

NIBRS Data Entry

Contents

NIBRS Data Entry.....	2
Face Page	2
Incidents.....	2
Names	3
Properties.....	4
NIBRS Review Segment.....	5
Starting a NIBRS Review.....	5
Administrative Segment.....	6
Offense Segment.....	7
Property Segment	8
Victim Segment.....	9
Offender Segment.....	11
Victim–Offender Relationship Segment	12
Arrestee Segment and Validate All	12

NIBRS Data Entry

For NIBRS Data Entry, go to Case Management > Case. Create a new case or edit an old one. Here we will show what fields are required in case data entry and what will be pulled into NIBRS.

Face Page

“Report Title” and “Status” are required fields on the Face Page. “Date Reported”, “Occurred From”, “Occurred To” date and time, and Location (This will pull data from the location code added in the Location code by Department Admin).

Home / Case Management / Cases Delete Case History Print Approval Records Cancel Save

Case #2209-00041 Non-Criminal Report Approval Status: NEW

Face Page

Restrictions
 Confidential Juvenile Sex Offense Sealed

Report Title: CRIM — CRIMINAL CASE REPORT X Status: OPEN — OPEN X

Related Agency: Related Number:

Date Reported: 09/28/2022 21:49 Occurred From: 09/15/2022 08:19 Occurred To: 09/16/2022 08:19

Officer: DEVIN FOWLER X Entered By / Last Modified By: JANKI SHAH

Location

Common Name: 2 TERRACE TWO X Location Details:

Street number: Street name: Apts/Suite Nbr: Floor: Building: 2 TERRACE TWO

City: State: Zip: County:

Disposition:

Disposition Notes

Sans Serif Normal B I U A

Incidents

The next tab in the case is Incident Tab. Once the officer chooses the Incident code it will automatically pull data like NIBRS Data Code (This is the UCR Offense code added by Department Admin in Crime Code) and Crime Against Type. More than one incident can be added to the case.

Adding incident

Incident*	Code Section
HANDS, FISTS, FEET, ETC. AGGRAVATED INJURY	97-3-7(2)(B)
Crime Class	UCR Data
ASSAULT	44
Clery Crime Type	NIBRS data
4	13A
Domestic Violence	Weapon Type (SER)
<input type="checkbox"/> Domestic Violence Related	<input type="radio"/> N <input type="radio"/> F <input type="radio"/> K <input type="radio"/> P <input type="radio"/> O
<input type="checkbox"/> Senior Citizen Involved	N=None, F=Firearm, K=Knife, P=Personal Weapon (hands fists or feet), and O=Other Damage
Type of Weapon/Force Involved (No more than 3 items)	
N/A	
Type Of Criminal Activity (No more than 3 items)	
N/A	
Attempted/Completed	HATE
Completed	N/A
Location Type	Bias Motivation
N/A	NO BIAS
Number of Premises Entered	Method of Entry
	N/A
Offender Suspected Of Using	Gang Information
<input type="checkbox"/> Alcohol	<input type="checkbox"/> Juvenile Gang
<input type="checkbox"/> Computer Equipment	<input type="checkbox"/> Other Gang
<input type="checkbox"/> Drugs/Narcotics	<input checked="" type="checkbox"/> None/Unknown
<input checked="" type="checkbox"/> Not Applicable	
Loss to Organization	Recovery to Organization
0.00	0.00
Loss for Person	Recovery for Person
0.00	0.00

Names

This is where officers can add names involved with the case, click on the Add Involved person button. Involvement and Name type will be pulled from data added in Code List by Department Admin. Contact involvement is important to the field it is used to import cases into NIBRS.

If "Smith John" is selected as a victim in the "Involvement" field and marked as a student in the "Name Type" field, then this contact is imported as the victim in NIBRS Review.

Linking Name to #2209-00041

SMITH, JOHN

Involvement: VICTIM

Name Type: FACULTY

Addresses

No Addresses

+ Add Address

Close Save

Other fields include Victim Type, Type of Injury, Victim connected to UCR offense code, Aggravated assault/ Homicide Circumstance, Additional Justifiable Homicide Circumstances, and LEOKA Incident Type are to be filled by a person who does NIBRS entry.

For the arrestee, the officer can also add arrest details.

For victims/offenders, all types of involvement information such as Age, Race, Sex, Ethnicity, etc. will be pulled in NIBRS import and for Arrestees arrest details will also be imported into NIBRS review.

Properties

Any kind of property that is added to the case will import into the NIBRS review.

Property Category will determine what type of NIBRS Property Law will be imported to the case.

For Damaged/Stolen, NIBRS Type Property Loss (will be pulled from Property Category) and UCR NIBRS Description (will be pulled from Property Type), will be as set in Property Code List by Department Admin. Officer needs to add Property Value.

New Property ×

Case Number: 2209-00041 CAD Number: Person / Business Involved: SMITH JOHN - VICTIM Property Category: DAMAGED Property Type: MISCELLANEOUS

General info NCIC Bicycle info Photos Media

Property Number: 8952 Date Entered: 09/29/2022 Lab Number:

Serial Number: Owner Applied Number: NCIC Article Category: Bicycle

NCIC Article Type: N/A NIBRS Type Property Loss: DESTROYED/DAMAGED/VANDALIZED UCR-NIBRS Description: BICYCLES

NIBRS Date Recovered: 09/08/2022 Quantity: Measurement: N/A

Value: Location Found: Street Number:

Street Name:

Intake Location: Intake Locker 1 Intake Date: 09/29/2022 14:51 Intake Officer: DEVIN FOWLER

Review Date:

Description:

Notes:

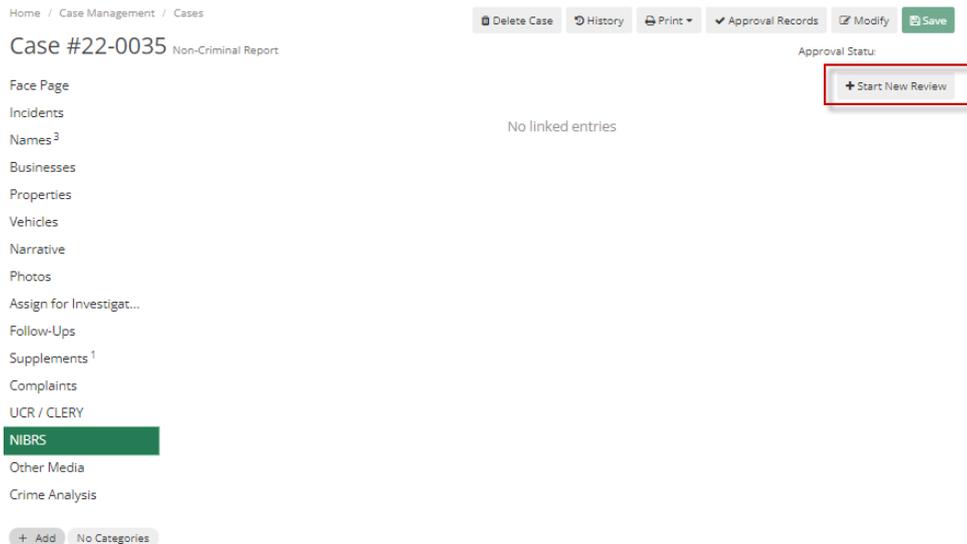
Close Save

For Evidence, the General Info field changes as per the Property Type selected. If Property Type is Drugs/Narcotics then the officer needs to add NIBRS Type Property Loss, UCR NIBRS description, Quantity, NIBRS Drug Measurement Type, and NIBRS Support Drug Type.

NIBRS Review Segment

Starting a NIBRS Review

Before starting NIBRS Review Whether Officer is adding a new case or jumping into another officer's case what they need to make sure is all the information in all tabs (i.e., Face Page, Incident, Names, and Property) is entered and in Save State.



Once the officer clicks on “Start New Review”, it will open in a new tab so the officer can jump back into the case and make any changes if required.

Administrative Segment

The first tab in the NIBRS Review tab is Administrative Tab.

The screenshot shows the 'NIBRS administrative segment' form. At the top, there is a breadcrumb trail: 'Home / Case Management / Cases / #22-0035'. To the right, there are buttons for 'Resubmit', 'Save', and 'Validate all'. The form is divided into several sections: 'Administrative' (highlighted in green), 'Offense', 'Property', 'Victim 1', 'Offender 1', 'Victim-Offender Relationship(s)', 'Arrestee', 'Texas Additional Level 8', and 'Texas Additional Level 9'. The 'Administrative' section contains the following fields: 'Incident Number' (22-0035), 'Incident Date/Time' (08/05/2022 05:44), 'Report Date Indicator' (radio buttons for No and Yes, with Yes selected), 'Cleared Exceptionally' (dropdown menu with 'N - NOT APPLICABLE' selected), 'Exceptional Clearance Date' (empty field), 'Cargo Theft' (radio buttons for N/A, No, and Yes, with N/A selected), 'Department ORI' (CA0ARMS21), 'Action Type' (dropdown menu with 'Insert' selected), and 'Export Status' (Not Exported).

Incident Number – It will be pulled from the Case Number.

Incident Date and Time – It pulls from either occurred from time or reported date and time

Report Date Indicator- It’s a toggle to show the report date or not.

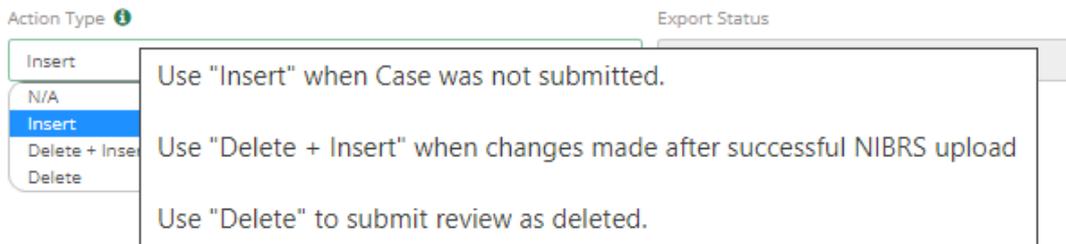
Cleared Exceptionally- If it was cleared exceptionally then the department user needs to select code from the drop-down list, by default it is set to Not applicable.

Exceptional Clearance Date – Enter the date when it was exceptionally cleared.

Cargo Theft – it would be N/A for most of the NIBRS review. To mark yes or no it should have a specific crime code.

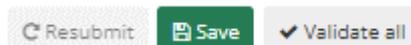
Department ORI – It will automatically Pop-Up departments ORI.

Action Type – It shows multiple options to choose from. Click on the “i” button to know about each option in the Action type.



Export Status – It will pop up automatically as per the status of the export.

There is also a “Resubmit” button on the top right corner of the screen, If the Department user is resubmitting with the action type "Delete + Insert" then they can click on resubmit button



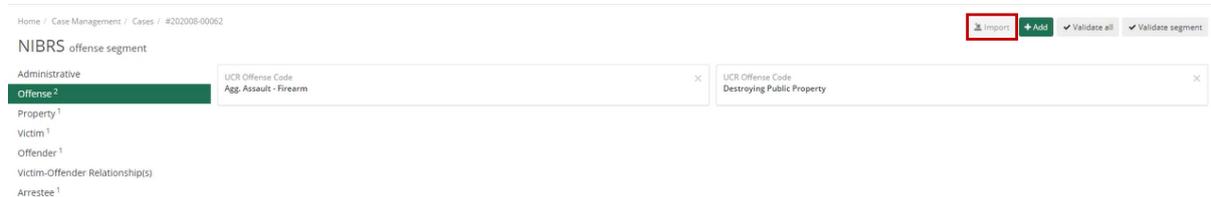
The save button saves all entered values.

Validate all validates everything in the review section.

Offense Segment

The next tab in the NIBRS review is the offense tab, any offenses in the cases that are set up correctly on the setup side with the UCR offense code and crime against category will import from the case and pull into this segment.

If it’s not pulled automatically then the department user can click on the import button to do it manually, if the offense was not added before clicking for NIBRS Review, it can be added in the case by adding it from a different tab and then clicking on the Import button.



With the click of any of the listed UCR Offense Codes, a detailed view of that offense will open.

UCR Offense Code - This is the UCR Offense Code of Offense entered in the case.

Location Type – It will pull from the Common Name that was on the case.

Bias Motivation - By default, it shows 88 NO BIAS but it can be changed by clicking on it, department user will get a drop-down menu to choose from.

Instead of going to the case and changing the fields, the department user can change it directly from here. Each field has a drop-down option that can be used to select different options.

Number of Premises Entered – It will only apply to certain location types like hotels or motels.

Method of Entry – It is required only if the offense in the UCR Offense code is burglary. If its burglary, then the method of entry will be either Forceable or Non-Forceable

The Offense was – If the assessment is Completed, then in the Property tab officer needs to add Stolen or Recovered. If the assessment was Attempted, then in Property Tab it will be None or Unknown.

Weapons/Force Involved Type – It will only apply to a few Offenses type such as Assault. It will show 99- None as default, it can be chosen as required from the List. If someone is Punched or Kicked, or something like that then the Officer can mark it as 40-PERSONAL WEAPON(HANDS, FEET, TEETH).

Other attributes if applied then can be checked by the Officer.

Property Segment

Any kind of Property Stolen, Damaged or Evidence that is added to the case will be imported into the Property Segment of NIBRS.

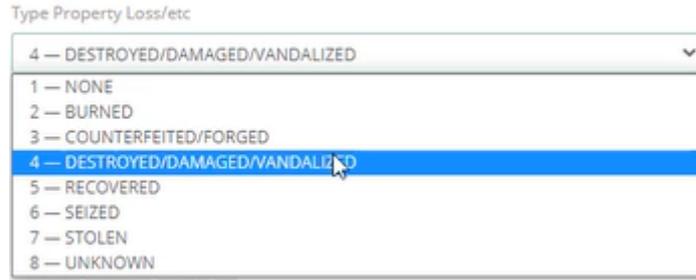
If Officer wants to add some other properties, then that can be added by clicking on Add button at the top right corner of the screen.



Once an officer selects their property the following screen will show up, it contains multiple fields.

Type Property Loss /etc. – This dropdown has multiple options to choose from. Officer can only choose type 4 – DESTROYED/DAMAGED/VANDALIZED if the offense code is 29 i.e. Vandalism in the offense tab.

Similarly, the officer can choose 2- BURNED only if the offense of Arson is logged in the Offense tab 3-COUNTEREFEITED/FORGED if it has the offense of Forgery, 5- RECOVERED, AND 7- STOLEN for any kind of Robbery or Burglary, 6- SEIZED is going to be for Drugs or Paraphernalia 1-NONE and 2- UNKNOWN if Burglary was just attempted.



Stolen MV – Stolen Motor Vehicle and # Recovered MV – Recovered Motor Vehicle will only apply if there is an actual motor vehicle in the Property Description. If it is there, then the officer needs to add how many stolen or recovered motor vehicles are there.

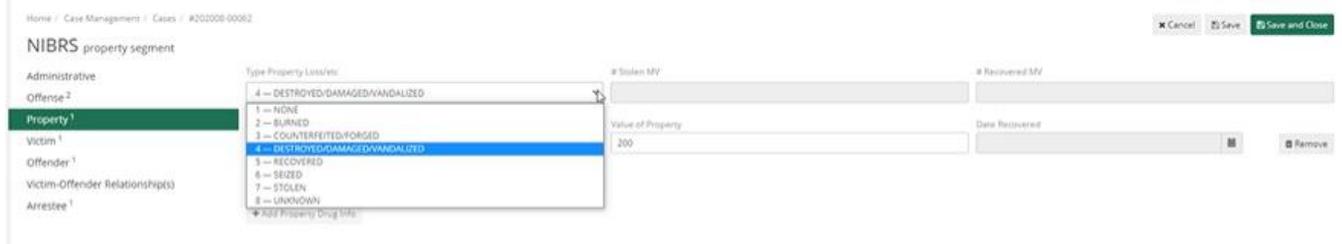
Property Description – This Dropdown contains the list of property descriptions to choose from.

Officers can also change or add other Property.

Value of Property – It is the value of Property; it will be imported from the case.

Date Recovered – If the Property is recovered property, then the officer needs to add the Recovered date of Property.

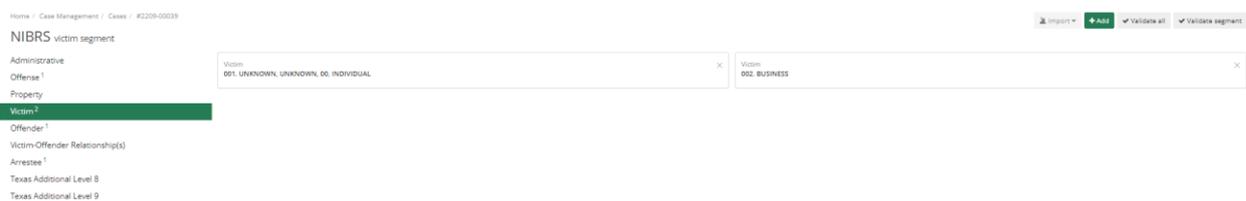
Add Property Drug Info – This button will allow officers to add drug information like weight and amount of drug etc. If it's added as a drug charge in the case, then ARMS will automatically import that information from the case.



If everything is added properly in Case Property then the officer will not require to add anything in this segment, it will automatically import everything.

Victim Segment

As in other segments, data added in the case will be automatically imported in this section as well.



On selection of Victim, it will show all details already added in the Case like Type of Victim, Age, Sex, Race, Ethnicity, Resident Status, etc. If anything was not added earlier then it can be added to this segment.

Home / Case Management / Cases / #1209-0009

NIBRS victim segment

Administrative

Offense 1

Priority

Victim 1

Offender 1

Victim-Offender Relationship(s)

Arrestee 1

Texas Additional Level 8

Texas Additional Level 9

Victim

Victim Sequence Number: 001 | Type of Victim: 1 - INDIVIDUAL | Age: 00

Sex: U - UNKNOWN | Race: U - UNKNOWN | Ethnicity: U - UNKNOWN | Resident Status: N/A

Victim Connected to NIBRS Offense Codes: N/A

Type of Injury

First type: N/A | Aggravated Assault/Homicide Circumstances

Second type: N/A | First Circumstance: N/A

Third type: N/A | Second Circumstance: N/A

Fourth type: N/A | Additional justifiable Homicide Circumstances: N/A

Fifth type: N/A

LEOKA

Assignment Type: N/A | Activity Type: N/A

Incident Type: N/A | LEOKA Other OR: Officer

Victim connected to NIBRS Offense code – This is required for all victims added in the case. Choose the NIBRS Offense code from the drop-down and minimize it after the selection is made.

Victim Connected to NIBRS Offense Codes

NIBRS Offense Code	IBRS	Against Society	Description
<input type="checkbox"/> 13A	12345	No	123456789012

Type of Injury – This will be required for any kind of Injury or Aggravated Assault. If Officer tries to save NIBRS Review without selecting Type of Injury then it will show an error.

First Type – For Simple assault, only M- Apparent Minor Injury or N - None can be selected. All others can be selected for Aggravated Assault.

First type

N/A

N/A

B — APPARENT BROKEN BONES

I — POSSIBLE INTERNAL INJURY

L — SEVERE LACERATION

M — APPARENT MINOR INJURY

N — NONE

O — OTHER MAJOR INJURY

T — LOSS OF TEETH

U — UNCONSCIOUSNESS

Aggravated Assault/Homicide Circumstances – If the case is Aggravated assault/Homicide Circumstances, then this information's required.

First Circumstance – If the case is aggravated Assault, then its circumstances are required. The relevant option can be chosen from the drop-down list.

First Circumstance

N/A

N/A

01 — ARGUMENT

02 — ASSAULT ON OFFICER

03 — DRUG DEALING

04 — GANGLAND (ORGANIZED CRIME)

05 — JUVENILE GANG

06 — DOMESTIC VIOLENCE

07 — MERCY KILLING

08 — OTHER FELONY INVOLVED

09 — OTHER CIRCUMSTANCES

10 — UNKNOWN CIRCUMSTANCES

20 — CRIMINAL KILLED BY PRIVATE CITIZEN

21 — CRIMINAL KILLED BY POLICE OFFICER

30 — CHILD PLAYING WITH WEAPON

31 — GUN CLEANING ACCIDENT

32 — HUNTING ACCIDENT

33 — OTHER NEGLIGENT WEAPON HANDLING

34 — OTHER NEGLIGENT KILLING

LEOKA – This Information is required if a crime involves a Law Enforcement Officer. Information such as Assignment Type, Activity Type, and Incident Type will be greyed out if an involved person is just an individual. If the Type of Victim is L – LAW ENFORCEMENT OFFICER, then the fields will be editable.

Offender Segment

Like all other Tab Offender Tab will import all information about Offenders from the Case. Anyone marked as a Suspect, or Arrestee gets imported to NIBRS Review.

Home / Case Management / Cases / #2209-00039

Import + Add + Add Completely Unk. Offender ✓ Validate all ✓ Validate segment

NIBRS offender segment

Administrative
Offense¹
Property
Victim²
Offender¹
Victim-Offender Relationship(s)
Arrestee¹
Texas Additional Level 8
Texas Additional Level 9

Offender
01. WHITE, MALE, 62

After selecting the offender, it will redirect to a detail page where basic details of the Offender are imported which can be changed if required.

It contains details of the Offender like Offender Sequence #, Age, Sex, Race, and Ethnicity.

Home / Case Management / Cases / #2209-00039

Cancel Save Save and Close

NIBRS offender segment

Administrative Offender

Offense¹
Property
Victim²
Offender¹
Victim-Offender Relationship(s)
Arrestee¹
Texas Additional Level 8
Texas Additional Level 9

Offender Sequence #
01

Age 62 Sex M – MALE

Race W – WHITE Ethnicity N – Non Hispanic

If there is an Unknown Offender in the case then it can be of two types, Completely Unknown Offender, and Partially known Offender. To add a completely unknown offender to the case, click on Add Completely Unknown Offender button, it will add all blank details.

Import + Add + Add Completely Unk. Offender ✓ Validate all ✓ Validate segment

Home / Case Management / Cases / #2209-00039

NIBRS offender segment

Administrative **Completely Unknown Offender**

Offense ¹

Property

Victim ²

Offender ²

Victim-Offender Relationship(s)

Arrestee ¹

Texas Additional Level 8

Texas Additional Level 9

Offender Sequence #

00

Age

Sex

N/A

Race

Ethnicity

N/A

N/A

For Partially known Offender, click on Add button and select information which are known. Hit Save once details are selected.

The import button will import the original information added in the case to NIBRS Review.

Victim–Offender Relationship Segment

This tab will not import anything from the case, here officer needs to add the relationship between the Victim and the Offender. The relationship can be chosen from the drop-down list.

Home / Case Management / Cases / #202006-00062

NIBRS victim-offender relationship(s) segment

Administrative

Offense ²

Property ¹

Victim ¹

Offender ¹

Victim-Offender Relationship(s)

Arrestee ¹

NIBRS Victim

001- AMERICAN INDIAN or ALASKAN NATIVE, FEMALE, 31, INDIVIDUAL

Offender

01, WHITE, MALE, 33

Relationship(s) to Victim

N/A

SE VICTIM WAS SPOUSE

CS VICTIM WAS COMMON LAW SPOUSE

SS VICTIM WAS STEP-SIBLING

OF VICTIM WAS OTHER FAMILY MEMBER

PA VICTIM WAS PARENT

SB VICTIM WAS SIBLING

AQ VICTIM WAS ACQUAINTANCE

FB VICTIM WAS FRIEND

If the relationship is not known or if the relationship is not listed then UNKNOWN can be selected, if there were two victims and they fought each other then in that case “VICTIM WAS OFFENDER” can be selected. If there are multiple offenders, then Officer needs to choose a relationship for each offender with the victim and if there were multiple Victims then Officer needs to add victims and choose their relationship with the offender.

Arrestee Segment and Validate All

The Arrestee Segment will import all the information added about Arrestee from the case to NIBRS Review.

Home / Case Management / Cases / #2209-00039

NIBRS arrestee segment

- Administrative
- Offense ¹
- Property
- Victim ²
- Offender ²
- Victim-Offender Relationship(s)
- Arrestee ¹
- Texas Additional Level 8
- Texas Additional Level 9

Sequence Number	01	✕
Arrest Date	09/21/2022	
Race	WHITE	
Sex	MALE	

If the Booking number is not automatically added to the system, then it can be added manually.

Home / Case Management / Cases / #2209-00039

NIBRS arrestee segment

- Administrative
- Offense ¹
- Property
- Victim ²
- Offender ²
- Victim-Offender Relationship(s)
- Arrestee ¹
- Texas Additional Level 8
- Texas Additional Level 9

Arrest details

Arrestee Sequence Number	Type of Arrest
<input type="text" value="01"/>	<input type="text" value="O — ON-VIEW ARREST (WITHOUT WARRANT)"/>
Arrestee Transaction Number	Multi-Arrest Segment Indicator
<input type="text" value="2209-00006"/>	<input type="text" value="N — Not Applicable"/>
Arrest Date	NIBRS Arrest Offense Code
<input type="text" value="09/21/2022 00:00"/>	<input type="text" value="13A - Aggravated Assault with a Firearm"/>

Arrestee details

Age	Ethnicity
<input type="text" value="62"/>	<input type="text" value="N — Non Hispanic"/>
Sex	Resident Status
<input type="text" value="M — MALE"/>	<input type="text" value="N — Non-Resident"/>
Race	Arrestee under 18
<input type="text" value="W — WHITE"/>	<input type="text" value="N/A"/>

Suspect Was Armed With

1st Weapon	2nd Weapon
<input type="text" value="01 — UNARMED"/>	<input type="text" value="N/A"/>

Multi-Arrest Segment Indicator – If the same arrestee is involved in Multiple cases, then the first one needs to be marked as C-COUNT ARRESTEE and for others, it should be marked as M- MULTIPLE. Officer needs to make sure that Arrestee Transaction Number is the same for each case.

Multi-Arrest Segment Indicator

N — Not Applicable

C — COUNT ARRESTEE

M — MULTIPLE

N — Not Applicable

Arrest Date- It shows the date of Arrest.

UCR Arrest Offense Code – It is pulled as per the charges of Arrest.

Arrestee details will be imported from the case and Arrestee is Under 18 or not needs to be mentioned by the officer. If it was under 18 then it was HANDLED WITHIN DEPARTMENT, REFERRED TO OTHER AUTHORITIES, or NONE.

The suspect was arrested with – This field will require input on whether a suspect was armed with any weapon or not. By default, it will be Unarmed.

Validate All – This button will be used to validate all the entries made in NIBRS Review. It is recommended to click on this button and check if anything is remaining before finally submitting NIBRS Review.

Validate Segment – This button will validate a single segment.