COMPUTER

SUBMISSION

SPECIFICATIONS

FOR THE
NEBRASKA
INCIDENT-BASED
REPORTING
SYSTEM

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I. DATA SUBMISSION INSTRUCTIONS

1. TAPE, DISKETTE SPECIFICATIONS

The Nebraska Incident-Based Reporting System (NIBRS) will accept submission of data on either magnetic tape, cartridge or floppy diskette. Eventually host-to-host capabilities will also be available. Tapes should be either 1600 or 6250 BPI tapes, 9 track, odd parity, EBCDIC format. Data Set Name (DSN) sent should be NIBRS.INCIDENT.DATA, and the label should be a standard IBM label. An external label should also be present, showing DSN, 6 position vol. serial number, date created, and sending agency's ORI Number (NB0------). File is variable length, 633 maximum and 41 minimum. Records written to magnetic tape or cartridge must be variable-length. Each of the Segment Levels contains a 4-byte field that reflects its specific record length. For example, Segment Level 1 has a Record Descriptor Word (RDW) containing a binary length of "87" that is the length of the actual data (positions 5-87) plus the beginning 4-byte RDW ("00570000" in hexadecimal notation). In COBOL applications and some other high-level languages, the RDW is automatically generated by operating system software, not application software. Conversely, in ALC and PL/I applications, the RDW must be built by the application software when creating these records. When reading them, the RDW is presented to the application program.

Floppy diskettes should be formatted fixed-field, ASCII format, using an IBM compatible PC with DOS Version 3.3. or greater. Each record must end with a carriage return. Field delimiters between fields are not allowed.

RECORDS SHOULD BE INITIALIZED TO BLANKS

Each record written to magnetic media must first be initialized to "Blanks" before data is moved into the applicable fields. This will provide "filler" for those varying Data Elements which do not have data because of the circumstances of the report.

Numeric Fields are right-justified with zero left-fill, no embedded blanks.

Alpha Fields are left-justified with blank right-fill.

2. OVERVIEW OF SEGMENTS TO BE SUBMITTED

The 58 data elements representing the NIBRS data structure have been grouped into six distinct Segment Levels identified as Level 1, Level 2, etc. A seventh Segment Level is used for Group "B" Arrest Report Data. These seven Segment Level groupings provide the mechanism to report Incident-Based Reporting (IBR) data to the Nebraska Incident-Based Reporting System (NIBRS).

An incident report may consist of many possible combinations of circumstances ranging from a simple one offense, victim, and offender situation, to a complex set of multiple offenses, property losses, victims, offenders, and arrestees. In addition, each of the victims may not be involved in each of the offenses. In other words, one, some, or all of the victims may be connected to each applicable offense.

Examples and instructions are provided for correctly reporting each crime incident or arrest. The following sections will provide more detail as to what data is included within the reports.

GROUP "A" INCIDENT REPORT SEGMENT LEVELS

There are six SEGMENT LEVELS within a Group A Incident Report. Position "5" of each tape record (Segment) will contain one of the following SEGMENT LEVEL codes (1-6) to indicate what kind of segment is being submitted. A brief description of each Segment Level follows:

LEVEL DESCRIPTION

1   ADMINISTRATIVE SEGMENT

Provides administrative information regarding the overall incident.

2   OFFENSE SEGMENT

Provides information about the UCR Offense(s) involved in the Incident.

3   PROPERTY SEGMENT

Provides information about the various types of property losses, etc. that may occur as a result of the incident.

4   VICTIM SEGMENT

Provides information about the victim(s) involved in the Incident.

5   OFFENDER SEGMENT

Provides information about the offender(s) involved in the incident.

NOTE: If the offender(s) are arrested at the time the initial incident report is entered into the agency's computer system, an Offender Segment must be generated along with an Arrestee Segment.

6   ARRESTEE SEGMENT

Provides information about the arrestee(s) involved in the incident.

NOTE: If the Arrestee Segment is being submitted as part of an initial incident report, a corresponding Offender Segment must also be created. Automated procedures must be established to generate correctly the required segments as mentioned within this document. Refer to Level 5 "Offender Segment" above.

GROUP B ARREST REPORT SEGMENT LEVEL

7   GROUP B ARREST REPORT

Provides data for arrests involving Group B offenses (e.g. DWI).

For each initial Group A Incident, the Administrative, Offense, Victim, and Offender Segments are required. The Property and Arrest Segments are submitted only if applicable.

3. LINKAGES AND SEQUENCE OF SEGMENTS

LINKAGES

Each Group A Incident Report has one master segment, called the "Administrative Segment." Connected to this segment are one or more Offense, Property, Victim, Offender, and Arrestee segments. An Offense, Victim, and Offender Segment are required for each initial Group A Incident. **Property and Arrestee Segments are submitted only if applicable.** Each Victim Segment contains a pointer (i.e., link) to the applicable Offense Segment(s). For example, if there are 2 offenses, 3 Victims, and 4 Offenders, and one of the offenders was arrested, Victim-001 could be linked to Offense-02, Victim-002 could be linked to Offense-01, and Victim-003 might be linked to Offense-01 and Offense-02. In "Crimes against Persons" and Robbery offenses, each victim additionally contains relationship pointers to each of the Offender Segments.

SEQUENCE OF SEGMENTS SUBMITTED

It is acceptable if the <u>different</u> Incident Numbers are not in sequence. However, all segments within <u>each</u> Incident Number must be in order by Segment Level. An example of the sequence follows:

SEQUENCE OF GROUP A INCIDENT REPORT SEGMENTS

<u>LEVEL</u> <u>SEGMENT</u>

1 ADMINISTRATIVE

2 OFFENSE(S)

3 PROPERTY (IF APPLICABLE)

4 VICTIM(S)

5 OFFENDER(S)

6 ARRESTEE(S)

OTHER SUBMISSIONS

When submitting Group B Arrest Reports as Segment Level 7, they can be written in any order on the tape but should <u>not</u> be interspersed between segments <u>within</u> a Group A Incident Report. For example, Segment Level 7 should not be between Segment Levels 4 and 5 of a Group A Incident Report.

The same is true for submission of subsequent arrests, exceptional clearances, and recovered property that are submitted as Segment Action Type "W" (Time-Window Submission).

4. CREATION OF MONTHLY TAPES

All data entered into an agency's data base must periodically be submitted to NIBRS by magnetic tape (diskette). To standardize these submittals, it is requested that **monthly** magnetic tapes be sent to the State containing segment additions, modifications, or deletions within the agency's data base not previously submitted to NIBRS. Submitting data once a month will tend to evenly distribute the amount of data over 12 months. Also, it will make it easier to keep track of missing monthly submittals in the event the State did not receive one.

WHEN TO CREATE MONTHLY TAPES

Based upon the "Activity Date" (the most recent date that action was taken on a report - initial incident, add arrest, modify, etc.) the agency's unload program will dump to tape all incidents that were initially entered or updated within the date range of a month. The tape for a specific month (e.g., June) must <u>not</u> include any incidents that were entered into the computer system after the last day in the month.

An agency <u>should wait</u> until the middle of the month to create the previous month's tape. By delaying creation of the tape, incidents which occur at the end of the month and subsequently updated the next month would not be included on this tape ("Activity Date" would change to current month). This will reduce the need for <u>resubmissions</u> to the State, thus reducing data traffic.

<u>EXAMPLE</u>

An incident occurred on June 25 and was entered into the agency's data base on June 30. An arrest was made on July 3 that <u>also</u> resulted in an additional victim and other NIBRS data elements being updated within the agency's record of the Incident. This supplemental report was added to the computer system on July 8. By delaying the unload program until the 15th of July, several significant events would occur,

1) The June 25 incident would not have been submitted on the "June" tape because the <u>Activity Date</u> changed from June 30 to July 8.

2) The "July" tape would contain the complete initial incident report. There would be no need for a resubmission to gather the additional data.

DUE DATE FOR SUBMISSION OF TAPES (DISKETTES)

So that the State may have time to process an agency's data and send the data on to the FBI, it is requested that tapes (diskettes) be sent by the <u>20th</u> of each month.

Tapes (diskettes) received after the 20th will <u>not</u> be included on the monthly tape sent to the FBI.

5. DETERMINING AMOUNT OF DATA TO BE SUBMITTED

OVERVIEW

The following concerns itself with <u>when</u> and <u>how</u> data is to be sent to NIBRS regarding initial incidents, previously submitted initial incident reports, subsequent arrests, recovered property, and exceptional clearances. This discussion is general in nature so as to present a functional view to data processing personnel.

A specific method is presented that lays out the guidelines for determining, via computer software logic, <u>how much</u> data to send to NIBRS and <u>how</u> this is to be determined. For instance, incident data will be sent to NIBRS in different amounts (or formats), depending on the data retention period of the agency's computer system and NIBRS, as explained below. Applying these instructions to the software within the agency will ensure a standard, uniform way to determine which data to send to the State.

NIBRS HAS A 2-YEAR RETENTION PERIOD

NIBRS will maintain complete Incident-Based Reporting data for incident reports for the <u>current year and one previous year</u>. A year is considered to be January through December.

CURRENT YEAR DETERMINATION

The <u>current year</u>, as far as the agency's software is concerned, should be determined based on the <u>exact date</u> the agency is writing its data to magnetic tape. This date has nothing to do with which month's data is included within the tape.

<u>The date the tape is created</u> will be used in determining the beginning <u>base date</u> which is used in deciding which data submission format to use (i.e., incident report resubmissions, or specific segment submissions using Segment Action Type "W" = Time-Window Submission).

TIME-WINDOW SUBMISSIONS

TIME-WINDOW DEFINITION

The "Time-Window" is a date range in which the State will accept <u>complete</u> submissions of Group A Incident Reports and complete resubmissions of those reports. Only **incident dates** within this date range, as established per instructions for "Time-Window "Base Date" Calculation" (Page 7), will be allowed. Incidents occurring outside this date range would be submitted using Segment Action Type "W" (Time-Window Submission), as explained later.

TIME-WINDOW "DATE RANGE" DETERMINATION

The "Date Range" is measured from the date a computer tape is created, back to the beginning (i.e., January 1) of the previous year. For example, if the tape was created on September 22, 1991, the range would be from January 1, 1990, through September 22, 1991. The date range in which Group A Incident Reports may be submitted to the State automatically narrows to 1 year and 1 day at the beginning of the current year (January 1 of the current year, plus January 1 through December 31 of the previous year). It expands to 2 years at the end of the current year (January 1 through December 31 of the current year, plus January 1 through December 31 of the previous year).

TIME-WINDOW "BASE DATE" CALCULATION

The "Base Date" is oriented from the date a magnetic tape is created, back to the beginning (i.e., January 1) of the previous year. Therefore, January 1 of the previous year will be the "Base Date." When an agency

converts to NIBRS, the date of conversion becomes the "Base Date" until such time that January 1 of the previous calendar year becomes the "Base Date."

HOW WILL "BASE DATE" BE USED WITHIN THE AGENCY?

If arrests, property recoveries, and exceptional clearances were subsequently entered into the agency's data base for incidents that happened before the "Base Date" the State will only accept submission of an Arrestee Segment, Property Segment (recovery) and Administrative Segment (exceptional clearance). No other segments may be submitted or modified.

This "Base Date" calculated within the agency's "unload" program will be compared with Data Element 3 (Incident Date/Hour) for incident resubmissions, in determining how to send data to NIBRS when the agency still maintains the Group A Incident Report on its data base.

FIVE-YEAR REFERENCE CALENDAR EXAMPLE

The following example shows a 5-year calendar. This will be used to assist with understanding the current and previous calendar year retention concept that follows. Assume NIBRS has been collecting data since January, 1990:

YEAR	MONTHS
1990	JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
1991	JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
1992	JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
1993	JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
1994	JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

EXAMPLE

Assume the date the agency's computer wrote segments to computer tape was May 20, 1991, and the tape contains all data base update/add arrest/delete activity performed during the month of April, 1991. The tape would not contain any activity made during the first 20 days of May.

If another victim had been added in April, 1991, to a previously submitted incident that occurred on or after January 1, 1990, the complete Group A Incident Report would be deleted and resubmitted to NIBRS to include the additional victim. If the incident occurred prior to this date, the report would not be written to the tape because the update was outside of the "Time-Window Base Date" and it involved a **victim**, not an arrest, exceptional clearance, or a property recovery.

Using the above example, if an arrest was also made for the same incident that had an incident date on or after January 1, 1990, the complete incident report would be resubmitted to NIBRS. This would include the additional Victim Segment and the Arrestee Segment. If the incident occurred prior to this date, only the Arrestee Segment would be written to magnetic tape, not the Victim Segment. Also, because the state no longer maintains the incident report, the Arrestee Segment would also indicate if the arrest resulted in a clearance or is just another arrest for the previously cleared incident.

THE "PERFECT" DATA BASE

Conceptually, the "perfect" data base for the State would allow continuous updating for every Group A Incident report and Group B Arrest Report submitted, meaning the data base would get larger and larger.

The 2-year Time-Window limit will, however, provide for high-quality crime statistics and still take into account resource constraints imposed by the large volume of IBR data that will be submitted to NIBRS from year to year.

LOCAL AGENCY "DATA BASE" RETENTION PERIOD

Beyond the 2-year NIBRS retention period, time constraints imposed to control data base sizes at the local level are at the discretion of each individual agency. Ideally, if computer resources can accommodate more than 2 years, then current year arrests, exceptional clearances, and property recoveries submitted to the State for crimes that occurred more than 2 years ago will contain additional data that otherwise would not have been available.

If less than 2 years of data is maintained at the local level, data can still be sent to NIBRS using the software logic explained below. Specific guidelines for sending data to NIBRS will be centered around the State's 2-year data base, regardless of local policy. The agency's computer software, regardless of retention period used, would unload data using the Time-Window Base Date rule that is used to determine which way to submit data.

LOCAL AGENCY DOES NOT HAVE A 2-YEAR RETENTION PERIOD

If the local agency does not have a 2-year retention period, and the Group A Incident Report which needs to be updated is no longer on their data base, NIBRS will still accept submissions for that incident (arrests, exceptional clearance, and/or recovered property).

A. For an ARREST, an Arrestee Segment (Level 6) with a special Segment Action Type of "W" (Time-Window Submission) will be sent to NIBRS that includes:

      1) All data elements within the Arrestee Segment;

      2) A **clearance indicator** showing if this arrest cleared the incident or if it was previously cleared by another arrest; and

      3) Up to 10 UCR Offense Code(s) associated with the original incident report. This will allow NIBRS to count the offenses cleared by arrest.

B. For an EXCEPTIONAL CLEARANCE, an Administrative Segment (Level 1) with a special Segment Action Type of "W" (Time-Window Submission) will be sent to NIBRS that includes:

      1) All data elements within the Administrative Segment, including Data Element 4
      (Cleared Exceptionally) and 5 (Exceptional Clearance Date); and
      2) Up to 10 UCR Offense Code(s) associated with the original incident report. (This will allow NIBRS to associate the exceptional clearance with the original incident offense(s).

C. For <u>RECOVERED PROPERTY</u>, a Property Segment (Level 3) with a special Segment Action Type of "W" (Time-Window Submission) will be sent to NIBRS that includes:

     1) All data elements within the Property Segment, including Data Element 17 (Recovery Date); and

     2) Only the UCR Offense Codes(s) for Kidnaping, Gambling, and "Crimes Against Property" associated with the original incident report.

START-UP DATE

Once an agency begins submitting NIBRS data to the State, any data received that could possibly be interpreted as duplicate reporting within the same month, will be rejected. In other words, if an agency begins submitting NIBRS data in June, 1992, any *dates* for incidents, recovered property, exceptional clearances, and/or arrests that predate June, 1992, would be rejected. All data coming from this agency can never have dates prior to the start-up date of June, 1992.

In the case of initial incidents that, for some reason, did not get reported prior to June, 1992, the report date should be used instead of the incident date so it will be accepted by NIBRS. Property recovered, arrests, and/or exceptional clearances of incidents which were reported prior to June, 1992, should be treated as TIME-WINDOW submissions.

6. SEGMENT ACTION TYPES

The following **SEGMENT ACTION TYPES** must be used when submitting Group A Incident Reports that are maintained within the agency's data base and **fall within** the Time-Window "Date Range" described on page 8m. Except where specified below, if a previously submitted incident report is being adjusted, the complete incident report would be resubmitted after first deleting the old incident. Both of these activities would be accomplished on the same monthly tape.

SEGMENT ACTION TYPE

"I" = INCIDENT REPORT (LEVELS 1-6)

Submit all known data at the time the incident is initially reported, including the appropriate SEGMENT LEVELS within the Incident Report. Use this "Segment Action Type" also to **resubmit** an entire Group A Incident Report previously reported to the State, but which had to be deleted and resubmitted because individual types of segments needed to be added, modified, or deleted.

The agency software must be designed so that the **first** Group A Incident Report submission never be preceded

"A" = ADD ARREST

ARRESTEE SEGMENT (Level 6)

Use "A" when adding an Arrestee Segment to a previously submitted Group A Incident Report and   whe

In all other instances, to add individual types of segments, such as Offense, Victim, Offender, etc., to an existing

NIBRS will be able to count **clearances** based upon the presence of arrests associated with an incident. The first arrest automatically clears the incident and subsequent arrests will not be counted as additional clearances.

"M" = MODIFY

ADMINISTRATIVE SEGMENT (Level 1)

Use "M" only when modifying Data Elements 4 (Cleared Exceptionally) and/or 5 (Exceptional Clearance Date) in an existing Group A Incident Report previously submitted to the State. These two data fields within this submitted Segment Level 1 will replace the corresponding data on the State's data base. If a field originally contained data but is now blank, the update will show the empty data field.

To modify any other data fields in individual segments (Segment Levels) within a previously submitted incident report, first delete ("D") the entire existing incident report and then resubmit it as a Segment Action Type "I" = Incident Report, incorporating all changes.

"D" = DELETE

GROUP A INCIDENT REPORT (Level 1)

Use "D" to delete all the segments associated with a previously submitted Group A Incident Report. To do this, send the complete Administrative Segment as "D" Delete and all the "descendant" or dependent" segments of that linkage will be deleted for Segment Levels 1 through 6.

GROUP A INCIDENT REPORT NO LONGER MAINTAINED ON STATE'S DATA BASE

The following segment action types must be used when arrests, exceptional clearances, or recovered property occurred for Group A Incident Reports that are no longer on file in the state's data base.

SEGMENT ACTION TYPE "W" TO BE USED WHEN ADDING SEGMENTS

The agencies will be able to add and **subsequently** modify or delete "Segment Levels" for arrests, exceptional clearances, and recovered property segments if submitted as "Time-Window" submissions. The State will, however, generate an error message if attempts to "M" = Modify these segments are submitted without having first added them with a Segment Action Type of "W" = Time-Window Submission.

SEGMENT ACTION TYPE

"W" = TIME WINDOW SUBMISSION

ADMINISTRATIVE SEGMENT (Level 1)

Use "W" in the case of the exceptional clearance of a Group A Incident Report that no longer exists on the state's data base. The original incident's UCR Offense Code(s) must also be included within this Administrative Segment. (This will identify which offenses have been exceptionally cleared)

PROPERTY SEGMENT (Level 3)

Use "W" to **add** a Property Segment (for property which has been recovered) when the Group A Incident Report no longer exists on the state's data base. The original incident's UCR Offense Code(s) relating to the property must also be included within this Property Segment.

ARRESTEE SEGMENT (Level 6)

Use "W" to **add** an Arrestee Segment when the Incident Report no longer exists on the State's data base. A special clearance indicator must also be entered that tells if this arrest resulted in a clearance or if it was an additional arrest for this previously cleared incident. The original incident's UCR Offense Code(s) must also be included within this Arrestee Segment. (This will identify which offenses have been cleared by arrest)

ADMINISTRATIVE, PROPERTY, AND ARRESTEE SEGMENTS:

Group A Incident Report, NIBRS will reject only the segment in error, keeping those that are error-free.

PREVIOUSLY SUBMITTED AS TIME-WINDOW SUBMISSION:

"M" = MODIFY

ADMINISTRATIVE SEGMENT (Level 1)

All data fields within this submitted Segment Level will replace the corresponding data on the state's data base. If the field originally contained data but is now blank, the update will show the empty data field.

When submitting an Administrative Segment for modification, include all the data fields within the Segment Level, not just the fields being modified. The State will replace the entire Segment Level with the data in the submitted segment.

The original incident's UCR Offense Code(s) must also be included within this Administrative Segment. An Administrative Segment may be "M" = Modified only if it had previously been submitted as a Segment Action Type of "W" = Time-Window Submission.

PROPERTY SEGMENT (Level 3)

Use "M" to modify a Property Segment (for property which has been recovered). A Property Segment may be "M" = Modified only if it had previously been submitted as a Segment Action   Type   "W"   =   Time-Window Submission segment.

All data fields within this submitted Segment Level will replace the corresponding data on the State's data base. If the field originally contained data but is now blank, the update will show the empty field. When submitting a Property Segment for modification, include all the data fields within the Segment Level, not just those being modified. The State will replace the entire Segment Level with the data in the submitted segment.

The original incident's UCR Offense Code(s) relating to the property must also be included within this Property Segment.

ARRESTEE SEGMENT (Level 6)

Use "M" to modify an Arrestee Segment when the segment had previously been submitted as a"W"(Time-Window Submission). A special clearance indicator must also be entered that indicates if this arrest resulted in a clearance or was an additional arrest for a previously cleared incident. The original incident's UCR Offense Code(s) must also be included in this Arrestee Segment.

All data fields within this submitted Segment Level will replace the corresponding data on the FBI's data base. If the field originally contained data but is now blank, the update will show the empty data field. When submitting an Arrestee Segment for modification, include all the data fields within   the   Segment Level, not just the fields being modified. The State will replace the entire Segment Level with the data in the submitted segment.

"D" = DELETE

ADMINISTRATIVE SEGMENT (Level 1)

All segments (Levels 1 through 6) connected to the incident will be removed from NIBRS.

PROPERTY SEGMENT (Level 3)

A Property Segment may be "D" = Deleted only if it had previously been submitted as a "W" = Time-Window Submission segment.

ARRESTEE SEGMENT (Level 6)

An Arrestee Segment may be "D" = Deleted only if it had previously been submitted as a Segment Action Type "W" = Time-Window Submission.

GROUP B ARREST REPORT

Group A Incident Reports are <u>not</u> to be submitted for Group B Offenses. Only Group B Arrest Report (Level 7) tape segments should be submitted for these offenses.

The following SEGMENT ACTION TYPES must be used when submitting Group B Arrest Reports:

"A" -   <u>Add Arrest</u> Report (Level 7)

Use this when initially submitting an arrest report.

"M" -   <u>Modify</u> Report (Level 7)

Use this when adjusting previously submitted segments. All data elements within this segment must reflect the corrected and current values; do not just complete those that changed.

"D" -   <u>Delete</u> Report (Level 7)

Use this when intending to delete an Arrest Report that was previously sent to NIBRS.

7. HANDLING ERRORS

A. ERRORS DETECTED FOR GROUP A INCIDENT REPORTS THAT FALL WITHIN THE DATE RANGE (PAGE 8)

ERRORS IN THE INITIAL INCIDENT REPORT, SEGMENT ACTION TYPE "I" = INITIAL INCIDENT

Whenever error(s) occur in a Group A Incident Report, the <u>entire</u> incident will be rejected. All segments within the incident will be rejected even though some of the segments might have been correct. This will prevent incomplete incident reports from being added to NIBRS.

Correction Procedure: Resubmit the Group A Incident Report with Action Type "I" - Initial Incident.

ERRORS IN ARRESTEE SEGMENT, SEGMENT ACTION TYPE "A" = ADD ARREST

When error(s) occur in this segment, only this segment will be rejected; other "A" = Add Arrest (Arrestee Segments), if any, will be added to the data base. As previously mentioned the only segment that can be added to an existing incident report is the Arrestee Segment.

Correction Procedure: An agency may choose one of two ways to correct the segment in error. They may resubmit the entire Initial Group A incident (see above) or they may resubmit only the Arrestee Segment, Action Type "A" = Add Arrest, which was in error.

ERRORS IN SEGMENT ACTION TYPE "M", ADMINISTRATIVE SEGMENT

NIBRS will reject the submitted "M" = Modify segment in error; any existing Administrative Segment on file will remain intact. The Administrative Segment within a Group A Incident Report is the only segment that can be modified, and only specific data elements may be
modified.

Correction Procedure: Resubmit the Administrative Segment, Segment Action Type "M" = Modify, after correcting the error.

ERRORS IN SEGMENT ACTION TYPE "D" = DELETE

When an agency attempts to Delete an Administrative Segment that no longer exists on the State's data base, the delete action would fail.

When resubmitting any segments in error, they may need to be sent as Time-Window Submissions since the Base Date will have changed and, therefore, the Group A Incident may no longer be maintained on the State's data base. This will also affect which data can then be changed.

B. ERRORS DETECTED IN SUBMISSIONS FOR GROUP A INCIDENTS NO LONGER MAINTAINED ON THE STATE'S DATA BASE

ERROR IN SEGMENT ACTION TYPE "W" = TIME-WINDOW SUBMISSION

The segment in error will be rejected; any error-free segments for the same incident will be added to NIBRS.

Correction Procedure: The agency may either resubmit the segment in error after correcting the error or they may send the Administrative Segment with action type of "D" = Delete which would delete all related segments for that Incident, and then resubmit all segments.

ERROR IN SEGMENT ACTION TYPE "M" = MODIFY (PREVIOUSLY SUBMITTED AS TIME-WINDOW)

NIBRS will reject the segment in error. The previous segment, which is already on file, will remain intact.

Correction Procedure: Resubmit the applicable segment after correcting the error(s). Segment Action Type "M" = Modify is only applicable for Property and Arrestee Segments.

ERROR IN SEGMENT ACTION TYPE "D" = DELETE (PREVIOUSLY SUBMITTED AS TIME-WINDOW)

NIBRS will reject the segment in error.

Correction Procedure: Resubmit segment in error after correcting the error.

ERRORS IN GROUP B ARREST REPORT (SEGMENT LEVEL 7) ACTION TYPES A, M, OR D

NIBRS will reject the segment in error.

Correction Procedure: Resubmit the Group B Arrest Segment in error.

Agencies will receive an error listing after their tape (diskette) is processed.

SEGMENT DESCRIPTIONS, INSTRUCTIONS, AND EDITS

ADMINISTRATIVE SEGMENT - LEVEL 1

Data Element	Position on Tape	Length	# Occurs	Description, Instructions & Edits
-	1	1	1	<u>Segment Level</u> Code of '1' designates Administrative Segment.

-	2	1	1	<u>Action Type</u>
				  I - Initial Incident
				  M - Modify Incident
				  D - Delete Incident
				  W - Time-Window Submission

-	3-8	6	1	<u>Month/Century/Year of Activity</u> (not the month the tape is created)
-	9-12	4	1	<u>City Indicator</u> (Not applicable in Nebraska)
1	13-21	9	1	<u>ORI Number</u> Must be valid 9-character NCIC ORI number. 'NB' in first two positions, 00 in last two positions.
2	22-33	12	1	<u>Incident Number</u> Left justified with blank right-fill. Valid character combinations (A-Z, 0-9, hyphen and/or blanks). Can't be all blanks and can't have embedded blanks, must be unique.

3	34-44	11	1	<u>Incident Date/Hour</u>
				CCYYMMDD in positions 1-8.
				Blank or 'R' (Report Date Indicator) in position 9.
				If Incident Date is unknown, enter Date Reported.
				Hour (00-23) in positions 10-11.
				If Hour is unknown, leave blank.
				If incident occurred at midnight, this should be considered the
				    beginning of the next day.
				Can't be later than month/year of activity.
				Can't predate the Base Date unless determined to be Time-Window.
				Can't predate the date the agency went IBR (start-up date).
				The Report Date should be used if the date of occurrence predates
				    the start-up date (Initial Incidents Only).

4	45	1	1	<u>Reason for Exceptional Clearance</u> Valid codes: A,B,C,D,E, or N If Time-window submission, can't be N. If A-E entered there can be no Arrestee Segments submitted.
5	46-53	8	1	<u>Exceptional Clearance Date</u> CCYYMMDD If DE4 = N, date can't be present, else must be entered. Can't predate DE3. Can't be later than month/yr of Month/Century/Year of Activity. If Time-Window submission, cannot be earlier than the Base Date. Can't Predate the Date the Agency went IBR.
-	54-55	2	1	<u>Geo Code</u> (Optional Field - No Edits)
-	56-85	3	10	<u>UCR Offense Code(s)</u> Enter up to 10 valid Group A Offense Codes - excluding 09C, no duplicates. Only enter if determined to be Time-Window Submission.

OFFENSE SEGMENT - LEVEL 2
(Enter one offense segment for each different Offense Code (up to 10) associated with the incident)

Data Element	Position on Tape	Length	# Occurs	Description, Instructions & Edits
-	1	1	1	Segment Level Code of '2' designates Offense Segment.
-	2	1	1	Action Type I - Initial Incident
-	3-8	6	1	Month/Century/Year of Activity (not the month the tape is created)
-	9-12	4	1	City Indicator (Not applicable in Nebraska)
1	13-21	9	1	ORI Number Must be valid 9-character NCIC ORI number. 'NB' in first two positions, 00 in last two positions.
2	22-33	12	1	Incident Number Valid character combinations (A-Z, 0-9, hyphen and/or blanks). Can't be all blanks and can't have embedded blanks.

6	34-36	3	1	Offense Code
				Enter one offense segment for each different Offense Code (up to 10)
				   associated with this incident.
				Must be a valid Offense Code, cannot be a Group B Offense Code and
				no duplicates.
				Offense Code of 09C mutually exclusive - only one offense segment may
				   be submitted.

-	37	1	1	Felony/Other Valid codes: F, O, or blank.
7	38	1	1	Offense Attempted/Completed Valid codes: A or C. If DE6 = 09A, 09B, 09C or 13A, 13B, 13C, must be C.
8	39-41	1	3	Suspected of Using '1' position field, 3 occurs. Valid codes: A,C,D,N - no duplicates. If N, can be no others.
9	42-43	2	1	Location Type Valid codes: 01-25, 30, 31.
10	44-45	2	1	Number of Premises Entered If DE6 = 220 and DE9 = 14 or 19, then must be entered, **else can't be entered**. Valid Codes: 01-99.
11	46	1	1	Method of Entry If DE6 = 220, must be entered, else can't be entered. Valid codes: F or N.

Data Element	Position on Tape	Length	# Occurs	Description, Instructions & Edits
12	47-49	1	3	Type of Criminal Activity / Gang Information '1' position field, 3 occurs. If DE6 = 250, 280, 35A, 35B, 39C, 370, or 520 Criminal Activity must be entered. Valid codes: B,C,D,E,O,P,T,U - no duplicates allowed. If DE6 = 09A, 09B, 100, 120, 11A, 11B, 11C, 11D, 13A, 13B, or 13C Gang Information must be entered. Valid Codes: J, G, N - no duplicates allowed

13	50-58	3	3	Type of Weapon
				'3' position fields, 3 occurs.
				If DE6 = 09A-09C, 100, 11A-D, 120, 13A-B, 210, or 520, must
				   enter, **else can't enter.**
				Valid Codes: 11-15, 20, 30, 35, 40, 50, 60, 65, 70, 85, 90,
				   95 or 99 (no duplicates).
				If DE6 - 13B, can only enter 40, 90, 95, 99.
				If 99 entered there can be no others entered.
				Entry of '99' not valid when DE6 = 09A-C.
				3rd position = A or S or blank.
				   Can be A or S only if 1st 2 positions are 11-15.

8a	59-60	2	1	Hate/Bias Indicator Valid codes: 11-15, 21-27, 31-33, 41-45, 51, 52, 88, 99.

PROPERTY SEGMENT - LEVEL 3

Property Segment data should only be submitted for offenses of Gambling, Kidnaping, Drug/Narcotic Offenses and "Crimes Against Property."

Data Element	Position on Tape	Length	# Occurs	Description, Instructions & Edits
-	1	1	1	**Segment Level** Code of '3' designates Property Segment.

-	2	1	1	**Action Type**
				   I - Initial Incident
				   M - Time-Window Modify
				   D - Delete
				   W - Time-Window Add

-	3-8	6	1	**Month/Century/Year of Activity** (Not the month the tape is created)
-	9-12	4	1	**City Indicator** (Not applicable in Nebraska)
1	13-21	9	1	**ORI Number** Must be valid 9-character NCIC ORI number. 'NB' in first two positions, 00 in last two positions.
2	22-33	12	1	**Incident Number** Valid character combinations (A-Z, 0-9, hyphen and/or blanks). Can't be all blanks and can't have embedded blanks.

14	34	1	1	**Type Property Loss**
				 A separate "Property Segment" is to be submitted for each type loss.
				 Valid codes: 1,2,3,4,5,6,7, or 8.
				 If 1 or 8 is entered, this must be the only property record for this
				     incident and DE=s 15-22 must be blank **unless** DE6 = 35A and
				     DE 14 = 1, then DE20 must be entered.
				 If all DE7 present are 'A', where associated offense code is 200, 510,
				     220, 250, 290, 270, 210, 26A-26E, 23A-23I, 240, 120, 280, 100,
				     39A-39D, then DE14 must = 1 or 8.
				 If determined to be Time-window, this must = 5.
				 Certain offense codes require certain Type Loss Codes and vice versa,
				     those edits are as follows:
				      If DE6 = 200 and DE7 = C then DE14 must = 2
				      If DE6 = 250 and DE7 = C then DE14 must = 3,5, or 6
				      If DE6 = 290 and DE7 = C then DE14 must = 4
				      If DE6 = 39A-D and DE7 = C then DE14 must = 6
				      If DE6 = 35A-B and DE7 = C then DE14 must = 1 or 6
				      If DE6 = 280 and DE7 = C then DE14 must = 1 or 5
				      If DE6 = 270, 210, 26A-E, 23A-I, 240, or 120 and DE7 = C
				 then DE14 must = 5 or 7
				      If DE6 = 510, 220, or 100 and DE7 = C then DE14 must =
				 1,5,7 or 8.

Data Element	Position on Tape	Length	# Occurs	Description, Instructions & Edits
15	35-36	2	10	Property Description '2' position field. If DE14 = 2-7, must be present. If DE14 = 1 or 8, must be blank. Valid codes: 01-39, 77, 88, 99, 40, 41 (no duplicates). Code '11' not valid if DE6 = 35A and 35B not present. Code '10' not valid if DE6 = 35B and 35A not present. 88 should stand alone. If only DE6 present is 23A-I, DE15 cannot equal 03, 05, 24,28, or 37. Property Description of 3,5,24,28,37 must be present if DE6 = 240 and DE7 = C. If more than 10 types of property are involved, enter the codes and values for the 9 most valuable; next enter '77' (Other) for the remaining properties along with the total value.
16	37-45	9	10	Value of Property '9' position field. Enter whole dollars (no cents) (zero left-fill). DE15 must be present. If DE15 is 88, value must be 1. If DE14 = 2-7, must be present **except** if DE6 = 35A, DE14 = 6 and DE15 = 10, then DE16 must be blank. If DE15 = 09 or 22, value must = 0. If DE15 = 77 or 99, DE16 may = 0. If DE15 = anything but 09, 22, 77, or 99 then value cannot = 0. All property recovered must also be stolen, unless DE6 = 250 or 280. If DE14 = 5, read property record for this ORI/Incident where DE14 = 7, should be present, and the two should match 1 to 1 on DE15, and on all matches DE16 cannot be greater on the one where DE14 = 5.
17	46-53	8	10	Date Recovered '8' position field. CCYY/MM/DD. Enter only if DE14 = 5. DE15 and DE16 must be present. Can't be less than DE3. Can't predate the date the agency went IBR. Can't be later than month of activity. If Time-window submission, Date can't predate Base Date.
	54-224			Occurrences 2-10 of above 3 fields.
18	225-226	2	1	Number of Stolen Vehicles If DE6 = 240, DE7 = C and DE14 = 7, must enter **else can't enter**. DE15 must be one of the following: 03, 05, 24, 28, 37. Valid codes: 00-99 (00 = unknown). If more than one vehicle code is entered in DE15, # of stolen vehicles must be = or > number of vehicle codes (03,05,24,28,37) unless # stolen is 00.

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Data Element	Position on Tape	Length	# Occurs	Description, Instructions & Edits

19	227-228	2	1	Number of Recovered Vehicles
				Valid codes: 00-99.
				If DE6 = 240, DE7 = C, and DE14 = 5 must enter, else can't enter.
				If > 00, DE15 must = 03,05,24,28,37.
				If more than one vehicle code (03,05,24,28,37) entered in DE15, DE19
				    must be equal to or greater than the number of different vehicle
				codes, unless DE19 = 00.
				DE18 must be present and DE19 must be less than or equal to DE18.
				    (unless Time-Window Submission)

20	229	1	3	Suspected Drug Type If DE6 = 35A, DE14 = 6, and DE15 = 10, DE20 must be present. If DE6 = 35A and DE14 = 1, DE20 must be present. Valid codes: A-P, U, X. Duplicates allowed, however, type measurement must be different. If X present, all 3 must be present.
21	230-241	12	3	Estimated Drug Quantity '12' position field. Rightmost 3 are decimal. DE20 must be present. If DE6 = 35A and DE14 = 1, then DE21 must be blank. If DE20 = X, must be blank.
22	242-243	2	3	Type Drug Measurement '2' position field. DE20 and DE21 must be present. Values: GM, KG, OZ, LB, ML, LT, FO, GL, DU, NP, AND XX. (XX = Unknown at this time, must later be adjusted). NP only valid if DE20 is E,G, or K. If DE20 = X, must be blank. If DE22 = XX, then DE21 must = 1.
	244-273			Occurrences 2-3 of above 3 fields.
6	274-303	3	10	UCR Offense Codes 10 '3' position fields. Enter up to 10 valid Group A Offense Codes. Only valid if Time-window, at least one must be present. Valid codes: 200, 510, 220, 250, 290, 270, 210, 26A-26E, 240, 23A-23I, 120, 280, 100, 39A-39D.

Data Element	Position on Tape	Length	# Occurs	Description, Instructions & Edits
-	1	1	1	**Segment Level** Code of '4' designates Victim Segment.
-	2	1	1	**Action Type** I - Initial Incident
-	3-8	6	1	**Month/Century/Year of Activity** (not the month the tape was created)
-	9-12	4	1	**City Indicator** (Not applicable in Nebraska)
1	13-21	9	1	**ORI Number** Must be valid 9-character NCIC ORI number. 'NB' in first two positions, 00 in last two positions.
2	22-33	12	1	**Incident Number** Valid character combinations (A-Z, 0-9, hyphen and/or blanks). Can't be all blanks and can't have embedded blanks.
23	34-36	3	1	**Victim Sequence Number** 001-999 (no duplicates).
24	37-66	3	10	**Connected to Offense Code** '3' position field. Must be valid offense code (no duplicates and no Group B offenses). Crimes Against Society (35A-B, 39A-D, 370, 40A-B, 520) cannot be present with other offense codes. Each offense code present must have corresponding offense segment. If 13A or 09A is present, 09B or 09C cannot also be present.
25	67	1	1	**Type of Victim** Valid codes: I,B,F,G,R,S,O,U,P. If DE24 = 39A-D, 520, 40A-B, 35A-B, or 370, DE25 must = S. If DE24 = 09A, 09B, 13A, or 13B, DE25 must = I or P. If DE24 = 09C, 100, 11A-11D, 13C, or 36A-B, DE25 must = I. If DE24 = 200, 510, 220, 270, 210, 250, 26A-E, 23A-I, 240, 120, 280, 290, or 520, DE25 can = I,B,F,G,R,O, or U.
26	68-71	4	1	**Victim Age** Must enter if DE25 = I or P, else can't enter. Valid codes: NN,NB,BB,01-98,99 (over age 98),00 (unknown) in positions 1-2, or 4 position number with positions 1-2 less than positions 3-4 (2530 - age range). If offense is 36B then victim's age must be < 16.
27	72	1	1	**Sex of Victim** Must enter if DE25 = I or P, else can't enter. Valid codes: M,F, or U. If DE6 = 11A or 36B must be M or F, U not valid.
28	73	1	1	**Race of Victim** Must enter if DE25 = I or P, else can't enter. Valid codes: W,B,I,A, or U.

Data Element	Position on Tape	Length	# Occurs	Description, Instructions & Edits
29	74	1	1	Ethnicity of Victim Must enter if DE25 = I or P, else can't enter. Valid codes: H,N, or U.
30	75	1	1	Resident Status Must enter if DE25 = I or P, else can't enter. Valid codes: R,N, or U.
31	76-79	2	2	Aggravated Assault/Homicide Circumstances '2' position field, 2 occurs. Must enter if DE24 = 13A, 09A-C, else can't enter. Valid Codes: 01-10,20-21,30-34 (no duplicates). If DE24 = 09A, must be 01-10, no others, no duplicates and 10 is mutually exclusive. If DE24 = 13A, must be 01-06, 08-10, no others and no duplicates. If DE24 = 09B must be 30-34, no others and no duplicates. If DE24 = 09C, must be 20 or 21, no others and only one. If DE31 = 8, then at least two offenses must be present in DE6.
32	80	1	1	Additional Justifiable Homicide Circumstances Valid codes: A,B,C,D,E,F,G. DE24 must = 09C and DE31 must = 20 or 21, else can't enter.

33	81-85	1	5	Type Injury
				'1' position field, 5 occurs.
				Valid codes: N,B,I,L,M,O,T,U (no duplicates allowed).
				N is mutually exclusive.
				If DE24 = 100, 11A-D, 120, 13A-13B, 210 and DE25 = I or P, must
				    enter, else can't enter and if 13B only one present DE33 must = N
				    or M only.

34	86-87	2	10	Offender Number to be Related to Victim '2' position field. If DE24 = 09A-09C, 100, 11A-11D, 120, 13A-13C, 36A-B and DE25 = I or P, must enter, else can't enter. Valid codes: 00-99 (no duplicates allowed). 00 not valid if DE24 = 09C. A sequence number of 00 is mutually exclusive, no other offender numbers may be present for this incident. Corresponding Offender Segment must be present.

35	88-89	2	10	Relationship of Victim to Offender
				'2' position field.
				Valid codes: SE, CS, PA, SB, CH, GP, GC, IL, SP, SC, SS, OF, AQ,
				    FR, NE, BE, BG, CF, HR, XS, EE, ER, OK, RU, ST, XB, VO.
				Cross-edit with Offender Segment: If U present in DE38 and DE39 and
				    00 present in DE37 then DE35 must = RU.
				If DE34 = 00, must be blank.
				If SE or CS, then DE26 must be at least 10.
				Only one 'SE' relationship per victim.
				Each occur of DE35 must also be in DE34.
				If BG then victim's sex & offender's sex must be opposite.

	90-125			Occurrences 2-10 of above 2 fields.

Data Element	Position on Tape	Length	# Occurs	Description, Instructions & Edits
-	1	1	1	Segment Level Code of '5' designates Offender Segment.
-	2	1	1	Action Type I - Initial Incident
-	3-8	6	1	Month/Century/Year of Activity (not the month the tape is created)
-	9-12	4	1	City Indicator (Not applicable in Nebraska)
1	13-21	9	1	ORI Number Must be valid 9-character NCIC ORI number. 'NB' in first two positions, 00 in last two positions.
2	22-33	12	1	Incident Number Valid character combinations (A-Z, 0-9, hyphen and/or blanks). Can't be all blanks and can't have embedded blanks.

36	34-35	2	1	Offender Sequence Number
				Valid codes: 00-99 (no duplicates).
				If DE4 = A-E, cannot be 00 (unknown).
				If DE6 = 09C, cannot be 00 (unknown).
				If 00 then DE34 from victim record must be 00 for any occurrance,
				  any record, with matching ORI/Incident Number.
				If the number is 00, no other offender segments can be submitted for
				  this incident.

37	36-39	4	1	Age of Offender
				Valid codes:
				        01-98.
				        99 - age 99 and older
				        00 - age unknown
				Positions 1-2 can be 01-99, with positions 3-4 blank, or positions
				  1-4 can be numeric where positions 1-2 is less than positions 3-4
				  (2530).
				If DE6 = 09C, cannot be 00.
				If DE6 = 36B, age must be > 19.
				If DE36 = 00, can't enter.
				If DE4 = A-E, DE37 cannot = 00 (unknown).
				Cross-edit with Victim Segment (Relationship to Offender):
				  If DE35 = PA or GP then DE37 must be less than DE26;
				  If DE35 = CH or GC, then DE37 must be greater than DE26
				  (Match on offender number).

38	40	1	1	Sex of Offender
				Valid codes: M,F, or U.
				If DE4 = A-E, U not valid.
				If DE6 = 09C, U not valid.
				If DE36 is 00, can't enter.
				Cross-edit with Victim Segment (Sex of Victim and Offender):
				  If DE35 = SE, CS, XS, or then Offender's Sex must be
				    opposite of the Victim's Sex (Match on Offender Number).
				  If DE35 = HR then Offender's Sex must be the same as the
				Victim's Sex.
				  If DE24 = 11A, at least one offender's sex must be opposite of
				    Victim's sex

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39	40	1	1	Race of Offender Valid codes: W,B,I,A, or U. If DE6 = 09C, U not valid. If DE36 = 00, can't enter. If DE4 = A-E, U not valid.

ARRESTEE SEGMENT - LEVEL 6

Data Element	Position on Tape	Length	# Occurs	Description, Instructions & Edits
-	1	1	1	Segment Level Code of '6' designates Arrestee Segment.

-	2	1	1	Action Type
				  I - Initial Incident
				  A - Add Arrest
				  M - Time-Window Modify
				  D - Delete
				  W - Time-Window

-	3-8	6	1	Month/Century/Year of Activity (not the month the tape is created)
-	9-12	4	1	City Indicator (Not applicable in Nebraska)
1	13-21	9	1	ORI Number Must be valid 9-character NCIC ORI number. 'NB' in first two positions, 00 in last two positions.
2	22-33	12	1	Incident Number Valid character combinations (A-Z, 0-9, hyphen and/or blanks). Can't be all blanks and can't have embedded blanks.
40	34-35	2	1	Arrestee Sequence Number Valid codes: 01-99 (no duplicates) Cross-edit with Offender Segment: # of arrestees can't be > # of offenders.
41	36-47	12	1	Transaction Number Valid character combinations (A-Z, 0-9, hyphen and/or blanks).
42	48-55	8	1	Arrest Date CCYYMMDD, must be later than or equal to DE3. Cannot be later than current month of activity. Cannot predate the Base Date or date the agency went IBR.
43	56	1	1	Type of Arrest Valid codes: O,S, or T.
44	57	1	1	Multiple Clearance Indicator Valid codes: M,C, or N.
45	58-60	3	3	Arrest Offense Code '3' position field. Valid Group A or Group B Offense Code (09C not valid).
-	61	1	3	Suspected Drug Type '1' position field. Must be entered if arrest code is 35A, else can't enter. Valid codes: A-P, U, X.
-	62	1	3	Type of Drug Activity '1' position field. Must be entered is arrest code is 35A, else can't enter. Valid codes: B,C,D,O,P,T,U.

Data Element	Position on Tape	Length	# Occurs	Description, Instructions & Edits
-	63-71	9	3	State Statute Number '9' position field. Can be blanks. Must be same number of occurs as arrest offense code.
-	72	1	3	Felony/Other '1' position field. Must be same number of occurs as arrest offense code. Valid codes: F, O, or blank
-	73-102			Occurrences 2-3 of above 5 fields.
46	103-108	3	2	Armed With '3' position field, 2 occurs. Valid codes: 01,11,12,13,14,15,16,17 (no duplicates). 1st two positions are numeric: 01, 11-17. Third position is either A or S or space. Third position can be A or S only if first two positions = 11-15. Value of '01' is mutually exclusive.

47	109-112	4	1	Age of Arrestee
				Exact age entered in positions 1 and 2 with spaces in positions 3-4.
				Age Range entered in four positions with pos. 1-2 less than 3-4 (2530).
				   The low age in an age range cannot be 00.
				Valid codes: 00 (unknown), 01-98, 99 (age 99 and older).
				Cross-edit with Victim Segment (Relationship to Offender):
				   If DE35 = PA or GP, DE47 must be less than DE26;
				   If DE35 = CH or GC, DE47 must be greater than DE26.

48	113	1	1	Sex of Arrestee Valid codes: M or F.
49	114	1	1	Race of Arrestee Valid codes: W,B,I,A,U. If DE45 = 09C, U not valid.
50	115	1	1	Ethnicity of Arrestee Valid codes: H,N, or U.
51	116	1	1	Resident Status Valid codes: R,N, or U.
52	117	1	1	Disposition of Arrestee Under Age 18 Valid codes: H or R. If DE47 is less than 18, must enter, else can't enter.
-	118	1		Clearance Indicator If Time-Window, must be entered, else can't enter. Only one Arrestee Segment per **Incident** can contain a 'Y' in Clearance Indicator (Counting number of incidents cleared). Valid codes: Y or N.
6	119-148	3	10	UCR Offense Codes 10 '3' position fields Valid Offense Code(s) (09C not a valid offense code). If Time-Window, at least one must be present, otherwise none can be. No duplicates.

Note: if DE4 is A-E, no arrestee segment can exist for that incident.

Data Element	Position on Tape	Length	# Occurs	Description, Instructions & Edits
-	1	1	1	<u>Segment Level</u> Code of '7' designates Group B Arrest Report Segment

-	2	1	1	<u>Action Type</u>
				  A - Add Arrest
				  M - Modify
				  D - Delete

-	3-8	4	1	<u>Month/Century/Year of Activity</u> (not the month the tape is created)
-	9-12	4	1	<u>City Indicator</u> (Not applicable in Nebraska)
1	13-21	9	1	<u>ORI Number</u> Must be valid 9-character NCIC ORI number. 'NB' in first two positions, 00 in last two positions.
41	22-33	12	1	<u>Transaction Number</u> Valid character combinations (A-Z, 0-9, hyphen and/or blanks). Can't be all blanks and can't have embedded blanks.
40	34-35	2	1	<u>Arrest Sequence Number</u> Valid codes: 01-99 (no duplicates).
42	36-43	8	1	<u>Arrest Date</u> CCYYMMDD. Must not be later than month of activity. Cannot predate the base date or date that agency went IBR.
43	44	1	1	<u>Type of Arrest</u> Valid codes: O,S, or T.
45	45-47	3	3	<u>Arrest Offense Code</u> '3' position field. Valid Group B Offense Code.
-	48-56	9	3	<u>State Statute Number</u> '9' position field. Can be blank. Same number present as DE45.
-	57	1	3	<u>Felony/Other</u> '1' position field. Same number present as DE45. Valid codes: F, O or blank.
	58-83			Occurrences 2 and 3 of above 3 fields.
46	84-89	3	2	<u>Armed With</u> '3' position field, 2 occurs 1st two positions are numeric - valid codes: 01, 11-17 (no duplicates). Third position is alpha - valid codes: A, S, or blank. Third position can be A or S only if 1st two positions = 11-15 Entry of '01' is mutually exclusive.

Data Element	Position on Tape	Length	# Occurs	Description, Instructions & Edits
47	90-93	4	1	Age of Arrestee For exact age use first two positions and enter as 01-99 or 00. For age range use four positions with positions 1-2 less than 3-4. 00 cannot be low age in age range. If DE45 = 90I, then age must be 01-17.
48	94	1	1	Sex of Arrestee Valid codes: M or F.
49	95	1	1	Race of Arrestee Valid codes: W,B,I,A,U.
50	96	1	1	Ethnicity of Arrestee Valid codes: H,N,U.
51	97	1	1	Resident Status Valid codes: R,N,U.
52	98	1	1	Disposition of Arrestee Under Age 18 Valid codes: H or R. If DE47 is less than 18, must enter, else can't enter. If DE47 is an age range with the low end being under 18 and the high end being over 18, an error may occur.

GLOBAL EDITS

DUPLICATE SEGMENTS NOT ALLOWED

If an Initial Incident Report is submitted, there cannot be any duplicate segments having the same 'keys." For example, if two offense Segments have the same value for Data Element 6 (Offense Code), or if two Property Segments have the same code entered in Data Element 14 (Type Property Loss), an error will be detected.

CANNOT HAVE DUPLICATE REPORTS

Submitting two Group A Incident Reports having the same ORI and Incident Number will generate an "Incident Already on File" error condition (duplicate incident report).

Submitting two Group B Arrest Reports having the same ORI, Incident Number, and Arrestee Sequence Number will generate an "Arrest Already on File" error condition.

GROUP A INCIDENT REPORTS MUST HAVE A LEVEL 1 SEGMENT

If an I = Initial Incident is submitted, the first segment must be the Administrative Segment.

GROUP A INCIDENT REPORTS REQUIRE A MINIMUM OF FOUR SEGMENTS

If an Initial Group A Incident is submitted, the following segments must be included: Administrative, Offense, Victim, and Offender.
ALL SEGMENTS ON THE TAPE MUST HAVE SAME CONTROL INFORMATION

Each segment on the tape must contain the same "Month of Tape" and "Year of Tape" values in positions 7-12. The first segment processed will be compared with all other segments to check for this condition.

The date entered into Data Element 3 (Incident Date/Hour) cannot be greater than that entered within the above fields. For example, if "Month and Year of Tape" are 06/1990, this data element could not contain any date 07/01/1990 or greater.

Once a tape has been processed by the State, the agency cannot submit another tape having the same values for "Month and Year of Tape."

DATA RECEIVED PRIOR TO "BASE DATE" WILL BE REJECTED

In an initial Incident Report is submitted with a date entered into Data Element 3 that is outside the base-date calculation the incident will be rejected. For example, if the "Month and Year of Tape" contains a value of 01/1992 but the incident date is 12/25/1990, the segment will be rejected.

ALL SEGMENTS FOR AN INCIDENT MUST BE IN NUMERIC ORDER

All segments for an incident must be in numeric order (Segment Level 1, 2, 3, etc)

VALID RECORD LEVELS ARE "1" THRU "7"

Any record level on the tape that is not "1", "2", "3", "4", "5", "6", or "7" will be rejected.

EXCEPTIONALLY CLEARED SUBMISSIONS REQUIRE TWO DATA ELEMENTS

An Administrative Segment with a Segment Action Type "W" must contain Data Elements 4 (Cleared Exceptionally) and 5 (Exceptional Clearance Date).

EACH OFFENSE SEGMENT MUST HAVE A VICTIM SEGMENT LINKED TO IT

Each Offense Segment must have at least one Victim Segment pointing to it via Data Element 24 (Victim Connected to Offense Codes). An Offense Segment cannot stand alone; it must have a Victim Segment linked to it.

ONLY 10 OFFENSES PER INCIDENT

For each Group A Incident there can only be up to ten Offense Segments submitted.

PROPERTY OFFENSES MUST HAVE A PROPERTY SEGMENT

If an Initial Incident is submitted that contains an Offense Segment for a "Crime Against Property" or Kidnaping or Gambling, a Property Segment must also be submitted.

"CRIMES AGAINST PROPERTY" OFFENSES MUST BE SUBMITTED FOR PROPERTY SEGMENTS TO EXIST

If Property Segments were submitted for an Incident, a "Crime Against Property" and/or Kidnaping or Gambling offense code must be present in the Offense Segment.

OFFENSES FOR ACTION TYPE "W" PERTAINING TO RECOVERED PROPERTY MUST BE PROPERTY OFFENSES AND/OR KIDNAPING OR GAMBLING

When "recovered Property" is submitted in a Property Segment with a Segment Action Type "W", all associated offense codes must be Crimes Against Property, Kidnaping, or Gambling.

Data Element 14 must = 5 (Recovered). No other property loss code is valid.

DRUG PROPERTY SEGMENT MUST HAVE AN OFFENSE SEGMENT FOR OFFENSE CODE 35A

If a Property Segment containing "10" (Drugs, Narcotics) in Data Element 15 (Property Description) is submitted and Data Element 16 (Value of Property) is blank, there must be an Offense Segment for 35A (Drug/Narcotic Violations).

VICTIM REFERENCES TO OFFENSE CODES MUST HAVE OFFENSE SEGMENT COUNTERPARTS

Each Offense Code entered into Data Element 24 (Victim Connected to Offense Codes) must have a corresponding Offense Segment. A victim cannot be connected to an offense when the offense itself is not present.

CRIMES AGAINST SOCIETY CAN ONLY HAVE ONLY ONE VICTIM SEGMENT

If the only Offense Segment submitted is a Crime Against Society there can only be one Victim Segment. This victim must have a value of "S" in Data Element 25 (Type of Victim).

A VICTIM MUST BE CONNECTED TO ALL OFFENDERS

When a victim is connected to a Crime Against Person or Robbery, all Offender Sequence Numbers (up to 10) present in the Offender Segment, must be entered in Data Element 34.

AGENCY MUST KEEP TRACK OF ARRESTEE SEQUENCE NUMBERS

When submitting Arrestee Segments or Group B Arrests with Segment Action Type "A" (Add Arrest), the agency's software must keep track of the correct value to assign to Data Element 40 (Arrestee Sequence Number). Submitting an Arrestee Segment with a value of "01" when an Arrestee Segment has previously been submitted with the same value, will result in an error message.

NO ARRESTEE SEGMENTS CAN BE SUBMITTED WHEN THE INCIDENT IS CLEARED EXCEPTIONALLY

Whenever an Exceptional Clearance is submitted in the Administrative Segment, there can be no Arrestee Segments associated with this incident.

IF INCIDENT IS CLEARED EXCEPTIONALLY, AT LEAST ONE OFFENDER'S AGE, SEX, AND RACE MUST BE KNOWN

If an incident is cleared by exceptional means, the age, sex, and race of at least one offender must be known. The age can be an age range.

III. RECORD LAYOUTS

RECORD LAYOUT WORK SHEET

Record Name: Administrative Segment (Level 1)

L E V E L	A C T I O N	M O / Y R	CITY INDICATOR	ORI NUMBER	INCIDENT NUMBER	INCIDENT DATE	EXCEPT. CLEARANCE	CLEARANCE DATE	GEO CODE
1	2	3-8	9-12	13-21	22-33	34-44	45	46-53	54-55

OCCURS 10 TIMES
OFFENSE CODE
56-58

RECORD LAYOUT WORK SHEET

Record Name: Offense Segment (Level 2)

LEVEL	ACTION	MO/YR	CITY INDICATOR	ORI NUMBER	INCIDENT NUMBER	OFFENSE CODE	F/O	A/C	OCCURS 3 TIMES SUSPECTED OF USING	LOC. TYPE
1	2	3-8	9-12	13-21	22-33	34-36	37	38	39	42-43

NUMBER OF PREMISES ENTERED	METHOD	OCCURS 3 TIMES TYPE OF CRIMINAL ACTIVITY	OCCURS 3 TIMES TYPE OF WEAPON	HATE/ BIAS INDI.
44-45	46	47	50-52	59-60

RECORD LAYOUT WORK SHEET

Record Name: Property Segment (Level 3)

							OCCURS 10 TIMES		
L E V E L	A C T I O N	M O / Y R	CITY INDICATOR	ORI NUMBER	INCIDENT NUMBER	TYPE PROPERTY LOSS	PROPERTY DESCRIPTION	VALUE OF PROPERTY	DATE RECOVERED
1	2	3-8	9-12	13-21	22-33	34	35-36	37-45	46-53

		OCCURS 3 TIMES			OCCURS 10 TIMES
NUMBER OF STOLEN VEHICLES	NUMBER OF RECOVERED VEHICLES	SUSPECTED DRUG TYPE	ESTIMATED DRUG QUANTITY	TYPE DRUG MSR.	OFFENSE CODE
225-226	227-228	229	230-241	242-243	274-276

RECORD LAYOUT WORK SHEET

Record Name: Victim Segment (Level 4)

							OCCURS 10 TIMES			
L E V E L	A C T I O N	M O / Y R	CITY INDICATOR	ORI NUMBER	INCIDENT NUMBER	VICTIM SEQUENCE NUMBER	CONNECTED TO OFFENSE CODE	TYPE OF VICTIM	VICTIM AGE	VICTIM SEX
1	2	3-8	9-12	13-21	22-33	34-36	37-39	67	68-71	72

			OCCURS 2 TIMES		OCCURS 5 TIMES
VICTIM RACE	VICTIM ETHNICITY	RESIDENT STATUS	AGG. ASSLT/ HOMICIDE CIRCUMSTANCES	ADD. JUSTIFIABLE HOMICIDE CIRCUMSTANCES	TYPE INJURY
73	74	75	76-77	80	81

OCCURS 10 TIMES	
OFFENDER NUMBER TO BE RELATED #1	RELATIONSHIP OF VICTIM TO OFFENDER #1
86-87	88-89

RECORD LAYOUT WORK SHEET

Record Name: Offender Segment (Level 5)

LEVEL	ACTION	MO / YR	CITY INDICATOR	ORI NUMBER	INCIDENT NUMBER	OFFENDER SEQUENCE NUMBER	AGE OR AGE RANGE	OFFENDER SEX	OFFENDER RACE
1	2	3-8	9-12	13-21	22-33	34-35	36-39	40	41

RECORD LAYOUT WORK SHEET

Record Name: Arrestee Segment (Level 6)

LEVEL	ACTION	MO/YR	CITY INDICATOR	ORI NUMBER	INCIDENT NUMBER	ARRESTEE SEQUENCE NUMBER	ARREST TRANSACTION NUMBER	ARREST DATE	TYPE OF ARREST	MULTIPLE CLEARANCE INDICATOR
1	2	3-8	9-12	13-21	22-33	34-35	36-47	48-55	56	57

OCCURS 3 TIMES				
ARREST OFFENSE CODE #1	SUSPECT. DRUG TYPE	TYPE OF DRUG ACTIVITY	STATE STATUTE NUMBER	FELONY/ OTHER
58-60	61	62	63-71	72

OCCURS 2 TIMES								OCCURS 10 TIMES
ARMED WITH	AGE OR AGE RANGE	SEX	RACE	ETHNICITY	RESIDENT STATUS	DISP.OF ARRESTEE UNDER 18	CLEAR. INDI.	OFFENSE CODE
103-105	109-112	113	114	115	116	117	118	119-121

RECORD LAYOUT WORK SHEET

Record Name: Group B Arrest Report Segment (Level 7)

LEVEL	ACTION	MO / YR	CITY INDICATOR	ORI NUMBER	ARREST TRANS. NUMBER	ARREST SEQ. NUMBER	ARREST DATE	TYPE OF ARREST
1	2	3-8	9-12	13-21	22-33	34-35	36-43	44

OCCURS 3 TIMES			OCCURS 2 TIMES
ARREST OFFENSE CODE #1	STATE STATUTE NUMBER	FELONY/ OTHER	ARMED WITH
45-47	48-56	57	84-86

AGE OR AGE RANGE	SEX	RACE	ETHNICITY	RESIDENT STATUS	DISP. OF ARRESTEE UNDER AGE 18
90-93	94	95	96	97	98