

#1 Action	#15 Location Site (cont.)	#18 Suspected Bias Motivation
D = Delete	17 = Liquor Store	31 = Anti-Arab
I = Inquire	18 = Parking/Drop Lot/Garage	32 = Anti-Hispanic/Latino
O = Original	19 = Rental Storage Facility	33 = Anti-Other Race/Ethnicity
R = Replace	20 = Residence/Home	41 = Anti-Gay
#2 Originating Agency ID	21 = Restaurant	42 = Anti-Lesbian
Unique to each agency	23 = Service/Gas Station	44 = Anti-Heterosexual
#3 Original Year	24 = Specialty Store	45 = Anti-Bisexual
Format = YYYY	31 = School-Elementary/Secondary	51 = Anti-Female
#4 Incident Number	32 = School-College/University	52 = Anti-Male
0 - 9999999999	33 = Rest Area	61 = Anti-Physical Disability
#4A Cargo Theft Indicator	34 = Scale Site	62 = Anti-Mental Disability
N = No	35 = Camp/Campground	71 = Anti-Transgender
Y = Yes	36 = Gambling Facility/Casino/Race Track	72 = Anti-Gender Non-Conforming
#5 County	37 = Abandoned/Condemned Structure	81 = Anti-Eastern Orthodox (Greek, Russian)
01 - 83	38 = Amusement Park	82 = Anti-Other Christian
#6 City/Township	39 = Arena/Stadium/Fairground/Coliseum	83 = Anti-Buddhist
01 - 99	40 = ATM Separate from Bank	84 = Anti-Hindu
#7 Geo-Code	41 = Auto Dealership New/Used	85 = Anti-Sikh
(Agency Use)	44 = Daycare Facility	88 = Other Bias (Anti-Political/Anti-AIDS/etc.)
#8 Date of Occurrence/Report	45 = Dock/Wharf/Freight/Modal Terminal	#19 Weapon Type
Format = MMDDYYYY	46 = Farm Facility	00 = None
#9 Occurrence/Report Date Indicator	48 = Industrial Site	11 = Firearm (type unknown)
E = Occurrence or Event Date	49 = Military Installation	11A = Automatic Firearm
R = Date of Report	50 = Park/Playground	12 = Handgun
#10 Hour Occurred	54 = Shelter-Mission/Homeless	12A = Automatic Handgun
00 - 23 = Military Time	55 = Shopping Mall	13 = Rifle
99 = Unknown	56 = Tribal Lands	13A = Automatic Rifle
#11 Exceptional Clearance	57 = Community Center	14 = Shotgun
10 = Death of Offender	58 = Cyberspace	14A = Automatic Shotgun
11 = Prosecution Declined (reason other than lack of probable cause)	88 = Other	15 = Other Firearm
12 = In Custody of Other Juris	99 = Unknown	15A = Automatic Other Firearm
13 = Victim Refused to Cooperate (in the prosecution)	#16 Offense Attempted/Completed	20 = Knife/Cutting Instrument
14 = Juvenile/No Custody	A = Attempted	30 = Blunt Object
#12 Exceptional Clearance Date	C = Completed	35 = Motor Vehicle/Vessel
Format = MMDDYYYY	#17 Offender Suspected of Using	40 = Personal Weapons (Hands/Feet/etc.)
#14 Offense File Class	A = Alcohol	50 = Poison
See MICR Manual for valid offenses	C = Computer Equip./Handheld Device	60 = Explosives
#15 Location Site	D = Drugs/Narcotics	65 = Fire/Incendiary Devices
01 = Air/Bus/Train Terminal	N = Not Applicable/None	70 = Drugs/Narcotics/Sleeping Pills
02 = Bank/Savings and Loan	#18 Suspected Bias Motivation	85 = Asphyxiation
03 = Bar/Nightclub	00 = None	88 = Other
04 = Church/Synagogue/Temple/Mosque	10 = Anti-Law Enforcement	99 = Unknown
05 = Commercial/Office Buildings	11 = Anti-White	#20 Activity Type
06 = Construction Site	12 = Anti-Black/African American	A = Simple/Gross Neglect
07 = Convenience Store	13 = Anti-American Indian/Alaskan Native	B = Buying/Receiving
08 = Department/Discount Store	14 = Anti-Asian	C = Cultivate/Manufacture/Publish
09 = Drug Store/Doctor's Office/ Hospital (includes veterinary)	15 = Anti-Multiple Races/Group	D = Distributing/Selling
10 = Field/Woods	16 = Anti-Native Hawaiian/ Other Pacific Islander	E = Exploiting Children
11 = Government/Public Building	21 = Anti-Jewish	F = Organized Abuse
12 = Grocery/Supermarket	22 = Anti-Catholic	G = Other Gang
13 = Highway/Road/Alley/Street/Sidewalk	23 = Anti-Protestant	I = Intentional Abuse or Torture
14 = Hotel/Motel/Etc.	24 = Anti-Islamic (Muslim)	J = Juvenile Gang
15 = Jail/Prison/Penitentiary/ Corrections Facility	25 = Anti-Other Religion	N = None/Unknown
16 = Lake/Waterway/Beach	26 = Anti-Multiple Religious Group	O = Operating/Promoting/Assisting
	27 = Anti-Atheism/Agnostic	P = Possessing/Concealing
	28 = Anti-Mormon	S = Animal Sexual Abuse
	29 = Anti-Jehovah's Witness	T = Transport/Transmit/Import
		U = Using/Consuming

#21 Premises Entered	#28B Type of Assignment	#35 Victim Circumstance (cont.)
01 - 99 (only used with Burglary and Location 14 & 19)	F = Two Officer Vehicle	08 = Other Felony Involved
#22 Offender Number	G = One Officer Vehicle, Alone	09 = Other Circumstances
00 - 99	H = One Officer Vehicle, Assisted	10 = Unknown Circumstances
#23 Offender Age	I = Detective/Special Assignment, Alone	20 = Criminal Killed by Private Citizen
01 - 98 = Years Old	J = Detective/Special Assignment, Assisted	21 = Criminal Killed by Police Officer
99 = 99 Years or Older	K = Other, Alone	30 = Child Playing with Weapon
00 = Unknown	L = Other, Assisted	31 = Gun-Cleaning Accident
#24 Offender Race	#28C ORI Other Jurisdiction	32 = Hunting Accident
A = Asian	(Unique to each agency)	33 = Other Negligent Weapon Handling
B = Black/African American	#29 Victim Age	34 = Other Negligent Killings
I = American Indian/Alaskan Native	NN = Under 24 Hours	35 = Cyberbullying Resulting in Death
P = Native Hawaiian/ Other Pacific Islander	NB = 1 - 6 Days Old	<u>Code required per Offense File Class:</u>
U = Unknown	BB = 7 - 364 Days Old	09001: 01-10
W = White	01 - 98 = Years Old	09002: 30-34
#25 Offender Sex	99 = 99 Years or Older	09004: 20 or 21
F = Female	00 = Unknown	09005: 21
M = Male	#30 Victim Race	13002: 01-06, 08-10, or 35
U = Unknown	A = Asian	13004: 01-06, or 08-10
#25A Offender Ethnicity	B = Black/African American	#36 Justifiable Homicide Circumstance
A = Arab	I = American Indian/Alaskan Native	1 = Criminal Attacked Police Officer and That Officer Killed Criminal
H = Hispanic	P = Native Hawaiian/ Other Pacific Islander	2 = Criminal Attacked Police Officer and Criminal Killed by Another Police Officer
O = Other Ethnicity/National Origin	U = Unknown	3 = Criminal Attacked a Civilian
U = Unknown	W = White	4 = Criminal Attempted Flight From a Crime
#26 Victim Number	#31 Victim Sex	5 = Criminal Killed in Commission of a Crime
01 - 99	F = Female	6 = Criminal Resisted Arrest
#26A Domestic Violence Indicator	M = Male	9 = Unable to Determine/ Not Enough Information
N = No	U = Unknown	#36A Elder Abuse Indicator
Y = Yes	#32 Victim Ethnicity	N = No
#27 Victim Connected File Class	A = Arab	Y = Yes
See MICR Manual for valid offenses	H = Hispanic	#37 Offender Related Number
#28 Victim Type	O = Other Ethnicity/National Origin	01 - 99
B = Business	U = Unknown	#38 Victim to Offender Relationship
F = Financial Institution	#33 Victim Residence	01 = Spouse
G = Government	C = Resides in the County	02 = Common-Law Spouse
I = Individual	R = Resident, Community/City/Town	03 = Parent
O = Other	S = Resides in the State	04 = Sibling (brother or sister)
P = Police Officer	O = Out of State	05 = Child
R = Religious Organization	U = Unknown	06 = Grandparent
S = Society/Public	#34 Victim Injury	07 = Grandchild
U = Unknown	B = Apparent Broken Bones	08 = In-Law
LEOKA: #28A - #28C	F = Fatal	09 = Step-Parent
#28A Type of Activity	I = Possible Internal Injury	10 = Step-Child
1 = Responding to Disturbance Calls	L = Severe Laceration	11 = Step-Sibling
2 = Burglaries In Progress	M = Apparent Minor Injury	12 = Other Family Member
3 = Robberies In Progress	N = None	13 = Child in Common
4 = Attempting Other Arrests	O = Other Major Injury	20 = Acquaintance/Former Roommate
5 = Civil Disorder (riot, mass disobedience)	T = Loss of Teeth	21 = Friend
6 = Handling/Transporting/ Custody of Prisoners	U = Unconsciousness	22 = Neighbor
7 = Investigating Suspicious Person/Circumstances	#35 Victim Circumstance	23 = Babysittee (the baby)
8 = Ambush/No Warning	01 = Argument	24 = Dating (boyfriend/girlfriend)
9 = Handling Person with Mental Illness	02 = Assault on L.E. Officers	25 = Child of Boyfriend/Girlfriend
10 = Traffic Pursuits/Stops	03 = Drug Dealing	
11 = All other	04 = Gangland (organized crime)	
	05 = Juvenile Gang	
	06 = Domestic Violence	
	07 = Mercy Killing	

#38 Victim to Offender Relationship	#48 Date of Arrest	#54 Property Class (cont.)
27 = Ex-Spouse	Format = MMDDYYYY	36 = Tools
28 = Employee	#49 Multiple Arrest Indicator	37 = Trucks (includes pick-up)
29 = Employer	C = Count Arrest	38 = Vehicle Parts/Accessories
30 = Otherwise Known	M = Multiple	39 = Watercraft
31 = Offender	N = Not Applicable	41 = Aircraft Parts/Accessories
32 = Former Dating	#50 Disposition of Arrest Under 18	42 = Artistic Supplies/Accessories
33 = Resident (boyfriend/girlfriend)	H = Handled within the Department	43 = Building Materials
34 = Former Resident (boyfriend/girlfriend)	R = Referred to Other Authorities	44 = Camping/Hunting/Fishing Equip.
98 = Stranger	#52 Item Number	45 = Chemicals
99 = Unknown	0 - 999	46 = Collections/Collectibles
#39 Arrest Number	#53 Property Loss Type	47 = Crops
01 - 99	0 = None	48 = Documents/Personal or Business**
#40 Arrest Type	1 = Stolen and Recovered	49 = Explosives
O = On-View (apprehension without a warrant or previous incident)	2 = Burned	59 = Firearm Accessories
S = Summoned or Cited (no custody)	3 = Counterfeited/Forged	64 = Fuel
T = Taken Into Custody (based on a warrant and/or previous incident)	4 = Destroyed/Damaged/Vandalized	65 = Identity Documents**
#41 Arrest Age	5 = Recovered	66 = Identity-Intangible**
01 - 98 = Years Old	6 = Seized	67 = Law Enforcement Equipment
99 = 99 Years or Older	7 = Stolen	68 = Lawn/Yard/Garden Equipment
#42 Arrest Race	9 = Unknown	69 = Logging Equipment
A = Asian	#54 Property Class	70 = Medical/Medical Lab Equipment
B = Black/African American	(**Property Value must equal zero)	71 = Metals, Non-Precious
I = American Indian/Alaskan Native	01 = Aircraft	72 = Musical Instruments
P = Native Hawaiian/ Other Pacific Islander	02 = Alcohol	73 = Pets
U = Unknown	03 = Automobiles	74 = Photographic/Optical Equipment
W = White	04 = Bicycles	75 = Portable Electronic Equipment
#43 Arrest Sex	05 = Buses	76 = Recreational/Sports Equipment
F = Female	06 = Clothes/Furs	77 = Pending Inventory
M = Male	07 = Computer Hardware/Software	78 = Trailers
#44 Arrest Ethnicity	08 = Consumable Goods	79 = Watercraft Equipment/Parts
A = Arab	09 = Credit/Debit Cards**	80 = Weapons, Other
H = Hispanic	10 = Drugs/Narcotics	88 = Other (including intangibles)
O = Other Ethnicity/National Origin	11 = Drug/Narcotic Equipment	#55 Property Value
U = Unknown	12 = Farm Equipment	0 - 999999999
#45 Arrest Residence	13 = Firearms	#56 Recover Date
C = Resides in the County	14 = Gambling Equipment	Format = MMDDYYYY
R = Resident of the Community/City/Town	15 = Heavy Construction/Industrial Equip.	#57 # Stolen/Recovered Vehicles
S = Resides in the State	16 = Household Goods	01 - 99
O = Out of State	17 = Jewelry/Precious Metals	#58 Suspected Drug Type
U = Unknown	18 = Livestock	01 = Crack Cocaine
#46 Arrest Charge	19 = Merchandise	02 = Cocaine
See MICR Manual for valid charges	20 = Money	03 = Hashish
#47 Arrest Armed	21 = Negotiable Instruments	04 = Heroin
01 = Unarmed	22 = Non-Negotiable Instruments**	05 = Marijuana
11 = Firearm (type unknown)	23 = Office-Type Equipment	06 = Morphine
11A = Automatic Firearm	24 = Other Motor Vehicles	07 = Opium
12 = Handgun	25 = Purses/Handbags/Wallets	08 = Other Narcotics
12A = Automatic Handgun	26 = Radio/TV/VCR/DVD Players	09 = LSD
13 = Rifle	27 = Recordings-Audio/Visual	10 = PCP
13A = Automatic Rifle	28 = Recreational Vehicles	11 = Other Hallucinogens
14 = Shotgun	29 = Structures-Single Occupancy Dwellings	12 = Amphetamines
14A = Automatic Shotgun	30 = Structures-Other Dwellings	13 = Other Stimulants
15 = Other Firearm	31 = Structures-Other Commercial/Business	14 = Barbiturates
15A = Automatic Other Firearm	32 = Structures-Industrial/Manufacturing	15 = Other Depressants
20 = Lethal Cutting Device	33 = Structures-Public/Community	16 = Other Drugs
30 = Club/Blackjack/Brass Knuckles	34 = Structures-Storage	17 = Methamphetamines
	35 = Structures-Other	18 = GHB (Date Rape Drug)
		77 = Over 3 drug types
		99 = Unknown

#59 Estimated Drug Quantity	ADDRESS
1 - 999999999999 (enter "1000" for implied decimal 1.000)	Incident Begin Date: Format = MMDDYYYYhhmm
	Incident End Date: Format = MMDDYYYYhhmm
#60 Type Drug Measurement	Address Type: IN = Incident Address
Capacity: FO = Fluid Ounce	Prefix: 2 alpha characters
GL = Gallon	Street #: 0 - 999999999
LT = Liter	Street Name: 25 characters
ML = Milliliter	Suffix: 5 alpha characters
Units: DU = Dosage Units	Quadrant: 2 alpha characters
NP = Number of Plants	Cross Street: 25 characters
Weight: GM = Gram	Apt #: 9 characters
KG = Kilogram	Lot #: 9 characters
LB = Pound	P.O. Box: 20 characters
OZ = Ounce	City: 30 characters
XX = Not Reported	County: 2 numeric characters
	State: 2 alpha characters
#61 Incident Complete Indicator	Postal Zip Code: 10 numeric/dash characters
N = No	Latitude: 11 numeric/dec./dash characters
Y = Yes	Longitude: 11 numeric/dec./dash characters

Mandatory Data Elements

All Incidents (excluding zero-Incident/No Criminal Data records) require the following:

- ORI Number
- Original Year
- Incident Number
- County
- City/Township Code
- Date of Occurrence/Report
- Occurrence/Report Date Indicator
- Hour Occurred
- Offense File Class
- Location Site
- Offense Attempted/Completed
- Offender Number
- Offender Suspected of Using
- Suspected Bias Motivation
- Victim Number
- Victim Connected Offense File Class
- Victim Type
- Incident Complete Indicator

Mandatory Conditions

The following mandatory conditions apply for all offenses, unless otherwise noted.

- If Offender Number equals 00, then Offender Age/Race/Sex cannot be entered
- If Offender Number equals 01-99, Offender Age/Race/Sex are mandatory
- If Offense File Class equals a Group B offense, then Arrest Charge must equal a Group B arrest charge code
- If Offense File Class equals 09005 or 09006, additional Victim Connected File Class can only equal 09001 or 09004
- If Victim Type equals I or P, then Victim Age/Race/Sex are mandatory
- VOR is mandatory if Victim Type equals I or P and Offender Number is greater than 00
- If Arrest Number exists, then Arrest Type, Arrest Age/Race/Sex, Arrest Charge, Arrest Armed, Date of Arrest, Multiple Arrest
- If an Offense File Class requiring property has Offense Attempted/Completed equal to A, then Item Number must equal 0 and
- If Property Loss Type equals 1 or 5, then Property Class, Property Value and Date Recovered are mandatory
- If Property Loss Type equals 5, then Property Loss Type 7 must exist with duplicate Item Number unless Offense File Class
- If Property Loss Type equals 7, then Property Class and Property Value are mandatory

Property Notes

Property can only be entered if Offense File Class equals 10001, 10002, 12000, 12001, 20000, 21000, 22001, 22002, 23001-23007, 24001-24003, 25000, 26001-26005, 26007, 26008, 27000, 28000, 29000, 30001-30004, 35001, 35002, 39001-39004, or 51000.