DATABASE NAME: AGE

DATA FORMAT: Two (2) characters – Numeric

CODING STRUCTURE: Enter the two (2) character age of the offender in this data element. If exact age is unknown, enter an approximate age. If age is 99 years or older, enter 99.

01 – 98 = Years Old (exact age in years)
99 = Over 98 Years Old
00 = Unknown

EDITS:

- Required if Offender Number is coded other than “00.”
- Must be blank or valid number “00” through “99.”
- If Exceptional Clearance is completed, at least one of the Offender’s Age must be known.
- If the Offense File Class is 0900-4 (JUSTIFIABLE HOMICIDE), at least one of the Offender’s Age must be known.
- If Victim to Offender Relationship is “01” (SPOUSE) or “27” (EX-SPOUSE), the offender cannot be less than 10 years old.

EXAMPLE:

If the offender is approximately 24 years old, enter “24.”

DATA ELEMENT #24: Offender Race

DATABASE NAME: RACE

DATA FORMAT: One (1) character – Alpha/Numeric

CODING STRUCTURE: Enter the one (1) character code indicating the race of the offender.

W = White
B = Black
I = American Indian/Alaskan Native
A = Asian/Pacific Islander
U = Unknown

EDITS:

- Required if Offender Number is coded other than “00.”
- Must be blank or valid code.
- If Exceptional Clearance is completed, at least one of the Offender’s Race must be known.
- If the Offense File Class is 0900-4 (JUSTIFIABLE HOMICIDE), at least one of the Offender’s Race must be known.

EXAMPLE:

If the offender is oriental, the entry should be “A” (ASIAN/PACIFIC ISLANDER).

DATA ELEMENT #25: Offender Sex

DATABASE NAME: SEX

DATA FORMAT: One (1) character – Alpha/Numeric

CODING STRUCTURE: Enter the one (1) character code indicating the sex of the offender.

M = Male
F = Female
U = Unknown

EDITS:

- Required if Offender Number is coded other than “00.”
- Must be blank or valid code.
- If Exceptional Clearance is completed, at least one of the Offender’s Sex must be known.
- If the Offense File Class is 0900-4 (JUSTIFIABLE HOMICIDE), at least one of the Offender’s Sex must be known.

EXAMPLE:

The witness caught only a fleeting glance of the offender and, therefore, was unable to report the offender’s sex. “U” (UNKNOWN) should be entered.

DATA ELEMENT #26: Victim Number

DATABASE NAME: VICTIMNO

DATA FORMAT: Two (2) characters – Numeric

CODING STRUCTURE: Enter a two (2) character assigned unique number from “01” through “99” for each victim in the incident.

NOTE:

A separate Victim record is to be submitted for each victim in the incident.

Victim Number one (1) is entered on the Incident (MICR.1) transaction screen/format.

Additional victims are to be entered on the supplemental Victim (MICR.5) transaction screen/format.

EDITS:

- Must be valid number “01” through “99.”
- Not required if Action is “W” (WINDOW UPDATE).
- Required for all victim records.
- If more than one (1) victim record is entered in the incident, the Victim Number cannot be duplicated.
- “Crimes Against Society” can only have one victim record if these are the only types of crimes reported in the incident.
- Victim Number, Victim Connected Offense File Class, and Victim Type are required for each victim record.
- Victim Age, Victim Race, and Victim Sex are required if Victim Type is “I” (INDIVIDUAL) or “P” (POLICE OFFICER).
- Victim Ethnicity and Victim Residence are optional but may only be entered if Victim Type is “I” (INDIVIDUAL) or “P” (POLICE OFFICER).
- Victim Injury, Victim Circumstance, Justifiable Homicide Circumstance, Offender Related Number, and Victim to Offender Relationship are required for certain offense file classes.
- A minimum of one (1) victim record is required for each ORIGINAL (Action “O”) or REPLACE (Action “R”) incident where the Offense File Class is:

0900-1	Murder/Nonnegligent Manslaughter
0900-2	Negligent Homicide/Manslaughter
0900-3	Negligent Homicide – Vehicle/Boat/Snowmobile
0900-4	Justifiable Homicide
1000-1	Kidnapping/Abduction
1000-2	Parental Kidnapping
1100-1	Sexual Penetration Penis/Vagina – CSC 1 st Degree
1100-2	Sexual Penetration Penis/Vagina – CSC 3 rd Degree
1100-3	Sexual Penetration Oral/Anal – CSC 1 st Degree
1100-4	Sexual Penetration Oral/Anal – CSC 3 rd Degree
1100-5	Sexual Penetration Object – CSC 1 st Degree
1100-6	Sexual Penetration Object – CSC 3 rd Degree
1100-7	Sexual Contact Forcible – 2 nd Degree

DATA ELEMENT # 26 (continued)**EDITS (continued):**

1100-8	Sexual Contact Forcible – 4 th Degree
1200-0	Robbery
1300-1	Nonaggravated Assault
1300-2	Aggravated/Felonious Assault
1300-3	Intimidation/Stalking
2000-0	Arson
2100-0	Extortion
2200-1	Burglary – Forced Entry
2200-2	Burglary – Entry Without Force
2300-1	Larceny – Pocketpicking
2300-2	Larceny – Pursesnatching
2300-3	Larceny – Theft from Building
2300-4	Larceny – Theft from Coin-Operated Machine
2300-5	Larceny – Theft from Vehicle
2300-6	Larceny – Theft of Motor Vehicle Parts/Accessories
2300-7	Larceny – Other
2400-1	Motor Vehicle Theft
2400-2	Motor Vehicle as Stolen Property
2400-3	Motor Vehicle Fraud
2500-0	Forgery/Counterfeiting
2600-1	Fraud – False Pretenses/Swindle/Confidence Game
2600-2	Fraud – Credit Card/Automatic Teller Machine
2600-3	Fraud – Impersonation
2600-4	Fraud – Welfare
2600-5	Fraud – Wire
2700-0	Embezzlement
2800-0	Stolen Property
2900-0	Damage to Property
3000-1	Retail Fraud – Misrepresentation
3000-2	Retail Fraud – Theft
3000-3	Retail Fraud – Refund/Exchange
3500-1	Violation of Controlled Substance
3500-2	Narcotic Equipment Violation
3600-1	Sexual Penetration Nonforcible – Blood/Affinity
3600-2	Sexual Penetration Nonforcible – Other
3700-0	Obscenity
3800-1	Family – Abuse/Neglect Nonviolent
3900-1	Gambling – Betting/Wagering
3900-2	Gambling – Operating/Promoting
3900-3	Gambling – Equipment
3900-4	Gambling – Sports Tampering
4000-1	Prostitution
4000-2	Prostitution – Assisting/Promoting
5100-0	Bribery
5200-1	Weapons Offense – Concealed
5200-2	Weapons Offense – Explosives
5200-3	Weapons Offense – Other

DATA ELEMENT # 26 (continued)**EXAMPLE:**

If there were three victims in the incident, three Victim records should be submitted – one for Victim Number “01,” another for Victim Number “02,” and the last with Victim Number “03.”

BOMB THREAT: The individual that received the bomb threat is considered the victim of the crime.

DATA ELEMENT #27: Victim Connected Offense File Class

DATABASE NAME: OFFENSE-CO

DATA FORMAT: Five (5) characters – Numeric

CODING STRUCTURE: Enter the MICR offense code perpetrated against the victim during the incident. This data element is to be used to link each victim with up to four (4) of the most serious offenses (as determined by the reporting agency).

EDITS:

- If more than one offense is entered in the incident, the Victim Connected Offense File Class cannot be duplicated in the victim record.
- The Victim Connected Offense File Class must have a corresponding Offense record for this incident.
- Required for all victim records.
- If victim offense is 09001, then all other victim offenses cannot = 09002, 13001-13003.
- If victim offense is 09002, then all other victim offenses cannot = 09001, 13001-13003.
- If victim offense is 12000, then all other victim offenses cannot = 13001-13003, 23001-23007, 24001, 30002.
- If victim offense is 11001 or 11002, then all other victim offenses cannot = 11007, 11008, 13001-13003, 36001, 36002.
- If victim offense is 11003 or 11004, then all other victim offenses cannot = 11007, 11008, 13001-13003, 36001, 36002.
- If victim offense is 11005 or 11006, then all other victim offenses cannot = 11007, 11008, 13001-13003, 36001, 36002.
- If victim offense is 13001, then all other victim offenses cannot = 09001-09002, 11001-11008, 12000, 13002, 13003.
- If victim offense is 13002, then all other victim offenses cannot = 09001-09002, 11001-11008, 12000, 13001, 13003.
- If victim offense is 13003, then all other victim offenses cannot = 09001-09002, 11001-11008, 12000, 13001, 13002.
- If victim offense is 11007 or 11008, then all other victim offenses cannot = 11001-11006, 36001, 36002,
- If victim offense is 36001 or 36002, then all other victim offenses cannot = 11001-11006.

EXAMPLE:

Two victims, Victim 01 and Victim 02, were robbed and Victim 01 was sexually assaulted. In the Victim record for Victim 01, both “12000” and “11001” should be entered. In the Victim record for Victim 02, only “12000” should be entered.

DATA ELEMENT #28: Victim Type

DATABASE NAME: TYPE

DATA FORMAT: One (1) character – Alpha/Numeric

CODING STRUCTURE: Enter the one (1) character code to indicate the type of victim.

I = Individual
 P = Police Officer
 B = Business
 F = Financial Institution
 G = Government
 R = Religious Organization
 S = Society/Public
 O = Other
 U = Unknown

EDITS:

- Must be valid code.
- Required for all victim records.
- If Victim Type is “I” (INDIVIDUAL) or “P” (POLICE OFFICER), then data elements Victim Age, Victim Race, and Victim Sex must be completed.
- Victim Type must be “I” (INDIVIDUAL) or “P” (POLICE OFFICER) for Victim Connected Offense File Classes:

0900-1	Murder/Nonnegligent Manslaughter
0900-2	Negligent Homicide/Manslaughter
0900-3	Negligent Homicide – Vehicle/Boat/Snowmobile
0900-4	Justifiable Homicide
1000-1	Kidnapping/Abduction
1000-2	Parental Kidnapping
1100-1	Sexual Penetration Penis/Vagina – CSC 1 st Degree
1100-2	Sexual Penetration Penis/Vagina – CSC 3 rd Degree
1100-3	Sexual Penetration Oral/Anal – CSC 1 st Degree
1100-4	Sexual Penetration Oral/Anal – CSC 3 rd Degree
1100-5	Sexual Penetration Object – CSC 1 st Degree
1100-6	Sexual Penetration Object – CSC 3 rd Degree
1100-7	Sexual Contact Forcible – 2 nd Degree
1100-8	Sexual Contact Forcible – 4 th Degree
1300-1	Nonaggravated Assault
1300-2	Aggravated/Felonious Assault
1300-3	Intimidation/Stalking
3600-1	Sexual Penetration Nonforcible – Blood/Affinity
3600-2	Sexual Penetration Nonforcible – Other

- Victim Type must be “I” (INDIVIDUAL), “P” (POLICE OFFICER) or “S” (SOCIETY/PUBLIC) for Victim Connected Offense File Classes:

EDITS (continued):

- If Victim Type = P and Victim Connected File Class is 09001, 13001, 13002, 13003, Activity Type (28A), Assignment Type (28B) are required. ORI-Other Jurisdiction (28C) is optional.

Note: As of 2002 the victim type of individual and/or police officer will be allowed on all society crimes, when the victim to offender relationship indicates a domestic relationship is involved in the crime.

3500-1	Violation of Controlled Substance
3500-2	Narcotic Equipment Violation
3700-0	Obscenity
3900-1	Gambling – Betting/Wagering
3900-2	Gambling – Operating/Promoting
3900-3	Gambling – Equipment
3900-4	Gambling – Sports Tampering
4000-1	Prostitution
4000-2	Prostitution – Assisting/Promoting
5200-1	Weapons Offense – Concealed
5200-2	Weapons Offense – Explosives
5200-3	Weapons Offense – Other

- Victim Type cannot be “S” (SOCIETY/PUBLIC) if Victim Connected Offense File Class is:

1200-0	Robbery
2000-0	Arson
2100-0	Extortion
2200-1	Burglary – Forced Entry
2200-2	Burglary – Entry Without Force
2200-3	Burglary – Unlawful Entry
2200-4	Possession of Burglary Tools
2300-1	Larceny – Pocketpicking
2300-2	Larceny – Pursesnatching
2300-3	Larceny – Theft from Building
2300-4	Larceny – Theft from Coin-Operated Machine
2300-5	Larceny – Theft from Vehicle
2300-6	Larceny – Theft of Motor Vehicle Parts/Accessories
2300-7	Larceny – Other
2400-1	Motor Vehicle Theft
2400-2	Motor Vehicle as Stolen Property
2400-3	Motor Vehicle Fraud
2500-0	Forgery/Counterfeiting
2600-1	Fraud – False Pretenses/Swindle/Confidence Game
2600-2	Fraud – Credit Card/Automatic Teller Machine
2600-3	Fraud – Impersonation
2600-4	Fraud – Welfare
2600-5	Fraud – Wire
2700-0	Embezzlement
2800-0	Stolen Property
2900-0	Damage to Property

DATA ELEMENT # 28 (continued)**EDITS (continued):**

3000-1	Retail Fraud – Misrepresentation
3000-2	Retail Fraud – Theft
3000-3	Retail Fraud – Refund/Exchange
5100-0	Bribery

- Victim Type must be “I” (INDIVIDUAL), “P” (POLICE OFFICER), or “S” (SOCIETY/PUBLIC) if Victim Connected Offense File Class is:

3800-1	Family – Abuse/Neglect Nonviolent
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- If victim is entered, Victim Type must be “I” (INDIVIDUAL), “P” (POLICE OFFICER), or “S” (SOCIETY/PUBLIC) if Victim Connected Offense File Class is:

1400-0	Abortion
3600-3	Peeping Tom
3800-2	Family – Nonsupport
3800-3	Family – Other

- If victim is entered, Victim Type must be “G” (GOVERNMENT), “I” (INDIVIDUAL), OR “P” (POLICE OFFICER) if Victim Connected Offense File Class is:

0100-0	Sovereignty
0200-0	Military
0300-0	Immigration

- If victim is entered, Victim Type must be “S” (SOCIETY), “I” (INDIVIDUAL), “G” (GOVERNMENT), OR “P” (POLICE OFFICER) if Victim Connected Offense File Class is:

4800-0	Obstructing Police
5900-0	Election Laws
6100-0	Tax/Revenue

- If victim is entered, Victim Type must be “S” (SOCIETY), “I” (INDIVIDUAL), or “P” (POLICE OFFICER) if Victim Connected Offense File Class is:

4100-1	Liquor Licenses – Establishment Violations
4100-2	Liquor Violations – Other
4200-0	Drunkenness
4900-0	Escape-Flight
5000-0	Obstructing Justice
5300-1	Disorderly Conduct
5300-2	Public Peace – Other
5400-2	Operating Under the Influence of Liquor or Drugs
5800-0	Smuggling
6000-0	Antitrust
6200-0	Conservation
6300-0	Vagrancy

DATA ELEMENT # 28 (continued)**EDITS (continued):**

- If victim is entered, Victim Type must be "I" (INDIVIDUAL), "P" (POLICE OFFICER), "S" (SOCIETY/PUBLIC), "O" (OTHER), or "U" (UNKNOWN) if Victim Connected Offense File Class is:

3600-4 Sex Offense – Other
- Cannot have two victim records associated to a crime against society.

EXAMPLES:

During a bank robbery, the offender pointed a gun at a teller demanded and received money. The robber also pistol whipped a customer who stood in his way as he made his getaway from the bank. There were three (3) victims, i.e., the bank ("F" FINANCIAL INSTITUTION), the teller ("I" INDIVIDUAL), and the pistol whipped customer ("I" INDIVIDUAL). Therefore, three Victim records should be completed with the proper Victim Type code entered into their respective Victim records.

An offender is arrested for operating his vehicle under the influence of liquor. If a victim record is completed, the Victim Type must be "I" (INDIVIDUAL), "P" (POLICE OFFICER), OR "S" (SOCIETY/PUBLIC).

DATA ELEMENT #28A: Type of Activity – LEOKA (Located After Element #38)

DATABASE NAME: LEOKA_ACTIVITY_TYPE

DATA FORMAT: Two (2) characters – Numeric

CODING STRUCTURE: Enter the two (2) characters to indicate the type of activity.

01 = Responding to disturbance calls
02 = Burglaries in progress or pursuing burglary suspects
03 = Robberies in progress or pursuing robbery suspects
04 = Attempting other arrests
05 = Civil Disorder (riot, mass disobedience)
06 = Handling, transporting, custody of prisoners
07 = Investigating suspicious persons or circumstances
08 = Ambush-no warning
09 = Mentally deranged
10 = Traffic pursuits and stops
11 = All other

EDITS:

- Must be valid code.
- Required for all victim records where the Victim Connected File Class is 09001, 13001, 13002, or 13003 and the Victim Type = P (POLICE OFFICER).
- Must also enter Assignment Type, data element 28B.
- Victim Type must be P (POLICE OFFICER).
- Must be blank if Victim Type is other than “P” and Victim Connected File Class does not = 09001, 13001, 13002 or 13003.

DATA ELEMENT #28B: Assignment Type - LEOKA (Located After Element #38)

DATABASE NAME: LEOKA_ASSIGNMENT_TYPE

DATA FORMAT: One (1) character – Alpha

CODING STRUCTURE: Enter the one (1) character code to indicate the assignment type.

F = Two officer vehicle

G = One officer vehicle, alone

H = One officer vehicle, assisted

I = Detective or special assignment, alone

J = Detective or special assignment, assisted

K = Other, alone

L = Other, assisted

EDITS:

- Must be valid code.
- Required for all victim records where the Victim Connected File Class is 09001, 13001, 13002, or 13003 and the victim type = P (POLICE OFFICER).
- Must also enter Type of Activity, data element 28A
- Victim must = P (POLICE OFFICER).
- Victim Connected File Class must be 09001, 13001, 13002 or 13003.
- Must be blank if Victim Type is other than “P” (POLICE OFFICER) and Victim Connected File Class does not = 09001, 13001, 13002 or 13003.

Code F pertains to a two-officer vehicle, codes G and H pertain to uniformed officers, codes I and J pertain to non-uniformed officers and codes K and L pertain to officers assaulted or killed while in other capacities, such as foot patrol, off duty, etc.

DATA ELEMENT #28C: ORI Other Jurisdiction – LEOKA (Located After Element #38)

DATABASE NAME: LEOKA_ORI_OTHER_JUR

DATA FORMAT: Nine (9) characters – Alpha/Numeric

CODING STRUCTURE: Enter the unique nine (9) character code that has been assigned to each agency to identify the Originating Agency Identifier (ORI) number if an officer is killed or assaulted in the line of duty in a jurisdiction other than his own. The law enforcement agency having jurisdiction should report the law enforcement officer killed or assaulted using this data element to identify the ORI of that law enforcement officer's agency. No entry is required if the officer is assaulted in his own jurisdiction.

EDITS:

- Must be valid code or blank.
- Required for all victim records where the Victim Connected File Class is 09001, 13001, 13002, or 13003 and the victim type = P (POLICE OFFICER) and ORI number differs from officer's regular jurisdiction
- Must also enter Type of Activity, data element 28A
- Must also enter Type of Assignment, data element 28B
- Victim must = P (POLICE OFFICER).
- Victim Connected File Class must be 09001, 13001, 13002 or 13003.
- Must be blank if Victim Type is other than "P" (POLICE OFFICER) and Victim Connected File Class does not = 09001, 13001, 13002 or 13003.
- Must be blank if Type of Activity and Assignment Type are blank.

DATA ELEMENT #29: Victim Age

DATABASE NAME: VICTIM-AGE

DATA FORMAT: Two (2) characters – Alpha/Numeric

CODING STRUCTURE: Enter a two (2) character code to indicate the age of the victim only if victim type is an “I” (INDIVIDUAL) or “P” (POLICE OFFICER). If the exact age is unknown, enter an approximate age. If age is 99 years or older, enter 99.

NN = Under 24 hours (neonate)
 NB = 1-6 days old
 BB = 7-364 days old
 01-98 = Years old (exact age in years)
 99 = Over 98 years old
 00 = Unknown

EDITS:

- Required if Victim Type is an “I” (INDIVIDUAL) or “P” (POLICE OFFICER).
- Must be valid code or blank.
- Must be blank if Victim Type is other than “I” (INDIVIDUAL) or “P” (POLICE OFFICER).
- Must be less than 18 years old for Offense File Class:

1000-2 Parental Kidnapping

- If Victim to Offender Relationship is “01” (SPOUSE) or “27” (EX-SPOUSE), Victim Age cannot be less than 10 years old.
- Victim age must be 13, 14 or 15 if Victim Connected File Class is 36001 (Sexual Penetration Nonforcible – Blood/Affinity) or 36002 (Sexual Penetration Nonforcible – Other)

EXAMPLES:

If the victim was a person 18 years old, enter “18.”

If the age of the victim is unknown, enter “00.”

If the victim type is “B” (BUSINESS), **F (Financial Institution)**, **G (Government)**, **O (Other)**, **R (Religious Organization)**, **S (Society)**, or **U (Unknown)**, this data element is left blank.

DATA ELEMENT #30: Victim Race

DATABASE NAME: RACE

DATA FORMAT: One (1) character – Alpha/Numeric

CODING STRUCTURE: Enter the one (1) character code indicating the victim race if the victim type equals "I" (INDIVIDUAL) or "P" (POLICE OFFICER).

W = White

B = Black

I = American Indian/Alaskan Native

A = Asian/Pacific Islander

U = Unknown

EDITS:

- Required if Victim Type is "I" (INDIVIDUAL) or "P" (POLICE OFFICER).
- Must be valid code or blank.
- Must be blank if Victim Type is other than "I" (INDIVIDUAL) or "P" (POLICE OFFICER).

EXAMPLES:

If the victim was an American Indian/Alaskan Native, enter "I" (AMERICAN INDIAN/ ALASKAN NATIVE).

If the victim type is "B" (BUSINESS), **F (Financial Institution)**, **G (Government)**, **O (Other)**, **R (Religious Organization)**, **S (Society)**, or **U (Unknown)**, this data element is left blank.

DATA ELEMENT #31: Victim Sex

DATABASE NAME: SEX

DATA FORMAT: One (1) character – Alpha/Numeric

CODING STRUCTURE: Enter the one (1) character code indicating the sex if the victim type equals “I” (INDIVIDUAL) or “P” (POLICE OFFICER).

M = Male
F = Female
U = Unknown

EDITS:

- Required if Victim Type is “I” (INDIVIDUAL) or “P” (POLICE OFFICER).
- Must be valid code or blank.
- Must be blank if Victim Type is other than “I” (INDIVIDUAL) or “P” (POLICE OFFICER).
- Must be “M” (MALE) or “F” (FEMALE) when Victim Connected Offense File Class is 1100-1 Sexual Penetration Penis/Vagina – CSC 1st Degree, 1100-2 Sexual Penetration Penis/Vagina – CSC 3rd Degree, or 36002 – Sexual Penetration Nonforcible Other.
- If Victim Connected Offense File Class is 1100-1 Sexual Penetration Penis/Vagina – CSC 1st Degree, 1100-2 Sexual Penetration Penis/Vagina – CSC 3rd Degree or 36002 – Sexual Penetration Nonforcible Other, at least one of the offenders must be of the opposite sex of the victim.

EXAMPLES:

If the victim was a male, enter “M” (MALE).

If the victim type is “B” (BUSINESS), **F** (Financial Institution), **G** (Government), **O** (Other), **R** (Religious Organization), **S** (Society), or **U** (Unknown), this data element is left blank.

DATA ELEMENT #32:	Victim Ethnicity
DATABASE NAME:	ETHNICITY
DATA FORMAT:	One (1) character – Alpha/Numeric
CODING STRUCTURE:	Enter the one (1) character code indicating the ethnic origin of the victim if Victim Type equals “I” (INDIVIDUAL) or “P” (POLICE OFFICER). A = Arab H = Hispanic O = Other Ethnicity/National Origin U = Unknown

NOTE:

Optional

The National Incident Based Reporting System defines Hispanic as “a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.”

EDITS:

- Must be valid code or blank.
- Must be blank if Victim Type is other than “I” (INDIVIDUAL) or “P” (POLICE OFFICER).

EXAMPLES:

If the victim is of Hispanic origin, enter “H” (HISPANIC).

If the victim is “F” (FINANCIAL INSTITUTION), **B (Business)**, **G (Government)**, **O (Other)**, **R (Religious Organization)**, **S (Society)**, or **U (Unknown)**, t this data element is left blank.

DATA ELEMENT #33: Victim Residence

DATABASE NAME: RESIDENT

DATA FORMAT: One (1) character – Alpha/Numeric

CODING STRUCTURE: Enter the one (1) character code indicating the residency of the victim. Residence only applies if the Victim Type is “I” (INDIVIDUAL) or “P” (POLICE OFFICER).

R = Resident of the community, city, or town where the offense occurred.

C = Resides in the County but not the community where the offense occurred.

S = Resides in the State but not the county or community where the offense occurred.

O = Out of State

U = Unknown

NOTE:

Optional

Black’s Law Dictionary defines legal residence as “the permanent fixed place of abode which a person intends to be his residence and to which he intends to return despite temporary residences elsewhere or despite temporary absences.”

EDITS:

- Must be valid code or blank.
- Must be blank if Victim Type is other than “I” (INDIVIDUAL) or “P” (POLICE OFFICER).

EXAMPLES:

If the victim was assaulted in Lansing where he resides, enter “R” (RESIDENT).

If the victim type is “B” (BUSINESS), **F (Financial Institution)**, **G (Government)**, **O (Other)**, **R (Religious Organization)**, **S (Society)**, or **U (Unknown)**, this data element is left blank.

DATA ELEMENT #34: Victim Injury

DATABASE NAME: INJURY

DATA FORMAT: One (1) character – Alpha/Numeric

CODING STRUCTURE: Enter the one (1) character code indicating the physical injury to the victim if Victim Type is “I” (INDIVIDUAL) or “P” (POLICE OFFICER). One entry is made for each victim.

N = None
 F = Fatal
 B = Apparent Broken Bones
 I = Possible Internal Injury
 L = Severe Laceration
 M = Apparent Minor Injury
 O = Other Major Injury
 T = Loss of Teeth
 U = Unconsciousness

NOTE:

In the case of multiple injuries, the reporting agency must determine which injury code best describes the injury of the victim.

A “severe laceration” is one which should receive medical attention.

A “loss of consciousness” must be the direct result of force inflicted on the victim by the offender.

EDITS:

- Victim Type must be “I” (INDIVIDUAL) or “P” (POLICE OFFICER).
- Must be valid code or blank.
- Must be blank if Victim Type is other than “I” (INDIVIDUAL) or “P” (POLICE OFFICER).
- Required and can only be entered for Victim Connected Offense File Classes:

0900-1	Murder/Nonnegligent Manslaughter
0900-2	Negligent Homicide/Manslaughter
0900-3	Negligent Homicide – Vehicle/Boat/Snowmobile
0900-4	Justifiable Homicide
1000-1	Kidnapping/Abduction
1000-2	Parental Kidnapping
1100-1	Sexual Penetration Penis/Vagina – CSC 1 st Degree
1100-2	Sexual Penetration Penis/Vagina – CSC 3 rd Degree
1100-3	Sexual Penetration Oral/Anal – CSC 1 st Degree
1100-4	Sexual Penetration Oral/Anal – CSC 3 rd Degree
1100-5	Sexual Penetration Object – CSC 1 st Degree
1100-6	Sexual Penetration Object – CSC 3 rd Degree
1100-7	Sexual Contact Forcible – 2 nd Degree
1100-8	Sexual Contact Forcible – 4 th Degree
1300-1	Nonaggravated Assault

DATA ELEMENT # 34 (continued)**EDITS (continued):**

1300-2 Aggravated/Felonious Assault

- Required and can only be entered if Victim Type is "I" (INDIVIDUAL) or "P" (POLICE OFFICER) and Victim Connected Offense File Class is:

1200-0 Robbery
2100-0 Extortion

- Victim Injury must be "F" (FATAL) for Victim Connected Offense File Classes:

0900-1 Murder/Nonnegligent Manslaughter
0900-2 Negligent Homicide/Manslaughter
0900-3 Negligent Homicide – Vehicle/Boat/Snowmobile
0900-4 Justifiable Homicide

- Victim Injury can only be "F" (FATAL) for Victim Connected Offense File Classes:

0900-1 Murder/Nonnegligent Manslaughter
0900-2 Negligent Homicide/Manslaughter
0900-3 Negligent Homicide – Vehicle/Boat
0900-4 Justifiable Homicide

EXAMPLES:

The offender assaulted the victim with a tire iron, breaking the victim's arm and opening up a cut about three inches long and one inch deep on his back. In this case, the reporting agency could enter "B" (APPARENT BROKEN BONES).

The victim, a respected religious figure, is blackmailed regarding his sexual activities. As he suffered no physical injury, the entry should be "N" (NONE).

If the victim type is "B" (BUSINESS), **F (Financial Institution)**, **G (Government)**, **O (Other)**, **R (Religious Organization)**, **S (Society)**, or **U (Unknown)**, this data element is left blank.

DATA ELEMENT #35: Victim Circumstance

DATABASE NAME: CIRCUMSTAN

DATA FORMAT: Two (2) characters – Alpha/Numeric

CODING STRUCTURE: Enter the two (2) character code to describe the circumstances of murder/nonnegligent manslaughter, negligent homicide/manslaughter, justifiable homicide or aggravated assault.

For: 0900-1 Murder/Nonnegligent Manslaughter

01 = Argument
02 = Assault on Law Enforcement Officer(s)
03 = Drug Dealing
04 = Gangland (Organized Crime, i.e., Mafia)
05 = Juvenile Gang
06 = Lover's Quarrel
07 = Mercy Killing
08 = Other Felony Involved
09 = Other Circumstances
10 = Unknown Circumstances

For: 0900-2 Negligent Homicide/Manslaughter

30 = Child Playing with Weapon
31 = Gun-cleaning Accident
32 = Hunting Accident
33 = Other Negligent Weapon Handling
34 = Other Negligent Killings

For: 0900-4 Justifiable Homicide

20 = Criminal Killed by Private Citizen
21 = Criminal Killed by Police Officer

For: 1300-2 Aggravated/Felonious Assault

01 = Argument
02 = Assault on Law Enforcement Officer(s)
03 = Drug Dealing
04 = Gangland (Organized Crime, i.e., Mafia)
05 = Juvenile Gang
06 = Lover's Quarrel
08 = Other Felony Involved
09 = Other Circumstances
10 = Unknown Circumstances

DATA ELEMENT # 34 (continued)**EDITS:**

- Must be blank or valid code.
- Required and can only be entered for Victim Connected Offense File Classes:
 - 0900-1 Homicide/Nonnegligent Manslaughter
 - 0900-2 Negligent Homicide/Manslaughter
 - 0900-4 Justifiable Homicide
 - 1300-2 Aggravated/Felonious Assault
- If Victim Connected Offense File Class is other than 0900-1, 0900-2, 0900-4, or 1300-2, this data element must be blank.
- Codes "01" through "10" are valid for Victim Connected Offense File Classes 0900-1.
- Codes "01" through "06" and "08" through "10" are valid for Victim Connected Offense File Class 1300-2.
- Codes "30" through "34" are valid for Victim Connected Offense File Class 0900-2.
- Codes "20" and "21" are valid for Victim Connected Offense File Class 0900-4.
- If codes "20" and "21" are entered, must complete Justifiable Homicide Circumstance.
- If code "30" (CHILD PLAYING WITH WEAPON), age of offender must be less than 17 years old.
- If code "08" (OTHER FELONY INVOLVED) is entered, a minimum of two Group A offenses must be entered into Victim Connected Offense File Class.

EXAMPLES:

In resisting arrest, a fugitive pulled a gun and fired two times in the direction of two police officers who were attempting to take him into custody. Neither officer was hit but both drew their weapons and returned fire, killing the fugitive. As this was a Justifiable Homicide, "21" (CRIMINAL KILLED BY POLICE OFFICER) should be entered and Justifiable Homicide Circumstance should be completed.

Two rival juvenile street gangs rumble over "turf" rights to sell drugs and one of the gang members is killed. Possible entries are "01" (ARGUMENT), "03" (DRUG DEALING, and "05" (JUVENILE GANG). While all three would apply, there is a limit of one entry. Therefore, the most descriptive code (**as determined by the reporting agency**) should be used. In this case, the reporting agency could enter "03" (DRUG DEALING).

- DATA ELEMENT #36:** Justifiable Homicide Circumstance
- DATABASE NAME:** JUSTIFY
- DATA FORMAT:** One (1) character – Alpha/Numeric
- CODING STRUCTURE:** Enter the one (1) character code describing additional justifiable homicide circumstance.
- 1 = Criminal Attacked Police Officer and that Officer Killed the Criminal.
 - 2 = Criminal Attacked Police Officer and Criminal Killed by Another Police Officer.
 - 3 = Criminal Attacked by a Civilian.
 - 4 = Criminal Attempted Flight from a Crime.
 - 5 = Criminal Killed in Commission of a Crime.
 - 6 = Criminal Resisted Arrest
 - 9 = Unable to Determine/Not Enough Information

NOTE:

See Justifiable Homicide Guidelines on Page IV-3.

EDITS:

- Must be blank or valid code.
- Required and can only be entered for Victim Connected Offense File Class 0900-4, Justifiable Homicide.
- Required if Victim Circumstance is:
 - “20” CRIMINAL KILLED BY PRIVATE CITIZEN or
 - “21” CRIMINAL KILLED BY POLICE OFFICER
- If completed, then Victim Circumstance must be “20” or “21” and Victim Connected Offense File Class must be 0900-4 Justifiable Homicide.
- If Victim Circumstance is “20” (CRIMINAL KILLED BY PRIVATE CITIZEN), Justifiable Homicide Circumstance cannot be “1” (CRIMINAL ATTACKED POLICE OFFICER AND THAT OFFICER KILLED THE CRIMINAL) or “2” (CRIMINAL ATTACKED POLICE OFFICER AND CRIMINAL KILLED BY ANOTHER POLICE OFFICER).

EXAMPLE:

In resisting arrest, a fugitive pulled a gun and fired two times in the direction of two police officers who were attempting to take him into custody. Neither officer was hit but both drew their weapons and returned the fire, killing the fugitive. The possible entries are: “1” (CRIMINAL ATTACKED POLICE OFFICER AND THAT OFFICER KILLED THE CRIMINAL); “2” (CRIMINAL ATTACKED POLICE OFFICER AND CRIMINAL KILLED BY ANOTHER POLICE OFFICER); and “6” (CRIMINAL RESISTED ARREST). As only one code can be entered, the most descriptive code (**as determined by the reporting agency**) should be used. In this case, the reporting agency could enter “1” (CRIMINAL ATTACKED POLICE OFFICER AND THAT OFFICER KILLED THE CRIMINAL).

DATA ELEMENT #37: Offender Related Number

DATABASE NAME: OFFENDERNO

DATA FORMAT: Two (2) characters – Numeric

CODING STRUCTURE: Enter the two (2) character offender number for whom a victim-to-offender relationship is to be reported. This data element is to be used along with Victim to Offender Relationship, to report the relationships of the victim to offenders who have perpetrated a “**crime against person**” or a **robbery** against a person victim. Up to five (5) Offender Related Number entries can be made per victim.

EDITS:

- Must be “01” through “99.”
- If completed, then Victim to Offender Relationship is required.
- Victim Type must be “I” (INDIVIDUAL) or “P” (POLICE OFFICER).
- If more than one (1) number is entered for a victim, the Offender Related Number cannot be duplicated.
- Must have corresponding Offender record.
- Required when Offender Number is any code but “00” and Victim Connected Offense File Class is one or more of the following:

0900-1	Murder/Nonnegligent Manslaughter
0900-2	Negligent Homicide/Manslaughter
0900-3	Negligent Homicide – Vehicle/Boat/Snowmobile
0900-4	Justifiable Homicide
1000-1	Kidnapping/Abduction
1000-2	Parental Kidnapping
1100-1	Sexual Penetration Penis/Vagina – CSC 1 st Degree
1100-2	Sexual Penetration Penis/Vagina – CSC 3 rd Degree
1100-3	Sexual Penetration Oral/Anal – CSC 1 st Degree
1100-4	Sexual Penetration Oral/Anal – CSC 3 rd Degree
1100-5	Sexual Penetration Object – CSC 1 st Degree
1100-6	Sexual Penetration Object – CSC 3 rd Degree
1100-7	Sexual Contact Forcible – 2 nd Degree
1100-8	Sexual Contact Forcible – 4 th Degree
1300-1	Nonaggravated Assault
1300-2	Aggravated/Felonious Assault
1300-3	Intimidation/Stalking
3600-1	Sexual Penetration Nonforcible – Blood/Affinity
3600-2	Sexual Penetration Nonforcible – Other

- Required when Offender Number is any code but “00” and Victim Type is “I” (INDIVIDUAL) or “P” (POLICE OFFICER) and Victim Connected Offense File Class is:

1200-0	Robbery
2000-0	Arson
2200-1	Burglary – Forced Entry

DATA ELEMENT # 37 (continued)**EDITS (continued):**

2200-2	Burglary – Entry Without Force
2900-0	Damage to Property
3800-1	Family – Abuse/Neglect Nonviolent

- Two (2) Offender Numbers must be entered. If there is more than one (1) offender, enter the two (2) “closest” to the victim. Can enter up to five (5).

EXAMPLES:

If Victim 01’s relationship to Offender 01 is to be reported, enter “01.”

If Victim 01’s relationship to Offender 01 and Offender 02 is to be reported, enter “01” and “02.”

DATA ELEMENT #38: Victim to Offender Relationship

DATABASE NAME: VOREL

DATA FORMAT: Two (2) characters – Numeric

CODING STRUCTURE: Enter the two (2) character code indicating the victim to offender relationship associated with the offender number. This data element is to be used along with Offender Related Number to report the relationships of the victim to offenders who have perpetrated a “**crime against person**” or a **robbery** against a person victim. Up to five (5) Victim to Offender Relationship entries can be made per victim on incidents prior to 2008. Up to two (2) Victim to Offender Relationship entries can be made per victim record.

Within Family:

01 =	Victim was Spouse
02 =	Common-Law Spouse
03 =	Parent
04 =	Sibling (brother or sister)
05 =	Child
06 =	Grandparent
07 =	Grandchild
08 =	In-Law
09 =	Stepparent
10 =	Stepchild
11 =	Stepsibling (stepbrother/stepsister)
12 =	Other Family Member
13 =	Child in Common

Outside Family but Known to Victim:

20 =	Victim was Acquaintance or Former Roommate
21 =	Friend
22 =	Neighbor
23 =	Babysitter (the baby)
24 =	Dating (boyfriend and girlfriend)
25 =	Child of Boyfriend or Girlfriend
26 =	Homosexual Relationship
27 =	Ex-Spouse
28 =	Employee
29 =	Employer
30 =	Otherwise Known
31 =	Offender
32 =	Former Dating (boyfriend/girlfriend)
33 =	Resident (boyfriend/girlfriend)
34 =	Former Resident (boyfriend/girlfriend)

Not Known by Victim:

98 =	Victim was Stranger
99 =	Unknown

DATA ELEMENT # 38 (continued)**NOTE:**

Code “31” (VICTIM WAS OFFENDER) is to be used in incidents where the participants are both victims and offenders (example: bar room fights). Step-Grandparents and Ex-Common-Law Spouse should be reported as “12” (VICTIM WAS OTHER FAMILY MEMBER).

EDITS:

- Must be blank or valid code.
- When completed, then Offender Related Number is required.
- Victim Type must be “I” (INDIVIDUAL) or “P” (POLICE OFFICER).
- If code is “01” (VICTIM WAS SPOUSE), “02” (VICTIM WAS COMMON-LAW SPOUSE), “13” (VICTIM HAD CHILD IN COMMON), “24” (VICTIM WAS BOYFRIEND/GIRLFRIEND), “27” (VICTIM WAS EX-SPOUSE), “32” (VICTIM WAS FORMER DATING BOYFRIEND/GIRLFRIEND), “33” (VICTIM WAS RESIDENT BOYFRIEND/GIRLFRIEND) or “34” (VICTIM WAS FORMER RESIDENT BOYFRIEND/GIRLFRIEND) victim and offender must be opposite sex.
- If code is “26” (VICTIM WAS HOMOSEXUAL), victim and offender must be same sex.
- If code is “03” (VICTIM WAS PARENT) or “06” (VICTIM WAS GRANDPARENT), the victim’s age must be greater than the offender’s age.
- If code is “05” (VICTIM WAS CHILD), “07” (VICTIM WAS GRANDCHILD), or “23” (VICTIM WAS BABSITTEE), the victim’s age must be less than the offender’s age.
- Only one Victim to Offender Relationship code of “01” (VICTIM WAS SPOUSE) is valid per victim.
- Age of spouses or ex-spouses cannot be less than 10 years old.
- If code is “31” (VICTIM WAS OFFENDER):
 - must be 2 or more victims with a common file class and
 - must be 2 or more offenders (cannot have 00 in Offender Number) and
 - victim can have only one “31” relationship code
 - offender and victim must be same person (same Age/Sex/Race)
- Required when Offender Number is any code but “00” and Victim Connected Offense File Class is one or more of the following:

0900-1	Murder/Nonnegligent Manslaughter
0900-2	Negligent Homicide/Manslaughter
0900-3	Negligent Homicide – Vehicle/Boat/Snowmobile
0900-4	Justifiable Homicide
1000-1	Kidnapping/Abduction
1000-2	Parental Kidnapping
1100-1	Sexual Penetration Penis/Vagina – CSC 1 st Degree
1100-2	Sexual Penetration Penis/Vagina – CSC 3 rd Degree
1100-3	Sexual Penetration Oral/Anal – CSC 1 st Degree
1100-4	Sexual Penetration Oral/Anal – CSC 3 rd Degree
1100-5	Sexual Penetration Object – CSC 1 st Degree
1100-6	Sexual Penetration Object – CSC 3 rd Degree
1100-7	Sexual Contact Forcible – 2 nd Degree
1100-8	Sexual Contact Forcible – 4 th Degree
1300-1	Nonaggravated Assault
1300-2	Aggravated/Felonious Assault
1300-3	Intimidation/Stalking

DATA ELEMENT # 38 (continued)**EDITS (continued):**

3600-1	Sexual Penetration Nonforcible – Blood/Affinity
3600-2	Sexual Penetration Nonforcible – Other

- Required when Offender Number is any code but “00” and Victim Type is “I” (INDIVIDUAL) or “P” (POLICE OFFICER) and Victim Connected Offense File Class is:

1200-0	Robbery
2000-0	Arson
2200-1	Burglary – Forced Entry
2200-2	Burglary – Entry Without Force
2900-0	Damage to Property
3800-1	Family – Abuse/Neglect Nonviolent

- If the related offender has “UNKNOWN” values entered for age, sex, and race, the relationship must be “99” (UNKNOWN).

EXAMPLES:

An employee assaulted his employer (a person) with his fists. “28” (VICTIM WAS EMPLOYER) should be entered.

Two unknown subjects rob a male and female couple. “98” (VICTIM WAS STRANGER) should be entered to indicate the relationship of each victim to each offender.

DATA ELEMENT #39: Arrest Number

DATABASE NAME: ARRESTNO

DATA FORMAT: Two (2) characters – Numeric

CODING STRUCTURE: Enter the two (2) character assigned unique number from “01” through “99” for each person arrested for this incident.

NOTE:

The first arrest is to be entered on the Incident (MICR.1) transaction screen/format.

Additional arrests are to be entered on the supplemental Arrest (MICR.7) transaction screen/format.

Arrest Ethnicity and Arrest Residence are optional fields.

It is required to update offender records of arrested persons not previously reported as offenders. This is accomplished by deleting and resubmitting the entire incident or “replacing” the incident. For example, when the incident was initially submitted only one offender was reported. However, now two persons have been arrested. The offender record should be submitted for the person (offender) not originally reported. Victim records should be updated to indicate the victim to offender relationships.

EDITS:

- Must be valid number 01 through 99.
- Two subjects cannot be assigned the same arrest number.
- Required for all arrest records.
- Arrest Number, Arrest Type, Arrest Age, Arrest Race, Arrest Sex, Arrest Charge, Arrest Armed, Date of Arrest, and Multiple Arrest Indicator must be completed for each arrest.
- Disposition of Arrest under 18 is required only if the person arrested is less than 18 years old.
- Arrest records cannot be submitted for Offense File Class 0900-4 Justifiable Homicide or when an incident is exceptionally cleared.
- The number of arrests cannot exceed the number of offenders in an incident. **If two arrests are entered, Arrestee 01 and Arrestee 02, two offenders must be entered as Offender 01 and Offender 02. Arrestee number must match Offender number. For example, if four offenders are submitted with offender numbers 01, 02, 03, and 04, and offender 02 and offender 03 are arrested, arrestee numbers must be 02 and 03, respectively. If an incident has only one offender, Offender 02, and this person is also arrested, Arrestee number ,must be submitted as Arrestee 02.**

EXAMPLE:

If two persons were arrested in connection with a previously reported incident, two Arrest records should be submitted – one with Arrest Number “01” and the other with Arrest Number “02.”

DATA ELEMENT #40: Arrest Type

DATABASE NAME: ARREST-TYP

DATA FORMAT: One (1) character – Alpha/Numeric

CODING STRUCTURE: Enter the one (1) character code to indicate the type of apprehension.

O = On-View Arrest (taken into custody without a warrant or previous incident report)

S = Summoned/Cited (not taken into custody)

T = Taken Into Custody (based on warrant and/or previously submitted incident report)

EDITS:

- Must be valid code “O,” “S,” or “T.”
- Required for all arrest records.

EXAMPLES:

The subject was arrested without a warrant while in the act of soliciting for prostitution on a street corner. The entry should be “O” (ON-VIEW ARREST).

The subject was served with a subpoena summoning him to appear in court. The entry should be “S” (SUMMONED/CITED).

The subject was taken into custody as the result of a complaint being filed, an investigation being conducted, and a warrant being issued. The entry should be “T” (TAKEN INTO CUSTODY).

DATA ELEMENT #41: Arrest Age

DATABASE NAME: AGE

DATA FORMAT: Two (2) characters – Numeric

CODING STRUCTURE: Enter the two (2) character code to indicate the age of the person apprehended.

01 – 98 = years old
99 = over 98 years old

NOTE:

Enter an approximate age if the exact age of the arrest is unknown.

EDITS:

- ~~Age less than 7 years old is invalid.~~
- Must be valid number 07 through 99.
- Required for all arrest records.
- If Age is less than “18” then Disposition of Arrest under 18 must be completed.
- If Offense File Class is 70000 Juvenile Runaway or the Arrest Charge is 7070, age of arrestee must be 17 or less.

EXAMPLES:

The person arrested is 36 years old, enter “36” in this data element.

If the arrest date is after a birthday, the arrest age should reflect the current age. A person committed a crime on January 1, 2011, and was 27 years old, with a birthday on January 5, 2011, and arrested on January 10, 2011, the arrest age would be 28 years old.

DATA ELEMENT #42: Arrest Race

DATABASE NAME: RACE

DATA FORMAT: One (1) character – Alpha/Numeric

CODING STRUCTURE: Enter the one (1) character code to indicate the race of the person arrested.

W = White
B = Black
I = American Indian/Alaskan Native
A = Asian/Pacific Islander
U = Unknown

EDITS:

- Must be valid code.
- Required for all arrest records.

EXAMPLES:

If the subject arrested was a white person, enter “W” (WHITE).

DATA ELEMENT #43: Arrest Sex

DATABASE NAME SEX

DATA FORMAT: One (1) character – Alpha/Numeric

CODING STRUCTURE: Enter the one (1) character code to indicate the sex of the person arrested.

M = Male
F = Female

EDITS:

- Must be valid code “M” or “F.”
- Required for all arrest records.

EXAMPLE:

If the subject arrested was female, enter “F” (FEMALE).

DATA ELEMENT #44: Arrest Ethnicity

DATABASE NAME: ETHNIC

DATA FORMAT: One (1) character – Alpha/Numeric

CODING STRUCTURE: Enter the one (1) character code indicating the ethnic origin of the person arrested.

A = Arab
H = Hispanic
O = Other Ethnicity/National Origin
U = Unknown

NOTE:

Optional

The National Incident Based Reporting System defines Hispanic as “a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.”

EDITS:

- Must be valid code or blank.

EXAMPLE:

If the subject arrested is of Hispanic origin, enter “H” (HISPANIC).

DATA ELEMENT #45: Arrest Residence

DATABASE NAME: Residence

DATA FORMAT: One (1) character – Alpha/Numeric

CODING STRUCTURE: Enter the one (1) character code to indicate whether the residency of the person arrested.

R = Resident of the community, city, or town where the offense occurred.

C = Resides in the County but not the community where the offense occurred.

S = Resides in the State but not the county or community where the offense occurred.

O = Out of state

U = Unknown

NOTE:

Optional

Black's Law Dictionary defines legal residence as “the permanent fixed place of abode which a person intends to be his residence and to which he intends to return despite temporary residence elsewhere or despite temporary absences.”

EDITS:

- Must be valid code or blank.

EXAMPLES:

The crime occurred in Pontiac and the person arrested maintained his legal residence in that city. The entry should be “R” (RESIDENT).

The crime occurred in Lansing but the person arrested maintained his legal residence in Detroit. The entry should be “S” (STATE).

The crime occurred in Ionia County, Portland Township, but the person arrested maintained his legal residence in Lake Odessa. The entry should be “C” (COUNTY).

DATA ELEMENT #46: Arrest Charge

DATABASE NAME: CHARGE

DATA FORMAT: Four (4) characters – Numeric

CODING STRUCTURE: Enter the MICR arrest code for which the person arrested was apprehended. Only one arrest charge will be entered. If the person arrested is being charged with more than one arrest charge, the reporting agency must determine which is the most serious and enter it as the arrest charge.

NOTE:

See Section II for valid arrest charges.

In multiple count arrests, the lower arrest charge does not necessarily determine the seriousness of the crime.

EDITS:

- Must be valid code.
- Required for all arrest records.
 - An arrest charge for a Group A Offense File Class can only be entered if the incident includes a Group A offense.

EXAMPLES:

A person was arrested for 0903 – Willful Killing/Nonfamily/Gun and 2202 – Forced Entry/Nonresidence. As only one arrest charge can be entered, the reporting agency entered “0903” (WILLFUL KILLING/NONFAMILY/GUN).

A person was arrested for 3510 – Heroin/Sell/Manufacture, 3560 – Marijuana/Sell, and 3550 – Narcotic Equipment/Possess. As only one arrest charge can be entered, the reporting agency entered “3510” (HEROIN/SELL/MANUFACTURE).

A person was arrested for 4104 – Possession of Alcoholic Liquor in a Motor Vehicle and 8041 – Operating Under the Influence of Alcohol. As only one arrest charge can be entered, the reporting agency entered “8041” (OPERATING UNDER THE INFLUENCE OF ALCOHOL).

DATA ELEMENT #47: Arrest Armed

DATABASE NAME: ARREST-ARM

DATA FORMAT: Three (3) character – Alpha/Numeric

CODING STRUCTURE: Enter the two (2) or three (3) character code to indicate the type of weapon the person arrested was armed with at the time of apprehension. The last character is used to indicate if the weapon was an automatic firearm by adding an “A” as a suffix to the code. Up to two (2) codes can be entered per person arrested.

01 = Unarmed

11 = Firearm (type of firearm is not known)

12 = Handgun

13 = Rifle

14 = Shotgun

15 = Other Firearm (cane, belt buckle, etc.)

20 = Lethal Cutting Instrument (switchblade knife, martial arts “stars,” etc.)

30 = Club/Blackjack/Brass Knuckles

A = Automatic Firearm (used as suffix to above codes)

NOTE:

An automatic weapon is defined as any firearm which shoots, or is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading.

An arrest in possession of a toy or play weapon should be coded as “01” (UNARMED).

EDITS:

- Must be valid code.
- Suffix code “A” valid for codes 11-15 only.
- Required for all arrest records.
- If more than one code is entered, cannot be duplicate.
- Code “01” (UNARMED) is mutually exclusive with any other code (must only be used if no other code applies).

EXAMPLES:

When the subject was arrested, he had in his possession a .357 magnum handgun and a penknife. The entry should be “12” (HANDGUN), because a small pocketknife is not generally considered to be a “weapon,” it does not qualify for reporting.

The subject resisted arrest using a liquor bottle and a chair as weapons before being subdued. The entry should be “01” (UNARMED). Although the subject used items as weapons, they were not commonly known weapons.

DATA ELEMENT #48: Date of Arrest

DATABASE NAME: DATE

DATA FORMAT: Six (6) characters – Numeric Month-Day-Year
(MMDDYY)

CODING STRUCTURE: Enter the Month, Day and Year when the person was arrested.

NOTE:

The date of arrest is mandatory for all arrest records.

EDITS:

- Must be valid date.
- Month must be "01-12."
- Day cannot exceed the number of days for the month of arrest.
- Date cannot be future date from the entry date.
- Required for all arrest records.
- Date of Arrest cannot be prior to Date of Occurrence/Report.
- If Action is "W" (WINDOW UPDATE), Date of Arrest cannot be prior to the base date or agency start date.

EXAMPLE:

The subject was arrested on November 20, 2005. The entry should be "112005."

DATA ELEMENT #49: Multiple Arrest Indicator

DATABASE NAME: MULTI-ARR

DATA FORMAT: One (1) character – Alpha/Numeric

CODING STRUCTURE: Enter the one (1) character code to indicate whether or not the apprehension of the subject resulted in the clearance of more than one previously reported incident within the jurisdiction served by the reporting agency.

M = Multiple – This person was arrested for more than one (1) incident and this arrest should not be counted for this incident but a clearance for this incident will be counted.

C = Count Arrest – This person was arrested for more than one (1) incident, this arrest should be counted for this incident, and a clearance will be counted for this incident.

N = Not Applicable – This person was arrested only for this incident.

NOTE:

This data element pertains to one person being arrested for multiple incidents.

If the apprehension of the person arrested causes the agency to enter an arrest report for each incident the person was arrested for, it is important to indicate that only one arrested person was responsible for clearing multiple incidents. This is done by entering “M” (MULTIPLE) into all but one of the arrest records for the cleared incidents, and by entering “C” (COUNT ARREST) in the remaining arrest record for the cleared incident. If the arrest did not result in multiple incident clearances, enter “N” (NOT APPLICABLE).

EDITS:

- Must be valid code.
- Required for all arrest records.

EXAMPLES:

After the subject’s apprehension for robbery, it was learned that the subject was also responsible for five additional robberies within the jurisdiction. One arrest record was keyed into the local computer for each of the six incidents. Five of the arrest records had “M” (MULTIPLE) and one had “C” (COUNT ARREST) entered into this data element.

Two suspects were arrested for burglary. During processing, Arrest #1 admitted to burglarizing two other residences which were reported to this reporting agency. The reporting agency then cleared those two burglaries based on the suspect’s confession. However, Arrest #2 denies involvement in any additional burglaries. The arrest record for Arrest #1 would have a “C” (COUNT ARREST) for the current incident and a “M” (MULTIPLE) for this data element in the arrest records of the two other incidents which were cleared. The arrest record for Arrest #2 would have an “N” (NOT APPLICABLE) in this data element as this subject’s arrest did not clear any additional incidents.

A suspect was arrested for a motor vehicle theft which occurred on July 1, 2008. This person was also responsible for two motor vehicle theft incidents which occurred in 2007. An arrest record would be submitted for the current 2008 incident indicating “C” (COUNT ARREST) to count the arrest. Arrest records would be submitted for both 2007 incidents with “M” (MULTIPLE) in this data element to indicate the person arrested was counted in another incident.

DATA ELEMENT #50: Disposition of Arrest under 18

DATABASE NAME: DISPOSITIO

DATA FORMAT: One (1) character – Alpha/Numeric

CODING STRUCTURE: Enter the one (1) character code to indicate the disposition of arrests 17 years of age or younger at the time of arrest.

H =Handled within the Department (e.g., released to parents, released with warning, etc.)

R =Referred to Other Authorities (e.g., turned over to juvenile court, probation department, welfare agency, other police agency, criminal or adult court, etc.)

NOTE:

Even though 17 year old persons are considered adults under Michigan Law, it is necessary to submit a disposition for these subjects to be forwarded to the FBI.

EDITS:

- Required when person arrested is 17 years old or younger.
- Must be blank or valid code "H" or "R."
- Must be blank if arrest age is 18 or older.

EXAMPLES:

The 13 year old person, who was arrested for vandalizing a school, was released to his parents with a warning. The entry should be "H" (HANDLED WITHIN DEPARTMENT).

The 17 year old person was arrested for murder. Even though he is an adult under Michigan Law, it is required that a disposition be submitted. In this case, the entry should be "R" (REFERRED TO OTHER AUTHORITIES) as he will be tried in adult court.

DATA ELEMENT #51: Clearance Indicator

DATABASE NAME: CLEARANCE

DATA FORMAT: One (1) character – Alpha Numeric

CODING STRUCTURE: Enter the one (1) character code to indicate **YES** if this arrest clears the incident or **NO** if the incident was already cleared by a previous arrest.

Y = Arrest clears the incident

N = Incident already cleared by previous arrest

NOTE:

This data element pertains to multiple persons being arrested per incident. It is used to indicate whether or not the arrest record produces a clearance for incidents not maintained on the MICR database.

The question which must be answered is: Has an arrest been previously reported to the state UCR program for this incident? If the answer to this question is “yes,” then this data element will be “N” (INCIDENT ALREADY CLEARED BY PREVIOUS ARREST). If the answer to this question is “no,” then this data element will be “Y” (ARREST CLEARS THE INCIDENT).

EDITS:

- Must be blank or valid code “Y” or “N.”
- If more than one arrest record is entered for an incident, only the first arrest record can have “Y” (YES) in this data element and all succeeding arrest records must have “N” in this data element.
- **Required only for Action “W” (WINDOW UPDATE) records.**

EXAMPLES:

A suspect was arrested for an incident that occurred on October 31, 2007, and the arrest was reported on the original incident report. On February 4, 2008, a second suspect was arrested for the same incident. When entering the arrest record, “N” would be entered in this data element as the incident was already cleared by a previous arrest.

A rape incident was reported on June 5, 2006, with no arrests being reported. On April 1, 2008, a person was arrested for the incident. When entering the arrest record, “Y” would be entered in this data element as no previous arrest was reported and this arrest clears the incident.

A burglary incident was reported on December 7, 2006, with no arrests being reported. On October 31, 2008, two persons were arrested for the incident. When entering the arrest records, “Y” would be entered in this data element for on one of the arrests and “N” would be entered in this data element for the other arrest.

DATA ELEMENT #52: Item Number

DATABASE NAME: ITEM

DATA FORMAT: Three (3) characters – Numeric

CODING STRUCTURE: Enter a three (3) character assigned number from “000” through “999” for each property item involved in the incident.

NOTE:

Property items may be grouped together by Property Loss Type and Property Class. The examples will indicate how to enter property information when grouping items.

EDITS:

- Must be valid number “000” through “999.”
- Item Number must be “000” if Property Loss Type is “0” (NONE) or “9” (UNKNOWN).
- Item Number “000” cannot be repeated in the incident.
- Item Number “000” cannot be entered on the supplemental Property (MICR.9) transaction screen/format.
- Property Records can only be submitted with Offense File Classes of “Crimes Against Property,” Kidnapping, Gambling, or Drug/Narcotics.

DATA ELEMENT #53: Property Loss Type

DATABASE NAME: LOSS-TYPE

DATA FORMAT: One (1) character – Numeric

CODING STRUCTURE: Enter the one (1) character code to describe the type(s) of property loss, recovery, seizure, etc., which occurred in an incident.

- 0 = None
- 1 = Stolen and Recovered (At the time of original incident is entered, all property stolen is recovered and the value of the recovered property is the same as prior to being stolen. This eliminates entering two separate records, one for stolen and one for recovered.)
- 2 = Burned (includes damage caused in fighting the fire)
- 3 = Counterfeited/Forged
- 4 = Destroyed/Damaged/Vandalized
- 5 = Recovered (to impound property which was previously stolen)
- 6 = Seized (to impound property which was not previously stolen)
- 7 = Stolen (includes bribed, defrauded, embezzled, extorted, ransomed, robbed, etc.)
- 9 = Unknown

NOTE:

Only one property record can be entered for Loss Type of “0” (NONE) or “9” (UNKNOWN) and entered as Item #000.

The first four property records are to be entered on the Incident (MICR.1) transaction screen/format. Additional property records can be entered on the supplemental Property (MICR.9) transaction screen/format.

EDITS:

- Must be a valid code.
- Must be “5” (RECOVERED) if Action is “W” (WINDOW UPDATE).
- If “0” (NONE) or “9” (UNKNOWN), Property Class, Property Value, Date Recovered, Number of Stolen/Recovered Vehicles, Suspected Drug Type, Estimated Drug Quantity, and Type Drug Measurement must be blank. [This edit does not apply if Offense File Class is 3500-1 Violation of Controlled Substance when Property Loss Type is “0” (NONE); Suspected Drug Type must be entered.]
- If “5” (RECOVERED), every Property Class item must also be (or have been) reported as “7” (STOLEN). (This edit does not apply to Offense File Classes 2400-2 Motor Vehicle as Stolen Property, 2500-0 Forgery/Counterfeiting, or 2800-0 Stolen Property.)
- Item Number and Property Class must match for stolen and recovered records. (EXCEPTION: If a motor vehicle was reported stolen and parts of the vehicle are recovered, the recovered record can indicate a Property Class of “38” (VEHICLE PARTS/ACCESSORIES).

DATA ELEMENT # 53 (continued)**EDITS (continued):**

- When Action is "O" (ORIGINAL) or "R" (REPLACE), a property record is required and can only be entered if the incident involves one or more of the following Offense File Classes:

1000-1	Kidnapping/Abduction
1000-2	Parental Kidnapping
1200-0	Robbery
2000-0	Arson
2100-0	Extortion
2200-1	Burglary – Forced Entry
2200-2	Burglary – Entry Without Force
2300-1	Larceny – Pocketpicking
2300-2	Larceny – Pursesnatching
2300-3	Larceny – Theft from Building
2300-4	Larceny – Theft from Coin-Operated Machine
2300-5	Larceny – Theft from Vehicle
2300-6	Larceny – Theft of Motor Vehicle Parts/Accessories
2300-7	Larceny – Other
2400-1	Motor Vehicle Theft
2400-2	Motor Vehicle as Stolen Property
2400-3	Motor Vehicle Fraud
2500-0	Forgery/Counterfeiting
2600-1	Fraud – False Pretenses/Swindle/Confidence Game
2600-2	Fraud – Credit Card/Automatic Teller Machine
2600-3	Fraud – Impersonation
2600-4	Fraud – Welfare
2600-5	Fraud – Wire
2700-0	Embezzlement
2800-0	Stolen Property
2900-0	Damage to Property
3000-1	Retail Fraud – Misrepresentation
3000-2	Retail Fraud – Theft
3000-3	Retail Fraud – Refund/Exchange
3500-1	Violation of Controlled Substance Act
3500-2	Drug Equipment Violations
3900-1	Gambling – Betting/Wagering
3900-2	Gambling – Operation/Promoting/Assisting
3900-3	Gambling – Equipment Violation
3900-4	Gambling – Sports Tampering
5100-0	Bribery

- Property Loss Type must be "2" (BURNED) if offense is "C" (COMPLETED) and Offense File Class is:

2000-0 Arson

- Property Loss Type must be "4" (DESTROYED/DAMAGED/VANDALIZED) if offense is "C" (COMPLETED) and Offense File Class is:

DATA ELEMENT # 53 (continued)**EDITS (continued):**

2900-0 Damage to Property

- Property Loss Type must be “6” (SEIZED) if offense is “C” (COMPLETED) and Offense File Class is:

3900-1 Gambling – Betting/Wagering
 3900-2 Gambling – Operation/Promoting/Assisting
 3900-3 Gambling – Equipment Violations
 3900-4 Gambling – Sports Tampering

- Property Loss Type must be “0” (NONE) or “6” (SEIZED) if offense is “C” (COMPLETED) and Offense File Class is:

3500-1 Violation of Controlled Substance Act
 3500-2 Drug Equipment Violations

- Property Loss Type must be “0” (NONE) or “5” (RECOVERED) if offense is “C” (COMPLETED) and Offense File Class is:

2400-2 Motor Vehicle as Stolen Property
 2800-0 Stolen Property

- Property Loss Type must be “3” (COUNTERFEITED/FORGED), “5” (RECOVERED), OR “6” (SEIZED) if offense is “C” (COMPLETED) and Offense File Class is:

2500-0 Forgery/Counterfeiting

- Property Loss Type must be “1” (STOLEN AND RECOVERED), “5” (RECOVERED), or “7” (STOLEN) if offense is “C” (COMPLETED) and Offense File Class is:

1200-0 Robbery
 2100-0 Extortion
 2300-1 Larceny – Pocketpicking
 2300-2 Larceny – Pursesnatching
 2300-3 Larceny – Theft from Building
 2300-4 Larceny – Theft from Coin-Operated Machine
 2300-5 Larceny – Theft from Vehicle
 2300-6 Larceny – Theft of Motor Vehicle Parts/Accessories
 2300-7 Larceny – Other
 2400-1 Motor Vehicle Theft
 2400-3 Motor Vehicle Fraud
 2600-1 Fraud – False Pretenses/Swindle/Confidence Game
 2600-2 Fraud – Credit Card/Automatic Teller Machine
 2600-3 Fraud – Impersonation
 2600-4 Fraud – Welfare
 2600-5 Fraud – Wire
 2700-0 Embezzlement
 3000-1 Retail Fraud – Misrepresentation

DATA ELEMENT # 53 (continued)**EDITS (continued):**

3000-2 Retail Fraud – Theft
 3000-3 Retail Fraud – Refund/Exchange

- Property Loss Type must be “0” (NONE), “1” (STOLEN AND RECOVERED), “5” (RECOVERED), “7” (STOLEN), or “9” (UNKNOWN) if offense is “C” (COMPLETED) and Offense File Class is:

1000-1 Kidnapping/Abduction
 1000-2 Parental Kidnapping
 2200-1 Burglary – Forced Entry
 2200-2 Burglary – Entry Without Force
 5100-0 Bribery

- If Property Loss Type is “6” (SEIZED) and the incident involves a single offense of:

3500-1 – One Violation of Control Substance Act
 Property Class must be “10” (DRUGS/NARCOTICS).
 3500-2 - Two Drug Equipment Violations
 Property Class must be “11” (DRUG/NARCOTIC EQUIPMENT).

(However, in multiple “Crimes Against Property” offenses, this edit will be bypassed because the Drugs/Narcotics or Drug Equipment could be involved in the other offense.)

EXAMPLES:

For an arson offense, the entries might be “0” NONE (an attempt with no property burned) or “2” BURNED (property was burned).

For a burglary offense, the entries might be “0” NONE (an attempted burglary or the structure was entered but no property was taken), “7” STOLEN (property was taken), “5” RECOVERED (stolen property was later recovered or value was decreased), “1” STOLEN AND RECOVERED (property was both stolen and recovered with no change in dollar value when the incident report was entered), “9” UNKNOWN (not known if property was taken).

If the same incident involved both arson and burglary, the choices of property loss type codes shown in the above two examples would be applicable, depending on the circumstances.

Two teenagers stole a neighbor’s car for joyriding. The car was recovered in a parking lot two hours after the reported theft. No damage had been done to the vehicle. When the original incident is entered, only one property record is needed indicating “1” (STOLEN AND RECOVERED) in this data element as the property was stolen and recovered and the recovered property value did not decrease from prior to being stolen. If the vehicle has been damaged, then two property records should be entered. The first record indicating “7” (STOLEN) and the value of the vehicle in Property Value. The second record indicating “5” (RECOVERED) and the value of the damaged vehicle in Property Value.

In a drug investigation, the offenders destroyed the drugs before the officers were able to seize the drugs. As no property was actually seized, a property record is submitted with “0” (NONE) in the Property Loss Type and the type of drug entered in Suspected Drug Type (only one drug type can be submitted).

DATA ELEMENT #54: Property Class

DATABASE NAME: CLASS

DATA FORMAT: Two (2) characters – Numeric

CODING STRUCTURE: Enter the two (2) character code indicating the description of the property stolen, burned, counterfeited, destroyed/damaged/vandalized etc., which occurred in the incident.

- 01 = Aircraft (airplanes, dirigibles, gliders, etc.)
- 02 = Alcohol (alcoholic beverages, e.g., beer, wine, liquor, etc.)
- 03 = Automobiles (sedans, coupes, station wagons, convertibles, taxicabs, and other similar motor vehicles which serve the primary purpose of transporting people)
- 04 = Bicycles (includes tandem bicycles, unicycles, and tricycles)
- 05 = Buses (motor vehicles which are specifically designed, but not necessarily used, to transport groups of people on a commercial basis)
- 06 = Clothes/Furs (wearing apparel for human use, including accessories such as belts, shoes, scarves, ties, etc.)
- 07 = Computer Hardware/Software (computers, computer peripherals [e.g., tape and disk drives, printers, etc.] and storage media [e.g., magnetic tapes, magnetic and optical disks, etc.]
- 08 = Consumable Goods (expendable items used by humans for nutrition, enjoyment or hygiene, e.g., food, beverages, grooming products, cigarettes, gasoline, firewood, etc.)
- 09 = Credit/Debit Cards (includes Automatic Teller Machine cards)
- 10 = Drugs/Narcotics
- 11 = Drug/Narcotic Equipment
- 12 = Farm Equipment (tractors, combines, etc.)
- 13 = Firearms (weapons that fire a shot by force of an explosion, i.e., handguns, rifles, shotguns, etc., but not "BB", pellet, or gas-powered guns)
- 14 = Gambling Equipment (gambling paraphernalia)
- 15 = Heavy Construction/Industrial Equipment (cranes, bulldozers, steamrollers, oil-drilling rigs, etc.)
- 16 = Household Goods (beds, chairs, desks, sofas, tables, refrigerators, stoves, washer/dryers, air conditioning and heating equipment, etc.)
- 17 = Jewelry/Precious Metals (bracelets, necklaces, rings, watches, etc., and gold, silver, platinum, etc.)
- 18 = Livestock (living farm-type animals, e.g., cattle, chickens, hogs, horses, sheep, etc., but not household pets such as dogs and cats)
- 19 = Merchandise (items held for sale)
- 20 = Money (legal tender, i.e., coins and paper currency including counterfeit)
- 21 = Negotiable Instruments (any document, other than currency, which is payable without restriction, e.g., endorsed checks,

DATA ELEMENT # 54 (continued)**CODING STRUCTURE (continued):**

- endorsed money orders, and endorsed traveler's checks; "bearer" checks and bonds, etc.)
- 22 = Nonnegotiable Instruments (documents requiring further action to become negotiable, e.g., unendorsed checks, unendorsed money orders, etc.; food stamps, stocks and bonds, etc.)
- 23 = Office Equipment (typewriters, adding machines, calculators, cash registers, copying machines, etc.)
- 24 = Other Motor Vehicles (any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, golf carts, etc.)
- 25 = Purses/Handbags/Wallets
- 26 = Radios/TVs/VCRs (includes radios, televisions, videotape recorders, high fidelity and stereo equipment, compact disk players, etc.)
- 27 = Recordings Audio/Visual (phonograph records, compact disks, tape recordings, cassettes, etc.)
- 28 = Recreational Vehicles (motor vehicles which are specifically designed, but not necessarily used, to transport people and also provide them temporary lodging for recreational purposes)
- 29 = Structures-Single Occupancy Dwelling (houses, townhouses, duplexes, mobile homes, or other private dwellings which are occupied by a single person, family, housemates, or other group)
- 30 = Structures-Other Dwellings (any other residential dwellings not meeting the definition of "Single Occupancy Dwellings," e.g., apartments, tenements, flats, boarding houses, dormitories, as well as temporary living quarters, such as hotels, motels, inns, etc.)
- 31 = Structures-Other Commercial/Business (stores, office buildings, restaurants, etc.)
- 32 = Structures-Industrial/Manufacturing (factories, plants, assembly lines, etc.)
- 33 = Structures-Public/Community (colleges, hospitals, jails, libraries, meeting halls, passenger terminals, religious buildings, schools, sports arenas, etc.)
- 34 = Structures-Storage (barns, garages, storehouses, warehouses, etc.)
- 35 = Structures-Other (any other structures not fitting the other "Structures" descriptions, e.g., outbuildings, monuments, buildings under construction, etc.)
- 36 = Tools (hand tools and power tools)
- 37 = Trucks (motor vehicles which are specifically designed, but not necessarily used, to transport cargo on a commercial basis)
- 38 = Vehicle Parts/Accessories (motor vehicle batteries, engines, transmissions, heaters, hubcaps, tires, manufacturers' emblems, license plates, side view mirrors, radios, antennas, tape decks, etc.)
- 39 = Watercraft (motorboats, sailboats, houseboats, etc.)
- 41 = Aircraft Parts/Accessories
- 42 = Artistic Supplies/Accessories
- 43 = Building Materials
- 44 = Camping/Hunting/Fishing Equipment/Supplies
- 45 = Chemicals
- 46 = Collections/Collectibles
- 47 = Crops
- 48 = Documents/Personal or Business

DATA ELEMENT # 54 (continued)**CODING STRUCTURE (continued):**

- 49 = Explosives
- 59 = Firearm Accessories
- 64 = Fuel
- 65 = Identity Documents
- 66 = Identity-Intangible
- 67 = Law Enforcement Equipment
- 68 = Lawn/Yard/Garden Equipment
- 69 = Logging Equipment
- 70 = Medical/Medical Lab Equipment
- 71 = Metals, Non-Precious
- 72 = Musical Instruments
- 73 = Pets
- 74 = Photographic/Optical Equipment
- 75 = Portable Electronic Equipment
- 76 = Recreational/Sports Equipment
- 77 = Pending Inventory (property class unknown until an inventory is conducted)
- 78 = Trailers
- 79 = Watercraft Equipment/Parts/Accessories
- 80 = Weapons Other
- 88 = Other (all other property not fitting the above specific descriptions, including intangibles)

NOTE:

Property may be grouped together by Property Loss Type and Property Class.

Intangible is anything which cannot be perceived by the sense of touch. It can be a benefit, e.g., a right or privilege, a promotion, enhanced reputation, etc.; or a detriment, e.g., a loss of reputation, injured feelings, etc.

EDITS:

- Must be a valid code.
- If "77" (PENDING INVENTORY) is entered, then Property Value must be "1" (UNKNOWN \$1.00).
- If Property Class is completed, then Property Loss Type is required.
If "09" (CREDIT/DEBIT CARDS) or "22" (NONNEGOTIABLE INSTRUMENTS), "48" (DOCUMENTS/PERSONAL OR BUSINESS), "65" (IDENTITY DOCUMENTS) OR "66" (IDENTITY-INTANGIBLE), Property Value must be "0".
- If Property Class is "10" (DRUGS/NARCOTICS) and Property Value is blank, there must be an Offense File Class of 3500-1 VCSA.
- Only one property record with code "77" (PENDING INVENTORY) can be entered per incident. This record can only be entered on the Incident (MICR.1) screen/format.

EXAMPLES:

The following property was stolen as the result of a burglary: (1) a \$10,000 stamp collection, (2) jewelry worth \$5,000, (3) a \$1,800 personal computer, (4) clothes worth \$1,500, (5) silverware worth \$800, (6) a \$650 television, (7) a \$450 VCR, (8) a \$400 microwave oven, (9) \$350 in cash, (10) a \$25 typewriter, (11) a \$150 shotgun, (12) a \$100 bicycle, (13) two credit cards (no value), and (14) ten blank personal checks (no value).

DATA ELEMENT # 54 (continued)**EXAMPLES (continued):**

- Item (1), the stamp collection, does not fit into any of the specifically coded property classes, it should be entered as “88” (OTHER)
- Item (2), jewelry, should be entered as “17” (JEWELRY/PRECIOUS METALS)
- Item (3), personal computer, as “07” (COMPUTER HARDWARE/SOFTWARE)
- Item (4), clothes, as “06” (CLOTHES/FURS)
- Item (5), silverware as “17” (JEWELRY/PRECIOUS METALS)
- Items (6 and 7), television and VCR as “26” (RADIOS/TVs/VCRs)
- Item (8), microwave oven as “16” (HOUSEHOLD GOODS)
- Item (9), cash as “20” (MONEY)
- Item (10), typewriter as “23” (OFFICE-TYPE EQUIPMENT)
- Item (11), shotgun as “13” (FIREARMS)

- Item (12), bicycle as “14” (BICYCLES)
- Item (13), two credit cards (no value)
- Item (14), ten blank checks as “22” (NONNEGOTIABLE INSTRUMENTS)

If property were grouped together by Property Loss Type and Property Class, this example would be entered as follows:

- Item (1), the stamp collection does not fit into any of the specifically coded property classes, it should be included in “88” (OTHER).
- Item (2 & 5), the jewelry and silverware should be entered as code “17” (JEWELRY/PRECIOUS METALS).
- Item (3), personal computer as “07” (COMPUTER HARDWARE/SOFTWARE).
- Item (4), the clothes as “06” (CLOTHES/FURS).
- Item 6 & 7), television and VCR as “26” (RADIOS/TVs/VCRs).
- Item (8), microwave oven as “16” (HOUSEHOLD GOODS).
- Item (9), cash as “20” (MONEY).
- Item (10), typewriter as “23” (OFFICE-TYPE EQUIPMENT)
- Item (11), shotgun as “13” (FIREARMS)
- Item (12), bicycle as “04” (BICYCLES)
- Item (13), two credit cards as “09” (CREDIT/DEBIT CARDS)
- Item (14), ten blank checks as “22” (NONNEGOTIABLE INSTRUMENTS)

If a house was destroyed by arson and the homeowners are away on an overseas trip, making it impossible to determine the property loss until they return, enter “77” (PENDING INVENTORY). **[NOTE: An updated Property record, with entries describing the type(s) of burned property, should be submitted when the results of the inventory are subsequently learned.]**

DATA ELEMENT #55: Property Value

DATABASE NAME: VALUE

DATA FORMAT: Nine (9) characters – Numeric

CODING STRUCTURE: Enter up to nine (9) characters indicating the total dollar value (in whole dollars) for all victims in the incident by Property Class. If value is unknown, enter \$1.00. If item has no value, enter all zeroes.

NOTE:

The following procedures are suggested to determine valuation of stolen property:

- a. 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.
- b. Use cost to the merchant (wholesale cost) of goods stolen 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.
- c. Use victim's evaluation of items such as jewelry, watches, and other similar goods which decrease in value slightly or not at all with use or age.
- d. Use replacement cost or actual cash cost to victim for new or almost new clothes, auto accessories, bicycles, etc.
- e. When the victim obviously exaggerates the value of stolen property for insurance or other purposes, common sense and good judgment will dictate a fair market value to be placed on the stolen items by law enforcement.

Black's Law Dictionary defines fair market value as the price in cash, or its equivalent, for which the property can be sold on the market.

If drugs or narcotics are seized in a drug case, no value is to be entered into this data element, but the Suspected Drug Type, Estimated Drug Quantity, and Type Drug Measurement are to be reported. However, when drugs or narcotics are involved in other types of crime (e.g., stolen through burglary, robbery, theft, etc., or destroyed by arson), their value is to be entered into this data element and Suspected Drug Type, Estimated Drug Quantity, and Type Drug Measurement are to be left blank.

EDITS:

- Must be all numeric digits with zero left-fill if entered.
- If value is UNKNOWN, must have value of "1" (\$1.00).
- Must be "0" if Property Class is "09" (CREDIT/DEBIT CARDS) or "22" (NONNEGOTIABLE INSTRUMENTS).
- If a value is entered, then Property Loss Type and Property Class must be entered.
- Can be "0" if Property Class is "88" (OTHER) or "99" (SPECIAL CATEGORY).
- All property that is recovered must also be reported as stolen.
 - (This edit does not apply to Offense File Classes 2400-2 Motor Vehicle as Stolen Property, 2500-0 Forgery/Counterfeiting, or 2800-0 Stolen Property.)
- When Property Loss Type entries are made for both "7" (STOLEN) and "5" (RECOVERED), the recovered property cannot have property values greater than corresponding property values reported stolen.

DATA ELEMENT # 55 (continued)**EDITS (continued):**

- If Property Class is coded as “10” (DRUGS/NARCOTICS) and the only offense submitted is 3500-1 Violation of Controlled Substance Act, the property value must be blank. However, if there are multiple property offenses submitted, do not include the value of any “10” (DRUGS/NARCOTICS) pertaining to offense 3500-1 in this data element, but do include the value of these drugs that apply to non-3500-1 offenses. If any offense other than 3500-1 has a “10” (DRUGS/NARCOTICS) entry, the value for this property must be entered in this data element.

EXAMPLES:

A house was destroyed by arson and the homeowners are away on an overseas trip making it impossible to determine the property loss until they return. Enter “1” UNKNOWN (\$1.00) into this data element. [NOTE: An updated Property record, with appropriate property loss values, should be submitted after the results of the inventory are learned.]

Two victims had their bicycles stolen at the same time and place; one was worth \$300 and the other \$150; “04” (BICYCLES) should be entered into Property Class and “300” and “150” entered in this data element by item number.

The following property was stolen as the result of a burglary: (1) a \$10,000 stamp collection, (2) jewelry worth \$5,000, (3) a \$1,800 personal computer, (4) clothes worth \$1,500, (5) silverware worth \$800, (6) a \$650 television, (7) a \$450 VCR, (8) a \$400 microwave oven, (9) \$350 in cash, (10) a \$25 typewriter, (11) a \$150 shotgun, (12) a \$100 bicycle, (13) two credit cards (no value), and (14) ten blank personal checks (no value).

The values for each specifically coded property should be entered as follows:

- Item (1), stamp collection (code 88) as “10000”
- Item (2), jewelry (code 17) as “5000”
- Item (3), personal computer (code 07) as “1800”
- Item (4), clothes (code 06) as “1500”
- Item (5), silverware (code 17) as “800”
- Item (6), television (code 26) as “650”
- Item (7), VCR (code 26) as “450”
- Item (8), microwave oven (code 16) as “400”
- Item (9), cash (code 20) as “350”
- Item (10), typewriter (code 23) as “25”
- Item (11) shotgun (code 13) as “150”
- Item (12), bicycle (code 04) as “100”
- Item (13), two credit cards (code 09) as “0”
- Item (14), ten blank checks (code 22) as “0”

If property were grouped together by Property Loss Type and Property Class, the last two examples would be entered as follows:

Two victims had their bicycles stolen at the same time and place; one was worth \$300 and the other \$150. “04” (BICYCLES) should be entered into Property Class and their total value “450” (\$300 + \$150 = \$450) into this data element.

- “5800” for the jewelry and silverware (code 17)

DATA ELEMENT # 55 (continued)**EXAMPLES (continued):**

- “1800” for the person computer (code 07)
- “1500” for the clothes (code 06)
- “1100” for the television and VCR (code 26)
- “400” for the microwave oven (code 16)
- “350” for the cash (code 20)
- “25” for the typewriter (code 23)
- “150” for the shotgun (code 13)
- “100” for the bicycle (code 04)
- “10000” for the stamp collection (code 88)
- “0” for the two credit cards (code 09)
- “0” for the ten blank checks (code 22)

DATA ELEMENT #56: Date Recovered

DATABASE NAME: DATE-RECOV

DATA FORMAT: Six (6) characters – Numeric/Month-Day-Year (MMDDYY)

CODING STRUCTURE: Enter the Month, Day and Year when the property was recovered.

NOTE:

This data element is to be used only if Property Type Loss is “1” (STOLEN AND RECOVERED) or “5” (RECOVERED).

If property is grouped together by Property Loss Type and Property Class and there is more than one date of recovery for the same Property Class, enter the earliest date.

If the recovery date is unknown, enter the date of the report.

EDITS:

- Must be valid date.
- Month must be “01-12”.
- Day cannot exceed the number of days for the month recovered.
- Date cannot be future date from the entry date.
- Required when Property Type Loss is “1” (STOLEN AND RECOVERED) or “5” (RECOVERED).
- Date Recovered cannot be prior to original Date of Occurrence/Report.
- If completed, then Property Type, Property Class and Property Value must be entered.
- If Action is “W” (WINDOW UPDATE), Date Recovered cannot be prior to the base date or agency start date.
- Must be blank if Property Loss Type is not “1” (STOLEN AND RECOVERED) or “5” (RECOVERED).

EXAMPLES:

April 1, 2010, two bicycles were stolen from a public school parking lot. The first bicycle was recovered on May 15, 2010. The other bicycle was recovered on May 31, 2010. The date entered into this data element for the first bicycle, Item 1 should be “051510” and the second bicycle, Item 2, should be “053110.”

If property were grouped together by Property Loss Type and Property Class, the example would be entered as follows: The date entered into this data element for the property class “04” (BICYCLES) should be “051510” since that is the earliest date of recovery for this property class.

DATA ELEMENT #57: Number of Stolen/Recovered Vehicles

DATABASE NAME: ST-RC-VEHI

DATA FORMAT: Two (2) characters – Numeric

CODING STRUCTURE: Enter the number of stolen and recovered vehicles in the incident.

NOTE:

The code in the Property Type Loss will indicate if the vehicles are “1” (STOLEN AND RECOVERED), “5” (RECOVERED) or “7” (STOLEN).

If property is entered by single item and not grouped together, the value in this data element will always be “1” for stolen and recovered motor vehicles.

EDITS:

- Must be blank or valid number “01” through “99.”
- Must be blank if Offense File Class is not “2400-1” or “2400-2.”
- If the Offense File Class is 2400-1 Motor Vehicle Theft and the Property Type is “5” (RECOVERED) then all vehicles must have been reported stolen and the value and number of vehicles recovered cannot be greater than the value and number of vehicles stolen.
- Must be blank if Property Class is not “03,” “05,” “24,” “28,” or “37.” The total number of recovered vehicles must be equal to or less than the total number of stolen vehicles per incident.
- Required when offense code is:
 - 2400-1 Motor Vehicle Theft
 - and Property Loss Type is:
 - “1” (STOLEN AND RECOVERED)
 - “5” (RECOVERED)
 - “7” (STOLEN)
 - and Property Class is:
 - “03” (AUTOMOBILES)
 - “05” (BUSES)
 - “24” (OTHER MOTOR VEHICLES)
 - “28” (RECREATIONAL VEHICLES)
 - “37” (TRUCKS)
- Required when offense code is:
 - 2400-2 Motor Vehicle as Stolen Property
 - and Property Loss Type is:
 - “5” (RECOVERED)
 - and Property Class is:
 - “03” (AUTOMOBILES)
 - “05” (BUSES)
 - “24” (OTHER MOTOR VEHICLES)
 - “28” (RECREATIONAL VEHICLES)
 - “37” (TRUCKS)

DATA ELEMENT # 57 (continued)**EXAMPLES:**

Five automobiles were stolen from a car dealer on June 1, 2010. To report the vehicles singly by item number, "01" would be entered in this data element and "7" (STOLEN) in Property Loss Type. Three of these vehicles were recovered on July 1, 2010. "01" would be entered in this data element and "5" (RECOVERED) in Property Loss Type. If the automobiles are grouped together, to report the stolen, "05" would be entered in this data element and "7" (STOLEN) in Property Loss Type. The recovery would be reported as "03" in this data element and "5" (RECOVERED) in Property Loss Type.

A motor home was stolen from a residence and recovered three (3) hours later. No damage had been done to the motor home so the value did not decrease. "01" would be entered in this data element and "1" (STOLEN AND RECOVERED) could be entered in Property Loss Type.

DATA ELEMENT #58: Suspected Drug Type

DATABASE NAME: DRUG-TYPE

DATA FORMAT: Two (2) characters – Numeric

CODING STRUCTURE: Enter the two (2) digit code to identify the types of drugs or narcotics that were seized in a drug offense.

- 01 = "Crack " Cocaine
- 02 = Cocaine (all forms except "Crack")
- 03 = Hashish
- 04 = Heroin
- 05 = Marijuana
- 06 = Morphine
- 07 = Opium
- 08 = Other Narcotics: Codeine, Demerol, Dihydromorphinone or Dilaudid, Hydrocodone or Percodan, Methadone, etc.
- 09 = LSD
- 10 = PCP
- 11 = Other Hallucinogens: Includes "Spice" aka K2, BMDA or "White Acid," DMT, MDA, MDMA, Mescaline or Peyote, Psilocybin, STP, etc.
- 12 = Amphetamines
- 13 = Other Stimulants: Adipex, Fastine, and Ionamin (derivatives of Phentermine), Benzedrine, Didrex, Methylphenidate or Ritalin, Phenmetrazine or Preludin, Tenuate, etc.
- 14 = Barbiturates
- 15 = Other Depressants: Glutethimide or Doriden, Methqualone or Quaalude, Pentazocine or Talwin, etc.
- 16 = Other Drugs: Antidepressants (Elavil, Triavil, Tofranil, etc.), Aromatic Hydrocarbons, Propoxyphene or Darvon, Tranquilizers (Chlordiazepoxide or Librium, Diazepam or Valium, etc.)
- 17 = Methamphetamines
- 18 = GHB (Date Rape Drug)
- 77 = Over three (3) drug types
- 99 = Unknown

NOTE:

This data element is used only if one of the offenses in the incident is 3500-1 Violation of Control Substance Act, "6" (SEIZED) or "0" (NONE) is entered in Property Type Loss, and "10" (DRUGS/NARCOTICS) is entered in Property Class.

This data element is not used when drugs or narcotics were stolen, burned, etc., in connection with other offenses, such as Arson, Burglary and Larceny.

Drug property should be grouped together as much as possible by Suspected Drug Type and Type Drug Measurement.

DATA ELEMENT # 58 (continued)**NOTE (continued):**

The state program will accept more than three (3) drug property items. However, only three drug records will be forwarded to the FBI grouped by Suspected Drug Type and Type Drug Measurement. If more than three records are a result of this grouping, the third FBI record will be coded as "77" (OVER THREE (3) DRUG TYPES) in the Suspected Drug Type. Agencies have the option of grouping their drug information in this way prior to submitting the data to the state program. Agencies opting to group the drug information should enter the two most important drugs first (taking into account the quantity, value, and deadliness of the drugs/narcotics) and combining any remaining drugs (if any) as "77" (OVER THREE (3) DRUG TYPES).

EDITS:

- Must be blank or valid code.
- Required when Offense File Class is 3500-1 (VCSA)
and Property Loss Type is "6" (SEIZED) or "0" (NONE)
and Property Class is "10" (DRUGS/NARCOTICS).
- If "77" (OVER 3 DRUG TYPES) is entered, two other drug types must also be entered.
- If other than "77" (OVER 3 DRUG TYPES) is entered, then Estimated Drug Quantity and Type Drug Measurement must be completed.
- If "77" (OVER 3 DRUG TYPES) is entered, then Estimated Drug Quantity and Type Drug Measurement must be blank.
- If more than one code is entered, the same code cannot be entered within the same Type Drug Measurement (Weight, Capacity, Units).
Example: Cocaine cannot be reported in grams and pounds (same weight category), but could be reported in grams and liters (weights and capacity categories).
- Only one property record can exist with Drug Type 99 (UNKNOWN).

EXAMPLES:

In a drug case, the following drugs were seized: (1) 1.5 kilograms of crack; (2) 2.125 pounds of Marijuana; (3) 2.0 liquid ounces of Morphine, and (4) 500 Valium capsules. Item (1), crack is entered as "01"; Item (2), Marijuana as "05"; Item (3), Morphine as "06"; and Item (4), Valium as "16."

If an agency grouped their drug information, this example is: the 1.5 kilogram of crack would be entered as Item (1), code "01"; the 2.0 liquid ounces of Morphine as Item (2), code "06"; and the Marijuana and Valium combined as item (3), code "77."

DATA ELEMENT #59: Estimated Drug Quantity

DATABASE NAME: DRUG-QTY

DATA FORMAT: 12 Characters – Numeric 999999999999 (3 decimal)

CODING STRUCTURE: Enter up to 12 characters to indicate the quantity of drugs or narcotics seized in a drug offense.

NOTE:

This data element is used only if one of the offenses in the incident is 3500-1 Violation of Control Substance Act, "6" (SEIZED) is entered in Property Type Loss and "10" (DRUGS/NARCOTICS) is entered in Property Class.

This data element is divided into two separate fields. The first nine digits indicate the whole number of estimated drug quantity and is right-justified. The last three digits indicate the fraction of estimated drug quantity represented in thousandths and is left-justified (Ex: ½ ounce = 500, ¼ gram = 250).

This data element is not used when drugs or narcotics were stolen, burned, etc., in connection with other offenses, such as Arson, Burglary and Larceny.

EDITS:

- Must be blank or valid number.
- Required when offense file class is 3500-1 (VCSA)
and Property Loss Type is "6" (SEIZED)
and Property Class is "10" (DRUGS/NARCOTICS).
- Not required if Suspected Drug Type is "77" (OVER THREE DRUG TYPES).
- If completed, then Suspected Drug Type and Type Drug Measurement must be entered.
- Must be "1000" (NONE) if Type Drug Measurement is "XX" (NOT REPORTED).

EXAMPLE:

In a drug case, the following drugs were seized: (1) 1.5 kilograms of crack; (2) 2.125 pounds of Marijuana; (3) 2.0 liquid ounces of Morphine; and (4) 500 Valium capsules. "1500" should be entered for Item (1), crack; "2125" for Item (2), Marijuana; "2000" for Item (3), Morphine; and "500000" for Item (4), Valium.

DATA ELEMENT #60: Type Drug Measurement

DATABASE NAME: UOM

DATA FORMAT: Two (2) characters – Alpha/Numeric

CODING STRUCTURE: Enter the two (2) digit code to indicate the type of measurement used in quantifying drugs or narcotics seized in a drug offense.

Weight

GM = Gram

KG = Kilogram

OZ = Ounce

LB = Pound

Capacity

ML = Milliliter

LT = Liter

FO = Fluid Ounce

GL = Gallon

Units

DU = Dosage Units/Items (number of pills, tablets, capsules, etc.)

NP = Number of Plants

XX = Not Reported

NOTE:

This data element is used only if one of the offenses in the incident is 3500-1 Violation of Control Substance Act, "6" (SEIZED) is entered in Property Type Loss and "10" (DRUGS/NARCOTICS) is entered in Property Class.

This data element is not used when drugs or narcotics were stolen, burned, etc., in connection with other offenses, such as Arson, Burglary and Larceny.

"XX" (NOT REPORTED) is an interim code which can be entered until agencies receive quantity and measurement from a forensic laboratory. This code must be replaced later with a specific measurement code. When this code is used, Estimated Drug Quantity must be "1" to indicate "NONE."

Drug information should be grouped together as much as possible by Suspected Drug Type and Type Drug Measurement.

EDITS:

- Must be blank or valid code.
- Required when Offense File class is 3500-1 (VCSA)
and Property Loss Type is "6" (SEIZED)
and Property Class is "10" (DRUGS/NARCOTICS).
- Not required if Suspected Drug Type is "77" (OVER THREE (3) DRUG TYPES).

DATA ELEMENT # 60 (continued)**EDITS (continued):**

- “NP” can only be used as measurement if Suspected Drug Type is:
 - “05” (MARIJUANA)
 - “07” (OPIUM)
 - “11” (OTHER HALLUCINOGENS)
- If completed, then Suspected Drug Type and Estimated Drug Quantity must be completed.
- If “XX” (NOT REPORTED), Estimated Drug Quantity must be “1” (NONE).
- If more than one drug property item is entered, the same Suspected Drug Type code cannot be entered with the same Type Drug Measurement (weight, capacity, units). **Example: Cocaine cannot be reported in grams and pounds (same weight category), but could be reported in grams and liters (weight and capacity categories).**

EXAMPLES:

In a drug case, the following drugs were seized: (1) 1.5 kilograms of crack, (2) 2.125 pounds of Marijuana, (3) 2.0 liquid ounces of Morphine, and (4) 500 Valium capsules. “KG” (KILOGRAM) should be entered for Item (1), crack; “LB” (POUND) for Item (2), Marijuana; “OZ” (OUNCE) for Item (3), Morphine; and “DU” (DOSAGE UNITS/ITEMS) for Item (4), Valium.

In a drug case, a large quantity of crack, cocaine and marijuana was seized. The officer being unsure of the quantity of each drug entered “XX” (NOT REPORTED) in this field and waited until the reports were received from the forensic laboratory. At that time, the officer submitted a report to delete the NOT REPORTED item and enter the correct information.

DATA ELEMENT #61: Incident Complete Indicator

DATABASE NAME: COMPLETE

DATA FORMAT: One (1) character – Alpha/Numeric

CODING STRUCTURE: Enter YES or NO to indicate if supplemental data is immediately being submitted for this incident using the supplemental transaction screens/formats Incident (MICR.1), Offender (MICR.3), Victim (MICR.5), Arrest (MICR.7), and/or Property (MICR.9).

Y = Incident is complete, no further data to immediately follow.

N = Incident is not complete, supplemental data to immediately follow.

NOTE:

The incident must be flagged as completed before final cross field edits are performed and the incident is forwarded to the FBI.

By entering YES in this data element, you are indicating that the information for the incident is complete, no supplemental transaction screens/formats will be transmitted immediately for this incident, and final cross field edits can be performed.

By entering NO in this data element, you are indicating that the information for the incident is not complete and supplemental transaction screens/formats will be transmitted immediately for this incident prior to final cross field edits being completed.

The incident must indicate complete before record is sent to FBI and statistics are utilized in annual report/releases.

EDITS:

- Must be valid code “Y” or “N.”
- Required for all transaction screens/formats with Action of “O” (ORIGINAL), “A” (ADD), “M” (MODIFY), “R” (REPLACE), “D” (DELETE) or “W” (WINDOW UPDATE).

EXAMPLES:

The incident to be entered only contained one offense, one victim, and one offender. Since all information could be entered on the original incident using Incident (MICR.1) transaction screen/format, this data element should indicate “Y” (YES) as the incident information is complete.

The incident to be entered contained one offense, two victims, two offenders, and ten property items. The original incident is required to be entered first. This data element should be “N” (NO) on the original and all supplemental transaction screens/formats (except the final record) to indicate more information will be entered for this incident. The final supplemental transaction screen/format will have “Y” (YES) in this data element to indicate the incident is complete and all cross field edits can be applied.

MICHIGAN INCIDENT CRIME REPORTING (MICR)

SECTION 4

OFFENSE FILE CLASS EDITS

**Michigan Department of State Police
Criminal Justice Information Center
Uniform Crime Reporting Section
March 2011 Update**

0100-0 SOVEREIGNTY

If Victim Type, data element #28, is entered:
must be (G) GOVERNMENT, (I) INDIVIDUAL or (P) POLICE OFFICER.

0200-0 MILITARY

If Victim Type, data element #28, is entered:
must be (G) GOVERNMENT, (I) INDIVIDUAL or (P) POLICE OFFICER.

0300-0 IMMIGRATION

If Victim Type, data element #28, is entered:
must be (G) GOVERNMENT, (I) INDIVIDUAL or (P) POLICE OFFICER.

0900-1 MURDER/NONNEGLIGENT MANSLAUGHTER

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Weapon Type, data element #19
Activity Type, data element #20
Offender Number, data element #22
Victim Number, data element #26
Victim Type, data element #28
Victim Injury, data element #34
Victim Circumstance, data element #35
Offender Related Number, data element #37
Offense Attempted/Completed, data element #16
must be (C) COMPLETED.
Weapon Type, data element #19
cannot be (00) NONE.
Victim Type, data element #28
must be (I) INDIVIDUAL or (P) POLICE OFFICER.
If Victim Type = (P) POLICE OFFICER
Enter – Type of Activity, data element 28A
Assignment Type, data element 28B
If Victim Type = (P) POLICE OFFICER and Originating Agency
Identifying (ORI) number differs from officer's regular jurisdiction
Enter ORI-Other Jurisdiction, data element 28C
Victim Injury, data element #34
must be (F) FATAL.
Victim Circumstance, data element #35
must be "01" through "10."
If any code but "00" in Offender Related Number, data
element #37:
Enter – Victim to Offender Relationship, data element #38.

0900-2 NEGLIGENT HOMICIDE/MANSLAUGHTER

Enter – Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Weapon Type, data element #19
Activity Type, data element #20
Offender Number, data element #22
Victim Number, data element #26
Victim Type, data element #28
Victim Injury, data element #34
Victim Circumstance, data element #35
Offender Related Number, data element #37
Offense Attempted/Completed, data element #16
must be (C) COMPLETED.
Weapon Type, data element #19
cannot be (00) NONE.
Victim Type, data element #28
must be (I) INDIVIDUAL or (P) POLICE OFFICER.
Victim Injury, data element #34
must be (F) FATAL.
Victim Circumstance, data element #35
must be “30” through “34.”
If any code but “00” in Offender Related Number, data
element #37:
Enter – Victim to Offender Relationship, data element #38.

0900-3 NEGLIGENT HOMICIDE – VEHICLE/BOAT/SNOWMOBILE

Enter - Offender Number, data element #22
Victim Number, data element #26
Victim Type, data element #28
Victim Injury, data element #34
Offender Related Number, data element #37
Offense Attempted/Completed, data element #16
must be (C) COMPLETED.
Victim Type, data element #28
must be (I) INDIVIDUAL or (P) POLICE OFFICER.
Victim Injury, data element #34
must be (F) FATAL.
If any code but “00” in Offender Related Number, data
element #37:
Enter – Victim to Offender Relationship, data element #38.

0900-4 JUSTIFIABLE HOMICIDE

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Weapon Type, data element #19
Offender Number, data element #22
Victim Number, data element #26
Victim Type, data element #28
Victim Injury, data element #34
Justifiable Homicide Circumstance, data element #36.
Offender Related Number, data element #37.
Victim to Offender Relationship, data element #38

If (W) WINDOW UPDATE in Action, data element #1:
this offense file class cannot be entered.

Exceptional Clearance, data element #11
must be blank.

Offense Attempted/Completed data element #16
must be (C) COMPLETED.

Weapon Type, data element #19
cannot be (00) NONE.

Offender Number, data element #22
cannot be (00) UNKNOWN.

Victim Type, data element #28
must be (I) INDIVIDUAL or (P) POLICE OFFICER.

Victim Injury, data element #34
must be (F) FATAL.

Victim Circumstance, data element #35
must be (20) CRIMINAL KILLED BY PRIVATE CITIZEN or
(21) CRIMINAL KILLED BY POLICE OFFICER.

Can be the only offense submitted in an incident.
Arrest records cannot be submitted.
Offender Age, Sex, and Race must be known.

1000-1 KIDNAPPING/ABDUCTION

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Weapon Type, data element #19
Activity Type, data element #20
Offender Number, data element #22
Victim Number, data element #26
Victim Type, data element #28
Victim Injury, data element #34
Offender Related Number, data element #37
Item number, data element #52
Property Loss Type, data element #53

Victim Type, data element #28
must be (I) INDIVIDUAL or (P) POLICE OFFICER.

If any code but "00" in Offender Related Number, data
element #37:
Enter – Victim to Offender Relationship, data element #38.

If offense is attempted:
Item Number, data element #52
must be 000.
Property Loss Type, data element #53
must be (0) NONE, (9) UNKNOWN.

1000-1 KIDNAPPING/ABDUCTION (continued)

If offense is completed:

Property Loss Type, data element #53
must be (0) NONE, (1) STOLEN AND RECOVERED,
(5) RECOVERED (cannot occur without Loss Type 7), (7) STOLEN,
or (9) UNKNOWN.

If Property Loss Type is (0) NONE or (9) UNKNOWN;
Item Number, data element #52,
must be 000.

If Property Loss Type is (1) STOLEN AND RECOVERED or
(5) RECOVERED:

Enter - Property Class, data element #54
Property Value, data element #55
Date Recovered, data element #56

If Property Loss Type is (7) STOLEN:

Enter - Property Class, data element #54
Property Value, data element #55

1000-2 PARENTAL KIDNAPPING

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Weapon Type, data element #19
Activity Type, data element #20
Offender Number, data element #22
Victim Number, data element #26
Victim Type, data element #28
Victim Injury, data element #34
Offender Related Number, data element #37
Item number, data element #52
Property Loss Type, data element #53

Victim Type, data element #28
must be (1) INDIVIDUAL.

Victim Age, data element #29
must be less than 18.

If any code but "00" in Offender Related Number, data element #37:

Enter - Victim to Offender Relationship, data element #38.

If offense is attempted:

Item Number, data element #52
must be 000.

Property Loss Type, data element #53
must be (0) NONE or (9) UNKNOWN.

If offense is completed:

Property Loss Type, data element #53
must be (0) NONE, (1) STOLEN AND RECOVERED,
(5) RECOVERED, (7) STOLEN, or (9) UNKNOWN.

If Property Loss Type is (0) NONE or (9) UNKNOWN:
Item number, data element #52,
must be 000.

If Property Loss Type is (1) STOLEN AND RECOVERED or
(5) RECOVERED:

Enter - Property Class, data element #54
Property Value, data element #55
Date Recovered, data element #56

If Property Loss Type is (7) STOLEN:

Enter - Property Class, data element #54

Property Value, data element #55

1100-1 SEXUAL PENETRATION PENIS/VAGINA – CSC 1ST DEGREE

Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Weapon Type, data element #19
 Activity Type, data element #20
 Offender Number, data element #22
 Victim Number, data element #26
 Victim Type, data element #28
 Victim Injury, data element #34
 Offender Related Number, data element #37
 Victim Type, data element #28
 must be (I) INDIVIDUAL or (P) POLICE OFFICER.
 Victim Sex, data element #31
 must be (M) MALE or (F) FEMALE.
 If any code but "00" in Offender Related Number, data element #37:
 Enter - Victim to Offender Relationship, data element #38.
 Victim and at least one offender must be of the opposite sex.

1100-2 SEXUAL PENETRATION PENIS/VAGINA – CSC 3RD DEGREE

Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Weapon Type, data element #19
 Activity Type, data element #20
 Offender Number, data element #22
 Victim Number, data element #26
 Victim Type, data element #28
 Victim Injury, data element #34
 Offender Related Number, data element #37
 Victim Type, data element #28
 must be (I) INDIVIDUAL or (P) POLICE OFFICER.
 Victim Sex, data element #31
 must be (M) MALE or (F) FEMALE.
 If any code but "00" in Offender Related Number, data element #37:
 Enter - Victim to Offender Relationship, data element #38.
 Victim and at least one offender must be of the opposite sex.

1100-3 SEXUAL PENETRATION ORAL/ANAL – CSC 1ST DEGREE

Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Weapon Type, data element #19
 Activity Type, data element #20
 Offender Number, data element #22
 Victim Number, data element #26
 Victim Type, data element #28
 Victim Injury, data element #34
 Offender Related Number, data element #37
 Victim Type, data element #28
 must be (I) INDIVIDUAL or (P) POLICE OFFICER.
 If any code but "00" in Offender Related Number, data element #37:
 Enter – Victim to Offender Relationship, data element #38.

1100-4 SEXUAL PENETRATION ORAL/ANAL – CSC 3RD DEGREE

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Weapon Type, data element #19
Activity Type, data element #20
Offender Number, data element #22
Victim Number, data element #26
Victim Type, data element #28
Victim Injury, data element #34
Offender Related Number, data element #37
Victim Type, data element #28
must be (I) INDIVIDUAL or (P) POLICE OFFICER.
If any code but “00” in Offender Related Number, data
element #37:
Enter – Victim to Offender Relationship, data element #38.

1100-5 SEXUAL PENETRATION OBJECT – CSC 1ST DEGREE

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Weapon Type, data element #19
Activity Type, data element #20
Offender Number, data element #22
Victim Number, data element #26
Victim Type, data element #28
Victim Injury, data element #34
Offender Related Number, data element #37
Victim Type, data element #28
must be (I) INDIVIDUAL or (P) POLICE OFFICER.
If any code but “00” in Offender Related Number, data
element #37:
Enter – Victim to Offender Relationship, data element #38.

1100-6 SEXUAL PENETRATION OBJECT – CSC 3RD DEGREE

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Weapon Type, data element #19
Activity Type, data element #20
Offender Number, data element #22
Victim Number, data element #26
Victim Type, data element #28
Victim Injury, data element #34
Offender Related Number, data element #37
Victim Type, data element #28
must be (I) INDIVIDUAL or (P) POLICE OFFICER.
If any code but “00” in Offender Related Number, data
element #37:
Enter – Victim to Offender Relationship, data element #38.

1100-7 SEXUAL CONTACT FORCIBLE – CSC 2ND DEGREE

Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Weapon Type, data element #19
 Activity Type, data element #20
 Offender Number, data element #22
 Victim Number, data element #26
 Victim Type, data element #28
 Victim Injury, data element #34
 Offender Related Number, data element #37
 Victim Type, data element #28
 must be (I) INDIVIDUAL or (P) POLICE OFFICER.
 If any code but "00" in Offender Related Number, data
 element #37:
 Enter – Victim to Offender Relationship, data element #38.

1100-8 SEXUAL CONTACT FORCIBLE – CSC 4TH DEGREE

Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Weapon Type, data element #19
 Activity Type, data element #20
 Offender Number, data element #22
 Victim Number, data element #26
 Victim Type, data element #28
 Victim Injury, data element #34
 Offender Related Number, data element #37
 Victim Type, data element #28
 must be (I) INDIVIDUAL or (P) POLICE OFFICER.
 If any code but "00" in Offender Related Number, data
 element #37:
 Enter – Victim to Offender Relationship, data element #38.

1200-0 ROBBERY

Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Weapon Type, data element #19
 Activity Type, data element #20
 Offender Number, data element #22
 Victim Number, data element #26
 Victim Type, data element #28
 Item Number, data element #52
 Victim Type, data element #28
 cannot be (S) SOCIETY/PUBLIC.
 If offense is attempted:
 Item Number, data element #52
 must be 000.
 Property Loss Type, data element #53
 must be (0) NONE or (9) UNKNOWN.
 If offense is completed:
 Property Loss Type, data element #53
 must be (1) STOLEN AND RECOVERED, (5) RECOVERED,
 (7) STOLEN.

1200-0 ROBBERY (continued)

If Property Loss Type is (1) STOLEN AND RECOVERED or
(5) RECOVERED:

Enter - Property Class, data element #54
Property Value, data element #55
Date Recovered, data element #56

If Property Loss Type is (7) STOLEN:

Enter - Property Class, data element #54
Property Value, data element #55

If Victim Type is (I) INDIVIDUAL or (P) POLICE OFFICER:

Enter - Victim Injury, data element #34
Offender Related Number, data element #37.

If any code but "00" in Offender Related Number,
data element #37:

Enter - Victim to Offender Relationship, data element #38.

1300-1 NONAGGRAVATED ASSAULT

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Weapon Type, data element #19
Activity Type, data element #20
Offender Number, data element #22
Victim Number, data element #26
Victim Type, data element #28
Victim Injury, data element #34
Offender Related Number, data element #37

Offense Attempted/Completed, data element #16
must be (C) COMPLETED.

Weapon Type, data element #19
can only be (00) NONE, (40) PERSONAL WEAPONS,
(88) OTHER, or (99) UNKNOWN.

Victim Type, data element #28
must be (I) INDIVIDUAL or (P) POLICE OFFICER.

If Victim Type = (P) POLICE OFFICER

Enter - Type of Activity, data element 28A
Assignment Type, data element 28B

If Victim Type = (P) POLICE OFFICER and Originating Agency
Identifying (ORI) number differs from officer's regular jurisdiction

Enter ORI-Other Jurisdiction, data element 28C

Victim cannot have major injuries.

If any code but "00" in Offender Related Number, data
element #37:

Enter - Victim to Offender Relationship, data element #38.

1300-2 AGGRAVATED/FELONIOUS ASSAULT

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Weapon Type, data element #19
Activity Type, data element #20
Offender Number, data element #22
Victim Number, data element #26
Victim Type, data element #28
Victim Injury, data element #34
Victim Circumstance, data element #35
Offender Related Number, data element #37

- 1300-2 AGGRAVATED/FELONIOUS ASSAULT (continued)**
 Offense Attempted/Completed, data element #16
 must be (C) COMPLETED.
 Weapon Type, data element #19, Must NOT = 00 (None)
 Victim Type, data element #28
 must be (I) INDIVIDUAL or (P) POLICE OFFICER.
 If Victim Type = (P) POLICE OFFICER
 Enter – Type of Activity, data element 28A
 Assignment Type, data element 28B
 If Victim Type = (P) POLICE OFFICER and Originating Agency
 Identifying (ORI) number differs from officer's regular jurisdiction
 Enter ORI-Other Jurisdiction, data element 28C
 Victim Circumstance, data element #35
 can only be "01" through "06" and "08" through "10."
 If any code but "00" in Offender Related Number, data
 element #37:
 Enter - Victim to Offender Relationship, data element #38.
- 1300-3 INTIMIDATION/STALKING**
 Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Activity Type, data element #20
 Offender Number, data element #22
 Victim Number, data element #26
 Victim Type, data element #28
 Offender Related Number, data element #37
 Offense Attempted/Completed, data element #16
 must be (C) COMPLETED.
 Victim Type, data element #28
 must be (I) INDIVIDUAL or (P) POLICE OFFICER.
 If Victim Type = (P) POLICE OFFICER
 Enter – Type of Activity, data element 28A
 Assignment Type, data element 28B
 If Victim Type = (P) POLICE OFFICER and Originating Agency
 Identifying (ORI) number differs from officer's regular jurisdiction
 Enter ORI-Other Jurisdiction, data element 28C
 In the case of a bomb threat, the individual receiving the threat is considered the Victim.
 If any code but "00" in Offender Related Number, data
 element #37:
 Enter – Victim to Offender Relationship, data element #38
- 1400-0 ABORTION**
 If Victim Type, data element #28, is entered:
 must be (I) INDIVIDUAL, (P) POLICE OFFICER, or
 (S) SOCIETY/PUBLIC.
- 2000-0 ARSON**
 Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Offender Number, data element #22
 Victim Number, data element #26
 Victim Type, data element #28

Item Number, data element #52
 Property Loss Type, data element #53

2000-0 ARSON (continued)

Victim Type, data element #28
 cannot be (S) SOCIETY/PUBLIC.
 If Victim Type is (I) INDIVIDUAL or (P) POLICE OFFICER:
 Enter – Offender Related Number, data element #37.
 If any code but “00” in Offender Related Number,
 data element #37:
 Enter – Victim to Offender Relationship, data element #38.
 If offense is attempted:
 Item Number, data element #52
 must be 000.
 Property Loss Type, data element #53
 must be (0) NONE or (9) UNKNOWN.
 If offense is completed:
 Property Loss Type, data element #53
 must be (2) BURNED.
 Enter - Property Class, data element #54
 Property Value, data element #55

2100-0 EXTORTION

Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Weapon Type, data element #19
 Offender Number, data element #22
 Victim Number, data element #26
 Victim Type, data element #28
 Item Number, data element #52
 Property Loss Type, data element #53
 Victim Type, data element #28
 cannot be (S) SOCIETY/PUBLIC.
 If Victim Type is (I) INDIVIDUAL or (P) POLICE OFFICER:
 Enter – Victim Injury, data element #34
 If offense is attempted:
 Item Number, data element #52
 must be 000.
 Property Loss Type, data element #53
 must be (0) NONE or (9) UNKNOWN.
 If offense is completed:
 Property Loss Type, data element #53
 must be (1) STOLEN AND RECOVERED, (5) RECOVERED (cannot occur without
 Loss Type 7), or (7) STOLEN.
 If Property Loss Type is (1) STOLEN AND RECOVERED, or
 (5) RECOVERED:
 Enter - Property Class, data element #54
 Property Value, data element #55
 Date Recovered, data element #56
 If Property Loss Type is (7) STOLEN:
 Enter - Property Class, data element #54
 Property Value, data element #55
 If Property Class is 77, Property Value Must Equal 1.
 If Property Class is 9 or 22, Value Must Equal 0.

2200-1 BURGLARY – FORCED ENTRY

Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Offender Number, data element #22
 Victim Number, data element #26
 Victim Type, data element #28
 Item Number, data element #52
 Property Loss Type, data element #53

If Location Type is (14) HOTEL/MOTEL or (19) RENTAL STORAGE:
 Enter - Premises Entered, data element #21.
 Victim Type, data element #28
 cannot be (S) SOCIETY/PUBLIC.

If Victim Type is (I) INDIVIDUAL or (P) POLICE OFFICER:
 Enter - Offender Related Number, data element #37.
 If any code but “00” in Offender Related Number,
 data element #37:
 Enter - Victim to Offender Relationship, data element #38.

If offense is attempted:
 Item Number, data element #52
 must be 000.
 Property Loss Type, data element #53
 must be (0) NONE or (9) UNKNOWN

If offense is completed:
 Property Loss Type, data element #53
 must be (0) NONE, (1) STOLEN AND RECOVERED,
 (5) RECOVERED, (7) STOLEN, or (9) UNKNOWN.

If Property Loss Type is (0) NONE or (9) UNKNOWN:
 Item Number, data element #52,
 must be 000.

If Property Loss Type is (1) STOLEN AND RECOVERED or
 (5) RECOVERED:
 Enter - Property Class, data element #54
 Property Value, data element #55
 Date Recovered, data element #56

If Property Loss Type is (7) STOLEN:
 Enter - Property Class, data element #54
 Property Value, data element #55
 Property Class must be 01-28, 36-39, 77 or 88.

2200-2 BURGLARY – ENTRY WITHOUT FORCE (Intent to Commit)

Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Offender Number, data element #22
 Victim Number, data element #26
 Victim Type, data element #28
 Item Number, data element #52
 Property Loss Type, data element #53

If Location Type is (14) HOTEL/MOTEL or (19) RENTAL STORAGE:
 Enter - Premises Entered, data element #21.
 Victim Type, data element #28
 cannot be (S) SOCIETY/PUBLIC.

If Victim Type is (I) INDIVIDUAL or (P) POLICE OFFICER:
 Enter - Offender Related Number, data element #37.
 If any code but “00” in Offender Related Number,
 data element #37:

2200-2 BURGLARY – ENTRY WITHOUT FORCE (Intent to Commit) (continued)

Enter - Victim to Offender Relationship, data element #38.

If offense is attempted:

Item Number, data element #52

must be 000.

Property Loss Type, data element #53

must be (0) NONE or (9) UNKNOWN.

If offense is completed:

Property Loss Type, data element #53

must be (0) NONE, (1) STOLEN AND RECOVERED,
(5) RECOVERED, (7) STOLEN, or (9) UNKNOWN.

If Property Loss Type is (0) NONE or (9) UNKNOWN:

Item Number, data element #52,

must be 000.

If Property Loss Type is (1) STOLEN AND RECOVERED or
(5) RECOVERED:

Enter - Property Class, data element #54

Property Value, data element #55

Date Recovered, data element #56

If Property Loss Type is (7) STOLEN:

Enter - Property Class, data element #54

Property Value, data element #55

Property Class must be 01-28, 36-39, 77 or 88.

2200-3 BURGLARY – ENTRY WITHOUT AUTHORITY, WITH OR WITHOUT FORCE

If Victim Type, data element #28, is entered:

cannot be (S) SOCIETY/PUBLIC.

2200-4 POSSESSION OF BURGLARY TOOLS

If Victim Type, data element #28, is entered:

cannot be (S) SOCIETY/PUBLIC.

2300-1 LARCENY – POCKETPICKING

Enter - Offender Suspected of Using, data element #17

Suspected Bias Motivation, data element #18

Offender Number, data element #22

Victim Number, data element #26

Victim Type, data element #28

Item number, data element #52

Property Loss Type, data element #53

Victim Type, data element #28

cannot be (S) SOCIETY/PUBLIC.

If offense is attempted:

Item Number, data element #52

must be 000.

Property Loss Type, data element #53

must be (0) NONE or (9) UNKNOWN.

If offense is completed:

Property Loss Type, data element #53

must be (1) STOLEN AND RECOVERED, (5) RECOVERED,
or (7) STOLEN.

If Property Loss Type is (1) STOLEN AND RECOVERED or

(5) RECOVERED:

2300-1 LARCENY – POCKETPICKING (continued)

Enter - Property Class, data element #54
 Property Value, data element #55
 Date Recovered, data element #56 If Property Loss Type is (7) STOLEN:
 Enter – Property Class, data element #54
 Property Value, data element #55
 Property class must be:
 02, 06-11, 13, 14, 17, 19-23, 25-27, 36, 38, 77 or 88

2300-2 LARCENY – PURSESNAATCHING

Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Offender Number, data element #22
 Victim Number, data element #26
 Victim Type, data element #28
 Item number, data element #52
 Property Loss Type, data element #53
 Victim Type, data element #28
 cannot be (S) SOCIETY/PUBLIC.
 If offense is attempted:
 Item Number, data element #52
 must be 000.
 Property Loss Type, data element #53
 must be (0) NONE or (9) UNKNOWN.
 If offense is completed:
 Property Loss Type, data element #53
 must be (1) STOLEN AND RECOVERED, (5) RECOVERED,
 or (7) STOLEN.
 If Property Loss Type is (1) STOLEN AND RECOVERED or
 (5) RECOVERED:
 Enter - Property Class, data element #54
 Property Value, data element #55
 Date Recovered, data element #56
 If Property Loss Type is (7) STOLEN:
 Enter – Property Class, data element #54
 Property Value, data element #55
 Property class must be:
 02, 06-11, 13, 14, 17, 19-23, 25-27, 36, 38, 77 or 88

2300-3 LARCENY – THEFT FROM BUILDING

Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Offender Number, data element #22
 Victim Number, data element #26
 Victim Type, data element #28
 Item number, data element #52
 Property Loss Type, data element #53
 Victim Type, data element #28
 cannot be (S) SOCIETY/PUBLIC.
 If offense is attempted:
 Item Number, data element #52
 must be 000.
 Property Loss Type, data element #53
 must be (0) NONE or (9) UNKNOWN.

2300-3 LARCENY – THEFT FROM BUILDING (continued)

If offense is completed:

Property Loss Type, data element #53
must be (1) STOLEN AND RECOVERED, (5) RECOVERED,
or (7) STOLEN

.If Property Loss Type is (1) STOLEN AND RECOVERED or
(5) RECOVERED:

Enter - Property Class, data element #54
Property Value, data element #55
Date Recovered, data element #56

If Property Loss Type is (7) STOLEN:

Enter – Property Class, data element #54
Property Value, data element #55

Property Class must be:

01, 02, 04, 06-23, 25-27, 36, 38, 77 or 88.

2300-4 LARCENY – THEFT FROM COIN-OPERATED MACHINE

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Offender Number, data element #22
Victim Number, data element #26
Victim Type, data element #28
Item number, data element #52
Property Loss Type, data element #53

Victim Type, data element #28
cannot be (S) SOCIETY/PUBLIC.

If offense is attempted:

Item Number, data element #52
must be 000.

Property Loss Type, data element #53
must be (0) NONE or (9) UNKNOWN.

If offense is completed:

Property Loss Type, data element #53
must be (1) STOLEN AND RECOVERED, (5) RECOVERED,
or (7) STOLEN.

If Property Loss Type is (1) STOLEN AND RECOVERED or
(5) RECOVERED:

Enter - Property Class, data element #54
Property Value, data element #55
Date Recovered, data element #56

If Property Loss Type is (7) STOLEN:

Enter – Property Class, data element #54
Property Value, data element #55

Property Class must be:

01, 02, 04, 06-23, 25-27, 36, 38, 77 or 88.

2300-5 LARCENY – THEFT FROM MOTOR VEHICLE

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Offender Number, data element #22
Victim Number, data element #26
Victim Type, data element #28
Item number, data element #52

2300-5 LARCENY – THEFT FROM MOTOR VEHICLE (continued)

Property Loss Type, data element #53
 Victim Type, data element #28
 cannot be (S) SOCIETY/PUBLIC.
 If offense is attempted:
 Item Number, data element #52
 must be 000. Property Loss Type, data element #53
 must be (0) NONE or (9) UNKNOWN.
 If offense is completed:
 Property Loss Type, data element #53
 must be (1) STOLEN AND RECOVERED, (5) RECOVERED,
 or (7) STOLEN.
 If Property Loss Type is (1) STOLEN AND RECOVERED or
 (5) RECOVERED:
 Enter - Property Class, data element #54
 Property Value, data element #55
 Date Recovered, data element #56
 If Property Loss Type is (7) STOLEN:
 Enter – Property Class, data element #54
 Property Value, data element #55
 Property Class must be:
 01, 02, 04, 06-23, 25-27, 36, 38, 77 or 88.

2300-6 LARCENY – THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES

Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Offender Number, data element #22
 Victim Number, data element #26
 Victim Type, data element #28
 Item number, data element #52
 Property Loss Type, data element #53
 Victim Type, data element #28
 cannot be (S) SOCIETY/PUBLIC.
 If offense is attempted:
 Item Number, data element #52
 must be 000.
 Property Loss Type, data element #53
 must be (0) NONE or (9) UNKNOWN.
 If offense is completed:
 Property Loss Type, data element #53
 must be (1) STOLEN AND RECOVERED, (5) RECOVERED,
 or (7) STOLEN.
 Property Class, data element #54
 must be (38) VEHICLE PARTS/ACCESSORIES or (88) OTHER.
 If Property Loss Type is (1) STOLEN AND RECOVERED or
 (5) RECOVERED:
 Enter - Property Value, data element #55
 Date Recovered, data element #56
 If Property Loss Type is (7) STOLEN:
 Enter – Property Value, data element #55
 Property Class must be:
 38 or 88.

2300-7 LARCENY – OTHER

Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Victim Number, data element #26
 Victim Type, data element #28
 Item number, data element #52
 Property Loss Type, data element #53
 Victim Type, data element #28
 cannot be (S) SOCIETY/PUBLIC.
 If offense is attempted:
 Item Number, data element #52
 must be 000.
 Property Loss Type, data element #53
 must be (0) NONE or (9) UNKNOWN.
 If offense is completed:
 Property Loss Type, data element #53
 must be (1) STOLEN AND RECOVERED, (5) RECOVERED,
 or (7) STOLEN.
 If Property Loss Type is (1) STOLEN AND RECOVERED or
 (5) RECOVERED:
 Enter - Property Class, data element #54
 Property Value, data element #55
 Date Recovered, data element #56
 If Property Loss Type is (7) STOLEN:
 Enter – Property Class, data element #54
 Property Value, data element #55
 Property Class must be:
 01, 02, 04, 06-23, 25-27, 29-36, 38, 39, 77 or 88.

2400-1 MOTOR VEHICLE THEFT

Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Victim Number, data element #26
 Victim Type, data element #28
 Item number, data element #52
 Property Loss Type, data element #53
 Victim Type, data element #28
 cannot be (S) SOCIETY/PUBLIC.
 If offense is attempted:
 Property Loss Type, data element #53
 must be (0) NONE or (9) UNKNOWN.
 Item Number, data element #52
 must be 000.
 If offense is completed:
 Property Loss Type, data element #53
 must be (1) STOLEN AND RECOVERED, (5) RECOVERED,
 or (7) STOLEN.
 One item must have Property Class, data element #54
 of (03) AUTOMOBILES, (05) BUSES, (24) OTHER MOTOR
 VEHICLES, (28) RECREATIONAL VEHICLES, or (37) TRUCKS.
 If Property Loss Type is (1) STOLEN AND RECOVERED or
 (5) RECOVERED:
 Enter - Property Value, data element #55
 Date Recovered, data element #56

2400-1 MOTOR VEHICLE THEFT (continued)

If Property Class, data element #54, is
(03) AUTOMOBILES, (05) BUSES, (24) OTHER MOTOR
VEHICLES, (28) RECREATIONAL VEHICLES, or (37) TRUCKS:

Enter - Number of Recovered Vehicles, data element #57

If Property Loss Type is (7) STOLEN:

Enter - Property Value, data element #55

If Property Class, data element #54, is
(03) AUTOMOBILES, (05) BUSES, (24) OTHER MOTOR
VEHICLES, (28) RECREATIONAL VEHICLES, or
(37) TRUCKS:

Enter - Number of Stolen Vehicles, data element #57

Property class must be:

01-28, 36-39, 77 or 88.

2400-2 MOTOR VEHICLE AS STOLEN PROPERTY

Enter - Offender Suspected of Using, data element #17

Suspected Bias Motivation, data element #18

Activity Type, data element #20

Victim Number, data element #26

Victim Type, data element #28

Item Number, data element #52

Property Loss Type, data element #53

Victim Type, data element #28

cannot be (S) SOCIETY/PUBLIC.

If offense is attempted:

Item Number, data element #52
must be 000.

Property Loss Type, data element #53
must be (0) NONE or (9) UNKNOWN.

If offense is completed:

Property Loss Type, data element #53
must be (0) NONE or (5) RECOVERED.

If Property Loss Type is (5) RECOVERED:

Property Class, data element #54
must be (03) AUTOMOBILES, (05) BUSES, (24) OTHER
MOTOR VEHICLES, (28) RECREATIONAL VEHICLES, or
(37) TRUCKS.

Enter - Property Value, data element #55
Date Recovered, data element #56
Number of Recovered Vehicles, data element #57.

2400-3 MOTOR VEHICLE FRAUD

Enter - Offender Suspected of Using, data element #17

Suspected Bias Motivation, data element #18

Victim Number, data element #26

Victim Type, data element #28

Item Number, data element #52

Property Loss Type, data element #53

Victim Type, data element #28

cannot be (S) SOCIETY/PUBLIC.

If offense is attempted:

Item Number, data element #52
must be 000.

Property Loss Type, data element #53

2400-3 MOTOR VEHICLE FRAUD (continued)

must be (0) NONE or (9) UNKNOWN

If offense is completed:

Property Loss Type, data element #53

must be (1) STOLEN AND RECOVERED, (5) RECOVERED,
or (7) STOLEN.

If Property Loss Type is (1) STOLEN AND RECOVERED or
(5) RECOVERED:

Enter - Property Class, data element #54
Property Value, data element #55
Date Recovered, data element #56

If Property Loss Type is (7) STOLEN:

Enter - Property Class, data element #54
Property Value, data element #55

2500-0 FORGERY/COUNTERFEITING

Enter - Offender Suspected of Using, data element #17

Suspected Bias Motivation, data element #18

Activity Type, data element #20

Victim Number, data element #26

Victim Type, data element #28

Item Number, data element #52

Property Loss Type, data element #53

Victim Type, data element #28

cannot be (S) SOCIETY/PUBLIC.

If offense is attempted:

Item Number, data element #52

must be 000.

Property Loss Type, data element #53

must be (0) NONE or (9) UNKNOWN.

If offense is completed:

Property Loss Type, data element #53

must be (3) COUNTERFEITED/FORGED, (5) RECOVERED,
or (6) SEIZED.

If Property Loss Type is (5) RECOVERED:

Enter - Property Class, data element #54
Property Value, data element #55
Date Recovered, data element #56

If Property Loss Type is (3) COUNTERFEITED/FORGED or
(6) SEIZED:

Enter - Property Class, data element #54
Property Value, data element #55

2600-1 FRAUD – FALSE PRETENSES/SWINDLE/CONFIDENCE GAME

Enter - Offender Suspected of Using, data element #17

Suspected Bias Motivation, data element #18

Victim Number, data element #26

Victim Type, data element #28

Item Number, data element #52

Property Loss Type, data element #53

Victim Type, data element #28

cannot be (S) SOCIETY/PUBLIC.

2600-1 FRAUD – FALSE PRETENSES/SWINDLE/CONFIDENCE GAME (continued)

If offense is attempted:

Item Number, data element #52 must be 000.

Property Loss Type, data element #53
must be (0) NONE or (9) UNKNOWN.

If offense is completed:

Property Loss Type, data element #53
must be (1) STOLEN AND RECOVERED, (5) RECOVERED,
or (7) STOLEN.

If Property Loss Type is (1) STOLEN AND RECOVERED or
(5) RECOVERED:

Enter - Property Class, data element #54
Property Value, data element #55
Date Recovered, data element #56

If Property Loss Type is (7) STOLEN:

Enter - Property Class, data element #54
Property Value, data element #55

2600-2 FRAUD – CREDIT CARD/AUTOMATIC TELLER MACHINE

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Victim Number, data element #26
Victim Type, data element #28
Item Number, data element #52
Property Loss Type, data element #53

Victim Type, data element #28
cannot be (S) SOCIETY/PUBLIC.

If offense is attempted:

Item Number, data element #52
must be 000.

Property Loss Type, data element #53
must be (0) NONE or (9) UNKNOWN.

If offense is completed:

Property Loss Type, data element #53
must be (1) STOLEN AND RECOVERED, (5) RECOVERED,
or (7) STOLEN.

If Property Loss Type is (1) STOLEN AND RECOVERED or
(5) RECOVERED:

Enter - Property Class, data element #54
Property Value, data element #55
Date Recovered, data element #56

If Property Loss Type is (7) STOLEN:

Enter - Property Class, data element #54
Property Value, data element #55

2600-3 FRAUD – IMPERSONATION

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Victim Number, data element #26
Victim Type, data element #28
Item Number, data element #52
Property Loss Type, data element #53

Victim Type, data element #28
cannot be (S) SOCIETY/PUBLIC.

2600-3 FRAUD – IMPERSONATION (continued)

If offense is attempted:

Item Number, data element #52
must be 000.

Property Loss Type, data element #53
must be (0) NONE or (9) UNKNOWN.

If offense is completed:
Property Loss Type, data element #53
must be (1) STOLEN AND RECOVERED, (5) RECOVERED,
or (7) STOLEN.

If Property Loss Type is (1) STOLEN AND RECOVERED or
(5) RECOVERED:

Enter - Property Class, data element #54
Property Value, data element #55
Date Recovered, data element #56

If Property Loss Type is (7) STOLEN:

Enter - Property Class, data element #54
Property Value, data element #55

2600-4 FRAUD – WELFARE FRAUD

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Victim Number, data element #26
Victim Type, data element #28
Item Number, data element #52
Property Loss Type, data element #53

Victim Type, data element #28
cannot be (S) SOCIETY/PUBLIC.

If offense is attempted:

Item Number, data element #52
must be 000.

Property Loss Type, data element #53
must be (0) NONE or (9) UNKNOWN.

If offense is completed:

Property Loss Type, data element #53
must be (1) STOLEN AND RECOVERED, (5) RECOVERED,
or (7) STOLEN.

If Property Loss Type is (1) STOLEN AND RECOVERED or
(5) RECOVERED:

Enter - Property Class, data element #54
Property Value, data element #55
Date Recovered, data element #56

If Property Loss Type is (7) STOLEN:

Enter - Property Class, data element #54
Property Value, data element #55

2600-5 FRAUD – WIRE FRAUD

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Victim Number, data element #26
Victim Type, data element #28
Item Number, data element #52
Property Loss Type, data element #53
Victim Type, data element #28
cannot be (S) SOCIETY/PUBLIC.
If offense is attempted:
Item Number, data element #52
must be 000.
Property Loss Type, data element #53
must be (0) NONE or (9) UNKNOWN.
If offense is completed:
Property Loss Type, data element #53
must be (1) STOLEN AND RECOVERED, (5) RECOVERED,
or (7) STOLEN.
If Property Loss Type is (1) STOLEN AND RECOVERED or
(5) RECOVERED:
Enter - Property Class, data element #54
Property Value, data element #55
Date Recovered, data element #56
If Property Loss Type is (7) STOLEN:
Enter - Property Class, data element #54
Property Value, data element #55

2600-6 FRAUD – BAD CHECKS**2700-0 EMBEZZLEMENT**

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Victim Number, data element #26
Victim Type, data element #28
Item Number, data element #52
Property Loss Type, data element #53
Victim Type, data element #28
cannot be (S) SOCIETY/PUBLIC.
If offense is attempted:
Item Number, data element #52
must be 000.
Property Loss Type, data element #53
must be (0) NONE or (9) UNKNOWN.
If offense is completed:
Property Loss Type, data element #53
must be (1) STOLEN AND RECOVERED, (5) RECOVERED,
or (7) STOLEN.
If Property Loss Type is (1) STOLEN AND RECOVERED or
(5) RECOVERED:
Enter - Property Class, data element #54
Property Value, data element #55
Date Recovered, data element #56
If Property Loss Type is (7) STOLEN:
Enter - Property Class, data element #54
Property Value, data element #55

2800-0 STOLEN PROPERTY

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Activity Type, data element #20
Victim Number, data element #26
Victim Type, data element #28
Item Number, data element #52
Property Loss Type, data element #53
Victim Type, data element #28
cannot be (S) SOCIETY/PUBLIC.
If offense is attempted:
Item Number, data element #52
must be 000.
Property Loss Type, data element #53
must be (0) NONE or (9) UNKNOWN.
If offense is completed:
Property Loss Type, data element #53
must be (0) NONE or (5) RECOVERED.
If Property Loss Type is (0) NONE:
Item Number, data element #52,
must be 000.
If Property Loss Type is (5) RECOVERED:
Enter - Property Class, data element #54
Property Value, data element #55
Date Recovered, data element #56

2900-0 DAMAGE TO PROPERTY

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Victim Number, data element #26
Victim Type, data element #28
Item Number, data element #52
Property Loss Type, data element #53
Victim Type, data element #28
cannot be (S) SOCIETY/PUBLIC.
If Victim Type is (I) INDIVIDUAL or (P) POLICE OFFICER:
Enter - Offender Related Number, data element #37.
If any code but "00" in Offender Related Number,
data element #37:
Enter - Victim to Offender Relationship, data element #38.
If offense is attempted:
Item Number, data element #52
must be 000.
Property Loss Type, data element #53
must be (0) NONE or (9) UNKNOWN.
If offense is completed:
Property Loss Type, data element #53
must be (4) DESTROYED/DAMAGED/VANDALIZED.
Enter - Property Class, data element #54
Property Value, data element #55

3000-1 RETAIL FRAUD – MISREPRESENTATION

Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Victim Number, data element #26
 Victim Type, data element #28
 Item Number, data element #52
 Property Loss Type, data element #53
 Victim Type, data element #28
 cannot be (S) SOCIETY/PUBLIC.
 If offense is attempted:
 Item Number, data element #52
 must be 000.
 Property Loss Type, data element #53
 must be (0) NONE or (9) UNKNOWN.
 If offense is completed:
 Property Loss Type, data element #53
 must be (1) STOLEN AND RECOVERED, (5) RECOVERED,
 or (7) STOLEN.
 If Property Loss Type is (1) STOLEN AND RECOVERED or
 (5) RECOVERED:
 Enter - Property Class, data element #54
 Property Value, data element #55
 Date Recovered, data element #56
 If Property Loss Type is (7) STOLEN:
 Enter - Property Class, data element #54
 Property Value, data element #55

3000-2 RETAIL FRAUD – THEFT

Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Victim Number, data element #26
 Victim Type, data element #28
 Item Number, data element #52
 Property Loss Type, data element #53
 Victim Type, data element #28 **should = Business.**
I/P Victims can be entered if the VOR to Offender is a Domestic Relationship.
 If offense is attempted:
 Item Number, data element #52
 must be 000.
 Property Loss Type, data element #53
 must be (0) NONE or (9) UNKNOWN.
 If offense is completed:
 Property Loss Type, data element #53
 must be (1) STOLEN AND RECOVERED, (5) RECOVERED,
 or (7) STOLEN.
 If Property Loss Type is (1) STOLEN AND RECOVERED or
 (5) RECOVERED (cannot occur without Property Loss Type 7):
 Enter - Property Class, data element #54
 Property Value, data element #55
 Date Recovered, data element #56
 If Property Loss Type is (7) STOLEN:
 Enter - Property Class, data element #54
 Property Value, data element #55

Property Class must be:

02, 04, 06-11, 13, 14, 16-17, 19-23, 25-27, 36, 38, 77 or 88.

If Property Class is (77) PENDING INVENTORY, Enter Prop Value = 1.

3000-3 RETAIL FRAUD – REFUND/EXCHANGE

Enter - Offender Suspected of Using, data element #17

Suspected Bias Motivation, data element #18

Victim Number, data element #26

Victim Type, data element #28

Item Number, data element #52

Property Loss Type, data element #53

Victim Type, data element #28

cannot be (S) SOCIETY/PUBLIC.

If offense is attempted:

Item Number, data element #52

must be 000.

Property Loss Type, data element #53

must be (0) NONE or (9) UNKNOWN.

If offense is completed:

Property Loss Type, data element #53

must be (1) STOLEN AND RECOVERED, (5) RECOVERED,
or (7) STOLEN.

If Property Loss Type is (1) STOLEN AND RECOVERED or
(5) RECOVERED:

Enter - Property Class, data element #54

Property Value, data element #55

Date Recovered, data element #56

If Property Loss Type is (7) STOLEN:

Enter - Property Class, data element #54

Property Value, data element #55

3500-1 VIOLATION OF CONTROLLED SUBSTANCE ACT

Enter - Offender Suspected of Using, data element #17

Suspected Bias Motivation, data element #18

Activity Type, data element #20

Victim Number, data element #26

Victim Type, data element #28

Item Number, data element #52

Property Loss Type, data element #53

Victim Type, data element #28

must be (S) SOCIETY/PUBLIC, or can be (I) INDIVIDUAL or (P) POLICE OFFICER
when the Victim to Offender Relationship indicates a **Domestic Relationship**.

If offense is attempted:

Item Number, data element #52

must be 000.

Property Loss Type, data element #53

must be (0) NONE or (9) UNKNOWN.

Enter – Suspected Drug Type, data element #58

If offense is completed:

Property Loss Type, data element #53 must be (0) NONE or (6) SEIZED.

If Property Loss Type is (0) NONE:

Enter - Property Class, data element #54

Suspected Drug Type (data element #58) **Must = 99**.

3500-1 VIOLATION OF CONTROLLED SUBSTANCE ACT (continued)

If Property Loss Type is (6) SEIZED

Enter - Property Class, data element #54 (any code but (11) DRUG/NARCOTIC EQUIPMENT). If Property Description is (10)

DRUGS/NARCOTICS:

Enter - Suspected Drug Type, data element #58

Estimated Drug Quantity, data element #59

Type Drug Measurement, data element #60

If Property Description is any code but

(10) DRUGS/NARCOTICS:

Enter - Property Value, data element #55

3500-2 NARCOTIC EQUIPMENT VIOLATIONS

Enter - Offender Suspected of Using, data element #17

Suspected Bias Motivation, data element #18

Activity Type, data element #20

Victim Number, data element #26

Victim Type, data element #28

Item Number, data element #52

Property Loss Type, data element #53

Victim Type, data element #28

must be (S) SOCIETY/PUBLIC, or can be (I) INDIVIDUAL or (P) POLICE OFFICER

when the Victim to Offender Relationship indicates a **Domestic Relationship**.

If offense is attempted:

Item Number, data element #52

must be 000.

Property Loss Type, data element #53

must be (0) NONE or (9) UNKNOWN.

If offense is completed:

Property Loss Type, data element #53

must be (0) NONE or (6) SEIZED.

If Property Loss Type is (0) NONE:

Item Number, data element #52

must be 000.

If Property Loss Type is (6) SEIZED:

Enter - Property Class, data element #54

(any code but (10) DRUG/NARCOTICS)

Property Value, data element #55

3600-1 SEXUAL PENETRATION NONFORCIBLE – BLOOD/AFFINITY

Enter - Offender Suspected of Using, data element #17

Suspected Bias Motivation, data element #18

Victim Number, data element #26

Victim Type, data element #28

Offender Related Number, data element #37

Victim Type, data element #28

must be (I) INDIVIDUAL, (P) POLICE OFFICER.

Victim must be

13, 14 or 15 years of age.

If any code but "00" in Offender Related Number, data element #37:

Enter - Victim to Offender Relationship, data element #38.

- 3600-2 SEXUAL PENETRATION NONFORCIBLE – OTHER**
 Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Victim Number, data element #26
 Victim Type, data element #28
 Offender Related Number, data element #37
 Victim Type, data element #28
 must be (I) INDIVIDUAL, (P) POLICE OFFICER.
 Victim must be
 13, 14 or 15 years of age.
 If any code but “00” in Offender Related Number, data
 element #37:
 Enter - Victim to Offender Relationship, data element #38.
 Victim and at least one of the offenders must be of the opposite sex.
- 3600-3 PEEPING TOM**
 If Victim Type, data element #28, is entered:
 must be (I) INDIVIDUAL, (P) POLICE OFFICER or
 (S) SOCIETY/PUBLIC.
- 3600-4 SEX OFFENSE – OTHER**
 If Victim Type, data element #28, is entered:
 must be (I) INDIVIDUAL, (P) POLICE OFFICER,
 (S) SOCIETY/PUBLIC, (O) OTHER, or (U) UNKNOWN.
- 3700-0 OBSCENITY**
 Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Activity Type, data element #20
 Victim Number, data element #26
 Victim Type, data element #28
 Victim Type, data element #28
 must be (S) SOCIETY/PUBLIC, or can be (I) INDIVIDUAL or (P) POLICE OFFICER
 when the Victim to Offender Relationship indicates a Domestic Violence Crime.
- 3800-1 FAMILY – ABUSE/NEGLECT NONVIOLENT**
 Enter - Offender Suspected of Using, data element #17
 Victim Number, data element #26
 Victim Type, data element #28
 Victim Type, data element #28
 must be (I) INDIVIDUAL, (P) POLICE OFFICER or
 (S) SOCIETY/PUBLIC.
 If Victim Type is (I) INDIVIDUAL or (P) POLICE OFFICER:
 Enter - Offender Related Number, data element #37.
 If any code but “00” is in Offender Related Number,
 data element #37:
 Enter – Victim to Offender Relationship, data
 element #38.
- 3800-2 FAMILY – NONSUPPORT**
 If Victim Type, data element #28, is entered:
 must be (I) INDIVIDUAL, (P) POLICE OFFICER or
 (S) SOCIETY/PUBLIC.

3800-3 FAMILY – OTHER

If Victim Type, data element #28, is entered:
must be (I) INDIVIDUAL, (P) POLICE OFFICER or
(S) SOCIETY/PUBLIC.

3900-1 GAMBLING – BETTING/WAGERING

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Victim Number, data element #26
Victim Type, data element #28
Item Number, data element #52
Property Loss Type, data element #53
Victim Type, data element #28
must be (S) SOCIETY/PUBLIC, or can be (I) INDIVIDUAL or (P) POLICE OFFICER
when the Victim to Offender Relationship indicates a **Domestic Relationship**.
If offense is attempted:
Item Number, data element #52
must be 000.
Property Loss Type, data element #53
must be (0) NONE or (9) UNKNOWN.
If offense is completed:
Property Loss Type, data element #53
must be (6) SEIZED.
Enter - Property Class, data element #54
Property Value, data element #55

3900-2 GAMBLING – OPERATING/PROMOTING/ASSISTING

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Victim Number, data element #26
Victim Type, data element #28
Item Number, data element #52
Property Loss Type, data element #53
Victim Type, data element #28
must be (S) SOCIETY/PUBLIC, or can be (I) INDIVIDUAL or (P) POLICE OFFICER
when the Victim to Offender Relationship indicates a **Domestic Relationship**.
If offense is attempted:
Item Number, data element #52
must be 000.
Property Loss Type, data element #53
must be (0) NONE or (9) UNKNOWN.
If offense is completed:
Property Loss Type, data element #53
must be (6) SEIZED.
Enter - Property Class, data element #54
Property Value, data element #55

3900-3 GAMBLING – EQUIPMENT VIOLATIONS

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Activity Type, data element #20
Victim Number, data element #26
Victim Type, data element #28
Item Number, data element #52
Property Loss Type, data element #53
Victim Type, data element #28
must be (S) SOCIETY/PUBLIC, or can be (I) INDIVIDUAL or (P) POLICE OFFICER
when the Victim to Offender Relationship indicates a **Domestic Relationship**.
If offense is attempted:
Item Number, data element #52
must be 000.
Property Loss Type, data element #53
must be (0) NONE or (9) UNKNOWN.
If offense is completed:
Property Loss Type, data element #53
must be (6) SEIZED.
Enter - Property Class, data element #54
Property Value, data element #55

3900-4 GAMBLING – SPORTS TAMPERING

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Victim Number, data element #26
Victim Type, data element #28
Item Number, data element #52
Property Loss Type, data element #53
Victim Type, data element #28
must be (S) SOCIETY/PUBLIC, or can be (I) INDIVIDUAL or (P) POLICE OFFICER
when the Victim to Offender Relationship indicates a **Domestic Relationship**.
If offense is attempted:
Item Number, data element #52
must be 000.
Property Loss Type, data element #53
must be (0) NONE or (9) UNKNOWN.
If offense is completed:
Property Loss Type, data element #53
must be (6) SEIZED.
Enter - Property Class, data element #54
Property Value, data element #55

4000-1 COMMERCIALIZED SEX – PROSTITUTION

Enter - Offender Suspected of Using, data element #17
Suspected Bias Motivation, data element #18
Victim Number, data element #26
Victim Type, data element #28
Victim Type, data element #28
must be (S) SOCIETY/PUBLIC, or can be (I) INDIVIDUAL or (P) POLICE OFFICER
when the Victim to Offender Relationship indicates a **Domestic Relationship**.

- 4000-2 COMMERCIALIZED SEX – ASSISTING/PROMOTING PROSTITUTION**
 Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Victim Number, data element #26
 Victim Type, data element #28
 Victim Type, data element #28
 must be (S) SOCIETY/PUBLIC, or can be (I) INDIVIDUAL or (P) POLICE OFFICER
 when the Victim to Offender Relationship indicates a **Domestic Relationship**.
- 4100-1 LIQUOR LICENSE – ESTABLISHMENT**
 If Victim Type, data element #28, is entered:
 must be (I) INDIVIDUAL, (P) POLICE OFFICER or
 (S) SOCIETY/PUBLIC.
(I or P can be used in field 28 in domestic violence situations.)
- 4100-2 LIQUOR VIOLATIONS – OTHER**
 If Victim Type, data element #28, is entered:
 must be (I) INDIVIDUAL, (P) POLICE OFFICER or
 (S) SOCIETY/PUBLIC.
(I or P can be used in field 28 in domestic violence situations.)
- 4200-0 DRUNKENNESS – EXCEPT OUIL**
 If Victim Type, data element #28, is entered:
 must be (I) INDIVIDUAL, (P) POLICE OFFICER or
 (S) SOCIETY/PUBLIC.
(I or P can be used in field 28 in domestic violence situations.)
- 4800-0 OBSTRUCTING POLICE**
 If Victim Type, data element #28, is entered:
 must be (I) INDIVIDUAL, (G) GOVERNMENT, (P) POLICE OFFICER or
 (S) SOCIETY/PUBLIC.
(I or P can be used in field 28 in domestic violence situations.)
- 4900-0 ESCAPE/FLIGHT**
 If Victim Type, data element #28, is entered:
 must be (I) INDIVIDUAL, (P) POLICE OFFICER or
 (S) SOCIETY/PUBLIC.
(I or P can be used in field 28 in domestic violence situations.)
- 5000-0 OBSTRUCTING JUSTICE**
 If Victim Type, data element #28, is entered:
 must be (I) INDIVIDUAL, (P) POLICE OFFICER or
 (S) SOCIETY/PUBLIC.
(I or P can be used in field 28 in domestic violence situations.)
- 5100-0 BRIBERY**
 Enter - Offender Suspected of Using, data element #17
 Suspected Bias Motivation, data element #18
 Victim Number, data element #26
 Victim Type, data element #28
 Item Number, data element #52
 Property Loss Type, data element #53
 Victim Type, data element #28
 cannot be (S) SOCIETY/PUBLIC.
 If offense is attempted:

5100-0 BRIBERY (continued)

- Item Number, data element #52
must be 000.
- Property Loss Type, data element #53
must be (0) NONE or (9) UNKNOWN.
- If offense is completed:
 - Property Loss Type, data element #53
must be (0) NONE, (1) STOLEN AND RECOVERED, (5) RECOVERED,
(7) STOLEN or (9) UNKNOWN.
 - If Property Loss Type is (0) NONE or (9) UNKNOWN:
 - Item Number, data element #52,
must be 000.
 - If Property Loss Type is (1) STOLEN AND RECOVERED or
(5) RECOVERED:
 - Enter - Property Class, data element #54
 - Property Value, data element #55
 - Date Recovered, data element #56
 - If Property Loss Type is (7) STOLEN:
 - Enter - Property Class, data element #54
 - Property Value, data element #55

5200-1 WEAPONS OFFENSE – CONCEALED

- Enter - Offender Suspected of Using, data element #17
- Suspected Bias Motivation, data element #18
- Weapon Type, data element #19
- Activity Type, data element #20
- Victim Number, data element #26
- Victim Type, data element #28
- Victim Type, data element #28
must be (S) SOCIETY/PUBLIC, or can be (I) INDIVIDUAL or (P) POLICE OFFICER
when the Victim to Offender Relationship indicates a **Domestic Relationship**.

5200-2 WEAPONS OFFENSE – EXPLOSIVES

- Enter - Offender Suspected of Using, data element #17
- Suspected Bias Motivation, data element #18
- Weapon Type, data element #19
- Activity Type, data element #20
- Victim Number, data element #26
- Victim Type, data element #28
- Victim Type, data element #28
must be (S) SOCIETY/PUBLIC, or can be (I) INDIVIDUAL or (P) POLICE OFFICER
when the Victim to Offender Relationship indicates a **Domestic Relationship**.

5200-3 WEAPONS OFFENSE – OTHER

- Enter - Offender Suspected of Using, data element #17
- Suspected Bias Motivation, data element #18
- Weapon Type, data element #19
- Activity Type, data element #20
- Victim Number, data element #26
- Victim Type, data element #28
- Victim Type, data element #28
must be (S) SOCIETY/PUBLIC, or can be (I) INDIVIDUAL or (P) POLICE OFFICER
when the Victim to Offender Relationship indicates a **Domestic Relationship**.

- 5300-1 DISORDERLY CONDUCT**
If Victim Type, data element #28 is entered:
must be (I) INDIVIDUAL, (P) POLICE OFFICER or
(S) SOCIETY/PUBLIC.
(I or P can be used in field 28 in domestic violence situations.)
- 5300-2 PUBLIC PEACE – OTHER**
If Victim Type, data element #28, is entered:
must be (I) INDIVIDUAL, (P) POLICE OFFICER or
(S) SOCIETY/PUBLIC.
(I or P can be used in field 28 in domestic violence situations.)
- 5400-1 HIT & RUN MOTOR VEHICLE ACCIDENT**
If Action, data element #1, is W and Arrest Number, data element #39, is > 00, Clearance Indicator, data element 51 must be entered.
If Offender Number, data element 22 is not 00, enter data element #s 23, 24, and 25 (Offender Age, Race Sex)
If Offender Number, data element 22 is 00, no other Offender information is required.
- 5400-2 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS**
If Victim Type, data element #28, is entered:
must be (I) INDIVIDUAL, (P) POLICE OFFICER or
(S) SOCIETY/PUBLIC.
(I or P can be used in field 28 in domestic violence situations.)
- 5500-0 HEALTH AND SAFETY**
If Action, data element #1, is W and Arrest Number, data element #39, is > 00, Clearance Indicator, data element 51 must be entered.
If Offender Number, data element 22 is not 00, enter data element #s 23, 24, and 25 (Offender Age, Race Sex)
If Offender Number, data element 22 is 00, no other Offender information is required.
- 5600-0 CIVIL RIGHTS**
If Action, data element #1, is W and Arrest Number, data element #39, is > 00, Clearance Indicator, data element 51 must be entered.
If Offender Number, data element 22 is not 00, enter data element #s 23, 24, and 25 (Offender Age, Race Sex)
If Offender Number, data element 22 is 00, no other Offender information is required.
- 5700-1 TRESPASS**
If Action, data element #1, is W and Arrest Number, data element #39, is > 00, Clearance Indicator, data element 51 must be entered.
If Offender Number, data element 22 is not 00, enter data element #s 23, 24, and 25 (Offender Age, Race Sex)
If Offender Number, data element 22 is 00, no other Offender information is required.
- 5700-2 INVASION OF PRIVACY – OTHER**
If Action, data element #1, is W and Arrest Number, data element #39, is > 00, Clearance Indicator, data element 51 must be entered.
If Offender Number, data element 22 is not 00, enter data element #s 23, 24, and 25 (Offender Age, Race Sex)
If Offender Number, data element 22 is 00, no other Offender information is required.

5800-0 SMUGGLING

If Victim Type, data element #28, is entered:

must be (I) INDIVIDUAL, (P) POLICE OFFICER or
(S) SOCIETY/PUBLIC.

If Action, data element #1, is W and Arrest Number, data element #39, is > 00, Clearance Indicator, data element 51 must be entered.

If Offender Number, data element 22 is not 00, enter data element #s 23, 24, and 25
(Offender Age, Race Sex)

If Offender Number, data element 22 is 00, no other Offender information is required.

5900-0 ELECTION LAWS

If Victim Type, data element #28, is entered:

must be (G) GOVERNMENT, (I) INDIVIDUAL, (P) POLICE OFFICER , or
(S) SOCIETY/PUBLIC.

(I or P can be used in field 28 in domestic violence situations.)

If Action, data element #1, is W and Arrest Number, data element #39, is > 00, Clearance Indicator, data element 51 must be entered.

If Offender Number, data element 22 is not 00, enter data element #s 23, 24, and 25
(Offender Age, Race Sex)

If Offender Number, data element 22 is 00, no other Offender information is required.

6000-0 ANTITRUST

If Victim Type, data element #28, is entered:

must be (I) INDIVIDUAL, (P) POLICE OFFICER or
(S) SOCIETY/PUBLIC.

(I or P can be used in field 28 in domestic violence situations.)

If Action, data element #1, is W and Arrest Number, data element #39, is > 00, Clearance Indicator, data element 51 must be entered.

If Offender Number, data element 22 is not 00, enter data element #s 23, 24, and 25
(Offender Age, Race Sex)

If Offender Number, data element 22 is 00, no other Offender information is required.

6100-0 TAX/REVENUE

If Victim Type, data element #28, is entered:

must be (G) GOVERNMENT, (I) INDIVIDUAL, (P) POLICE OFFICER , or
(S) SOCIETY/PUBLIC.

(I or P can be used in field 28 in domestic violence situations.)

If Action, data element #1, is W and Arrest Number, data element #39, is > 00, Clearance Indicator, data element 51 must be entered.

If Offender Number, data element 22 is not 00, enter data element #s 23, 24, and 25
(Offender Age, Race Sex)

If Offender Number, data element 22 is 00, no other Offender information is required.

6200-0 CONSERVATION

If Victim Type, data element #28, is entered:

must be (I) INDIVIDUAL, (P) POLICE OFFICER or
(S) SOCIETY/PUBLIC.

(I or P can be used in field 28 in domestic violence situations.)

If Action, data element #1, is W and Arrest Number, data element #39, is > 00, Clearance Indicator, data element 51 must be entered.

If Offender Number, data element 22 is not 00, enter data element #s 23, 24, and 25
(Offender Age, Race Sex)

If Offender Number, data element 22 is 00, no other Offender information is required.

6300-0 VAGRANCY

If Victim Type, data element #28, is entered:

must be (I) INDIVIDUAL, (P) POLICE OFFICER or
(S) SOCIETY/PUBLIC.

(I or P can be used in field 28 in domestic violence situations.)

If Action, data element #1, is W and Arrest Number, data element 39, is > 00, Clearance Indicator, data element 51 must be entered.

If Offender Number, data element 22 is not 00, enter data element #s 23, 24, and 25
(Offender Age, Race Sex)

If Offender Number, data element 22 is 00, no other Offender information is required.

7000-0 JUVENILE RUNAWAY

Arrest Age, data element #41

must be 17 or less.

If Action, data element #1, is W and Arrest Number, data element 39 is > 00, Clearance Indicator, data element 51 must be entered.

If Offender Number, data element 22 is not 00, enter data elements 23, 24, and 25
(Offender Age, Race Sex)

If Offender Number, data element 22 is 00, no other Offender information is required.

7300-0 MISCELLANEOUS CRIMINAL OFFENSE

(I or P can be used in field 28 in domestic violence situations.)

If Action, data element #1, is W and Arrest Number, data element #39, is > 00,
Clearance Indicator, data element 51 must be entered.

If Offender Number, data element 22 is not 00, enter data elements 23, 24, and 25
(Offender Age, Race Sex)

If Offender Number, data element 22 is 00, no other Offender information is required.

If Victim Type, data element #28, is I or P & Offender Number, data element #22 is not 00,
then 37 and 38.

If Victim Type is I or P and Offender Number is 00, then 37 must be 00.

7500-0 SOLICITATION (ALL CRIMES EXCEPT PROSTITUTION)

Can be the only offense submitted in an incident.

(I or P can be used in field 28 in domestic violence situations.)

If Action, data element #1, is W and Arrest Number, data element #39, is > 00, Clearance Indicator, data element 51 must be entered.

If Offender Number, data element 22 is not 00, enter data element #s 23, 24, and 25
(Offender Age, Race Sex)

If Offender Number, data element 22 is 00, no other Offender information is required.

If Offender Number, data element 22 is 00, no other Offender information is required.

If Victim Type, data element #28, is I or P & Offender Number, data element #22 is not 00,
then 37 and 38.

If Victim Type is I or P and Offender Number is 00, then 37 must be 00.

7700-0 CONSPIRACY (ALL CRIMES)

Can be the only offense submitted in an incident.

(I or P can be used in field 28 in domestic violence situations.)

If Action, data element #1, is W and Arrest Number, data element #39, is > 00, Clearance Indicator,
data element 51 must be entered.

If Offender Number, data element 22 is not 00, enter data element #s 23, 24, and 25 (Offender Age,
Race Sex)

If Offender Number, data element 22 is 00, no other Offender information is required.

If Offender Number, data element 22 is 00, no other Offender information is required.

If Victim Type, data element #28, is I or P & Offender Number, data element #22 is not 00, then 37
and 38.

If Victim Type is I or P and Offender Number is 00, then 37 must be 00.

MICHIGAN INCIDENT CRIME REPORTING (MICR)

SECTION 5

OFFENSE FILE CLASS MAPPING CHART

**Michigan Department of State Police
Criminal Justice Information Center
Uniform Crime Reporting Section
April 2010 Update**

Offense File Class	Offense File Class Description	NIBRS Group	NIBRS Class	NIBRS Crime Description
0100-0	Sovereignty	B	90Z	All Other
0200-0	Military	B	90Z	All Other
0300-0	Immigration	B	90Z	All Other
0900-1	Murder/Nonnegligent Manslaughter	A	09A	Murder/Nonneg Manslaughter
0900-2	Negligent Homicide/Manslaughter	A	09B	Negligent Manslaughter
0900-3	Negligent Homicide – Vehicle/Boat	B	90Z	All Other
0900-4	Justifiable Homicide	A	09C	Justifiable Homicide
1000-1	Kidnapping/Abduction	A	100	Kidnapping/Abduction
1000-2	Parental Kidnapping	A	100	Kidnapping/Abduction
1100-1	Sexual Penetration Penis/Vagina CSC1	A	11A	Forcible Rape
1100-2	Sexual Penetration Penis/Vagina CSC3	A	11A	Forcible Rape
1100-3	Sexual Penetration Oral/Anal CSC1	A	11B	Forcible Sodomy
1100-4	Sexual Penetration Oral/Anal CSC3	A	11B	Forcible Sodomy
1100-5	Sexual Penetration Object CSC1	A	11C	Sexual Assault w/ an Object
1100-6	Sexual Penetration Object CSC3	A	11C	Sexual Assault w/ an Object
1100-7	Sexual Contact Forcible CSC2	A	11D	Forcible Fondling
1100-8	Sexual Contact Forcible CSC4	A	11D	Forcible Fondling
1200-0	Robbery	A	120	Robbery
1300-1	Nonaggravated Assault	A	13B	Simple Assault
1300-2	Aggravated/Felonious Assault	A	13A	Simple Assault
1300-3	Intimidation/Stalking	A	13C	Intimidation
1400-0	Abortion	B	90Z	All Other
2000-0	Arson	A	200	Arson
2100-0	Extortion	A	210	Extortion/Blackmail
2200-1	Burglary – Forced Entry	A	220	Burglary/Breaking & Entering

Offense File Class	Offense File Class Description	NIBRS Group	NIBRS Class	NIBRS Crime Description
2200-2	Burglary – Entry w/out Force (Intent)	A	220	Burglary/Breaking & Entering
2200-3	Burglary – Unlawful Entry (No Intent)	B	90Z	All Other
2200-3	Burglary – Unlawful Entry (No Intent)	B	90Z	All Other
2200-4	Possession of Burglary Tools	B	90Z	All Other
2300-1	Larceny – Pocketpicking	A	23A	Pocketpicking
2300-2	Larceny – Pursesnatching	A	23B	Pursesnatching
2300-3	Larceny – Theft From Building	A	23D	Theft From Building
2300-4	Larceny – Theft From Coin-Operated Machine/Device	A	23E	Theft From Coin Operated Machine/Device
2300-5	Larceny – Theft From Motor Vehicle	A	23F	Theft of Motor Vehicle
2300-6	Larceny – Theft of Motor Vehicle Parts or Accessories	A	23G	Theft of Motor Vehicle Parts or Accessories
2300-7	Larceny – Other	A	23H	All Other Larceny
2400-1	Motor Vehicle Theft	A	240	Motor Vehicle Theft
2400-2	Motor Vehicle As Stolen Property	A	280	Stolen Property
2400-3	Motor Vehicle Fraud	A	26A	False Pretense/Swindle/Confidence Game
2500-0	Forgery/Counterfeiting	A	250	Counterfeiting/Forgery
2600-1	Fraud – False Pretense/Swindle/Confidence Game	A	26A	False Pretense/Swindle/Confidence Game
2600-2	Fraud – Credit Card/ATM	A	26B	Credit Card/ATM
2600-3	Fraud – Impersonation	A	26C	Impersonation
2600-4	Fraud – Welfare	A	26D	Welfare Fraud
2600-5	Fraud – Wire	A	26E	Wire Fraud
2600-6	Fraud – Bad Checks	B	90A	Bad Checks
2700-0	Embezzlement	A	270	Embezzlement
2800-0	Stolen Property	A	280	Stolen Property

Offense File Class	Offense File Class Description	NIBRS Group	NIBRS Class	NIBRS Crime Description
2900-0	Damage to Property	A	290	Destruction/Damage/Vandalism of Property
3000-1	Retail Fraud – Misrepresentation	A	26A	False Pretense/Swindle/Confidence Game
3000-2	Retail Fraud – Theft	A	23C	Shoplifting
3000-3	Retail Fraud – Refund/Exchange	A	26A	False Pretense/Swindle/Confidence Game
3500-1	Violation of Controlled Substance	A	35A	Drug/Narcotic Violations
3500-2	Narcotic Equipment Violations	A	35B	Drug Equipment Violations
3600-1	Sexual Penetration Nonforcible Blood/Affinity	A	36A	Incest
3600-2	Sexual Penetration Nonforcible Other	A	36B	Statutory Rape
3600-3	Peeping Tom	B	90H	Peeping Tom
3600-4	Sex Offense – Other	B	90Z	All Other
3700-0	Obscenity	A	370	Pornography/Obscene Material
3800-1	Family – Abuse/Neglect Nonviolent	B	90F	Family Offense Nonviolent
3800-2	Family – Nonsupport	B	90F	Family Offense Nonviolent
3800-3	Family – Other	B	90Z	All Other
3900-1	Gambling – Betting/Wagering	A	39A	Betting/Wagering
3900-2	Gambling – Operating/Promoting/Assisting	A	39B	Operating/Promoting/Assisting
3900-3	Gambling – Equipment Violations	A	39C	Gambling Equipment Violation
3900-4	Gambling – Sports Tampering	A	39D	Sports Tampering
4000-1	Commercialized Sex – Prostitution	A	40A	Prostitution
4000-2	Commercialized Sex – Assisting/Promoting Prostitution	A	40B	Assisting/Promoting Prostitution
4100-1	Liquor License – Establishment	B	90G	Liquor Law Violation

Offense File Class	Offense File Class Description	NIBRS Group	NIBRS Class	NIBRS Crime Description
4100-2	Liquor License – Other	B	90G	Liquor Law Violation
4200-0	Drunkenness	B	90E	Drunkenness
4800-0	Obstructing Police	B	90Z	All Other
4900-0	Escape/Flight	B	90Z	All Other
5000-0	Obstructing Justice	B	90Z	All Other
5100-0	Bribery	A	510	Bribery
5200-1	Weapons Offense – Concealed	A	520	Weapon Law Violations
5200-2	Weapons Offense – Explosives	A	520	Weapon Law Violations
5200-3	Weapons Offense – Other	A	520	Weapon Law Violations
5300-1	Disorderly Conduct	B	90C	Disorderly Conduct
5300-2	Public Peace – Other	B	90Z	All Other
5400-1	Hit and Run Motor Vehicle Accident	B	90Z	All Other
5500-0	Health And Safety	B	90Z	All Other
5600-0	Civil Rights	B	90Z	All Other
5700-1	Trespass	B	90J	Trespass of Real Property
5700-2	Invasion of Privacy – Other	B	90Z	All Other
5800-0	Smuggling	B	90Z	All Other
5900-0	Election Laws	B	90Z	All Other
6000-0	Antitrust	B	90Z	All Other
6100-0	Tax/Revenue	B	90Z	All Other
6200-0	Conservation	B	90Z	All Other
6300-0	Vagrancy	B	90B	Curfew/Loitering/Vagrancy
7000-0	Juvenile Runaway	B	90I	Runaway
7300-0	Miscellaneous Criminal Offense	B	90Z	All Other
7500-0	Solicitation	B	90Z	All Other
7700-0	Conspiracy	B	90Z	All Other

MICHIGAN INCIDENT CRIME REPORTING (MICR)

SECTION 6

SCREEN/RECORD FORMATS

**Michigan Department of State Police
Criminal Justice Information Center
Uniform Crime Reporting Section
April 2010 Update**

SCREEN LAYOUT**MSP-CJIC-Applications Development Section**System: **MICR**File ID: **MICR-1**Record Length: **420**Sequence: **Not applicable**

October 1, 2008

Usage Code Legend:

A – Alpha

C – Constant

N – Numeric

X – Alpha/Numeric

SCREEN LAYOUT**MSP-CJIC-Applications Development Section**System: **MICR**File ID: **MICR-3**Record Length: **420**Sequence: **Not applicable**

October 1, 2008

SCREEN LAYOUT**MSP-CJIC-Applications Development Section**System: **MICR**File ID: **MICR-5**Record Length: **420**Sequence: **Not applicable**

October 1, 2008

SCREEN LAYOUT**MSP-CJIC-Applications Development Section**System: **MICR**File ID: **MICR-7**Record Length: **420**Sequence: **Not applicable**

October 1, 2008

SCREEN LAYOUT**MSP-CJIC-Applications Development Section**System: **MICR**File ID: **MICR-9**Record Length: **420**Sequence: **Not applicable**

October 1, 2008

<u>SCREEN LAYOUT</u>		MSP-CJIC-Applications Development Section					
System:	MICR	File ID:	MICR-1	Record Length:	420	Records/Block:	10
Sequence:	Incident Number and Record Type			October 1, 2008			

MICR-1 ORIGINAL INCIDENT REPORT

Element	Description	Usage	From	To	Size
	Message key "MICR."	C	1	5	5
	Form Identification "1."	C	6	7	2
1.	Action	X	8	8	1
2.	ORI Number	X	9	17	9
3.	Original Year	N	18	19	2
4.	Incident Number	N	20	29	10
5.	County	N	30	31	2
6.	City/Township	N	32	33	2
7.	GEOcode	X	34	37	4
8.	Date of Occurrence/Report	N	38	43	6
9.	Occurrence/Report Date Indicator	X	44	44	1
10.	Hour Occurred	X	45	46	2
11.	Exceptional Clearance	N	47	48	2
12.	Exceptional Clearance Date	N	49	54	6
13.	Assist ORI	X	55	63	9
14.	Offense File Class.....(1)	N	64	68	5
15.	Location Site(1)	N	69	70	2
16.	Offense Attempted/Completed.....(1)	X	71	71	1
17.	Offender Suspected of Using(1)	X	72	72	1
17.	Offender Suspected of Using(1)	X	73	73	1
17.	Offender Suspected of Using(1)	X	74	74	1
18.	Suspected Bias Motivation.....(1)	N	75	76	2
19.	Weapon Type.....(1)	X	77	79	3
20.	Activity Type (1)(1)	X	80	80	1
20.	Activity Type (2)(1)	X	81	81	1
20.	Activity Type (3)(1)	X	82	82	1

<u>SCREEN LAYOUT</u>		MSP-CJIC-Applications Development Section					
System:	MICR	File ID:	MICR-1	Record Length:	420	Records/Block:	10
Sequence:	Incident Number and Record Type			October 1, 2008			

MICR-1 ORIGINAL INCIDENT REPORT (Continued)

Element	Description	Usage	From	To	Size
21.	Premises Entered.....(1)	N	83	84	2
14.	Offense File Class.....(2)	N	85	89	5
15.	Location Site(2)	N	90	91	2
16.	Offense Attempted/Completed(2)	X	92	92	1
17.	Offender Suspected of Using(2)	X	93	93	1
17.	Offender Suspected of Using(2)	X	94	94	1
17.	Offender Suspected of Using(2)	X	95	95	1
18.	Suspected Bias Motivation.....(2)	N	96	97	2
19.	Weapon Type.....(2)	X	98	100	3
20.	Activity Type (1)(2)	X	101	101	1
20.	Activity Type (2)(2)	X	102	102	1
20.	Activity Type (3)(2)	X	103	103	1
21.	Premises Entered.....(2)	N	104	105	2
14.	Offense File Class.....(3)	N	106	110	5
15.	Location Site(3)	N	111	112	2
16.	Offense Attempted Completed.....(3)	X	113	113	1
17.	Offender Suspected of Using(3)	X	114	114	1
17.	Offender Suspected of Using(3)	X	115	115	1
17.	Offender Suspected of Using(3)	X	116	116	1
18.	Suspected Bias Motivation.....(3)	N	117	118	2
19.	Weapon Type.....(3)	X	119	121	3
20.	Activity Type (1)(3)	X	122	122	1
20.	Activity Type (2)(3)	X	123	123	1
20.	Activity Type (3)(3)	X	124	124	1

<u>SCREEN LAYOUT</u>		MSP-CJIC-Applications Development Section					
System:	MICR	File ID:	MICR-1	Record Length:	420	Records/Block:	10
Sequence:	Incident Number and Record Type			October 1, 2008			

MICR-1 ORIGINAL INCIDENT REPORT (Continued)

Element	Description	Usage	From	To	Size
21.	Premises Entered.....(3)	N	125	126	2
14.	Offense File Class.....(4)	N	127	131	5
15.	Location Site(4)	N	132	133	2
16.	Attempt/Completed(4)	X	134	134	1
17.	Offender Suspected of Using(4)	X	135	135	1
17.	Offender Suspected of Using(4)	X	136	136	1
17.	Offender Suspected of Using(4)	X	137	137	1
18.	Suspected Bias Motivation.....(4)	N	138	139	2
19.	Weapon Type.....(4)	X	140	142	3
20.	Activity Type (1)(4)	X	143	143	1
20.	Activity Type (2)(4)	X	144	144	1
20.	Activity Type (3)(4)	X	145	145	1
21.	Premises Entered.....(4)	N	146	147	2
OFFENDER					
22.	Offender NumberN	N	148	149	2
23.	Offender Age.....N	N	150	151	2
24.	Offender Race.....X	X	152	152	1
25.	Offender Sex.....X	X	153	153	1
VICTIM					
26.	Victim Number "01"N	N	154	155	2
27.	Victim Connected Offense File Class.....(1)	N	156	160	5
27.	Victim Connected Offense File Class.....(2)	N	161	165	5
27.	Victim Connected Offense File Class.....(3)	N	166	170	5
27.	Victim Connected Offense File Class.....(4)	N	171	175	5
28.	Victim TypeX	X	176	176	1

<u>SCREEN LAYOUT</u>		MSP-CJIC-Applications Development Section					
System:	MICR	File ID:	MICR-1	Record Length:	420	Records/Block:	10
Sequence:	Incident Number and Record Type			October 1, 2008			

MICR-1 ORIGINAL INCIDENT REPORT (Continued)

Element	Description	Usage	From	To	Size
28-A.	Type of Activity-LEOKA (after Element 38)				
28-B.	Type of Assignment-LEOKA (after Element 38)				
28-C.	ORI Other Jurisdiction-LEOKA (after Element 38)				
29.	Victim Age.....X.....		177	178	2
30.	Victim Race.....X.....		179	179	1
31.	Victim Sex.....X.....		180	180	1
32.	Victim Ethnicity.....X.....		181	181	1
33.	Victim Residence.....X.....		182	182	1
34.	Victim Injury.....X.....		183	183	1
35.	Victim Circumstance.....N.....		184	185	2
36.	Justifiable Homicide Circumstance.....N.....		186	186	1
37.	Offender Related Number.....(1).....N.....		187	188	2
38.	Victim to Offender Relationship.....(1).....N.....		189	190	2
37.	Offender Related Number.....(2).....N.....		191	192	2
38.	Victim to Offender Relationship.....(2).....N.....		193	194	2
28-A.	Type of Activity-LEOKA.....N.....		195	196	2
28-B.	Type of Assignment-LEOKA.....N.....		197	197	1
28-C.	ORI Other Jurisdiction-LEOKA.....N.....		198	206	9

ARREST

39.	Arrest Number.....N.....		207	208	2
40.	Arrest Type.....X.....		209	209	1
41.	Arrest Age.....N.....		210	211	2
42.	Arrest Race.....X.....		212	212	1
43.	Arrest Sex.....X.....		213	213	1
44.	Arrest Ethnicity.....X.....		214	214	1

<u>SCREEN LAYOUT</u>		MSP-CJIC-Applications Development Section					
System:	MICR	File ID:	MICR-1	Record Length:	420	Records/Block:	10
Sequence:	Incident Number and Record Type			October 1, 2008			

MICR-1 ORIGINAL INCIDENT REPORT (Continued)

Element	Description	Usage	From	To	Size
45.	Arrest Residence.....	X	215	215	1
46.	Arrest Charge.....	N	216	219	4
47.	Arrest Armed.....(1).....	X	220	222	3
47.	Arrest Armed.....(2).....	X	223	225	3
48.	Date of Arrest.....	N	226	231	6
49.	Multiple Arrest Indicator	X	232	232	1
50.	Disposition of Arrest under 18.....	X	233	233	1
51.	Clearance Indicator.....	X	234	234	1
PROPERTY					
52.	Item Number(1).....	N	235	237	3
53.	Property Loss Type.....(1).....	N	238	238	1
54.	Property Class.....(1).....	N	239	240	2
55.	Property Value(1).....	N	241	249	9
56.	Date Recovered(1).....	N	250	255	6
57.	Number of Stolen/Recovered Vehicles(1).....	N	256	257	2
58.	Suspected Drug Type(1).....	N	258	259	2
59.	Estimated Drug Quantity(1).....	N	260	271	12
60.	Type Drug Measurement(1).....	X	272	273	2
52.	Item Number(2).....	N	274	276	3
53.	Property Loss Type.....(2).....	N	277	277	1
54.	Property Class.....(2).....	N	278	279	2
55.	Property Value(2).....	N	280	288	9
56.	Date Recovered(2).....	N	289	294	6
57.	Number of Stolen/Recovered Vehicles(2).....	N	295	296	2
58.	Suspected Drug Type(2).....	N	297	298	2
59.	Estimated Drug Quantity(2).....	N	299	310	12

<u>SCREEN LAYOUT</u>		MSP-CJIC-Applications Development Section					
System:	MICR	File ID:	MICR-1	Record Length:	420	Records/Block:	10
Sequence:	Incident Number and Record Type				October 1, 2008		

MICR-1 ORIGINAL INCIDENT REPORT (Continued)

Element	Description	Usage	From	To	Size
60.	Type Drug Measurement(2)	X	311	312	2
52.	Item Number(3)	N	313	315	3
53.	Property Loss Type(3)	N	316	316	1
54.	Property Class.....(3)	N	317	318	2
55.	Property Value(3)	N	319	327	9
56.	Date Recovered(3)	N	328	333	6
57.	Number of Stolen/Recovered Vehicles(3)	N	334	335	2
58.	Suspected Drug Type(3)	N	336	337	2
59.	Estimated Drug Quantity(3)	N	338	349	12
60.	Type Drug Measurement(3)	X	350	351	2
52.	Item Number(4)	N	352	354	3
53.	Property Loss Type(4)	N	355	355	1
54.	Property Class.....(4)	N	356	357	2
55.	Property Value(4)	N	358	366	9
56.	Date Recovered(4)	N	367	372	6
57.	Number of Stolen/Recovered Vehicles(4)	N	373	374	2
58.	Suspected Drug Type(4)	N	375	376	2
59.	Estimated Drug Quantity(4)	N	377	388	12
60.	Type Drug Measurement(4)	X	389	390	2
61.	Incident Complete Indicator "Y or N"	X	391	391	1
	Filler		392	420	29

<u>RECORD LAYOUT</u>		MSP-CJIC-Applications Development Section					
System:	MICR	File ID:	MICR-3	Record Length:	420	Records/Block:	10
Sequence:	Incident Number and Record Type			October 1, 2008			

MICR-3 OFFENDER SUPPLEMENT REPORT

Element	Description	Usage	From	To	Size
	Message Key "MICR."	C	1	5	5
	Form Identification "3."	C	6	7	2
1.	Action	X	8	8	1
2.	ORI Number	X	9	17	9
3.	Original Year	N	18	19	2
4.	Incident Number	N	20	29	10
OFFENDER (Size 6 – Occurs 20 times)					
22.	Offender Number	N	30	31	2
23.	Offender Age.....	N	32	33	2
24.	Offender Race.....	X	34	34	1
25.	Offender Sex.....	X	35	35	1
--18 OFFENDERS--			36	143	108
22.	Offender Number	N	144	145	2
23.	Offender Age.....	N	146	147	2
24.	Offender Race.....	X	148	148	1
25.	Offender Sex.....	X	149	149	1
61.	Incident Complete Indicator "Y or N"	X	150	150	1
	Filler		151	420	270

<u>RECORD LAYOUT</u>		MSP-CJIC-Applications Development Section					
System:	MICR	File ID:	MICR-5	Record Length:	420	Records/Block:	10
Sequence:	Incident Number and Record Type			October 1, 2008			

MICR-5 VICTIM SUPPLEMENT REPORT

Element	Description	Usage	From	To	Size
	Message Key "MICR."	C	1	5	5
	Form Identification "5."	C	6	7	2
1.	Action	X	8	8	1
2.	ORI Number	X	9	17	9
3.	Original Year	N	18	19	2
4.	Incident Number	N	20	29	10

VICTIM (Size 53 – Occurs 5 times)

26.	Victim Number	N	30	31	2
27.	Victim Connected Offense File Class (1)	N	32	36	5
27.	Victim Connected Offense File Class (2)	N	37	41	5
27.	Victim Connected Offense File Class (3)	N	42	46	5
27.	Victim Connected Offense File Class (4)	N	47	51	5
28.	Victim Type	X	52	52	1

28A. Type of Activity – LEOKA

28B. Type of Assignment – LEOKA

28C. ORI Other Jurisdiction – LEOKA

29.	Victim Age	X	53	54	2
30.	Victim Race	X	55	55	1
31.	Victim Sex	X	56	56	1
32.	Victim Ethnicity	X	57	57	1
33.	Victim Residence	X	58	58	1
34.	Victim Injury	X	59	59	1
35.	Victim Circumstance	N	60	61	2
36.	Justifiable Homicide Circumstance	N	62	62	1
37.	Offender Related Number	N	63	64	2

<u>RECORD LAYOUT</u>		MSP-CJIC-Applications Development Section					
System:	MICR	File ID:	MICR-5	Record Length:	420	Records/Block:	10
Sequence:	Incident Number and Record Type			October 1, 2008			

MICR-5 VICTIM SUPPLEMENT REPORT (Continued)

Element	Description	Usage	From	To	Size
38.	Victim to Offender Relationship.....(1)	N	65	66	2
37.	Offender Related Number.....(2)	N	67	68	2
38.	Victim to Offender Relationship.....(2)	N	69	70	2
	--3 VICTIMS--	X	83	241	159
26.	Victim Number.....	N	242	243	2
27.	Victim Connected Offense File Class (1)	N	244	248	5
27.	Victim Connected Offense File Class (2)	N	249	253	5
27.	Victim Connected Offense File Class (3)	N	254	258	5
27.	Victim Connected Offense File Class (4)	N	259	263	5
28.	Victim Type	X	264	264	1
28A.	Type of Activity – LEOKA				
28B.	Type of Assignment – LEOKA				
28C.	ORI Other Jurisdiction – LEOKA				
29.	Victim Age.....	X	265	266	2
30.	Victim Race.....	X	267	267	1
31.	Victim Sex.....	X	268	268	1
32.	Victim Ethnicity.....	X	269	269	1
33.	Victim Residence	X	270	270	1
34.	Victim Injury.....	X	271	271	1
35.	Victim Circumstance	N	272	273	2
36.	Justifiable Homicide Circumstance	N	274	274	1
37.	Offender Related Number.....(1)	N	275	276	2
38.	Victim to Offender Relationship.....(1)	N	277	278	2
37.	Offender Related Number.....(2)	N	279	280	2
38.	Victim to Offender Relationship.....(2)	N	281	282	2

<u>RECORD LAYOUT</u>		MSP-CJIC-Applications Development Section					
System:	MICR	File ID:	MICR-5	Record Length:	420	Records/Block:	10
Sequence:	Incident Number and Record Type			October 1, 2008			

MICR-5 VICTIM SUPPLEMENT REPORT (Continued)

Element	Description	Usage	From	To	Size
28A.	Type of Activity-LEOKA.....	N	71	72	2
28B.	Type of Assignment-LEOKA	N	73	73	1
28C.	ORI Other Jurisdiction-LEOKA	N	74	82	9
61.	Incident Complete Indicator "Y or N"	X	295	295	1
	Filler		296	420	125

<u>RECORD LAYOUT</u>		MSP-CJIC-Applications Development Section					
System:	MICR	File ID:	MICR-7	Record Length:	420	Records/Block:	10
Sequence:	Incident Number and Record Type			October 1, 2008			

MICR-7 ARREST SUPPLEMENT REPORT

Element	Description	Usage	From	To	Size
	Message Key "MICR."	C	1	5	5
	Form Identification "7."	C	6	7	2
1.	Action	X	8	8	1
2.	ORI Number	X	9	17	9
3.	Original Year	N	18	19	2
4.	Incident Number	N	20	29	10

ARREST (Size 28 – Occurs 7 times)

39.	Arrest Number	N	30	31	2
40.	Arrest Type	X	32	32	1
41.	Arrest Age	N	33	34	2
42.	Arrest Race	X	35	35	1
43.	Arrest Sex	X	36	36	1
44.	Arrest Ethnicity	X	37	37	1
45.	Arrest Residence	X	38	38	1
46.	Arrest Charge	N	39	42	4
47.	Arrest Armed (1)	X	43	45	3
47.	Arrest Armed (2)	X	46	48	3
48.	Date of Arrest	N	49	54	6
49.	Multiple Arrest Indicator	X	55	55	1
50.	Disposition of Arrest under 18	X	56	56	1
51.	Clearance Indicator	X	57	57	1

--5 ARRESTS--

39.	Arrest Number	N	198	199	2
40.	Arrest Type	X	200	200	1

<u>RECORD LAYOUT</u>		MSP-CJIC-Applications Development Section					
System:	MICR	File ID:	MICR-7	Record Length:	420	Records/Block:	10
Sequence:	Incident Number and Record Type			October 1, 2008			

MICR-7 ARREST SUPPLEMENT REPORT (Continued)

Element	Description	Usage	From	To	Size
41.	Arrest Age	N	201	202	2
42.	Arrest Race	X	203	203	1
43.	Arrest Sex	X	204	204	1
44.	Arrest Ethnicity	X	205	205	1
45.	Arrest Residence.....	X	206	206	1
46.	Arrest Charge.....	N	207	210	4
47.	Arrest Armed (1).....	X	211	213	3
47.	Arrest Armed (2).....	X	214	216	3
48.	Date of Arrest	N	217	222	6
49.	Multiple Arrest Indicator	X	223	223	1
50.	Disposition of Arrest under 18.....	X	224	224	1
51.	Clearance Indicator	X	225	225	1
61.	Incident Complete Indicator "Y or N"	X	226	226	1
	Filler		227	420	194

<u>RECORD LAYOUT</u>		MSP-CJIC-Applications Development Section					
System:	MICR	File ID:	MICR-9	Record Length:	420	Records/Block:	10
Sequence:	Incident Number and Record Type			October 1, 2008			

MICR-9 PROPERTY SUPPLEMENT REPORT

Element	Description	Usage	From	To	Size
	Message Key "MICR."	C	1	5	5
	Form Identification "9."	C	6	7	2
1.	Action	X	8	8	1
2.	ORI Number	X	9	17	9
3.	Original Year	N	18	19	2
4.	Incident Number	N	20	29	10

PROPERTY (Size 39 – Occurs 10 times)

52.	Item Number(1)	N	30	32	3
53.	Property Loss Type.....(1)	N	33	33	1
54.	Property Class.....(1)	N	34	35	2
55.	Property Value(1)	N	36	44	9
56.	Date Recovered(1)	N	45	50	6
57.	Number of Stolen/Recovered Vehicles(1)	N	51	52	2
58.	Suspected Drug Type(1)	N	53	54	2
59.	Estimated Drug Quantity.....(1)	N	55	66	12
60.	Type Drug Measurement(1)	X	67	68	2

--8 PROPERTY ITEMS--

69 380 312

52.	Item Number(10)	N	381	383	3
53.	Property Loss Type.....(10)	N	384	384	1
54.	Property Class.....(10)	N	385	386	2
55.	Property Value(10)	N	387	395	9
56.	Date Recovered(10)	N	396	401	6
57.	Number of Stolen/Recovered Vehicles(10)	N	402	403	2
58.	Suspected Drug Type(10)	N	404	405	2

<u>RECORD LAYOUT</u>		MSP-CJIC-Applications Development Section					
System:	MICR	File ID:	MICR-9	Record Length:	420	Records/Block:	10
Sequence:	Incident Number and Record Type				October 1, 2008		

MICR-9 PROPERTY SUPPLEMENT REPORT (Continued)

Element	Description	Usage	From	To	Size
59.	Estimated Drug Quantity(10)	N	406	417	12
60.	Type of Drug Measurement(10)	N	418	419	2
61.	Incident Complete Indicator "Y or N"	X	420	420	1

MICHIGAN INCIDENT CRIME REPORTING (MICR)

SECTION 7

CITY/TOWNSHIP CODES

**Michigan Department of State Police
Criminal Justice Information Center
Uniform Crime Reporting Section
March 2011 Update**

County/City/Township Code Listing

<u>01 – Alcona County</u>			<u>02 – Alger County – Cont.</u>		
<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>	<u>County</u>	<u>Unincorporated Area</u>	<u>Other Venue</u>
01	01 Alcona Twp		02	01 Au Train	
01	02 Caledonia Twp		02	01 Christmas	
01	03 Curtis Twp		02	08 Eben Junction	
01	04 Greenbush Twp		02	01 Forest Lake	
01	05 Gustin Twp		02	02 Grand Marais	
01	06 Harrisville Twp		02	04 Limestone	
01	07 Hawes Twp		02	06 Melstrand	
01	08 Haynes Twp		02	08 Rumely	
01	09 Mikado Twp		02	06 Shingleton	
01	10 Millen Twp		02	04 Traunik	
01	11 Mitchell Twp		02	05 Trenary	
01	29 Harrisville		02	06 Wetmore	
01	30 Lincoln				
<u>Unincorporated Area</u>			<u>02 – Allegan County</u>		
<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>	<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
01	07 Barton City		03	01 Allegan Twp	
01	01 Black River		03	02 Casco Twp	
01	11 Curran		03	03 Cheshire Twp	
01	03 Glennie		03	04 Clyde Twp	
01	02 Spruce		03	05 Dorr Twp	
			03	06 Fillmore Twp	
			03	07 Ganges Twp	
			03	08 Gunplain Twp	
			03	09 Heath Twp	
			03	10 Hopkins Twp	
			03	11 Laketown Twp	
			03	12 Lee Twp	
			03	13 Leighton Twp	
			03	14 Manlius Twp	
			03	15 Martin Twp	
			03	16 Monterey Twp	
			03	17 Otsego Twp	
			03	18 Overisel Twp	
			03	19 Salem Twp	
			03	20 Saugatuck Twp	
			03	21 Trowbridge Twp	
			03	22 Valley Twp	
<u>02 – Alger County</u>					
<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>			
02	01 Au Train Twp				
02	02 Burt Twp				
02	03 Grand Island Twp				
02	04 Limestone Twp				
02	05 Mathias Twp				
02	06 Munising Twp				
02	07 Onota Twp				
02	08 Rock River Twp				
02	29 Chatham				
02	46 Munising				
<u>Other</u>					
02	10 Alger Co Max Corr Fac				
02	09 Camp Cusino				

County/City/Township Code Listing – Cont.

<u>02 – Allegan County – Cont.</u>			<u>04 – Alpena County – Cont.</u>		
<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>	<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
03	23 Watson Twp		04	06 Sanborn Twp	
03	24 Wayland Twp		04	07 Wellington Twp	
03	46 Allegan		04	08 Wilson Twp	
03	29 Douglas		04	66 Alpena	
03	30 Fennville				
03	80 Holland	70/80			<u>Other</u>
03	31 Hopkins		04	61 Alpena Com Col	
03	32 Martin				
03	47 Otsego				<u>Unincorporated Area</u>
03	48 Plainwell		04	04 Bolton	
03	39 Saugatuck		04	05 Hubbard Lake	
03	60 South Haven	80/60	04	03 Lachine	
03	40 Wayland				
					<u>05 – Antrim County</u>
	<u>Other</u>		<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
03	25 Mich Dunes Corr Fac		05	01 Banks Twp	
			05	02 Central Lake Twp	
	<u>Unincorporated Area</u>		05	03 Chestonia Twp	
03	24 Bradley		05	04 Custer Twp	
03	19 Burnips		05	05 Echo Twp	
03	07 Glenn		05	06 Elk Rapids Twp	
03	09 Hamilton		05	07 Forest Home Twp	
03	15 Hooper		05	08 Helena Twp	
03	05 Moline		05	09 Jordan Twp	
03	14 New Richmond		05	10 Kearney Twp	
03	18 Overisel		05	11 Mancelona Twp	
03	04 Pearl		05	12 Milton Twp	
03	12 Pullman		05	13 Star Twp	
03	15 Shelbyville		05	14 Torch Lake Twp	
			05	15 Warner Twp	
			05	29 Bellaire	
	<u>04 – Alpena County</u>		05	30 Central Lake	
<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>	05	39 Elk Rapids	
04	01 Allegan Twp		05	31 Ellsworth	
04	02 Green Twp		05	40 Mancelona	
04	03 Long Rapids Twp				
04	04 Maple Ridge Twp				
04	05 Ossineke Twp				

County/City/Township Code Listing – Cont.

<u>05 – Antrim County</u>			<u>07 – Baraga County</u>		
<u>County</u>	<u>Unincorporated Area</u>	<u>Other Venue</u>	<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
05	03 Alba		07	01 Arvon Twp	
05	08 Alden		07	02 Baraga Twp	
05	11 Antrim		07	03 Covington Twp	
05	01 Atwood		07	04 L'Anse Twp	
05	08 Clam Lake		07	05 Spurr Twp	
05	14 East Port		07	39 Baraga	
05	15 Elmira	69/06	07	46 L'Anse	
05	12 Kewadin				
				<u>Other</u>	
			07	06 Camp Baraga	
<u>06 – Arenac County</u>			<u>08 – Barry County</u>		
<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>	<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
06	01 Adams Twp			<u>Unincorporated Area</u>	
06	02 Arenac Twp		07	04 Aura	
06	03 Au Gres Twp		07	05 Imperial Mine	
06	04 Clayton Twp		07	02 Keweenaw Bay	
06	05 Deep River Twp		07	02 Pelkie	
06	06 Lincoln Twp		07	04 Pequaming	
06	07 Mason Twp		07	01 Skanee	
06	08 Moffatt Twp		07	03 Watton	
06	09 Sims Twp				
06	10 Standish Twp				
06	11 Turner Twp				
06	12 Whitney Twp				
06	29 Au Gres				
06	30 Omer				
06	39 Standish				
06	31 Sterling				
06	32 Turner				
06	33 Twining				
				<u>Other</u>	
06	13 Standish Max Corr Fac				
	<u>Unincorporated Area</u>				
06	08 Alger		08	01 Assyria Twp	
06	07 Maple Rapids		08	02 Baltimore Twp	
06	10 Saganing		08	03 Barry Twp	
			08	04 Carlton Twp	
			08	05 Castleton Twp	
			08	06 Hastings Twp	
			08	07 Hope Twp	
			08	08 Irving Twp	
			08	09 Johnstown Twp	
			08	10 Maple Grove Twp	
			08	11 Orangeville Twp	
			08	12 Prairieville Twp	
			08	13 Rutland Twp	
			08	14 Thornapple Twp	
			08	15 Woodland Twp	

County/City/Township Code Listing – Cont.

<u>08 – Barry County – Cont.</u>			<u>09 – Bay County – Cont.</u>		
<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>	<u>County</u>	<u>Other</u>	<u>Other Venue</u>
08	16	Yankee Springs Twp	09	60	Delta Col
08	29	Freeport	09	48	Saginaw Valley St. 56/48
08	60	Hastings			University 73/48
08	39	Middleville			
08	40	Nashville			
08	30	Woodland			
	<u>Unincorporated Area</u>			<u>Unincorporated Area</u>	
08	09	Banfield	09	06	Bentley
08	07	Cloverland	09	02	Duell
08	03	Delton	09	14	Fisherville
08	02	Dowline	09	10	Kawkawlin
08	03	Hickory Corners	09	04	Linwood
			09	09	Munger
				<u>10 – Benzie County</u>	
	<u>09 – Bay County</u>		<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>	10	01	Almira Twp
09	01	Bangor Twp	10	02	Benzonia Twp
09	02	Beaver Twp	10	03	Blaine Twp
09	03	Frankenlust Twp	10	04	Colfax Twp
09	04	Fraser Twp	10	05	Crystal Lake Twp
09	05	Garfield Twp	10	06	Gilmore Twp
09	06	Gibson Twp	10	07	Homestead Twp
09	07	Hampton Twp	10	08	Inland Twp
09	08	Kawkawlin Twp	10	09	Joyfield Twp
09	09	Merritt Twp	10	10	Lake Twp
09	10	Monitor Twp	10	11	Platte Twp
09	11	Mt. Forest Twp	10	12	Weldon Twp
09	12	Pinconning Twp	10	29	Benzonia
09	13	Portsmouth Twp	10	30	Beulah
09	14	Williams Twp	10	31	Elberta
09	39	Auburn	10	39	Frankford
09	80	Bay City	10	32	Honor
09	46	Essexville	10	33	Lake Ann
09	81	Midland	10	34	Thompsonville
09	40	Pinconning			
		56/80		<u>Unincorporated Area</u>	
			10	08	Bendon

County/City/Township Code Listing – Cont.

<u>11 – Berrien County</u>			<u>11 – Berrien County – Cont.</u>		
<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>	<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
11	01 Bainbridge Twp		11	43 Three Oaks	
11	02 Baroda Twp		11	44 Watervliet	
11	03 Benton Twp				
11	04 Berrien Twp			<u>Other</u>	
11	05 Bertrand Twp		11	61 Andrews Univ	
11	06 Buchanan Twp		11	62 Lake Mich. Col	
11	07 Chikaming Twp				
11	08 Coloma Twp			<u>Unincorporated Area</u>	
11	09 Galien Twp		11	04 Berrien Center	
11	10 Hager Twp		11	05 Dayton	
11	11 Lake Twp		11	03 Euclid Center	
11	12 Lincoln Twp		11	22 Glendora	
11	13 New Buffalo Twp		11	07 Harbert	
11	14 Niles Twp		11	07 Lakeside	
11	15 Oronoka Twp		11	03 Millburg	
11	16 Pipestone Twp		11	22 New Troy	
11	17 Royalton Twp		11	10 Riverside	
11	18 St. Joseph Twp		11	07 Sawyer	
11	19 Sodus Twp		11	19 Scottsville	
11	20 Three Oaks Twp		11	07 Union Pier	
11	21 Watervliet Twp				
11	22 Weesaw Twp				
11	29 Baroda		<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
11	66 Benton Harbor		12	01 Alganssee Twp	
11	39 Berrien Springs		12	02 Batavia Twp	
11	40 Bridgman		12	03 Bethel Twp	
11	46 Buchanan		12	04 Bronson Twp	
11	41 Coloma		12	05 Butler Twp	
11	30 Eau Claire		12	06 California Twp	
11	31 Galien		12	07 Coldwater Twp	
11	32 Grand Beach		12	08 Gilead Twp	
11	33 Michiana		12	09 Girard Twp	
11	47 New Buffalo		12	10 Kinderhook Twp	
11	67 Niles	14/67	12	11 Matteson Twp	
11	34 Shoreham		12	12 Noble Twp	
11	68 St. Joseph		12	13 Ovid Twp	
11	42 Stevensville		12	14 Quincy Twp	

County/City/Township Code Listing – Cont.

<u>14 – Cass County – Cont.</u>			<u>16 – Cheboygan County</u>		
<u>County</u>	<u>Other</u>	<u>Other Venue</u>			
14	61 Southwest Mich Col		16	01 Aloha Twp	
			16	02 Beaugrand Twp	
			16	03 Benton Twp	
			16	04 Burt Twp	
			16	05 Ellis Twp	
			16	06 Forest Twp	
			16	07 Grant Twp	
			16	08 Hebron Twp	
			16	09 Inverness Twp	
			16	10 Koehler Twp	
			16	12 Mackinaw Twp	
			16	13 Mentor Twp	
			16	14 Mullett Twp	
			16	15 Munro Twp	
			16	16 Nunda Twp	
			16	17 Tuscarora Twp	
			16	18 Walker Twp	
			16	19 Waverly Twp	
			16	20 Wilmot Twp	
			16	60 Cheboygan	
			16	29 Mackinaw City	24/30
			16	30 Wolverine	
				<u>Unincorporated Area</u>	
			16	05 Afton	
			16	17 Indian River	
			16	09 Mullet Lake	
			16	14 Topinabee	
			16	06 Tower	
				<u>17 – Chippewa County</u>	
			<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
			17	01 Bay Mills Twp	
			17	02 Bruce Twp	
			17	03 Chippewa Twp	
			17	04 Dafter Twp	
			17	05 Detour Twp	
			17	06 Drummond Twp	
				<u>Unincorporated Area</u>	
15	06 Advance				
15	08 Lake Louise				
15	10 Walloon Lake				

County/City/Township Code Listing – Cont.

<u>17 – Chippewa County – Cont.</u>			<u>17 – Chippewa County – Cont.</u>		
<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>	<u>County</u>	<u>Unincorporated Area</u>	<u>Other Venue</u>
17	07 Hulbert Twp		17	03 Strongs	
17	08 Kinross Twp		17	15 Trout Lake	
17	09 Pickford Twp				
17	10 Raber Twp				
17	11 Rodyard Twp				
17	12 Soo Twp				
17	13 Sugar Island Twp				
17	14 Superior Twp				
17	15 Trout Lake Twp				
17	16 Whitefish Twp				
17	29 Detour				
17	66 Sault Ste. Marie				
	<u>Other</u>				
17	21 Camp Chippewa				
17	22 Camp Koehler				
17	20 Chippewa Reg Fac				
17	17 Chippewa Temp Fac				
17	19 Hiawath Temp Fac				
17	18 Kinross Corr Fac				
17	39 Lake Superior St. Univ				
	<u>Unincorporated Area</u>				
17	13 Baie De Wassi				
17	02 Barbeau				
17	14 Brimley				
17	14 Eckerman				
17	16 Emerson				
17	10 Gatesville				
17	08 Kincheloe Air Base				
17	12 Neebish Island				
17	16 Paradise				
17	09 Pickford				
17	14 Roco				
17	11 Rudyard				
17	16 Shell Drake				
17	10 Stalwart				
			<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
			18	01 Arthur Twp	
			18	02 Franlin Twp	
			18	03 Freeman Twp	
			18	04 Frost Twp	
			18	05 Garfield Twp	
			18	06 Grant Twp	
			18	07 Greenwood Twp	
			18	08 Hamilton Twp	
			18	09 Hatton Twp	
			18	10 Hayes Twp	
			18	11 Lincoln Twp	
			18	12 Redding Twp	
			18	13 Sheridan Twp	
			18	14 Summerfield Twp	
			18	15 Surrey Twp	
			18	16 Winterfield Twp	
			18	46 Clare Twp	37/46
			18	30 Farwell Twp	
			18	39 Harrison Twp	
				<u>Other</u>	
			18	61 Mid Mich. Com Col	
				<u>Unincorporated Area</u>	
			18	05 Lake	
			18	11 Lake George	23/63
			18	05 Lake Station	
			18	12 Temple	

County/City/Township Code Listing – Cont.

25 – Genesee County – Cont.

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
25	31 Otter Lake	43/34
25	47 Swartz Creek	
<u>Other</u>		
25	64 Baker Col of Flint	
25	67 Bishop Int Airport	
25	65 GMI Eng & Mgt Inst	
25	66 Mott Com Col	
25	90 U of M – Flint	

Unincorporated Area

25	11 Horton
25	18 Pine Run
25	15 Rankin
25	12 Whigville

26 – Gladwin County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
26	01 Beaverton Twp	
26	02 Bentley Twp	
26	03 Billings Twp	
26	04 Bourret Twp	
26	05 Buckeye Twp	
26	06 Butman Twp	
26	07 Clement Twp	
26	08 Gladwin Twp	
26	09 Grim Twp	
26	10 Grout Twp	
26	11 Hay Twp	
26	12 Sage Twp	
26	13 Secord Twp	
26	15 Sherman Twp	
26	16 Tobacco Twp	
26	29 Beaverton	
26	39 Gladwin	

26 – Gladwin County – Cont.

<u>County</u>	<u>Unincorporated Area</u>	<u>Other Venue</u>
26	15 Meredith	
26	02 Rhodes	
26	15 Skeels	
26	11 Wooden Shoe	

27 – Gogebic County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
27	01 Bessemer Twp	
27	03 Erwin Twp	
27	04 Ironwood Twp	
27	05 Marenisco Twp	
27	06 Wakefield Twp	
27	07 Watersmeet Twp	
27	46 Bessemer	
27	60 Ironwood	
27	47 Wakefield	

Other

27	08 Camp Ojibway
27	62 Gogebic Com Col

Unincorporated Area

27	05 Marenisco
27	01 Ramsay
27	06 Thomaston
27	06 Verona
27	07 Watersmeet

28 – Grand Traverse County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
28	01 Acme Twp	
28	02 Blair Twp	
28	03 East Bay Twp	
28	04 Fife Lake Twp	
28	05 Garfield Twp	
28	06 Grant Twp	
28	07 Green Lake Twp	

County/City/Township Code Listing – Cont.

28 – Grand Traverse County – Cont.

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
28	08 Long Lake Twp	
28	09 Mayfield Twp	
28	11 Paradise Twp	
28	10 Peninsula Twp	
28	12 Union Twp	
28	13 White Water Twp	
28	29 Fife Lake	
28	30 Kingsley	
28	66 Traverse City	45/66
	<u>Other</u>	
28	14 Camp Pugsley	
28	61 Northwestern Mich Col	

Unincorporated Area

28	02 Grawn
28	09 Hannah
28	07 Interlochen
28	13 Williamsburg

29 – Gratiot County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
29	01 Arcada Twp	
29	02 Bethany Twp	
29	03 Elba Twp	
29	04 Emerson Twp	
29	05 Fulton Twp	
29	06 Hamilton Twp	
29	07 Lafayette Twp	
29	08 Newark Twp	
29	09 New Haven Twp	
29	10 North Shade Twp	
29	11 North Star Twp	
29	12 Pine River Twp	
29	13 Seville Twp	
29	14 Sumner Twp	
29	15 Washington Twp	

29 – Gratiot County – Cont.

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
29	16 Wheeler	
29	60 Alma	
29	29 Ashley	
29	39 Breckenridge	
29	46 Ithaca	
29	30 Perrinton	
29	47 St. Louis	
	<u>Other</u>	
29	61 Alma College	
29	17 Mid MI Temp Corr Fac	

Unincorporated Area

29	03 Banniste
29	14 Elm Hall
29	13 Elwell
29	12 Forest Hill
29	05 Middleton
29	05 Pompeii
29	13 Riverdale

30 – Hillsdale County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
30	01 Adams Twp	
30	02 Allen Twp	
30	03 Amboy Twp	
30	04 Cambria Twp	
30	05 Camden Twp	
30	06 Fayette Twp	
30	07 Hillsdale Twp	
30	08 Jefferson Twp	
30	09 Litchfield Twp	
30	10 Moscow Twp	
30	11 Pittsford Twp	
30	12 Ransom Twp	
30	13 Reading Twp	
30	14 Scipio Twp	

County/City/Township Code Listing – Cont.

<u>30 – Hillsdale County – Cont.</u>			<u>31 – Houghton County – Cont.</u>		
<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>	<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
30	15 Somerset Twp		31	10 Portage Twp	
30	16 Wheatland Twp		31	11 Quincy Twp	
30	17 Woodbridge Twp		31	13 Schoolcraft Twp	
30	18 Wright Twp		31	12 Stanton Twp	
30	29 Allen		31	14 Torch Lake Twp	
30	30 Camden		31	39 Calumet	
30	60 Hillsdale		31	29 Copper City	
30	39 Jonesville		31	46 Hancock	
30	40 Litchfield		31	60 Houghton	
30	31 Montgomery		31	40 Lake Linden	
30	32 North Adams		31	47 Laurium	
30	41 Reading		31	30 South Range	
30	33 Waldron				
				<u>Other</u>	
	<u>Other</u>		31	15 Camp Kitwen	
30	61 Hillsdale Col		31	61 MI Tech Univ	
			31	62 Suomi College	
	<u>Unincorporated Area</u>			<u>Unincorporated Area</u>	
30	04 Bankers			08 Alston	
30	17 Frontier		31	01 Atlantic	
30	15 Jerome		31	10 Dodgeville	
30	14 Mosherville		31	09 Dollar Bay	
30	08 Osseo		31	06 Franklin Mine	
30	11 Pittsford		31	09 Hubbell	
30	18 Prattville		31	10 Hurontown	
			31	02 Kearsarge	
	<u>31 – Houghton County</u>		31	04 Kenton	
<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>	31	08 Nisula	
31	01 Adams Twp		31	06 Paavola	
31	02 Calumet Twp		31	01 Painesdale	
31	03 Chassell Twp		31	14 Rabbit Bay	
31	04 Duncan Twp		31	10 Ripley	
31	05 Elm River Twp		31	04 Sidnaw	
31	06 Franklin Twp		31	09 Tamarack	
31	07 Hancock Twp		31	01 Tri-Mountain	
31	08 Laird Twp				
31	09 Osceola Twp				

County/City/Township Code Listing – Cont.

33 – Ingham – Cont.

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
33	60 Mason	
33	40 Stockbridge	
33	41 Webberville	
33	46 Williamston	
<u>Other</u>		
33	61 Great Lakes Bible Col	
33	63 Lansing Com Col	19/63 23/63
33	89 MI State Univ	
33	62 Thomas M. Cooley Law	

Unincorporated Area

33	03 Fitchburg	
33	10 Haslett	
33	04 Holt	
33	10 Okemos	
33	10 Towar Gardens	

34 – Ionia County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
34	01 Berlin Twp	
34	02 Boston Twp	
34	03 Campbell Twp	
34	04 Danby Twp	
34	05 Easton Twp	
34	06 Ionia Twp	
34	07 Keene Twp	
34	08 Lyons Twp	
34	09 North Plains Twp	
34	10 Odessa Twp	
34	11 Orange Twp	
34	12 Orleans Twp	
34	13 Otisco Twp	
34	14 Portland Twp	
34	15 Ronald Twp	
34	16 Sebewa Twp	

34 – Ionia County – Cont.

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
34	60 Belding	
34	29 Clarksville	
34	30 Hubbardston	19/31
34	61 Ionia	
34	39 Lake Odessa	
34	31 Lyons	
34	32 Muir	
34	33 Pewamo	
34	46 Portland	
34	40 Saranac	

Other

34	17 Handlon MI Trn Unit	
34	18 Ionia Max Fac	
34	19 Ionia Temp Fac	
34	20 MI Reformatory	
34	21 Riverside Corr Fac	
34	22 Riverside Rec Center	

Unincorporated Area

34	13 Cooks Corners	
34	09 Matherton	
34	12 Orleans	
34	15 Palo	
34	13 Smyrna	

35 – Iosco County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
35	01 Alabaster Twp	
35	02 Au Sable Twp	
35	03 Baldwin Twp	
35	04 Burleigh Twp	
35	05 Grant Twp	
35	06 Oscoda Twp	
35	07 Plainfield Twp	
35	08 Reno Twp	
35	09 Sherman Twp	

County/City/Township Code Listing – Cont.

39 – Kalamazoo County – Cont.

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
39	80 Portage	
39	30 Richland	
39	42 Schoolcraft	
39	43 Vicksburg	
<u>Other</u>		
39	61 Kalamazoo Col	
39	63 K'zoo Valley Com Col	
39	62 Nazareth Col	
39	70 Western MI Univ	
<u>Unincorporated Area</u>		
39	15 Fulton	
39	04 Scotts	

40 – Kalkaska County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
40	13 Bear Lake Twp	
40	01 Blue Lake Twp	
40	02 Boardman Twp	
40	03 Clearwater Twp	
40	04 Cold Springs Twp	
40	05 Excelsior Twp	
40	06 Garfield Twp	
40	07 Kalkaska Twp	
40	08 Oliver Twp	
40	09 Orange Twp	
40	10 Rapid River Twp	
40	11 Springfield Twp	
40	39 Kalkaska	
<u>Unincorporated Area</u>		
40	03 Bear Lake	
40	03 Rapid City	

41 – Kent County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
41	01 Ada Twp	
41	02 Algoma Twp	
41	03 Alpine Twp	
41	04 Bowne Twp	
41	05 Byron Twp	
41	07 Caledonia Twp	
41	06 Cannon Twp	
41	08 Cascade Twp	
41	09 Courtland Twp	
41	10 Gaines Twp	
41	11 Grand Rapids Twp	
41	12 Grattan Twp	
41	13 Lowell Twp	
41	14 Nelson Twp	
41	15 Oakfield Twp	
41	17 Plainfield Twp	
41	16 Gerald R. Ford Int'l Airport	
41	18 Solon Twp	
41	19 Sparta Twp	
41	20 Spencer Twp	
41	21 Tyrone Twp	
41	22 Vergennes Twp	
41	29 Caledonia	
41	30 Casnovia	61/29
41	39 Cedar Springs	
41	66 E. Grand Rapids	
41	95 Grand Rapids	
41	67 Grandville	
41	31 Kent City	
41	68 Kentwood	
41	46 Lowell	
41	60 Rockford	
41	32 Sand Lake	
41	47 Sparta	
41	69 Walker	
41	89 Wyoming	
41	18 Solon Twp	

County/City/Township Code Listing – Cont.

<u>44 – Lapeer County – Cont.</u>			<u>45 – Leelanau County – Cont.</u>		
<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>	<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
44	09 Goodland Twp		45	09 Leland Twp	
44	10 Hadley Twp		45	10 Solon Twp	
44	11 Imlay Twp		45	11 Suttons Bay Twp	
44	12 Lapeer Twp		45	29 Empire	
44	13 Marathon Twp		45	32 Leland	
44	14 Mayfield Twp		45	30 Northport	
44	15 Metamora Twp		45	31 Suttons Bay	
44	16 North Branch Twp		45	66 Traverse City	28/66
44	17 Oregon Twp				
44	18 Rich Twp				
44	39 Almont		45		
44	41 Brown City	76/39	45		
44	29 Clifford		45		
44	30 Columbiaville		45		
44	31 Dryden		45		
44	40 Imlay City		45		
44	60 Lapeer		45		
44	32 Metamora		45		
44	33 North Branch				
44	34 Otter Lake	25/31			
	<u>Other</u>				
44	19 Thumb Regional Fac				
	<u>Unincorporated Area</u>				
44	15 Thornville				
	<u>45 – Leelanau County</u>				
<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>	<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
45	01 Bingham Twp		46	01 Adrian Twp	
45	02 Centerville Twp		46	02 Blissfield Twp	
45	03 Cleveland Twp		46	03 Cambridge Twp	
45	04 Elmwood Twp		46	04 Clinton Twp	
45	05 Empire Twp		46	05 Deerfield Twp	
45	06 Glen Arbor Twp		46	06 Dover Twp	
45	07 Kasson Twp		46	07 Fairfield Twp	
45	08 Leelanau Twp		46	08 Franklin Twp	
			46	09 Hudson Twp	
			46	10 Macon Twp	
			46	11 Madison Twp	
			46	12 Medina Twp	
			46	13 Ogden Twp	
			46	14 Palmyra Twp	
			46	15 Raisin Twp	
			46	16 Ridgeway Twp	

County/City/Township Code Listing – Cont.

<u>46 – Lenawee County – Cont.</u>			<u>47 – Livingston County</u>		
<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>	<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
46	17 Riga Twp		47	01 Brighton Twp	
46	18 Rollin Twp		47	02 Cohoctah Twp	
46	19 Rome Twp		47	03 Conway Twp	
46	20 Seneca Twp		47	04 Deerfield Twp	
46	21 Tecumseh Twp		47	05 Genoa Twp	
46	22 Woodstock Twp		47	06 Green Oak Twp	
46	29 Addison		47	07 Hamburg Twp	
46	66 Adrian		47	08 Handy Twp	
46	46 Blissfield		47	09 Hartland Twp	
46	30 Britton		47	10 Howell Twp	
46	31 Cement City	38/29	47	11 Iosco Twp	
46	32 Clayton		47	12 Marion Twp	
46	39 Clinton		47	13 Osceola Twp	
46	33 Deerfield		47	14 Putnam Twp	
46	47 Hudson		47	15 Tyrone Twp	
46	40 Morenci		47	16 Unadilla Twp	
46	34 Onsted		47	39 Brighton	
46	60 Tecumseh		47	40 Fowlerville	
			47	60 Howell	
			47	29 Pinckney	
	<u>Other</u>			<u>Other</u>	
46	61 Adrian Col				
46	23 Adrian Temp Fac				
46	24 Gus Harrison Reg Fac		47	17 Camp Brighton	
46	62 Siena Heights Col				
	<u>Unincorporated Area</u>			<u>Unincorporated Area</u>	
46	01 Birdsall		47	16 Gregory	
46	06 Cadmus		47	16 Hell	
46	15 Hollaway		47	02 Oakgrove	
46	07 Jasper				
46	18 Manitou Beach		<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
46	18 Rollin		48	01 Columbus Twp	
46	08 Tipton		48	02 Lakefield Twp	
46	13 Victorsville		48	03 McMillan Twp	
46	03 Washington Lake		48	04 Pentland Twp	
46	07 Weston		48	39 Newberry	

County/City/Township Code Listing – Cont.

<u>50 – Macomb County – Cont.</u>			<u>51 – Manistee County – Cont.</u>		
<u>County</u>	<u>Unincorporated Area</u>	<u>Other Venue</u>	<u>County</u>	<u>Unincorporated Area</u>	<u>Other Venue</u>
50	08 Davis		51	07 Parkdale	
50	11 Disco		51	10 Wellston	
50	06 Muttonville				
50	05 Selfridge Field				
			<u>52 – Marquette County</u>		
			<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
			52	01 Champion Twp	
			52	02 Chocolate Twp	
			52	03 Ely Twp	
			52	04 Ewing Twp	
			52	05 Forsyth Twp	
			52	06 Humboldt Twp	
			52	07 Ishpeming Twp	
			52	08 Marquette Twp	
			52	09 Michigamme Twp	
			52	10 Negaunee Twp	
			52	11 Powell Twp	
			52	12 Republic Twp	
			52	13 Richmond Twp	
			52	14 Sands Twp	
			52	15 Skandia Twp	
			52	16 Tilden Twp	
			52	17 Turin Twp	
			52	18 Wells Twp	
			52	19 West Branch Twp	
			52	60 Ishpeming	
			52	66 Marquette	
			52	61 Negaunee	
			<u>Other</u>		
51	15 Oaks Facility		52	30 Marquette Airport	
			52	20 Marquette Branch Prs	
			52	62 Northern MI Univ	
			<u>Unincorporated Area</u>		
51	01 Arcadia		52	05 Austin	
51	05 Brethern		52	11 Big Bay	
51	10 Dublin		52	15 Carlshend	
51	04 Harlan				
51	06 Oak Hill				

County/City/Township Code Listing – Cont.

52 – Marquette County – Cont.

<u>County</u>	<u>Unincorporated Area</u>	<u>Other Venue</u>
52	03 Diorite	
52	05 Gwinn	
52	02 Harvey	
52	05 Little Lake	
52	09 Michigamme	
52	16 National Mine	
52	05 New Swaney	
52	13 Palmer	
52	05 Princeton	
52	12 Republic	
52	15 Skandia	
52	15 Yalmer	

53 – Mason County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
53	01 Amber Twp	
53	02 Branch Twp	
53	03 Custer Twp	
53	04 Eden Twp	
53	05 Freesoil Twp	
53	06 Grant Twp	
53	08 Hamlin Twp	
53	07 Logan Twp	
53	09 Meade Twp	
53	10 Pere Marquette Twp	
53	11 Riverton Twp	
53	12 Sheridan Twp	
53	13 Sherman Twp	
53	14 Summit Twp	
53	15 Victory Twp	
53	29 Custer	
53	30 Fountain	
53	31 Freesoil	
53	60 Ludington	
53	39 Scottville	

53 – Mason County – Cont.

<u>County</u>	<u>Other</u>	<u>Other Venue</u>
53	16 Camp Sauble	
53	61 W Shore Com Col	
	<u>Unincorporated Area</u>	
53	02 Walhalla	

54 – Mecosta County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
54	01 Aetna Twp	
54	02 Austin Twp	
54	03 Big Rapids Twp	
54	04 Chippewa Twp	
54	05 Colfax Twp	
54	06 Deerfield Twp	
54	07 Fork Twp	
54	08 Grant Twp	
54	09 Green Twp	
54	10 Hinton Twp	
54	11 Martiny Twp	
54	12 Mecosta Twp	
54	13 Millbrook Twp	
54	14 Morton Twp	
54	15 Sheridan Twp	
54	16 Wheatland Twp	
54	29 Barryton	
54	66 Big Rapids	
54	30 Mecosta	
54	31 Morley	
54	32 Stanwood	
	<u>Other</u>	
54	60 Ferris St Univ	
	<u>Unincorporated Area</u>	
54	10 Altona	

County/City/Township Code Listing – Cont.

54 – Mecosta County – Cont.

<u>County</u>	<u>Unincorporated Area</u>	<u>Other Venue</u>
54	09 Paris	
54	16 Remus	
54	05 Rodney	

55 – Menominee County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
55	01 Cedarville Twp	
55	02 Daggett Twp	
55	03 Faithorn Twp	
55	04 Gourley Twp	
55	05 Egelston Twp	
55	06 Holmes Twp	
55	07 Ingallston Twp	
55	08 Lake Twp	
55	09 Mellen Twp	
55	10 Menominee Twp	
55	11 Meyer Twp	
55	12 Nadeau Twp	
55	13 Spalding Twp	
55	14 Stephenson Twp	
55	32 Carney	
55	29 Daggett	
55	66 Menominee	
55	30 Powers	
55	31 Stephenson	

Unincorporated Area

55	12 Bagley	
55	12 Carney	
55	01 Cedar River	
55	11 Hermansville	
55	13 Labranche	
55	05 Perronville	
55	13 Spalding	
55	09 Wallace	
55	05 Wilson	

56 – Midland County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
56	01 Edenville Twp	
56	02 Geneva Twp	
56	03 Greendale Twp	
56	04 Homer Twp	
56	05 Hope Twp	
56	06 Ingersoll Twp	
56	07 Jasper Twp	
56	08 Jerome Twp	
56	09 Larkin Twp	
56	10 Lee Twp	
56	11 Lincoln Twp	
56	12 Midland Twp	
56	13 Mills Twp	
56	14 Mt. Haley Twp	
56	15 Porter Twp	
56	16 Warren Twp	
56	39 Coleman	
56	80 Midland	09/81
56	29 Sanford	

Other

56	61 N'wood Institute	
56	48 Sag Valley St Univ	09/48
		73/48

Unincorporated Area

56	02 North Bradley	
56	03 Oil City	

57 – Missaukee County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
57	01 Aetna Twp	
57	02 Bloomfield Twp	
57	03 Butterfield Twp	
57	04 Caldwell Twp	
57	05 Clam Union Twp	

County/City/Township Code Listing – Cont.

57 – Missaukee County – Cont.

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
57	06 Enterprise Twp	
57	07 Forest Twp	
57	08 Holland Twp	
57	09 Lake Twp	
57	10 Norwich Twp	
57	11 Pioneer Twp	
57	12 Reeder Twp	
57	13 Richland Twp	
57	14 Riverside Twp	
57	15 West Branch Twp	
57	29 Lake City	
57	30 McBain	

Unincorporated Area

57	05 Falmouth	
57	09 Jennings	
57	03 Merritt	

58 – Monroe County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
58	01 Ash Twp	
58	02 Bedford Twp	
58	03 Berlin Twp	
58	04 Dundee Twp	
58	05 Erie Twp	
58	06 Exeter Twp	
58	07 Frenchtown Twp	
58	08 Ida Twp	
58	09 LaSalle Twp	
58	10 London Twp	
58	11 Milan Twp	
58	12 Monroe Twp	
58	13 Raisinville Twp	
58	14 Summerfield Twp	
58	15 Whiteford Twp	

58 – Monroe County – Cont.

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
58	39 Carleton	
58	40 Dundee	
58	29 Estral Beach	
58	41 Luna Pier	
58	30 Maybee	
58	46 Milan	81/47
58	66	
58	42	
58	43	
	<u>Other</u>	
58	61 Monroe Co Com Col	

Unincorporated Area

58	08 Ida	
58	05 Lakewood	
58	02 Lambertville	
58	03 Newport	
58	03 Oldport	
58	15 Ottawa Lake	
58	06 Scofield	
58	02 Temperance	

59 – Montcalm County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
59	01 Belvidere Twp	
59	02 Bloomer Twp	
59	03 Bushnell Twp	
59	04 Cato Twp	
59	05 Crystal Twp	
59	06 Day Twp	
59	07 Douglass Twp	
59	08 Eureka Twp	
59	09 Evergreen Twp	
59	10 Fairplain Twp	
59	11 Ferris Twp	

County/City/Township Code Listing – Cont.

59 – Montcalm County – Cont.

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
59	12 Home Twp	
59	13 Maple Valley Twp	
59	14 Montcalm Twp	
59	15 Pierson Twp	
59	16 Pine Twp	
59	17 Reynolds Twp	
59	18 Richland Twp	
59	19 Sidney Twp	
59	20 Winfield Twp	
59	39 Carson City	
59	40 Edmore	
59	60 Greenville	
59	41 Howard City	
59	42 Lakeview	
59	29 McBride	
59	30 Pierson	
59	31 Sheridan	
59	43 Stanton	
<u>Other</u>		
59	22 Carson City Reg Fac	
59	21 Carson City Temp Fac	
59	61 Montcalm Com Col	
<u>Unincorporated Area</u>		
59	20 Amble	
59	12 Cedar Lake	
59	13 Coral	
59	05 Crystal	
59	14 Gowan	
59	13 Rock Lake	
59	01 Six Lakes	
59	13 Trufant	
59	18 Vestaburg	

60 – Montcalm County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
60	01 Albert Twp	
60	02 Avery Twp	
60	03 Briley Twp	
60	04 Hillman Twp	
60	05 Loud Twp	
60	06 Montmorency Twp	
60	07 Rust Twp	
60	08 Vienna Twp	
60	29 Hillman	
<u>Unincorporated Area</u>		
60	03 Atlanta	
60	01 Lewiston	

61 – Muskegon County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
61	01 Blue Lake Twp	
61	02 Casnovia Twp	
61	03 Cedar Creek Twp	
61	04 Dalton Twp	
61	05 Egelston Twp	
61	06 Fruitland Twp	
61	07 Fruitport Twp	
61	08 Holton Twp	
61	09 Laketon Twp	
61	10 Montague Twp	
61	11 Moorland Twp	
61	12 Muskegon Twp	
61	14 Ravenna Twp	
61	15 Sullivan Twp	
61	17 White River Twp	
61	16 Whitehall Twp	
61	29 Casnovia	41/30
61	39 Fruitport	70/41
61	30 Lakewood Club	
61	40 Montague	

County/City/Township Code Listing – Cont.**61 – Muskegon County – Cont.**

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
61	80 Muskegon	
61	66 Muskegon Heights	
61	46 N. Muskegon	
61	67 North Shores	
61	41 Ravenna	
61	47 Roosevelt Park	
61	48 Whitehall	

Other

61	61 Baker Col of Muskegon	
61	20 Brooks Reg Fac	
61	62 Muskegon Com Col	
61	18 Muskegon Corr Fac	
61	19 Muskegon Temp Fac	

Unincorporated Area

61	02 Bailey	
61	04 Twin Lake	
61	05 Wolf Lake	

62 – Newaygo County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
62	01 Ashland Twp	
62	02 Barton Twp	
62	03 Beaver Twp	
62	04 Big Prairie Twp	
62	05 Bridgeton Twp	
62	06 Brooks Twp	
62	07 Croton Twp	
62	08 Dayton Twp	
62	09 Denver Twp	
62	10 Ensley Twp	
62	11 Everett Twp	
62	12 Garfield Twp	
62	13 Goodwell Twp	
62	14 Grant Twp	

62 – Newaygo County – Cont.

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
62	15 Home Twp	
62	16 Lilley Twp	
62	17 Lincoln Twp	
62	18 Merrill Twp	
62	19 Monroe Twp	
62	20 Norwich Twp	
62	21 Sheridan Twp	
62	22 Sherman Twp	
62	23 Troy Twp	
62	24 Wilcox Twp	
62	46 Fremont	
62	29 Grant	
62	30 Hesperia	64/29
62	39 Newaygo	
62	40 White Cloud	

Unincorporated Area

62	16 Bitely	
62	18 Brohman	
62	19 Woodville	

63 – Oakland County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
63	01 Addison Twp	
63	03 Bloomfield Twp	
63	04 Brandon Twp	
63	05 Commerce Twp	
63	07 Groveland Twp	
63	08 Highland Twp	
63	09 Holly Twp	
63	10 Independence Twp	
63	11 Lyon Twp	
63	12 Milford Twp	
63	13 Novi Twp	
63	14 Oakland Twp	
63	15 Orion Twp	

County/City/Township Code Listing – Cont.

63 – Oakland County – Cont.

<u>County</u>	<u>Unincorporated Area</u>	<u>Other Venue</u>
63	05 Union Lake	
63	21 Waterford	

64 – Oceana County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
64	01 Benona Twp	
64	02 Claybanks Twp	
64	03 Colfax Twp	
64	04 Crystal Twp	
64	05 Elbridge Twp	
64	06 Ferry Twp	
64	07 Golden Twp	
64	08 Grant Twp	
64	09 Greenwood Twp	
64	10 Hart Twp	
64	11 Leavitt Twp	
64	12 Newfield Twp	
64	13 Otto Twp	
64	14 Pentwater Twp	
64	15 Shelby Twp	
64	16 Weare Twp	
64	39 Hart	62/30
64	29 Hesperia	
64	30 New Era	
64	31 Pentwater	
64	32 Rothbury	
64	40 Shelby	
64	33 Wakerville	

Unincorporated Area

64	04 Crystal Valley
64	07 Mears

65 – Ogemaw County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
65	01 Chruchill Twp	
65	02 Cumming Twp	
65	03 Edwards Twp	
65	04 Foster Twp	
65	05 Goodar Twp	
65	06 Hill Twp	
65	07 Horton Twp	
65	08 Klacking Twp	
65	09 Logan Twp	
65	10 Mills Twp	
65	11 Ogemaw Twp	
65	12 Richland Twp	
65	13 Rose Twp	
65	14 West Branch Twp	
65	29 Prescott	
65	30 Rose City	
65	39 West Branch	

Unincorporated Area

65	07 Greenwood
65	13 Lupton
65	12 Prescott
65	01 Selkirk
65	05 South Branch

66 – Ontonagon County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
66	01 Bergland Twp	
66	02 Bohemia Twp	
66	03 Carp Lake Twp	
66	04 Greenland Twp	
66	05 Haight Twp	
66	06 Interior Twp	
66	07 Matchwood Twp	
66	08 McMillan Twp	
66	09 Ontonagon Twp	
66	10 Rochland Twp	

County/City/Township Code Listing – Cont.

66 – Ontonagon County – Cont.

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
66	11 Stannard Twp	
66	39 Ontonagon	

Unincorporated Area

66	11 Bryces Crossing
66	08 Ewen
66	04 Greenland
66	04 Mass
66	01 Merriweather
66	05 Paulding
66	11 Paynesville
66	06 Trout Creek
66	03 White Pine

67 – Osceola County

67	01 Burdell Twp
67	02 Cedar Twp
67	03 Ewart Twp
67	04 Hartwick Twp
67	05 Hersey Twp
67	06 Highland Twp
67	07 LeRoy Twp
67	08 Lincoln Twp
67	09 Marion Twp
67	10 Middle Branch Twp
67	11 Orient Twp
67	12 Osceola Twp
67	13 Richmond Twp
67	14 Rose Lake Twp
67	15 Sherman Twp
67	16 Sylvan Twp
67	39 Ewart
67	29 Hersey
67	30 LeRoy
67	31 Marion
67	40 Reed City
67	32 Tustin

67 – Osceola County – Cont.

<u>County</u>	<u>Unincorporated Area</u>	<u>Other Venue</u>
67	08 Ashton	
67	04 Avondale	05/15
67	11 Sears	

68 – Oscoda County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
68	01 Big Creek Twp	
68	02 Clinton Twp	
68	03 Comins Twp	
68	04 Elmer Twp	
68	05 Greenwood Twp	
68	06 Mentor Twp	

Unincorporated Area

68	03 Fairview
68	01 Luzerne
68	06 Mio

69 – Otsego County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
69	01 Bagley Twp	
69	02 Charlton Twp	
69	03 Chester Twp	
69	04 Corwith Twp	
69	05 Dover Twp	
69	06 Elmira Twp	
69	07 Hayes Twp	
69	08 Livingston Twp	
69	09 Otsego Lake Twp	
69	46 Gaylord	
69	29 Vanderbilt	

Unincorporated Area

69	02 Johannesburg
69	09 Waters
69	06 Elmira

County/City/Township Code Listing – Cont.

72 – Roscommon County – Cont.

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
72	09 Nester Twp	
72	10 Richfield Twp	
72	11 Roscommon Twp	
72	29 Roscommon	
<u>Other</u>		
72	61 Kirtland Com Col	
<u>Unincorporated Area</u>		
72	11 Houghton Lake	
72	03 Prudenville	
72	10 St. Helen	
72	11 The Heights	

73 – Saginaw County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
73	01 Albee Twp	
73	02 Birch Run Twp	
73	03 Blumfield Twp	
73	04 Brady Twp	
73	05 Brant Twp	
73	06 Bridgeport Twp	
73	07 Buena Vista Twp	
73	08 Carrollton Twp	
73	09 Capin Twp	
73	10 Chesaning Twp	
73	11 Frankenmuth Twp	
73	12 Fremont Twp	
73	13 James Twp	
73	14 Jonesfield Twp	
73	15 Kochville Twp	
73	16 Lakefield Twp	
73	17 Maple Grove Twp	
73	18 Marion Twp	
73	19 Richland Twp	
73	20 Saginaw Twp	
73	21 St. Charles Twp	

73 – Saginaw County – Cont.

23	Swan Creek Twp	
24	Taymouth Twp	
25	Tittabawassee Twp	
27	Zilwaukee Twp	
29	Birch Run	
46	Chesaning	
47	Frankenmuth	
30	Merrill	
31	Oakley	
89	Saginaw	
39	St. Charles	
40	Zilwaukee	
<u>Other</u>		
61	Grt Lkes Jr Col Bus	09/48
48	Sag Valley St Univ	06/48

Unincorporated Area

24	Burt	
25	Freeland	
19	Hemlock	
03	Reese	
26	Shields	

74 – St. Clair County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
74	01 Berlin Twp	
74	02 Brockway Twp	
74	03 Burtchville Twp	
74	04 Casco Twp	
74	05 China Twp	
74	06 Clay Twp	
74	07 Clyde Twp	
74	08 Columbus Twp	
74	09 Cottrellville Twp	
74	10 East China Twp	

County/City/Township Code Listing – Cont.

75 – St. Joseph County – Cont.

<u>County</u>	<u>Unincorporated Area</u>	<u>Other Venue</u>
75	01 Findlay	
75	13 Moorepark	
75	11 Mottville	
75	13 Parkville	

76 – Sanilac County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
76	31 Deckerville	
76	32 Forestville	
76	33 Lexington	
76	41 Marlette	
76	34 Melvin	
76	35 Minden City	
76	36 Peck	
76	37 Port Sanilac	
76	42 Sandusky	

76 – Sanilac County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
76	01 Argyle Twp	
76	02 Austin Twp	
76	03 Bridgehampton Twp	
76	04 Buel Twp	
76	05 Custer Twp	
76	06 Delaware Twp	
76	07 Elk Twp	
76	08 Elmer Twp	
76	09 Evergreen Twp	
76	10 Flynn Twp	
76	11 Forester Twp	
76	12 Fremont Twp	
76	13 Greenleaf Twp	
76	14 Lamotte Twp	
76	15 Lexington Twp	
76	16 Maple Valley Twp	
76	17 Marion Twp	
76	18 Marlette Twp	
76	19 Minden Twp	
76	20 Moore Twp	
76	21 Sanilac Twp	
76	22 Speaker Twp	
76	23 Washington Twp	
76	24 Watertown Twp	
76	25 Wheatland Twp	
76	26 Worth Twp	
76	29 Applegate	
76	39 Brown City	44/41
76	30 Carsonville	
76	40 Croswell	

Unincorporated Area

76	14 Decker
76	14 Hemans
76	08 Juhl
76	07 Laurel
76	15 Lexington Heights
76	09 Shabbona
76	20 Snover
76	16 Valley Center

77 – Schoolcraft County

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
77	01 Doyle Twp	
77	02 Germfask Twp	
77	03 Hiawatha Twp	
77	04 Inwood Twp	
77	05 Manistique Twp	
77	06 Mueller Twp	
77	07 Seney Twp	
77	08 Thompson Twp	
77	46 Manistique	

Other

77	09 Camp Manistique
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County/City/Township Code Listing – Cont.

77 – Schoolcraft County – Cont.

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
77	06 Blaney	
77	04 Cooks	
77	03 Cusino	
77	01 Gulliver	
77	04 Steuben	

78 – Shiawassee County – Cont.

<u>County</u>	<u>Other</u>	<u>Other Venue</u>
78	61 Baker Col of Owosso	
	<u>Unincorporated Area</u>	
78	16 Shaftsburg	

79 – Tuscola County

<u>78 – Shiawassee County</u>		
<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
78	01 Antrim Twp	
78	02 Bennington Twp	
78	03 Burns Twp	
78	04 Caledonia Twp	
78	05 Fairfield Twp	
78	06 Hazelton Twp	
78	07 Middlebury Twp	
78	08 New Haven Twp	
78	09 Owosso Twp	
78	10 Perry Twp	
78	11 Rush Twp	
78	12 Sciota Twp	
78	13 Shiawassee Twp	
78	14 Venice Twp	
78	15 Vernon Twp	
78	16 Woodhull Twp	
78	29 Bancroft	
78	30 Byron	
78	46 Corunna	
78	47 Durand	
78	39 Laingsburg	
78	34 Lennon	25/34
78	31 Morrice	
78	32 New Lothrop	
78	41 Ovid	19/41
78	66 Owosso	
78	40 Perry	
78	33 Vernon	

<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>
79	01 Akron Twp	
79	02 Almer Twp	
79	03 Arbela Twp	
79	04 Columbia Twp	
79	05 Dayton Twp	
79	06 Denmark Twp	
79	07 Elkland Twp	
79	08 Ellington Twp	
79	09 Elmwood Twp	
79	10 Fairgrove Twp	
79	11 Fremont Twp	
79	12 Gilford Twp	
79	13 Indianfields Twp	
79	14 Juniata Twp	
79	15 Kingston Twp	
79	16 Koylton Twp	
79	17 Millington Twp	
79	18 Novesta Twp	
79	19 Tuscola Twp	
79	20 Vassar Twp	
79	21 Watertown Twp	
79	22 Wells Twp	
79	23 Wisner Twp	
79	29 Akron	
79	46 Caro	
79	39 Cass City	
79	30 Fairgrove	
79	31 Gagetown	
79	32 Kingston	
79	33 Mayville	

County/City/Township Code Listing – Cont.

<u>82 – Wayne County – Cont.</u>			<u>82 – Wayne County – Cont.</u>		
<u>County</u>	<u>Township/City/Village</u>	<u>Other Venue</u>	<u>County</u>	<u>Unincorporated Area</u>	<u>Other Venue</u>
82	85 Southgate		82	14 Denton	
82	91 Taylor		82	04 Grosse Ile	
82	76 Trenton		82	06 New Boston	
82	77 Wayne		82	06 Waltz	
82	92 Westland		82	06 Willow	
82	49 Wood Haven				
82	86 Wyandotte				
	<u>Other</u>				
82	20 Cen Creative Stud Col		83	01 Antioch Twp	
82	21 Cen for Human Stud		83	02 Boon Twp	
82	22 Central Bible Col		83	03 Cedar Creek Twp	
82	23 D'Etire Univ		83	04 Cherry Grove Twp	
82	24 Dept Bapt Theol Sem		83	05 Clam Lake Twp	
82	25 Detroit Col of Business		83	06 Colfax Twp	
82	26 Detroit Col of Law		83	07 Greenwood Twp	
82	87 Detroit Metro Airport		83	09 Hanover Twp	
82	27 Ecumenical Theol Cen		83	08 Haring Twp	
82	34 Henry Ford Com Col		83	10 Henderson Twp	
82	35 Highland Pk Com Col		83	11 Liberty Twp	
82	28 Lewis Col of Business		83	12 Selma Twp	
82	62 Lower Huron Park		83	13 Slagle Twp	
82	29 Madonna College		83	14 South Branch Twp	
82	30 Marygrove College		83	15 Springville Twp	
82	31 Mercy Col of Detroit		83	16 Wexford Twp	
82	19 Mound Reg Corr Fac		83	29 Buckley	
82	15 Phoenix Corr Fac		83	60 Cadillac	
82	18 Ryan Regional Fac		83	30 Harrietta	
82	32 Sac Heart Major Sem		83	39 Manton	
82	36 Schoolcraft Col		83	31 Mesick	
82	16 Scott Corr Fac				
82	33 Univ of Detroit				
82	64 U of M Dearborn		83	<u>Unincorporated Area</u>	
82	37 Wayne Co Com Col		83	14 Hoxeyville	
82	88 Wayne State Univ		83	01 Sherman	
82	17 W Wayne Corr Fac		83	15 Yuma	

MICHIGAN INCIDENT CRIME REPORTING (MICR)

SECTION 8

GLOSSARY

**Michigan Department of State Police
Criminal Justice Information Center
Uniform Crime Reporting Section
April 2010 Update**

Glossary

Acting in Concert – The offenders must actually commit or assist in the commission of the crime(s). All of the offenders must be aware of and consent to the commission of the crime(s); or, even if nonconsenting, their actions assist in the commission of the offense(s).

Automatic Weapon – Any firearm which shoots, or is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading.

Base Date – January 1 of the first year of the two years of data retained on the on-line MICR database.

Bias – A preformed negative opinion or attitude toward a group of persons based on their race, religion, ethnicity/national origin, or sexual orientation.

Bias Crime – A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, ethnic/national origin group, or sexual orientation group. Also known as "Hate Crime."

Bisexual – [adjective] Of or relating to persons who experience sexual attraction toward, and responsiveness to, both males and females; [noun] a bisexual person.

Clearance – An arrest has been made or the incident has been cleared by exceptional means. The clearance of one offense in multiple offense incidents will clear the entire incident.

Concept of Time and Place – If more than one crime was committed by the same person or group of persons and the time and space intervals separating them were insignificant, all of the crimes make up a single incident.

Conditional Mandatory Data Element – Data elements which apply only to specific types of offenses, situations, or circumstances.

Continuing Criminal Activity – Incidents comprised of offenses committed by the same offender(s) at different times and places, as long as the activity is deemed to constitute a single criminal transaction.

Data Element – A unique piece of information that can be entered into the MICR report. Data Elements are grouped by like information within the six (6) MICR Record Types.

Date Range – Measured from the current date back to January first of the previous year. For example, if today's date is August 13, 2003, the date range for MICR database will be between January 1, 2002 and August 13, 2003.

Ethnicity/National Origin Bias – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics, etc.).

Fair Market Value – The price in cash, or its equivalent, for which the property can be sold on the market.

Field Edits – Edits which verify the accuracy of the codes submitted for a single data element.

Gay – [adjective] Of or relating to males who experience a sexual attraction toward, and responsiveness to, other males; [noun] a homosexual male.

Glossary (continued)

Gender Bias – A preformed negative opinion or attitude toward a group of persons of the same biological category.

Global Edits – Edits which verify the accuracy of the incident as a whole and checks data element relationships between records in the incident.

Gross Negligence – The intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

Group A Offenses – Offenses identified by the National Incident Based Reporting System (NIBRS) which will be used as the indicators of the dimensions and trends in crime on a national scale.

Group B Offenses – Offenses which will not be used to measure crime on a national scale.

Hate Crime – See Bias Crime

Hate Group – An organization whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a racial, religious, ethnic/national origin, or sexual orientation group which suffers from that of the members of the organization (e.g., the Ku Klux Klan, American Nazi Party, etc.).

Heterosexual – [adjective] Of or relating to persons who experience a sexual attraction toward, and responsiveness to, members of the opposite sex; [noun] a heterosexual person.

Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Homosexual – [adjective] Of or relating to persons who experience a sexual attraction toward, and responsiveness to, members of their own sex; [noun] a homosexual person.

Hotel Rule – If a number of dwelling units or rental storage facilities under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than individual tenants, the burglary should be scored as one offense.

IACP – International Association of Chiefs of Police

Implied Edits – Edits which are logically inferred between dependent data elements.

Incident – One or more offenses committed by the same person or group of persons acting in concert, at the same time and place. An incident is comprised of different records; administrative, offense, offender, victim, arrest, and/or property.

Intangible – Anything which cannot be perceived by the sense of touch. It can be a benefit, e.g., a loss of reputation, injured feelings, etc.

IRS – Incident Reporting System

Juvenile – An individual person whose age is less than seventeen (17).

LEMS – Law Enforcement Management System

Glossary (continued)

Legal Residence – The permanent fixed place of abode which a person intends to be his residence and to which he intends to return despite temporary residences elsewhere or despite temporary absences.

LEIN – Law Enforcement Information Network

LEOKA – Law Enforcement Officer Killed or Assaulted

Lesbian – [adjective] Of or relating to females who experience a sexual attraction toward, and responsiveness to, other females; [noun] a homosexual female.

Lesser Included Offense – An offense that is an element of another offense and should not be reported as having happened to the victim along with the other offense (FBI/UCR definition).

Loss of Consciousness – An injury which must be the direct result of force inflicted on the victim by the offender.

MACP – Michigan Association of Chiefs of Police

Malice – The intentional doing of a wrongful act without just cause or excuse, with an intent to inflict injury or under circumstances that the law will imply an evil intent.

Mandatory Data Element – Data element must have a substantively valid code present. For example, ORI, Incident Number, and Original Year are elements which must be present to link incidents and supplemental information together.

MICR – Michigan Incident Crime Reporting

MSA – Michigan Sheriffs Association

Mutually Exclusive Offenses – Offenses that cannot occur to the same victim within the same incident (FBI/UCR definition).

National Incident-Based Reporting System (NIBRS) – The new unit-record reporting system which is being implemented to replace the traditional UCR Summary Reporting System (SRS). NIBRS provides for expanded collection and reporting of offenses, arrests, and their circumstances.

Negligence – The omission to do something which a reasonable man, guided by those ordinary considerations which ordinarily regulate human affairs, would do, or the doing of something which a reasonable and prudent man would not do.

NIBRS – National Incident-Based Reporting System

NSA – National Sheriffs Association

Racial Bias – A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes and/or hair, facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g. Asians, blacks, whites, etc.).

Glossary (continued)

Record Type – A grouping of like Data Elements. The 6 MICR Record Types include Administrative, Offense, Offender, Victim, Arrest and Property Records.

Religious Bias – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists, etc.).

Resident – A person who maintains his/her permanent home for legal purposes in the locality where the crime took place.

Same Time and Place – The time interval between the offenses and the distance between the locations where they occurred were insignificant. Normally, the offenses must have occurred during an unbroken time duration and at the same or adjoining location(s).

Serious Criminal Offense – A felony or high misdemeanor.

Severe Laceration – Injury which should receive medical attention.

Sexual Orientation Bias – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals, etc.).

Start Date – The date an agency begins submitting MICR data. Agencies will be required to begin submitting MICR data on the 1st of the month, not in the middle.

Summary Reporting System (SRS) – The traditional aggregate system which has been used nationally since 1930 to collect UCR data.

Transaction Screen/Format – The screens/formats used to submit MICR data.

UCR – Uniform Crime Reporting

Vehicular Manslaughter – Any death resulting from the negligent operation of a motor vehicle except where the motor vehicle was utilized as a weapon.

Window Updates – Updates of exceptional clearance, arrests, and/or recovered property for incidents that occurred prior to the agency submitting MICR data or prior to the base date of the on-line MICR database.

Relaxed MICR Edits

There are 12 MICR file classes that require a victim record with victim type = "S" (society). These file classes are 35001, 35002, 37000, 39001, 39002, 39003, 39004, 40001, 40002, 52001, 52002, and 52003. If a victim record is not submitted with Victim Type = "S" (society), a victim record will be created for you.

When Drug Type Measurement = XX (not reported) is entered, Estimated Drug Quantity = 1000, must also be entered. If the Estimated Drug Quantity of 1000 is not submitted, we will enter it for you.

If an arrest record is submitted, an offender record is mandatory for certain file classes. If an arrest record is submitted without a corresponding offender record for the following file classes, one will be created for you. 21000, 23001, 23002, 23003, 23004, 23005, 23006, 23007, 24001, 24002, 24003, 25000, 26001, 26002, 26003, 26004, 26005, 27000, 28000, 30001, 30002, 30003, 35001, 35002, 37000, 39001, 39002, 39003, 39004, 40001, 40002, 51000, 52001, 52002 and 52003. If an arrest record is submitted for the following file classes without an offender record and the Victim Type is not "I" (individual) or "P" (police officer), an offender record will be created for you. 12000, 20000, 22001, 22002, 29000 and 38001.

A property record is required on all property crimes even if the offense was only attempted, not completed. If a property record is not submitted for the following file classes and Offense Attempted Completed = "A" (attempted), we will create a zero property record with Item Number – "000" and Property Loss Type = "0". 1001, 10002, 12000, 20000, 21000, 22001, 22002, 23001, 23002, 23003, 23004, 23005, 23006, 23007, 24001, 24002, 24003, 25000, 26001, 26002, 26003, 26004, 26005, 27000, 28000, 29000, 30001, 30002, 30003, 35002, 39001, 39002, 39003, 39004 and 51000.

For file class 35001, Violation of Controlled Substance, a Suspected Drug Type is required even if no drugs were seized. Item number will = "000" and property loss type will = "0". If the Suspected Drug Type is not entered, we will enter "99" (unknown).

Damaged property is often reported as part of a burglary offense. If a separate file class of 29000 is not submitted the incident errors. If a property record with Property Loss Type = "4" (Destroyed/Damaged/Vandalized) is entered and file class 22001 is present and marked as completed, but file class 29000 is not entered, we will add file class 29000. We will complete Location Site, Offense Attempted Completed, Offender Suspected of Using, and Suspected Bias Motivation the same as reported on the 22001 offense. We will also add 29000 to the Victim Connected File Class.

In the past, if the file class 35001 (Violation of Controlled Substance) was submitted and no drugs were seized. MICR would not allow you to report other seized property. This has been changed to allow for the seizure of other property.