

MINNESOTA

CRIMINAL JUSTICE

REPORTING

SYSTEM

**OPERATING
MANUAL**

(SEVENTH EDITION)

**DEPARTMENT OF PUBLIC SAFETY
BUREAU OF CRIMINAL APPREHENSION**

CRIMINAL JUSTICE INFORMATION SYSTEMS

MINNESOTA CRIMINAL JUSTICE REPORTING SYSTEM

OPERATING MANUAL

SEVENTH EDITION

JANUARY, 1990

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INTRODUCTION

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1.1 INTRODUCTION TO CRIMINAL JUSTICE REPORTING

The Minnesota Criminal Justice Reporting System (CJRS) is a centrally based computerized method of collecting criminal information from participating law enforcement agencies statewide. The information collected is submitted into the CJRS for processing, and disseminating significant statistical information to participating law enforcement agencies.

The first type of statistical information generated will include data related to Uniform Crime Reporting (UCR) needs. UCR information provides an account of the number and clearances of criminal offenses, stolen and recovered property figures for specific offenses, and descriptive elements of those individuals arrested in conjunction with the reported offenses. The UCR information is beneficial and vital not only for local agency needs, but just as important, for state and national requirements.

Another type of statistical information generated will reflect operations data useful for individual agency management purposes. The information will indicate specific kinds of activity related to reported offenses and incidents. Providing periodic summarized activity reports to concerned agencies will increase the operations evaluation component and hopefully suggest improvements for future needs. Acting in this capacity, the CJRS will be another tool useful in modernizing and sophisticating the efficiency, effectiveness and economics of agency performance.

The success of the CJRS program in Minnesota is dependent on computerization and participation. Computerization has already been implemented, however, participation is available only through the continued cooperation of criminal justice agencies concerned with improving their operations and the operations of the entire criminal justice system. Participation is an ongoing process which requires submitting information in a timely and accurate manner.

1.2 LAW ENFORCEMENT REPORTING

Law enforcement agencies are required to report the number of crimes reported as stated in Minnesota State Statute 299C.06.

A law enforcement agency is usually the first to become involved with a reported crime, and as a result, becomes the initiating agency in the Minnesota Criminal Justice Reporting System. It is the responsibility of the law enforcement agency to report the crime incident, loss or recovery of property relating to a designated incident, and any subsequent arrests made for the incident. This reporting is important for two principal reasons; first, it provides for the accurate compilation of statistical information for Uniform Crime Reporting, and second, it furnishes workable data for management use.

Another responsibility of all sheriffs and some police departments (those that have lock-up and holding facilities) concerning criminal statistics, is the daily reporting of all admissions, releases, and changes in status of each adult and juvenile booked at their facility. This reporting is required under Minnesota State Statute 241.06. The information received through this reporting is used by the Department of Corrections to perform analyses of usage to ensure facility rule compliance. This same information is also forwarded to the BCA to be used for updating the Computerized Criminal History (CCH) file.

1.3 CRIMINAL JUSTICE REPORTING SYSTEM FLOW CHART

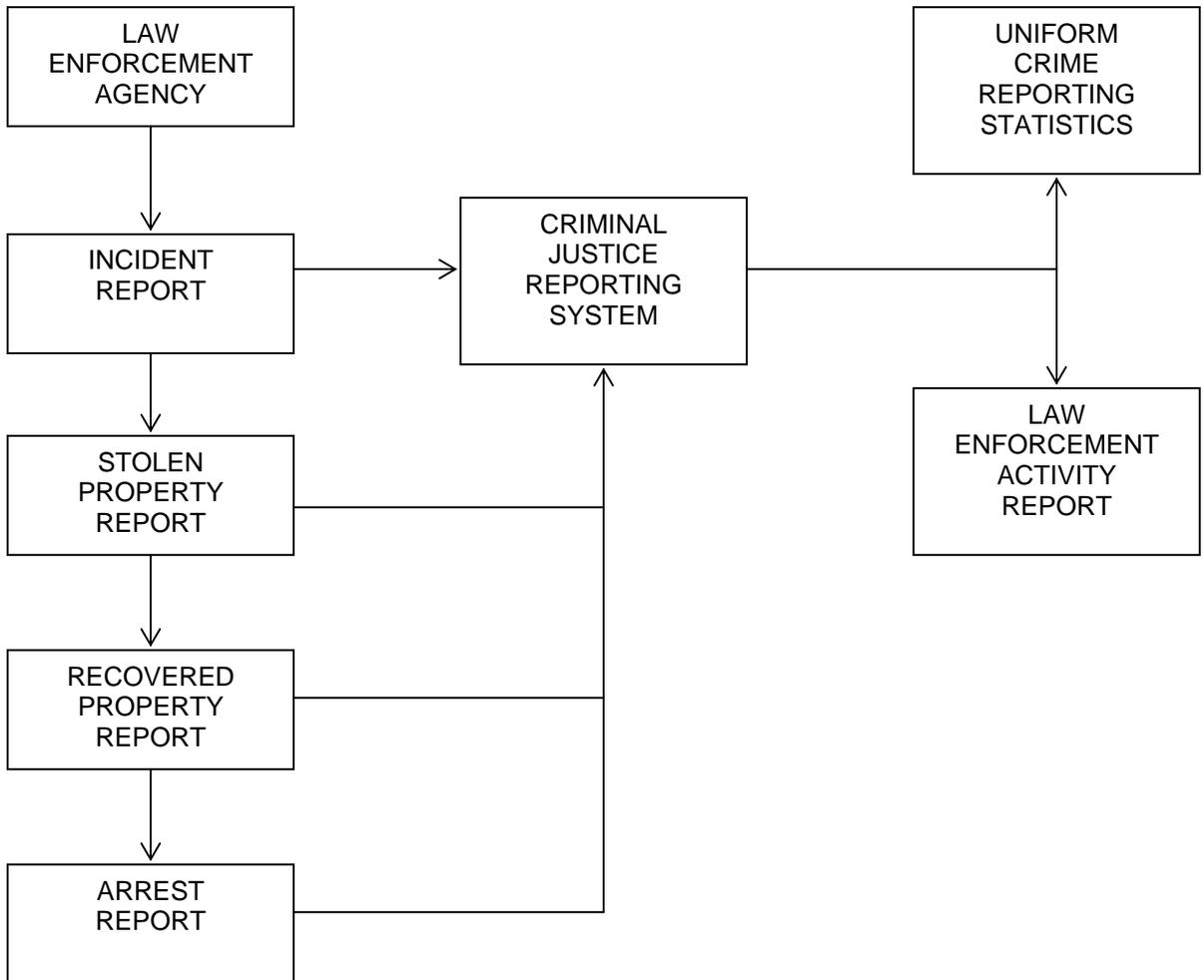


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Section 2

RECORD RETENTION

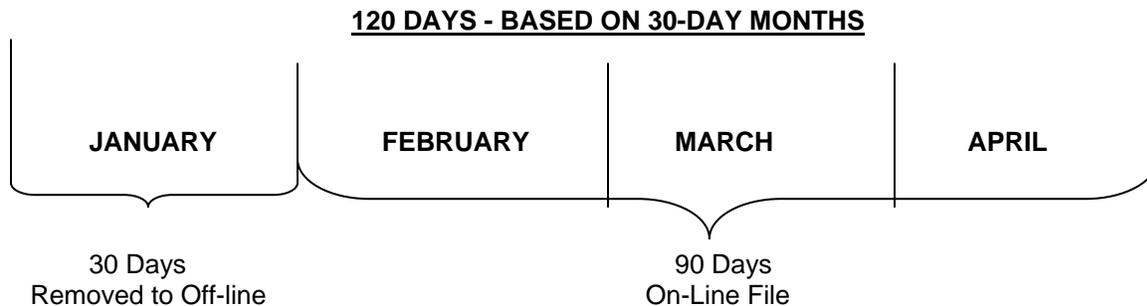
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2.1 RECORD RETENTION PERIODS

Within the computerized Minnesota Criminal Justice Reporting System (CJRS) there are two terms that are used to describe how records are retained. The first term is "on-line", which refers to data files that are connected to the computer, on which requests for a response may be made at any time. The second term is "off-line", which refers to data that is taken out of the computer and retained on magnetic tape for use at a later date. For further clarification, "on-line" data files are inactive in nature.

Because the storage capacity of the on-line files is limited, it is necessary to periodically remove records from the on-line file and move them to the off-line file. The time periods for retention of records in the on-line file is based on a 120-day maximum. After 120 days of record collection, the first 30 days of records are moved from the on-line file to the off-line file.

Therefore, at any given time the on-line file will consist of between 90-120 days of records. In essence, this means the contributor of information has 90-120 days after the entry of original data to correspond on-line with that information before it is transferred to the inactive or off-line area of storage. This is illustrated by the following chart:



2.2 RECORD STATUS

In order to keep track of the status of a particular record, data fields have been included in the last two lines of the CJRS modify, cancel, and query responses (enter responses do not contain these fields). The abbreviation, literal, and definition for each of these fields is listed below:

DRE - Date Record Established

This is the date the record was established in the computer.

DLU - Date of Last Update

This is the date the record was last updated.

TLU - Time of Last Update

This is the number of minutes from midnight that the record was last updated.

FOR - Format of Record

This identifies the format of the record: I - Incident, P - Stolen Property, R - Recovered Property, and A - Arrest.

SST - Spooling Status

Spooling, in this context, refers to the spooling of data each month. Data which has been tabulated for the monthly printouts is flagged as a spooled record. "0" means it has not been spooled, and "S" means it has been spooled.

RST - Record Status

The status, or what has happened to the record. "0" means that the record has been entered, "M" means that a modify record has been created for a spooled or off-line record, and "X" means a cancel record has been created for a spooled or off-line record.

TRM - Terminal

Terminal on which the record was entered.

MMM - Spooling Month

The month in which the spooling was completed.

YYY - Spooling Year

The year in which the spooling was completed.

MMM and YYY will always be zeros for RST/M AND X on off-line records. For on-line records, MMM and YYY will indicate month and year of original entry. All M and X records are spooled and purged, and are not retained for an additional 90 days.

In addition to those previously listed, the following codes are used at the very beginning of each response:

ETY - Enter and query responses for all original entry records.

MTY - Modify response for all spooled and off-line records.

XTY - Cancel response for all spooled and off-line records.

2.3 SPOOLING STATUS AND RECORD STATUS COMBINATIONS

The SST and RST codes provide specific information based on the combinations used. The combinations are as follows:

<u>SST</u>	<u>RST</u>	<u>Comments</u>
0	0	Record entered, may have been modified, has not been spooled.
S	0	Record entered, has been spooled, and has not been modified or cancelled.
0	M	Modify has been entered for an off-line record.
0	X	Cancel has been entered for an off-line record.

The computer will do a pre-enter search based on these fields, if the input message is an enter. Records on-line with RST/X will be ignored. For any other input message, modify or cancel, records with RST/X will be considered.

2.4 RECORDS RESPONSE HEADINGS

Following are the response headings which will be received upon entry of a record, or modify or cancel of a previously entered record, based on the data contained in the SST and RST fields:

Enter Response:

"RECORD ENTERED" will be received on all initial entries.

Modify Responses:

Original Entry Indicates: SST/0 RST/0
Modify Entry Response is: RECORD MODIFIED

Original Entry Indicates: SST/S RST/0
Modify Entry Response is: CJRS MODIFY RECORD CREATED FOR OFF-LINE.

Original Entry Indicates: SST/0 RST/M
Modify Entry Response is: RECORD MODIFIED

Original Entry Indicates: SST/0 RST/X
Modify Entry Response is: CJRS RECORD PREVIOUSLY CANCELLED

Cancel Responses:

Original Entry Indicates: SST/0 RST/0
Cancel Entry Response is: RECORD CANCELLED

Original Entry Indicates: SST/S RST/0
Cancel Entry Response is: CJRS CANCEL RECORD CREATED FOR OFF-LINE

Original Entry Indicates: SST/0 RST/M
Cancel Entry Response is: RECORD CANCELLED

Original Entry Indicates: SST/0 RST/X
Cancel Entry Response is: RECORD CANCELLED.

It is possible that two different types of records for the same CJRS entry may be in the on-line at the same time. If a cancel was entered for an off-line record, the cancel record would indicate "XTY" with SST/0 RST/X, and if the cancelled record was re-entered again, the entered record would indicate "ETY" with SST/0 RST/0.

If these two records are in the on-line file and a cancel message is received, the input terminal would receive two responses:

RECORD CANCELLED for "ETY" and SST/0 RST/0.

RECORD CANCELLED for "XTY" and SST/0 RST/X.

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INCIDENT REPORT

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3.1 INCIDENT REPORTING REQUIREMENTS

Entry of incident report information should be performed in a timely manner. Monthly statistical tabulations on incident information entered into the computer are produced on the 10th of every month. This means that an agency has until the 10th of every month (until 1630 hours) to enter all prior month's incident information. For example, an agency entering incident information reported in the month of June would have until July 10th at 1630 hours to enter this information into the computer to obtain an accurate monthly activity report (Section 8). If this information is entered after the 10th of the month, the department would receive no data for that month. However, the data would be tabulated for the quarterly and yearly activity reports (i.e., data from July would not appear in July, but would appear in the January-September quarterly reports and in the yearly activity reports).

3.2 INCIDENT REPORTING DESCRIPTION

The Law Enforcement Incident Report form, PS-22010 (shown in Sample 3A) is the first report completed for CJRS tabulation upon notification of a criminal violation of federal, state, county, or local regulations that occur within a jurisdiction. Traffic offenses are not included in this tabulation except for Driving Under the Influence of Drugs, Driving Under the Influence of an Alcoholic Beverage, Criminal Vehicular Operation-Resulting in Injury, Gross Driving While Intoxicated, and Aggravated Violation. Non-criminal incidents may also be reported in order to have computer tabulated information returned for additional management applications.

LAW ENFORCEMENT INCIDENT ENTRY						
NOTE - Message Keys : "ECE" - Use only when optional line is omitted. "ECI" - Use only when optional line is included.						
Message Key	Control Number (OCA)		Controlling Agency NCIC Identifier (CAG)			
Line NBR	Date Reported (RPD)	Time Reported (TRP)	Location Grid Number (LGN)			
2						
Place Committed (PLC)						
Line NBR	HRD	Squad or Badge # (SBN)	Time Assigned (TAS)	Time Arr. (TAR)	Time Clr. (TCL)	
Line NBR	ISN	MOC	MCS			
*If multiple lines are to be entered, a slash (/) must follow each line except the last.						
SAMPLE 3A						

There are several key items of information that must be recorded on the law enforcement incident report to track the incident step-by-step through the CJRS. These key items are the Message Key (MKE), Control (Case) Number (OCA), Controlling Agency Number (CAG), and the Incident Sequence Number (ISN). These fields are used to place the record into the system, and to later identify the record to attach additional information or correct existing information. These fields are referred to as record identifiers. To modify or cancel a record, the system must identify the record to modify or cancel by using the record identifiers.

To more clearly demonstrate this concept, compare the computer's logic to manual system. A records clerk would go to the proper file, then select the case to be reviewed, and finally the page on which the data is stored. In the computer system, the method is similar with one additional step. The computer selects the right agency first, through the Controlling Agency Number (CAG), then the correct file through the Message Key (MKE). It then goes to the correct case using the Control Number (OCA), and the correct page using the Incident Sequence Number (ISN).

The record identifiers are the data the computer needs to locate existing data.

3.3 INCIDENT REPORT FIELD EXPLANATIONS

Message Keys

ECE - Entry of Incident Without Optional Data Line
MCE - Modification of Incident Without Optional Data Line
XCE - Cancellation of Incident Without Optional Data Line
QCE - Query of Incident Without Optional Data Line

ECI - Entry of Incident With Optional Data Line
MCI - Modification of Incident With Optional Data Line
XCI - Cancellation of Incident With Optional Data Line
QCI - Query of Incident With Optional Data Line

Control Number (OCA) - A unique identifying number assigned to a specific incident by the controlling agency. The first two characters must indicate the year in which the incident was reported. For example, case number 50 for the year 1990 would be designated: 90000050.

Controlling Agency Number (CAG) - The NCIC Identifier of the agency within whose reporting jurisdiction the incident occurred.

Date Reported (RPD) - The date the incident is brought to the attention of a law enforcement agency. The year reported must always equal the first two characters of the control number.

Time Reported (TRP) - The time the incident is reported, entered according to military time or the 24-hour clock. The time of 2400 is not used -- the time frame is from 0001 through 0000.

Location Grid Number (LGN) - May be used for recording the location grid identifier if a grid identification system has been established by an agency. A grid system can be set up according to geographic divisions within a jurisdiction.

Example: 24MR

24 = Grid area identified by geographic divisions within a jurisdiction

M = Multiple Dwelling

R = Residential Neighborhood

Place Committed (PLC) - May be used for entry of an address or location description of where the offense occurred. Example: 1234 W Main St.

How Received (HRD) - May be used to indicate how the responding agency received the incident information (see Section 3.7.1 for codes).

Squad/Badge Number (SBN) - May be used to identify the officer or squad assigned to handle an incident.

Time Assigned (TAS) - May be used to indicate the time a specific officer or squad arrived at the scene of the incident. Entered according to military time or the 24-hour clock.*

Time Arrived (TAR) - May be used to indicate the time that the assigned officer or squad arrived at the scene of the incident. Entered according to military time or the 24-hour clock.*

Time Cleared (TCL) - May be used to indicate the time that the assigned officer or squad cleared the scene of the incident. Entered according to military time or the 24-hour clock.*

Incident Sequence Number (ISN) - The number given to each offense within a given course of conduct. The offenses are listed sequentially and according to the seriousness of the crime, starting with 01.

Minnesota Offense Code (MOC) - A code used to identify the offense/activity occurring within a specific course of conduct (see Section 10 for codes).

Minnesota Offense Code Status (MCS) - Indicates the current status/disposition of the offense/activity (see Section 3.7.2 for codes).

* The time of 2400 is not used -- military time runs from 0001 through 0000.

3.4 INCIDENT REPORT FIELD USAGE

The completion/input of the incident report necessitates the entry of all required fields. Optional fields may be completed if your agency desires to enter that data.

The required fields, listed below, are those fields which contain the minimum data needed to complete an entry. This data is used for statistical reports on both the state and national levels. Please note that all four record identifiers are required fields.

Required Fields

Message Key (MKE)
Control Number (OCA)
Controlling Agency Number (CAG)
Date Reported (RPD)
Time Reported (TRP)
Line Number
Incident Sequence Number (ISN)
Minnesota Offense Code (MOC)

The optional fields are used to gather additional statistical data of use to an individual department. These data are compiled into various reports for individual departmental use (see Section 8).

Optional Fields

Location Grid Number (LGN)
Place Committed (PLC)
How Received (HRD)
Squad or Badge Number (SBN)
Time Assigned (TAS)
Time Arrived (TAR)
Time Cleared (TCL)
MOC Status (MCS)

Special attention should be directed toward the use of the ISN and MOC fields. If more than one offense occurred during one course of conduct, then multiple ISN's would be used. Remember, in the manual records system example on page 3-2, each ISN would create a separate record (page) in the computer. Any corrections, updates, or cancellations must be directed to the correct record for entry. If you indicate an incorrect ISN, the wrong data would be changed.

The MOC field contains a five digit number. These codes were developed to aid law enforcement in identifying specific crimes. These MOC's are in Section 10 of this manual.

When a single offense occurs, the MOC should be recorded in the MOC field associated with ISN 01. When multiple offenses occur in one course of conduct, they should be numbered sequentially with the most serious offense (lowest category number according to the 26 Uniform Crime Reporting categories) entered first.

Example 1

A case involves Carrying Weapon Without Permit, MOC W2527, Category 15, and Possessing Marijuana, MOC D2540, Category 18. The report would appear according to the listing in Section 10 as:

ISN: 01 MOC: W2527 (Category 15)

ISN: 02 MOC: D2540 (Category 18)

3.5 INCIDENT REPORTING PROCEDURES - MANUAL SUBMISSION

The Law Enforcement Incident Entry form, PS-22010 (shown in Sample 3A) is used to report incidents submitted manually by law enforcement agencies.

3.5.1 Incident Report Entry Procedures

If an agency is using Initial Complaint Report (ICR) similar to what is shown in Sample 3B, and the ICR has the necessary fields of information for entry, then a clear, readable copy will serve as the Incident Report.

LAW ENFORCEMENT INCIDENT ENTRY							
"ECE" – Use only when optional line is omitted. "ECI" – Use only when optional line is included.						REC'D BY:	
						DAY	S M T W T F S
Message Key		Control Number (OCA)		Controlling Agency NCIC Identifier (CAG)			
L NBR	Date Reported (RPD)	Time Reported (TRP)	Location Grid Number (LGN)				
2							
SAMPLE 3B							
Place Committed (PLC)							
O P T I O N	Line NBR	HRD	Squad or Badge # (SBN)	Time Assigned (TAS)	Time Arr. (TAR)	Time Clr. (TCL)	HRD Codes
							P – Phone R – Radio A – Alarm I – In Person V – Visual M – Mail T – Other
L NBR	ISN	MOC	MCS	UCS CODES			
				- Pending J – CLRD/Arrest. JV R – Ref. Oth. Agency C – Exc./CLRD A – CLRD/Arrest Adult S – Assit./Advised U – Unfounded G- GOA/UTL T – Other			
Reported By : _____ Address : _____ Phone Nbr: _____ Complainant : _____ Address : _____ Phone Nbr: _____ Incident Description : _____ _____ _____ _____							
OFFICER/SQUAD ASSIGNED :				SUPERVISOR APPROVED :		ADDT'L REPORTS : <input type="checkbox"/> ENTERED C.J.R.S. : <input type="checkbox"/>	

The completion of the report is performed as illustrated in Example 2:

Example 2

On Saturday, the 16th of June, 1990, at 0945 hours, the Washington County Sheriff's Office receives a call from Miss Ruth Dawson stating that her beauty shop at 2637 First Avenue South had been robbed and that she had been raped. Squad #25 is dispatched at 0945 hours, and arrives at 0947. Upon completion of the initial investigation it is determined that the offense did occur. The assigned officer clears the scene at 1203. The Incident Report would be completed as shown in Sample 3C.

LAW ENFORCEMENT INCIDENT ENTRY						
NOTE – Message Keys : "ECE" – Use only when optional line is omitted. "ECI" – Use only when optional line is included.						
Message Key		Control Number (OCA)			Controlling Agency NCIC Identifier (CAG)	
ECI /		85 001033 /			MN 0820000 /	
Line NBR	Date Reported (RPD)	Time Reported (TRP)	Location Grid Number (LGN)			
2 /	061185 /	0945 /	/			
Place Committed (PLC)						
2637 1ST AVE SOUTH /						
O P T I O N	Line NBR	HRD	Squad or Badge # (SBN)	Time Assigned (TAS)	Time Arr. (TAR)	Time Clr. (TCL)
	3 /	P /	25 /	0945 /	0947 /	1203 /
Line NBR	ISN	MOC	MCS	*If multiple lines are to be entered, a slash (/) must follow each line except the last.		
4 /	01 /	S 1397 /	/ /			
5 /	02 /	R 3253 /	/ /			
/ /	/ /	/ /	/ /			
SAMPLE 3C						

Once again, an agency using an Initial Complaint Report (ICR) which has the necessary fields of information for entry (as shown in Sample 3B), may substitute a clear, readable copy of the ICR for the Incident Entry form.

3.5.2 Incident Report Modify Procedures

Modification is the changing or adjusting of a previously submitted report. The modifying report must provide information to find the original entry to be changed or adjusted. This is accomplished with the use of record identifiers. The record identifiers for the modify report are the Message Key (MKE), Control Number (OCA), Controlling Agency Number (CAG), and the Incident Sequence Number (ISN). To accomplish a modification, complete the message key field on a form PS-22010 by using MCE or MCI, depending on the message key used on the original report (i.e., if the message key ECE was used on the original report, the message key MCI must be used when modifying that entry), then complete the Control Number, Controlling Agency Number, Incident Sequence Number(s), and the field(s) to be changed. The record identifiers entered on the modifying report must be the same as on the original Incident Report, and the correct information must be entered in the field(s) to be adjusted. These changed field(s) should be circled on the report.

If you need to modify a report containing multiple ISN's, each ISN affected by the modification must be listed on the modification report. A modification affecting only ISN's 10 and 03 of an original report would list only ISN 01 and ISN 03 on the modification report. A modification affecting ISN's 01, 02, and 03 of an original report would list ISN 01, 02, and 03 on the modification report.

Record identifiers cannot be modified. All other fields on the Incident Report are modifiable. For adjustments to record identifiers, see Incident Report Cancel Procedures, Section 3.5.3.

Example 3

Assume the address in Example 2, reported as 2637 First Avenue South, should have been 2737 First Avenue South. The modify report should be as shown in Sample 3D.

LAW ENFORCEMENT INCIDENT ENTRY

NOTE – Message Keys : “ECE” – Use only when optional line is omitted.
 “ECI” – Use only when optional line is included.

Message Key	Control Number (OCA)	Controlling Agency NCIC Identifier (CAG)
M C I	8 5 0 0 1 0 3 3	M N 0 8 2 0 0 0

Line NBR	Date Reported (RPD)	Time Reported (TRP)	Location Grid Number (LGN)
2			
Place Committed (PLC)			
2737 1ST AVE SO			

O P T I O N	Line NBR	HRD	Squad or Badge # (SBN)	Time Assigned (TAS)	Time Arr. (TAR)	Time Clr. (TCL)

Line NBR	ISN	MOC	MCS

*If multiple lines are to be entered, a slash (/) must follow each line except the last.

SAMPLE 3D

3.5.3 Incident Report Cancel Procedures

Cancellation is the complete elimination of a previously submitted report. Once again, the computer must locate the entry to be cancelled through the use of record identifiers. The record identifiers for the cancel report are the Message Key (MKE), Control Number (OCA), Controlling Agency Number (CAG), and the Incident Sequence Number (ISN). The cancel report must contain the same record identifiers as the original incident report. As an example, if the original report contained the message key ECE, then the cancel report must contain the message key XCE.

To completely cancel a report containing multiple ISN's, each ISN from the original report must be listed on the cancellation report (i.e., to cancel a report containing two ISN's, both ISN 01 and ISN 02 must be listed). To cancel only ISN 02 from the original report, list only ISN 02 on the cancellation report. ISN 01, from the original report, will remain on file.

Record identifiers cannot be modified. Changes to these fields must be accomplished with a cancellation followed by a new entry. Complete form PS-22010 by filling in the message key (with XCE or XCI), the Control Number (OCA), Controlling Agency Number (CAG), and the Incident Sequence Number(s) (ISN) as they appeared on the original report. After completing the first form PS-22010, complete another form PS-22010 as an original incident report (explained in Section 3.4) with the correct information.

Example 4

Assume the Control Number in Example 2 was erroneously entered on the original report as 90001032, instead of the correct 90001033. The cancelling report would be completed as shown in Sample 3E.

LAW ENFORCEMENT INCIDENT ENTRY						
NOTE – Message Keys : “ECE” – Use only when optional line is omitted. “ECI” – Use only when optional line is included.						
Message Key		Control Number (OCA)			Controlling Agency NCIC Identifier (CAG)	
X C I /		8 5 / 0 0 1 0 3 2 /			M N / 0 8 2 0 0 0 0 /	
Line NBR	Date Reported (RPD)	Time Reported (TRP)	Location Grid Number (LGN)			
2 /	/	/	/			
Place Committed (PLC)						
/						
O P T I O N	Line NBR	HRD	Squad or Badge # (SBN)	Time Assigned (TAS)	Time Arr. (TAR)	Time Clr. (TCL)
	/	/	/	/	/	/
Line NBR	ISN	MOC	MCS			
/	/	/	/			
/	/	/	/			
/	/	/	/			
/	/	/	/			

*If multiple lines are to be entered, a slash (/) must follow each line except the last.

SAMPLE 3E

When the cancel report has been completed, it is then necessary to complete another form with the correct information from the original report as shown in Sample 3F.

LAW ENFORCEMENT INCIDENT ENTRY						
NOTE – Message Keys : “ECE” – Use only when optional line is omitted. “ECI” – Use only when optional line is included.						
Message Key		Control Number (OCA)			Controlling Agency NCIC Identifier (CAG)	
ECI /		85 001033 /			MN 0820000 /	
Line NBR	Date Reported (RPD)	Time Reported (TRP)	Location Grid Number (LGN)			
2 /	061185 /	0945 /				
Place Committed (PLC)						
2737 1ST AVE SOUTH /						
O P T I O N	Line NBR	HRD	Squad or Badge # (SBN)	Time Assigned (TAS)	Time Arr. (TAR)	Time Clr. (TCL)
	3 /	P /	25 /	0945 /	0947 /	1203 /
Line NBR	ISN	MOC	MCS			
4 /	01 /	S1397 /				
5 /	02 /	R3253 /				
*If multiple lines are to be entered, a slash (/) must follow each line except the last.						
SAMPLE 3F						

3.5.4 Incident Report Distribution

When the Law Enforcement Incident Report form has been completed, the original (clear, readable copy if using the ICR) is forwarded to the Bureau of Criminal Apprehension, Criminal Justice Information Systems Section no later than 48 hours (72 hours on weekends) after the report of the incident was received by the law enforcement agency. A second carbon copy may be maintained by the submitting agency for their records.

3.6 INCIDENT REPORT PROCEDURES - COMPUTER TERMINAL INPUT

3.6.1 Incident Entry Procedures

Input of the incident report necessitates the entry of required fields which must be completed, and optional fields which may be completed. For a complete listing of required and optional fields, please refer to page 3-4.

If an agency is using an Initial Complaint Report (ICR) similar to what is shown in Sample 3G, then this report would be used to report incidents for direct input into the CJRS computer.

LAW ENFORCEMENT INCIDENT ENTRY							REC'D BY:																			
"ECE" – Use only when optional line is omitted. "ECI" – Use only when optional line is included.						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;">DAY</th> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </table>		DAY	S	M	T	W	T	F	S											
DAY	S	M	T	W	T	F	S																			
Message Key	Control Number (OCA)		Controlling Agency NCIC Identifier (CAG)																							
E C			M N																							
L NBR	Date Reported (RPD)	Time Reported (TRP)	Location Grid Number (LGN)																							
2							SAMPLE 3G																			
Place Committed (PLC)																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;">Line NBR</td> <td style="width: 10%;">HRD</td> <td style="width: 20%;">Squad or Badge # (SBN)</td> <td style="width: 15%;">Time Assigned (TAS)</td> <td style="width: 15%;">Time Arr. (TAR)</td> <td style="width: 15%;">Time Clr. (TCL)</td> <td colspan="2" style="width: 15%;">HRD Codes</td> </tr> <tr> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">OPTIONAL</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td colspan="2"> P – Phone R – Radio A – Alarm I – In Person V – Visual M – Mail T – Other </td> </tr> </table>										Line NBR	HRD	Squad or Badge # (SBN)	Time Assigned (TAS)	Time Arr. (TAR)	Time Clr. (TCL)	HRD Codes		OPTIONAL							P – Phone R – Radio A – Alarm I – In Person V – Visual M – Mail T – Other	
	Line NBR	HRD	Squad or Badge # (SBN)	Time Assigned (TAS)	Time Arr. (TAR)	Time Clr. (TCL)	HRD Codes																			
OPTIONAL							P – Phone R – Radio A – Alarm I – In Person V – Visual M – Mail T – Other																			
L NBR	ISN	MOC	MCS	UCS CODES																						
				- Pending J – CLRD/Arrest. JV R – Ref. Oth. Agency C – Exc./CLRD A – CLRD/Arrest Adult S – Assit./Advised U – Unfounded G- GOA/UTL T – Other																						
Reported By : _____																										
Address : _____ Phone Nbr: _____																										
Complainant : _____																										
Address : _____ Phone Nbr: _____																										
Incident Description : _____																										
OFFICER/SQUAD ASSIGNED :			SUPERVISOR APPROVED :			ADDT'L REPORTS : <input type="checkbox"/> ENTERED C.J.R.S.: <input type="checkbox"/>																				

Incident Entry Format

The format for entering an incident report into CJRS is shown below. The only valid message keys which may be used to enter an incident report are "ECE" and "ECI".

Without Optional Line:

ECE/OCA/CAG
 2/RPD/TRP/LGN/PLC/
 3/ISN/MOC/MCS

With Optional Line:

ECI/OCA/CAG/
 2/RPD/TRP/LGN/PLC/
 3/HRD/SBN/TAS/TAR/TCL/
 4/ISN/MOC/MCS

These formats are referred to as "fixed formats", which means information must be entered in a certain order or the entry will be rejected.

Special care should be taken when completing the ISN and MOC fields. If more than one offense occurred within one course of conduct, multiple ISN's should be entered. These ISN's would be in ascending order (01, 02, 03, etc.). Each ISN creates a separate record in the computer when it is entered (see page 3-4 for an example). The correct record must be identified by the ISN in order to modify or cancel it.

The MOC field is important as well. The MOC field contains a five digit code developed to aid law enforcement in identifying specific crimes. These MOC's are in Section 10 of this manual.

When a single offense occurs, the MOC should be recorded in the MOC field associated with ISN 01. When multiple offenses occur in one course of conduct, they should be numbered sequentially with the most serious offense (lowest category number according to the 26 Uniform Crime Reporting categories) entered first.

Example 5

A case involves Carrying Weapon Without Permit, MOC W2527, Category 15, and Possessing Marijuana, MOC D2540, Category 18. The report would appear according to the listing in Section 10 as:

ISN: 01 MOC: W2527 (Category 15)
ISN: 02 MOC: D2540 (Category 18)

A pre-formatted screen for entry of the incident report may be used. The pre-formatted screen is retrieved by keying in "FS" (formatted screen), space, "ECE" (for entry without the optional line), or "FS ECI" (for entry with the optional line). When using the pre-formatted screen, the information is entered in the order as shown in the following formats.

Without the Optional Line

ECE/* /* /
2/* /* / / /
3/* /* //
4/ / //
5/ / //
6/ / //
7/ / //
8/ / //
9/ / //
10/ / //
11/ / //

***** OPERATING INSTRUCTIONS *****
ALL ASTERISKED FIELDS ARE MANDATORY.

With the Optional Line:

ECI/* / * /
2/* /* / / /
3/ / / / / /
4/* /* //
5/ / //
6/ / //
7/ / //
8/ / //
9/ / //
10/ / //
11/ / //
12/ / //

***** OPERATING INSTRUCTIONS *****

ALL ASTERISKED FIELDS ARE MANDATORY.

Please note that the present terminals necessitate the elimination of the fields not being used prior to transmission. This is accomplished by the use of the PF3 or PF15 keys on the present terminal. Failure to eliminate the unused fields would result in an error message being sent to the terminal doing the entry.

The incident report can also be entered without the use of the pre-formatted screen. This method is known as "free-form" entry, which is typing all required information in a specific order, without the use of a formatted screen. When using "free-form" entry, the message key, slashes (/), and line numbers must be typed, along with the incident information. Slashes must be typed to indicate the end of a field, and that more information (or fields) will follow. If an optional field is to be skipped (for example, Location Grid Number), a slash must also be typed to indicate to the computer that a field is being skipped. If a slash is left out, or typed in the wrong place, the computer will reject the entry.

Example 6

On the 16th of June, 1990, at 0945 hours, the Washington County Sheriff's Office receives a call from Miss Ruth Dawson stating that her beauty shop at 2637 First Avenue South had been robbed and that she had been raped. Squad #25 is dispatched at 0945 hours, and arrives at 0947. Upon completion of the initial investigation it is determined that the offense did occur. The assigned officer clears the scene at 1203. The Incident Report information would be typed as shown below:

```
ECI/90001033/MN0820000/  
2/061690/0945//2637 1ST AVE SO/  
3/P/25/0945/0947/1203/  
4/01/L1287//  
5/02/R3253
```

The above format is an example of the "free-form" method of entry. Note the extra slashes in lines 2 and 4. These slashes indicate that the Location Grid Number field (line 2) and the Minnesota Offense Code Status (line 4) do not contain any information, and are to be ignored by the computer.

Positive Response to an Incident Report Entry

The example below is returned when Incident Report information has been correctly entered into the computer. The computer reviews the entry and determines that no errors were made. Once it has edited the entry, the computer sends this positive response for verification:

```
WAS015 WAS025 JUNE 18 1990 13:41:47 06/18/90 13:41:56  
ETY/INCIDENT. RECORD ENTERED  
1 OCA/90001033. CAG/MN0820000.  
2 RPD/061690. TRP/0945. PLC/2637 1ST AVE SO.  
3 HRD/P. SBN/25. TAS/0945. TAR/0947. TCL/1203.  
4 ISN/01. MOC/L1287.  
5 ISN/02. MOC/R3253
```

END OF MESSAGE

3.6.2 Incident Modify Procedures

A modification is the method for making changes or adjustments to previously entered records. The modification must provide information to locate the original record to be changed. This is accomplished with the use of record identifiers. The record identifiers for the modification are the Message Key (MKE), Control Number (OCA), Controlling Agency Number (CAG), and Incident Sequence Number (ISN).

To change or adjust a record, the message key "MCE" or "MCI" is used, depending on the message key used in the original entry (i.e., if the message key ECE was used in the original entry, the message key MCE must be used when modifying that entry). The Control Number (OCA), Controlling Agency Number (CAG), and Incident Sequence Number (ISN) are entered, along with the fields to be changed or adjusted. The record identifiers used in the modify entry must be the same as on the original incident entry, and the correct information must be entered in the fields to be modified.

If more than one Incident Sequence Number (ISN) was originally entered, each ISN entered created a separate record. To modify an entry containing multiple ISN's, each ISN affected by the modification must be entered as a separate modification (i.e., a modification affecting only ISN's 01 and 03 of an original entry would have one modifying entry made for ISN 01 and one modifying entry made for ISN 03). To modify all records for a specific Control Number, a modification for each ISN must be made (i.e., an original entry containing ISN's 01, 02, and 03 must have a separate modifying entry for each ISN).

The record identifiers of a modify entry cannot be modified. All other fields on the Incident Report are modifiable. For adjustments to record identifiers, see Incident Cancel Procedures, Section 3.6.3.

Incident Modify Format

The format for entering an Incident Modify into CJRS is shown below. The only valid message keys which may be used to enter an incident modify are "MCE" and "MCI".

Without Optional Line:

MCE OCA/ .CAG/ .ISN/ .

(Fields to be modified follow)

With Optional Line:

MCI OCA/ .CAG/ .ISN/ .

(Fields to be modified follow)

These formats are referred to as "variable formats", which means information can be entered in any order. The reason for this is that each field in the modify entry is identified by its appropriate three-character field identifier which indicates to the computer what field is being completed. This format is not like the enter format which must have information entered in a specific order. That is because the fields in the entry are not identified to the computer.

A pre-formatted screen for entry of the incident modify may be used as indicated below. The pre-formatted screen is retrieved by keying in "FS" (formatted screen), space, "MCE" (for entry without the optional line), or "FS MCI" (for entry with the optional line):

```
MCE or MCI OCA/* .CAG/* .ISN/* .  
RPD/ .TRP/ .LGN/ .PLC/ .  
HRD/ .SBN/ .TAS/ .TAR/ .TCL/ .MOC/ .  
MCS/ .
```

***** OPERATING INSTRUCTIONS *****
ALL ASTERISKED FIELDS ARE MANDATORY.

The incident modify can also be entered without the use of the pre-formatted screen. This method of entry is known as "free-form". When using free-form entry, the message key is typed, followed by a space then the three-character field identifier for the Control Number (OCA) followed by a slash (/), the control number, period, the three-character field identifier for the Controlling Agency Number (CAG), slash, the agency identifier information, period, the three-character field identifier for the Incident Sequence Number (ISN), slash, the ISN information, period, and the fields to be modified, each identified by the proper three-character field identifier (as shown in the Incident Report Directory, Section 3.8), slash, information, period.

Example 7

Assume the address in Example 6, reported as 2637 First Avenue South, should have been 2737 First Avenue South. The modify entry should be as shown below:

```
MCI OCA/90001033.CAG/MN0820000.ISN/01.PLC/2737 1ST AVE SO.
```

```
MCI OCA/90001033.CAG/MN0820000.ISN/02.PLC/2737 1ST AVE SO.
```

The formats above are examples of the "free-form" method of entry. Note the two different entries. Because the modification affects both ISN's two separate modification entries must be entered -- one for ISN 01, and one for ISN 02.

Positive Response to an Incident Modify Entry

There are three different types of modify responses that can be returned by the computer, depending on when an original record was entered. The modify responses that follow are examples of what will be returned on a record that is up to 30 days old and has not been spooled. Modifies to these types of records update the original record immediately.

WAS011 WAS011 JUN 19 1990 07:58:05 06/19/90 07:58:36
ETY/INCIDENT. RECORD MODIFIED
OCA/90001033. CAG/MN0820000.
RPD/061690. TRP/0945. PLC/2737 1ST AVE.
HRD/P. SBN/25. TAS/0945. TAR/0947. TCL/1203.
ISN/01. MOC/L1287.
DRE/061890. DLU/061890.
TLU/0857. FOR/I. SST/0. RST/0. TRM/WAS. MMM/06. YYY/90.
END OF MESSAGE

WAS012 WAS012 JUN 19 1988 08:00:01 06/19/88 08:00:07
ETY/INCIDENT. RECORD MODIFIED
OCA/90001033. CAG/MN0820000.
RPD/061690. TRP/0945. PLC/2737 1ST AVE SO.
HRD/P. SBN/25. TAS/0945. TAR/0947. TCL/1203.
ISN/02. MOC/R3253.
DRE/061890. DLU/061890.
TLU/0857. FOR/I. SST/0. RST/0. TRM/WAS. MMM/06. YYY/90.
END OF MESSAGE

If a record has been spooled, or is between 30 to 120 days old, the following response will be returned:

BCK018 BCK018 JUN 28 1990 09:17:11 06/28/90 09:17:17
MTY/INCIDENT. CJRS MODIFY RECORD CREATED FOR OFF-LINE
OCA/90004660. CAG/MN0270500.
RPD/052190. TRP/1820. LGN/453. PLC/3865 TALTON PL.
HRD/R. SBN/5.
ISN/01. MOC/P3310. MCS/J.
DRE/062890. DLU/062890.
TLU/0557. FOR/I. SST/0. RST/M. TRM/BCK. MMM/00. YYY/00.

With this type of modify, the spool flag on the original record is removed so the record can be re-tabulated and the adjustment made to the statistics. Even though the field(s) being modified will show the corrected information, a modify to this type of record would not actually be updated until the 10th of the month.

If a record had been purged from the on-line file and was over 120 days old, the following response would be returned:

BCK050 BCK050 JUN 28 1990 12:57:01 06/28/90 12:57:07
MTY/INCIDENT. CJRS MODIFY RECORD CREATED FOR OFF-LINE
OCA/90002001. CAG/MN0270500.
ISN/01. MCS/C.
DRE/062890. DLU/062890.
TLU/0727. FOR/I. SST/0. RST/M. MMM/00. YYY/00.

In the preceding modify, only the record identifiers and the field(s) being modified would be returned in the modify response. Modifies to this type of record would not be updated until the 10th of the month.

3.6.3 Incident Cancel Procedures

A cancellation is the complete elimination of an already existing record. The cancelling entry must provide information to locate the original record to be removed. This is accomplished with the use of record identifiers. The record identifiers for the cancel entry are the Message Key (MKE), Control Number (OCA), Controlling Agency Number (CAG), and Incident Sequence Number (ISN).

To remove a record use the message key "XCE" or "XCI" depending on the message key used in the original entry (i.e., if the message key ECE was used in the original entry, the message key XCE must be used when cancelling that entry). The Control Number, Controlling Agency Number, and Incident Sequence Number are entered. The record identifiers used in the cancel entry must be the same as on the original incident entry.

If more than one Incident Sequence Number (ISN) was originally entered in a record, each ISN created a separate record. Therefore, to cancel this type of record, each ISN affected must be entered as a separate cancellation (i.e., a cancellation affecting only ISN's 02 and 03 of an original entry would have one cancelling entry for ISN 02 and one cancelling entry for ISN 03). To cancel all records for a specific Control Number, a cancellation for each ISN must be made (i.e., an original entry containing ISN's 01, 02, and 03 must have a separate cancelling entry for each ISN).

To correct an original entry in which one or more record identifiers were entered incorrectly, that entire record must be cancelled using the incorrect record identifier information, and re-entered with the correct information.

Incident Cancel Format

The format for entering a cancel into CJRS is shown below. The only valid message keys which may be used to enter a cancellation of an incident are "XCE" and "XCI."

Without Optional Line

XCE OCA/ .CAG/ .ISN/ .

With Optional Line

XCI OCA/ .CAG/ .ISN/ .

The above formats are referred to as "variable formats," which means information can be entered in any order. The reason for this is that each field in the cancel entry is identified by its appropriate three-character field identifier which indicates to the computer what field is being completed. This is unlike the enter format which must have information entered in a specific order because the fields in the entry are not identified to the computer.

A pre-formatted screen for entry of the incident cancel may be used as indicated below. The pre-formatted screen is retrieved by keying in "FS" (formatted screen), space, "XCE" (for entry without the optional line), or "FS XCI" (for entry with the optional line).

XCE or XCI OCA/* .CAG/* .ISN/* .

***** OPERATING INSTRUCTIONS *****
ALL ASTERISKED FIELDS ARE MANDATORY.

The incident cancel can also be entered without the use of the pre-formatted screen. This method of entry is known as "free-form". When using "free-form" entry, the message key is typed followed by a space then the three-character field identifier for the Control Number (OCA) followed by a slash (/), the Control Number, period, three-character field identifier for the Controlling Agency Number (CAG), slash, the agency identifier, period, three-character field identifier for the Incident Sequence Number (ISN), slash, the ISN number, period. The three-character field identifier for each field is shown in the Incident Report Directory, Section 3.8.

Example 8

Assume the Control Number in Example 6 was erroneously entered as 88001032, instead of the correct 88001033. The cancel entry should be as shown below:

XCI OCA/90001032.CAG/MN0820000.ISN/01.

XCI OCA/90001032.CAG/MN0820000.ISN/02.

The above format is an example of the free-form method of entry. Note the two different entries. Because the cancellation affected the entire record, two separate cancellation entries must be entered -- one for ISN 01, and one for ISN 02.

After the positive cancel responses have been returned, the entire record must be re-entered with the correct information as shown in the following example:

ECI/90001033/MN0820000/
2/061690/0945//2737 1ST AVE SO/
3/P/25/0945/0947/1203/
4/01/L1287//
5/02/R3253

Positive Response to an Incident Cancel Entry

The responses below are returned when an Incident Cancel has been correctly entered into the computer:

```
WAS045 WAS045 JUN 30 1990 12:24:05 06/30/90 12:24:21
ETY/INCIDENT. RECORD CANCELLED
OCA/90001032. CAG/MN0820000.
RPD/061690. TRP/0945. PLC/2737 1ST AVE SO.
HRD/P. SBN/25. TAS/0945. TAR/0947. TCL/1203.
ISN/01. MOC/L1287.
DRE/061890. DLU/061890.
TLU/0857. FOR/I. SST/O. RST/O. TRM/WAS. MMM/06. YYY/90.
WAS046 WAS046 JUNE 30 1990 12:24:14 06/30/90 12:24:38
ETY/INCIDENT. RECORD CANCELLED
OCA/90001032. CAG/MN0820000.
RPD/061690. TRP/0945. PLC/2737 1ST AVE SO.
HRD/P. SBN/25. TAS/0945. TAR/0947. TCL/1203.
ISN/02. MOC/R3253.
DRE/061890. DLU/061890.
TLU/0857. FOR/I. SST/O. RST/O. TRM/WAS. MMM/06. YYY/90.
```

There are three different types of cancel responses that can be returned depending on when the original record was entered. The above cancel responses are examples of what would be returned on a record that was up to 30 days old, and had not been spooled. Cancels to this type of record would remove the original record immediately.

If a record had been spooled, or was between 30 and 120 days old, the following response would be returned:

```
BCC057 BCC057 JUN 28 1990 10:27:15 06/28/90 10:27:21
XTY/INCIDENT. CJRS CANCEL RECORD CREATED FOR OFF-LINE
OCA/90004672. CAG/MN0270500.
RPD/052290. TRP/2345. LGN/555. PLC/4542 COON DR.
ISN/01. MOC/B1164.
DRE/052390. DLU/052390.
TLU/0658. FOR/I. SST/O. RST/X. TRM/BCC. MMM/06. YYY/90.
```

With this type of cancel, the spool flag on the original record was removed so the record could be retabulated, and the adjustment made to the statistics. A cancel to this type of record would not be updated until the 10th of the month.

If a record has been purged from the on-line file, and was over 120 days old, the response below would be returned:

```
BCC067 BCC067 JUN 28 1990 13:04:03 06/28/90 13:04:10
XTY/INCIDENT. CJRS CANCEL RECORD CREATED FOR OFF-LINE
OCA/90002030. CAG/MN0270500.
ISN/01.
DRE/062890. DLU/062890.
TLU/0804. FOR/I. SST/0. RST/X. MMM/00. YYY/00.
```

In this type of cancel, only the record identifiers would be returned in the cancel response. A cancel to this type of record would not be updated until the 10th of the month.

3.6.4 Incident Query Procedures

It is possible to query the CJRS file directly through a terminal and retrieve the incident records entered during the past 90 days. The query entry must provide information to locate the original record. This is accomplished with the use of record identifiers. The record identifiers for the query entry are the Message Key (MKE), Control Number (OCA), Controlling Agency Number (CAG), and the Incident Sequence Number (ISN).

In order to retrieve an incident record, use the message key "QCE" or "QCI", depending on the message key used in the original entry (i.e., if the message key ECE was used in the original entry, the message key QCE must be used when querying that entry). Add the Control Number, Controlling Agency Number, and Incident Sequence Number to the query. The record identifiers used in the query entry must be the same as on the original incident entry.

If more than one Incident Sequence Number (ISN) was originally entered in a record, each ISN entered would create a separate record. To query an entry containing multiple ISN's, each ISN must be entered as a separate query (i.e., a query affecting only ISN's 02 and 03 of an original entry would have one query made for ISN 02 and one query made for ISN 03). To query all records for a specific Control Number, a query for each ISN must be made (i.e., an original entry containing ISN's 01, 02, and 03 must have separate query for each ISN).

Incident Query Format

The format for querying an incident in CJRS is shown below. The only valid message keys which may be used to enter an incident query are "QCE" and "QCI".

Without Optional Line:

```
QCE OCA/ .CAG/ .ISN/ .
```

With Optional Line:

```
QCI OCA/ .CAG/ .ISN/ .
```

The above formats are referred to as "variable formats" which means information can be entered in any order. The reason for this is that each field in the query entry is identified by its appropriate three-character field identifier which indicates to the computer which fields are being entered. This is unlike the enter format which must have information entered in a specific order because the fields in the entry are not identified to the computer.

The pre-formatted screen for the incident query is shown below. The pre-formatted screen is retrieved by keying in "FS" (formatted screen), space, "QCE" (for entry without the optional line), or "FS QCI" (for entry with the optional line).

```
CJRS INCIDENT QUERY
QCE OCA/* .CAG/* .ISN/ .
```

```
***** OPERATING INSTRUCTIONS *****
ALL ASTERISKED FIELDS ARE MANDATORY.
```

The incident query can also be made without the pre-formatted screen. This method of entry is known as "free-form". When using "free-form" entry, the message key is typed followed by a space, then the three-character field identifier for the Control Number (OCA), followed by a slash (/), the Control Number, period, three-character field identifier for the Controlling Agency Number (CAG), slash, the agency identifier, period, and three-character field identifier for the Incident Sequence Number (ISN), slash, the ISN, period. The three-character field identifiers for each field are shown in the Incident Report Directory, Section 3.8.

Example 9

Assume the incident entry in Example 8 is to be queried. The query entry should be as shown below:

```
QCE OCA/90001033.CAG/MN0820000.ISN/01.
```

```
QCE OCA/90001033.CAG/MN0820000.ISN/02.
```

The above format is an example of the "free-form" method of entry. Note the two different entries. To access the entire record, two separate query entries must be entered -- one for ISN 01 and one for ISN 02.

Positive Response to an Incident Query

The following responses are returned when an Incident Query has been correctly entered into the computer:

WAS007 WAS007 JUL 01 1990 11:01:39 07/01/90 11:01:49
ETY/INCIDENT.
OCA/90001033. CAG/MN0820000.
RPD/061690. TRP/0945. PLC/2737 1ST AVE SO.
HRD/P. SBN/25. TAS/0945. TAR/0947. TCL/1203.
ISN/01. MOC/L1287.
DRE/061890. DLU/061890.
TLU/0857. FOR/I. SST/0. RST/0. TRM/WAS. MMM/06. YYY/90.

END OF MESSAGE

WAS008 WAS008 JUL 01 1990 11:01:56 07/01/90 11:02:18
ETY/INCIDENT.
OCA/90001033. CAG/MN0820000.
RPD/061690. TRP/0945. PLC/2737 1ST AVE SO.
HRD/P. SBN/25. TAS/0945. TAR/0947. TCL/1203.
ISN/02. MOC/R3253.
DRE/061890. DLU/061890.
TLU/0857. FOR/I. SST/0. RST/0. TRM/WAS. MMM/06. YYY/90.

END OF MESSAGE

There is one other type of query response that can be returned depending on when the original record was entered. The above query response is an example of what would be returned on a record that was up to 120 days old. If a record is over 120 days old, the response below will be returned:

WAS105 WAS015 JUL 01 1988 11:36:37 07/01/88 11:36:41
NO HIT
QCI OCA/88000782.CAG/MN0820000.ISN/01

END OF MESSAGE

This type of response may also be returned in two other situations. First, the original record was never entered, or the record identifiers were incorrect (either in the original entry or in the query). An agency receiving this type of response should immediately check to make certain that the original incident was made, and that the record identifiers are correct. It is suggested that a copy of the response from the original entry be attached to the case file for future review.

If a "no hit" response is received, the agency should then check the original entry to assure it was entered, and that the record identifiers are correct.

3.7 INCIDENT REPORT CODES

The following codes apply to incident entries and modifications.

3.7.1 How Received (HRD)

How Received must be indicated by one of the following codes:

- P - Phone
- R - Radio
- I - In Person
- V - Visual
- A - Alarm
- M - Mail
- T - Other

3.7.2 Minnesota Offense Code Status (MCS)

The following codes can be used with the Offense Codes of A0001-Z3913 and 9000-9997:

- b - Pending (left blank)
- U - Case was Unfounded
- C - Case was Exceptionally Cleared
- A - Arrest of an Adult or an Adult and Juvenile
- J - Arrest of a Juvenile

The following codes can be used only with the Offense Codes of 9000-9997:

- G - Gone on Arrival, Unable to Locate
- R - Referred to Other Agency
- S - Assisted/Advised
- T - Other

3.8 INCIDENT REPORT DIRECTORIES

The report directories for the incident record, both with and without the use of the optional line, are shown on pages 3-25 through 3-28.

3.8.1 Incident Report Without Optional Line

INCIDENT REPORT DIRECTORY WITHOUT OPTIONAL LINE	FIELD IDENTIFIER	LINE NUMBER	FIELD NUMBER	CHARACTER SIZE		ALPHA/ NUMERIC	FUNCTIONS				CODE TABLE REFERENCE
				MIN	MAX		E N T E R	M O D I F Y	C A N C E L	Q U E R Y	
Message Key	-	1	-	3	3	A	ECE	MCE	XCE	QCE	
Control Number	OCA	1	1	8	8	N	R	R	R	R	
Controlling Agency Number	CAG	1	2	9	9	A/N	R	R	R	R	
Line Number	-	2	3	1	1	N	R	-	-	-	
Date Reported	RPD	2	4	6	6	N	R	O	-	-	
Time Reported	TRP	2	5	4	4	N	R	O	-	-	
Location Grid	LGN	2	6	1	8	A/N	O	O	-	-	
Place Committed	PLC	2	7	1	19	A/N	O	O	-	-	
Line Number	-	3	8	1	1	N	R	-	-	-	
Incident Sequence Number	ISN	3	9	2	2	N	R	R	R	R	
Minnesota Offense Code	MOC	3	10	4	5	A/N	R	O	-	-	
MOC Status	MCS	3	11	1	1	A	O	O	-	-	
Date Record Established	DRE	-	-	6	6	N	-	-	-	-	Computer Generated Format = MMDDYY

INCIDENT REPORT DIRECTORY WITHOUT OPTIONAL LINE	FIELD IDENTIFIER	LINE NUMBER	FIELD NUMBER	CHARACTER SIZE		ALPHA/ NUMERIC	FUNCTIONS				CODE TABLE REFERENCE
				MIN	MAX		E N T E R	M O D I F Y	C A N C E L	Q U E R Y	
Date of Last Update	DLU	-	-	6	6	N	-	-	-	-	Computer Generated Format = MMDDYY
Time of Last Update	TLU	-	-	4	4	N	-	-	-	-	Computer Generated Format = MMDDYY
Format	FOR	-	-	1	1	A	-	-	-	-	Computer Generated = I
Spooling Status	SST	-	-	1	1	A	-	-	-	-	Computer Generated = O or S
Record Status	RST	-	-	1	1	A	-	-	-	-	Computer Generated = O or M or X
Originating Terminal ID	TRM	-	-	3	3	A	-	-	-	-	Computer Generated
Month	MMM	-	-	2	2	N	-	-	-	-	Computer Generated
Year	YYY	-	-	2	2	N	-	-	-	-	Computer Generated

3.8.2 Incident Report With Optional Line

INCIDENT REPORT DIRECTORY WITH OPTIONAL LINE	FIELD IDENTIFIER	LINE NUMBER	FIELD NUMBER	CHARACTER SIZE		ALPHA/ NUMERIC	FUNCTIONS				CODE TABLE REFERENCE
				MIN	MAX		E N T E R	M O D I F Y	C A N C E L	Q U E R Y	
Message Key	-	1	-	3	3	A	ECI	MCI	XCI	QCI	
Control Number	OCA	1	1	8	8	N	R	R	R	R	
Controlling Agency Number	CAG	1	2	9	9	A/N	R	R	R	R	
Line Number	-	2	3	1	1	N	R	-	-	-	
Date Reported	RPD	2	4	6	6	N	R	O	-	-	
Time Reported	TRP	2	5	4	4	N	R	O	-	-	
Location Grid	LGN	2	6	1	8	A/N	O	O	-	-	
Place Committed	PLC	2	7	1	19	A/N	O	O	-	-	
Line Number*	-	3	8	1	1	N	R	-	-	-	*At least the first two fields in line 3 should be completed
How Received	HRD	3	9	1	1	A	O	O	-	-	
Squad/Badge Number	SBN	3	10	1	5	A/N	O	O	-	-	
Time Assigned	TAS	3	11	4	4	N	O	O	-	-	
Time Arrived	TAR	3	12	4	4	N	O	O	-	-	
Time Cleared	TCL	3	13	4	4	N	O	O	-	-	

INCIDENT REPORT DIRECTORY WITH OPTIONAL LINE	FIELD IDENTIFIER	LINE NUMBER	FIELD NUMBER	CHARACTER SIZE		ALPHA/ NUMERIC	FUNCTIONS				CODE TABLE REFERENCE
				MIN	MAX		E N T E R	M O D I F Y	C A N C E L	Q U E R Y	
Line Number	-	4	14	1	1	N	R	-	-	-	
Incident Sequence Number	ISN	4	15	2	2	N	R	R	R	R	
Minnesota Offense Code	MOC	4	16	4	5	A/N	R	O	-	-	
MOC Status	MCS	4	17	1	1	A	O	O	-	-	
Date Record Established	DRE	-	-	6	6	N	-	-	-	-	Computer Generated Format = MMDDYY
Date of Last Update	DLU	-	-	6	6	N	-	-	-	-	Computer Generated Format = MMDDYY
Time of Last Update	TLU	-	-	4	4	N	-	-	-	-	Computer Generated Format = MMDDYY
Format	FOR	-	-	1	1	A	-	-	-	-	Computer Generated = I
Spooling Status	SST	-	-	1	1	A	-	-	-	-	Computer Generated = O or S
Record Status	RST	-	-	1	1	A	-	-	-	-	Computer Generated = O or M or X
Originating Terminal ID	TRM	-	-	3	3	A	-	-	-	-	Computer Generated
Month	MMM	-	-	2	2	N	-	-	-	-	Computer Generated
Year	YYY	-	-	2	2	N	-	-	-	-	Computer Generated

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STOLEN PROPERTY REPORT

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4.1 STOLEN PROPERTY REPORTING REQUIREMENTS

Entry of stolen property report information should be performed in a timely manner. Monthly statistical tabulations on stolen property information entered into the computer are produced on the 10th of every month. This means that an agency has until the 10th of every month (until 1630 hours) to enter all prior month's incident information. For example, an agency entering incident information reported in the month of June would have until July 10th at 1630 hours to enter this information into the computer to obtain an accurate monthly activity report (Section 8). If this information is entered after the 10th of the month, the department would receive no data for that month. However, the data would be tabulated for the quarterly and yearly activity reports (i.e., data for July would not appear in July, but would appear in the January-September quarterly reports and in the yearly activity reports).

4.2 STOLEN PROPERTY REPORTING DESCRIPTION

There are seven offense categories for which property losses must be reported. They are homicide, rape, robbery, burglary, larceny/theft, motor vehicle theft, and arson. The property losses are reported on the Stolen/ Recovered Property Entry, form PS-22020-01 (shown in sample 4A). This form is actually two forms in one, allowing for the reporting of recovered property (see Section 5) as well as stolen property. If no property was lost or recovered, then no report is submitted.

Stolen Property records are entered only if the related offense is Homicide, Rape, Robbery, Burglary, Larceny, Motor Vehicle Theft, or Arson

LAW ENFORCEMENT STOLEN PROPERTY ENTRY

Message Key **Control Number (OCA)** **Controlling Agency NCIC Identifier (CAG)** **Date of Theft (DOT)**
 / / /

Line NBR	ISN	TSN	PTC	Stolen Value (SVL) *	
/	/	/	/		*If multiple lines are to be entered, a slash (/) must follow each line except the last.
/	/	/	/		
/	/	/	/		
/	/	/	/		

LAW ENFORCEMENT RECOVERED PROPERTY ENTRY

Message Key **Control Number (OCA)** **Controlling Agency NCIC Identifier (CAG)** **Recovery Date (DOR)**
 / / /

Line NBR	ISN	TSN	PTC	Recovered Value (RVL)	PRC *
/	/	/	/		/
/	/	/	/		/
/	/	/	/		/
/	/	/	/		/

SAMPLE 4A

There are several key items of information that must be recorded on the law enforcement stolen property report to maintain the tracking of the incident from step to step in the CJRS. These key items are the Message Key (MKE), Control (Case) Number (OCA), Controlling Agency Number (CAG), Incident Sequence Number (ISN), and the Type Sequence Number (TSN). These fields are used to place the record into the system, and to later identify the record to attach additional information or correct existing information. These fields are referred to as record identifiers. To cancel a record, the system must identify the record to cancel by using the record identifiers. To more clearly demonstrate this concept, compare the computer's logic to a manual system. A records clerk would go to the proper file, then select the case to be reviewed, the page on which the data is stored, and finally the item number on that page. In the computer system, the method is similar with one additional step. The computer selects the right agency first, through the Controlling Agency Number (CAG), then the correct file through the Message Key (MKE). It then goes to the correct case using the Control Number (OCA), the correct page using the Incident Sequence Number (ISN), and the correct item number using the Type Sequence Number (TSN). The record identifiers are the data the computer needs to locate existing data.

4.3 STOLEN PROPERTY REPORT FIELD EXPLANATIONS

Message Keys

ECP - Entry of the Stolen Property Report
XCP - Cancellation of the Stolen Property Report
QCP - Query of the Stolen Property Report

The capability for modifying a Stolen Property Report does not exist.

Control Number (OCA) - A unique identifying number assigned to a specific incident by the controlling agency. This number is used as a linking mechanism for the case and must appear on all reports related to the original incident. The first two characters must indicate the year in which the incident was reported. For example, case number 50 for the year 1990 would be designated: 90000050.

Controlling Agency (CAG) - The NCIC Identifier of the agency within whose reporting jurisdiction the incident occurred.

Date of Theft (DOT) - The date the theft was reported. This data must match the Date Reported on the Incident Report.

Incident Sequence Number (ISN) - The number given to each offense within a given course of conduct within which the property was actually taken. As with the control number, ISN is a linking mechanism.

Type Sequence Number (TSN) - This field is used to sequentially list, starting with 01, various categories (types) of property stolen for a specific offense identified by the ISN.

An intruder forcibly enters a residence and steals a typewriter worth \$269, a camera worth \$75, and a portable power saw at \$69.95. The incident entry would appear as:

ISN: 01 MOC: B2364 (Burglary-Unoccupied Residence-Forced-Night-Commit Theft)

The property entry would appear as:

ISN: 01 TSN: 01 Property Type: O Stolen Value: 269

ISN: 01 TSN: 02 Property Type: C Stolen Value: 75

ISN: 01 TSN: 03 Property Type: E Stolen Value: 70

The example indicates three types of property stolen in the burglary (ISN 01).

Property Type Code (PTC) - Identifies the category of property reported stolen, i.e., clothing, jewelry, equipment, etc. (see Section 4.7.1 for codes).

Stolen Value (SVL) - Indicates the "fair market value" of the item or items (aggregate value) for each specific category of stolen property. Do not enter cents; round off to the nearest dollar. If 50 cents and over, raise to the next dollar, i.e., \$39.50 would be entered as \$40. If 49 cents and under, lower to the nearest dollar, i.e., \$39.35 would be entered as \$39. If the item or items are valued at less than one dollar, assign them a value of one dollar.

4.4 STOLEN PROPERTY REPORT FIELD USAGE

The completion/input of the stolen property report necessitates the entry of all required fields. There are no optional fields on this report.

The required fields, listed below, are those fields which contain the minimum data needed to complete an entry. This data is used for statistical reports on both the state and national levels. Please note that all five record identifiers are required fields.

Required Fields

Message Key (MKE)
Control Number (OCA)*
Controlling Agency Number (CAG)*
Date of Theft (DOT)**
Incident Sequence Number (ISN)*
Type Sequence Number (TSN)
Property Type Code (PTC)
Stolen Value (SVL)

Special attention should be directed toward the use of the TSN field. If more than one type of property was taken during an offense, then multiple TSNs would be used. Remember, in the manual records system example on page 4-2, each TSN would create a separate item in the computer. Any cancellations must be directed to the correct record for entry. If you indicate an incorrect TSN, the wrong data would be cancelled.

* The Stolen Property Report must relate to the original Incident Report. To accomplish this relationship, these specific fields must be completed and must be the same as used on the original Incident Report.

** This date must match the Date Reported on the Incident Report.

4.5 STOLEN PROPERTY REPORTING PROCEDURES - MANUAL SUBMISSION

The Law Enforcement Stolen Property Entry form, PS-22020-01 (shown in Sample 4A), is used to report stolen property submitted manually by law enforcement agencies.

4.5.1 Stolen Property Report Entry Procedures

Property loss resulting from the offenses of homicide, rape, robbery, burglary, larceny/theft, motor vehicle theft, and arson are reported. The completion of the report is performed as illustrated in Example 1.

Example 1

As reported to the Washington County Sheriff's Office, the robbery of Miss Dawson's Beauty Shop, case number 90001033, was reported on June 16th, 1990. As a result of the robbery, Miss Dawson reported the loss of \$200 cash, a wristwatch valued at \$90, and a ring valued at \$300. The Stolen Property Report is completed as shown in Sample 4B.

Stolen Property records are entered only if the related offense is Homicide, Rape, Robbery, Burglary, Larceny, Motor Vehicle Theft, or Arson

LAW ENFORCEMENT STOLEN PROPERTY ENTRY

Message Key Control Number (OCA) Controlling Agency NCIC Identifier (CAG) Date of Theft (DOT)

ECP / **85 001033** / **MN 0820000** / **061185**

Line NBR	ISN	TSN	PTC	Stolen Value (SVL) *	*If multiple lines are to be entered, a slash (/) must follow each line except the last.
2 /	01 /	01 /	T /	200	
3 /	01 /	02 /	J /	390	
/	/	/	/		
/	/	/	/		

SAMPLE 4B

LAW ENFORCEMENT RECOVERED PROPERTY ENTRY

Message Key Control Number (OCA) Controlling Agency NCIC Identifier (CAG) Recovery Date (DOR)

CR / / **MN** / /

Line NBR	ISN	TSN	PTC	Recovered Value (RVL)	PRC *
/	/	/	/		
/	/	/	/		
/	/	/	/		
/	/	/	/		

Because the wristwatch and ring are both classified as jewelry, the stolen value can be combined: \$390.

4.5.2 Stolen Property Report Cancel Procedures

The Stolen Property Report cannot be modified. Therefore, if it is necessary to affect any change in an already existing Stolen Property Report, the original report must be cancelled. A cancellation is the complete elimination of a previously submitted report.

Once again, the computer must locate the entry to be cancelled through the use of record identifiers. The record identifiers for the cancel report are the Message Key (MKE), Control Number (OCA), Controlling Agency Number (CAG), Incident Sequence Number (ISN), and the Type Sequence Number (TSN).

The cancel report must contain the same record identifiers as the original incident report. As an example, if the original report contained the message key ECP, then the cancel report must contain the message key XCP.

To completely cancel a report containing multiple TSNs, each TSN from the original report must be listed on the cancellation report (i.e., to cancel a report containing two TSNs both TSN 01 and TSN 02 must be listed). To cancel only TSN 02 from the original report, list only TSN 02 on the cancellation report. TSN 01, from the original report, will remain on file.

To correct an original record in which one or more of the record identifiers were recorded incorrectly, that entire record must be cancelled and reentered. Complete form PS-22020-01 by filling in the message key (XCP), the Control Number (OCA), Controlling Agency Number (CAG), Incident Sequence Number (ISN), and the Type Sequence Number(s) (TSN) as they appeared on the original report. After completing the first form PS-22020-01, complete another form as an original stolen property report (explained in Section 4.4) with the correct information.

Example 2

Assume, in Example 1, that Miss Dawson calls and states that the \$200 cash was misplaced and never stolen. The cancelling report would be completed as shown in Sample 4C.

Stolen Property records are entered only if the related offense is Homicide, Rape, Robbery, Burglary, Larceny, Motor Vehicle Theft, or Arson

LAW ENFORCEMENT STOLEN PROPERTY ENTRY

Message Key: / Control Number (OCA): / Controlling Agency NCIC Identifier (CAG): / Date of Theft (DOT):

Line NBR	ISN	TSN	PTC	Stolen Value (SVL) *	
2 /	01 /	01 /	/	/	*If multiple lines are to be entered, a slash (/) must follow each line except the last.
/	/	/	/	/	
/	/	/	/	/	
/	/	/	/	/	

SAMPLE 4C

LAW ENFORCEMENT RECOVERED PROPERTY ENTRY

Message Key: / Control Number (OCA): / Controlling Agency NCIC Identifier (CAG): / Recovery Date (DOR):

Line NBR	ISN	TSN	PTC	Recovered Value (RVL)	PRC *
/	/	/	/	/	/
/	/	/	/	/	/
/	/	/	/	/	/
/	/	/	/	/	/

Another situation that could arise is property of the same type later reported to be stolen. Entry of this information may be performed one of two ways: (1) submit a cancel report for the property type affected and resubmit an original Stolen Property Report showing the new value for that property type:

Example 3

Assume a Stolen Property Report was submitted for a burglary in which a camera valued at \$250 was reported stolen. The Stolen Property Report would show:

ISN 01 TSN 01 PTC C SVL 250

Later it was reported that a movie projector, valued at \$495, was also stolen. A cancel report would be submitted for TSN 01 and an original report resubmitted indicating:

ISN 01 TSN 01 PTC C SVL 745

(2) submit an original Stolen Property Report adding another TSN for the same property type:

Example 4

Assume a Stolen Property Report was submitted for a burglary in which a camera valued at \$250 was reported stolen. The Stolen Property Report would show:

ISN 01 TSN 01 PTC C SVL 250

Later it was reported that a movie projector, valued at \$495, was also stolen. Another original Stolen Property Report would be submitted indicating:

ISN 01 TSN 02 PTC C SVL 495

The second way is usually more convenient for an agency, and is also the suggested way of completion.

Another scenario -- a Stolen Property Report was submitted for entry and it is later learned that the original incident was an unfounded case. A cancel report must be submitted to completely eliminate the Stolen Property Report. A Recovered Property Report should not be submitted.

As a note, if after completing the Stolen Property Report the property is recovered, do not cancel the original Stolen Property; merely complete the "Recovered Property Report" portion of form PS-22020-01.

4.5.3 Stolen Property Report Distribution

When the Law Enforcement Stolen Property Report form has been completed, the original is forwarded to the Bureau of Criminal Apprehension, Criminal Justice Information Systems Section no later than 48 hours (72 hours on weekends) after the report of the incident was received by the law enforcement agency. A second carbon copy may be maintained by the submitting agency for their records.

4.6 STOLEN PROPERTY REPORTING PROCEDURES - COMPUTER TERMINAL INPUT

The Law Enforcement Stolen Property form PS-22020-01 (shown in sample 4A) is used as a worksheet to report property loss by agencies equipped with a terminal for direct input into the computer.

4.6.1 Stolen Property Entry Procedures

Property loss resulting from the offenses of homicide, rape, robbery, burglary, larceny/theft, motor vehicle theft, and arson are reported. Input of the stolen property report necessitates the entry of required fields which must be completed. All fields shown on the Law Enforcement Stolen Property Report are required for entry.

Stolen Property Entry Format

The format for entering a stolen property report into CJRS is shown below. The only valid message key which may be used to enter a stolen property report is "ECP":

```
ECP/OCA/CAG/DOT/  
2/ISN/TSN/PTC/SVL
```

This format is referred to as a "fixed format", which means information must be entered in a certain order or the entry will be rejected.

A preformatted screen for entry of the stolen property report may be used. The preformatted screen is retrieved by keying in "FS" (formatted screen), space, "ECP". When using the preformatted screen, the information is entered in the order shown in the following format:

```
ECP/*      /*      /*      /  
2/* /* /* /* /  
3/ / / / /  
4/ / / / /  
5/ / / / /  
6/ / / / /  
7/ / / / /  
8/ / / / /  
9/ / / / /  
10/ / / / /  
11/ / / / /  
12/ / / / /  
13/ / / / /  
14/ / / / /
```

```
***** OPERATING INSTRUCTIONS *****  
ALL ASTERISKED FIELDS ARE MANDATORY
```

Please note that the present terminals necessitate the elimination of the fields not being used prior to transmission. This is accomplished by the use of the PF3 or PF15 keys on the present terminal. Failure to eliminate the unused fields would result in an error message being sent to the terminal doing the entry.

The stolen property report can also be entered without the use of a preformatted screen. This method is known as "free-form" entry, which is typing all required information in a specific order, without the use of a formatted screen.

When using "free-form" entry, the message key, slashes (/), and line numbers must be typed, along with the stolen property information. Slashes must be typed to indicate the end of a field, and that more information (or fields) will follow. If a slash is left out, or typed in the wrong place, the computer will reject the entry.

Example 5

As reported to the Washington County Sheriff's Office, the robbery of Miss Dawson's Beauty Shop, case number 90001033, was reported on June 16, 1990. As a result of the robbery, Miss Dawson reported the loss of \$200 cash, a wristwatch valued at \$90, and a ring valued at \$300. The Stolen Property Report information would be typed as shown in the following:

```
ECP/90001033/MN0820000/061690/  
2/01/01/T/200/  
3/01/02/J/390
```

The above format is an example of the free-form method of entry. Because the wristwatch and ring are both classified as jewelry, the stolen value can be combined: \$390.

Positive Response to a Stolen Property Report Entry

The example below is returned when Stolen Property Report information has been correctly entered into the computer. The computer reviews the entry and determines that no errors were made. Once it has edited the entry, the computer sends this positive response for verification:

```
WAS017 WAS027 JUN 18 1990 13:45:02 06/18/90 13:45:11  
ETY/STOLEN PROP. RECORD ENTERED  
1 OCA/90001033. CAG/MN0820000. DOT/061690.  
2 ISN/01. TSN/01. PTC/T. SVL/200.  
3 ISN/01/ TSN/02. PTC/J. SVL/390.
```

END OF MESSAGE

4.6.2 Stolen Property Cancel Procedures

The Stolen Property Report cannot be modified. Therefore, if it is necessary to affect any change in an already existing Stolen Property Report, the original report must be cancelled. A cancellation is the complete elimination of an already existing report. The cancelling entry must provide information to locate the original record to be removed. This is accomplished with the use of record identifiers. The record identifiers for the cancel entry are the Message Key (MKE), Control Number (OCA), Controlling Agency Number (CAG), Incident Sequence Number (ISN), and the Type Sequence Number (TSN).

To remove a record use the message key "XCP". The Control Number, Controlling Agency Number, Incident Sequence Number, and Type Sequence Number are entered. The record identifiers used in the cancel entry must be the same as on the original stolen property entry.

If more than one Type Sequence Number (TSN) was originally entered in a record, each TSN created a separate record. Therefore, to cancel this type of record, each TSN affected must be entered as a separate cancellation (i.e., a cancellation affecting only TSNs 02 and 03 of an original entry would have one cancelling entry for TSN 02 and one cancelling entry for TSN 03). To cancel all records for a specific Control Number, a cancellation for each TSN must be made (i.e., an original entry containing TSNs 01, 02 and 03 must have a separate cancelling entry for each TSN).

To correct an original entry in which one or more record identifiers were entered incorrectly, that entire record must be cancelled using the incorrect record identifier information, and re-entered with the correct information.

Stolen Property Cancel Format

The format for entering a cancel into CJRS is shown below. The only valid message key which may be used to enter a cancellation of a stolen property is "XCP."

XCP OCA/ .CAG/ .ISN/ .TSN/ .

The above format is referred to as a "variable format," which means information can be entered in any order. The reason for this is that each field in the cancel entry is identified by its appropriate three-character field identifier which indicates to the computer what field is being completed. This is unlike the enter format which must have information entered in a specific order because the fields in the entry are not identified to the computer.

A preformatted screen for entry of the stolen property cancel may be used as indicated below. The preformatted screen is retrieved by keying in "FS" (formatted screen), space, "XCP."

XCP OCA/* .CAG/* .ISN/* .TSN/* .

***** OPERATING INSTRUCTIONS *****
ALL ASTERISKED FIELDS ARE MANDATORY

The stolen property cancel can also be entered without the use of the preformatted screen. This method of entry is known as "free-form". When using "free-form" entry, the message key is typed followed by a space then the three-character field identifier for the Control Number (OCA) followed by a slash (/), the Control Number, period, three-character field identifier for the Controlling Agency (CAG), slash, the agency identifier, period, three-character field identifier for the Incident Sequence Number (ISN), slash, the ISN number, and the three-character field identifier for the Type Sequence Number (TSN), slash, the TSN number, period. The three-character field identifier for each field is shown in the Stolen Property Report Directory, Section 4.8.

Example 6

Assume, in Example 1, Miss Dawson calls and states that the \$200 cash was misplaced and never stolen. The cancel entry should be as shown the following data:

XCP OCA/90001033.CAG/MN0820000.ISN/01.TSN/01

The above format is an example of the free-form method of entry. Because the cancellation affects TSN 01 only, one cancellation entry is made.

Another situation that could arise is property of the same type later reported to be stolen. Entry of this information may be performed one of two ways: (1) Enter a cancel for the property type affected and re-enter an original Stolen Property Report showing the new value for that property type:

Example 7

Assume a Stolen Property Report was entered for a burglary in which a camera valued at \$250 was reported stolen. The stolen property data would be as follows:

ISN 01 TSN 01 PTC C SVL 250

Later it was reported that a movie projector, valued at \$495 was also stolen. A cancel would be entered for TSN 01 and the original record would be re-entered indicating:

ISN 01 TSN 01 PTC C SVL 745

(2) Enter an original stolen property record adding another TSN for the same property type:

Example 8

Assume a Stolen Property Report was entered for a burglary in which a camera valued at \$250 was reported stolen. The stolen property entry would show:

ISN 01 TSN 01 PTC C SVL 250

Later it was reported that a movie projector, valued at \$495, was also stolen. Another original stolen property record would be entered with the following data:

ISN 01 TSN 02 PTC C SVL 495

The second way is usually more convenient for an agency, and is also the suggested way of completion.

Another scenario -- a stolen property record was entered and it is later learned that the original incident was an unfounded case. A cancel entry must be submitted to completely eliminate the stolen property record. A recovered property record should not be entered.

As a note, if after entry of the Stolen Property Report the property is recovered, do not cancel the original stolen property; merely enter a recovered property record.

Positive Response to a Stolen Property Cancel Entry

The response below is returned when a Stolen Property Cancel has been correctly entered into the computer:

WAS013 WAS014 JUN 20 1990 10:05:25 06/20/90 10:05:32
ETY/STOLEN PROP. RECORD CANCELLED
OCA/90001033. CAG/MN0820000. DOT/061690.
ISN/01. TSN/01. PTC/T. SVL/200.
DRE/061890. DLU/061890.
TLU/0532. FOR/0. SST/0. RST/0. TRM/WAS. MMM/06. YYY/90.

END OF MESSAGE

There are three different types of cancel responses that can be returned depending on when the original record was entered. The above cancel response is an example of what would be returned on a record that was up to 30 days old, and had not been spooled. Cancels to this type of record would remove the original record immediately.

If a record had been spooled, or was between 30 and 120 days old, the following response would be returned:

BCC060 BCC060 JUN 28 1990 10:30:25 06/28/90 10:30:32
XTY/STOLEN PROP. CJRS CANCEL RECORD CREATED FOR OFF-LINE
OCA/90004672. CAG/MN0270500. DOT/052390.
ISN/01. TSN/01. PTC/J. SVL/2045.
DRE/052390. DLU/052390.
TLU/0701. FOR/P. SST/0. RST/X. TRM/BCK. MMM/06. YYY/90.

With this type of cancel, the spool flag on the original record was removed so the record could be retabulated, and the adjustment made to the statistics. A cancel to this type of record would not be updated until the 10th of the month.

If a record had been purged from the on-line file, and was over 120 days old, the following response would be returned:

```
BCC069 BCC069 JUN 28 1990 13:15:14 06/28/90 13:14:21
XTY/STOLEN PROP. CJRS CANCEL RECORD CREATED FOR OFF-LINE
OCA/90002030. CAG/MN0270500.
ISN/01. TSN/01.
DRE/062890. DLU/062890.
TLU/0815. FOR/P. SST/0. RST/X. MMM/06. YYY/90.
```

In this type of cancel, only the record identifiers would be returned in the cancel response. A cancel to this type of record would not be updated until the 10th of the month.

4.6.3 Stolen Property Query Procedures

It is possible to query the CJRS file directly through a terminal and retrieve the stolen property records entered during the past 90 days. The query entry must provide information to locate the original record. This is accomplished with the use of record identifiers. The record identifiers for the query entry are the Message Key (MKE), Control Number (OCA), Controlling Agency Number (CAG), Incident Sequence Number (ISN), and the Type Sequence Number (TSN).

In order to retrieve a stolen property record, use the message key "QCP." Add the Control Number, Controlling Agency Number, Incident Sequence Number, and Type Sequence Number to the query. The record identifiers used in the query entry must be the same as on the original stolen property entry.

If more than one Type Sequence Number (TSN) was originally entered in a record, each TSN entered would create a separate record. To query an entry containing multiple TSNs, each TSN must be entered as a separate query (i.e., a query affecting only TSNs 02 and 03 of an original entry would have one query made for TSN 02 and one query made for TSN 03). To query all records for a specific Control Number, a query for each TSN must be made (i.e., an original entry containing TSNs 01, 02 and 03 must have a separate query for each TSN).

Stolen Property Query Format

The format for querying a stolen property in CJRS is shown below. The only valid message key which may be used to enter a stolen property query is "QCP."

QCP OCA/ .CAG/ .ISN/ .TSN/ .

This format is referred to as a "variable format" which means information can be entered in any order. The reason for this is that each field in the query is identified by its appropriate three-character field identifier which indicates to the computer which fields are being entered. This is unlike the enter format which must have information entered in a specific order because the fields in the entry are not identified to the computer.

The preformatted screen for the stolen property query is shown below. The preformatted screen is retrieved by keying in "FS" (formatted screen), space, "QCP."

QCP OCA/* .CAG/* .ISN/* .TSN/* .

***** OPERATING INSTRUCTIONS *****
ALL ASTERISKED FIELDS ARE MANDATORY

The stolen property query can also be made without the preformatted screen. This method of entry is known as "free-form". When using "free-form" entry, the message key is typed followed by a space, then the three-character field identifier for the Control Number (OCA), followed by a slash (/), the Control Number, period, three-character field identifier for the Controlling Agency Number (CAG), slash, the agency identifier, period, three-character field identifier for the Incident Sequence Number (ISN), slash, the ISN, period, and the three-character field identifier for the Type Sequence Number (TSN), slash, the TSN, period. The three-character field identifiers for each field are shown in the Stolen Property Report Directory, Section 4.8.

Example 9

Assume the stolen property entry, in Example 5, is to be queried. The query entry should be as shown below:

QCP OCA/90001033.CAG/MN0820000.ISN/01.TSN/01.

QCP OCA/90001033.CAG/MN0820000.ISN/01.TSN/02.

The above format is an example of the "free-form" method of entry. Note the two different entries. To access the entire record, two separate query entries must be entered -- one for TSN 01 and one for TSN 02.

Positive Response to a Stolen Property Query

The following responses are returned when a Stolen Property Query has been correctly entered into the computer:

WAS110 WAS102 JUN 19 1990 12:15:01 06/19/90 12:14:05
ETY/STOLEN PROP.
OCA/90001033. CAG/MN0820000. DOT/061690.
ISN/01. TSN/01. PTC/T. SVL/200.
DRE/061890. DLU/061890.
TLU/0531. FOR/P. SST/0. RST/0. TRM/WAS. MMM/06. YYY/90.

END OF MESSAGE

WAS110 WAS103 JUN 19 1990 12:14:09 06/19/90 12:14:13
ETY/STOLEN PROP.
OCA/90001033. CAG/MN0820000. DOT/061690.
ISN/01. TSN/02. PTC/J. SVL/390.
DRE/061890. DLU/061890.
TLU/0531. FOR/P. SST/0. RST/0. TRM/WAS. MMM/06. YYY/90.

END OF MESSAGE

There is one other type of query response that can be returned depending on when the original record was entered. The above query response is an example of what would be returned on a record that was up to 120 days old.

If a record is over 120 days old, the response below will be returned:

WAS106 WAS106 JUL 01 1990 11:37:00 07/01/90 11:37:07
NO HIT
QCP OCA/90000782.CAG/MN0820000.ISN/01.TSN/01.

END OF MESSAGE

This type of response may also be returned in two other situations. First, the original record was never entered, or the record identifiers were incorrect (either in the original entry or in the query). An agency receiving this type of response should immediately check to make certain that the original stolen property entry was made, and that the record identifiers are correct. It is suggested that a copy of the response from the original entry be attached to the case file for future review.

4.7 STOLEN PROPERTY REPORT CODES

The following codes apply to stolen property entries.

4.7.1 Property Type Codes (PTC)

- A - Passenger vehicles and trucks
- I - Snowmobiles and all-terrain vehicles
- Q - Motorcycles and mini-bikes

- U - All other motor vehicles designed to run on the surface and not on rails (this would include riding lawn mowers, tractors, earth-moving equipment, cranes, etc.)
- T - Currency, negotiable bonds
- C - Camera equipment (includes projectors, lenses, enlargers, etc.)
- D - Clothing
- E - Consumer items (liquor, food, cigarettes, etc.)
- F - Furs
- G - Guns
- H - Household appliances (includes freezers, dishwashers, etc.)
- J - Jewelry and precious metals
- K - Cattle
- L - Swine
- M - Musical instruments
- N - Sheep
- O - Office equipment (includes photocopiers, dictation machines, etc.)
- P - Personal accessories
- R - Radio, television and sound entertainment devices
- S - Sports equipment
- B - Bicycles
- V - Viewing equipment - optical
- W - Auto parts and equipment
- X - Equipment/tools and measuring devices
- Z - Livestock, all other
- Y - Any not fitting in above categories

The following codes can be used only with the offense of arson:

- 0 - Residential-Single Occupancy (house, townhouse, duplex, etc.)
- 1 - Residential-Other (apartment, tenement, flat, hotel, motel, inn, dormitory, boarding house, etc.)
- 2 - Storage (barn, garage, warehouse, etc.)
- 3 - Industrial/Manufacturing
- 4 - Commercial/Other (store, restaurant, office, etc.)
- 5 - Community/Public (church, jail, school, college, hospital, etc.)
- 6 - Structure-All Other (outbuilding, monument, building under construction)
- 7 - Motor Vehicles (automobile, truck, bus, motorcycle; UCR definition)
- 8 - Mobile Property-Other (trailer, recreational vehicle, airplane, boat, etc.)
- 9 - Other (crops, timber, fence, sign, etc.)

4.8 STOLEN PROPERTY REPORT DIRECTORY

The report directory for the stolen property record is shown on page 4-17 through 4-18.

4.8 STOLEN PROPERTY REPORT DIRECTORY

STOLEN PROPERTY REPORT DIRECTORY	FIELD IDENTIFIER	LINE NUMBER	FIELD NUMBER	CHARACTER SIZE		ALPHA/ NUMERIC	FUNCTIONS			CODE TABLE REFERENCE	
				MIN	MAX		E N T E R	M O D I F Y	C A N C E L		Q U E R Y
Message Key	-	1	-	3	3	A	ECP		XCP	QCP	
Control Number	OCA	1	1	8	8	N	R		R	R	
Controlling Agency Number	CAG	1	2	9	9	A/N	R		R	R	
Date of Theft	DOT	1	3	6	6	N	R		-	-	
Line Number	-	2	4	1	1	N	R		-	-	
Incident Sequence Number	ISN	2	5	2	2	N	R		R	R	
Type Sequence Number	TSN	2	6	2	2	N	R		R	R	
Property Type Code	PTC	2	7	1	1	A/N	R		-	-	
Stolen Value	SVL	2	8	1	7	N	R		-	-	
Date Record Established	DRE	-	-	6	6	N	-		-	-	Computer Generated Format = MMDDYY
Date of Last Update	DLU	-	-	6	6	N	-		-	-	Computer Generated Format = MMDDYY
Time of Last Update	TLU	-	-	4	4	N	-		-	-	Computer Generated
Format	FOR	-	-	1	1	A	-		-	-	Computer Generated = P
Spooling Status	SST	-	-	1	1	A	-		-	-	Computer Generated = O or S

STOLEN PROPERTY REPORT DIRECTORY	FIELD IDENTIFIER	LINE NUMBER	FIELD NUMBER	CHARACTER SIZE		ALPHA/ NUMERIC	FUNCTIONS				CODE TABLE REFERENCE
				MIN	MAX		E N T E R	M O D I F Y	C A N C E L	Q U E R Y	
Record Status	RST	-	-	1	1	A	-	-	-	-	Computer Generated = O or M or X
Originating Terminal ID	TRM	-	-	3	3	A	-	-	-	-	Computer Generated
Month	MMM	-	-	2	2	N	-	-	-	-	Computer Generated
Year	YYY	-	-	2	2	N	-	-	-	-	Computer Generated

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Section 5

RECOVERED PROPERTY REPORT

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5.1 RECOVERED PROPERTY REPORTING REQUIREMENTS

Entry of recovered property report information should be performed in a timely manner. Monthly statistical tabulations on recovered property information entered into the computer are produced on the 10th of every month. This means that an agency has until the 10th of every month (until 1630 hours) to enter all prior month's property information. For example, an agency entering incident information reported in the month of June would have until July 10th at 1630 hours to enter this information into the computer to obtain an accurate monthly activity report (Section 8). If this information is entered after the 10th of the month, the department would receive no data for that month. However, the data would be tabulated for the quarterly and yearly activity reports (i.e., data for July would not appear in July, but would appear in the January-September quarterly reports and in the yearly activity reports).

5.2 RECOVERED PROPERTY REPORTING DESCRIPTION

The Recovered Property Report is completed when property which was previously reported as stolen in the offenses of homicide, rape, robbery, burglary, larceny, and motor vehicle theft is recovered. The Recovered Property Report must be completed by the agency that submitted the original Stolen Property Report. Property located which is not associated with an offense occurring within an agency's jurisdiction must not be reported. Recovered property information is reported on the Stolen/Recovered Entry Form, PS 22020-01 (shown in Sample 5A). This form is actually two forms in one, allowing for the reporting of stolen (see Section 4) as well as recovered property.

Stolen Property records are entered only if the related offense is Homicide, Rape, Robbery, Burglary, Larceny, Motor Vehicle Theft, or Arson

LAW ENFORCEMENT STOLEN PROPERTY ENTRY

Message Key Control Number (OCA) Controlling Agency NCIC Identifier (CAG) Date of Theft (DOT)

/ / /

Line NBR	ISN	TSN	PTC	Stolen Value (SVL) *	
/	/	/	/	/	*If multiple lines are to be entered, a slash (/) must follow each line except the last.
/	/	/	/	/	
/	/	/	/	/	
/	/	/	/	/	

LAW ENFORCEMENT RECOVERED PROPERTY ENTRY

Message Key Control Number (OCA) Controlling Agency NCIC Identifier (CAG) Recovery Date (DOR)

/ / /

Line NBR	ISN	TSN	PTC	Recovered Value (RVL)	PRC *
2 /	/	/	/	/	/
3 /	/	/	/	/	/
4 /	/	/	/	/	/
5 /	/	/	/	/	/

SAMPLE 5A

There are several key items of information that must be recorded on the law enforcement recovered property report to maintain the tracking of the incident from step to step in the CJRS. These key items are the Message Key (MKE), Control (Case) Number (OCA), Controlling Agency Number (CAG), Incident Sequence Number (ISN), and the Type Sequence Number (TSN). These fields are used to place the record into the system, and to later identify the record to attach additional information or correct existing information. These fields are referred to as record identifiers. To cancel a record the system must identify the record to cancel by using the record identifiers.

To more clearly demonstrate this concept, compare the computer's logic to a manual system. A records clerk would go to the proper file, select the case to be reviewed, the page on which the data is stored, and finally the item number on that page. In the computer system, the method is similar with two additional steps. The computer selects the right agency first through the Controlling Agency Number (CAG), then the correct file through the Message Key (MKE). It then goes to the correct case using the Control Number (OCA), the correct page using the Incident Sequence Number (ISN), and the correct item number using the Type Sequence Number (TSN).

The record identifiers are the data the computer needs to locate existing data.

5.3 RECOVERED PROPERTY REPORT FIELD EXPLANATIONS

Message Keys

ECR - Entry of Recovered Property Report
XCR - Cancellation of Recovered Property Report
QCR - Query of Recovered Property Report

The capability for modifying a Recovered Property Report does not exist.

Control Number (OCA) - A unique identifying number assigned to a specific incident by the controlling agency. This number is used as a linking mechanism for the case and must appear on all reports related to the original incident. The first two characters must indicate the year in which the incident was reported. For example, case number 50 for the year 1985 would be designated: 90000050.

Controlling Agency (CAG) - The NCIC identifier of the agency within whose reporting jurisdiction the incident occurred.

Date of Recovery (DOR) - The date the property was recovered.

Incident Sequence Number (ISN) - The number given to each offense within a given course of conduct within which the property was actually taken. As with the control number, the ISN is a linking mechanism.

Type Sequence Number (TSN) - This field is used to sequentially list, starting with 01, various categories (types) of property recovered for a specific offense identified by the ISN. Example: A forcible burglary of a residence occurred in the night in which a typewriter, camera, and portable power saw were taken. All items were recovered. The incident entry would appear as:

ISN: 01 MOC: B2364 (Burglary-Unoccupied Residence-Forced-Night-Commit Theft)

The Stolen Property would appear as:

ISN: 01 TSN: 01 Property Type: O Stolen Value: 269

ISN: 01 TSN: 02 Property Type: C Stolen Value: 75

ISN: 01 TSN: 03 Property Type: E Stolen Value: 70

The Recovered Property entry would appear as:

ISN: 01 TSN: 01 Property Type: O Recovered Value: 269

ISN: 01 TSN: 02 Property Type: C Recovered Value: 75

ISN: 01 TSN: 03 Property Type: E Recovered Value: 70

This example indicates three types of property recovered in the Burglary (ISN 01).

Property Type (PTC) - Indicates the category of the property being reported as recovered; i.e., clothing, jewelry, equipment, etc. (see Section 5.7.1 for codes). This must be the same as the property type on the original stolen property report.

Recovered Value (RVL) - Indicates the "fair market value" of the item or items (aggregate value) for each specific category of property at the time of recovery. Do not enter cents; round off to the nearest dollar. If 50 cents and over, raise to the next dollar; e.g., \$39.50 would be entered as \$40. If 49 cents and under, lower to the nearest dollar; e.g., \$39.35 would be entered as \$39. If the item or items are valued at less than one dollar, assign them value of one dollar (1). The items should be entered in their respective category based on Property Type, Type Sequence Number, and the Incident Sequence Number of the original Stolen Property Report. The recovered value does not have to be the same as the corresponding stolen value listed for the item or items. Any damage to the property from accident, weather, exposure, etc. should be deducted.

Property Recovered Code (PRC) - Indicates whether property was recovered either within or outside of the controlling agency's jurisdiction (see Section 5.7.2 for codes).

5.4 RECOVERED PROPERTY REPORT FIELD USAGE

The completion/input of the recovered property report necessitates the entry of all required fields. There are no optional fields on this report.

The required fields, listed below, are those fields which contain the minimum data needed to complete an entry. This data is used for statistical reports on both the state and national levels. Please note that all six record identifiers are required fields.

Required Fields

Message Key (MKE)
Control Number (OCA)*
Controlling Agency Number (CAG)*
Date of Recovery (DOR)
Incident Sequence Number (ISN)*
Type Sequence Number (TSN)
Property Type Code (PTC)
Recovered Value (RVL)
Recovered Code (PRC)

Special attention should be directed toward the use of the TSN field. If more than one type of property was recovered, then multiple TSNs would be used. Remember, in the manual records system example on page 5-2, each TSN would create a separate item in the computer. Any cancellations must be directed to the correct record for entry. If you indicate an incorrect TSN, the wrong data would be cancelled.

*The Recovered Property Report must relate to the original Stolen Property Report. To accomplish this relationship, these fields must be completed and must be the same on the original Stolen Property Report. Once again, a Recovered Property Report is not to be completed for the recovery of property which was not associated with an offense occurring within an agency's jurisdiction.

5.5 RECOVERED PROPERTY REPORTING PROCEDURES - MANUAL SUBMISSION

The Law Enforcement Recovered Property Entry form, PS 22020-01 (shown in Sample 5A) is used to report recovered property submitted manually by law enforcement agencies.

5.5.1 Recovered Property Report Entry Procedures

Recovered property which was previously reported as stolen in the offenses of homicide, rape, robbery, burglary, larceny/theft, and motor vehicle theft is reported. The completion of the form is performed as illustrated in Example 1:

Example 1

As reported to the Washington County Sheriff's Office, the robbery of Miss Dawson's Beauty Shop, Case Number 90001033, was reported on June 16, 1990. As a result of the robbery, Miss Dawson reported the loss of \$200 cash, a wristwatch valued at \$90 and a ring valued at \$300. The wristwatch, valued at \$90, was recovered within the Washington County Sheriff's Office jurisdiction on July 18, 1990. The Recovered Property Report is completed as shown in Sample 5B.

Stolen Property records are entered only if the related offense is Homicide, Rape, Robbery, Burglary, Larceny, Motor Vehicle Theft, or Arson

LAW ENFORCEMENT STOLEN PROPERTY ENTRY

Message Key	Control Number (OCA)	Controlling Agency NCIC Identifier (CAG)	Date of Theft (DOT)
C P		M N	

Line NBR	ISN	TSN	PTC	Stolen Value (SVL) *	
					*If multiple lines are to be entered, a slash (/) must follow each line except the last.

LAW ENFORCEMENT RECOVERED PROPERTY ENTRY

Message Key	Control Number (OCA)	Controlling Agency NCIC Identifier (CAG)	Recovery Date (DOR)
E C R	85 001033	M N 0820000	071485

Line NBR	ISN	TSN	PTC	Recovered Value (RVL)	PRC *
2	01	01	J	90	1

SAMPLE 5B

Note the Type Sequence Number (TSN) field on the recovered Property Report. The TSN does not have to match the TSN on the Stolen Property Report as the TSN is used only to sequentially list the various categories (types) of property recovered for a specific offense identified by the ISN.

Example:

A forcible burglary of a residence occurred at night, in which the following items are taken: a ring valued at \$325, a necklace valued at \$2,500, a pocket watch valued at \$535, an air conditioner valued at \$275, and four cases of beer valued at \$37.80. A few days later the air conditioner and necklace are recovered. Two weeks later the ring and pocket watch are recovered.

Incident Entry

ISN: 01 MOC: B2364 (Burglary-Unoccupied Residence-Forced-Night-Commit-Theft)

Stolen Property Entry

ISN: 01 TSN: 01 Property Type: E Stolen Value: 38
ISN: 01 TSN: 02 Property Type: J Stolen Value: 3360
ISN: 01 TSN: 03 Property Type: H Stolen Value: 275

Recovered Property Entry 1

ISN: 01 TSN: 01 Property Type: H Stolen Value: 275
ISN: 01 TSN: 01 Property Type: J Stolen Value: 2500

Recovered Property Entry 2

ISN: 01 TSN: 03 Property Type: J Stolen Value: 860

NOTE: TSN 03 has been used, even though the Property Type Code is the same as TSN 02 in the first recovered property entry. This is because each TSN must be unique for each case, and must not be duplicated.

5.5.2 Recovered Property Report Cancel Procedures

The Recovered Property Report cannot be modified. Therefore, if it is necessary to affect any change in an already existing Recovered Property Report, the original report must be cancelled. A cancellation is the complete elimination of a previously submitted report.

Once again, the computer must locate the entry to be cancelled through the use of record identifiers. The record identifiers for the cancel report are the Message Key (MKE), Control Number (OCA), Controlling Agency Number (CAG), Incident Sequence Number (ISN), and Type Sequence Number (TSN). The cancel report must contain the same record identifiers as the original property report. As an example, if the original report contained the message key ECR, then the cancel report must contain the message key XCR.

To completely cancel a report containing multiple TSNs, each TSN from the original report must be listed on the cancellation report (i.e., to cancel a report containing two TSNs, both TSN 01 and TSN 02 must be listed). To cancel only TSN 02 from the original report, list only TSN 02 on the cancellation report. TSN 01, from the original report, will remain on file.

To correct an original record in which one or more of the record identifiers were recorded incorrectly, that entire record must be cancelled and then re-entered. Complete form PS 22020-01 by filling in the Message Key (XCR), the Control Number (OCA), Controlling Agency Number (CAG), the Incident Sequence Number (ISN), and the Type Sequence Number(s) (TSN) as they appeared on the original report. After completing the first form PS 22020-01, complete another form as an original Recovered Property Report (explained in Section 5.4) with the correct information.

Example 2

Assume, in Example 1, that the recovered value should have been recorded as \$20 instead of \$90, because of damage done to the wristwatch before recovery was made. The reports shown in Samples 5C and 5D would be completed.

Stolen Property records are entered only if the related offense is Homicide, Rape, Robbery, Burglary, Larceny, Motor Vehicle Theft, or Arson

LAW ENFORCEMENT STOLEN PROPERTY ENTRY

Message Key Control Number (OCA) Controlling Agency NCIC Identifier (CAG) Date of Theft (DOT)

CP / / **MN** / /

Line NBR	ISN	TSN	PTC	Stolen Value (SVL)	
/	/	/	/	/	* If multiple lines are to be entered, a slash (/) must follow each line except the last.
/	/	/	/	/	
/	/	/	/	/	
/	/	/	/	/	

LAW ENFORCEMENT RECOVERED PROPERTY ENTRY

Message Key Control Number (OCA) Controlling Agency NCIC Identifier (CAG) Recovery Date (DOR)

XCR / **85 001033** / **MN 082000** / /

Line NBR	ISN	TSN	PTC	Recovered Value (RVL)	PRC
2 /	01 /	01 /	/	/	/
/	/	/	/	/	/
/	/	/	/	/	/
/	/	/	/	/	/

SAMPLE 5C

When the cancel report has been completed, it is necessary to complete another form with the correct information from the original report, as shown in Sample 5D.

Stolen Property records are entered only if the related offense is Homicide, Rape, Robbery, Burglary, Larceny, Motor Vehicle Theft, or Arson

LAW ENFORCEMENT STOLEN PROPERTY ENTRY

Message Key **Control Number (OCA)** **Controlling Agency NCIC Identifier (CAG)** **Date of Theft (DOT)**
C P / / M N /

Line NBR	ISN	TSN	PTC	Stolen Value (SVL) *	
					*If multiple lines are to be entered, a slash (/) must follow each line except the last.

LAW ENFORCEMENT RECOVERED PROPERTY ENTRY

Message Key **Control Number (OCA)** **Controlling Agency NCIC Identifier (CAG)** **Recovery Date (DOR)**
E C R / 8 5 0 0 1 0 3 3 / M N 0 8 2 0 0 0 0 / 0 7 1 4 8 5

Line NBR	ISN	TSN	PTC	Recovered Value (RVL)	PRC *
2	0 1	0 1	J	2 0	1

SAMPLE 5D

5.5.3 Recovered Property Report Distribution

When the Law Enforcement Recovered Property Report form has been completed, the original is forwarded to the Bureau of Criminal Apprehension, Criminal Justice Information Systems Section no later than 48 hours (72 hours on weekends) from the date the property was recovered. A second carbon copy may be maintained by the submitting agency for their records.

5.6 RECOVERED PROPERTY REPORTING PROCEDURES - COMPUTER TERMINAL INPUT

The Law Enforcement Recovered Property form PS 22020-01 (shown in Sample 5A) is used as a worksheet to report recovered property by agencies equipped with a terminal, for direct input into the computer.

5.6.1 Recovered Property Entry Procedures

Recovered property which was previously reported as stolen in the offenses of homicide, rape, robbery, burglary, larceny/theft, and motor vehicle theft is reported.

Input of the recovered property report necessitates the entry of required fields which must be completed. All fields shown on the Law Enforcement Recovered Property report are required for entry.

Recovered Property Entry Format

The format for entering a recovered property report into CJRS is shown below. The only valid message key which may be used to enter a recovered property report is "ECR".

```
ECR/OCA/CAG/DOR/  
2/ISN/TSN/PTC/SVL/PRC
```

This format is referred to as a "fixed format", which means information must be entered in a certain order or the entry will be rejected.

The preformatted screen for entry of the recovered property report may be used. The preformatted screen is retrieved by keying in "FS" (formatted screen), space, "ECR". When using the preformatted screen, the information is entered in the order as shown in the format.

```
ECR/* /* /* /  
2/* /* /* /* /*/  
3/ / / / / /  
4/ / / / / /  
5/ / / / / /  
6/ / / / / /  
7/ / / / / /  
8/ / / / / /  
9/ / / / / /  
10/ / / / / /  
11/ / / / / /  
12/ / / / / /  
13/ / / / / /  
14/ / / / / /
```

***** OPERATING INSTRUCTIONS *****
ALL ASTERISKED FIELDS ARE MANDATORY

Please note that the present terminals necessitate the elimination of the fields not being used prior to transmission. This is accomplished by the use of the PF3 or PF15 keys on the present terminal. Failure to eliminate the unused fields will result in an error message being sent to the terminal doing the entry.

The recovered property report can also be entered without the use of the preformatted screen. This method is known as "free-form" entry, which is typing all required information in a specific order, without the use of a formatted screen. When using "free-form" entry, the message key, slashes (/), and line numbers must be typed, along with the recovered property information. Slashes must be typed to indicate the end of a field, and that more information (or fields) will follow. If a slash is left out, or typed in the wrong place, the computer will reject the entry.

Example 3

As reported to the Washington County Sheriff's Office, the robbery of Miss Dawson's Beauty Shop, Case Number 90001033, was reported on June 16, 1990. As a result of the robbery, Miss Dawson reported the loss of \$200 cash, a wristwatch valued at \$90 and a ring valued at \$300. The wristwatch, valued at \$90, was recovered within the Washington County Sheriff's Office jurisdiction on July 18, 1990. The Recovered Property Report information would be typed as shown below:

ECR/90001033/MN0820000/071890/
2/01/01/J/90/1

The above format is an example of the free-form method of entry.

Positive Response to a Recovered Property Report Entry

The message below is an example of what is returned when Recovered Property Report information has been correctly entered into the computer. The computer reviews the entry and determines that no errors were made. Once it has edited the entry, the computer sends this positive response for verification:

WAS002 WAS002 JUL 16 1990 13:12:16 07/18/90 13:12:20
ETY/RECOVERED PROP. RECORD ENTERED
1 OCA/90001033. CAG/MN0820000. DOR/071890.
2 ISN/01. TSN/01. PTC/J. RVL/90. PRC/1.

END OF MESSAGE

Note the Type Sequence Number (TSN) field. The TSN does not have to match the TSN on the Stolen Property Report, as the TSN is used only to sequentially list the various categories (types) of property recovered for a specific offense identified by the ISN.

Example:

A forcible burglary of a residence occurred at night, in which the following items are taken: a ring valued at \$325, a necklace valued at \$2,500, a pocket watch valued at \$585, an air conditioner valued at \$275, and four cases of beer valued at \$37.80. A few days later the air conditioner and necklace are recovered. Two weeks later the ring and pocket watch are recovered.

Incident Entry

ISN: 01 MOC: B2364 (Burglary-Unoccupied Residence-Forced-Night-Commit Theft)

Stolen Property Entry

ISN: 01 TSN: 01 Property Type: E Stolen Value: 38
ISN: 01 TSN: 02 Property Type: J Stolen Value: 3360
ISN: 01 TSN: 03 Property Type: H Stolen Value: 275

Recovered Property Entry 1

ISN: 01 TSN: 01 Property Type: H Stolen Value: 275
ISN: 01 TSN: 02 Property Type: J Stolen Value: 2500

Recovered Property Entry 2

ISN: 01 TSN: 03 Property Type: J Stolen Value: 860

NOTE: TSN 03 has been used even though the Property Type Code is the same as TSN 02 in the first recovered property entry. This is because each TSN must be unique for each case, and must not be duplicated.

5.6.2 Recovered Property Report Cancel Procedures

The Recovered Property Report cannot be modified. Therefore, if it is necessary to affect any change in an already existing Recovered Property Report, the original report must be cancelled. A cancellation is the complete elimination of a previously submitted report.

Once again, the computer must locate the entry to be cancelled through the use of record identifiers. The record identifiers for the cancel report are the Message Key (MKE), Control Number (OCA), Controlling Agency Number (CAG), Incident Sequence Number (ISN), and Type Sequence Number (TSN). The cancel report must contain the same record identifiers as the original property report. As an example, if the original report contained the message key ECR, then the cancel report must contain the message key XCR.

If more than one Type Sequence Number (TSN) was originally entered in a record, each TSN created a separate record. Therefore, to cancel this type of record, each TSN affected must be entered as a separate cancellation (i.e., a cancellation affecting only TSNs 02 and 03 of an original entry would have one cancelling entry for TSN 02 and one cancelling entry for TSN 03). To cancel all records for a specific Control Number, a cancellation for each TSN must be made (i.e., an original entry containing TSNs 01, 02, and 03 must have a separate cancelling entry for each TSN).

To correct an original entry in which one or more record identifiers were entered incorrectly, that entire record must be cancelled using the incorrect record identifier information, and re-entered with the correct information.

Recovered Property Cancel Format

The format for entering a recovered property cancel into CJRS is shown below. The only valid message key which may be used to enter a cancellation of a recovered property entry is "XCR".

XCR OCA/ .CAG/ .ISN/ .TSN/ .

The above format is referred to as a "variable format", which means information can be entered in any order. The reason for this is that each field in the cancel entry is identified by its appropriate three-character field identifier which indicates to the computer what fields are being completed. This is unlike the enter format which must have information entered in a specific order because the fields in the entry are not identified to the computer.

A preformatted screen for entry of the recovered property cancel may be used as indicated below. The preformatted screen is retrieved by keying in "FS" (formatted screen), space, "XCR".

```
XCR OCA/* .CAG/* .ISN/* .TSN/* .
***** OPERATING INSTRUCTIONS *****
ALL ASTERISKED FIELDS ARE MANDATORY
```

The recovered property cancel can also be entered without the use of the preformatted screen. This method of entry is known as "free-form". When using "free-form" entry, the message key is typed followed by a space then the three-character field identifier for the Control Number (OCA), followed by a slash (/), the Control Number, period, the three-character field identifier for the Controlling Agency Number (CAG), slash, the agency identifier, period, the three-character field identifier for the Incident Sequence Number (ISN), slash, the incident sequence number, period, and the three-character field identifier for the Type Sequence Number (TSN), slash the type sequence number, period. The three-character field identifier for each field is shown in the Recovered Property Report Directory, Section 5.8.

Example 4

Assume, in Example 1, that the recovered value should have been recorded as \$20 instead of \$90, because of damage done to the wristwatch before recovery was made. The cancelling entry should be as shown below:

```
XCR OCA/90001033.CAG/MN0820000.ISN/01.TSN/01.
```

The above format is an example of the free-form method of entry. Because the cancellation affects TSN 01 only, one cancellation entry is made. When the cancel has been entered, it is necessary to make another entry with the correct information from the original report as shown below:

```
ECR/90001033/MN0820000/071890
2/01/01/J/20/1
```

Positive Response to a Recovered Property Cancel Entry

The response below is returned when a recovered property cancel has been correctly entered into the computer:

```
WAS006 WAS007 JUL 18 1990 14:51:16 07/18/90 14:51:20
ETY/RECOVERED PROP. RECORD CANCELLED
OCA/90001033. CAG/MN0820000. DOR/071890.
ISN/01. TSN/01. PTC/J. RVL/90. PRC/1.
DRE/0718905. DLU/0718905.
TLU/0792. FOR/R. SST/O. RST/O. TRM/WAS. MMM/07. YYY/90.
```

END OF MESSAGE

There are three different types of cancel responses that can be returned depending on when the original record was entered. The above cancel response is an example of what would be returned on a record that was up to 30 days old, and had not been spooled. Cancels to this type of record would remove the original record immediately.

If a record had been spooled, or was between 30 and 120 days old, the following response would be returned:

```
BCC056 BCC058 JUNE 30 1990 11:45:02 06/30/90 10:45:13
XTY/RECOVERED PROP. CJRS CANCEL RECORD CREATED FOR OFF-LINE
OCA/90004672. CAG/MN0270500. DOR/052890.
ISN/01. TSN/01. PTC/J. SVL/956. PRC/1.
DRE/052890. DLU/052890.
TLU/0756. FOR/R. SST/0. SST/0. RST/X. TRM/BCK. MMM/06. YYY/90.
```

With this type of cancel, the spool flag on the original record is removed so the record can be retabulated and the adjustment made to the statistics. A cancel to this type of record would not be updated until the 10th of the month.

If a record has been purged from the on-line file, and is over 120 days old, the response below would be returned:

```
BCC070 BCC072 JUN 30 1990 11:55:21 06/30/90 11:55:28
XTY/RECOVERED PROP. CJRS CANCEL RECORD CREATED FOR OFF-LINE
OCA/90002030. CAG/MN0270500.
ISN/01. TSN/01.
DRE/063090. DLU/063090.
TLU/0766. FOR/R. SST/O. RST/X. MMM/00. YYY/00.
```

In this type of cancel, only the record identifiers will be returned in the cancel response. A cancel to this type of record would not be updated until the 10th of the month.

5.6.3 Recovered Property Query Procedures

It is possible to query the CJRS file directly through a terminal and retrieve the recovered property records entered during the past 90 days. The query entry must provide information to locate the original record. This is accomplished with the use of record identifiers. The record identifiers for the query entry are the Message Key (MKE), Control Number (OCA), Controlling Agency Number (CAG), Incident Sequence Number (ISN), and Type Sequence Number (TSN).

In order to retrieve a recovered property record, use the message key "QCR". Add the Control Number, Controlling Agency Number, Incident Sequence Number, and Type Sequence Number to the query. The record identifiers used in the query must be the same as on the original recovered property entry.

If more than one Type Sequence Number (TSN) was originally entered in a record, each TSN entered created a separate record. To query an entry containing multiple TSNs, each TSN must be entered as a separate query (i.e., a query affecting only TSNs 02 and 03 of the original entry would have one query made for TSN 02 and one query made for TSN 03). To query all records for a specific control number, a query for each TSN must be made (i.e., an original entry containing TSNs 01, 02, and 03 must have a separate query for each TSN).

Recovered Property Query Format

The format for querying a recovered property in CJRS is shown below. The only valid message key which may be used to enter a recovered property query is "QCR".

QCR OCA/ .CAG/ ISN/ .TSN/ .

The above format is referred to as a "variable format" which means information can be entered in any order. The reason for this is that each field in the query entry must be identified by its appropriate three-character field identifier which indicates to the computer what fields are being entered. This is unlike the enter format which must have information entered in a specific order because the fields in the entry are not identified to the computer.

The preformatted screen for the recovered property query is shown below. The preformatted screen is retrieved by keying in "FS" (formatted screen), space, "QCR".

```
QCR OCA/* .CAG/* .ISN/* .TSN/* .
***** OPERATING INSTRUCTIONS *****
ALL ASTERISKED FIELDS ARE MANDATORY
```

The recovered property query can also be made without the preformatted screen. This method of entry is known as "free-form". When using "free-form" entry, the message key is typed followed by a space, then the three-character field identifier for the Control Number (OCA), followed by a slash (/), the control number, period, the three-character field identifier for the Controlling Agency Number (CAG), slash, the agency identifier, period, the three-character field identifier for the Incident Sequence Number (ISN), slash, the incident sequence number, period, and the three-character field identifier for the Type Sequence Number (TSN), slash, the type sequence number, period. The three-character field identifiers for each field are shown in the Recovered Property Report Directory, Section 5.8.

Example 5

Assume the recovered property entry, in Example 3, is to be queried. The query entry should be as shown below:

QCR OCA/90001033.CAG/MN0820000.ISN/01.TSN/01.

The above format is an example of the free-form method of entry.

Positive Response to a Recovered Property Query

The response below is returned when a Recovered Property Query has been correctly entered into the computer:

WAS005 WAS005 JUL 15 1990 08:00:02 07/15/90 08:00:10
ETY/RECOVERED PROP.
OCA/90001033. CAG/MN0820000. DOR/071490.
ISN/01. TSN/01. PTC/J. RVL/20. PRC/1.
DRE/071490. DLU/071490.
TLU/0501. FOR/R. SST/0. RST/0. TRM/WAS. MMM/07. YYY/90.

There is one other type of query response that can be returned depending on when the original record was entered. The above query response is an example of what would be returned on a record that was up to 120 days old.

If a record is over 120 days old, the response below would be returned:

WAS107 WAS107 JUL 01 1990 11:40:16
NO HIT
QCR OCA/90000782.CAG/MN0820000.ISN/01.TSN/01.

END OF MESSAGE

This type of response may also be returned in two other situations. First, the original record was never entered, or the record identifiers were incorrect (either in the original entry or in the query). An agency receiving this type of response should immediately check to make certain that the original recovered property entry was made, and that the record identifiers are correct. It is suggested that a copy of the response from the original entry be attached to the case file for future review.

5.7 RECOVERED PROPERTY REPORT CODES

The following codes apply to recovered property entries.

5.7.1 Property Type Codes (PTC)

The following codes can be used only with the offenses of homicide, rape, robbery, burglary, larceny/theft, and motor vehicle theft:

- A - Passenger vehicles and trucks
- I - Snowmobiles and all-terrain vehicles
- Q - Motorcycles and mini-bikes
- U - All other motor vehicles designed to run on the surface and not on rails (this would include riding lawn mowers, tractors, earth-moving equipment, cranes, etc.)
- T - Currency, negotiable bonds
- C - Camera equipment (includes projectors, lenses, enlargers, etc.)
- D - Clothing
- E - Consumer items (liquor, food, cigarettes, etc.)
- F - Furs
- G - Guns
- H - Household appliances (includes freezers, dishwashers, etc.)
- J - Jewelry and precious metals
- K - Cattle
- L - Swine
- M - Musical instruments
- N - Sheep
- O - Office equipment (includes photocopiers, dictation machines, etc.)
- P - Personal accessories
- R - Radio, television and sound entertainment devices
- S - Sports equipment
- B - Bicycles
- V - Viewing equipment - optical
- W - Auto parts and equipment
- X - Equipment/tools and measuring devices
- Z - Livestock, all other
- Y - Any not fitting in above categories

5.7.2 Recovered Property Codes (PRC)

The following codes are used to indicate where property was recovered:

- 1 - Within jurisdiction
- 2 - Outside jurisdiction

5.8 RECOVERED PROPERTY REPORT DIRECTORY

The report directory for the recovered property report is shown on page 5-17 through 5-18.

5.8 RECOVERED PROPERTY REPORT DIRECTORY

RECOVERED PROPERTY REPORT DIRECTORY	FIELD IDENTIFIER	LINE NUMBER	FIELD NUMBER	CHARACTER SIZE		ALPHA/ NUMERIC	FUNCTIONS				CODE TABLE REFERENCE
				MIN	MAX		E N T E R	M O D I F Y	C A N C E L	Q U E R Y	
Message Key	-	1	-	3	3	A	ECR		XCR	QCR	
Control Number	OCA	1	1	8	8	N	R		R	R	
Controlling Agency Number	CAG	1	2	9	9	A/N	R		R	R	
Date of Recovery	DOR	1	3	6	6	N	R		-	-	
Line Number	-	2	4	1	1	N	R		-	-	
Incident Sequence Number	ISN	2	5	2	2	N	R		R	R	
Type Sequence Number	TSN	2	6	2	2	N	R		R	R	
Property Type Code	PTC	2	7	1	1	A	R		-	-	
Recovery Value	RVL	2	8	1	7	N	R		-	-	
Recovered Property Code	PRC	2	9	1	1	N	R		-	-	
Date Record Established	DRE	-	-	6	6	N	-		-	-	Computer Generated Format = MMDDYY
Date of Last Update	DLU	-	-	6	6	N	-		-	-	Computer Generated Format = MMDDYY
Time of Last Update	TLU	-	-	4	4	N	-		-	-	Computer Generated
Format	FOR	-	-	1	1	A	-		-	-	Computer Generated = R

RECOVERED PROPERTY REPORT DIRECTORY	FIELD IDENTIFIER	LINE NUMBER	FIELD NUMBER	CHARACTER SIZE		ALPHA/ NUMERIC	FUNCTIONS				CODE TABLE REFERENCE
				MIN	MAX		E N T E R	M O D I F Y	C A N C E L	Q U E R Y	
Spooling Status	SST	-	-	1	1	A	-	-	-	-	Computer Generated = O or S
Record Status	RST	-	-	1	1	A	-	-	-	-	Computer Generated = O or M or X
Originating Terminal ID	TRM	-	-	3	3	A	-	-	-	-	Computer Generated
Month	MMM	-	-	2	2	N	-	-	-	-	Computer Generated
Year	YYY	-	-	2	2	N	-	-	-	-	Computer Generated

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ARREST REPORTS

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6 ARREST REPORT

6.1 ARREST REPORTING REQUIREMENTS

Entry of arrest report information should be performed in a timely manner. Statistical tabulations on arrest information entered into the computer are produced on the 10th of every month. This means that an agency has until the 10th of every month (1630 hours) to enter all arrest information for the prior month. For example, an agency entering arrest information reported in the month of June would have until 1630 hours on July 10th to enter this information into the computer to obtain an accurate activity report (Section 8).

6.2 ARREST REPORTING DESCRIPTION

An Arrest Report must be submitted on all persons arrested for the commission of a criminal offense occurring within the State of Minnesota. The Arrest Report form, PS 22030 02 (shown in Sample 6A) is completed by the law enforcement agency that submitted the original Incident Report for which the arrest applied. Reports of all arrests for misdemeanors (except traffic), gross misdemeanors, and felonies are submitted. Driving Under the Influence, Criminal Vehicular Operation Resulting in Injury, Gross Driving Under the Influence, Aggravated Violation, Hit and Run Resulting in Substantial Injury, and Failure to Stop or Notify Police of Injury are the only traffic offenses that must be reported.

Department of Public Safety Bureau of Criminal Apprehension									
LAW ENFORCEMENT ARREST ENTRY								SAMPLE 6A	
(A separate entry must be made for each person)									
NAME : _____					DOB : _____				
Message Key	Control Number (OCA)				Controlling Agency NCIC Identifier (CAG)		Arrest Date (DOA)		
C A					M N				
Line NBR	PSN	SEX	RAC	Date of Birth (DOB)		PCG	Arresting Agency (AAG)		
2									
		ACH	MOC	GOC	STA	CCG	Statute, Ordinance, or Title Number (STU)		
					M N				
							Arr. Disp. (ADN)		
					M N				
					M N				

* (A slash must follow each line except the last)

There are key items of information that must be recorded on the law enforcement arrest report to track the incident step by step through the CJRS. These key items are the Message Key (MKE), Control (Case) Number (OCA), Controlling Agency Number (CAG), Person Sequence Number (PSN), and Arrest Charge (ACH). These fields are used to place the record into the system, and to later identify the record, to attach additional information or correct existing information. These fields are referred to as record identifiers. To modify or cancel a record, the system must identify the record to modify or cancel by using the record identifiers.

To more clearly demonstrate this concept, compare the computer's logic to a manual system. A records clerk would go to the proper file, then select the case to be reviewed, and finally the page on which the data is stored. In the computer system, the method is similar with two additional steps. The computer selects the right agency first through the Controlling Agency Number (CAG), then the correct file through the Message Key (MKE). It then goes to the correct case using the Control Number (OCA), the correct page using the Arrest Charge Number (ACH), and the correct person using the Person Sequence Number (PSN). The record identifiers are the data the computer needs to locate existing data.

6.3 ARREST REPORT FIELD EXPLANATIONS

ECA Entry of Arrest Report
MCA Modification of Arrest Report
XCA Cancellation of Arrest Report
QCA Query of Arrest Report

Name – Name of the individual to whom the report applies. Last, first, middle, suffix. In the case of the arrest of a juvenile, this area may be left blank, or the word, "Juvenile" may be entered.

Date of Birth (DOB) – Date of birth of the individual to whom the report applies. Month, day, year.

Control Number (OCA) – A unique identifying number assigned to a specific incident by the controlling agency. This is the same number as appears on the Incident Report submitted for this incident. The first two characters must indicate the year in which the incident was reported. For example, case number 50 for the year 1990 would be designated: 90000050.

Controlling Agency (CAG) – The NCIC Identifier of the agency within whose reporting jurisdiction the incident occurred.

Arrest Date (DOA) – Indicates the date an individual was arrested, or if issued a summons, citation, or notice to appear, the date of issue or date the individual submits to the authority of the court.

Person Sequence Number (PSN) – An identifying number assigned to an individual at the time of arrest for a particular incident. Where multiple arrests are made for the same incident the first individual is given number 001, and each subsequent person arrested is assigned a number in sequence (002, 003, etc.).

Sex (SEX) – Sex of the individual arrested (see Section 6.7.1 for codes).

Race (RAC) – Race of the individual arrested (see Section 6.7.2 for codes).

Person Charged (PCG) – Indicates whether the individual was arrested, summoned, cited or notified (see Section 6.7.3 for codes).

Arresting Agency Number (AAG) – The NCIC identifier of the agency making the arrest. This may be omitted if the controlling agency and arresting agency are one and the same.

Arrest Charge Number (ACH) – Used to identify the charge or charges for which the individual is arrested. There may be multiple ACHs on the Arrest Report; the first charge is assigned number 01, and each subsequent charge is assigned a number in sequence (02, 03, etc.). The ACH of the Arrest Report need not correspond to the Incident Sequence Number (ISN) of the original Incident Report.

Minnesota Offense Code (MOC) – A code used that will indicate the offense(s) charged at the time of arrest (see Section 10 for codes).

General Offense Character (GOC) – Used as a refinement of the Minnesota Offense Code, to further explain the offense described by the MOC (see Section 6.7.4 for codes).

State Code (STA) – Will identify the State of Minnesota (MN).

Charge Code (CCD) – Will identify the type of legal code under which the individual is being charged (see Section 6.7.5 for codes).

State/Ordinance Number (STU) – The numeric/alpha code assigned to the specific offense as listed in Minnesota State Statutes or as listed in an agency's legal ordinance book. It is important that any periods which appear

in the violation number be entered as a dash or hyphen in one specific character space. Example:

MN SS 609.52.2 would appear as MN/SS/609 52 2

Arrest Disposition Numeric (ADN) – The initial status disposition of the individual arrested (posted bail, held in custody, etc.; see Section 6.7.6 for codes).

6.4 ARREST REPORT FIELD USAGE

The completion/input of the Arrest Report necessitates the entry of all required fields. Optional fields may be completed if your agency desires to enter that data.

The required fields, listed below, are those fields which contain the minimum data needed to complete an entry. This data is used for statistical reports on both the state and national levels. Please note that all five record identifiers are required fields.

Required Fields

Message Key (MKE)
Control Number (OCA)
Controlling Agency Number (CAG)
Date of Arrest (DOA)
Person Sequence Number (PSN)
Sex (SEX)
Race (RAC)
Date of Birth (DOB)
Person Charge Code (PCG)
Arrest Charge Number (ACH)
Minnesota Offense Code (MOC)
General Offense Character (GOC)
State Code (STA)
Charge Code (CCD)
Statute/Ordinance Number (STU)
Arrest Disposition Numeric (ADN)

The only optional field on the arrest report is the Arresting Agency (AAG).

Special attention should be directed toward the use of the PSN and ACH fields. If more than one individual was arrested for an offense and each individual was arrested for more than one charge, multiple PSNs and ACHs would be used. Remember, in the manual records system example on page 6 2, each ACH and PSN would create a separate record in the computer. Any corrections, updates, or cancellations must be directed to the correct record for entry. If you indicate an incorrect PSN and ACH, the wrong data would be changed.

6.5 ARREST REPORTING PROCEDURES MANUAL SUBMISSION

The Law Enforcement Arrest Entry form PS 22030 02 (shown in Sample 6A) is used to report arrests submitted manually by law enforcement agencies.

6.5.1 Arrest Report Entry Procedures

The completion of the report is performed as illustrated in Example 1:

Example 1

Following the rape robbery case involving Miss Dawson, an arrest was made on August 17, 1990, by Washington County officers for case number 90001033. John Joseph Jones, white, born on May 22, 1945, and James Edward Smith, white, born on July 21, 1940, were both arrested. Jones was arrested for violation of Minnesota State Statutes 609.342.C (criminal sexual conduct) and 609.24 (robbery); Smith was arrested for a violation of Minnesota State Statute 609.24 (robbery). Jones and Smith are currently being held by the Washington County Sheriff's Office. The arrest reports would be completed as shown in samples 6B and 6C.

6.5.2 Arrest Report Modify Procedures

Modification is the changing or adjusting of a previously submitted report. The modifying report must provide information to find the original entry to be changed or adjusted. This is accomplished with the use of record identifiers. The record identifiers for the modify report are the Message Key (MKE), Control Number (OCA), Controlling Agency Number (CAG), Person Sequence Number (PSN), and Arrest Charge Number (ACH). To accomplish a modification, complete the message key field on form PS 22030 02 by using MCA, then complete the Control Number, Controlling Agency Number, Person Sequence Number, and Arrest Charge Number(s), and the field(s) to be changed. The record identifiers entered on the modifying report must be the same as on the original Arrest Report, and the correct information must be entered in the field(s) to be adjusted. The changed fields should be circled on the report.

If you need to modify a report containing multiple ACH's, each ACH affected by the modification must be listed on the modification report. A modification affecting only ACH's 01 and 03 of an original report would list only ACH 01 and ACH 03 on the modification report. A modification affecting ACH's 01, 02, and 03 of the original report would list ACH 01, 02, and 03 on the modification report.

Record identifiers cannot be modified. All other fields on the arrest report are modifiable. For adjustments to record identifiers, see Arrest Report Cancel Procedures, Section 6.5.3.

Example 2

Assume the date of birth, in Example 1, for John Joseph Jones is May 22, 1943, instead of May 22, 1945. The modify report should be as shown in Sample 6D.

Department of Public Safety Bureau of Criminal Apprehension							SAMPLE 6D		
LAW ENFORCEMENT ARREST ENTRY									
(A separate entry must be made for each person)									
NAME : <u>JONES, JOHN JOSEPH</u>				DOB : <u>052243</u>					
Message Key		Control Number (OCA)			Controlling Agency NCIC Identifier (CAG)		Arrest Date (DOA)		
M	C	A	/	85	001033	/	MN	082000	
Line		PSN		SEX		RAC		Date of Birth (DOB)	
2	/	001	/	/	/	/	052243	/	/
ACH		MOC		GOC		STA		CCG	
3	/	01	/	/	/	/	MN	/	/
Statute, Ordinance, or Title Number (STU)									
Arr. Disp. (ADN) *									
4	/	02	/	/	/	/	MN	/	/
5	/	/	/	/	/	/	MN	/	/

* (A slash must follow each line except the last)

6.5.3 Arrest Report Cancel Procedures

Cancellation is the complete elimination of a previously submitted report. Once again, the computer must locate the entry to be cancelled through the use of record identifiers. The record identifiers for the cancel report are the Message Key (MKE), Control Number (OCA), Controlling Agency Number (CAG), Person Sequence Number (PSN), and the Arrest Charge Number (ACH). The cancel report must contain the same record identifiers as the original incident report. As an example, if the original report contained the message key ECA, then the cancel report must contain the message key XCA.

To completely cancel a report containing multiple ACHs, **each** ACH from the original report must be listed on the cancellation report (i.e., to cancel a report containing two ACHs, both ACH 01 and ACH 02 must be listed). To **cancel only** ACH 02 from the original report, list **only** ACH 02 on the cancellation report. ACH 01 from the original report will remain on file.

Record identifiers **cannot** be modified. Changes to these fields must be accomplished with a cancellation followed by a new entry. Complete form PS 22030 02 by filling in the Message Key (with XCA), the Control Number (OCA), Controlling Agency Number (CAG), Person Sequence Number (PSN), and the Arrest Charge Number (ACH) as they appear on the original report. After completing the first form PS 22030 02, complete another form PS 22030 02 as an original arrest report (explained in Section 6.4) with the correct information.

Example 3

Assume the Control Number in Example 1 was erroneously entered on the original report as 85001032, instead of the correct 85001033. The cancelling report would be completed as shown in Samples 6E and 6F.

Department of Public Safety Bureau of Criminal Apprehension							SAMPLE 6E
LAW ENFORCEMENT ARREST ENTRY							
(A separate entry must be made for each person)							
NAME : <u>JONES, JOHN JOSEPH</u>				DOB : <u>052243</u>			
Message Key	Control Number (OCA)		Controlling Agency NCIC Identifier (CAG)		Arrest Date (DOA)		
X C A	8 5	0 0 1 0 3 3	M N	0 8 2 0 0 0			
Line NBR	PSN	SEX	RAC	Date of Birth (DOB)	PCG	Arresting Agency (AAG)	
2	0 0 1						
	ACH	MOC	GOC	STA	CCG	Statute, Ordinance, or Title Number (STU)	
3	0 1			M N			
						Arr. Disp. (ADN)	
						*	
4	0 2			M N			
5				M N			

* (A slash must follow each line except the last)

Department of Public Safety
 Bureau of Criminal Apprehension
LAW ENFORCEMENT ARREST ENTRY
 (A separate entry must be made for each person)

SAMPLE 6F

NAME : SMITH, JAMES EDWARD DOB : 072140

Message Key Control Number (OCA) Controlling Agency NCIC Identifier (CAG) Arrest Date (DOA)
 / / / / / /

Line NBR PSN SEX RAC Date of Birth (DOB) PCG Arresting Agency (AAG)
 / / / / / /

ACH MOC GOC STA CCG Statute, Ordinance, or Title Number (STU)
 / / / / / /

Arr. Disp. (ADN) *

/ / / / / /

/ / / / / /

* (A slash must follow each line except the last)

A cancel report must be made out for each person entered for that control number. When the cancel report has been completed, it is then necessary to complete another form with the correct information from the original report as shown in Samples 6G and 6H.

Department of Public Safety
 Bureau of Criminal Apprehension
LAW ENFORCEMENT ARREST ENTRY
 (A separate entry must be made for each person)

SAMPLE 6G

NAME : JONES, JOHN JOSEPH DOB : 052243

Message Key Control Number (OCA) Controlling Agency NCIC Identifier (CAG) Arrest Date (DOA)
 / / / / / /

Line NBR PSN SEX RAC Date of Birth (DOB) PCG Arresting Agency (AAG)
 / / / / / /

ACH MOC GOC STA CCG Statute, Ordinance, or Title Number (STU)
 / / / / / /

Arr. Disp. (ADN) *

/ / / / / /

/ / / / / /

* (A slash must follow each line except the last)

Department of Public Safety
Bureau of Criminal Apprehension
LAW ENFORCEMENT ARREST ENTRY
(A separate entry must be made for each person)

SAMPLE 6H

NAME : SMITH, JAMES EDWARD DOB : 072140

Message Key	Control Number (OCA)		Controlling Agency NCIC Identifier (CAG)		Arrest Date (DOA)	
E C A	85	001033	MN	082000	081785	
Line NBR	PSN	SEX	RAC	Date of Birth (DOB)	PCG	Arresting Agency (AAG)
2	002	M	W	072140		
	ACH	MOC	GOC	STA	CCG	Statute, Ordinance, or Title Number (STU)
3	01	R3253	N	MN	SS	609-24
						Arr. Disp. (ADN) *
						205
4				MN		
5				MN		

* (A slash must follow each line except the last)

6.5.4 Arrest Report Distribution

When the Law Enforcement Arrest Report has been completed, the original is forwarded to the Bureau of Criminal Apprehension, Criminal Justice Information Systems Section no later than 48 hours (72 hours on weekends) from the date of arrest. A second carbon copy may be maintained by the submitting agency for their records.

6.6 ARREST REPORTING PROCEDURES COMPUTER TERMINAL INPUT

The Law enforcement Arrest Report, form PS 22030 02 (shown in Sample 6A), is used as a worksheet to report arrests by agencies equipped with a terminal, for direct input into the computer.

6.6.1 Arrest Entry Procedures

Input of the arrest report necessitates the entry of required fields which must be completed, and optional fields which may be completed. For a complete listing of required and optional fields, please refer to pages 6 2 and 6 3.

Arrest Entry Format

The format for entering an arrest report into CJRS is as follows. The only valid message key which may be used to enter an arrest report is "ECA".

ECA/OCA/CAG/DOA/
2/PSN/SEX/RAC/DOB/PCG/AAG/
3/ACH/MOC/GOC/STA/CCD/STU/ADN

The above format is referred to as a "fixed format" which means information must be entered in a certain order or the entry will be rejected. Special attention should be taken when completing the PSN and ACH fields. If more than one individual was arrested for an offense, and each individual was arrested for more than one charge, multiple PSNs and ACHs would be used. Any corrections, updates, or cancellations must be directed to the correct record for entry. If you indicate an incorrect PSN and ACH, the wrong data would be changed.

A preformatted screen for entry of the arrest report may be used. The preformatted screen is retrieved by keying in "FS" (formatted screen), space, "ECA". When using the preformatted screen, the information is entered in the order shown in the following format.

```
ECA/*      /*      /*      /
2/* /*/*/* /* /      /
3/* /*      /*/* /* /*      /* /
4/ /      // //      / /
5/ /      // //      / /
6/ /      // //      / /
7/ /      // //      / /
8/ /      // //      / /
9/ /      // //      / /
***** OPERATING INSTRUCTIONS *****
ALL ASTERISKED FIELDS ARE MANDATORY
```

Please note that the present terminals necessitate the elimination of the fields not being used prior to transmission. This is accomplished by the use of the PF3 or PF15 keys on the present terminal. Failure to eliminate the unused fields would result in an error message being sent to the terminal doing the entry.

The arrest report can also be entered without the use of the preformatted screen. This method is known as "free form" entry, which is typing all required information in a specific order, without the use of a formatted screen. When using free form entry, the message key, slashes (/), and line numbers must be typed, along with the arrest information. Slashes must be typed to indicate the end of a field, and that more information (or fields) will follow. If the optional field is to be skipped (for example, Arresting Agency), a slash must also be typed to indicate to the computer that a field is being skipped. If a slash is left out, or typed in the wrong place, the computer will reject the entry.

Example 4

Following the rape robbery case involving Miss Dawson, an arrest was made on August 17, 1990, by Washington County officers for case number 90001033. John Joseph Jones, white, born May 22, 1945, and James Edward Smith, white, born July 21, 1940, were both arrested on a warrant. Jones was arrested for a violation of Minnesota State Statutes 609.342.C (criminal sexual conduct), and 609.245 (robbery); Smith was arrested for a violation of Minnesota State Statute 609.245 (robbery) only. Jones and Smith are currently being held by the Washington County Sheriff's Office. The arrest report information would be typed as shown below:

```
ECA/90001033/MN0820000/081790/  
2/001/M/W/052245/1//  
3/01/S1397/N/MN/SS/609 342 C/205/  
4/02/R3253/N/MN/SS/609 24/205
```

```
ECA/90001033/MN0820000/081790/  
2/002/M/W/071240/1//  
3/01/R3253/N/MN/SS/609 24/205
```

The above formats are examples of the "free form" method of entry. Note the extra slash on line 2 of each entry. The slash indicates that the Arresting Agency field does not contain any information, and is to be ignored by the computer.

Positive Response to an Arrest Report Entry

The example below is returned when arrest report information has been correctly entered into the computer. The computer reviews the entry and determines that no errors were made. Once it has edited the entry, the computer sends this positive response for verification:

```
WAS089 WAS089 AUG 17 1990 14:16:56 08/17/90 14:17:15  
ETY/ARREST. RECORD ENTERED  
1 OCA/90001033. CAG/MN0820000. DOA/081790.  
2 PSN/001. SEX/M. RAC/W. DOB/052245. PCG/1.  
3 ACH/01. MOC/S1397/ GOC/N. STA/MN. CCD/SS. STU/609 342 C. ADN/205.  
4 ACH/02. MOC/R3253. GOC/N. STA/MN. CCD/SS. STU/609 24. ADN/205.
```

END OF MESSAGE

```
WAS/090 WAS090 AUG 17 1990 14:17:09 08/17/90 14:17:45  
ETY/ARREST. RECORD ENTERED  
1 OCA/90001033. CAG/MN0820000. DOA/081790.  
2 PSN/002. SEX/M. RAC/W. DOB/071240. PCG/1.  
3 ACH/01. MOC/R3253. GOC/N. STA/MN. CCD/SS. STU/609 24. ADN/205.
```

END OF MESSAGE

With the entry of the arrest report, no modification to a previously entered incident report (specifically the Minnesota Offense Code Statutes (MCS) field) is necessary. The entry of an arrest report will automatically update the incident record to indicate the case cleared by an arrest.

6.6.2 Arrest Modify Procedures

A modification is the method for making changes or adjustments to previously entered record(s). The modification must provide information to locate the original record to be changed. This is accomplished with the use of record identifiers. The record identifiers for the modification are the message key (MKE), Control Number (OCA), Controlling Agency Number (CAG), Person Sequence Number (PSN), and Arrest Charge Number (ACH).

To change or adjust a record, the message key "MCA" is used. The Control Number (OCA), Controlling Agency Number (CAG), Person Sequence Number (PSN), and Arrest Charge Number (ACH) are entered, along with the fields to be changed or adjusted. The record identifiers used in the modify entry must be the same as on the original arrest entry, and the correct information must be entered in the fields to be modified.

If more than one Arrest Charge Number (ACH) was originally entered, each ACH entered created a separate record. To modify an entry containing multiple ACH's, each ACH affected by the modification must be entered as a separate modification (i.e., a modification affecting only ACH's 01 and 03 of an original entry would have one modifying entry made for ACH 01 and one modifying entry made for ACH 03). To modify all records for a specific Control Number, a modification for each ACH must be made (i.e., an original entry containing ACH's 01, 02, and 03 must have a separate modifying entry for each ACH).

The record identifiers of a modify entry cannot be modified. All other fields on the arrest report are modifiable. For adjustments to record identifiers, see Arrest Cancel Procedures, Section 6.6.3.

Arrest Modify Format

The format for entering an arrest modify into CJRS is shown below. The only valid message key which may be used to enter an arrest modify is "MCA".

MCA OCA/ .CAG/ .PSN/ .ACH/ .
(Fields to be modified follow)

The above format is referred to as a "variable format" which means information can be entered in any order. The reason for this is that each field in the modify entry is identified by its appropriate three character field identifier which indicates to the computer what field is being completed. This format is not like the enter format which must have information entered in a specific order. That is because the fields in the entry are not identified to the computer.

A preformatted screen for entry of the arrest modify may be used as indicated below. The preformatted screen is retrieved by keying in "FS" (formatted screen), space, "MCA".

```
MCA OCA/* .CAG/* .PSN/* .  
ACH/* .  
DOA/ .SEX/ .RAC/ .DOB/ .PCG/ .AAG/ .  
MOC/ .GOB/ .STA/ .CCD/ .  
STU/ .ADN/ .
```

***** OPERATING INSTRUCTIONS *****
ALL ASTERISKED FIELDS ARE MANDATORY

The arrest modify can also be entered without the use of the preformatted screen. This method of entry is known as "free form". When using "free form" entry, the message key must be typed, followed by a space then the three character field identifier for the Control Number (OCA) followed by a slash (/), the control number, period, the three character field identifier for the Controlling Agency Number (CAG), slash, the agency identifier, period, the three character field identifier for the Person Sequence Number (PSN), slash, the person sequence number, period, the three character field identifier for the Arrest Charge Number (ACH), slash, the arrest charge number, period, and the fields to be modified, each identified by the proper character field identifier (as shown in the Arrest Report Directory, Section 6.8), slash, information, period.

Example 5

Assume the date of birth, in Example 4, for John Joseph Jones is May 22, 1943, instead of May 22, 1945. The modify entry should be as shown below:

```
MCA OCA/90001033.CAG/MN0820000.PSN/001.ACH/01.DOB/052243.
```

```
MCA OCA/90001033.CAG/MN0820000.PSN/001.ACH/02.DOB/052243.
```

The formats above are examples of the "free form" method of entry. Note the two different entries. Because the modification affects both ACH's, two separate modification entries must be entered one for ACH and one for ACH 02.

Positive Response to an Arrest Modify Entry

The response below is returned when an arrest modify has been correctly entered into the computer.

```
WAS002 WAS002 OCT 02 1990 09:20:28 10/02/90 09:20:32  
ETY/ARREST. RECORD MODIFIED.  
OCA/90001033. CAG/MN0820000. DOA/081790.  
PSN/001. SEX/M. RAC/W. DOB/052243. PCG/1.  
ACH/01. MOC/S1397. GOC/N. STA/MN. CCD/SS. STU/609 342 C.  
ADN/205.  
DRE/081790. DLU/081790.  
TLU/0855. FOR/A. SST/O. RST/O. TRM/WAS. MMM/08. YYY/90.
```

END OF MESSAGE

WAS003 WAS003 OCT 02, 1990 09:21:12 10/02/90 09:21:16
ETY/ARREST. RECORD MODIFIED
OCA/90001033. CAG/MN0820000. DOA/081790.
PSN/001. SEX/M. RAC/W. DOB/052243. PCG/1.
ACH/02. MOC/R3253. GOC/N. STA/MN. CCD/SS. STU/609 24.
ADN/205.
DRE/081785. DLU/081785.
TLU/0855. FOR/A. SST/O. RST/O. TRM/WAS. MMM/08. YYY/90.

END OF MESSAGE

There are three different types of modify responses that can be returned, depending on when the original record was entered. The above modify responses are examples of what would be returned on a record that was up to 30 days old, and has not been spooled. Modifies to this type of record update the original record immediately.

If a record has been spooled, or is between 30 and 120 days old, the following response would be returned:

BCK040 BCK040 JUN 30 1990 15:06:14 06/30/90 15:06:21
MTY/ARREST. CJRS MODIFY RECORD CREATED FOR OFF LINE
OCA/90004660. CAG/MN0270500. DOA/052290.
PSN/001. SEX/M. RAC/W. DOB/120464.
ACH/01. MOC/P3310. GOC/N. STA/MN. CCD/SS. STU/609 595.
ADN/913.
DRE/063090. DLU/063090.
TLU/1636. FOR/A. SST/O. RST/M. TRM/BCK. MMM/06. YYY/90.

END OF MESSAGE

With this type of modify, the spool flag on the original record is removed so the record can be retabulated and the adjustment made to the statistics. Even though the field(s) being modified will show the corrected information, a modify to this type of record would not actually be updated until the 10th of the month.

If a record has been purged from the on line file and is over 120 days old, the response below will be returned:

BCK001 BCK001 JUL 01 1990 08:57:23 07/01/90 08:57:30
MTY/ARREST. CJRS MODIFY RECORD CREATED FOR OFF LINE
OCA/90001945. CAG/MN0270500.
PSN/001.
ACH/01. MOC/V1021.
DRE/070190. DLU/070190.
TLU/0703. FOR/A. SST/O. RST/M. TRM/BCK. MMM/00. YYY/00.

In this modify, only the record identifiers and the field(s) being modified will be returned in the modify response. Modifies to this type of record will not be updated until the 10th of the month.

6.6.3 Arrest Cancel Procedures

A cancellation is the complete elimination of an already existing record. The cancelling entry must provide information to locate the original record to be removed. This is accomplished with the use of record identifiers. The record identifiers for the cancel entry are the Message Key (MKE), Control Number (OCA), Controlling Agency Number (CAG), Person Sequence Number (PSN), and Arrest Charge Number (ACH).

To remove a record use the message key "XCA". The Control Number, Controlling Agency Number, Person Sequence Number, and Arrest Charge Number are entered. The record identifiers used in the cancel entry must be the same as on the original arrest entry.

If more than one Arrest Charge Number (ACH) was originally entered in a record, each ACH created a separate record. Therefore, to cancel this type of record, each ACH affected must be entered as a separate cancellation (i.e., a cancellation entry for ACH 02 and 03 of an original entry would have one cancelling entry for ACH 02 and one cancelling entry for ACH 03). To cancel all records for a specific Control Number, a cancellation for each ACH must be made (i.e., an original entry containing ACH's 01, 02, and 03 must have a separate cancelling entry for each ACH).

To correct an original entry in which one or more record identifiers were entered incorrectly, that entire record must be cancelled using the incorrect record identifier information, and re entered with the correct information.

Arrest Cancel Format

The format for entering an arrest cancel into CJRS is shown below. The only valid message key which may be used to enter an arrest cancel is "XCA".

XCA OCA/ .CAG/ .PSN/ .ACH/ .

The above format is referred to as a "variable format" which means information can be entered in any order. The reason for this is because each field in the cancel entry is identified by its appropriate three character field identifier which indicates to the computer what field is being completed. This is unlike the enter format which must have information entered in a specific order because the fields in the entry are not identified to the computer.

A preformatted screen for entry of the arrest cancel may be used as indicated below. The preformatted screen is retrieved by keying in "FS" (formatted screen), space, "XCA".

XCA OCA/* .CAG/* .PSN/* .ACH/* .
***** OPERATING INSTRUCTIONS *****
ALL ASTERISKED FIELDS ARE MANDATORY.

The arrest cancel can also be entered without the use of the preformatted screen. This method of entry is known as "free form".

When using "free form" entry, the message key is typed followed by a space then the three character field identifier for the Control Number (OCA), followed by a slash (/), the control number, period, the three character field identifier for the Controlling Agency Number (CAG), slash, the agency identifier, period, the three character field identifier for the Person Sequence Number (PSN), slash, the person sequence number, period, and the three character field identifier for the Arrest Charge Number (ACH), slash, the arrest charge number, period. The three character field identifier for each field is shown in the Arrest Report Directory, Section 6.8.

Example 6

Assume the Control Number, in Example 4, was erroneously entered as 85001032 instead of the correct 85001033. The cancel entry should be as shown below:

XCA OCA/90001032.CAG/MN0820000.PSN/001.ACH/01.

XCA OCA/90001032.CAG/MN0820000.PSN/001.ACH/02.

XCA OCA/90001032.CAG/MN0820000.PSN/002.ACH/01.

The above format is an example of the "free form" method of entry. Note the three different entries. Because the cancellation affected both individuals' arrest records, three separate cancellation entries must be entered two for person number 001 (ACH 01 and ACH 02), and one for the person number 002 (ACH 01).

After the positive cancel responses have been returned, the entire record must be re entered with the correct information.

Positive Response to an Arrest Cancel Entry

The response below is returned when an arrest cancel has been correctly entered in to the computer.

WAS015 WAS015 OCT 02 1990 14:45:28 10/02/90 14:50:01
ETY/ARREST. RECORD CANCELLED
OCA/90001032. CAG/MN0820000. DOA/081790.
PSN/001. SEX/M. RAC/W. DOB/052243. PCG/1.
ACH/01. MOC/S1397. GOC/N. STA/MN. CCD/SS. STU/609 342 C.
ADN/205.
DRE/081790. DLU/081790.
TLU/0855. FOR/A. SST/0. RST/0. TRM/WAS. MMM/08. YYY/90.

END OF MESSAGE

WAS016 WAS016 OCT 02 1990 14:45:28 10/02/90 14:50:01
ETY/ARREST. RECORD CANCELLED
OCA/90001032. CAB/MN0820000. DOA/081790.
PSN/001. SEX/M. RAC/W. DOB/052243. PCG/1.
ACH/02. MOC/R3253. GOC/N. STA/MN. CCD/SS. STU/609 24.
ADN/205.
DRE/081790. DLU/081790.
TLU/0855. FOR/A. SST/0. RST/0. TRM/WAS. MMM/08. YYY/90.

END OF MESSAGE

WAS017 WAS017 OCT 02 1990 14:45:36 10/02/90 14:50:06
ETY/ARREST. RECORD CANCELLED
OCA/90001032. CAG/MN0820000. DOA/081790.
PSN/002. SEX/M. RAC/W. DOB/071240. PCG/1.
ACH/01. MOC/R3253. GOC/N. STA/MN. CCD/SS. STU/609 24.
ADN/205.
DRE/081790. DLU/081790.
TLU/0857. FOR/A. SST/0. RST/0. TRM/WAS. MMM/08. YYY/90.

END OF MESSAGE

There are three different types of cancel responses that can be returned, depending on when the original record was entered. The above cancel responses are examples of what would be returned on a record that is up to 30 days old, and has not been spooled. Cancels to this type of record would remove the original record immediately.

If a record has been spooled, or is between 30 and 120 days old, the response below will be returned:

BCK034 BCK034 JUL 20 1990 08:08:28 07/20/90 08:08:35
XTY/ARREST. CJRS CANCEL RECORD CREATED FOR OFF LINE
OCA/90004660. CAG/MN0270500. DOA/062890.
PSN/001. SEX/M. RAC/W. DOB/050540. PCG/1.
ACH/01. MOC/P3310. GOC/N. STA/MN. CCD/SS. STU/609 595.
ADN/205.
DRE/072090. DLU/072090.
TLU/0420. FOR/A. SST/0. RST/X. TRM/BCK. MMM/06. YYY/90.

With this type of cancel, the spool flag on the original record was removed so the record could be retabulated, and the adjustment made to the statistics. A cancel to this type of record would not be updated until the 10th of the month.

If a record has been purged from the on line file and is over 120 days old, the response below would be returned:

BCK/001 BCK001 JUL 20 1990 08:00:31 07/20/90 08:00:37
XTY/ARREST. CJRS CANCEL RECORD CREATED FOR OFF LINE
OCA/90001998. CAG/MN0270500.
PSN/001.
ACH/01.
DRE/072090. DLU/072090.
TLU/0480. FOR/A. SST/0. RST/X. TRM/BCK. MMM/00. YYY/00.

In this type of cancel, only the record identifiers would be returned in the cancel response. A cancel to this type of record would not be updated until the 10th of the month.

6.6.4 Arrest Query Procedures

It is possible to query the CJRS file directly through a terminal and retrieve the arrest records entered during the past 90 days. The query entry must provide information to locate the original record. This is accomplished with the use of record identifiers. The record identifiers for the query entry are the Message Key (MKE), Control Number (OCA), Controlling Agency Number (CAG), Person Sequence Number (PSN), and Arrest Charge Number (ACH).

In order to retrieve an arrest record, use the message key "QCA". Add the Control Number, Controlling Agency Number, Person Sequence Number, and Arrest Charge Number to the query. The record identifiers used in the query entry must be the same as on the original arrest entry.

If more than one Arrest Charge Number (ACH) was originally entered in a record, each ACH entered would create a separate record. To query an entry containing multiple ACH's, each ACH must be entered as a separate query (i.e., a query affecting only ACH's 02 and 03 of an original entry would have one query made for ACH 02 and one query for ACH 03). To query all records for a specific Control Number, a query entry for each ACH must be made (i.e., an original entry containing ACH's 01, 02, and 03 must have a separate query for each ACH).

Arrest Query Format

The format for querying an arrest in CJRS is shown below. The only valid message key which may be used to enter an arrest query is "QCA".

QCA OCA/ .CAG/ .PSN/ .ACH/ .

The above format is referred to as a "variable format" which means information can be entered in any order. The reason for this is that each field in the query entry is identified by its appropriate three character field identifier which indicates to the computer which fields are being entered. This is unlike the enter format which must have information entered in a specific order because the fields in the entry are not identified to the computer.

The preformatted screen for the arrest query is shown below. The preformatted screen is retrieved by keying in "FS" (formatted screen), space, "QCA".

```
QCA OCA/* .CAG/* .PSN/* .ACH/* .
***** OPERATING INSTRUCTIONS *****
ASTERISKED FIELDS ARE MANDATORY.
```

The arrest query can also be made without the preformatted screen. This method of entry is known as "free form". When using "free form" entry, the message key is typed followed by a space, then the three character field identifier for the Control Number (OCA), followed by a slash (/), the Control Number, period, three character field identifier for the Controlling Agency Number (CAG), slash, the agency identifier, period, the three character field identifier for the Person Sequence Number (PSN), slash, the person sequence number, period, the three character field identifier for the Arrest Charge Number (ACH), slash, the arrest charge number, period. The three character field identifiers for each field are shown in the Arrest Report Directory, Section 6.8.

Example 7

Assume the arrest entry, in Example 5, is to be queried. The query entry should be shown as below:

QCA OCA/90001033.CAG/MN0820000.PSN/001.ACH/01.

QCA OCA/90001033.CAG/MN0820000.PSN/001.ACH/02.

The above format is an example of the "free form" method of entry. Note the two different entries. To access the entire record, two separate query entries must be entered one for ACH 01 and one for ACH 02.

Positive Response to an Arrest Query

The response below is returned when an arrest query has been correctly entered into the computer.

BCK009 BCK009 AUG 20 1990 11:06:47 08/20/90 11:06:54
ETY/ARREST.
OCA/90001033. CAG/MN0820000. DOA/081790.
PSN/001. SEX/M. RAC/W. DOB/052243. PCG/1.
ACH/01. MOC/S1397. GOC/N. STA/MN. CCD/SS. STU/609 342 C.
ADN/205.
DRE/081790. DLU/081790.
TLU/0666. FOR/A. SST/0. RST/0. TRM/BCK. MMM/08. YYY/90.

END OF MESSAGE

BCK010 BCK010 AUG 20 1990 11:06:51 08/20/90 11:07:08
ETY/ARREST.
OCA/90001033. CAG/MN0820000. DOA/081790.
PSN/001. SEX/M. RAC/W. DOB/052243. PCG/1.
ACH/02.MOC/R3253. GOC/N. STA/MN. CCD/SS. STU/609 24.
ADN/205.
DRE/081790. DLU/081790.
TLU/0666. FOR/A. SST/0. RST/0. TRM/BCK. MMM/08. YYY/90.

END OF MESSAGE

There are two different types of query responses that can be returned, depending on when the original record was entered. The above query responses are examples of what would be returned on a record that is up to 120 days old. If the record is over 120 old, the response below will be returned.

```
WAS110 WAS110 JUL 20 1990 11:24:15 07/20/90 11:34:22
NO HIT
QCA OCA/90000782.CAG/MN0820000.PSN/001.ACH/01.
```

END OF MESSAGE

This type of response may also be returned in two other situations. First, the original record was never entered, or the record identifiers were incorrect (either in the original entry or in the query). An agency receiving this type of response should immediately check to make certain that the original arrest entry was made, and that the record identifiers are correct. It is suggested that a copy of the response from the original entry be attached to the case file for future review.

6.7 ARREST REPORT CODES

The following codes apply to arrest entries and modification.

6.7.1 Sex (SEX)

Sex must be indicated by one of the following codes:

M Male
F Female

6.7.2 Race (RAC)

Race must be indicated by one of the following codes:

- W White** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- H White with Hispanic Origin** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East, and being of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin.
- Y Black** – A person having origins in any of the black racial groups of Africa.
- B Black with Hispanic Origin** – A person having origins in any of the black racial groups of Africa, and being of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin.

I Indian or Alaskan Native – A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

M Indian or Alaskan Native with Hispanic Origin – A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition, and being of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin.

O Asian or Pacific Islander – A person having origins from Mainland China or Japan, or who is an Asian Indian, Filipino, Indonesian, Korean, Polynesian, or other non white.

A Asian or Pacific Islander with Hispanic Origin – A person having origins from Mainland China or Japan, or who is an Asian Indian, Filipino, Indonesian, Korean, Polynesian, or other non white, and being of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin.

6.7.3 Person Charge Code (PCG)

How the person was charged must be indicated by one of the following codes:

- 1 Arrested
- 2 Summoned, Notified, or Cited

6.7.4 General Offense Character (GOC)

How the person was charged must be indicated by one of the following codes:

- A** – Attempt to Commit (ATPT)
- B** – Assault to Commit (ASLT)
- C** – Conspiracy to Commit (CNSP)
- F** – Facilitation of (FACL)
- S** – Solicitation to Commit (SOLC)
- T** – Threat to Commit (THRT)
- X** – Aid/Abet (ABET)
- Y** – Accessory Before the Fact (ACBF)
- Z** – Accessory After the Fact (ACAF)
- N** – Not Applicable

6.7.5 Charge Codes (CCD)

The type of charge must be indicated by one of the following codes:

- OR** – Ordinance
- OT** – Any Other
- SS** – State Statute
- TT** – Federal Title

6.7.6 Arrest Disposition Numeric (ADN)

The disposition of the arrest must be indicated by one of the following codes:

- 201 – Administrative Discharge To be used when the subject is administratively discharged from the military.
- 203 – Deportation To be used when the subject is deported from the U.S.
- 204 – Granted Voluntary Departure from U.S. To be used when the subject is allowed to voluntarily leave the U.S.
- 205 – Held – Used when the subject remains in custody pending further action. Subject cannot make bail, held without bail, or held for another agency.
- 206 – Released on Bail or Own Recognizance – To be used when the subject is released from custody after posting bond, or is released on person recognizance, or own recognizance to appear at a later date.
- 207 – Not Prosecuted – Subject is arrested and fingerprinted for a specific offense and subsequently released without prosecution.
- 208 – Turned Over to Another Agency – The agency affecting the arrest releases the subject to the custody of another agency within the same state.
- 210 – Bail Forfeited – To be used when subject has forfeited bail after release.
- 211 – No Bill Returned – To be used when the jury returns a "No Bill" finding on the subject's charges.
- 212 – Referred to Juvenile Court or Juvenile Authorities (this code may be used for Adults Only) – Should only be used in family offense type cases where an adult could possibly be referred to juvenile court for litigation.
- 213 – Consolidate with Another Arrest – Subject is arrested two or more times within a close period of time and prosecutor decides to consolidate the charges.
- 214 – Pretrial Diversion – A plan which diverts qualified subjects from the criminal justice process prior to trial (generally before indictment) into a structured rehabilitation program. If program participation is successful, charges are dismissed. If unsuccessful, prosecution is initiated.

215– Disposition Unavailable per Contributor – The arresting agency cannot determine the final disposition of the case. Usually applies to historical arrests and may appear on fingerprint cards as "Disposition Unavailable per Contributor.

***216– Treated as Adult** (Juveniles Only) – The subject, when arrested, was under age and was handled as an adult.

217– Determine Mental Competence Before Trial – Subject is held for tests to determine mental competence prior to trial.

218– Rebooked – Used when the subject is rebooked on another charge(s).

219– Received – Used when the subject is received from another agency. This code could be construed as a 208 in reverse.

220– Turned Over to County – To be used when the agency affecting the arrest released the subject to the custody of the county (e.g., sheriff's office or county jail).

902 – Deceased – Self explanatory.

***910 – Juvenile Handled Within Department W&R** (Juveniles Only) – Used when a juvenile is not referred to another agency or petitioned to juvenile court. There are situations in which the juvenile is warned and released to parents, relatives or friends.

***911 – Referred to Other Police Department** (Juveniles Only) – To be used when a juvenile is turned over to another law enforcement agency for (1) juveniles arrested by your department at the request of another police agency, (2) juveniles who commit crimes in your jurisdiction but reside in another jurisdiction and are turned over for handling to that jurisdiction, or (3) juveniles who commit crimes in your jurisdiction, have also committed crimes in their home jurisdiction, and are turned over to the latter for handling.

***912 – Referred to Welfare** (Juveniles Only) – Used when a juvenile is referred to a welfare agency, either public or private, rather than to a juvenile court or probation department.

***913 – Referred to Juvenile Court or Probation** (Juveniles Only) – Used when a juvenile is referred to the probation department or other individual, agency, or group working within the jurisdiction of the juvenile court.

* These are the only codes which may be used with juveniles.

6.8 ARREST REPORT DIRECTORY

The report directory for the arrest record is shown on pages 6 – 24 through 6 – 25.

6.8 ARREST REPORT DIRECTORY

ARREST REPORT DIRECTORY	FIELD IDENTIFIER	LINE NUMBER	FIELD NUMBER	CHARACTER SIZE		ALPHA/ NUMERIC	FUNCTIONS				CODE TABLE REFERENCE
				MIN	MAX		E N T E R	M O D I F Y	C A N C E L	Q U E R Y	
Message Key	-	1	-	3	3	A	ECA	MCA	XCA	QCA	
Control Number	OCA	1	1	8	8	N	R	R	R	R	
Controlling Agency Number	CAG	1	2	9	9	A/N	R	R	R	R	
Arrest Date	DOA	1	3	6	6	N	R	O	-	-	
Line Number	-	2	4	1	1	N	R	-	-	-	
Person Sequence Number	PSN	2	5	3	3	N	R	R	R	R	
Sex	SEX	2	6	1	1	A	R	O	-	-	
Race	RAC	2	7	1	1	A	R	O	-	-	
Date of Birth	DOB	2	8	6	6	N	R	O	-	-	
Person Charged	PCG	2	9	1	1	N	R	O	-	-	
Arresting Agency	AAG	2	10	9	9	A/N	O	O	-	-	
Line Number	-	3	11	1	1	N	R	-	-	-	
Arrest Charge Number	ACH	3	12	2	2	N	R	R	R	R	
Minnesota Offense Code	MOC	3	13	5	5	A/N	R	O	-	-	

ARREST REPORT DIRECTORY	FIELD IDENTIFIER	LINE NUMBER	FIELD NUMBER	CHARACTER SIZE		ALPHA/ NUMERIC	FUNCTIONS				CODE TABLE REFERENCE
				MIN	MAX		E N T E R	M O D I F Y	C A N C E L	Q U E R Y	
General Offense Character	GOC	3	14	1	1	A	R	O	-	-	
State Code	STA	3	15	2	2	A	R	O	-	-	
Charge Code	CCD	3	16	2	2	A	R	O	-	-	
Statute/Ordinance Number	STU	3	17	1	12	A/N	R	O	-	-	
Arrest Disposition Number	ADN	3	18	3	3	N	R	O	-	-	
Date Record Established	DRE	-	-	6	6	N	-	-	-	-	Computer Generated Format = MMDDYY
Date of Last Update	DLU	-	-	6	6	N	-	-	-	-	Computer Generated Format = MMDDYY
Time of Last Update	TLU	-	-	4	4	N	-	-	-	-	Computer Generated
Format	FOR	-	-	1	1	A	-	-	-	-	Computer Generated = A
Spooling Status	SST	-	-	1	1	A	-	-	-	-	Computer Generated = O or S
Record Status	RST	-	-	1	1	A	-	-	-	-	Computer Generated = O or M or X
Originating Terminal ID	TRM	-	-	3	3	A	-	-	-	-	Computer Generated
Month	MMM	-	-	2	2	N	-	-	-	-	Computer Generated
Year	YYY	-	-	2	2	N	-	-	-	-	Computer Generated

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7.1 DETENTION INFORMATION SYSTEM

The Minnesota Department of Corrections is charged by law with establishing standards for the use of all county and city jails, lockups and holding facilities as well as local and regional correctional centers and juvenile treatment facilities. Every admission and release at each facility must be reported to the Department so that timely analysis of facility usage can be made to ensure facility rule compliance. Facilities with computer terminals will report daily all admissions, releases and changes in status of each adult and juvenile booked at that facility. The reporting is done on the Criminal Justice Network with the aid of three pre-formatted screens. Facilities without such terminals shall instead complete DOC Form CR-00159-02 for each admission, release or change in work release status of every adult and juvenile booked at that facility and shall submit completed forms periodically to the Department of Corrections. Any questions in regards to the Detention Information System should be directed to the Department of Corrections; telephone number 612-642-0300.

7.2 DETENTION INFORMATION REPORT FIELD EXPLANATIONS

Message Keys

- EDI** - (Enter Detention Information) used to initiate data collection on an individual when that person is booked and confined or transferred into your custody.
- MDI** - (Modify Detention Information) used only to update that person's record at time of release, work release, transfer out or death.
- XDI** - (Cancel Detention Information) used only to wipe out previously submitted erroneous Detention Information Record.
- QDI** - (Query Detention Information) used to retrieve and display the Detention Information Record for any specific booking.

Name (NAM) - Name of individual. Last, First, Middle Suffix. Must be no longer than 30 characters including all spaces. If it would exceed 30 characters cut off middle name at the 30th character.

Date of Birth (DOB) - Date of birth of the individual. All dates are reported as six characters: MMDDYY.
Sex (SEX) - Sex of the individual, reported as either M (Male) or F (Female).

Reporting Facility (KAG) - NCIC identifier (ORI) of the agency of custody.

Register Number (RGN) - Unique number assigned to the individual at time of booking by the reporting facility. Must be seven non-blank characters. Does not carry over to any subsequent readmissions of the same individual.

Controlling Agency (CAG) - NCIC identifier of agency within whose reporting jurisdiction the original incident occurred.

Adult-Juvenile Code (ADJ) - Persons aged 18 or older are adults and coded as "A". Juveniles are coded as "J"; juveniles who have been certified as adults are coded as "C".

Minnesota Offense Code (MOC) - Minnesota Offense Code of offense. If more than one offense, list the most serious (see Section 10).

Detention Date (DDT) - Date custody began (booking date).

Detention Time in (DTI) - Clock time custody began. As in all times, report in military fashion with midnight as 0000, noon as 1200 and 11:59 p.m. as 2359.

Reason Being Held (RBH) - Coded reason for custody (see 7.5.1).

Sentence Start Date (SND) - The date subject officially begins serving a sentence.

Sentence Expiration Date (SXD) - The date subject is scheduled to be released from control of the custody agency. The Sentence Expiration Date is exclusive of "good time".

Date of Release (DRL) - The date custody ended.

Detention Time Out (DTO) - Clock time custody ended on Date of Release.

Reason Being Released (RBR) - Coded information as to why subject left custody (see 7.5.2 for codes).

Work Release Code (WRC) - Entered only when subject is on work release status (code "W").

Transaction Type (TRT) - Notes whether the data transaction represents a subject in custody ("I") or out of custody ("O").

Unusual Prisoner Behavior (UPB) - Notes prisoner behavior which may have required corrective action by the facility (see Codes 7.5.3).

7.3 DETENTION INFORMATION REPORTING PROCEDURES - COMPUTER TERMINAL INPUT

The Detention Information Reports (EDI, MDI) as well as the query (QDI) and cancel (XDI) may be written with the aid of pre-formatted screens. These screens are as follows:

- FS EDI (To create the Detention Information Record)
- FS MDI (To modify the Detention Information Record)
- FS QDI (To query - display - the Detention Information Record)
- FS XDI (To cancel - destroy - the Detention Information Record)

7.3.1 Enter Detention Information Format (EDI)

The Enter Detention Information Format (EDI) is used to create a Detention Information Record at the time of entry to the correctional facility (booking). It is analogous to an admission record and is unique to the person for that particular detention stay only. If the person is released and readmitted at a later time, a new record must be created with a new RGN number.

The following fields are required for all EDI transactions:

- Name (NAM) - (optional for juveniles)
- DOB (DOB)
- Sex (SEX)
- Custodial Agency NCIC Number (KAG)
- Prisoner Register Number (RGN)
- Adult/Juvenile/Certified (ADJ)
- Minnesota Offense Code (MOC)
- Detention Date (DDT)
- Detention Time (DTI)
- Reason Being Held (RBH)
- Transaction Type (TRT)

In addition the following fields must be entered, if applicable:

- Controlling Agency NCIC Number (CAG)
- Sentence Start Date (SND)
- Sentence Expiration Date (SXD)
- Date of Release (DRL)
- Time Out (DTO)
- Reason Being Released (RBR)
- Work Release Code (WRC)
- Unusual Prisoner Behavior (UPB)

(Note that should a person be booked and released within the span of a few hours, it is permissible to include all admission and release information on the same EDI form, eliminating the need for a separate MDI entry for release information.)

Example: Mr. Smith was arrested by the Washington County Sheriff on August 17, 1990, and charged with robbery. He was booked at the Washington County Jail at 6:00 p.m. of that day. Shortly after his booking, an EDI transaction would be made as follows:

```
ENTER DETENTION INFORMATION
EDI NAM/          .DOB/ * .SEX/ *
KAG/ * .RGN/ * .CAG/ .ADJ/ *.MOC/ * .
DDT/ * .DTI/ * .RBH/ *.SND/ .SXD/ .
DRL/ .DTO/ .RBR/ .WRC/ .TRT/ *.UPB/ .
```

NOTE: ASTERISKED FIELDS ARE MANDATORY

```
ENTER DETENTION INFORMATION
EDI NAM/SMITH, JAMES EDWARD .DOB/072140.SEX/M.
KAG/MN082013C.RGN/9000167.CAG/MN0820000.ADJ/A.MOC/R3253.
DDT/081790.DTI/1800.RBH/03.SND/ .SXD/ .
DRL/ .DTO/ .RBR/ .WRC/ .TRT/I.UPB/ .
```

7.3.2 Modify Detention Information (MDI) Format

The Modify Detention Information (MDI) format is used to report either a release or a change in work release status. It may be used to correct erroneously submitted data. However, if changes are to be made in NAM, DOB, KAG or RGN the entire record must be cancelled and reentered. See Section 7.3.4.

The following fields are required on all MDI transactions:

```
Name of Prisoner (NAM)
Date of Birth (DOB)
Reporting Facility NCIC Number (KAG)
Prisoner Register Number (RGN)
* Date of Release (DRL)
* Time Out (DTO)
* Reason Being Released (RBR)
Transaction Type (TRT)
```

*Only required when reporting a release from the facility.

In addition, when applicable, the following fields must also be transmitted:

```
Minnesota Offense Code (MOC)
Sentence Start Date (SND)
Sentence Expiration Date (SXD)
Work Release Code (WRC)
Unusual Prisoner Behavior (UPB)
```

Example: Mr. Smith was released on bail from the Washington County Jail on August 19, 1990, at 9:00 a.m.

```
ENTER MODIFICATION INFORMATION
MDI NAM/ * .DOB/ * .SEX/ .
KAG/ * .RGN/ * .CAG/ .ADJ/ .MOC/ .DDT/ .
DTI/ .RBH/ .SND/ .SXD/ .DRL/ .DTO/ .
RBR/ .WRC/ .TRT/ *.UPB/ .
```

NOTE: ASTERISKED FIELDS ARE MANDATORY

```
ENTER MODIFICATION INFORMATION
MDI/ NAM/SMITH, JAMES EDWARD .DOB/072140.SEX/ .
KAG/MN082013C.RGN/9000167.CAG/ .ADJ/ .MOC/ .
DDT/ .DTI/ .RBH/ .SND/ .SXD/ .
DRL/031990.DTO/0900.RBR/03.WRC/ .TRT/ 0.UPB/ .
```

7.3.3 Query Detention Information (QDI) Format

Once entered, all information on any person detained is available for display through the query feature. This includes all persons currently detained as well as all persons released (up to ninety (90) days after release). Note that information submitted from one facility cannot be accessed by any other facility.

These fields are required:

Date of Birth (DOB)
Reporting Facility NCIC Number (KAG)
Prisoner Register Number (RGN)

Example: Mr. Smith's record may be examined by:

```
ENTER INQUIRY INFORMATION
QDI NAM/ .DOB/ * .
KAG/ * .RGN/ * .
```

NOTE: ASTERISKED FIELDS ARE MANDATORY

```
ENTER INQUIRY INFORMATION
QDI NAM/SMITH, JAMES EDWARD .DOB/072140.
KAG/MN082013C.RGN/9000167.
```

7.3.4 Cancel Detention Information (XDI) Format

This procedure is used only to correct errors that have been made in a previous EDI of MDI transaction. As the cancel procedure erases the record for that Prisoner Register Number from the system, all previously entered data must be re-submitted as corrected. It is recommended that before cancelling a record, it should be examined by a QDI transaction and printed to guide re-submission of data. Data may be re-submitted by a single EDI transaction.

The following fields are required:

Prisoner Name (NAM)
Date of Birth (DOB)
Reporting Facility NCIC Number (KAG)
Prisoner Register Number (RGN)

Example: Should it be discovered that Mr. Smith's Date of Birth was grossly in error and that he is actually a juvenile rather than an adult, his record must be corrected. This is done by first cancelling his record which was previously created by EDI and MDI transactions:

```
ENTER DELETE INFORMATION
XDI NAM/ *           .DOB/ *   .
KAG/ *   .RGN/ *   .
```

NOTE: ASTERISKED FIELDS ARE MANDATORY

```
ENTER DELETE INFORMATION
XDI NAM/ SMITH, JAMES EDWARD   .DOB/072140.
KAG/MN082013C.RGN/9000167.
```

7.3.5 Daily Detention Report (QRP RPT/DE) Format

The Minnesota Department of Corrections' Corrections Management Information System (CMIS) assists the Department's Inspection and Enforcement Unit by monitoring admissions and releases from local correctional facilities on a daily basis. The results of this monitoring is also available to each local facility by the procedure described below.

Each morning the CMIS checks each facility's subjects both in custody and those recently released for possible standards violations.

Records are checked for:

- a) Juveniles held while under age;
- b) Juveniles and adults held longer than the facility's classification allows; and
- c) Adults held past Sentence Expiration.

As it is expected that most such cases identified by the monitoring function will actually be due to data error or tardy data transactions rather than the violation of jail standards it is recommended that each morning the facility examine the Detention Violation Report.

The report is made available by transmitting the following:

REQUEST REPORT
QRP RPT/ DE

7.4 MANUAL REPORTING OF PERSONS DETAINED AND RELEASED

The Report of Persons Detained and Released (Form CR-00159-02) is used only by those detention facilities without access to the Criminal Justice Network, i.e., without computer terminals. It is used much like the Criminal Justice Network to report to the Department of Corrections all persons admitted and released from local corrections and detention facilities.

The form is organized so that several entries - each corresponding to one admission or release - can be made on each form. However, Record Types cannot be mixed on a single form; in other words, all admissions are to be entered and submitted on one sheet and all releases and/or major changes in status are to be entered and submitted on another.

Please enter Record Type in the upper left hand corner in the box provided. Admissions are to be entered as type EDI; as the "DI" is provided simply write "E" in the box. Releases or changes in work release status are to be entered as MDI (write "M" in the box). If you must correct an entry previously submitted to the Department, the earlier entry must be cancelled by an "XDI" report.

7.4.1 Enter Detention Information (EDI) Report Completion

The following fields are required for record type EDI (admissions):

*Name of Prisoner (Optional for Juveniles)	*Minnesota Offense Code (MOC)
*Date of Birth (DOB)	Sentence Start Date (SND)
*Sex (SEX)	Sentence Expiration Date (SXD)
*Reporting Facility NCIC Number (KAG)	Date of Release (DRL)
Controlling Agency NCIC Number (CAG)	Time Out (DTO)
*Adult or Juvenile (ADJ)	Reason Being Released (RBR)
*Detention Date (DDT)	Work Release (WRC)
*Detention Time In (DTI)	Unusual Prisoner Behavior(UPB)
	*Reason Being Held (RBH)

(Fields marked with an asterisk (*) must be completed with valid data for transaction to be accepted. All other fields are to be entered when applicable.)

Note: Should a person be admitted and released on the same day, it is permissible to include admission and release information on the same EDI form, eliminating the need for two (2) separate entries for releasing information. (When entering both admission and release date on a single EDI form, the transaction type - TRT - is "0" for out.)

Always indicate "W" for Work Release (WRC) when prisoners are held under that status.

Note: Should a person be admitted and released on the same day, it is permissible to include admission and release information on the same EDI form, eliminating the need for two (2) separate entries for releasing information. (When entering both admission and release date on a single EDI form, the transaction type - TRT - is "O" for Out.) Always indicate "W" for Work Release (WRC) when prisoners are held under that status.

7.4.2 Modify Detention Information (MDI) Report Completion

The following fields are required for record type MDI which is used to record releases and changes in a work release status. It is essential that NAM, DOB, KAG and RGN be given in exactly the same form as entered on the original EDI. For example, if an EDI entry listed NAM as Johnson, James, the MDI cannot provide the NAM as Johnson, Jim. The MDI entry for NAM must also be Johnson, James.

Name of Prisoner (NAM)	Minnesota Offense Code (MOC)
Date of Birth (DOB)	Sentence Start Date (SND)
Reporting Facility	Sentence Expiration Date (SXD)
NCIC Number (KAG)	Work Release Code (WRC)
Prisoner Register Number (RGN)	Unusual Prisoner Behavior (UPB)
* Date of Release (DRL)	*Time Out (DTO)
* Reason Being Released (RBR)	Transaction Type (TRT)

*Not required if record notes change in work release status rather than release from Facility.

In addition, any fields that could not be filled in on the EDI record may now be inserted on the MDI form. All Fields are to be filled in whenever applicable.

While a person is detained in the facility, should his or her work release status change (either by being placed on or off work release status) the reporting facility must reflect this by filling an MDI Form noting such change in work release status.

It must be noted that once a person is released, any future readmission to the facility must be on a new EDI form and under a new prisoner register number (RGN).

7.5 DETENTION INFORMATION CODES

7.5.1 Reason for Being Held

01 UNDER SENTENCE

Held in facility under sentence from any jurisdiction but not under work release.

02 PENDING DISPOSITION

Disposition is pending before a sentencing court or hearing board in any jurisdiction. Include sentenced prisoners awaiting transport to another facility to serve their sentences.

- 12 OTHER - SUPPORTIVE DOCUMENTATION REQUIRED**
Use only when it is clearly determined that all other codes are inappropriate; transmit documentation to DOC.
- 14 WORK RELEASE**
Work/educational release prisoners held in facility. Prisoners who do not serve a portion of every day in the facility must be released on Temporary Release status each time they leave the facility until their sentence is completed.
- 17 TRANSFER FROM STATE FACILITY**
State prisoners (adult or juvenile) housed in mutual agreement for protective custody or other specified reasons; use Reasons for Being Held Code 02 for parole violators or prisoners awaiting transport to a state facility to serve time.
- 18 JUVENILE REFERRED FOR ADULT CERTIFICATION**
Juvenciles referred for adult prosecution. Only use this code for time juveniles are held pending certification or the time between reference for prosecution and return of the case to juvenile court for disposition.
- 30 PENDING DISPOSITION - ADMINISTRATIVE HOLD**
Use this code for juveniles who are held only in administrative space under the same circumstances as Reason for Being Held Code 02. Juvenciles under age 14 requires administrative hold.
- 31 COMMITMENT**
Limited to juveniles who are committed to the Arrowhead Juvenile Center, Northwestern Regional Juvenile Training Center, West Central Regional Juvenile Center, Anoka County Juvenile facility, Hennepin County Home School, Boys Totem Town, or Ramsey County Juvenile Service Center. Not to be used for juveniles on detention status in any facility.

7.5.2 Reason for Being Released

- 01 SENTENCE/COMMITMENT COMPLETED OR SUSPENDED**
Released at expiration of sentence or upon authorization of authority having jurisdiction over the prisoner.
- 03 BAIL SUPPLIED**
Bail/bond is posted prior to disposition.
- 04 PERSONAL OR PARENTAL RECOGNIZANCE**
Released without financial bail/bond prior to disposition and juveniles who are released to a parent or other adult.
- 05 RELEASED TO ANOTHER AUTHORITY**
Released to any other authority (criminal justice agencies, military police, treatment/residential programs, or state/county correction facilities).

- 11 CASE DISMISSED OR NOT GUILTY**
Case is dismissed, not prosecuted or prisoner is not found guilty.
- 13 PAID FINE**
Released because fine is paid.
- 19 TEMPORARY RELEASE**
Prisoner is expected to return to complete balance of sentence; frequently used with work release prisoners who do not serve a portion of every day in custody. See Reason for Being Released Codes 24, 25 and 26 for prisoners on escape status.
- 23 ILLNESS - MOVED TO HOSPITAL**
Prisoner continues under facility jurisdiction but is moved to hospital for medical reasons.
- 24 ESCAPE WHILE IN TRANSIT**
Prisoner escapes while under facility jurisdiction and in transit for an authorized purpose.
- 25 ESCAPE FROM WORK RELEASE**
Prisoner is on work release status and does not return to facility from work/educational assignment.
- 26 ESCAPE FROM FACILITY**
Escape from facility when prisoner is not authorized to be outside facility proper.
- 27 DEATH - NATURAL CAUSES**
Prisoner dies of natural causes while under facility jurisdiction.
- 28 DEATH - SUICIDE**
Prisoner commits suicide while under jurisdiction of facility.
- 29 DEATH - HOMICIDE**
Prisoner dies as a result of injuries received from another person or accident.

7.5.3 Unusual Prisoner Behavior Codes

- 01 ATTEMPTED SUICIDE**
Suicide attempted but prisoner does not die as a result.
- 06 ATTEMPTED ESCAPE**
Prisoner attempts escape from facility jurisdiction while in transit, on work release, or in the facility itself.
- 10 OTHER - WRITTEN DOCUMENTATION REQUIRED**
Use only when it is clearly determined that all other codes are inappropriate; transmit documentation to DOC.

7.6 DETENTION INFORMATION RECORD DIRECTORY

The record directory for the detention information report is shown on pages 7-12 through 7-13.

7.6 DETENTION INFORMATION RECORD DIRECTORY

DETENTION INFORMATION RECORD DIRECTORY	FIELD IDENTIFIER	LINE NUMBER	FIELD NUMBER	CHARACTER SIZE		ALPHA/ NUMERIC	FUNCTIONS				CODE TABLE REFERENCE
				MIN	MAX		E N T E R	M O D I F Y	C A N C E L	Q U E R Y	
Message Key	-	1	-	3	3	A	EDI	MDI	XDI	QDI	
Name	NAM	1	1	1	30	A	*R	R	R	O	*Optional for Juvenile
Date of Birth	DOB	1	2	6	6	N	R	R	R	R	
Sex	SEX	1	3	1	1	A	R	O	-	-	
Custody Agency	KAG	2	4	9	9	A/N	R	R	R	R	
Prisoner Register Number	RGN	2	5	7	7	A/N	R	R	R	R	
Controlling Agency	CAG	2	6	9	9	A/N	O	O	-	-	
Adult-Juvenile Certified	ADJ	2	7	1	1	A	R	O	-	-	
Minnesota Offense Code	MOC	2	8	5	5	A/N	R	O	-	-	
Detention Date	DDT	3	9	6	6	N	R	O	-	-	
Detention Time In	DTI	3	10	4	4	N	R	O	-	-	
Reason Being Held	RBH	3	11	2	2	N	R	O	-	-	
Sentence Start Date	SND	3	12	6	6	N	O	O	-	-	
Sentence Expiration Date	SXD	3	13	6	6	N	O	O	-	-	

ARREST REPORT DIRECTORY	FIELD IDENTIFIER	LINE NUMBER	FIELD NUMBER	CHARACTER SIZE		ALPHA/ NUMERIC	FUNCTIONS				CODE TABLE REFERENCE
				MIN	MAX		E N T E R	M O D I F Y	C A N C E L	Q U E R Y	
Date of Release	DRL	4	14	6	6	N	O	*R	-	-	*Required when reporting a release from the facility
Detention Time Out	DTO	4	15	4	4	N	O	*R	-	-	
Reason Being Release	RBR	4	16	2	2	N	O	*R	-	-	
Work Release Code	WRC	4	17	1	1	A	O	O	-	-	
Transaction Type	TRT	4	18	1	1	A	R	R	-	-	
Unusual Prisoner Behavior	UPB	4	19	2	2	N	O	O	-	-	
Date of Record Entry	DOE	-	-	6	6	N	-	-	-	-	Computer Generated Format = MMDDYY
Originating Terminal ID	TID	-	-	3	3	A	-	-	-	-	Computer Generated
Date of Update	DOU	-	-	6	6	N	-	-	-	-	Computer Generated Format = MMDDYY

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LAW ENFORCEMENT/UCR ACTIVITY REPORT INTERPRETATION

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8.1 GENERAL DESCRIPTION

The following section is to acquaint law enforcement contributors with the computer printouts they will receive. The printouts consist of fourteen related output forms. The reports are a detailed processing and relevant arrangement of the original data submitted to the CJIS Section of the BCA. The reports will provide exact summaries, inter-relationships between information based on comparison of variables, and where applicable, specific rate and percentage notations. This section provides a narrative interpretation on how individuals are to "read" the various reports that are returned to their agency. Reprinted samples will also be provided to further aid in explaining and evaluating the reports.

After an understanding of the returned reports is developed, each agency should apply the information to the best benefit of their department. The last part of this section describes the scheduling arrangement of the available reports and when the reports are generated.

8.2 LAW ENFORCEMENT UNIFORM CRIME REPORTS

The Uniform Crime Reporting Program of the FBI collects statistical information concerning offenses that become known to local, county, and state law enforcement agencies in the United States. This information includes the nature of crimes and the value and type of property stolen or recovered; the number of known arson offenses; the victim, offender, their relationship, the weapon used, and the circumstances in each criminal homicide; felonious or accidental killings and assaults on law enforcement officers in the line of duty; and the number of persons arrested, cited, and summoned for criminal acts plus all personal characteristics of persons arrested.

This section will show the information that is generated from the CJRS computers in report form to a local agency, and also that which is recorded manually for submission to the FBI's Uniform Crime Reporting program. This section will show both the computer and manual submissions of data into the CJRS System, the various forms used by each type of submission, and the reports generated by this statistical submission.

8.2.1 Return A Report

The Return A is a monthly report which tabulates statistical data on offenses that become known to local, county and state law enforcement agencies. Only those offenses which are entered into the CJRS under ISN/01 are tabulated.

Sample 8A is an example of the Return A report followed by a description of each area on the report.

UCRX-1010 RETURN 'A'
OFFENSES AND CLEARANCES
ACTIVITY

MINNESOTA CRIMINAL JUSTICE REPORTING SYSTEM
JOBSTREAM: CJRP2201
PROGRAM: CJRP0019

PAGE:
RUN DATE: 03/10/8
REPORT PERIOD: FEBRUARY, 198

POPULATION: 10,642

	C OFFENSES KNOWN OR REPORTED	D UNFOUNDED COMPLAINTS PCT.....NUMBER	E	F TOTAL ACTUAL OFFENSES	G CRIME RATE	H TOTAL OFFENSES CLEARED BY ARREST PCT.....NUMBER	I CLEARED BY ARREST PERSONS UNDER 18 PCT.....NUMBER
MURDER/ROB-REG.....	0	0	0	0	0	0	0
RAPE TOTAL.....	0	0	0	0	0	0	0
FORCIBL.....	0	0	0	0	0	0	0
ATTEMPTED.....	0	0	0	0	0	0	0
ROBBERY TOTAL.....	0	0	0	0	0	0	0
FIREARM.....	0	0	0	0	0	0	0
KNIFE/CUTTING.....	0	0	0	0	0	0	0
OTHER WEAPON.....	0	0	0	0	0	0	0
STRONG-ARM.....	0	0	0	0	0	0	0
ASSAULT TOTAL.....	0	0	0	0	0	0	0
GUN.....	0	0	0	0	0	0	0
KNIFE/CUTTING.....	0	0	0	0	0	0	0
OTHER WEAPON.....	0	0	0	0	0	0	0
HANDS, FEET, ETC.....	0	0	0	0	0	0	0
BURGLARY TOTAL.....	11	0	0	11	103	9	1
FORCED ENTRY.....	6	0	0	6	56	0	0
UNLAWFUL ENTRY.....	4	0	0	4	37	25	1
ATTEMPTED.....	1	0	0	1	9	0	0
LARCENY TOTAL.....	51	3	2	49	460	38	19
AUTO THEFT TOTAL.....	2	0	0	2	18	50	1
AUTOS.....	2	0	0	2	18	50	1
TRUCKS/BUSES.....	0	0	0	0	0	0	0
OTHER VEHICLES.....	0	0	0	0	0	0	0
ARSON.....	1	0	0	1	9	100	1
PART 1 TOTAL W/O ARSON.....	64	3	2	62	582	33	21
PART 1 TOTAL W/ ARSON.....	65	3	2	63	591	34	22
OTHER ASSAULTS.....	6	0	0	6	56	66	4
FORGERY/COUNTERFEIT.....	3	0	0	3	28	0	0
FRAUD.....	31	0	0	31	291	0	0
EMBEZZLEMENT.....	0	0	0	0	0	0	0
STOLEN PROPERTY.....	1	0	0	1	9	0	0
VANDALISM.....	15	6	1	14	131	14	2
WEAPONS.....	0	0	0	0	0	0	0
PROSTITUTION.....	0	0	0	0	0	0	0
OTHER SEX OFFENSES.....	1	0	0	1	9	0	0
NARCOTICS TRAF.....	3	0	0	3	28	100	3
GAMBLING.....	0	0	0	0	0	0	0
FAMILY/CHILDREN.....	8	0	0	8	75	0	0
D.U.I.....	13	7	1	12	112	100	12
LIQUOR LAWS.....	6	0	0	6	56	100	6
DRUNKENNESS.....	0	0	0	0	0	0	0
DISORDERLY.....	7	0	0	7	65	57	4
VAGRANCY.....	0	0	0	0	0	0	0
OTHER (EX. TRAFFIC).....	5	20	1	4	37	75	3
PART 2 TOTAL.....	99	3	3	96	902	35	34
GRAND TOTAL.....	164	3	5	159	1,494	35	56

TOTAL PERSONS ARRESTED THIS PERIOD FOR ALL OFFENSES EXCEPT TRAFFIC
ADULTS 35 JUVENILES 19

SAMPLE 8A

AREA OF REPORT

DESCRIPTION/PURPOSE

- A This area is the report header. It indicates when this particular report was generated, what agency it was generated for, and the report period during which the information was obtained.
- B This area identifies the crime categories according to Uniform Crime Report (UCR) guidelines. The FBI's Crime Index, Part I Offenses (Categories 1 through 8) are listed first, followed by appropriate summary totals. Part II Offenses (Categories 9 through 26) are listed second, followed by the appropriate summary total. The grand totals for the Part I and II crimes are located at the bottom of the page.
- C This portion of the report reflects the numerical count of criminal offenses known or reported to law enforcement agencies by UCR category. For UCR purposes, only the ONE MOST SERIOUS offense (ISN/01) is counted, although there may be other lesser offenses involved in that same case.
- D This area contains the number of unfounded complaints (false or baseless) for each category. Unfounded complaints indicate that there was no crime committed. A percentage figure precedes the actual number and represents the percentage of the total actual cases that were unfounded.
- E This area indicates the actual (true) cases for each category. This total is arrived at by subtracting the number in Area D from the number in Area C.
- F This area indicates the rate of crime for each particular category of offenses listed on the report. Crime rates are used to compare communities, counties and regions with varying population figures. To determine a crime rate, please use the following formula:

$$\frac{X}{250} = \frac{100,000}{300,000}$$

- X = Crime Rate
- 250 = Reported number of offenses for the city.
- 100,000 = Figure used to provide a statistical constant.
- 300,000 = Population figure for the city.

The results of this equation would show the crime rate, if the city were 100,000 in size to be 83.

Crime rates are based on the FBI's population figure for each agency reporting offense data.

AREA OF REPORT

DESCRIPTION/PURPOSE

- G This area represents the total number of cases cleared by arrest. Please note that any crimes which were reported in previous months but not cleared by arrest until the completion of this report are included in this figure. The total number presented in each category indicates the cases cleared by arrest only, and does not show the number of persons arrested. Exceptional clearances (when some element beyond law enforcement control precludes the placing of formal charges against an offender) are also counted in this area.
- A percentage figure precedes the actual number and represents the percentage of the total actual cases that were cleared by an arrest or by an exceptional clearance.
- H This section indicates the portion of the total cases cleared by the arrest of a person under the age of 18.
- Please note that a clearance involving the arrest of both adults and persons under the age of 18 would be indicated only in Area G. When a clearance involves only persons under 18, a clearance would be shown in both Area G and Area H.
- The percentage figure that precedes the number indicates the percentage of the total actual cases cleared by the arrest of persons under 18.
- NOTE: Both areas G and H indicate the number of cases cleared by arrest--not the actual number of persons arrested for offenses.
- I This area of the report indicates the total number of arrests of adults and juveniles occurring for that agency for all offenses excluding traffic.

8.2.2 Supplement to Return "A" Report

The Supplement to Return A is a monthly compilation of the nature of crimes and the value and type of property stolen and recovered. The Supplement requires that a value be established for property stolen and recovered for Part I offenses except aggravated assault and arson.

This report is generated automatically on a monthly and year to end of quarter basis, and is forwarded to the FBI/UCR monthly.

Sample 8B is an example of the Supplement to Return A Report followed by a description of each area on the report.

POPULATION: 10,642

	C	D	E
	NBR OF OFFENSES	STOLEN VALUE	RECOVERED VALUE
***** CUMPFNCY/NOTES...		617	13
P B JEWELRY/METALS...		743	100
R Y CLOTHING/FURS...		65	25
O LOG STOL AUTOS...		800	800
P T OFFICE EQUIP...		40	40
E Y TV/VIDEO/STEREO...		2,820	600
R P FURLENS...		0	0
T E HOUSEHOLD ITEMS...		231	55
Y CONSUMER ITEMS...		16	15
* LIVESTOCK...		0	0
* MISCELLANEOUS...		2,293	185
***** TOTAL...		7,625	1,833
***** MURDER/NON-NEG...	0	0	
* FORCIBLE RAPE...	0	0	
* HIGHWAY...	0	0	
P B COMMERCIAL HOUSE...	0	0	
R Y GAS/SERV STATION...	0	0	
O CONVENIENCE STORE...	0	0	
P C RESIDENCE...	0	0	
E L BANK...	0	0	
R A MISCELLANEOUS...	0	0	
T S TOTAL ROBBERY...	0	0	
Y S RESIDENCE/NIGHT...	2	0	
I RESIDENCE/DAY...	1	183	
S F RESIDENCE/UNKNOWN...	2	785	
T I NON-RES/NIGHT...	5	635	
O C NON-RES/DAY...	1	75	
A NON-RES/UNKNOWN...	0	0	
T TOTAL BURGLARY...	11	1,678	
I LARCENY/OVER 200...	5	3,560	
O LARCENY/50-200...	15	1,408	
H LARCENY/UNDER 50...	29	179	
TOTAL LARCENY...	49	5,147	
* AUTO THEFT...	2	800	
***** GRAND TOTAL...	62	7,625	
***** POCKET PICKING...	0	0	
* PURSE SNATCHING...	0	0	
L CARGO THEFTS...	0	0	
A T SHOPLIFTING...	13	248	
R Y FROM AUTOS...	12	3,680	
C P AUTO PARTS/ACCES...	2	164	
E E BICYCLES...	0	0	
N S FROM BUILDINGS...	4	376	
Y COIN MACHINES...	3	125	
* LIVESTOCK...	0	0	
* ALL OTHER...	15	554	
***** TOTAL LARCENY...	49	5,147	
AUTOS - SL/RL...	1	0	
AUTOS - SL/RN...	0	0	
TOTAL SL/RCVD...	1	0	
AUTOS - SNL/RL...	0	0	

SAMPLE 8B

AREA OF REPORT

DESCRIPTION/PURPOSE

- A This area contains header information. It will indicate when this particular report was generated for the designated agency and the report period during which the information was obtained.
- B This area of the report is divided into two areas of information relating to stolen and/or recovered property.
- (1) Property By Type
- This area identifies the eleven classifications under which property is counted as stolen or recovered.
- (2) Property Stolen by Classification
- This area is subdivided into three portions. The first portion lists six of the eight Part I Offenses (aggravated assault is omitted from the report since UCR standard definitions stipulate that when property is taken through the use of force or the threat of force, the offense is classified as robbery; arson is excluded because information is collected in a separate report). The Grand Total line is for the total of the Part I Offenses shown and the sum of the value of property stolen in the Part I Offenses.
- The second portion is a breakdown showing the number of larcenies and the value of property stolen in each, by subcategory.
- The third portion has four subcategories which provide information on the number of motor vehicles stolen and recovered. The abbreviations used are listed below:
- SL/RL - Stolen locally, recovered locally
- SL/RNL - Stolen locally, recovered not locally
- SL/RECVD - Stolen locally and recovered (total of the first two)
- SNL/RL - Stolen not locally, recovered locally
- C This area shows the total number of Part I Offenses reported which involved property loss, the breakdown of larceny offenses, and the number of stolen motor vehicles which were recovered.
- D This area reflects the dollar amount of property stolen by type and classification.
- E This area reflects the dollar amount of property recovered by property type.

8.2.3 Monthly Report of Arson Offenses Known to Law Enforcement

The Arson Report is a monthly report which compiles data on all arson offenses reported to law enforcement and the estimated dollar value of property damage resulting from arson. This report is generated automatically on a monthly and year to end of quarter basis, and is forwarded to the FBI/UCR.

Sample 8C is an example of the Arson Report, followed by a description of each area on the report.

CRX-1050 ARSON OFFENSES,
CLEARANCES & PROPERTY DAMAGE
AGENCY: ██████████

MINNESOTA CRIMINAL JUSTICE REPORTING SYSTEM
JOBSTREAM: CJRP2201
PROGRAM: CJRP0022

PAGE: I
RUN DATE: 03/10/85
REPORT PERIOD: FEBRUARY, 1985

1 PROPERTY CLASSIFICATION	2 OFFENSES KNOWN	3 UNFOUNDED	4 ACTUAL OFFENSES	5 TOTAL CLEARANCES	6 CLEARANCES UNDER 18	7 UNINHABITED STRUCTURES	8 EST. VALUE PROP DAMAGE
STRUCTURAL							
A. SINGLE OCCUPANCY.....	0	0	0	0	0	0	0
B. OTHER RESIDENTIAL.....	0	0	0	0	0	0	0
C. STORAGE.....	0	0	0	0	0	0	0
D. INDUSTRIAL/MANUFACT..	0	0	0	0	0	0	0
E. OTHER COMMERCIAL.....	0	0	0	0	0	0	0
F. COMMUNITY/PUBLIC.....	0	0	0	0	0	0	0
G. ALL OTHER STRUCTURES.	0	0	0	0	0	0	0
TOTAL STRUCTURAL.....	0	0	0	0	0	0	0
MOBILE							
H. MOTOR VEHICLES.....	1	0	1	0	0		4,000
I. OTHER.....	0	0	0	0	0		0
TOTAL MOBILE.....	1	0	1	0	0		4,000
OTHER							
J. ALL OTHER PROPERTY...	1	0	1	1	0		0
GRAND TOTAL.....	2	0	2	1	0	0	4,000

SAMPLE 8c

AREA OF REPORT

DESCRIPTION/PURPOSE

- A This area is the header of the report. It indicates when the report was generated for the designated agency and also reflects the report period during which the information was obtained.
- B This area identifies the various property classifications for arson offenses. Structural properties are listed first, followed by a subtotal. Mobile property is listed second, and is also followed by a subtotal. Other property not covered under structural or mobile is listed third, and the grand total of structural, mobile, and other property is located at the bottom.
- C This area reflects the numeric count of arsons known or reported to law enforcement agencies by property type.
- D This area contains the number of unfounded complaints (false or baseless) for each property classification.
- Unfounded complaints indicate that no arson was committed.
- E This area indicates the totals of actual offenses for each property type. This number is arrived at by subtracting the figures in Area D from Area C.
- F This area represents the total number of cases cleared by arrest. Any arsons cleared, which were reported in previous months but not cleared by arrest until the completion of this report, are also included. The total number presented in each category indicates the cases cleared by arrest, and does not show the number of persons arrested. Exceptional clearances (when some element beyond law enforcement control precludes the placing of formal charges against an offender) are also counted in this section of the report.
- G This area indicates the portion of the total cases cleared by arrest that involved the arrest of persons under the age of 18. If one clearance involves both adults and persons under the age of 18, the clearance would be indicated only in Area F. When a clearance involves only persons under 18, a clearance would be shown in both Area F and Area G. This column, like Area F, does not indicate the number of persons under age 18 arrested.
- H This area indicates the total number of arsons occurring in structures which were uninhabited, abandoned, or not in use at the time of the offense.
- I This area shows the estimated dollar value of property loss resulting from arsons.

8.2.4 Supplementary Homicide Report

The Supplementary Homicide Report (SHR) is a monthly form to be used by agencies to provide additional details on the victim, offender, and their relationship; the weapon used; and the circumstances in each criminal homicide. For any month in which a murder, nonnegligent manslaughter, or negligent manslaughter has been reported, a form should be submitted to the BCA.

Sample 8D is an example of the Supplementary Homicide Report. Below is a description of each area to be filled out on the report.

Murder and Nonnegligent Manslaughter

On the front side of the form (entitled, "I.a. Murder and Nonnegligent Manslaughter"), record the details of all willful (nonnegligent) killings. Justifiable homicides as defined in the UCR will also be included here.

Information regarding single or multiple victim and offender homicide situations is collected under the "situation" column. The codes to be used in completing the entries are listed on the back of the report form. These codes are:

- A - Single Victim/Single Offender
- B - Single Victim/Unknown Offender or Offenders
- C - Single Victim/Multiple Offenders
- D - Multiple Victims/Single Offender
- E - Multiple Victims/Multiple Offenders
- F - Multiple Victims/Unknown Offender or Offenders

Use only one situation code per criminal homicide incident, regardless of the number of victims. The utilization of a new code will signify the beginning of a new murder situation.

Situation codes are "keyed" to the victim; that is, each victim is listed only once. In single victim/single offender situations (code A), the age, sex, race, and ethnic origin of both the victim and subject will appear directly opposite each other on the same line. In those situations where a single victim is killed by two or more offenders (code C), the age, sex, race, and ethnic origin of the victim will appear and the same data elements for the first offender will be used. Information on the remaining offenders is listed on separate lines.

In situations where two or more victims are killed by a single offender (code D), the age, sex, race, and ethnic origin of each victim is listed, and opposite each victim the age, sex, race, and ethnic origin of the offender is listed. The situation code employed will indicate only one offender was involved, so only one offender will be counted.

When multiple victims are killed by multiple offenders, the age, sex, race, and ethnic origin of each victim should be entered, followed by each of the offenders.

If the offender or offenders are unknown (codes B and F), only the appropriate data concerning the victim is required.

Age, Sex, Race, and Ethnic Origin

Instructions for the coding of age, sex, race, and ethnic origin of both victims and offenders are found on the back of the form. Ages are to be recorded as 01 to 99 years--persons aged 100 or older should be entered as 99, newborns (up to one week old) are coded NB, and unknown ages are shown as 00. For victims over one week old, but less than one year, use BB. Only two characters may be used in the age columns.

The sex of victims and offenders is to be recorded as M for male or F for female. If the sex is unknown, use the letter designation U. Use only one character in this column.

CJRS race designations for victims and offenders are as follows: White = W, Black = B, American Indian or Alaskan Native = I, Asian or Pacific Islander = A, and Unknown = U. Only these race designations are to be used.

Ethnic designations for CJRS reporting are as follows: Hispanic Origin = H, Not of Hispanic Origin = N, and Unknown = U.

Weapon Used

When describing the weapon used in a criminal homicide, give as complete a description of the weapon as is available. If a weapon was used that could be employed in several ways, state how it was used.

For example, if a bottle was used in the commission of a murder, state whether the person was killed by beating, cutting, or stabbing. Where firearms are used, be as specific as possible by stating whether the firearm was a handgun, rifle, or shotgun.

Relationship of Victim to Offender

Keep in mind that the relationship requested on this form is that of the victim to the offender, rather than the offender to the victim. As an example, in a murder incident where a wife is killed by her husband, the relationship will be "wife". The relationship of the victim to each separate offender is to be shown. For each offender listed in the age, sex, race and ethnic origin columns, the relationship of the victim to that person must be entered.

Circumstances

In this area, furnish a brief statement as to the circumstances surrounding the victim's death. For those killings which occur in conjunction with the commission of another felony (robbery, rape, etc.) identify the specific offense involved. In other criminal homicides, provide as much information as possible so that murders resulting from lovers' quarrels, drunkenness, arguments over money, revenge, narcotics, gangland killings, etc., may be identified. Vague descriptions such as "altercation", "fight", "quarrel", etc., do not provide sufficient information for purposes of analysis, and should not be used. Statements of circumstances should be based on information known to law enforcement agencies following their investigation, not decisions of a grand jury, coroner's inquest, or information from other agencies.

Manslaughter by Negligence

On the reverse side of the form, manslaughter by negligence should be recorded. The same instructions for coding apply as those for murder and nonnegligent manslaughter. Circumstances commonly used in manslaughter by negligence offenses are: victim shot in hunting accident, gun cleaning, children playing with gun, etc.

Traffic fatalities, accidental deaths, or deaths of victims due to their own negligence are not to be included. Information is to be provided regarding all other negligent manslaughters regardless of any prosecution.

8.2.5 Law Enforcement Officers Killed or Assaulted Report

The Law Enforcement Officers Killed or Assaulted (LEOKA) is a monthly report used by agencies to report felonious or accidental killings and assaults on law enforcement officer in the line of duty. For any month that officer killings or assaults have occurred, a LEOKA form should be submitted to the BCA to provide additional information regarding the attack.

The data contained on the LEOKA form is then entered into the computer. A LEOKA report is generated automatically on a yearly basis. This report is in the same format, and contains the same information as the LEOKA form.

Sample 8E is an example of the Law Enforcement Officers Killed or Assaulted form. Below is a description of each area to be filled out on the form.

Officers Killed

On the front side of the form (entitled, "Officers Killed"), the number of sworn officers with full arrest powers killed in the line of duty by felonious acts, and those killed by accident or negligence should be entered. DO NOT INCLUDE NON-FATAL ASSAULTS on officers in this portion of the form.

Officers Assaulted

This section of the form (entitled, "Officers Assaulted"), is provided for reporting assaults on sworn officers. Count all assaults which resulted in serious injury or in which a weapon was used which could have caused serious injury or death. Other assaults not causing injury should be included if they involved more than mere verbal abuse or minor resistance to an arrest.

Each time an officer is assaulted in the line of duty, the appropriate line (1-11) corresponding to the type of activity the officer was engaged in at the time of the assault, should be determined. Once the proper line is determined, the assault is recorded by making an entry on the line in one of the "Type of Weapon" columns (B-E), and one of the "Type of Assignment: columns (F-L). If the assault was cleared, an entry should be made in Column M to record that clearance.

One entry should be made on either line 13 (injury to the officer) or line 14 (no injury to the officer) in the appropriate column (B-E). An entry is also to be made in the proper block in line 15. Enter the total number of assaults on police officers occurring within the appropriate two-hour intervals.

To complete the monthly LEOKA form after appropriate numbers have been recorded, add down columns B-L in lines 1-11, and enter each column's total on line 12. Next, add across columns B-E for lines 1-12 and record totals in column A.

If all assaults have been scored correctly, the total in column A on line 12, should equal the total of columns F-L, line 12. These should equal the number of officers assaulted for the month. Add down lines 1-11 in column M; this total represents the number of assaults cleared.

For lines 13 and 14, add each line across and record the total in column A. Column A of these 2 lines also equals the total assaults.

Line 15 (both AM and PM) should also equal the total number of assaults.

If more than one type of weapon is used to commit a single assault, the weapon first encountered in moving from column B to column E should be selected.

Do not enter any of the other different types of weapons which were used

Column F (Two-man Vehicle) and columns G and H (One-man Vehicle) pertain to uniformed officers; columns I and J (Detective or Special Assignment) to nonuniformed officers; and columns K and L (Other) to officers assaulted while in a capacity not represented by columns F through J, such as foot patrol, off duty, etc. The term "assisted" refers to law enforcement assistance only.

In column M (Police Assaults Cleared) count the number of assaults on officers cleared, including exceptional clearances as defined in the Uniform Crime Reporting Handbook, page 41. Do not count the number of persons arrested for such offenses.

The entries which should be made in items 13, 14, and 15 of this form are self-explanatory. It is important, however, that all assaults be recorded in these two sections. That is, the total of the entries in these sections should equal the total number of assaults on officers for the month.

The importance of the Law Enforcement Officers Killed or Assaulted form cannot be over-emphasized. It is the basis of an analysis of assaults on police officers, and the more complete the data collected, the more valid the conclusions of the analysis will be

PS-21250-02

AGENCY IDENTIFIER (ORI) _____

MONTH AND YEAR _____

AGENCY NAME _____

LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED

It is requested that this report be completed and transmitted to the Bureau of Criminal Apprehension, Criminal Justice Information Systems Section at the address below. This form is to be used to report the number of your officers who were assaulted or killed in the line of duty (if any) during the month. Additional information concerning officers killed is to be reported by the Supplemental Homicide Report.

OFFICERS KILLED

Number of your law enforcement officers killed in the line of duty this month.	By felonious act _____
	By accident or negligence _____

OFFICERS ASSAULTED (See other side for instructions)

Type of Activity	Total Assaults by Weapon A	Type of Weapon				Two-Man Vehicle F	Type of Assignment						Police Assaults Cleared M	
		Firearm B	Knife or Other Cutting Instrument C	Other Dangerous Weapon D	Hands, Fists, Feet, etc. E		One-Man Vehicle		Detective or Special Assign.		Other			
							Alone G	As-sisted H	Alone I	As-sisted J	Alone K	As-sisted L		
1. Responding to "Disturbance" calls (family quarrels, man with gun, etc.) . . .														
2. Burglaries in progress or pursuing burglary suspects														
3. Robberies in progress or pursuing robbery suspects														
4. Attempting other arrests														
5. Civil disorder (riot, mass disobedience)														
6. Handling, transporting, custody of prisoners														
7. Investigating suspicious persons or circumstances														
8. Ambush - no warning														
9. Mentally deranged														
10. Traffic pursuits and stops														
11. All other														
12. TOTAL (1-11)														
13. Number with personal injury														
14. Number without personal injury														
15. Time of assaults	AM													
	PM													
		12:01	2:00	4:00	6:00	8:00	10:00	12:00						

RETURN COMPLETED FORM TO:
 Bureau of Criminal Apprehension
 Criminal Justice Information Systems Section
 1246 University Avenue
 St. Paul, Minnesota 55104

PREPARED BY _____ TITLE _____

INSTRUCTION FOR PREPARING REPORT

When an officer is assaulted in the line of duty, an entry should be made on the appropriate line for type of activity (lines 1-11), under type of weapons used (columns B-E), and under type of assignment (columns F-L). An entry should also be made in either line 13 (injury) or line 14 (no injury). Also count the time of day on line 15.

When any of these assaults are cleared, an entry should be made under column M for appropriate activity.

At the end of the month, add all lines under columns B through E and enter in column in column A. The total of columns F through L should equal the total of columns B through E as entered in column A. Also add all columns down and enter in line 12.

Columns B-E:

If more than one type of weapon is used to commit a single assault, the column encountered moving from left to right (B to E) which shows one of the weapons used should be selected for the entry. Do not enter any of the other different types of weapons which were used.

Columns F-L:

Column F (Two-Man Vehicle) and columns G and H (One-Man Vehicle) pertain to uniformed officers; columns I and J (Detective or Special Assignment) to non-uniformed officers; columns K and L (Other) to officers assaulted while in a capacity not represented by columns F-J such as foot patrol, off duty, etc.

Columns M:

In column M count the number of "assault on officer" offenses cleared. Do not count the number of persons arrested for such offenses. Include exceptional clearances.

Lines 1-11:

Indicate the type of police activity the officer was engaged in at the time he was assaulted.

Lines 12:

Enter the total of 1 – 11.

Lines 13:

Enter the number of assaults from line 12 which resulted in personal injury to the officer.

Lines 14:

Enter the number of assaults from line 12 in which there was no injury to the officer.

Lines 15:

Enter the total number of assaults on police officers occurring within the appropriate two-hour intervals.

The importance of the Law Enforcement Officers Killed or Assaulted form cannot be over-emphasized. It is the basis of an analysis of assaults on police officers, and the more complete the data collected, the more valid the conclusions of the analysis will be.

Sample 8F is an example of the LEOKA Report. Below is a description of each area of the report:

<u>AREA OF REPORT</u>	<u>DESCRIPTION/PURPOSE</u>
A	This area is the header of the report. It will indicate when this particular report was generated for the designated agency, and will reflect the report period during which the information contained on this report was obtained.
B	This area identifies the type of activity that occurred when the assault took place, and also whether the assault was with or without personal injury.
C	This area identifies the total number of assaults on police officers involving a weapon. The same information found in column A on the LEOKA form will be contained in this area.
D	This area identifies the type of weapon used during the assault on police officers. The same information found in columns B-E of the LEOKA form will be contained in this area.
E	This area identifies the type of assignment the officer(s) was on when the assault took place. The same information found in columns F-L of the LEOKA form will be contained in this area.
F	This area identifies the number of assaults on officers that were cleared. The same information found in column M of the LEOKA form will be contained in this area.
G	This area identifies the number of assaults on police officers occurring within the appropriate two-hour interval. The same information found on line 15 of the LEOKA form will be contained in this area.
H	This area identifies the number of police officers killed, either by a felonious act or by accident or negligence. The same information found in the Officers Killed section of the LEOKA form will be contained in this area.

UCRX-1040 LAW ENFORCEMENT
 OFFICERS KILLED OR ASSAULTED
 AGENCY: ██████████

MINNESOTA CRIMINAL JUSTICE REPORTING SYSTEM
 JOBSTREAM: CJRP2201
 PROGRAM: CJRP0021

PAGE: ██████████
 RUN DATE: 03/10/81
 REPORT PERIOD: FEBRUARY, 1981

POPULATION: 39,433

	TOTAL ASSAULT WEAPON	TYPE OF WEAPON			HANDS FISTS FEET	TYPE OF ASSIGNMENT						POLICE ASSAULT CLEARED		
		FIREARM	KNIFE CUTTING INST.	OTHER WEAPON		TWO MAN VEHICLE	ONE-MAN VEHICLE	DETECTIVE/ SPEC. ASSIGN.	OTHER ALONE ASSIST.	ALONE ASSIST.				
DISTURBANCE CALL.1	1	0	0	0	1	0	0	0	1	0	0	0	0	1
BURGLARIES.....2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERIES.....3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER ARRESTS...4	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CIVIL DISORDER...5	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CUSTODY PRISONER.6	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUSPICIOUS.....7	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AMBUSH-NO WARN...8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MENTALLY DERANGE.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRAFFIC PURSUIT.10	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ALL OTHER.....11	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (1-11)....12	1	0	0	0	1	0	0	1	0	0	0	0	0	1
WITH INJURY.....13	1	0	0	0	1	E						F		
WITHOUT INJURY...14	0	0	0	0	0									

	B		C		D		E		F		G	
TIME OF ASSAULT	00:00 TO 01:59	02:00 TO 03:59	04:00 TO 05:59	06:00 TO 07:59	08:00 TO 09:59	10:00 TO 11:59	12:00 TO 13:59	14:00 TO 15:59	16:00 TO 17:59	18:00 TO 19:59	20:00 TO 21:59	22:00 TO 23:59
ASSAULTS.....15	0	1	0	0	0	0	0	0	0	0	0	0

OFFICERS KILLED:
 FELONIOUS ACT...16
 ACCIDENT/NEGLNT.17

} H

SAMPLE 8F

8.2.6 Age, Sex, Race, and Ethnic Origin of Persons Arrested Report

The Age, Sex, Race, and Ethnic Origin of Persons Arrested is a monthly report which collects data on persons arrested, cited, or summoned for criminal acts in all of the Part I and Part II crime classes. It also furnishes basic data concerning the personal characteristics of persons arrested in a particular report period.

This report is divided into three basic sections. The first is entitled, "Age, Sex, Race Number of Arrests Ages 1 to 22", the second, "Age, Sex, Race Number of Arrests Ages 23 and Over", and the third, "Age, Sex, Race Number of Arrests by Race and Ethnicity".

The Age, Sex, Race, and Ethnic Origin of Persons Arrested Report is designed to show data on the number of persons arrested and not the number of charges made. For example, a person may be arrested on several charges at one time; in this situation, only one arrest would be scored. Likewise, one person may be arrested many times during the month for similar or different violations within a jurisdiction.

Because of a separation of time between arrests, each separate arrest will be counted separately in this report. More than one charge could be logged during the individual arrests, but only one arrest would be scored for each instance.

This report is generated automatically on a monthly and year to end of quarter basis, and is forwarded to the FBI/UCR monthly.

Sample 8G is an example of the Age, Sex, Race, and Ethnic Origin of Persons Arrested Report, followed by a description of each area on the report.

A

UCRX-1031 AGE-SEX-RACE
 NUMBER OF ARRESTS AGES 1 TO 22
 AGENCY: ██████████

MINNESOTA CRIMINAL JUSTICE REPORTING SYSTEM
 JOBSTREAM: CJRP3201
 PROGRAM: CJRP0023

PAGE: █
 RUN DATE: 04/11/81
 REPORT PERIOD: JAN - MAR, 1981

POPULATION:
 10,642

		UNDER						TOTAL UNDER						
		..10..	..10-12	..13-14	..15..	..16..	..17..	..18..	..18..	..19..	..20..	..21..	..21..	..22..
FAMILY/CHILDREN.	M	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
D.U.I.....	M	0	0	0	0	0	0	0	2	1	1	4	6	2
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
LIQUOR LAWS.....	M	0	0	0	0	1	0	0	2	2	0	1	4	0
	F	0	0	0	0	0	0	1	0	0	0	0	0	0
DRUNKENNESS.....	M	0	0	0	1	1	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
DISORDERLY.....	M	0	0	0	0	0	0	0	3	0	1	0	2	1
	F	0	0	0	0	1	0	0	0	0	0	0	0	0
VAGRANCY.....	M	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER (EX. TRAFF).	M	0	0	0	0	0	1	1	0	1	3	0	6	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
PART 2 TOTAL	M	0	0	0	0	1	1	2	6	4	3	14	6	1
	F	0	0	0	0	2	2	4	4	4	5	1	14	1
SUSPICION.....	M	0	0	0	2	4	4	10	17	13	15	55	6	9
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
CURFEW/LOITER...	M	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
RUN-AWAYS.....	M	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	1	1	0	0	0	2	0	0	0	2	0	0
GRAND TOTAL.....	M	0	1	4	1	8	9	23	19	10	18	70	7	10
	F	0	3	5	3	2	0	13	6	7	1	27	2	0
	T	0	4	9	4	10	9	36	25	17	19	97	9	10

SAMPLE 8G

UCRX-1032 POLICE DISPOSITION
OF JUVENILES
AGENCY: ██████████

MINNESOTA CRIMINAL JUSTICE REPORTING SYSTEM
JOBSTREAM: CJRP3201
PROGRAM: CJRP0023

PAGE: 1
RUN DATE: 04/11/85
REPORT PERIOD: JAN - MAR, 1985

POPULATION:
10,642

(NOT TO INCLUDE NEGLECT OR TRAFFIC CASES)

HANDLED WITHIN DEPARTMENT...	1
REFERRED TO JUVENILE COURT..	35
REFERRED TO WELFARE AGENCY..	0
REFERRED TO OTHER POLICE....	0
REFERRED TO ADULT COURT.....	0

} D

SAMPLE 8G

UCRX-1033 AGE-SEX-RACE
 NUMBER OF ARRESTS AGE 23 AND OVER
 AGENCY: ██████████

MINNESOTA CRIMINAL JUSTICE REPORTING SYSTEM
 JOBSTREAM: CJRP3201
 PROGRAM: CJRP0023

PAGE: 1
 RUN DATE: 04/11/85
 REPORT PERIOD: JAN - MAR, 1985

POPULATION:
 10,642

		..23..	..24..	TOTAL UNDER ..25..	.25-29	.30-34	.35-39	.40-44	.45-49	.50-54	.55-59	.60-64	..65.. ..AND.. ..OVER.	GRAND TOTAL
MURDER/NON-NEG..	M	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
NEG MANSLTER....	M	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
RAPE TOTAL.....	M	0	0	0	0	1	0	0	0	0	0	0	0	1
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY TOTAL...	M	0	0	0	0	1	0	0	0	0	0	0	0	1
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSAULT TOTAL...	M	0	1	1	0	0	0	0	0	0	0	0	0	1
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY TOTAL..	M	0	1	1	0	1	0	0	0	0	0	0	0	2
	F	0	0	7	0	0	0	0	0	0	0	0	0	8
LARCENY TOTAL...	M	0	1	7	0	1	0	0	0	0	0	0	0	8
	F	2	1	29	1	1	0	0	0	1	0	0	1	33
AUTO THEFT TOTAL	M	0	2	14	0	1	0	0	0	0	0	0	0	16
	F	2	3	43	1	2	0	0	0	0	0	0	1	49
ARSON.....	M	1	0	1	0	0	0	0	0	0	0	0	0	1
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
PART 1 TOTAL	M	3	3	38	1	3	0	0	0	0	0	0	0	44
	F	0	2	14	1	1	1	0	0	0	1	0	1	17
OTHER ASSAULT...	M	3	5	52	1	4	1	0	0	0	0	0	0	61
	F	0	0	1	4	3	0	0	0	0	1	0	2	9
FORGERY/COUNTER.	M	0	0	5	4	3	0	0	0	0	0	0	0	13
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
FRAUD.....	M	1	1	7	4	0	0	2	1	0	1	0	0	15
	F	6	0	9	4	2	2	1	1	0	2	0	2	23
EMBEZZLEMENT....	M	7	1	16	8	2	4	2	1	0	3	0	2	38
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
STOLEN PROPERTY.	M	0	0	5	1	0	0	0	0	0	0	0	0	6
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
VANDALISM.....	M	0	0	5	1	1	0	1	0	0	0	0	0	6
	F	0	0	2	1	0	1	1	0	0	1	0	0	7
WEAPONS.....	M	0	0	2	1	0	2	1	0	0	1	0	0	8
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
	T	0	0	0	0	0	0	0	0	0	0	0	0	0

1 2 3 4 5
 SAMPLE 8G

UCRX-1033 AGE-SEX-RACE
 NUMBER OF ARRESTS AGE 23 AND OVER
 AGENCY: ██████████

MINNESOTA CRIMINAL JUSTICE REPORTING SYSTEM
 JOBSTREAM: CJRP3201
 PROGRAM: CJRP0023

PAGE: █
 RUN DATE: 04/11/8█
 REPORT PERIOD: JAN - MAR, 198█

POPULATION:
 10,642

		..23..	..24..	TOTAL UNDER ..25..	.25-29	.30-34	.35-39	.40-44	.45-49	.50-54	.55-59	.60-64	..65.. ..AND.. OVER.	GRAND TOTAL
PROSTITUTION....	M	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER SEX OFF...	M	0	0	0	1	0	0	0	0	0	0	0	0	1
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
NARCOTIC TOTAL..	M	0	0	8	1	1	0	0	0	0	0	0	0	1
	F	1	0	9	0	0	0	0	0	0	0	0	0	9
SALE SUBTOTAL...	M	1	0	9	0	1	0	0	0	0	0	0	0	1
	F	0	0	8	0	0	0	0	0	0	0	0	0	8
OPIUM-COCAINE...	M	1	6	9	0	0	0	0	0	0	0	0	0	9
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
MARIJUANA.....	M	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
SYNTHETIC.....	M	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER.....	M	0	0	8	0	0	0	0	0	0	0	0	0	8
	F	1	0	9	0	0	0	0	0	0	0	0	0	9
POSS. SUBTOTAL..	M	1	0	9	0	1	0	0	0	0	0	0	0	1
	F	0	0	0	0	1	0	0	0	0	0	0	0	1
OPIUM-COCAINE...	M	0	0	0	0	1	0	0	0	0	0	0	0	1
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
MARIJUANA.....	M	0	0	0	0	1	0	0	0	0	0	0	0	1
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
SYNTHETIC.....	M	0	0	0	0	1	0	0	0	0	0	0	0	1
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER.....	M	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
GAMBLING TOTAL..	M	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
BOOKMAKING.....	M	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
NUMBERS-ETC.....	M	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER.....	M	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
	T	0	0	0	0	0	0	0	0	0	0	0	0	0

1 2 3 4 5

SAMPLE 2C

UCRX-1033 AGE-SEX-RACE
 NUMBER OF ARRESTS AGE 23 AND OVER
 AGENCY: ██████████

MINNESOTA CRIMINAL JUSTICE REPORTING SYSTEM
 JOBSTREAM: CJRP3201
 PROGRAM: CJRP0023

PAGE: 3
 RUN DATE: 04/11/85
 REPORT PERIOD: JAN - MAR, 1985

POPULATION:
 10,642

		..23..	..24..	TOTAL UNDER ..25..	.25-29	.30-34	.35-39	.40-44	.45-49	.50-54	.55-59	.60-64	..65.. ..AND.. ..OVER.	GRAND TOTAL
FAMILY/CHILDREN.	M	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
D.U.I.....	M	1	1	16	9	5	3	0	2	2	0	0	0	37
	F	0	0	5	0	0	0	1	0	0	0	0	0	6
LIQUOR LAWS.....	M	1	1	21	9	5	3	1	2	2	0	0	0	43
	F	0	0	4	0	0	0	0	0	0	0	0	0	4
DRUNKENNESS.....	M	0	0	5	0	0	0	0	0	0	0	0	0	5
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
DISORDERLY.....	M	0	0	9	2	2	1	0	1	1	0	0	0	16
	F	0	0	2	0	0	1	0	0	0	0	0	0	3
VAGRANCY.....	M	0	0	11	2	2	2	0	1	1	0	0	0	19
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER(EX.TRAFF).	M	1	0	8	2	1	2	0	0	1	0	0	0	14
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
PART 2 TOTAL	M	3	2	60	24	13	9	2	3	4	2	0	1	118
	F	7	0	22	4	2	4	2	1	2	2	0	2	39
SUSPICION.....	M	10	2	82	28	15	13	4	4	4	4	0	3	157
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
CURFEW/LOITER...	M	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0
RUN-AWAYS.....	M	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	2	0	0	0	0	0	0	0	0	0	2
GRAND TOTAL.....	M	6	5	98	25	16	9	2	3	4	3	0	2	162
	F	7	2	38	4	3	5	2	1	0	2	0	3	58
	T	13	7	136	29	19	14	4	4	4	5	0	5	220

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5

SAMPLE 8G

UCRX-1034 AGE-SEX-RACE
 NUMBER OF ARRESTS BY RACE & ETHNICITY
 AGENCY: ██████████

MINNESOTA CRIMINAL JUSTICE REPORTING SYSTEM
 JOBSTREAM: CJRP3201
 PROGRAM: CJRP0024

PAGE: 1
 RUN DATE: 04/11/85
 REPORT PERIOD: JAN - MAR, 1985

POPULATION:
 10,642

	***** JUVENILE (UNDER 18) *****					***** ADULT (18 AND OVER) *****					***** ETHNICITY *****		
	.WHITE	.NEGRO	ALASKAN	INDIAN/ PAC.ISL	ASIAN/ .OTHER/ UNKNOWN	*.WHITE	.NEGRO	ALASKAN	INDIAN/ PAC.ISL	ASIAN/ .OTHER/ UNKNOWN*	.GRAND TOTAL*	HISPAN	..NOT. HISPAN*
MURDER/NON-NEG.. T	0	0	0	0	0	0	0	0	0	0	0	0	0
NEG MANSLTER... T	0	0	0	0	0	0	0	0	0	0	0	0	0
RAPE TOTAL..... T	0	0	0	0	0	1	0	0	0	0	1	0	1
ROBBERY TOTAL... T	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSAULT TOTAL... T	0	0	0	0	0	0	0	2	0	0	2	0	2
BURGLARY TOTAL.. T	2	0	0	0	0	2	1	3	0	0	8	0	8
LARCENY TOTAL... T	16	0	6	0	0	24	0	3	0	0	49	0	49
AUTO THEFT TOTAL T	0	0	0	0	0	1	0	0	0	0	1	0	1
ARSON..... T	0	0	0	0	0	0	0	0	0	0	0	0	0
PART 1 TOTAL..... T	18	0	6	0	0	28	1	8	0	0	61	0	61
OTHER ASSAULT... T	1	0	1	0	0	3	1	7	0	0	13	0	13
FORGERY/COUNTER. T	0	0	0	0	0	0	0	0	0	0	0	0	0
FRAUD..... T	0	0	0	0	0	34	0	4	0	0	38	0	38
EMBEZZLEMENT... T	0	0	0	0	0	0	0	0	0	0	0	0	0
STOLEN PROPERTY. T	0	0	0	0	0	6	0	0	0	0	6	0	6
VANDALISM..... T	1	0	0	0	0	2	1	4	0	0	8	0	8
WEAPONS..... T	0	0	0	0	0	0	0	0	0	0	0	0	0
PROSTITUTION... T	0	0	0	0	0	1	0	0	0	0	1	0	1
OTHER SEX OFF... T	0	0	0	0	0	0	0	0	0	0	0	0	0
NARCOTIC TOTAL.. T	2	0	0	0	0	4	0	4	0	0	10	0	10
SALE SUBTOTAL... T	2	0	0	0	0	3	0	4	0	0	9	0	9
OPIUM-COCAINE... T	0	0	0	0	0	0	0	0	0	0	0	0	0
MARIJUANA..... T	0	0	0	0	0	0	0	0	0	0	0	0	0
SYNTHETIC..... T	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER..... T	2	0	0	0	0	3	0	4	0	0	9	0	9
POSS. SUBTOTAL.. T	0	0	0	0	0	1	0	0	0	0	1	0	1
OPIUM-COCAINE... T	0	0	0	0	0	0	0	0	0	0	0	0	0
MARIJUANA..... T	0	0	0	0	0	1	0	0	0	0	1	0	1
SYNTHETIC..... T	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER..... T	0	0	0	0	0	0	0	0	0	0	0	0	0
GAMBLING TOTAL.. T	0	0	0	0	0	0	0	0	0	0	0	0	0
BOOKMAKING..... T	0	0	0	0	0	0	0	0	0	0	0	0	0
NUMBERS-ETC.... T	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER..... T	0	0	0	0	0	0	0	0	0	0	0	0	0
FAMILY/CHILDREN. T	0	0	0	0	0	0	0	0	0	0	0	0	0
D.U.I..... T	0	0	0	0	0	31	0	12	0	0	43	0	43
LIQUOR LAWS.... T	2	0	0	0	0	2	0	1	0	0	5	0	5
DRUNKENNESS... T	0	0	0	0	0	0	0	0	0	0	0	0	0
DISORDERLY.... T	0	0	1	0	0	10	1	7	0	0	19	0	19
VAGRANCY..... T	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER(EX. TRAFF). T	2	0	0	0	0	4	1	7	0	0	14	0	14
PART 2 TOTAL..... T	8	0	2	0	0	97	4	46	0	0	157	0	157
SUSPICION..... T	0	0	0	0	0	0	0	0	0	0	0	0	0
CURFEW/LOITER.. T	0	0	0	0	0	0	0	0	0	0	0	0	0
RUN-AWAYS..... T	1	0	1	0	0	0	0	0	0	0	2	0	2
-GRAND TOTAL..... T	27	0	9	0	0	125	5	54	0	0	220	0	220

C

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E

F

SAMPLE 8G

Age, Sex, Race Number of Arrests Ages 1 to 22

AREA OF REPORT

DESCRIPTION/PURPOSE

- A This area is the header of the report. It will identify the section of the report, when this particular report was generated for the designated agency, and the report period during which the information was obtained.
- B This area lists the UCR crime categories (1-26) which are grouped by "Part". In addition, specialized categories of Suspicion, Curfew/Loitering, and Runaways are also included. In each category are indicators identifying the sex of the person arrested (M=Male, F=Female, & T=Total).
- A subtotal for Part I and Part II offenses is also included.
- C This area is a detailed breakdown of age groups of people arrested for a particular crime category. There are subtotals for specific ages listed on the report, as follows:
- Area 1 indicates the total for all individuals arrested who were under the age of 10.
- Area 2 indicates the total for all individuals arrested who were ages 10 through 17.
- Area 3 indicates the total for all individuals arrested who were under age 18.
- Area 4 indicates the total for all individuals arrested who were ages 18 through 20.
- Area 5 indicates the total for all individuals arrested who were under age 21.
- Area 6 indicates totals for all individuals arrested that were ages 21 and 22.
- D This area lists the five police dispositions involving arrested juveniles (individuals under age 18), and indicates the number of cases for each disposition. The dispositions concern a specific period of time as indicated on the report, and do not include neglect or traffic cases.

Age, Sex, Race, Number of Arrests Ages 23 and Over

AREA OF REPORT

DESCRIPTION/PURPOSE

- A This area is the header of the report. It identifies the section of the report, when this particular report was generated for the designated agency, and the report period during which the information was obtained.
- B This area lists the UCR categories (1-26) which are grouped according to "Part". In addition, specialized categories of Suspicion, Curfew/Loitering, and Runaways are included. Within each category are indicators denoting Male (M), Female (F), and Total (T). The totals for Part I and Part II are also listed.
- C This area is a detailed breakdown of age groups of people arrested for a particular crime category. There are subtotals for specific ages listed on the report, as follows:
- Area 1 indicates totals for all individuals arrested who were ages 23 and 24.
- Area 2 indicates totals for all individuals arrested who were under age 25.
- Area 3 indicates totals for all individuals arrested who were 25 through 64. The ages listed in age groups of five years (e.g., 25-29, 30-34, etc.).
- Area 4 indicates totals for all individuals arrested who were 65 years of age or older.
- Area 5 indicates the grand total of all individuals arrested (ages 1 and over) for each crime category.

Age, Sex, Race, Number of Arrests by Race and Ethnicity

AREA OF REPORT

DESCRIPTION/PURPOSE

- | | |
|---|--|
| A | This area is the header of the report. It identifies the section of the report, when this particular report was generated for the designated agency, and the report period during which the information was obtained. |
| B | This area lists the UCR crime categories (1-26) which are grouped according to "Part". In addition, specialized categories of Suspicion, Curfew/Loitering, and Runaways are included. The totals for Part I and Part II are also listed. |
| C | This area is a detailed breakdown by race of the number of juveniles (under 18) arrested for a particular crime category. |
| D | This area is a detailed breakdown by race of the number of adults (18 and over) arrested for a particular crime category. |
| E | This area indicates the grand total of all individuals arrested for each crime category. |
| F | This area is a breakdown by ethnicity of the number of individuals arrested for a particular crime category. |

8.2.7 Law Enforcement Uniform Crime Report Summary

OUTPUT REPORT TITLE	ACTIVITY INCLUDED	FREQUENCY GENERATED	GENERAL INFORMATION REPORTED	CJRS PAGE REFERENCE
Return A	Criminal	Monthly, year to end of quarter, and yearly. Automatically generated.	Number of offenses reported (as ISN 01 only) and the number/percentage of clearances.	Page 8-1
Supplement to Return A	Criminal	Monthly, year to end of quarter, and yearly. Automatically generated.	Number of designated offenses and value of property stolen and/or recovered in relation to these offenses.	Page 8-4
Monthly Return of Arson Offenses Known to Law Enforcement	Criminal	Monthly, year to end of quarter, and yearly. Automatically generated.	Number of offenses reported with comparison of property damaged and value of property damage in relation to the offense.	Page 8-7
Age, Sex, Race and Ethnic Origin of Persons Arrested	Criminal	Year to end of quarter, and yearly. Automatically generated.	Comparison of age and sex with offenses reported and comparison of age, race, and ethnicity with offenses reported.	Page 8-21
Law Enforcement Officers Killed or Assaulted (LEOKA)	Criminal and Non-Criminal	Annually. Automatically generated.	Death of officers and comparison of situations with type of weapon and type of assignments involving assaults to officers. Time of assault in two-hour segments is also indicated.	Page 8-15

8.3 LAW ENFORCEMENT INCIDENT ACTIVITY REPORTS

The Law Enforcement Incident Activity Reports contain information with detailed breakdowns of all offenses and incidents that become known to local law enforcement agencies, the relationship of these offenses and incidents with day of week and time of day reported, average time spent on those situations, location grid area number, badge/squad number assigned, how complaints were received, and stolen and/or recovered values for designated offenses. The information contained on these reports is beneficial in the administration of a law enforcement agency. Problem areas within an agency's jurisdiction can be detected as well as how often certain crimes are reported, how and when these crimes have been reported, and also how often an officer or squad had been dispatched to certain situations. This section will describe the above-mentioned information that is generated from the CJRS computers in report form or recorded manually and submitted to the BCA.

8.3.1 Incident Activity Report 1 - Total Reported vs. Status

The Incident Activity Report 1 is a monthly report which collects a count of the number of criminal and non-criminal acts which became known to a law enforcement agency, and the status (unfounded, pending, etc.) of those acts. This report is divided into two basic sections. The first section will list all criminal offenses, and the second section will list the non-criminal incidents.

This report is generated on a monthly and year to end of quarter basis. The first section of this report (criminal offenses) is generated automatically. The second section of the report (non-criminal incidents) will also be generated automatically if the agency reports non-criminal incidents.

Sample 8H is an example of the Incident Activity Report 1 - Total Reported vs. Status, followed by a description of each area on the report

UOC	TOTAL	UN-FOUNDED	EXCEPT-CLEARED	CLEARED ARREST	PENDING/INACTIVE	TOTAL CLEARED	REF. TO OTH. AGY	GOA /UTL	ASSISTED /ADVISED	OTHER
A5352 ASLT 5-INFLICTS ATTEMPTS HRM-M HANDS-ADLT-ACQ 3 *	X 0.00	0.00	0	1	2	1	0.00	0	0	0
A5353 ASLT 5-INFLICTS ATTEMPTS HRM-M HANDS-ADLT-STR 1 *	X 0.00	0.00	0	1	0	1	0.00	0.00	0.00	0.00
A5443 ASLT 5-FEAR BODILY HARM-OTH WM EAP-ADLT-STR 1 *	X 0.00	0.00	0	1	0	1	0.00	0.00	0.00	0.00
A5452 ASLT 5-FEAR BODILY HARM-HANDS-M ETC-ADLT-ACQ 1 *	X 0.00	100.00	1	0	0	1	0.00	0	0	0
A5552 ASLT 5-THRT BODILY HARM-HANDS-M ETC-ADLT-ACQ 1 *	X 0.00	0.00	0	0	1	0	0.00	0	0	0
B1165 BURG 1-OCC RES FRC-N-UNK WEAP-M -COM PROPERTY 1 *	X 0.00	0.00	0	0	1	0	0.00	0	0	0
B1214 BURG 1-OCC RES NO FRC-D-FIRARM M-COM THEFT 1 *	X 0.00	0.00	0	1	0	1	0.00	0	0	0
B1294 BURG 1-OCC RES NO FRC-U-UN WEAP-M AP-COM THEFT 1 *	X 0.00	0.00	0	0	1	0	0.00	0	0	0
B4065 BURG 4-AT FRC NRES-N-UNK WEAP-M -COM PROPERTY 1 *	X 0.00	0.00	0	0	1	0	0.00	0	0	0
B4735 BURG 4-UNOCC NRES FRC-D-UNK WM EAP-COM PROPERTY 1 *	X 0.00	0.00	0	0	1	0	0.00	0	0	0
B4760 BURG 4-UNOCC NRES FRC-N-UNK WM EAP-UNK ACT 1 *	X 0.00	0.00	0	0	1	0	0.00	0	0	0
B4765 BURG 4-UNOCC NRES FRC-N-UNK WM EAP-COM PROPERTY 3 *	X 0.00	0.00	0	0	3	0	0.00	0	0	0
B4865 BURG 4-UNOCC NRES NO FRC-N-UNK K WEAP-COM PROP 1 *	X 0.00	0.00	0	0	1	0	0.00	0	0	0
B4895 BURG 4-UNOCC NRES NO FRC-U-UNK K WEAP-COM PROP 1 *	X 0.00	0.00	0	0	1	0	0.00	0	0	0
C1232 FORGERY-FE-UTT POSSESS PLACE-M DOCUM-BUSINESS 1 *	X 0.00	0.00	0	0	1	0	0.00	0	0	0
C2292 FORGERY-GM-UTT POSSESS PLACE-M OTHR ACT-BUSINESS 1 *	X 0.00	0.00	0	0	1	0	0.00	0	0	0
C3111 FORGERY-MS-MAKE ALTER DESTROY-M -CHECK-PERSON 1 *	X 0.00	0.00	0	0	1	0	0.00	0	0	0
D5800 DRUGS-SCH 3 CONT SUB-FG PRSC-M UNK TYP-UNK CHAR 1 *	X 0.00	0.00	0	1	0	1	0.00	0	0	0

B

C

D

SAMPLE 8H

UOC	TOTAL	#	UN-FOUNDED	EXCEPT-CLEARED	CLEARED ARREST	PENDING/INACTIVE	TOTAL CLEARED	REF. TO OTH. AGENCY	GOA /UTL	ASSISTED /ADVISED	OTHER
D2500	DRUGS-SMALL AMOUNT MARIJUANA-POSSESSION	2 *	0	0	2	0	2	0.00	0.00	0.00	0.00
F3083	ARSON 3-FE-UNK COND-MTR VEH-2500-\$9999	1 *	0	0	0	1	0	0.00	0.00	0.00	0.00
F4005	ARSON 3-MS-UNK COND-OT PROP-299 LESS	1 *	0	1	0	0	1	0.00	0.00	0.00	0.00
I3060	CRIM AGNST FAM-MS-NEGLECT OF A CHILD	3 *	0	0	0	3	0	0.00	0.00	0.00	0.00
I3070	CRIM AGNST FAM-MS-MALIC PUNISHMENT CHILD	5 *	0	0	0	5	0	0.00	0.00	0.00	0.00
J3500	TRAF-ACCID-MS-DRIVE UNDER INFLUENCE OF LIQUOR	13 *	1	0	12	0	12	0.00	0.00	0.00	0.00
M4105	LIQUOR - MISREPRESENTING AGE (MINOR)	1 *	0	0	1	0	1	0.00	0.00	0.00	0.00
M4106	LIQUOR - PROCURING LIQUOR FOR A MINOR	2 *	0	2	0	0	2	0.00	0.00	0.00	0.00
M4199	LIQUOR - OTHER	3 *	0	2	1	0	3	0.00	0.00	0.00	0.00
M5350	RUNAWAY	12 *	0	9	0	3	9	0.00	0.00	0.00	0.00
M7099	OTHER-CRIMES AGAINST PERSON	2 *	0	2	0	0	2	0.00	0.00	0.00	0.00
M7399	OTHER-CRIMES AGAINST PUBLIC ORDER	1 *	0	0	0	1	0	0.00	0.00	0.00	0.00
N3030	DISTURB PEACE-MS-DISORDERLY CONDUCT	4 *	0	0	4	0	4	0.00	0.00	0.00	0.00
N3190	DISTURB PEACE-MS-HARRASSING COMMUNICATIONS	4 *	0	0	1	3	1	0.00	0.00	0.00	0.00
P3110	PROP DAMAGE-MS-PRIVATE-UNK INTENT	10 *	1	0	0	9	0	0.00	0.00	0.00	0.00
P3119	PROP DAMAGE-MS-PRIVATE-OTHER INTENT	3 *	0	0	1	2	1	0.00	0.00	0.00	0.00
P3129	PROP DAMAGE-MS-PUBLIC-OTHER INTENT	1 *	0	0	0	1	0	0.00	0.00	0.00	0.00
P3130	PROP DAMAGE-MS-BUSINESS-UNK INTENT	1 *	0	1	0	0	1	0.00	0.00	0.00	0.00

B

C

D

UOC	TOTAL	#	UN-FOUNDED	EXCEPT-CLEARED	CLEARED ARREST	PENDING/INACTIVE	TOTAL CLEARED	REF. TO OTH. AGY	GOA /UTL	ASSISTED /ADVISED	OTHER
P3310 TRESPASS-MS-PRIVATE-UNK INTEN*	1	0	2	0	2	0	2	0	0	0	0
T	3	X 33.33	0.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
Q1795 STLN PROP-MS-SELLS-OTHER PROP*	0	0	0	0	1	0	0	0	0	0	0
- \$250 LESS	1	X 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
55619 INTRAFAM SX ABSE 1-MUL ACT-PAN*	0	0	0	0	1	0	0	0	0	0	0
REN1-CIID	1	X 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
T2021 THEFT-\$251-\$2500-FE-FRM BUILD*	1	0	0	0	0	0	0	0	0	0	0
ING-MONEY	1	X 100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T2029 THEFT-\$251-\$2500-FE-FRM BUILD*	0	0	0	0	1	0	0	0	0	0	0
ING-OTH PROP	1	X 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
T2159 THEFT-\$251-\$2500-FE-FRM MOTORM*	0	0	0	0	3	0	0	0	0	0	0
VEHICLE-OTH PROP	3	X 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
T3059 THEFT-\$250 LESS-FE-FRM YARDS-M*	0	0	0	0	1	0	0	0	0	0	0
OTH PROP	1	X 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
T4029 THEFT-\$250 LESS-MS-FRM BUILDIN*	0	0	2	1	2	0	2	0	0	0	0
NG-OTH PROP	3	X 0.00	0.00	66.66	33.33	66.66	0.00	0.00	0.00	0.00	0.00
T4031 THEFT-\$250 LESS-MS-FRM COIN M*	0	0	0	2	2	0	0	0	0	0	0
ACHINE-MONEY	2	X 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
T4059 THEFT-\$250 LESS-MS-FRM YARDS-M*	0	2	0	2	2	0	2	0	0	0	0
OTH PROP	4	X 0.00	50.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00
T4099 THEFT-\$250 LESS-MS-FRM SELF SM*	0	0	0	0	2	0	0	0	0	0	0
RV CAS-OTH PROP	2	X 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
T4150 THEFT-\$250 LESS-MS-FRM MOTOR*	0	1	0	1	1	0	1	0	0	0	0
VEHICLE-UNK PROP	2	X 0.00	50.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00
T4151 THEFT-\$250 LESS-MS-FRM MOTOR*	0	0	0	0	1	0	0	0	0	0	0
VEHICLE-MONEY	1	X 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
T4159 THEFT-\$250 LESS-MS-FRM MOTOR*	1	0	0	0	6	0	0	0	0	0	0
VEHICLE-OTH PROP	7	X 14.28	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
T4189 THEFT-\$250 LESS-MS-FRM FISHHOK*	0	0	0	0	1	0	0	0	0	0	0
USE-OTH PROP	1	X 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
T4990 THEFT-\$250 LESS-MS-FRM OTHER-X*	0	0	0	0	2	0	0	0	0	0	0
UNK PROP	2	X 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
T4992 THEFT-\$250 LESS-MS-FRM OTHER-X*	0	1	0	0	1	0	1	0	0	0	0
SERVICES	2	X 0.00	50.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00
T4999 THEFT-250 LESS-MS-FRM OTHER-OK*	0	0	0	0	3	0	0	0	0	0	0
TH PROP	3	X 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00

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8-37

D

SAMPLE 8H

UCC	TOTAL	X	UN-FOUNDED	EXCEPT-CLEARED	CLEARED ARREST	PENDING/INACTIVE	TOTAL CLEARED	REF. TO OTH. AGY	GOA /UTL	ASSISTED /ADVISED	OTHER
T9031	THEFT-\$250 LESS-GM-FRM COIN MACHINE-MONEY	1	X 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
T9069	THEFT-\$250 LESS-GM-FRM MAIL-OTH PROP	1	X 0.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
U1130	THEFT-FE-WRGFUL OBTAN UNK LOSS	2	X 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
U3026	THEFT-MS-ISSUE WORTHLES CHECKS - \$250 LESS	29	X 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
U3286	THEFT-MS-SHOPLIFTING-\$250 LESS	13	X 0.00	0.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00
V2021	VEH THEFT-FE-\$251-\$2500-AUTO	2	X 0.00	50.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00
V4110	THEFT-PARTS FROM MOTOR VEH-MSM -250 LESS	2	X 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
*** TOTAL CRIMINAL		181	X 2.76	13.63	25.00	61.36	38.63	0.00	0.00	0.00	0.00

E

SAMPLE 8H

UOC	TOTAL	X	UN-FOUNDED	EXCEPT-CLEARED	CLEARED ARREST	PENDING/INACTIVE	TOTAL CLEARED	REF. TO OTH. AGY	GOA /UTL	ASSISTED /ADVISED	OTHER
09000	69	X	0	0	69	0	69	0	0	0	0
09001	3	X	0	33.33	0	0	33.33	0	66.66	0	0
09002	1	X	0	0	0	0	0	0	100.00	0	0
09003	3	X	0	0	3	0	3	0	0	0	0
09004	14	X	0	7.14	9	7.14	10	0	21.42	3	0
09008	2	X	0	0	2	0	2	0	0	0	0
09016	1	X	0	0	1	0	1	0	0	0	0
09017	1	X	0	0	1	0	1	0	0	0	0
09018	6	X	0	0	6	0	6	0	0	0	0
09020	1	X	0	0	1	0	1	0	0	0	0
09100	6	X	0	100.00	0	0	6	0	0	0	0
09102	6	X	0	83.33	0	0	83.33	0	16.66	0	0
09200	9	X	0	0	9	0	9	0	0	0	0
09201	26	X	0	38.46	16	61.53	26	0	0	0	0
09205	2	X	0	0	2	0	2	0	0	0	0
09301	1	X	0	100.00	0	0	1	0	0	0	0
09312	1	X	0	100.00	0	0	1	0	0	0	0
09313	5	X	0	80.00	0	20.00	4	0	0	0	0

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8-39

G

SAMPLE 8H

UOC	TOTAL	X	UN-FOUNDED	EXCEPT-CLEARED	CLEARED ARREST	PENDING/INACTIVE	TOTAL CLEARED	REF. TO OTH. AGY	GOA /UTL	ASSISTED /ADVISED	OTHER
09420	5	X	0	5	0	0	5	0	0	0	0
09430	14	X	0	3	0	11	3	0	0	0	0
09440	36	X	0	36	0	0	36	0	0	0	0
09600	1	X	0	0	0	0	0	0	0	1	0
09606	2	X	0	2	0	0	2	0	0	0	0
09730	10	X	0	10	0	0	10	0	0	0	0
09800	1	X	0	1	0	0	1	0	0	0	0
09801	16	X	0	16	0	0	16	0	0	0	0
09802	1	X	0	1	0	0	1	0	0	0	0
09803	103	X	0	103	0	0	103	0	0	0	0
09804	9	X	0	9	0	0	9	0	0	0	0
09805	1	X	0	0	0	0	0	0	1	0	0
09806	1	X	0	1	0	0	1	0	0	0	0
09807	28	X	0	27	0	0	27	0	1	0	0
09809	1	X	0	1	0	0	1	0	0	0	0
09810	3	X	0	33.33	0	0	33.33	0	66.66	0	0
09811	1	X	0	1	0	0	1	0	0	0	0
09813	9	X	0	8	1	0	9	0	0	0	0
			88.88		11.11	0.00	100.00	0.00	0.00	0.00	0.00

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8-40

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SAMPLE 8H

UOC	TOTAL	M	UN-FOUNDED	EXCEPT-CLEARED	CLEARED ARREST	PENDING/INACTIVE	TOTAL CLEARED	REF.TO OTH.AGY	GOA /UTL	ASSISTED /ADVISED	OTHER
09316	4	M	0	4	0	0	4	0	0	0	0
		M	X 0.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
09817	62	M	0	54	0	0	54	0	8	0	0
		M	X 0.00	87.09	0.00	0.00	87.09	0.00	12.90	0.00	0.00
09900	9	M	0	9	0	0	9	0	0	0	0
		M	X 0.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
09904	14	M	0	14	0	0	14	0	0	0	0
		M	X 0.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
09906	3	M	0	0	3	0	3	0	0	0	0
		M	X 0.00	0.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00
09907	15	M	0	10	0	3	10	0	0	2	0
		M	X 0.00	66.66	0.00	20.00	66.66	0.00	0.00	13.33	0.00
09908	1	M	0	1	0	0	1	0	0	0	0
		M	X 0.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
09909	34	M	0	34	0	0	34	0	0	0	0
		M	X 0.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
09910	2	M	0	2	0	0	2	0	0	0	0
		M	X 0.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
09911	5	M	0	5	0	0	5	0	0	0	0
		M	X 0.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
09912	7	M	0	7	0	0	7	0	0	0	0
		M	X 0.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
09915	4	M	0	4	0	0	4	0	0	0	0
		M	X 0.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
09916	2	M	0	0	2	0	2	0	0	0	0
		M	X 0.00	0.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00
09917	5	M	0	2	3	0	5	0	0	0	0
		M	X 0.00	40.00	60.00	0.00	100.00	0.00	0.00	0.00	0.00
09918	6	M	0	6	0	0	6	0	0	0	0
		M	X 0.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
09919	15	M	0	14	0	0	14	0	0	1	0
		M	X 0.00	93.33	0.00	0.00	93.33	0.00	0.00	6.66	0.00
09920	1	M	0	1	0	0	1	0	0	0	0
		M	X 0.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
09921	15	M	0	14	0	0	14	0	1	0	0
		M	X 0.00	93.33	0.00	0.00	93.33	0.00	6.66	0.00	0.00

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SAMPLE 811

CJRS-2010 INCIDENT ACTIVITY REPORT 1
 TOTAL REPORTED VS. STATUS
 AGENCY: ██████████

MINNESOTA CRIMINAL JUSTICE REPORTING SYSTEM
 JOBSTREAM: CJRP2101
 PROGRAM: CJRP0010

PAGE: 8
 RUN DATE: 03/10/85
 REPORT PERIOD: FEBRUARY, 1985

UOC	TOTAL	*	UN-FOUNDED	EXCEPT-CLEARED	CLEARED ARREST	PENDING/INACTIVE	TOTAL CLEARED	REF. TO OTH. AGY	GOA /UTL	ASSISTED /ADVISED	OTHER
09928	132	* * *	0 x 0.00	132 100.00	0 0.00	0 0.00	132 100.00	0 0.00	0 0.00	0 0.00	0 0.00
09934	1	* * *	0 x 0.00	1 100.00	0 0.00	0 0.00	1 100.00	0 0.00	0 0.00	0 0.00	0 0.00
09935	9	* * *	0 x 0.00	9 100.00	0 0.00	0 0.00	9 100.00	0 0.00	0 0.00	0 0.00	0 0.00
09936	79	* * *	0 x 0.00	79 100.00	0 0.00	0 0.00	79 100.00	0 0.00	0 0.00	0 0.00	0 0.00
09937	14	* * *	0 x 0.00	13 92.85	1 7.14	0 0.00	14 100.00	0 0.00	0 0.00	0 0.00	0 0.00
09938	5	* * *	0 x 0.00	5 100.00	0 0.00	0 0.00	5 100.00	0 0.00	0 0.00	0 0.00	0 0.00
*** TOTAL NON-CRIMINAL		F		G							
	843	* * *	0 x 0.00	674 79.95	129 15.30	16 1.89	803 95.25	0 0.00	20 2.37	4 0.47	0 0.00
*** GRAND TOTAL		H		I							
	1,024	* * *	5 x 0.48	698 68.49	173 16.97	124 12.16	871 85.47	0 0.00	20 1.96	4 0.39	0 0.00

SAMPLE 8H

AREA OF REPORT

DESCRIPTION/PURPOSE

- A This area is the header of the report. It will indicate when this particular report was generated for the designated agency, and will also reflect the report period during which the information contained on the report was obtained.
- B This area lists the Minnesota Offense Codes, the literal translations of all criminal offenses that have been reported by that law enforcement agency, and the total incidents reported for each category. The MOCs have been arranged in ascending order, beginning with the lowest numbered MOC that was submitted during the period of time indicated by the report. It is important to note that all offenses reported (which may include more than one Incident Sequence Number for a specific case) have been tabulated and are represented by their appropriate MOC.
- C This area reflects the status of all MOCs for each category printed. Included within this area is whether or not a situation has become unfounded, exceptionally cleared, cleared by an arrest, referred to another agency (complaints are referred to another authority), or is still pending. A percentage figure is entered below each status to indicate what percentage of the total is in that status.
- D This area represents the total number of criminal offenses cleared by arrest, and any crimes cleared which were reported in previous months but not cleared by arrest until the completion of this report. The total number presented for each MOC indicates the cases cleared by arrest only and does not show the number of persons arrested. Exceptional clearances (when some element beyond law enforcement control precludes the placing of formal charges against an offender) are also counted for each MOC. The percentage figure shown below represents what percentage of the MOCs were cleared by arrest and/or exceptional means.
- E This area reflects the total number of all criminal offenses that have been reported by that law enforcement agency and the status totals and percent figures indicating what percentage of the total MOCs have this status.

AREA OF REPORT

DESCRIPTION/PURPOSE

- F This area lists the codes and literal translations of all non-criminal incidents that have been reported by that law enforcement agency (providing that law enforcement agency reports non-criminal incidents). The non-criminal codes have been arranged in ascending order, beginning with the lowest number code that was submitted during the period time indicated by the report. It is important to note that all incidents reported (which may include more than one Incident Sequence Number for a specific case) have been tabulated and are represented by their appropriate code.
- G This area reflects the status of all non-criminal codes for each category printed. Included within this area is whether or not a situation has become unfounded, exceptionally cleared, cleared by an arrest, referred to another agency (complaints are referred to another authority), or is still pending. Additional statuses (primarily non-criminal) indicate whether an incident is determined to involve a GOA/UTL (subject is gone on arrival and officer is unable to locate), ASSISTED/ADVISED (for cases in which an agency is not responsible but is merely acting in an advisory capacity), or OTHER (for cases that are handled in a manner different from any of the above statuses). A percentage figure is shown below each status to indicate what percentage of the total of each non-criminal code is in this status. The total number of non-criminal incidents cleared by arrest is also included, as well as any incidents cleared which were reported in previous months, but not cleared by arrest until the completion of this report.
The total number presented for each code indicates the cases cleared by arrest only, and does not show the number of persons arrested. Exceptional clearances (when some element beyond law enforcement control precludes the placing of formal charges against an offender) are also counted for each code. The percentage figure located below the number represents what percentage of the non-criminal codes were cleared by arrest and/or exceptional means.
- H This area reflects the total number of all non-criminal incidents that have been reported by that law enforcement agency along with the status totals and percent figures indicating what percentage of the total non-criminal codes have this status.
- I This area reflects the total number of all criminal and non-criminal offenses/incidents that have been reported by that law enforcement agency, along with the status totals and percent figures indicating what percentage of the total criminal and non-criminal codes have this status.

8.3.2 Incident Activity Report 2 - Incidents (ISN 1) By MOC Group vs. Day and Time

Incident Activity Report 2 is a monthly report which collects the number of criminal and non-criminal acts (entered as Incident Sequence Number 01 only) and the day of the week and time of day when these acts were reported.

This report is divided into four basic sections. The first section lists the criminal offenses, the second section lists the non-criminal offenses, the third section lists both the criminal and non-criminal offenses, and the fourth section lists the days of the week and times of day, along with the number of offenses/incidents reported in each day/time block.

This report is generated on a monthly and year to end of quarter basis. The sections of the report relating to the criminal offenses are generated automatically. The sections of the report relating to the non-criminal incidents will also be generated automatically, providing the agency reports non-criminal incidents.

Sample 8I is an example of Incident Activity Report 2 - Incidents (ISN 1) By MOC Group vs. Day & Time, followed by a description of each area on the report.

UOC	TOTAL	DAY OF WEEK							TIME OF DAY					
		SUN	MON	TUE	WED	THUR	FRI	SAT	0000-0359	0400-0759	0800-1159	1200-1559	1600-1959	2000-2359
ASSAULT Axxxx PERCENT	6	0	2	3	0	0	0	1	2	0	2	0	1	1
SUPPLARY Bxxxx PERCENT	11	5	1	3	0	1	0	1	0	0	5	3	2	1
FORGERY Cxxxx PERCENT	3	0	1	0	0	1	0	1	0	0	1	2	0	0
DRUGS Dxxxx PERCENT	3	0	0	1	1	0	1	0	0	0	1	2	0	0
ARSON/NEGLECT FIRES Exxxx PERCENT	1	0	0	0	0	0	0	1	0	0	0	1	0	0
CRIME AGAINST FAMILY Ixxxx PERCENT	8	0	1	0	4	1	2	0	0	0	6	2	0	0
TRAFFIC/ACCIDENTS Jxxxx PERCENT	13	2	0	1	3	4	2	1	8	0	0	1	0	1
MISCELLANEOUS Kxxxx PERCENT	21	3	3	5	4	1	2	3	0	0	4	3	8	5
DISTURBING PEACE/PRIVACY Nxxxx PERCENT	7	1	0	1	2	1	2	0	1	0	2	1	0	1
PROPERTY DAMAGE Pxxxx PERCENT	17	6	1	2	1	2	1	4	3	1	4	5	1	1
STOLEN PROPERTY Qxxxx PERCENT	1	0	0	0	0	0	1	0	0	0	0	0	1	0
CRIMINAL SEXUAL CONDUCT Sxxxx PERCENT	1	0	0	0	0	0	1	0	0	0	1	0	0	0
THEFT Txxxx PERCENT	36	7	2	7	2	6	4	8	6	2	11	6	5	6

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UOC	TOTAL	***** DAY OF WEEK *****							***** TIME OF DAY *****					
		SUN	MON	TUE	WED	THUR	FRI	SAT	0000-0359	0400-0759	0800-1159	1200-1559	1600-1959	2000-2359
THEFT RELATED UXXXX PERCENT	44	3	4	9	6	7	10	5	2	0	16	12	11	6.4
		6.81	9.09	20.45	13.63	15.90	22.72	11.36	4.54	0.00	36.36	27.27	25.00	6.4
VEHICLE THEFT RELATED VXXXX PERCENT	4	2	1	0	1	0	0	0	1	1	1	1	0	0.0
		50.00	25.00	0.00	25.00	0.00	0.00	0.00	25.00	25.00	25.00	25.00	0.00	0.0
*** TOTAL CRIMINAL PERCENT	176	29	16	32	24	24	26	25	23	4	54	39	29	15.1
		16.47	9.09	18.18	13.63	13.63	14.77	14.20	13.06	2.27	30.68	22.15	16.47	15.1

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SAMPLE 81

UOC	TOTAL	DAY OF WEEK							TIME OF DAY					
		SUN	MON	TUE	WED	THUR	FRI	SAT	0000-0359	0400-0759	0800-1159	1200-1559	1600-1959	2000-2359
090XX PERCENT	98	20 20.40	10 10.20	14 14.28	12 12.24	12 12.24	18 18.36	12 12.24	12 12.24	7 7.14	12 12.24	28 28.57	13 13.26	2 26.5
091XX PERCENT	12	1 8.33	0 0.00	2 16.66	1 8.33	3 25.00	2 16.66	3 25.00	0 0.00	0 0.00	5 41.66	4 33.33	3 25.00	0 0.0
092XX PERCENT	31	4 12.90	4 12.90	7 22.58	5 16.12	5 16.12	4 12.90	2 6.45	2 6.45	2 6.45	4 12.90	7 22.58	7 22.58	29.0
093XX PERCENT	7	1 14.28	0 0.00	0 0.00	1 14.28	0 0.00	1 14.28	4 57.14	1 14.28	2 28.57	1 14.28	0 0.00	3 42.85	0 0.0
094XX PERCENT	50	4 8.00	5 10.00	7 14.00	12 24.00	4 8.00	10 20.00	8 16.00	5 10.00	1 2.00	15 30.00	13 26.00	13 26.00	6.0
096XX PERCENT	3	0 0.00	1 33.33	1 33.33	0 0.00	0 0.00	1 33.33	0 0.00	0 0.00	1 33.33	0 0.00	0 0.00	1 33.33	33.3
097XX PERCENT	10	3 30.00	0 0.00	2 20.00	0 0.00	2 20.00	2 20.00	1 10.00	2 20.00	1 10.00	2 20.00	2 20.00	2 20.00	10.0
098XX PERCENT	238	35 14.70	27 11.34	25 10.50	35 14.70	33 13.86	37 15.54	46 19.32	38 15.96	2 0.84	39 16.38	58 24.36	59 24.78	4 17.6
099XX PERCENT	367	32 8.71	38 10.35	32 8.71	38 10.35	111 30.24	82 22.34	34 9.26	135 36.78	39 10.62	42 11.44	38 10.35	30 8.17	8 22.6
*** TOTAL NON-CRIMINAL PERCENT	816	100 12.25	85 10.41	90 11.02	104 12.74	170 20.83	157 19.24	110 13.48	195 23.89	55 6.74	120 14.70	150 18.38	131 16.05	16 20.2
*** GRAND TOTAL PERCENT	992	129 13.00	101 10.18	122 12.29	128 12.90	194 19.55	183 18.44	135 13.60	218 21.97	59 5.94	174 17.54	189 19.05	160 16.12	16 19.7

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TIME VS. DAY - CRIMINAL	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL	PERCENT
0000-TO -0359	7 3.97	2 1.13	1 0.56	2 1.13	2 1.13	4 2.27	5 2.84	23	13.06
0400-TO -0759	1 0.56	1 0.56	1 0.56	0 0.00	0 0.00	0 0.00	1 0.56	4	2.27
0800-TO -1159	5 2.84	7 3.97	7 3.97	9 5.11	9 5.11	13 7.38	4 2.27	54	30.68
1200-TO -1559	9 5.11	3 1.70	5 2.84	5 2.84	6 3.40	7 3.97	4 2.27	39	22.15
1600-TO -1959	4 2.27	1 0.56	16 9.09	2 1.13	1 0.56	2 1.13	3 1.70	29	16.47
2000-TO -2359	3 1.70	2 1.13	2 1.13	6 3.40	6 3.40	0 0.00	8 4.54	27	15.34
TOTAL	29	16	32	24	24	26	25	176	
PERCENT	16.47	9.09	18.18	13.63	13.63	14.77	14.20		

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TIME VS. DAY - NON-CRIMINAL	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL	PERCENT
0000-TO -0359	21 2.57	9 1.10	6 0.73	14 1.71	62 7.59	51 6.25	32 3.92	195	23.89
0400-TO -0759	1 0.12	3 0.36	5 0.61	6 0.73	25 3.06	10 1.22	5 0.61	55	6.74
0800-TO -1159	8 0.98	15 1.83	15 1.83	27 3.30	19 2.32	23 2.81	13 1.59	120	14.70
1200-TO -1559	24 2.94	25 3.06	22 2.69	17 2.08	21 2.57	23 2.81	18 2.20	150	18.38
1600-TO -1959	23 2.81	13 1.59	24 2.94	17 2.08	13 1.59	18 2.20	23 2.81	131	16.05
2000-TO -2359	23 2.81	20 2.45	18 2.20	23 2.81	30 3.67	32 3.92	19 2.32	165	20.22
TOTAL	100	85	90	104	170	157	110	816	
PERCENT	12.25	10.41	11.02	12.74	20.83	19.24	13.48		

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SAMPLE 81

TIME VS. DAY - TOTAL	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL	PERCENT
0000-TO -0359	28 2.82	11 1.10	7 0.70	16 1.61	64 6.45	55 5.54	37 3.72	218	21.97
0400-TO -0759	2 0.20	4 0.40	6 0.60	6 0.60	25 2.52	10 1.00	6 0.60	59	5.94
0800-TO -1159	13 1.31	22 2.21	22 2.21	36 3.62	28 2.82	36 3.62	17 1.71	174	17.54
1200-TO -1559	33 3.32	28 2.82	27 2.72	22 2.21	27 2.72	30 3.02	22 2.21	189	19.05
1600-TO -1959	27 2.72	14 1.41	40 4.03	19 1.91	14 1.41	20 2.01	26 2.62	160	16.12
2000-TO -2359	26 2.62	22 2.21	20 2.01	29 2.92	36 3.62	32 3.22	27 2.72	192	19.35
TOTAL	129	101	122	128	194	183	135	992	
PERCENT	13.00	10.18	12.29	12.90	19.55	18.44	13.60		

J

SAMPLE 81

AREA OF REPORT

DESCRIPTION/PURPOSE

- A This area is the header of the report. It will indicate when this particular report was generated for the designated agency, and will reflect the report period during which the information contained on the report was obtained.
- B This area lists the Minnesota Offense Codes and literal translations of criminal offenses that have been reported by that law enforcement agency, and the total reported for each category. The MOCs that are tabulated reflect the most serious offense (ISN 1) for that case, and do not show any of the lesser offenses/incidents that might have been reported with that case. The MOCs have been placed in groupings where the first two characters are identical (see MOC Grouping Index, Section 8.6). The word, "PERCENT" appearing under each MOC category indicates that specific percentage of the total number which may be found in Areas C and D.
- C This area will indicate the day of the week in which the offenses have been reported. The totals will be the same as the total reported for each category as indicated in Area B. Percentage figures for each day reflect what percentage of the total number of those offenses were reported on a specific day of the week.
- D This area will indicate the time of day (in four-hour blocks) when the offenses for each specific MOC category were reported. The totals, like Area C, will agree with the total reported for each category as indicated in Area B. The percentage figures for each block of time indicate what percentage of the total number of those offenses were reported within that time period.
- E This area lists the codes and literal translations of non-criminal incidents that have been reported by that law enforcement agency, and the total reported for each category. The codes that are tabulated reflect the ONE most serious incident (ISN 1) for that case and do not show any of the lesser incidents that might have been reported with that case. The codes have been placed in groupings where the first two numbers are identical (see MOC Grouping Index, Section 8.6). The word, "PERCENT" appearing under each category indicates that specific percentage of the total number which may be found in Areas F and G.

AREA OF REPORT

DESCRIPTION/PURPOSE

- F This area indicates the day of the week when the incidents were reported. The totals are the same as the total reported for each category as indicated in Area E.
- Percentage figures for each day reflect what percentage of the total number of those incidents were reported on a specific day of the week.
- G This area indicates the time of day (in four-hour blocks) when the incidents for each specific category were reported. The totals in Area G will agree with the total reported for each category as indicated in Area E. The percentage figures for each block of time indicate what percentage of the total number of those incidents were reported within that time period.
- H This area will indicate the total daily number of offenses (summarized from all of the criminal categories), along with the time of day (in four-hour blocks) that these offenses were reported. The percentage total for each of the four-hour blocks represents what part of the total offenses were reported during that period of time. The Total column shows the total number of offenses reported during that time period. The Percent column shows what percentage of the total offenses were reported during that time period. The Total line at the bottom of this area shows the total number of offenses reported on that specific day. The Percent line following shows what percentage of the total number of offenses were reported on that specific day.
- I This area will indicate the total daily number of incidents (summarized from all of the non-criminal categories) along with the time of day (in four-hour blocks) when these incidents were reported. The percent total for each of the four-hour blocks represents what part of the total incidents were reported during that period of time. The Total column shows the total number of incidents reported during that time period. The Percent column shows what percentage of the total incidents were reported during that time period. The Total line at the bottom of this area shows the total number of incidents reported on that specific day. The Percent line following shows what percentage of the total number of incidents were reported on that specific day.

**AREA OF
REPORT**

DESCRIPTION/PURPOSE

J

This area indicates the total daily number of offenses/incidents (summarized from all of the criminal and non-criminal categories) along with the time of day (in four- hour blocks) when these offenses/incidents were reported.

The percentage total for each of the four-hour blocks represents what part of the total offenses/incidents reported were reported during that period of time. The Total column shows the total number of offenses/incidents reported during that time period.

The Total line at the bottom of this area shows the total number of offenses/incidents reported on that specific day. The Percent line following shows what percentage of the total number of offenses were reported on that specific day.

8.3.3 Incident Activity Report 3 - Incidents (ISN 1) by LGN/MOC Group vs. Day and Time

Incident Activity Report 3 is a monthly report which collects the number of criminal and non-criminal acts (entered as incident sequence number 01 only) which were reported within a particular location grid, by the day of the week and time of day when these acts were reported.

The location grid number was designed to be used as a matrix system for a particular geographical area; it may be used for other purposes. It should be noted that this location grid number will only have meaning and interpretive value to the agency who originally assigned the numbers.

The report is generated automatically on a monthly and year to end of quarter basis for those agencies who enter a location grid number.

Sample 8J is an example of the Incident Activity Report 3 - Incidents (ISN 1) by LGN/MOC Group vs. Day & Time, followed by a description of each area on the report.

UC	TOTAL	DAY OF WEEK							TIME OF DAY					
		SUN	MON	TUE	WED	THUR	FRI	SAT	0000-0359	0400-0759	0800-1159	1200-1559	1600-1959	2000-2359
LOC. GRID NUMBER: 040010														
09XX PERCENT	1	0	1	0	0	0	0	0	0	0	0	0	0	1
TOTAL FOR LGN: 040010	1	0	1	0	0	0	0	0	0	0	0	0	0	1
PERCENT		0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
LOC. GRID NUMBER: 040098														
09XX PERCENT	1	0	1	0	0	0	0	0	0	0	0	0	0	100
TOTAL FOR LGN: 040098	1	0	1	0	0	0	0	0	0	0	0	0	0	100
PERCENT		0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100
LOC. GRID NUMBER: 040100														
ASSAULT AXXX PERCENT	6	0	2	3	0	0	0	1	2	0	2	0	1	16
BURGLARY BXXX PERCENT	11	5	1	3	0	1	0	1	0	0	5	3	2	9
FORGERY CXXX PERCENT	3	0	1	0	0	1	0	1	0	0	1	2	0	0
DRUGS DXXX PERCENT	3	0	0	1	1	0	1	0	0	0	1	2	0	0
ARSON/NEGIGENT FIRES FXXX PERCENT	1	0	0	0	0	0	0	1	0	0	0	1	0	0
CRIME AGAINST FAMILY IXXX PERCENT	8	0	1	0	4	1	2	0	0	0	6	2	0	0

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C

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SAMPLE 8J

UOC	TOTAL	DAY OF WEEK							TIME OF DAY					
		SUN	MON	TUE	WED	THUR	FRI	SAT	0000-0359	0400-0759	0800-1159	1200-1559	1600-1959	2000-2359
TRAFFIC/ACCIDENTS JXXXX PERCENT	13	2 15.38	0 0.00	1 7.69	3 23.07	4 30.76	2 15.38	1 7.69	8 61.53	0 0.00	0 0.00	1 7.69	0 0.00	30.00
MISCELLANEOUS MXXXX PERCENT	21	3 14.28	3 14.28	5 23.80	4 19.04	1 4.76	2 9.52	3 14.28	0 0.00	0 0.00	4 19.04	3 14.28	8 38.09	28.00
DISTURBING PEACE/PRIVACY NXXXX PERCENT	7	1 14.28	0 0.00	1 14.28	2 28.57	1 14.28	2 28.57	0 0.00	1 14.28	0 0.00	2 28.57	1 14.28	0 0.00	42.00
PROPERTY DAMAGE PXXXX PERCENT	17	6 35.29	1 5.88	2 11.76	1 5.88	2 11.76	1 5.88	4 23.52	3 17.64	1 5.88	4 23.52	5 29.41	1 5.88	17.00
STOLEN PROPERTY QXXXX PERCENT	1	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	1 100.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	1 100.00	0.00
CRIMINAL SEXUAL CONDUCT SXXXX PERCENT	1	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	1 100.00	0 0.00	0 0.00	0 0.00	1 100.00	0 0.00	0 0.00	0.00
THEFT TXXXX PERCENT	36	7 19.44	2 5.55	7 19.44	2 5.55	6 16.66	4 11.11	8 22.22	6 16.66	2 5.55	11 30.55	6 16.66	5 13.88	16.00
THEFT RELATED UXXXX PERCENT	44	3 6.81	4 9.09	9 20.45	6 13.63	7 15.90	10 22.72	5 11.36	2 4.54	0 0.00	16 36.36	12 27.27	11 25.00	6.00
VEHICLE THEFT RELATED VXXXX PERCENT	4	2 50.00	1 25.00	0 0.00	1 25.00	0 0.00	0 0.00	0 0.00	1 25.00	1 25.00	1 25.00	1 25.00	0 0.00	0.00
090XX PERCENT	98	20 20.40	10 10.20	14 14.28	12 12.24	12 12.24	18 18.36	12 12.24	12 12.24	7 7.14	12 12.24	28 28.57	13 13.26	26.00
091XX PERCENT	12	1 8.33	0 0.00	2 16.66	1 8.33	3 25.00	2 16.66	3 25.00	0 0.00	0 0.00	5 41.66	4 33.33	3 25.00	0.00
092XX PERCENT	31	4 12.90	4 12.90	7 22.58	5 16.12	5 16.12	4 12.90	2 6.45	2 6.45	2 6.45	4 12.90	7 22.58	7 22.58	29.00

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UOC	TOTAL	DAY OF WEEK							TIME OF DAY					
		SUN	MON	TUE	WED	THUR	FRI	SAT	0000-0359	0400-0759	0800-1159	1200-1559	1600-1959	2000-2359
093XX PERCENT	7	1 14.28	0 0.00	0 0.00	1 14.28	0 0.00	1 14.28	4 57.14	1 14.28	2 28.57	1 14.28	0 0.00	3 42.85	0 0.00
094XX PERCENT	50	4 8.00	5 10.00	7 14.00	12 24.00	4 8.00	10 20.00	8 16.00	5 10.00	1 2.00	15 30.00	13 26.00	13 26.00	6 12.00
096XX PERCENT	3	0 0.00	1 33.33	1 33.33	0 0.00	0 0.00	1 33.33	0 0.00	0 0.00	1 33.33	0 0.00	0 0.00	1 33.33	33 100.00
097XX PERCENT	10	3 30.00	0 0.00	2 20.00	0 0.00	2 20.00	2 20.00	1 10.00	2 20.00	1 10.00	2 20.00	2 20.00	2 20.00	10 100.00
098XX PERCENT	237	35 14.76	27 11.39	25 10.54	35 14.76	33 13.92	37 15.61	45 18.98	38 16.03	2 0.84	39 16.45	58 24.47	59 24.89	17 7.17
099XX PERCENT	365	32 8.76	36 9.86	32 8.76	38 10.41	111 30.41	82 22.46	34 9.31	135 36.98	39 10.68	42 11.50	38 10.41	29 7.94	22 6.03
TOTAL FOR LGH: PERCENT	040100 989	129 13.04	99 10.01	122 12.33	128 12.94	194 19.61	183 18.50	134 13.54	218 22.04	59 5.96	174 17.59	189 19.11	159 16.07	1 0.10
LOC. GRID NUMBER: 098XX PERCENT	040200 1	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	1 100.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	100 100.00
TOTAL FOR LGN: PERCENT	040200 1	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	1 100.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	100 100.00
TOTAL FOR AGENCY PERCENT	992	129 13.00	101 10.18	122 12.29	128 12.90	194 19.55	183 18.44	135 13.60	218 21.97	59 5.94	174 17.54	189 19.05	160 16.12	1 0.10

B

C

D

SAMPLE 8J

AREA OF REPORT

DESCRIPTION/PURPOSE

- A This area is the header of the report. It will indicate when this particular report was generated for the designated agency, and will also reflect the report period during which the information contained on the report was obtained.
- B This area lists the codes and literal translations of criminal and non-criminal offenses/incidents that have been reported by that law enforcement agency. The offense/incident codes that are tabulated reflect the most serious offense/incident (ISN 1) for that case, and do not show any of the lesser offenses/incidents that might have been reported with that case. The codes are grouped together by location grid number, and these numbers are listed in ascending order. The offense/incident codes have been placed in groupings where the first two characters are identical (see MOC Grouping Index, Section 8.6). For each location grid number, the total number of offenses/incidents occurring will be shown in this area. Only those offenses/incidents in which a location grid number was used will appear on this report. The word, "Percent" appearing under each offense/incident code category indicates that specific percentage of the total number which may be found in Areas C and D.
- C This area will indicate the day of the week when the offenses/incidents occurring within that particular location grid number have been reported. The combined totals will agree with the total reported for each category as indicated in Area B. Percentage figures for each day reflect what percentage of the total number of those offenses/incidents were reported on a specific day of the week.
- D This area will indicate the time of day (in four-hour blocks) when the offenses/incidents occurring within that particular location grid number have been reported. The totals, like Area C, will agree with the total reported for each category as indicated in Area B. The percentage figures for each block of time indicate what percentage of the total number of those offense/incidents were reported within that time period.

8.3.4 Incident Activity Report 4 - Incidents (ISN 1) by Badge vs. "Part"

The Incident Activity Report 4 is a monthly report which collects the number of Part I-V offenses/incidents (entered as incident sequence number 01 only) which were handled by a specific officer or squad.

This report is generated on a monthly and year to end of quarter basis for those agencies who enter an officer's badge number or squad number, and submit a request to receive this report.

Sample 8K is an example of the Incident Activity Report 4 - Incidents (ISN 1) By Badge vs. "Part", followed by a description of each area on the report.

BADGE NUMBER	TOTAL	PART I	PART II	TRAFFIC	PART III	PART IV	PART V
805 PERCENT	2	0 0.00	2 100.00	0 0.00	0 0.00	0 0.00	0 0.00
808 PERCENT	2	1 50.00	0 0.00	0 0.00	0 0.00	0 0.00	1 50.00
809 PERCENT	1	1 100.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00
811 PERCENT	1	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	1 100.00
814 PERCENT	2	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	2 100.00
818 PERCENT	1	0 0.00	0 0.00	1 100.00	0 0.00	0 0.00	0 0.00
851 PERCENT	5	0 0.00	0 0.00	1 20.00	0 0.00	0 0.00	4 80.00
854 PERCENT	53	4 7.54	6 11.32	13 24.52	1 1.88	4 7.54	25 47.16
855 PERCENT	55	3 5.45	8 14.54	12 21.81	1 1.81	1 1.81	30 54.54
856 PERCENT	55	1 1.81	2 3.63	18 32.72	0 0.00	1 1.81	33 60.00
857 PERCENT	50	8 16.00	5 10.00	2 4.00	0 0.00	4 8.00	31 62.00
858 PERCENT	54	2 3.70	8 14.81	1 1.85	0 0.00	0 0.00	43 79.62
859 PERCENT	1	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	1 100.00
861 PERCENT	82	1 1.21	4 4.87	9 10.97	0 0.00	5 6.09	63 76.82
862 PERCENT	97	3 3.09	5 5.15	28 28.86	0 0.00	7 7.21	54 55.67
863 PERCENT	80	3 3.75	3 3.75	8 10.00	0 0.00	1 1.25	65 81.25
867 PERCENT	39	3 7.69	4 10.25	6 15.38	2 5.12	5 12.82	19 48.71
B	C	D					

BADGE NUMBER	TOTAL	PART I	PART II	TRAFFIC	PART III	PART IV	PART V
868 PERCENT	105	11 10.47	7 6.66	8 7.61	0 0.00	13 12.38	66 62.85
869 PERCENT	64	10 15.62	4 6.25	7 10.93	2 3.12	7 10.93	34 53.12
871 PERCENT	50	3 6.00	2 4.00	10 20.00	1 2.00	1 2.00	33 66.00
873 PERCENT	21	0 0.00	6 28.57	0 0.00	0 0.00	1 4.76	14 66.66
874 PERCENT	53	2 3.77	2 3.77	5 9.43	0 0.00	1 1.88	43 81.13
877 PERCENT	64	8 12.50	3 4.68	12 18.75	0 0.00	9 14.06	32 50.00
878 PERCENT	52	1 1.92	40 76.92	0 0.00	0 0.00	3 5.76	8 15.38
880 PERCENT	2	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	2 100.00
881 PERCENT	1	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	1 100.00
TOTAL PERCENT	992	65 6.55	111 11.18	141 14.21	7 0.70	63 6.35	605 60.98

B

C

D

SAMPLE 8K

AREA OF REPORT

DESCRIPTION/PURPOSE

- A This area is the header of the report. It will indicate when this particular report was generated for the designated agency, and will also reflect the report period during which the information contained on the report was obtained.
- B This area will list the badge/squad numbers for each specific assigned officer(s) that had an involvement with an offense/incident during the designated time period.
- Although this area is labeled, "Badge Number", it also includes squad or patrol numbers. These numbers will only have meaning and interpretive value to the agency that originally assigned the numbers. Only those offense/incident cases in which the badge/squad number was used will appear on this report. The word, "Percent" appearing under each number indicates that specific percentage of the total number which may be found in Area D.
- C This area will show the total number of offenses/incidents handled by each of the badge/squad numbers appearing in Area B. The information will be tabulated from codes reported between the number of A0001 - 9997.
- D This area will reflect how many offenses/incidents, by Part, were handled by each specific badge/squad number. See Minnesota Offense Codes, Section 10, for the incidents offenses listing by Part. The combined totals will agree with the total reported for badge number as indicated in Area C. The percentage figures below each number indicate what percentage of the total number of offenses/incidents handled by that badge/squad number were for that particular part.

8.3.5 Incident Activity Report 5 - Incidents (ISN 1) By How Received vs. Part

The Incident Activity Report 5 is a monthly report which collects the number of Part I-V crimes (entered as incident sequence number 01 only) and how those crimes were reported.

This report is generated on a monthly and year to end of quarter basis for those agencies who enter how reported and submit a request to receive this report.

Sample 8L is an example of the Incident Activity Report 5 - Incidents (ISN 1) By How Received vs. "Part" followed by a description of each area on the report

HOW RECEIVED	TOTAL	PART I	PART II	TRAFFIC	PART III	PART IV	PART V
ALARM PERCENT	35	1 2.85	0 0.00	0 0.00	0 0.00	0 0.00	34 97.14
IN PERSON PERCENT	84	4 4.76	40 47.61	2 2.38	2 2.38	11 13.09	25 29.76
MAIL PERCENT	9	0 0.00	6 66.66	0 0.00	0 0.00	0 0.00	3 33.33
PHONE PERCENT	454	58 12.77	49 10.79	27 5.94	3 0.66	47 10.35	270 59.47
RADIO PERCENT	407	2 0.49	15 3.68	112 27.51	2 0.49	5 1.22	271 66.58
OTHER PERCENT	2	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	2 100.00
VISUAL PERCENT	1	0 0.00	1 100.00	0 0.00	0 0.00	0 0.00	0 0.00
TOTAL PERCENT	992	65 6.55	111 11.18	141 14.21	7 0.70	63 6.35	605 60.98
	B	C		D			

SAMPLE 8L

AREA OF REPORT

DESCRIPTION/PURPOSE

- A This area is the header of the report. It will indicate when this particular report was generated for the designated agency and will also reflect the report period during which the information contained on the report was obtained.
- B This area will indicate how a particular offense/incident complaint was received. Only those offenses/incidents in which how received was used will appear on this report.
- The word "Percent" appearing under each category indicates that specific percentage of the total numbers which may be found in Area D.
- C This area will show the total number of offenses/incident complaints and how received as indicated in Area B. The information will be tabulated from codes reported between the numbers of A0001 - 9997.
- D This area will reflect how many offenses/incidents, by Part, were received as indicated in Area B. See Minnesota Offense Codes, Section 10, for the incident/offense listing by part. The combined totals will agree with the total reported for each how received category as indicated in Area C. The percentage figures below each number indicate what percentage of the total number of offense/incident complaints were received by each means listed in Area B.

8.3.6 Incident Activity Report 6 - Incidents (ISN 1) By "Part" vs. Day & Time

The Incident Activity Report 6 is a monthly report which collects the number of Part I-V crimes (entered as incident sequence number 01 only) along with the day of the week and time of day when these acts were reported.

This report is generated on a monthly and year to end of quarter basis for those agencies who submit a request to receive this report.

Sample 8M is an example of the Incident Activity Report 6 - Incidents (ISN 1) By "Part" vs. Day & Time, followed by a description of each area of the report.

	TOTAL	DAY OF WEEK							TIME OF DAY					
		SUN	MON	TUE	WED	THU	FRI	SAT	0000-0359	0400-0759	0800-1159	1200-1559	1600-1959	2000-2359
PART I PERCENT	65	17	5	11	5	8	4	15	9	3	18	15	10	10
		26.15	7.69	16.92	7.69	12.30	6.15	23.07	13.84	4.61	27.69	23.07	15.38	15.38
PART II PERCENT	111	12	11	21	19	16	22	10	14	1	36	24	19	17
		10.81	9.90	18.91	17.11	14.41	19.81	9.00	12.61	0.90	32.43	21.62	17.11	15.31
TRAFFIC PERCENT	141	25	14	23	18	20	24	17	14	9	21	39	23	35
		17.73	9.92	16.31	12.76	14.18	17.02	12.05	9.92	6.38	14.89	27.65	16.31	24.82
PART III PERCENT	7	1	0	0	1	0	1	4	1	2	1	0	3	0
		14.28	0.00	0.00	14.28	0.00	14.28	57.14	14.28	28.57	14.28	0.00	42.85	0.00
PART IV PERCENT	63	7	6	10	12	6	13	9	7	3	17	15	16	5
		11.11	9.52	15.87	19.04	9.52	20.63	14.28	11.11	4.76	26.98	23.80	25.39	7.93
PART V PERCENT	605	67	65	57	73	144	119	80	173	41	81	96	89	125
		11.07	10.74	9.42	12.06	23.80	19.66	13.22	28.59	6.77	13.38	15.86	14.71	20.66
TOTAL PERCENT	992	129	101	122	128	194	183	135	218	59	174	189	160	192
		13.00	10.18	12.29	12.90	19.55	18.44	13.60	21.97	5.94	17.54	19.05	16.12	19.35

B

C

D

E

SAMPLE 8M

AREA OF REPORT

DESCRIPTION/PURPOSE

- A This area is the header of the report. It will indicate when this particular report was generated for the designated agency, and will also reflect the report period during which the information contained on the report was obtained.
- B This area will list the five parts of crime reporting.
- The word "percent" appearing under each category indicates that specific percentage of the total numbers which may be found in Areas D and E.
- C This area will show the total number of offenses/incidents reported for each Part listed in Area B.
- D This area will indicate the day of the week when the offenses/incidents reported within that particular Part occurred. The combined totals will agree with the total reported for each Part as indicated in Area C. Percentage figures for each day reflect what percentage of the total number of those offenses/incidents were reported on a specific day of the week.
- E This area will indicate the time of day (in four-hour blocks) when the offenses/incidents reported within that particular Part occurred. The combined totals will agree with the total reported for each Part as indicated in Area C. Percentage figures for each block of time indicate what percentage of the total number of those offenses/ incidents were reported within that time period.

8.3.7 Incident Activity Report 7 - Property Type vs. Stolen/Recovered Values

The Incident Activity Report 7 is a monthly report which compiles the value and type of property stolen and recovered for Part I offenses except aggravated assault and arson. This report will show the 26 types of property for which values were entered, and is not to be confused with the Supplement to Return A, which lists only 11 types of property.

This report is generated automatically on a monthly and year to end of quarter basis.

Sample 8N is an example of the Incident Activity Report 7 - Property Type vs. Stolen/Recovered Values, followed by a description of each area on the report.

PROPERTY TYPE	STOLEN VALUE	RECOVERED VALUE		TOTAL RECOVERED
		(WITHIN JURISDICTION)	(OUTSIDE JURISDICTION)	
PASS.VEH. - TRUCKS	800	800	0	800
BICYCLES	275	0	0	0
CAMERA EQUIPMENT	75	75	0	75
CLOTHING	65	25	0	25
CONSUMER ITEMS	16	15	0	15
HOUSEHOLD APPLIANCE	231	0	55	55
JEWELRY/PREC.METALS	743	100	0	100
MUSICAL INSTRUMENTS	260	0	0	0
OFFICE EQUIPMENT	40	40	0	40
PERS. ACCESSORIES	272	32	0	32
RADIO/TV/SOUND EQP	2,820	600	0	600
SPORTS EQUIPMENT	171	21	0	21
CURRENCY/NEG.BONDS	617	13	0	13
AUTO PARTS/EQUIPMNT	603	0	0	0
EQUIP/TOOLS/MEASUR.	200	0	0	0
ALL OTHER	437	57	0	57
TOTAL	7,625	1,778	55	1,833

B

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SAMPLE 8N

AREA OF REPORT

DESCRIPTION/PURPOSE

- A This area is the header of the report. It will indicate when this particular report was generated for the designated agency, and will also reflect the report period during which the information contained on the report was obtained.
- B This area will list only those property types for which property was stolen and/or recovered during the report period.
- C This area will indicate the total stolen value reported during the report period for each property type listed in Area B.
- D This area will indicate the total recovered value reported during the report period for each property type listed in Area B. Also indicated will be whether the property was recovered within or outside of the agency's jurisdiction.
- E This area will indicate the total recovered value reported during the report period, for each property type listed in Area B, which will be the sum of the two columns shown in Area D.

8.3.8 Incident Activity Report 8 - Incidents (ISN 1) By MOC vs. Status

The Incident Activity Report 8 is a monthly report which collects the number of criminal and non-criminal acts (entered as incident sequence number 01 only) and the status (unfounded, pending, etc.) of those acts.

This report is divided into two basic sections. The first section will list the criminal offenses reported as ISN 01 along with the status for those offenses. The second section will list the non-criminal incidents reported as ISN 01 along with the status for those incidents.

This report is generated on a monthly and year to end of quarter basis.

The first section of this report (criminal offenses) is generated automatically. The second section of this report (non-criminal incidents) will also be generated automatically, providing the agency reports non-criminal incidents.

Sample 80 is an example of the Incident Activity Report 8 - Incidents (ISN 1) By MOC vs. Status, followed by a description of each area on the report.

UOC	TOTAL	UN-FOUNDED	EXCEPT-CLEARED	CLEARED ARREST	PENDING/INACTIVE	TOTAL CLEARED	REF. TO OTH. AGY	GOA /UTL	ASSISTED /ADVISED	OTHER
A5752	ASLT 5-INFLICTS ATTEMPTS HRM- HANDS ADLT-ACQ 2 *	0	0	1	1	1	0	0	0	0
A5353	ASLT 5-INFLICTS ATTEMPTS HRM- HANDS-ADLT-STR 1 *	0	0	1	0	1	0	0	0	0
A5443	ASLT 5-FEAR BODILY HARM-OTH WM EAP-ADLT-STR 1 *	0	0	1	0	1	0	0	0	0
A5452	ASLT 5-FEAR BODILY HARM-HANDS* ETC-ADLT-ACQ 1 *	0	1	0	0	1	0	0	0	0
A5552	ASLT 5-THRT BODILY HARM-HANDS* ETC-ADLT-ACQ 1 *	0	0	0	1	0	0	0	0	0
B1165	BURG 1-OCC RES FRC-N-UNK WEAP* -CON PROPERTY 1 *	0	0	0	1	0	0	0	0	0
B1214	BURG 1-OCC RES NO FRC-D-FIRAR* M-COM THEFT 1 *	0	0	1	0	1	0	0	0	0
B1294	BURG 1-OCC RES NO FRC-U-UN WE* AP-COM THEFT 1 *	0	0	0	1	0	0	0	0	0
B4065	BURG 4-AT FRC NRES-N-UNK WEAP* -CON PROPERTY 1 *	0	0	0	1	0	0	0	0	0
B4735	BURG 4-UNOCC NRES FRC-D-UNK WM EAP-COM PROPERTY 1 *	0	0	0	1	0	0	0	0	0
B4760	BURG 4-UNOCC NRES FRC-N-UNK WM EAP-UNK ACT 1 *	0	0	0	1	0	0	0	0	0
B4765	BURG 4-UNOCC NRES FRC-N-UNK WM EAP-COM PROPERTY 3 *	0	0	0	3	0	0	0	0	0
B4865	BURG 4-UNOCC NRES NO FRC-N-UN* K WEAP-COM PROP 1 *	0	0	0	1	0	0	0	0	0
B4895	BURG 4-UNOCC NRES NO FRC-U-UN* K WEAP-COM PROP 1 *	0	0	0	1	0	0	0	0	0
C1232	FORGERY-FE-UTT POSSESS PLACE-M DOCUM-BUSINESS 1 *	0	0	0	1	0	0	0	0	0
C2292	FORGERY-GM-UTT POSSESS PLACE-M OTHR ACT-BUSINESS 1 *	0	0	0	1	0	0	0	0	0
C3111	FORGERY-MS-MAKE ALTER DESTROY* -CHECK-PERSON 1 *	0	0	0	1	0	0	0	0	0
D5800	DRUGS-SCH 3 CONT SUB-FG PRSC-M UNK TYP-UNK CHAR 1 *	0	0	1	0	1	0	0	0	0

B

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SAMPLE 80

UOC	TOTAL	UN-FOUNDED	EXCEPT-CLEARED	CLEARED ARREST	PENDING/INACTIVE	TOTAL CLEARED	REF. TO OTH. AGY	GOA /UTL	ASSISTED /ADVISED	OTHER
E3500 DRUGS-SMALL AMOUNT MARIJUANA-POSSESSION	2	0	0	2	0	2	0	0	0	0
F4005 APSON 3-MS-UNK COND-OT PROP-299 LESS	1	0	1	0	0	1	0	0	0	0
I3060 CRIM AGNST FAM-MS-NEGLECT OF A CHILD	3	0	0	0	3	0	0	0	0	0
I3070 CRIM AGNST FAM-MS-MALIC PUNISH HMLNT CHILD	5	0	0	0	5	0	0	0	0	0
J3500 TPAF-ACCID-MS-DRIVE UNDER INFLUENCE OF LIQUOR	13	1	0	12	0	12	0	0	0	0
M4105 LIQUOR - MISREPRESENTING AGE (MINOR)	1	0	0	1	0	1	0	0	0	0
M4106 LIQUOR - PROCURING LIQUOR FOR A MINOR	2	0	2	0	0	2	0	0	0	0
M4199 LIQUOR - OTHER	3	0	2	1	0	3	0	0	0	0
M5350 RUNAWAY	12	0	9	0	3	9	0	0	0	0
M7099 OTHER-CRIMES AGAINST PERSON	2	0	2	0	0	2	0	0	0	0
M7399 OTHER-CRIMES AGAINST PUBLIC ORDER	1	0	0	0	1	0	0	0	0	0
N3030 DISTURB PEACE-MS-DISORDERLY CONDUCT	3	0	0	3	0	3	0	0	0	0
N3190 DISTURB PEACE-MS-HARRASSING COMMUNICATIONS	4	0	0	1	3	1	0	0	0	0
P3110 PROP DAMAGE-MS-PRIVATE-UNK INTENT	10	1	0	0	9	0	0	0	0	0
P3119 PROP DAMAGE-MS-PRIVATE-OTHER INTENT	3	0	0	1	2	3	0	0	0	0
P3129 PROP DAMAGE-MS-PUBLIC-OTHER INTENT	1	0	0	0	1	0	0	0	0	0
P3130 PROP DAMAGE-MS-BUSINESS-UNK INTENT	1	0	1	0	0	1	0	0	0	0
P3310 TRESPASS-MS-PRIVATE-UNK INTENT	2	1	0	1	0	1	0	0	0	0

B

C

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SAMPLE 80

UOC	TOTAL	* *	UN- FOUNDED	EXCEPT- CLEARED	CLEARED ARREST	PENDING/ INACTIVE	TOTAL CLEARED	REF.TO OTH.AGY	GOA /UTL	ASSISTED /ADVISED	OTHER
Q3795	STLN PROP-MS-SELLS-OTHER PROP	1	0	0	0	1	0	0	0	0	0
	-9250 LESS	1	x 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
S5619	INTRAFAM SX ABSE 1-MUL ACT-PAN	1	0	0	0	1	0	0	0	0	0
	RENT-CHD	1	x 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
T2021	THEFT-\$251-\$2500-FE-FRM BUILD	1	1	0	0	0	0	0	0	0	0
	INC-ONLY	1	x 100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T2029	THEFT-\$251-\$2500-FE-FRM BUILD	1	0	0	0	1	0	0	0	0	0
	INC OTH PROP	1	x 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
T2159	THEFT-\$251-\$2500-FE-FRM MOTOR	3	0	0	0	3	0	0	0	0	0
	VEHICLE-OTH PROP	3	x 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
T3059	THEFT-\$250 LESS-FE-FRM YARDS-	1	0	0	0	1	0	0	0	0	0
	OTH PROP	1	x 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
T4029	THEFT-\$250 LESS-MS-FRM BUILD	3	0	0	2	1	2	0	0	0	0
	NG-OTH PROP	3	x 0.00	0.00	66.66	33.33	66.66	0.00	0.00	0.00	0.00
T4031	THEFT-\$250 LESS-MS-FRM COIN M	2	0	0	0	2	0	0	0	0	0
	ACHINE-MONEY	2	x 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
T4059	THEFT-\$250 LESS-MS-FRM YARDS-	4	0	2	0	2	2	0	0	0	0
	OTH PROP	4	x 0.00	50.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00
T4099	THEFT-\$250 LESS-MS-FRM SELF S	2	0	0	0	2	0	0	0	0	0
	RV GAS-OTH PROP	2	x 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
T4150	THEFT-\$250 LESS-MS-FRM MOTOR	2	0	1	0	1	1	0	0	0	0
	VEHICLE-UNK PROP	2	x 0.00	50.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00
T4151	THEFT-\$250 LESS-MS-FRM MOTOR	1	0	0	0	1	0	0	0	0	0
	VEHICLE-MONEY	1	x 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
T4159	THEFT-\$250 LESS-MS-FRM MOTOR	7	1	0	0	6	0	0	0	0	0
	VEHICLE-OTH PROP	7	x 14.28	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
T4189	THEFT-\$250 LESS-MS-FRM FISHHO	1	0	0	0	1	0	0	0	0	0
	USE-OTH PROP	1	x 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
T4990	THEFT-\$250 LESS-MS-FRM OTHER-	2	0	0	0	2	0	0	0	0	0
	UNK PROP	2	x 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
T4992	THEFT-\$250 LESS-MS-FRM OTHER-	2	0	1	0	1	1	0	0	0	0
	SERVICES	2	x 0.00	50.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00
T4999	THEFT-250 LESS-MS-FRM OTHER-O	3	0	0	0	3	0	0	0	0	0
	TH PROP	3	x 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
T9031	THEFT-\$250 LESS-OM-FRM COIN M	1	0	0	0	1	0	0	0	0	0
	ACHINE-MONEY	1	x 0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00

B

C

D

SAMPLE 80

UOC	TOTAL	* *	UN- FOUNDED	EXCEPT- CLEARED	CLEARED ARREST	PENDING/ INACTIVE	TOTAL CLEARED	REF. TO OTH. AGY	GOA /UTL	ASSISTED /ADVISED	OTHER
U1130 THEFT-FE-WRGFUL OBTAN ASSIST- UNK LOSS	2	* *	0 0.00	0 0.00	0 0.00	2 100.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00
U3026 THEFT-MS-ISSUE WORTHLES CHECK- -250 LESS	29	* *	0 0.00	0 0.00	0 0.00	29 100.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00
U3236 THEFT-MS-SHOPLIFTING-250 LES- S	13	* *	0 0.00	0 0.00	13 100.00	0 0.00	13 100.00	0 0.00	0 0.00	0 0.00	0 0.00
V2021 VEH THEFT-FE-251-2500-AUTO 2	2	* *	0 0.00	1 50.00	0 0.00	1 50.00	1 50.00	0 0.00	0 0.00	0 0.00	0 0.00
V4110 THEFT-PARTS FROM MOTOR VEH-MS- -250 LESS	2	* *	0 0.00	0 0.00	0 0.00	2 100.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00
B			C				D				
*** TOTAL CRIMINAL	176	* *	5 2.84	23 13.45	42 24.56	106 61.98	65 38.01	0 0.00	0 0.00	0 0.00	0 0.00

E

SAMPLE 80

UOC	TOTAL	M	X	UN-FOUNDED	EXCEPT-CLEARED	CLEARED ARREST	PENDING/INACTIVE	TOTAL CLEARED	REF. TO OTH. AGY	GOA /UTL	ASSISTED /ADVISED	OTHER
09000	69	M	X	0	0	69	0	69	0	0	0	0
09001	3	M	X	0	1	0	0	1	0	2	0	0
09002	1	M	X	0	0	0	0	0	0	1	0	0
09003	3	M	X	0	0	3	0	3	0	0	0	0
09004	14	M	X	0	1	9	1	10	0	3	0	0
09008	2	M	X	0	0	2	0	2	0	0	0	0
09016	1	M	X	0	0	1	0	1	0	0	0	0
09017	1	M	X	0	0	1	0	1	0	0	0	0
09018	3	M	X	0	0	3	0	3	0	0	0	0
09020	1	M	X	0	0	1	0	1	0	0	0	0
09100	6	M	X	0	6	0	0	6	0	0	0	0
09102	6	M	X	0	5	0	0	5	0	1	0	0
09200	4	M	X	0	0	4	0	4	0	0	0	0
09201	26	M	X	0	10	16	0	26	0	0	0	0
09205	1	M	X	0	0	1	0	1	0	0	0	0
09301	1	M	X	0	1	0	0	1	0	0	0	0
09312	1	M	X	0	1	0	0	1	0	0	0	0
09313	5	M	X	0	4	0	1	4	0	0	0	0

F

8-77

G

SAMPLE 80

UDC	TOTAL	M	UN-FOUNDED	EXCEPT-CLEARED	CLEARED ARREST	PENDING/INACTIVE	TOTAL CLEARED	REF TO OTH.AGY	GOA /UTL	ASSISTED /ADVISED	OTHER
09420	3	M	X 0.00	3	0.00	0.00	3	0.00	0.00	0.00	0.00
09430	14	M	X 0.00	3	0.00	11	3	0.00	0.00	0.00	0.00
09440	33	M	X 0.00	33	0.00	0.00	33	0.00	0.00	0.00	0.00
09600	1	M	X 0.00	0	0.00	0.00	0	0.00	0.00	1	0.00
09606	2	M	X 0.00	2	0.00	0.00	2	0.00	0.00	0.00	0.00
09730	10	M	X 0.00	10	0.00	0.00	10	0.00	0.00	0.00	0.00
09800	1	M	X 0.00	1	0.00	0.00	1	0.00	0.00	0.00	0.00
09801	16	M	X 0.00	16	0.00	0.00	16	0.00	0.00	0.00	0.00
09802	1	M	X 0.00	1	0.00	0.00	1	0.00	0.00	0.00	0.00
09803	103	M	X 0.00	103	0.00	0.00	103	0.00	0.00	0.00	0.00
09804	9	M	X 0.00	9	0.00	0.00	9	0.00	0.00	0.00	0.00
09805	1	M	X 0.00	0	0.00	0.00	0	0.00	1	0.00	0.00
09806	1	M	X 0.00	1	0.00	0.00	1	0.00	0.00	0.00	0.00
09807	26	M	X 0.00	25	0.00	0.00	25	0.00	1	0.00	0.00
09809	1	M	X 0.00	1	0.00	0.00	1	0.00	0.00	0.00	0.00
09810	3	M	X 0.00	33.33	0.00	0.00	33.33	0.00	2	0.00	0.00
09811	1	M	X 0.00	1	0.00	0.00	1	0.00	0.00	0.00	0.00
09813	9	M	X 0.00	8	11.11	0.00	9	0.00	0.00	0.00	0.00

F

G

SAMPLE 80

UOC	TOTAL	X	UN-FOUNDED	EXCEPT-CLEARED	CLEARED ARREST	PENDING/INACTIVE	TOTAL CLEARED	REF. TO OTH. AGY	GOA /UTL	ASSISTED /ADVISED	OTHER
09916	4	X	0	4	0	0	4	0	0	0	0
09817	62	X	0	54	0	0	54	0	8	0	0
09900	9	X	0	87.09	0.00	0.00	87.09	0.00	12.90	0.00	0.00
09904	14	X	0	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
09906	1	X	0	0	1	0	1	0	0	0	0
09907	15	X	0	0.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00
09908	1	X	0	10	0	3	10	0	0	2	0
09909	34	X	0	66.66	0.00	20.00	66.66	0.00	0.00	13.33	0.00
09910	2	X	0	1	0	0	1	0	0	0	0
09911	5	X	0	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
09912	7	X	0	34	0	0	34	0	0	0	0
09915	4	X	0	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
09917	4	X	0	7	3	0	4	0	0	0	0
09918	5	X	0	25.00	75.00	0.00	100.00	0.00	0.00	0.00	0.00
09919	15	X	0	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
09920	1	X	0	14	0	0	14	0	0	1	0
09921	14	X	0	93.33	0.00	0.00	93.33	0.00	0.00	6.66	0.00
09928	132	X	0	1	0	0	1	0	0	0	0
	132	X	0	92.85	0.00	0.00	92.85	0.00	7.14	0.00	0.00
		X	0	132	0	0	132	0	0	0	0
		X	0.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00

F

G

SAMPLE 80

UOC	TOTAL	M	X	UN-FOUNDED	EXCEPT-CLEARED	CLEARED ARREST	PENDING/INACTIVE	TOTAL CLEARED	REF. TO OTH. AGY	GOA /UTL	ASSISTED /ADVISED	OTHER
09934	1	M	X	0	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
09935	9	M	X	0	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
09936	76	M	X	0	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
09937	13	M	X	0	92.30	7.69	0.00	100.00	0.00	0.00	0.00	0.00
09938	5	M	X	0	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
F				G								
*** TOTAL NON-CRIMINAL	816	M	X	0	80.88	14.21	1.96	95.09	0.00	2.45	0.49	0.00
				H								
*** GRAND TOTAL	992	M	X	5	683	158	12.36	841	0.00	2.02	0.40	0.00
				I								

SAMPLE 80

AREA OF REPORT

DESCRIPTION/PURPOSE

- A This area is the header of the report. It will indicate when this particular report was generated for the designated agency, and will also reflect the report period during which the information contained on the report was obtained.
- B This area lists the Minnesota Offense Codes and literal translations of criminal offenses that have been reported by that law enforcement agency, and the total reported for each category. The MOCs that are tabulated reflect the most serious offense (ISN 1) for that case, and do not show any of the lesser offenses/incidents that might have been reported with that case. The word "Percent" appearing under each MOC category indicates that specific percentage of the total number which may be found in Area C.
- C This area reflects the status of the total MOCs for each category printed. Included within this area is whether or not a situation has become unfounded, exceptionally cleared, cleared by arrest, referred to another agency (complaints are referred to another authority), or is still pending. A percentage figure is shown below each status to indicate what percentage of the total of each MOC has this status.
- D This area represents the total number of criminal offenses, submitted as ISN 01, which were cleared by arrest. Also included are any crimes cleared which were reported as ISN 01 in previous months, but not cleared by arrest until the completion of this report. The total number presented for each MOC indicates the cases cleared by arrest only and does not show the number of persons arrested. Exceptional clearances (when some element beyond law enforcement control precludes the placing of formal charges against an offender) are also counted for each MOC. The percentage figure shown below represents what percentage of the MOCs were cleared by arrest and/or exceptional means.
- E This area reflects the total number of criminal offenses that have been reported as ISN 01 by that law enforcement agency along with the status totals and percent figures indicating what percentage of the total MOC's have this status.

AREA OF REPORT

DESCRIPTION/PURPOSE

F This area lists the codes and literal translations of non-criminal incidents that have been reported by that law enforcement agency along with the total reported for each category. The codes that are tabulated reflect the ONE most serious incident (ISN 1) for that case, and do not show any of the lesser incidents that might have been reported with that case. The codes have been placed in groupings where the first two numbers are identical (see MOC Grouping Index, Section 8.6). The word "Percent" appearing under each category indicates that specific percentage of the total number which may be found in Area G.

G This area reflects the status of the total non-criminal codes for each category printed. Included within this area is whether or not a situation has become unfounded, exceptionally cleared, cleared by arrest, referred to another agency (complaints are referred to another authority), or is still pending. Additional statuses (primarily non-criminal) indicate whether an incident is determined in involve a GOA/UTL (subject is gone on arrival and officer is unable to locate), ASSISTED/ADVISED (for cases in which an agency is not responsible, but is merely acting in an advisory capacity), or OTHER (for cases that are handled in a manner different from any of the above statuses).

A percentage figure is shown below each status to indicate what percentage of the total of each non-criminal code has this status. Also included in this area is the total number of non-criminal incidents cleared by arrest.

Included are any incidents cleared which were reported as ISN 01 in previous months, but not cleared by arrest until the completion of this report. The total number presented for each code indicates the cases cleared by arrest only, and does not show the number of persons arrested. Exceptional clearances (when some element beyond law enforcement control precludes the placing of formal charges against an offender) are also counted for each code. The percentage figure shown below represents what percentage of the non-criminal codes were cleared by arrest and/or exceptional means.

H This area reflects the total number of all non-criminal incidents that have been reported as ISN 01 by that law enforcement agency along with the status totals and percent figures indicating what percentage of the total non-criminal codes have this status.

I This area reflects the total number of all criminal and non-criminal offenses/incidents that have been reported as ISN 01 by that law enforcement agency, along with the status totals and percent figures indicating what percentage of the total criminal and non-criminal codes have this status.

8.3.9 Incident Activity Report 9 - Incident (ISN 1) By MOC Group vs. Avg. Time

The Incident Activity Report 9 is a monthly report which shows the average individual time spent on criminal and non-criminal offenses/incidents (entered as incident sequence number 01) from the time the complaint was received until the time an officer or squad cleared the offense/incident scene.

The report is divided into two sections. The first section lists the criminal offenses reported as ISN 01 along with the average time taken to dispatch an officer or squad, the average time to arrive at the scene, the average time to clear the scene, and the average time spent on the offense from the time the complaint was received until the time the offense scene was cleared. The second section lists the non-criminal incidents reported as ISN 01, along with the average time taken to dispatch an officer or squad, the average time to arrive at the scene, the average time to clear the scene, and the average time spent on the incident from the time the complaint was received until the time the incident scene was cleared.

This report is generated on a monthly and year to end of quarter basis for those agencies who enter the time assigned, time arrived, and time cleared, and who submit a request to receive this report.

Sample 8P is an example of the Incident Activity Report 9 - Incident (ISN 1) By MOC Group vs. Avg. Time, followed by a description of each area on the report.

UOC GROUP	NUMBER OF INCIDENTS	AVERAGE TIME (HOURS:MINUTES)			TOTAL
		*DISPATCH	RESPONSE	AT SCENE	
ASSAULT AXXXX	1	0:00	0:04	0:08	0:12
MISCELLANEOUS MXXXX	1	0:02	0:03	0:02	0:05
PROPERTY DAMAGE PXXXX	1	0:00	0:04	0:02	0:06
THEFT TXXXX	4	0:10	0:17	0:07	0:25
THEFT RELATED UXXXX	2	0:00	0:02	0:08	0:11
*** TOTAL CRIMINAL	9	0:04	0:09	0:06	0:16

SAMPLE 8P

UOC GROUP	NUMBER OF INCIDENTS	***** AVERAGE TIME (HOURS:MINUTES) ***** *DISPATCH RESPONSE AT SCENE			***** TOTAL *
090XX	26	0:00	0:00	0:06	0:06
091XX	2	0:00	0:10	0:02	0:12
092XX	16	0:00	1:30	0:07	1:37
094XX	7	0:00	0:05	0:12	0:18
096XX	1	0:00	0:00	0:09	0:09
097XX	3	0:00	0:03	0:10	0:14
098XX	46	0:00	0:05	0:03	0:09
099XX	68	0:00	0:01	0:03	0:05
F		G			H
*** TOTAL NON-CRIMINAL	169	0:00	0:11	0:05	0:16
		I			
*** GRAND TOTAL	178	0:00	0:11	0:05	0:16
		J			

AREA OF REPORT

DESCRIPTION/PURPOSE

- A This area is the header of the report. It will indicate when this particular report was generated for the designated agency, and reflect the report period during which the information contained on the report was obtained.
- B This area lists the Minnesota Offense Codes and literal translations of criminal offenses that have been reported by that law enforcement agency. The MOCs that are tabulated reflect the ONE most serious offense (ISN 1) for that case, and do not show any of the lesser offenses/incidents that might have been reported with that case.
The MOCs have been placed in groupings where the first two characters are identical (see MOC Grouping Index, Section 8.6).
- C This area will show the total number of offenses reported for each MOC category listed in Area B.
- D This area will indicate the average time (in hours and minutes) spent on an offense reported as ISN 01 by tracking the time reported, time assigned, time arrived, and time cleared.
- The Dispatch column will indicate the average time spent to dispatch an officer or squad for that specific offense.
- The time is calculated from the time the complaint was reported until the time the officer or squad was actually dispatched to the scene.
- The Response column will indicate the average time employed by an officer or squad to arrive at the scene.
- The time is calculated from the time the complaint was reported until the time the officer or squad actually arrived at the scene.
- The At Scene column will indicate the average time employed by an officer or squad to clear the scene. The time is calculated from the time the officer or squad arrives at the scene until the time the scene is cleared by that officer or squad.
- The Total column will indicate the average time spent on each specific offense. The time is calculated from the time the complaint was reported until the time the officer or squad cleared the scene. The figures indicated in the column would be the sum of the Response column and the At Scene column.

AREA OF REPORT

DESCRIPTION/PURPOSE

- E This area represents the total number of criminal offenses, submitted as ISN 01, along with the average time spent to dispatch an officer or squad, average time employed by an officer or squad to arrive at the scene, average time employed by an officer or squad to clear the scene, and total average time spent on each individual offense.
- F This area lists the codes and literal translations of non-criminal incidents that have been reported by that law enforcement agency. The codes that are tabulated reflect the ONE most serious incident (ISN 1) for that case, and do not show any of the lesser incidents that might have been reported with that case. The codes have been placed in groupings where the first two numbers are identical (see MOC Grouping Index, Section 8.6).
- G This area will show the total number of incidents reported for each category listed in Area F.
- H This area will indicate the average time (in hours and minutes) spent on an incident reported as ISN 01 by tracking the time reported, time assigned, time arrived, and time cleared.
- The Dispatch column will indicate the average time spent to dispatch an officer or squad for that specific incident. The time is calculated from the time the complaint was reported until the time the officer or squad was actually dispatched to the scene.
- The Response column will indicate the average time employed by an officer or squad to arrive at the scene.
- The time is calculated from the time the complaint was reported until the time the officer or squad actually arrived at the scene.
- The At Scene column will indicate the average time employed by officer or squad to clear the scene. The time is calculated from the time the officer or squad arrives at the scene until the time the scene is cleared by that officer or squad.
- The Total column will indicate the average time spent on each specific incident. The time is calculated from the time the complaint was reported until the time the officer or squad cleared the offense scene. The figures indicated in the column would be the sum of the Response column and the At Scene column.

AREA OF REPORT

DESCRIPTION/PURPOSE

- I This area represents the total number of non-criminal incidents, submitted as ISN 01, along with the average time spent to dispatch an officer or squad, average time employed by an officer or squad to arrive at the scene, average time employed by an officer or squad to clear the scene, and total average time spent on each individual offense.

- J This area represents the total number of criminal and non-criminal offenses/incidents, submitted as ISN 01, along with the average time spent to dispatch an officer or squad, average time employed by an officer or squad to arrive at the scene, average time employed by an officer or squad to clear the scene, and total average time spent on each individual offense/incident.

8.3.10 Law Enforcement Incident Activity Report Summary

OUTPUT REPORT TITLE	ACTIVITY INCLUDED	FREQUENCY GENERATED	GENERAL INFORMATION REPORTED	CJRS PAGE REFERENCE
Incident Activity Report 1- Total Reported vs. Status	Criminal and Non-Criminal	Monthly, year to end of quarter, and yearly. Automatically generated.	All reported offenses/ incidents and their related statuses.	Page 8-34
Incident Activity Report 2- Incidents (ISN 1) By MOC Group vs. Day & Time	Criminal and Non-Criminal	Monthly, year to end of quarter, and yearly. Automatically generated.	Grouping by classifications of the most serious offenses/ incidents (reported as ISN 01 only) and relationship with day of week and time of day when offenses were reported.	Page 8-45
Incident Activity Report 3- Incidents (ISN 1) By LGN/MOC Group vs. Day & Time	Criminal and Non-Criminal	Monthly, year to end of quarter, and yearly. Automatically generated.	Grouping by "part" of the most serious offenses/ incidents (reported as ISN 01 only) and relationship with badge/squad number assigned.	Page 8-54
Incident Activity Report 4- Incidents (ISN 1) By Badge vs. "Part"	Criminal and Non-Criminal	Monthly, year to end of quarter, and yearly. Optional report.	Grouping by "part" of the most serious offenses/ incidents (reported as ISN 01 only) and relationship with how complaints are received.	Page 8-59
Incident Activity Report 5- Incidents (ISN 1) By How Received vs. "Part"	Criminal and Non-Criminal	Monthly, year to end of quarter, and yearly. Optional report.	Grouping by "part" of the most serious offenses/ incidents (reported as ISN 01 only) and relationship with day of week and time of day when offenses were reported.	Page 8-63
Incident Activity Report 6- Incidents (ISN 1) By "Part" vs. Day & Time	Criminal and Non-Criminal	Monthly, year to end of quarter, and yearly. Optional report	Grouping by "part" of the most serious offenses/ incidents (reported as ISN 01 only) and relationship with day of week and time of day when offenses were reported.	Page 8-66

OUTPUT REPORT TITLE	ACTIVITY INCLUDED	FREQUENCY GENERATED	GENERAL INFORMATION REPORTED	CJRS PAGE REFERENCE
Incident Activity Report 7-Property Type vs. Stolen/Recovered Values	Criminal and Non-Criminal	Monthly, year to end of quarter, and yearly. Automatically generated.	Stolen and/or recovered values of designated offenses by 26 property type descriptions.	Page 8-69
Incident Activity Report 8-Incidents (ISN 1) By MOC vs. Status	Criminal and Non-Criminal	Monthly, year to end of quarter, and yearly. Automatically generated.	The most serious offenses/incidents (reported as ISN 01 only) and their related statuses.	Page 8-72
Incident Activity Report 9-Incidents (ISN 1) By MOC Group vs. Avg. Time	Criminal and Non-Criminal	Monthly, year to end of quarter, and yearly. Optional report.	Grouping by classifications of the most serious offenses/ incidents (reported as ISN 01 only) and relationship with average time spent on each offense/incident.	Page 8-83

8.4 FIREARMS DISCHARGE REPORT - LAW ENFORCEMENT AND PRIVATE SECURITY

The Firearms Discharge Report is a monthly form to be used by agencies to report the number of firearm discharges, and the reason for and circumstances surrounding each discharge of a firearm by peace officers and private security guards pursuant to Minnesota State Statutes 626.553, Subdivision 2 - Gunshot Wounds; Peace Officers, Discharging Firearms; Investigations, Reports, and 299C.22, Subdivision 1 - Security Guard; Discharge of Firearms; Report. For any month during which a firearm has been discharged, other than for training purposes, or the killing of an animal that is sick, injured, or dangerous, a Firearms Discharge Report form should be submitted to the BCA.

Sample 8Q is an example of the Firearms Discharge Report - Law Enforcement and Private Security. Below is a description of each area to be filled out on the report. The front side of the form will be used to record all firearm discharges.

Report Period

Indicate in this area the month and year in which the firearm discharge(s) occurred. Law Enforcement Agencies. The first 15 lines on this form are to be used to report firearm discharges involving peace officers.

The Incident Number Column may be used to indicate either the department's case number or to simply number the reported firearm discharge incidents (01, 02, 03, etc.).

The Shot Number Column is used to identify the shot to which the reasons and circumstances relate. Shots are numbered 01 for the first shot, 02 for the second, and so on. For example, Incident Number 01 - Shot 01; Incident Number 01 - Shot 02; Incident Number 02 - Shot 01, etc.

The Type of Activity Column (A) is used to describe the situation in which the firearm discharge occurred. The codes to be utilized in completing the entry are listed at the bottom of the front of the form under Table (A):

- A1 - Responding to "Disturbance" calls
- A2 - Burglaries in progress or pursuing burglary suspect
- A3 - Robberies in progress or pursuing robbery suspect
- A4 - Attempting Other Arrest
- A5 - Civil Disorder
- A6 - Handling, transporting, and custody of prisoners
- A7 - Investigating suspicious persons or circumstances
- A8 - Traffic pursuits and stops
- A9 - All Other Activities

Use one activity code for each shot.

The Type of Assign Column (B) is used to indicate the type of assignment of the officer that fired the shot being reported. The codes to be utilized in completing the entry are listed at the bottom of the front of the form under Table (B):

- B1 - 2-Man Vehicle
- B2 - 1-Man Vehicle, Alone
- B3 - 1-Man Vehicle, Assist
- B4 - Detective/Special Assignment, Alone
- B5 - Detective/Special Assignment, Assist
- B6 - Other, Alone
- B7 - Other, Assist

Use one assignment code for each shot.

The Type of Weapon Column (D) is used to indicate the weapon used by the officer. The codes to be utilized in completing the entry are listed at the bottom of the front of the form under Table (D):

- D1 - Handgun
- D2 - Rifle or Shotgun
- D3 - Other (Specify)

Use one weapon code for each shot.

The Purpose of Discharge Column (E) is used to indicate the purpose of the firearm discharge. The codes to be utilized in completing the entry are listed at the bottom of the front of the form under Table (E):

- E1 - Warning Shot
- E2 - Non-Warning Shot

Use one purpose code for each shot.

The Result of Discharge Column (F) is used to indicate the consequence of the shot fired. The codes to be utilized in completing the entry are listed at the bottom of the front of the form under Table (F):

- F1 - Fatality
- F2 - Wounded
- F3 - Other

Use one result code for each shot.

The Time of Discharge Column (G) is used to indicate the time at which the firearm was discharged. The codes to be utilized in completing the entry are listed at the bottom of the front of the form under Table (G):

- G01 - 0001 through 0159
- G02 - 0200 through 0359
- G03 - 0400 through 0559
- G04 - 0600 through 0759
- G05 - 0800 through 0959
- G06 - 1000 through 1159
- G07 - 1200 through 1359
- G08 - 1400 through 1559
- G09 - 1600 through 1759
- G10 - 1800 through 1959
- G11 - 2000 through 2159
- G12 - 2200 through 2359

Please note that each code represents a two-hour block of time. Use one time code for each shot.

The Incident Level Column (H) is used to indicate the level of the incident for which the discharge was fired. The codes to be utilized in completing the entry are listed at the bottom of the front of the form under Table (H):

- H1 - Felony
- H2 - Gross Misdemeanor
- H3 - Misdemeanor
- H4 - Other (Specify)

Use one level code for each shot.

Law Enforcement Totals

Use the Total Number of Incidents line to indicate the total number of incidents involving firearm discharges in the Law Enforcement Agency Incident Number Column.

Use the Total Number of Shots Fired line to indicate the total number of shots fired during the reporting period as indicated in the Law Enforcement Agency Shot Number Column.

Private Security Guards

The last four lines on this form are to be used to report firearm discharges by private security firms, who are required to report discharges to law enforcement. The coding of these lines would be performed in the same manner as the coding of the law enforcement agency lines.

Private Security Totals

Use the Total Number of Incidents line to indicate the total number of incidents involving firearm discharges indicated in the Private Security Incident Number Column.

Use the Total Number of Shots Fired line to indicate the total number of shots fired during the reporting period as indicated in the Private Security Shot Number Column.

Prepared By

Indicate on this line, the name of the individual within the department that completed the form, and can be contacted for further information, if necessary.

Agency ORI

Indicate on this line the NCIC Agency Identifier (ORI) of the law enforcement agency responsible for this report, either reporting discharges by their department or for a security firm in their jurisdiction.

Name of Private Security Company

Indicate on this line the name of the private security firm when the firearm discharge involved a private security guard.

On the back side of the form are the instructions for completion of this report. The "Remarks" area is to be used to indicate any pertinent information concerning the firearm discharge information entered on the front of the form.

Pursuant to M.S. 826.553, Subdivision 2, "Whenever a peace officer discharges a firearm in the course of duty, other than for training purposes, or the killing of an animal that is sick, injured or dangerous, notification shall be filed within thirty days of the incident by the officer's department head with the commissioner of public safety. The notification shall contain information concerning the reason for and the circumstances surrounding discharge of the firearm. The commissioner of public safety shall file a report with the legislature by November 15 of each year containing summary information concerning use of firearms by peace officers."

Pursuant to M.S. 299C.22, Subdivision 2, "Each discharge of a firearm by a security guard in the course of his employment, other than for training purposes, shall be reported to the chief of police of an organized full time police department of the municipality in which the discharge occurred or to the county sheriff if there is no local chief of police. Reports required to be made under this subdivision shall be forwarded to the bureau of criminal apprehension upon forms as may be prescribed and furnished by the bureau. The superintendent shall cause a summary of each year containing summary information concerning use of firearms by peace officers."

Pursuant to M.S. 299C.22, Subdivision 2, "Each discharge of a firearm by a security guard in the course of his employment, other than for training purposes, shall be reported to the chief of police of an organized full time police department of the municipality in which the discharge occurred or to the county sheriff if there is no local chief of police. Reports required to be made under this subdivision shall be forwarded to the bureau of criminal apprehension upon forms as may be prescribed and furnished by the bureau. The superintendent shall cause a summary of the reports to be compiled and published annually."

This form is used to report the number of firearm discharges, and the reason for and circumstances surrounding each discharge of a firearm by peace officers and private security guards. Because each shot fired during an incident can have different reasons and circumstances, this form has been designed to collect information on each shot within a single incident. **SUBMIT THIS REPORT ONLY IF SUCH ACTIVITY HAS OCCURRED.**

This form is used to report the number of firearm discharges, and the reason for and circumstances surrounding each discharge of a firearm by peace officers and private security guards. Because each shot fired during an incident can have different reasons and circumstances, this form has been designed to collect information on each shot within a single incident. **SUBMIT THIS REPORT ONLY IF SUCH ACTIVITY HAS OCCURRED.**

The first 15 lines on the form are to be used to report incidents involving law enforcement agencies. The last four lines are to be used to report discharges by private security firms, who are required to report discharges to law enforcement. The law enforcement agency will complete this portion of the form for all discharges reported by private security firms. The following fields are to be completed: **SUBMIT THIS REPORT ONLY IF SUCH ACTIVITY HAS OCCURRED.**

The first 15 lines on the form are to be used to report incidents involving law enforcement agencies. The last four lines are to be used to report discharges by private security firms, who are required to report discharges to law enforcement. The law enforcement agency will complete this portion of the form for all discharges reported by private security firms. The following fields are to be completed: **SUBMIT THIS REPORT ONLY IF SUCH ACTIVITY HAS OCCURRED.**

REPORTING PERIOD - The Month and Year in which the incident took place.
INCIDENT NUMBER - This is the Department's Case Number, or may be used to simply number the reported incidents (01, 02, 03, etc.).

REPORTING PERIOD - The Month and Year in which the incident took place.
INCIDENT NUMBER - This is the Department's Case Number, or may be used to simply number the reported incidents (01, 02, 03, etc.).

SHOT NUMBER - This is to identify the shot to which the reasons and circumstances relate. This is entered 01 for the first shot, 02 for the second shot, and so on, for each incident reported. For example: Incident 01 - Shot 01; Incident 01 - Shot 02; Incident 02 - Shot 01; etc.

(A) TYPE OF ACTIVITY - Enter the appropriate code from Table (A) at the bottom of the form. e.g., for "Burglary in Progress" 03, etc.).

SHOT NUMBER - This is to identify the shot to which the reasons and circumstances relate. This is entered 01 for the first shot, 02 for the second shot, and so on, for each incident reported. For example: Incident 01 - Shot 01; Incident 01 - Shot 02; Incident 02 - Shot 01; etc.

(A) TYPE OF ACTIVITY - Enter the appropriate code from Table (A) at the bottom of the form. e.g., for "Burglary in Progress"

8.5 LAW ENFORCEMENT REPORTS SCHEDULING

Through the operation of Minnesota's Criminal Justice Reporting System, fourteen various reports will be available to participating law enforcement agencies:

1. Return "A" Report
2. Supplement to Return "A" Report
3. Monthly Return of Arson Offenses Known to Law Enforcement
4. Law Enforcement Officers Killed or Assaulted Report
5. Age, Sex, Race, and Ethnic Origin of Persons Arrested
6. Incident Activity Report 1 - Total Reported vs. Status
7. Incident Activity Report 2 - Incidents (ISN 1) By MOC Group vs. Day & Time
8. Incident Activity Report 3 - Incidents (ISN 1) By LGN/MOC Group vs. Day & Time
9. Incident Activity Report 4 - Incidents (ISN 1) By Badge vs. "Part"
10. Incident Activity Report 5 - Incidents (ISN 1) By How Received vs. "Part"
11. Incident Activity Report 6 - Incidents (ISN 1) By "Part" vs. Day & Time
12. Incident Activity Report 7 - Property Type vs. Stolen/Recovered Valued
13. Incident Activity Report 8 - Incidents (ISN 1) By MOC vs. Status
14. Incident Activity Report 9 - Incidents (ISN 1) By MOC Group vs. Avg. Time

The output frequency of these reports is as follows:

Monthly

Any information desired to be included in a specific month's activity printout must be entered by the 10th of the following month. The cut-off date for the previous month's activities is at 1630 hours on the 10th of each following month. If any information is entered after the 10th of the month, it will be included in the quarterly report. An example of this would be an offense of burglary occurring in January, but not entered into the computer until after the 10th of February, would be counted in the March quarterly printout for burglary, and NOT in January's totals.

For any agency not experiencing any crime or activity during the course of a month, a letter to the effect that no crime has occurred should be sent to the CJIS Section of the Bureau. This letter is requested to give an accurate account of "No Crime" or "No Activity" for a month, rather than a record of delinquent reporting for the agency concerned.

The reports which are generated automatically each month are:

Return "A" Report
Supplement to Return "A" Report
Monthly Return of Arson Offenses Known to Law Enforcement
Incident Activity Report 1 - Total Reported vs. Status
Incident Activity Report 2 - Incidents (ISN 1) By MOC Group vs. Day & Time
Incident Activity Report 3 - Incidents (ISN 1) By LGN/MOC Group vs. Day & Time
Incident Activity Report 7 - Property Type vs. Stolen/Recovered Values
Incident Activity Report 8 - Incidents (ISN 1) by MOC vs. Status

The reports generated at the request of the participating agency each month include:

- *Incident Activity Report 4 - Incidents (ISN 1) By Badge vs. "Part"
- *Incident Activity Report 5 - Incidents (ISN 1) By How Received vs. "Part"
- Incident Activity Report 6 - Incidents (ISN 1) By "Part" vs. Day & Time
- *Incident Activity Report 9 - Incidents (ISN 1) By MOC Group vs. Avg. Time

*These reports will depend on the options a particular law enforcement agency wishes to employ by submitted information on criminal offenses, or both criminal and non-criminal offenses:

Option I - This option allows the reporting of all Part I (Serious) and Option I Part II (Less Serious) cases of criminal offenses. The Minnesota Offense Codes (MOC) numbers include A0001 through Z3913.

Option II - This option allows the reporting of all Part I (Serious) and Option II Part II (Less Serious), Part III (Lost and Found), Part IV (Casualties), and Part V (Miscellaneous Services and Incidents) cases of criminal and non-criminal offenses/incidents. The codes include the numbers A0001 through 9997.

Quarterly

In addition to receiving the individually automated and requested monthly reports, three year-to-end-of-quarter reports (January-March, January-June, and January-September) will be provided.

The reports which are generated automatically each quarter are:

- Return "A" Report
- Supplement to Return "A" Report
- Monthly Return of Arson Offenses Known to Law Enforcement
- Age, Sex, Race, and Ethnic Origin of Persons Arrested
- Incident Activity Report 1 - Total Reported vs. Status
- Incident Activity Report 2 - Incidents (ISN 1) By MOC Group vs. Day & Time
- Incident Activity Report 3 - Incidents (ISN 1) By LGN/MOC Group vs. Day & Time
- Incident Activity Report 7 - Property Type vs. Stolen/Recovered Values
- Incident Activity Report 8 - Incidents (ISN 1) By MOC vs. Status

The reports generated at the request of the participating agency each quarter include:

- Incident Activity Report 4 - Incidents (ISN 1) By Badge vs. "Part"
- Incident Activity Report 5 - Incidents (ISN 1) By How Received vs. "Part"
- Incident Activity Report 6 - Incidents (ISN 1) By "Part" vs. Day & Time
- Incident Activity Report 9 - Incidents (ISN 1) By MOC Group vs. Avg. Time

Annually

The annual reports (January-December) received will be identical to those generated quarterly, with one additional report:

- Law Enforcement Officers Killed or Assaulted Report

8.6 MOC GROUPING INDEX

OFFENSE

KEY GROUPINGS

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Desertion	Y
Immigration	M
Homicide	H
Kidnapping	K
Rape	S
Robbery	R
Assault	A
Abortion	M
Arson	F
Burglary	B
Larceny	Y,U,V
Auto/Aircraft Theft	V
Forgery and Counterfeiting	C
Fraudulent Activities	U
Embezzlement	U
Stolen Property	Q
Damage Property	P
Computer Crime	U
Dangerous Drugs	D
Other Sex Offenses	I,O,S,Z
Obscenity	O
Family Offenses	I
Gambling	G
Prostitution and Commercialized Vice	Z
Liquor	M
Obstructing the Police	X
Flight/Escape	E
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Health/Safety	M
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Smuggling	M
Election Laws	Y
Anti-Trust	M
Tax/Revenue	Y
Conservation	M
Vagrancy	N
Crimes Against Person	M
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Violations of Road and Driving Laws	9000-9099
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Section 9

ERROR LISTING REPORT/INCIDENT INTEGRITY REPORTS

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9.1 ERROR LISTING REPORT

9.1.1 General Description

The Error Listing Report is generated monthly by the Edit Subsystem. This subsystem edits incoming CJRS transactions to ensure the completeness and accuracy of the information in the CJRS file. It also ensures that proper CJRS procedures are maintained. An example of an improper CJRS procedure would be a burglary stolen property entry with a property type code of "1". Arson is the only offense that is to have a property entry using a numeric property type code.

Agencies that maintain records in CJRS are responsible for their completeness and accuracy. Each agency that has originated records in CJRS (including non-terminal agencies whose records are entered by another agency) will receive an Error Listing Report. The report will list records that were rejected or flagged with a warning message. Agencies must evaluate each error message (see Section 9.1.3) to determine the necessary corrective action. Rejected messages are not used in the preparation of the UCR/CJRS reports. Records with a warning message are used in the reports and remain on the on-line file. The agency must change the erroneous record(s) to reflect the correct information. Non-terminal agencies are responsible for ensuring their incorrect records are corrected by the agency that entered them.

The individual records on the report are grouped by type; Incident (INC), Stolen Property (STL-P), Recovered Property (RCV-P), and arrest (ARST). Within each type, records are listed in sequence by case number (OCA) and incident sequence number (ISN) (or arrest charge number (ACH)). The subheading line, which indicates the type of record following it, also shows alphabetic field indicators to aid in reading down the records. These field indicators are also referenced in the error message. Refer to Section 9.1.2 for a list of field indicators and descriptions, by record type.

Agencies that maintain records in CJRS are responsible for their completeness and accuracy. Each agency that has originated records in CJRS (including non-terminal agencies whose records are entered by another agency) will receive an Error Listing Report that will list records that were rejected or flagged with a warning message. Agencies must evaluate the error message (see descriptions) to determine the necessary corrective action. Rejected messages are not used in the preparation of the UCR/CJRS reports; however, they do remain on the "on-line" file. This means the record, in most cases, can be queried. Records with a warning message are used in the reports and, like rejected records; they will remain on the on-line file. The agency must change the erroneous record(s) to reflect the correct information. Non-terminal agencies are responsible for ensuring their incorrect records are corrected by the agency that entered them.

9.1.2 Error Listing Report

An example of the Error Listing Report and a description of each area on the report are shown on pages 9-2 through 9-6.

AREA OF REPORT

DESCRIPTION/PURPOSE

A This area is the heading of the report. It will indicate when this particular report was generated for the designated agency, and will also reflect the report period during which the information contained on this report was obtained.

B This area refers to the Incident Records entered during the report period and will list each incident record in error. See pages 9-7 through 9-14 for an explanation of messages and error codes. The letters A through S represent the different fields of information contained on the incident record:

A = Controlling Agency Number (CAG)
B = Originating Case Number (OCA)
C = Incident Sequence Number (ISN)
D = Entry Type (ETY): "0" = Incident Entry
E = Date Reported (RPD)
F = Time Reported (TRP)
G = Day of the Week (DWK)

1 = Sunday
2 = Monday
3 = Tuesday
4 = Wednesday
5 = Thursday
6 = Friday
7 = Saturday

H = Location Grid Number (LGN)
I = Minnesota Offense Code (MOC)
J = Minnesota Offense Status (MCS)
K = Place Committed (PLC)
L = Time Assigned (TAS)
M = Time Arrived (TAR)
N = Time Cleared (TCL)
O = Squad/Badge Number (SBN)
P = How Reported (HRD)
Q = Transaction:

0 = Original Entry
1 = Modify Entry
4 = Cancel Entry

R = Date of Last Update (DLU)
S = Time of Last Update (TLU)

C This area refers to the Stolen Property Records entered during the report period and will list each stolen property record in error. See pages 9-7 through 9-13 for an explanation of the error messages and error codes. The letters A through N represent the different fields of information contained on the stolen property record:

- A = Controlling Agency Number (CAG)
- B = Originating Case Number (OCA)
- C = Incident Sequence Number (ISN)
- D = Type Sequence Number (TSN)
- E = Stolen/Recovered Flag (SRF):
 - 1 = Stolen Property Record
- F = Entry Type (ETY):
 - 1 = Property Entry
- G = Date of Theft (DOT)
- H = Stolen Value (SVL)
- I = Recovered Value (RVL) - will always be zeroes on stolen property
- J = Property Type Code (PTC)
- K = Property Recovered Code (PRC) - will always be blank on stolen property record
- L = Transaction:
 - 0 = Original Entry
 - 1 = Modify Entry
 - 4 = Cancel Entry
- M = Date of Last Update (DLU)
- N = Time of Last Update (TLU)

D This area refers to the Recovered Property Records entered during the report period and will list each recovered property record in error. See page 9-7 through 9-13 for an explanation of the error messages and error codes. The letters A through N represent the different fields of information contained on the recovered property record:

- A = Controlling Agency Number (CAG)
- B = Originating Case Number (OCA)
- C = Incident Sequence Number (ISN)
- D = Type Sequence Number (TSN)
- E = Stolen/Recovered Flag (SRF):
 - 2 = Recovered Property
- F = Entry Type (ETY):
 - 1 = Property Entry

G = Date of Recovery (DOR)
 H = Stolen Value (SVL) - will always be zeroes on recovered property
 I = Recovered Value (RVL)
 J = Property Type Code (PRC)
 K = Property Recovered Code (PRC)
 L = Transaction:
 0 = Original Entry
 2 = Modify Entry
 4 = Cancel Entry
 M = Date of Last Update
 N = Time of Last Update

E. This area refers to the Arrest Records entered during the report period and will list each arrest record in error. See pages 9-7 through 9-14 for an explanation of the error messages and error codes. The letters A through U represent the different fields of information contained on the arrest record:

A = Controlling Agency Number (CAG)
 B = Originating Case Number (OCA)
 C = Arrest Charge Number (ACH)
 D = Person Sequence Number (PSN)
 E = Entry Type (ETY):
 2 = Arrest Entry
 F = Date of Arrest (DOA)
 G = Arresting Agency Number (AAG)
 H = Date of Birth (DOB)
 I = Sex (SEX)
 J = Person Charged (PCG)
 K = Race (RAC)
 L = Minnesota Offense Code (MOC)
 M = Arrest Disposition (ADN)
 N = State Code (STA)
 O = Charge Code (CCD)
 P = Statute/Ordinance Number (STU)
 Q = Will always be blank
 R = General Offense Character (GOC)
 S = Transaction:
 0 = Original Entry
 2 = Modify Entry
 4 = Cancel Entry
 T = Date of Last Update (DLU)
 U = Time of Last Update (TLU)

F This area refers to the agency totals and contains a summary count of the number of entries, number of rejected entries, and number of entries passed with a warning, each of which is broken down by the transaction type:

TRANSACTION TYPE - Indicates the type of entry made (incident, stolen property, recovered property, arrest), and Total.

INPUT - Total number of entries made for each type of transaction.

REJECTED (ERROR) - Total number of entries rejected for each type of transaction, because of some error. When an entry is rejected, it will not be tabulated for reporting purposes. An entry of this type would have to be corrected.

PERCENT - Percentage of the total number of records entered for each type of transaction entry, that were rejected.

PASSED (WARNING) - Total number of records passed (not rejected) which are of a questionable status. When an entry is passed with warning, it will be tabulated for reporting purposes, but the entry is flagged to alert the agency that the entry could be in error. Example: An arrest entry made in 1990 for an incident entry made in 1986. The incident OCA cannot be verified as being entered for the arrest because of the time span involved, and therefore is flagged with a warning for agency verification. If the entry were in error, it would either have to be modified, or cancelled and re-entered.

PERCENT - Percentage of the total number of records entered for each type of transaction entry that were passed with a warning.

PASSED (TOTAL) - Total records passed (not rejected) for each transaction.

PERCENT - Percentage of the total number of records entered for each type of transaction entry that were passed (not rejected).

9.1.3 Error Message Interpretation

Error messages listed on the Error Listing Report advise an agency of an error in a CJRS transaction. Two types of messages will be listed on this report: (1) **Reject**, in which the transaction has not been tabulated for report writing, and must be corrected. (2) **Warning**, in which the transaction has been tabulated for report writing but is flagged to alert the agency that the entry may be in error.

Many of the error messages that will be seen on this report are a result of the system attempting to compare one record on file to another, and not finding a match. An example of this is the way the system processes a stolen property record. The system will take the OCA, CAG, and ISN from the property record and search for an incident record. If it cannot find an incident record that matches, the error message, "NO MATCHING INC RECORD ON MASTER OR CLEAN TRNS FILE" will appear. The error message may be caused by no incident record ever being entered, or a data entry error made in the OCA or ISN fields on the property record. If the property record OCA and ISN were correct, the incident report would have to be entered, and the property record re-entered so it would be counted correctly the next month. If the error were in the property record, it would have to be re-entered with the proper identifiers.

Following is an alphabetical list of the error messages.

ADN CODE INVALID FOR ADULT

ERROR CODE = 4415

The Arrest Disposition field (ADN) on the arrest entry of an adult contains an invalid code.

ADN CODE INVALID FOR JUVENILE

ERROR CODE = 4414

The Arrest Disposition field (ADN) on the arrest entry of a juvenile contains an invalid code.

ADN NOT EDITED VS. AGE (NO DOB ON MOD) (WARNING)

ERROR CODE = 4413

The Arrest Disposition field (ADN) on a modify was not edited as being a valid disposition for a particular age. This is because the Date of Birth field (DOB) was not listed in the modify entry.

ARREST ENTER RECORD ALREADY ON ARREST FILE

ERROR CODE = 4402

The arrest record entered is already on file.

ARSON PTC DOESN'T MATCH ARSON MOC ON CORRES INC REC

**ERROR CODE =
2212**

The Property Type Code (PTC) field on the stolen property entry does not contain a compatible numeric code for the arson code indicated in the Minnesota Offense Code (MOC) field on the incident entry.

CCD CODE IS INVALID

ERROR CODE = 4417

The code used in the Charge Code field (CCD) on the arrest entry is invalid.

DATE DOES NOT MATCH DATE REPORTED ON MATCH INC REC

ERROR CODE = 2211

The date in the Date of Theft (DOT) field does not match the date in the Date Reported (RPD) field on the associated incident.

DAY OF WEEK FIELD IS INVALID **SYSTEM PROBLEM**

ERROR CODE = 1110

When an error of this type is listed, notify the BCA, CJIS Section at 1-800 657-3817

DOB DATE IS GREATER THAN DOA DATE

ERROR CODE = 4409

The date in the Date of Birth field (DOB) is later than the date in the Date of Arrest (DOA) field on the arrest entry.

DOB NOT EDITED VS. DOA (NO DOA ON MOD) (WARNING) **ERROR CODE = 4408**

The Date of Birth field (DOB) on a modify was not edited as being valid for a particular arrest date because the Date of Arrest (DOA) field was not listed in the modify entry.

ETY IS NOT = 0, 1, OR 2 **SYSTEM PROBLEM** **ERROR CODE = 0004**

When an error of this type is listed, notify the BCA, CJIS Section at 1-800 657-3817.

FIELD IS NOT NUMERIC **ERROR CODES = 0002, 2205, 3305, 4405**
An alphabetic character was entered in a numeric field.

GOC FIELD IS INVALID CHARACTER **ERROR CODE = 4419**

The General Offense field (GOC) on the arrest entry contains an invalid code.

HRD CODE IS INVALID **ERROR CODE = 1108**

The How Reported (HRD) field on the incident entry contains an invalid code.

INCIDENT ENTER RECORD ALREADY ON INC/PROP FILE **ERROR CODE = 1101**

The incident record entered is already on file.

INVALID RACE CODE **ERROR CODE = 4412**

The Race (RAC) field on the arrest entry contains an invalid code.

MCS CODE IS INVALID **ERROR CODE = 1107**

The Minnesota Offense Code Status (MCS) field contains invalid data.

MOC CODE NOT FOUND ON MOC FILE **ERROR CODE = 4407**

The Minnesota Offense Code (MOC) field on the arrest entry contains an invalid code.

MOC FILE CONTAINS INVALID PROP-ACCPT-CODE FOR MOC **SYSTEM PROBLEM** **ERROR CODE = 2213**

When an error of this type is listed, notify the BCA, CJIS Section at 1-800 657-3817

MOC IS BLANK WHEN TRN INDICATES AN ENTER TRANS **ERROR CODE = 1105**

The Minnesota Offense Code (MOC) field has been left blank on an incident enter transaction.

MOC ON MATCHING INCIDENT RECORD IS NOT ON MOC FILE ERROR CODE = 2208

A stolen property entry is not allowed because the corresponding Minnesota Offense Code on the incident record cannot be found on the MOC file.

MOC = BLANK WHEN TRN INDICATES AN ENTER TRANS ERROR CODE = 4406

The Minnesota Offense Code (MOC) field has been left blank on an arrest enter transaction.

NO ARREST RECORD ON FILE FOR MODIFY OR CANCEL ERROR CODE = 4403

A modify or cancel entry was made for an arrest record which cannot be located on the arrest file.

NO INCIDENT RECORD ON FILE FOR MODIFY OR CANCEL ERROR CODE = 1102

A modify or cancel entry was made for an incident record which cannot be located on the incident file.

NO MATCHING INC RECORD ON MASTER OR CLEAN TRNS FILE ERROR CODES = 2201, 3301

A stolen or recovered property entry was made for an incident record, which cannot be located on the incident file.

NO MATCHING ISN-01 INC MASTER OR CLEAN TRNS RECORD ERROR CODES = 4401

An arrest entry was made for an incident record on incident record, which does not contain an ISN/01.

NO MATCHING RECORD ON ADID FILE ERROR CODE = 0001

When an error of this type is listed, notify the BCA, CJIS Section at 1-800 657-3817.

NO MATCH ON MOC FILE FOR MOC CODE ERROR CODE = 1106

The Minnesota Offense Code (MOC) field on the incident entry contains an invalid code.

NO R-PROP RECORD ON INC/PROP FILE FOR CANCEL ERROR CODE = 3303

A cancel entry was made for a recovered property record, which cannot be located on the property file.

NO S-PROP RECORD ON INC/PROP FILE FOR CANCEL ERROR CODE = 2203

A cancel entry was made for a stolen property record that cannot be located on the property file.

OCA YEAR IS GREATER THAN CURRENT YEAR ERROR CODE = 0003

The year indicated in the Originating Case Number (OCA) field is later than the current year.

OCA YEAR IS INVALID

ERROR CODE = 1104

The year indicated in the Originating Case Number (OCA) field does not match the year in the Date Reported (RPD) field on the incident entry.

PCG FIELD NOT = 1 or 2

ERROR CODE = 4411

The Person Charge (PCG) field on the arrest entry does not contain a 1 (arrested) or 2 (summoned/notified or cited).

PRC IS NOT = 1 or 2

ERROR CODE = 3308

The Property Recovery Code (PRC) field on the arrest entry does not contain a 1 (within jurisdiction) or 2 (outside jurisdiction).

PTC IS NOT ALPHABETIC WHEN MOC INDICATES NONARSON

ERROR CODE = 2207

The Minnesota Offense Code (MOC) field on the incident entry contains the non-arson MOC and the Property Type Code (PTC) field on the stolen property entry does not contain an alphabetic code.

PTC IS NOT NUMERIC WHEN MOC INDICATES ARSON

ERROR CODE = 2206

The Minnesota Offense Code (MOC) field on the incident entry contains the arson MOC and the Property Type Code (PTC) field on the stolen property entry does not contain a numeric code.

PTC IS NOT = A-Z

ERROR CODE = 3307

The Property Type Code (PTC) field on the stolen property entry does not contain one of the codes A through Z.

RPD IS NOT VALID

ERROR CODE = 0008

The Reported Date (RPD) field contains invalid data.

RPD NOT PRESENT ON "ENTER" TRANSACTION

ERROR CODE = 0007

The Reported Date (RPD) field was not present on the enter transaction.

R-PROP ENTER RECORD ALREADY ON INC/PROP FILE

ERROR CODE = 3302

The recovered property record entered is already on file.

R-PROP REC NOT ALLOWED FOR UNFOUNDED MATCH INC REC

ERROR CODE = 3309

Entry of a recovered property record is not allowed when the matching incident record indicates unfounded in the Minnesota Offense Code Status (MCS) field.

SEX FIELD NOT = M or F

ERROR CODE = 4410

The Sex (SEX) field on the arrest entry does not contain an M (male) or F (female).

S-PROP ENTER RECORD ALREADY ON INC/PROP FILE

ERROR CODE = 2202

The stolen property record entered is already on file.

S-PROP REC NOT ALLOWED FOR UNFOUNDED MATCH INC REC **ERROR CODE = 2210**

Entry of a stolen property record is not allowed when the matching incident record indicates unfounded in the Minnesota Offense Code Status (MCS) field.

SRF FLAG IS NOT = 2 **SYSTEM PROBLEM**

ERROR CODE = 3306

When an error of this type is listed, notify the BCA, CJIS Section at 1-800-657-3817

STA FIELD IS NOT = MN

ERROR CODE = 4416

The State (STA) field on the arrest entry does not contain the code of MN.

**STOLN PROP REC NOT ALLOWED
FOR MOC ON MATCH INC REC**

ERROR CODE = 2209

Entry of a stolen property record is not allowed when the Minnesota Offense Code (MOC) on the incident record does not indicate Homicide, Rape, Robbery, Larceny-Theft, Motor Vehicle Theft, or Arson.

STU FIELD MUST BE PRESENT (NOT = SPACES) **ERROR CODE = 4418**

The Statute (STU) field on the arrest entry was left blank.

TIME FIELD IS INVALID

ERROR CODE = 1109

The Time Reported (TRP) field on the incident entry contains an invalid time.

TRN NOT = 0 or 4 WHEN ETY = 1 **SYSTEM PROBLEM**

ERROR CODE = 0006

When an error of this type is listed, notify the BCA, CJIS Section at 1-800 657-3817.

TRN NOT = 0/2/4 WHEN ETY = 0/2 **SYSTEM PROBLEM**

ERROR CODE = 0005

When an error of this type is listed, notify the BCA, CJIS Section at 1-800 657-3817.

YR INDICATES MATCHING ARRST REC NOT ACTIVE (MOD/CAN) **ERROR CODE = 4404**

Modify or cancel entry is for an arrest record that is older than the current year plus one year.

YR INDICATES MATCHING INC REC NOT ACTIVE (MOD/CAN) **ERROR CODE = 1103**

Modify or cancel entry is for an incident record that is older than the current year plus one year.

YR INDICATES MATCHING R-PROP REC NOT ACTIVE (CAN) **ERROR CODE = 3304**

The cancel entry is for a recovered property record that is older than the current year plus one year.

YR INDICATES MATCHING S-PROP REC NOT ACTIVE (CAN) **ERROR CODE = 2204**

The cancel entry is for a stolen property record that is older than the current year plus one year.

Following is a numeric list of the error messages:

<u>ERROR CODE</u>	<u>ERROR CODE LITERAL</u>
0001	NO MATCHING RECORD ON ADID FILE
0002	FIELD IS NOT NUMERIC
0003	OCA YEAR IS GREATER THAN CURRENT YEAR
0004	ETY IS NOT = 0, 1, OR 2 **SYSTEM PROBLEM**
0005	TRN NOT = 0/2/4 WHEN ETY = 0/2 **SYSTEM PROBLEM**
0006	TRN NOT = 0 OR 4 WHEN ETY = 1 **SYSTEM PROBLEM**
0007	RPD NOT PRESENT ON "ENTER" TRANSACTION
0008	RPD IS NOT VALID
1101	INCIDENT ENTER RECORD ALREADY ON INC/PROP FILE
1102	NO INCIDENT RECORD ON FILE FOR MODIFY OR CANCEL
1103	YR INDICATES MATCHING INC REC NOT ACTIVE (MOD/CAN)
1104	OCA YEAR IS INVALID
1105	MOC IS BLANK WHEN TRN INDICATES AN ENTER TRANS
1106	NO MATCH ON MOC FILE FOR MOC CODE
1107	MCS CODE IS INVALID
1108	HRD CODE IS INVALID
1109	TIME FIELD IS INVALID
1110	DAY OF WEEK FIELD IS INVALID **SYSTEM PROBLEM**
2201	NO MATCHING INC RECORD ON MASTER OR CLEAN TRNS FILE
2202	S-PROP ENTER RECORD ALREADY ON INC/PROP FILE
2203	NO S-PROP RECORD ON INC/PROP FILE FOR CANCEL
2204	YR INDICATES MATCHING S-PROP REC NOT ACTIVE (CAN)
2205	FIELD IS NOT NUMERIC
2206	PTC IS NOT NUMERIC WHEN MOC INDICATES ARSON
2207	PTC IS NOT ALPHABETIC WHEN MOC INDICATES NONARSON
2208	MOC ON MATCHING INCIDENT RECORD IS NOT ON MOC FILE
2209	STOLEN PROP REC NOT ALLOWED FOR MOC ON MATCH INC REC
2210	S-PROP REC NOT ALLOWED FOR UNFOUNDED MATCH INC REC
2211	DATE DOES NOT MATCH DATE-REPORTED ON MATCH INC REC
2212	ARSON PTC DOESN'T MATCH ARSON MOC ON CORRES INC REC
2213	MOC FILE CONTAINS INVALID PROP-ACCPT-CODE FOR MOC

ERROR CODE ERROR CODE LITERAL

3301 NO MATCHING INC RECORD ON MASTER OR CLEAN TRNS FILE
3302 R-PROP ENTER RECORD ALREADY ON INC/PROP FILE
3303 NO R-PROP RECORD ON INC/PROP FILE FOR CANCEL
3304 YR INDICATES MATCHING R-PROP REC NOT ACTIVE (CAN)
3305 FIELD IS NOT NUMERIC
3306 SRF FLAG IS NOT = 2 **SYSTEM PROBLEM**
3307 PTC IS NOT = A-Z
3308 PRC IS NOT = 1 OR 2
3309 R-PROP REC NOT ALLOWED FOR UNFOUNDED MATCH INC REC
4401 NO MATCHING ISN-01 INC MASTER OR CLEAN TRANS RECORD
4402 ARREST ENTER RECORD ALREADY ON ARREST FILE
4403 NO ARREST RECORD ON FILE FOR MODIFY OR CANCEL
4404 YR INDICATES MATCHING ARRST REC NOT ACTIVE (MOD/CAN)
4405 FIELD IS NOT NUMERIC
4406 MOC = BLANK WHEN TRN INDICATES AN ENTER TRANS
4407 MOC CODE NOT FOUND ON MOC FILE
4408 DOB NOT EDITED VS. DOA (NO DOA ON MOD) (WARNING)
4409 DOB DATE IS GREATER THAN DOA DATE
4410 SEX FIELDS NOT = M OR F
4411 PCG FIELD NOT = 1 OR 2
4412 INVALID RACE CODE
4413 ADN NOT EDITED VS. AGE (NO DOB ON MOD) (WARNING)
4414 ADN CODE INVALID FOR JUVENILE
4415 ADN CODE INVALID FOR ADULT
4416 STA FIELD IS NOT = MN
4417 CCD CODE IS INVALID
4418 STU FIELD MUST BE PRESENT (NOT = SPACES)
4419 GOC FIELD IS INVALID CHARACTER

9.2 INCIDENT FILE INTEGRITY REPORTS

9.2.1 General Description

The File Integrity Report is generated quarterly by the Integrity Check Subsystem. This subsystem validates incoming CJRS transactions to ensure the completeness and accuracy of the information in the CJRS file. It also ensures that proper CJRS procedures are maintained. An example of an improper CJRS procedure would be when the MCS field on the incident entry indicates an "A" or a "J" and no arrest entry has been made.

Unlike the monthly Edit Subsystem (see section 9.1) which edits incoming CJRS transactions, the Integrity Check Subsystem is validating records that are already contained on the CJRS reporting files. These records, whether valid or not, are reflected in the monthly and year-to-date UCR/CJRS reports. For example, over a period of two months, an incident record and corresponding stolen and recovered property records are entered and accepted. The following month the incident record is cancelled, but the property records are left on the file. The File Integrity Report will indicate that property reports are on file but no incident record can be found. If left uncorrected, year-to-date reports will reflect stolen and recovered property values, but no corresponding incident.

Agencies that maintain records in CJRS are responsible for their completeness and accuracy. Each agency that has originated records in CJRS (including non-terminal agencies whose records are entered by another agency) will receive a File Integrity Report. The report will list records that are in error. Agencies must evaluate each record on the report to determine the necessary corrective action (enter, Modify, or cancel). Non-terminal agencies are responsible for ensuring that their incorrect records are corrected by the agency that entered them. Records that are in error will continue to be listed on the quarterly File Integrity Reports and will be reflected in UCR/CJRS reports until corrected.

The individual records on the report are grouped by record type; Incident (INC), Stolen Property (STL-P), Recovered Property (RCV-P), and arrest (ARST). Within the record type records are in sequence by case number (OCA) and incident sequence number (ISN) (or arrest charge number (ACH)). The subheading line, which indicates the type of record following it, also shows alphabetic field indicators to aid in reading down the records. These field indicators are also referenced in the error message. Refer to section 9.2.2 for a list of field indicators and descriptions, by record type.

9.2.2 Error Listing Report

The following page is an example of the File Integrity Report. A description of each area on the report is provided on pages 9-16 through 9-18.

AREA OF REPORT

DESCRIPTION/PURPOSE

A This area is the heading of the report. It will indicate when this particular report was generated for the designated agency, and will also reflect the report period during which the information contained on this report was obtained.

B This area refers to the Incident Records entered during the report period and will list each incident record in error. See pages 9-19 through 9-24 for an explanation of messages and error codes. The letters A through T represent the different fields of information contained on the incident record:

- A = Controlling Agency Number (ORI)
- B = Originating Case Number (OCA)
- C = Incident Sequence Number (ISN)
- D = Entry Type (ETY): "0" = Incident Entry
- E = Date Reported (RPD)
- F = Time Reported (TRP)
- G = Day of the Week (DWK)
 - 1 = Sunday
 - 2 = Monday
 - 3 = Tuesday
 - 4 = Wednesday
 - 5 = Thursday
 - 6 = Friday
 - 7 = Saturday
- H = Location Grid Number (LGN)
- I = Minnesota Offense Code (MOC)
- J = Minnesota Offense Status (MCS)
- K = Crime Part Indicator (computer generated)
- L = Incident Stolen Value (from related Stolen Property records)
- M = Place Committed (PLC)
- N = Time Assigned (TAS)
- O = Time Arrived (TAR)
- P = Time Cleared (TCL)
- Q = Squad/Badge Number (SBN)
- R = How Received (HRD)
- S = Month/Year of Incident
- T = N/A
- blank = Error Code/Field Indicator

C This area refers to the Stolen Property Records entered during the report period and will list each stolen property record in error. See pages 9-19 through 9-24 for an explanation of the error messages and error codes. The letters A through L represent the different fields of information contained on the stolen property record:

A	=	Controlling Agency Number (ORI)
B	=	Originating Case Number (OCA)
C	=	Incident Sequence Number (ISN)
D	=	Type Sequence Number (TSN)
E	=	Stolen/Recovered Indicator ("1" = Stolen Property)
F	=	Record Type ("1" = Property)
G	=	Date of Theft (DOT)
H	=	Property Type Code (PTC)
I	=	Stolen Value (SVL)
J	=	Minnesota Offense Code (from matching Incident Record)
K	=	Month/Year of Theft
L	=	N/A
blank	=	Error Code/Field Indicator

D This area refers to the Recovered Property Records entered during the report period and will list each recovered property record in error. See pages 9-19 through 9-24 for an explanation of the error messages and error codes. The letters A through L represent the different fields of information contained on the recovered property record:

A	=	Controlling Agency Number (ORI)
B	=	Originating Case Number (OCA)
C	=	Incident Sequence Number (ISN)
D	=	Type Sequence Number (TSN)
E	=	Stolen/Recovered Indicator ("2" = Recovered Property)
F	=	Record Type ("1" = Property)
G	=	Date of Recovery (DOR)
H	=	Property Type Code (PTC)
I	=	Property Recovered Code (PRC)
J	=	Recovered Value (RVL)
K	=	Month/Year of Recovery
L	=	N/A
blank	=	Error Code/Field Indicator

E This area refers to the Arrest Records entered during the report period and will list each arrest record in error. See pages 9-19 through 9-24 for an explanation of the error messages and error codes. The letters A through T represent the different fields of information contained on the arrest record:

A	=	Controlling Agency Number (ORI)
B	=	Originating Case Number (OCA)
C	=	Arrest Charge Number (ACH)

D	=	Person Sequence Number (PSN)
E	=	Record Type ("2" = Arrest)
F	=	Date of Arrest (DOA)
G	=	Arresting Agency ORI (AAG)
H	=	Date of Birth (DOB)
I	=	Sex (SEX)
J	=	Person Charged (PCG)
K	=	Race (RAC)
L	=	Minnesota Offense Code (MOC)
M	=	Arrest Disposition (ADN)
N	=	State Code (STA)
O	=	Charge Code (CCD)
P	=	Statute/Ordinance Number (STU)
Q	=	Suspect ID Number
R	=	General Offense Character (GOC)
S	=	Month/Year of Arrest
T	=	N/A
blank	=	Error Code/Field Indicator

F This area refers to the agency totals and contains a summary count of the number of records in error for each type of record.

9.2.3 Error Message Interpretation

Error messages listed on the Integrity Report advise an agency of an error in a CJRS transaction. Many of the error messages that will be seen on this report are a result of the system attempting to compare one record on file to another and not finding a match. An example is the way the system processes an incident record which indicates the arrest of an adult (MCS = A). The system will take the OCA and CAG from the incident record and search for an arrest record with the same OCA and CAG. If it cannot find an arrest record that matches, the error message, "MCS = 'A' AND NO ARRESTS ON FILE" will appear. The arrest record would then have to be entered.

Following is an alphabetical list of the error messages.

ARREST DATE PRIOR TO INCIDENT DATE (INCIDENT RECORD) ERROR CODE = 4015

The Date of Arrest (DOA) on the arrest record is prior to the Date Reported (RPD) on the incident record.

ARSON MOC VS. PTC ON STOL. PRO. RECORD INVALID ERROR CODE = 1050

The MOC on the incident record indicates arson and the PTC on the stolen property record do not correspond with the arson MOC.

ARSON PROPERTY RECORD FOUND FOR NON-ARSON OFFENSE ERROR CODE = 1060

The incident record contains the non-arson MOC and the related stolen property record(s) contains the arson PTC.

DUPLICATE INCIDENT RECORD (CAG/OCA/ISN) ERROR CODE = 1010

Another incident record with identical CAG/OCA/ISN exists on the incident file.

DUPLICATE STOLEN PROPERTY RECORD (CAG/OCA/ISN/TSN) ERROR CODE = 2015

More than one stolen property record with identical CAG, OCA, ISN, and TSN exists on the file.

INCIDENT MOC NOT PRESENT ON MOC FILE **SYSTEM PROBLEM ERROR CODE = 1020**

When an error of this type is listed, notify the BCA, CJIS Section at 1-800 657-3817.

MCS SHOULD BE 'A' - ADULT ARREST(S) FOUND ON FILE

ERROR CODE = 1100

At least one adult arrest record is on file for this case, and the MCS field on the incident record does not indicate "A."

MCS SHOULD BE 'J' - JUVENILE ARREST(S) FOUND ON FILE

ERROR CODE = 1105

At least one juvenile arrest record is on file for this case, and the MCS field on the incident record does not indicate "J."

MCS = 'A' AND NO ARRESTS ON FILE

ERROR CODE = 1080

The MCS field on the incident record indicates the case was cleared by the arrest of an adult, but there are no arrest records on file for this case.

MCS = 'A' AND ONLY JUVENILE ARREST(S) ON FILE

ERROR CODE = 1085

The MCS field on the incident records indicates the case was cleared by the arrest of an adult, but only juvenile arrest record(s) are on file for this case.

MCS = 'J' AND NO ARRESTS ON FILE

ERROR CODE = 1090

The MCS field on the incident record indicates the case was cleared by the arrest of a juvenile, but there are no arrest records on file for this case.

MCS = 'J' AND ONLY ADULT ARREST(S) ON FILE

ERROR CODE = 1095

The MCS field on the incident record indicates the case was cleared by the arrest of a juvenile, but only adult arrest record(s) are on file for this case.

MOC NOT PRESENT ON MOC FILE **SYSTEM PROBLEM******

ERROR CODE = 4020

When an error of this type is listed, notify the BCA, CJIS Section at 1-800 657-3817.

MOC NOT = MOC ON ISN-01 INCIDENT RECORD **SYSTEM PROBLEM******

ERROR CODE = 2025

When an error of this type is listed, notify the BCA, CJIS Section at 1-800 657-3817.

NO ISN-01 INCIDENT ON FILE FOR CAG/OCA

ERROR CODE = 1015

An incident record is on file, but does not contain an ISN 01.

NO MATCHING INCIDENT RECORD ON FILE (CAG/OCA)

ERROR CODE = 3010

A recovered property record exists, but there is no matching ISN-01 incident record (based on CAG/OCA) on file.

NO MATCHING INCIDENT RECORD ON FILE (CAG/OCA)

ERROR CODE = 4010

An arrest record exists, but there is no matching ISN-01 incident record (based on CAG/OCA) on file.

NO MATCHING ISN-01 INCIDENT RECORD ON FILE

ERROR CODE = 2010

No matching ISN-01 incident record (based on CAG/OCA) is present on file for this stolen property record.

NO MATCHING STL. PROP. REC ON FILE (CAG/OCA)

ERROR CODE = 3015

A recovered property record exists, but there is no matching stolen property record (based on CAG/OCA) on file.

NO STOL. PROP. RECORD FOUND FOR PROPERTY OFFENSE

ERROR CODE = 1055

An incident record containing a property related MOC is on file and no matching stolen property record exists.

NON-ARSON PROPERTY RECORD FOUND FOR ARSON OFFENSE

ERROR CODE = 1070

The incident record contains the arson MOC, but the related stolen property record(s) contains the non-arson PTC code.

NON-ISN-01 INCIDENT RECORD WITH SVL > ZERO

ERROR CODE = 1045

****SYSTEM PROBLEM****

When an error of this type is listed, notify the BCA, CJIS Section at 1-800 657-3817.

NON-ISN-01 INCIDENT W/ARSON MOC CODE

ERROR CODE = 1030

An arson incident record was entered with an ISN other than 01.

NON-VEHICLE PTC FOR VEHICLE CRIME CATEGORY

ERROR CODE = 2035

The ISN-01 incident record associated with this stolen property record contains a vehicle-related MOC code, but the PTC on the stolen property record is a non-vehicle code.

RECOVERY DATE PRIOR TO INCIDENT DATE (INC. RECORD)

ERROR CODE = 3020

The Date of Recovery (DOR) on the recovered property record is prior to the Date Reported (RPD) on the incident record.

RVL > SVL ON MATCHING INCIDENT RECORD

ERROR CODE = 3030

The recovered value on the recovered property record is greater than the stolen value on the corresponding incident record.

STOLEN PROP FOUND FOR NON-PROPERTY OFFENSE

ERROR CODE = 1035

A stolen property record exists for an incident record that does not require a property entry.

STOLEN PROP FOUND FOR UNFOUNDED INCIDENT

ERROR CODE = 1040

A stolen property record exists for an incident record that has a MCS of "U" (unfounded).

**SUM OF SVL'S ON STL PROP RECORDS NOT = SVL
1075**

ERROR CODE = 1065,

ON INC **SYSTEM PROBLEM**

When an error of this type is listed, notify the BCA, CJIS Section at 1-800 657-3817.

THEFT DATE NOT = INCIDENT DATE ON ISN-01 INC. REC.

ERROR CODE = 2020

The Date of Theft (DOT) on the stolen property record must match the Date Reported (RPD) on the corresponding incident record.

VEHICLE PTC FOR NON-VEHICLE CRIME CATEGORY

ERROR CODE = 2030

The ISN-01 incident record associated with this stolen property record contains a non-vehicle related MOC code, but the PTC on the stolen property record is a vehicle code.

**UCP DOESN'T MATCH UCP FOR MOC ON MOC FILE
** SYSTEM PROBLEM****

ERROR CODE = 1025, 2025

When an error of this type is listed, notify the BCA, CJIS Section at 1-800 657-3817.

Following is a numeric list of the error messages:

<u>ERROR CODE</u>	<u>ERROR CODE LITERAL</u>
1010	DUPLICATE INCIDENT RECORD (CAG/OCA/ISN)
1015	NO ISN-01 INCIDENT ON FILE FOR CAG/OCA
1020	INCIDENT MOC NOT PRESENT ON MOC FILE **SYSTEM PROBLEM**
1025	UCP DOESN'T MATCH UCP FOR MOC ON MOC FILE **SYSTEM PROBLEM**
1030	NON-ISN-01 INCIDENT W/ARSON MOC CODE
1035	STOLEN PROP FOUND FOR NON-PROPERTY OFFENSE
1040	STOLEN PROP FOUND FOR UNFOUNDED INCIDENT
1045	NON-ISN-01 INCIDENT RECORD WITH SVL > ZERO **SYSTEM PROBLEM**
1050	ARSON MOC VS. PTC ON STOL. PROP. RECORD INVALID
1055	NO STOL. PROP. RECORD FOUND FOR PROPERTY OFFENSE
1060	ARSON PROPERTY RECORD FOUND FOR NON-ARSON OFFENSE
1065	SUM OF SVL'S ON STL PROP RECORDS NOT = SVL ON INC **SYSTEM PROBLEM**
1070	NON-ARSON PROPERTY RECORD FOUND FOR ARSON OFFENSE
1075	SUM OF SVL'S ON STL PROP RECORDS NOT - SVL ON INC **SYSTEM PROBLEM**
1080	MCS = 'A' AND NO ARRESTS ON FILE
1085	MCS = 'A' AND ONLY JUVENILE ARREST(S) ON FILE
1090	MCS = 'J' AND NO ARRESTS ON FILE
1095	MCS = 'J' AND ONLY ADULT ARREST(S) ON FILE
1100	MCS SHOULD BE 'A' - ADULT ARREST(S) FOUND ON FILE
1105	MCS SHOULD BE 'J' - JUVENILE ARREST(S) FOUND ON FILE
2010	NO MATCHING ISN-01 INCIDENT RECORD ON FILE

2015 DUPLICATE STOLEN PROPERTY RECORD (CAG/OCA/ISN/TSN)
2020 THEFT DATE NOT = INCIDENT DATE ON ISN-01 INC. REC.
2025 MOC NOT - MOC ON ISN-01 INCIDENT RECORD **SYSTEM PROBLEM**
2030 VEHICLE PTC FOR NON-VEHICLE CRIME CATEGORY
2035 NON-VEHICLE PTC FOR VEHICLE CRIME CATEGORY
3010 NO MATCHING INCIDENT RECORD ON FILE (CAG/OCA)
3015 NO MATCHING STL. PROP. REC ON FILE (CAG/OCA)
3020 RECOVERY DATE PRIOR TO INCIDENT DATE (INC. RECORD)
3030 RVL > SVL ON MATCHING INCIDENT RECORD
4010 NO MATCHING INCIDENT RECORD ON FILE (CAG/OCA)
4020 MOC NOT PRESENT ON MOC FILE **SYSTEM PROBLEM**

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Section 10

MINNESTOA OFFENSE CODES

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10.4 INCIDENT CODES

The 9000 - 9997 series of codes has been set aside by the federal government for use by the states. We have subdivided this series into the various codes listed below. Any agency can further subdivide these codes to fit their own needs. You can add to, but cannot change, the pre-assigned codes.

The 9000 - 9997 series may be used to enter into the Criminal Justice Reporting System if your agency desires to do so. This would result in your receiving a monthly tabulation of the involvement of your agency in these non-criminal type activities.

TRAFFIC LAW VIOLATIONS

CODES

Violations of Road and Driving Laws

9000-9099

This should include violations of regulations with respect to proper handling of a motor vehicle. The emphasis here is upon situations in which the vehicle is in motion. Exclude: Driving while under the influence of drugs or alcoholic beverages. Include: Failure to give right-of-way; Failure to obey traffic signs, signals, and markings; Lane usage; Improper signaling; Speeding; Reckless and careless driving; Operating with unsafe equipment, etc.

Parking Violations

9100-9199

Include all parking violations. The emphasis here is upon situations in which the car is not in motion.

Other Violations of Traffic and Motor Vehicle Laws

9200-9299

Include here all violations of state and local ordinances with regard to traffic and motor vehicles that do not fall within the 9000 or 9100 series. This should include all drivers license violations, motor vehicle registration violations, failure to comply with information required at the scene of an accident, improper vehicle title. The emphasis here is upon situations that involve non-moving violations.

PART III INCIDENTS - LOST AND FOUND

CODES

Lost - (All Other)	9300
Persons - Lost	9301
Animals - Lost	9302
Property - Lost	9303
Expansion Codes	9304-9309
Found - (All Other)	9310
Persons - Found	9311
Animals - Found	9312
Property - Found	9313
Vehicles - Abandoned	9314
Expansion Codes	9315-9319

PART IV INCIDENTS - CASUALTIES**CODES****Motor Vehicle Accidents**

Motor Vehicles Accidents - (All Other)	9400
Fatal Motor Vehicle Accident	9410
Personal Injury Motor Vehicle Accident	9420
Hit and Run Personal Injury Motor Vehicle Accident	9430
Property Damage Motor Vehicle Accident	9440
Hit and Run Property Damage	9450

Motor Vehicle Accidents (Continued)**CODES**

Bicycle Accidents (No Motor Vehicle Involved)	9460
Expansion Codes	9461-9499

Snowmobile Accidents (No other type motor vehicle involved)

(All Others)	9500
Fatal Snowmobile Accidents	9501
Personal Injury Snowmobile Accidents	9502
Property Damage Snowmobile Accidents	9503
Expansion Codes	9504-9509

Boating Accidents

(All Others)	9510
Fatal Boat Accidents	9511
Personal Injury Boat Accidents	9512
Property Damage Boat Accidents	9513
Expansion Codes	9514-9519

Public Accidents

(All Others)	9520
Drownings	9521
Falls	9522
Burns	9523
Expansion Codes	9524-9529

Home Accidents

(All Others)	9530
Falls	9531
Burns	9532
Poisons	9533
Cuts	9534
Expansion Codes	9535-9539

Occupational Accidents

(All Others)	9540
Electrical Shock	9541
Falls	9542
Handling Objects (Lifting, Dropping Objects, etc.)	9543
Cuts	9544
Expansion Codes	9545-9549

Firearm Accidents

(All Others)	9550
Pistol	9551
Rifle	9552
Shotgun	9553
Expansion Codes	9554-9559

Animal Bites

(All Others)	9560
Dog	9561
Expansion Codes	9562-9569

Fires

(All Others)	9600
Single Dwelling	9601
Multiple Dwelling	9602
Commercial	9603
Industrial	9604
Manufacturing	9605
Vehicle	9606
Grass	9607
Expansion Codes	9608-9649

Suicides

	9700
Expansion Codes	9701-9709

Suicide Attempts

	9710
Expansion Codes	9711-9719

Sudden Deaths and Bodies Found

	9720
Expansion Codes	9721-9729

Sick Cared For

	9730
Expansion Codes	9731-9739

Mental Cases

	9740
Expansion Codes	9741-9749

PART V INCIDENTS-MISCELLANEOUS

Miscellaneous Public

Include any other citizen complaints not otherwise classified.

(All Others)	9800
Domestics	9801
Public Assist	9802
Expansion Codes	9803-9899

Miscellaneous Officer

Include all miscellaneous services; warrants served for other agencies, money escorts, funeral escorts, drivers license pickups, delivery of various papers or agendas, etc.

(All Others)

9900-9997

10.5 MINNESOTA OFFENSE CODE CATEGORIES

CATEGORY

OFFENSE KEY

PART I

1 - Criminal Homicide	H
2 - Forcible Rape	S
3 - Robbery	R
4 - Aggravated Assault	A
5 - Burglary	B
6 - Larceny/Theft	T,U,V
7 - Motor Vehicle Theft	V
8 - Arson	F

PART II

9 - Other Assaults (Simple)	A
10 - Forgery/Counterfeiting	C
11 - Fraud	U
12 - Embezzlement	U
13 - Stolen Property	Q
14 - Property Damage (Vandalism)	P
15 - Weapon Offenses	W
16 - Prostitution/Commercial Vice	Z
17 - Other Sex Offenses	I,O,S,Z
18 - Narcotics	D
19 - Gambling	G
20 - Offense Against Family and Children	I
21 - Driving Under the Influence	J
22 - Liquor	M
23 - Drunkenness	(Not Applicable)
24 - Public Peace (Disorderly Conduct)	N,Y
25 - Vagrancy	N
26 - All Other Offenses	A,E,I,K,M,N,O,P,Q,W,X

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Section 11

COMPUTER ERROR MESSAGES

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11.1 COMPUTER ERROR MESSAGES

An error message advises an agency of an error in a CJRS transaction. Some error messages contain message field codes to identify the field containing the error. The "XXX" in the following messages will be replaced by the appropriate message field code abbreviation in an actual error message received from the CJIS computer.

Each error message will contain a brief explanation of the error causing the message to be transmitted. A review of the examples and formats for the particular report involved in the transaction may aid in identifying the reason for an error message. The following list of error messages is in alphabetical order to facilitate finding a particular error message.

CJRS RECORD PREVIOUSLY CANCELLED

This response is received when a modify is entered on a cancel created for off-line file record.

Example:

```
BCC057 BCC056 OCT 10 1990 10:10:49 10/10/90 12:10:55
CJRS RECORD PREVIOUSLY CANCELLED
MCE OCA/90000001.CAG/MNBCA0000.ISN/01.MCS/C.
```

DUPLICATE RECORD ON FILE

A record exists on file which exactly matches the unique identifiers in the enter message.

Example:

```
BCC045 BCC044 OCT 10 1990 09:14:00 10/10/90 09:14:06
ETY/INCIDENT.
1 OCA/90000002.CAG/MNBCA0000.
2 RPD/101090. TRP/0800.
3 DUPLICATE RECORD ON FILE
```

FIELD (XXX) CONTAINS INVALID DATA

The data contained in the field identified is in error.

Example:

```
BCC041 BCC039 OCT 10 1990 11:00:54 10/10/90 11:01:00
FIELD (TRP) CONTAINS INVALID DATA
ECE/90000465/MNBCA0000/
2/101090/2400///
3/01/B1384
```

FIELD (XXX) EXCEEDS MAX CHARS ALLOWED

The data specified exceeds the maximum characters allowed.

Example:

```
BCC007 BCC005 OCT 10 1990 20:45:45 10/10/90 20:45:51
FIELD (OCA) EXCEEDS MAX CHARS ALLOWED
ECE/9000000478/MNBCA0000/
2/101090/0800///
3/01/B1384
```

FIELD (XXX) IS AN INVALID ELEMENT

The field identifier is incorrect for the input message.

Example:

```
BCC015 BCC013 OCT 10 1990 21:34:04 10/10/90 21:34:11
FIELD (COA) IS AN INVALID ELEMENT
MCE COA/90000480.CAG/MNBCA0000.ISN/01.MCS/C
```

FIELD (XXX) LESS THAN MIN CHARS REQUIRED

The field specified contains less than the minimum characters required.

Example:

```
BCC034 BCC034 OCT 10 1990 14:14:05 10/10/90 14:14:10
FIELD (OCA) LESS THAN MIN CHARS REQUIRED
ECE/9000788/MNBCA0000/
2/101090/0800///
3/01/P3310
```

FIELD (XXX) MANDATORY

The field identified is a mandatory field for the input message being use.

Example:

```
BCC037 BCC035 OCT 10 1990 04:15:33 10/10/90 04:15:39
FIELD (CAG) MANDATORY
MCE OCA/90000099.ISN/01.MCS/C
```

FIELD (XXX) NOT EQUAL TO RECORD

The data contained in the field identified does not match the data on file.

Example:

```
BCC042 BCC041 OCT 10 1990 13:30:12 10/10/90 13:30:17
FIELD (CAG) NOT EQUAL TO RECORD
ECE/90000466/MNBCA1100/
2/101090/0400///
3/01/V1021
```

This message will usually be received if an invalid controlling agency identifier is used.

FIELD (XXX) REPETITIONS EXCEED MAX ALLOWED

The data immediately following the field identified has been repeated more times than allowable, or the field identifier appears more than once in the input message.

Example:

```
BCC024 BCC022 OCT 10 1990 08:41:54 10/10/90 08:42:00
FIELD (ISN) REPETITIONS EXCEED MAX ALLOWED
MCE OCA/90000440.CAG/MNBCA0000.ISN/01.ISN/02.MCS/C
```

INVALID ACCESS ATTEMPTED

This message will be returned when a special character (e.g., /, ;:.) is used as field data in the transaction.

Example:

```
BCC044 BCC043 OCT 10 1990 09:07:19 10/10/90 09:07:25
INVALID ACCESS ATTEMPTED
ECA/90000456/MNBCA0000/101090/
2/001/M/W/080860/1//
3/01/B1164/N/MN/SS/609.582/206
```

INVALID MESSAGE KEY

The message key specified is in error.

Example:

```
BCC043 BCC034 OCT 10 1990 11:37:19 10/10/90 11:37:42
INVALID MESSAGE KEY
QCE/90000432/MNBCA0000/
2/101083/0700///
3/01/B1164
```

SYSTEM PROBLEM - NOTIFY (XXX) XXX-XXXX NOW

This is a computer problem; notify the telephone number listed, and provide the following information:

1. Type of message being attempted,
2. Content of message, and
3. Any additional information requested

Example:

```
BCC058 BCC057 OCT 10 1990 09:23:23 10/10/90 09:23:29
SYSTEM PROBLEM - NOTIFY (612) 296-2280 NOW
ECE/90000444/MNBCA0000/
2/101090/0800///
3/01/B1164
```

UNAUTHORIZED FILE ACTION ATTEMPTED

This message will be received when an agency tries to modify, cancel, or query an entry made by another agency. Example:

```
BCC056 BCC055 OCT 10 1990 15:15:15 10/10/90 15:15:21
UNAUTHORIZED FILE ACTION ATTEMPTED
MCE OCA/90000034.CAG/MN0270100.ISN/01.MCS/C
```

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Section 12

MINNESOTA REPORTING STATUTES

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12 MINNESOTA REPORTING STATUTES

12.1 General Description

There are certain state statutes that regulate the duties and responsibilities of law enforcement agencies in regard to reporting crime information. This section will provide a list of those statutes which apply to criminal justice reporting.

241.06 RECORD OF INMATES; DEPARTMENT OF CORRECTIONS

The commissioner of corrections shall keep in his office, accessible only by his consent or on the order of a judge or court of record, a record showing the residence, sex, age, nativity, occupation, civil condition, and date of entrance or commitment of every person, inmate, or convict in the facilities under his exclusive control, the date of discharge and whether such discharge was final, the condition of such person when he left the facility, and the date and cause of all deaths. The records shall state every transfer from one facility to another, naming each. This information shall be furnished to the commissioner of corrections by each facility, with such other obtainable facts as he may from time to time require. The chief executive officer of each such facility, within ten days after the commitment of entrance thereto of a person, inmate, or convict, shall cause a true copy of his entrance record to be forwarded to the commissioner of corrections. When a person, inmate, or convict leaves, is discharged or transferred, or dies in any facility, the chief executive officer, or other person in charge shall inform the commissioner of corrections within ten days thereafter on forms by him furnished.

The commissioner of corrections may authorize the chief executive officer of any facility under his control to release to probation officers, county welfare boards or other specifically designated interested persons or agencies any information regarding any person, inmate, or convict thereat, if in the opinion of the commissioner, it will be for the benefit of the person, inmate, or convict.

299C.06 DIVISION POWERS AND DUTIES; LOCAL OFFICERS COOPERATE

It shall be the duty of all sheriffs, chiefs of police, city marshals, constables, prison wardens, superintendents of insane hospitals, reformatories and correctional schools, probation and parole officers, school attendance officers, coroners, county attorneys, court clerks, the commissioner of public safety, the commissioner of transportation, and the state fire marshal to furnish to the division statistics and information regarding the number of crimes reported and discovered, arrests made, complaints, informations, and indictments, filed and the disposition made of same, pleas, convictions, acquittals, probations granted or denied, receipts, transfers, and discharges to and from prisons, reformatories, correctional schools, and other institutions, paroles granted and revoked, commutation of sentences and pardons granted and rescinded, and all other data useful in determining the cause and amount of crime in this state and to form a basis for the study of crime, police methods, court procedures, and penal problems. Such statistics and information shall be furnished upon the request of the division and upon such forms as may be prescribed and furnished by it. The division shall have the power to inspect and prescribe the form and substance of the records kept by those officials from which the information is so furnished.

299C.21 PENALTY ON LOCAL OFFICERS REFUSING INFORMATION

If any public official charged with the duty of furnishing to the bureau fingerprint records, reports, or other information required by section 299C.06, 299C.10, 299C.17, shall neglect or refuse to comply with such requirement, the bureau, in writing, shall notify the state, county, or city officer charged with the issuance of a warrant for the payment of the salary of such official. Upon the receipt of the notice the state, county, or city official shall withhold the issuance of a warrant for the payment of the salary or other compensation accruing to such officer for the period of 30 days thereafter until notified by the bureau that such suspension has been released by the performance of the required duty.

299C.22 SECURITY GUARD; DISCHARGE OF FIREARMS; REPORT

Subdivision 2. Reports. Each discharge of a firearm by a security guard in the course of his employment, other than for training purposes, shall be reported to the chief of police of an organized full time police department of the municipality in which the discharge occurred or to the county sheriff if there is no local chief of police. Reports required to be made under this subdivision shall be forwarded to the bureau of criminal apprehension upon forms as may be prescribed and furnished by the bureau. The superintendent shall cause a summary of the reports to be compiled and published annually.

299F.04 ORIGIN OF FIRES INVESTIGATED

Subdivision 1. The chief of the fire department of each city in which a fire department is established, and the mayor of each city in which no fire department exists, and the president of the statutory city board of each statutory city in which no fire department exists, and the town clerk of each town without the limits of any city or statutory city, shall investigate, or cause to be investigated, the cause, origin, and circumstances of each fire occurring in the city, statutory city or town by which property has been destroyed or damaged when the damage exceeds \$100, except that all fires of unknown origin shall be reported, and shall especially make investigation as to whether the fire was the result of carelessness, accident, or design.

Subd. 2. The investigation shall be begun within two days of the occurrence of the fire and the state fire marshal shall have the right to coordinate the investigation when he deems it necessary.

Subd. 3. The officer making investigation of fires occurring in cities, statutory cities and towns shall forthwith notify the state fire marshal and shall, within one week of the occurrence of the fire, furnish to the state fire marshal a written statement of all the facts relating to the cause and origin of the fire and such further information as may be called for the blanks furnished by the state fire marshal. The state fire marshal shall keep in his office a record of all fires occurring in the state, together with all facts, statistics, and circumstances, including the origin of the fires, which may be determined by the investigation provided by this chapter. These statistics shall be at all times open to public inspection.

Subd. 4. The state fire marshal may conduct further investigation necessary to establish reasonable grounds to believe that a violation of Minnesota Statutes 1976, Sections 609.561 to 609.576, has occurred.

299F.05 EVIDENCE, TAKING OF

Subdivision 1. Investigations. If the state fire marshal determines that reasonable grounds exist to believe that a violation of section 609.561 to 609.576 has occurred, or has reasonable grounds to believe that some other crime has occurred in connection with a fire investigated pursuant to section 299F.04, he shall so inform the superintendent of the bureau of criminal apprehension. The superintendent shall cooperate with the fire marshal and local officials in further investigating the reported incident in a manner which may include supervising and directing the subsequent criminal investigation, and taking the testimony on oath of all persons supposed to be cognizant of any facts relating to the matter under investigation. If the superintendent believes that there is evidence sufficient to charge any person with a violation of sections 609.561 to 609.576, or of any other crime in connection with an investigated fire, he shall arrest or cause the person to be arrested and charged with the offense and furnish to the proper prosecuting attorney all relevant evidence, together with the copy of all names of witnesses and all the information obtained by him or the state fire marshal, including a copy of all pertinent and material testimony taken in the case.

Subd. 2. Information systems. The state fire marshal and the superintendent of the bureau of criminal apprehension shall maintain a record of arrests, charges filed, and final disposition of all fires reported and investigated under section 299F.04 and 299F.05. For this purpose a single reporting system shall be implemented by the department of public safety utilizing the systems operated by the fire marshal and the bureau. The system shall be operated in such a way as to minimize duplication and discrepancies in reported figures.

626.553 GUNSHOT WOUNDS; PEACE OFFICERS, DISCHARGING FIREARMS; INVESTIGATIONS, REPORTS

Subd. 2. Whenever a peace officer discharges a firearm in the course of duty, other than for training purposes, or the killing of an animal that is sick, injured, or dangerous, notification shall be filed within thirty days of the incident by the officer's department head with the commissioner of public safety. The notification shall contain information concerning the reason for and circumstances surrounding discharge of the firearm. The commissioner of public safety shall file a report with the legislature by November 15 of each even numbered year containing summary information concerning use of firearms by peace officers.

APPENDIX A

GLOSSARY

AAG - Arresting Agency Number

A field contained on the Arrest Record which indicates the NCIC identifier of the agency making the arrest.

ACH - Arrest Charge Number

A field contained on the Arrest Record which identifies the charge or charges for which the individual is arrested (first charge is assigned number 01, and each subsequent charge is assigned a number in sequence: 02, 03, etc.).

ADJ - Adult-Juvenile Code

A field contained on the Detention Information Record which indicates whether a person is an adult, juvenile, or certified as an adult.

ADN - Arrest Disposition Numeric

A field contained on the Arrest Record which indicates the initial status disposition of the individual arrested (posted bail, held in custody, etc.).

Alpha Characters

One of the letters, A through Z.

BCA

Acronym for the Bureau of Criminal Apprehension.

CAG - Controlling Agency Number

A field contained on the Incident, Stolen and Recovered Property, Arrest, and Detention Information Records which indicates the NCIC Identifier of the agency within whose reporting jurisdiction the incident occurred.

CCD - Charge Code

A field contained on the Arrest Record which identifies the type of legal code under which the individual is being charged.

Character

One of the letters A through Z, numerals 0 through 9, punctuation marks and any other symbols acceptable for computer use.

CJDN

Acronym for the Criminal Justice Data communications Network. Definition of the CJDN is a system, including the equipment, facilities, procedures, agreements, and organizations thereof, for the collection, processing, preservation, or dissemination of criminal justice information.

CJIS

Acronym for the Criminal Justice Information System Section of the BCA.

CJRS

Acronym for the Criminal Justice Reporting System.

CMIS

Acronym for the Corrections Management Information System.

Connector

A special character (/) used to indicate the relationship between the field identifier and the associated data. Example: CAG/MNBCA0000.

CRT

Acronym for Cathode Ray Tube. A CRT is a visual display terminal used for access to the CJDN.

Data

A general term for information.

DDT - Detention Date

A field contained on the Detention Information Record which indicates the date custody began (booking date).

Delimiter

See "terminator".

DLU - Date of Last Update

A field contained on record query responses which indicates the date that the particular record was last updated.

DOA - Date of Arrest

A field contained on the Arrest Record which indicates the date an individual was arrested, or if issued a summons, citation, or notice to appear, the date of issue or date the individual submits to the authority of the court.

DOB - Date of Birth

A field contained on the Arrest and Detention Information Records which indicates the date of birth of the individual to whom the report applies.

DOE - Date of Record Entry

A field contained on Detention Information Record query responses which indicates the date that the particular record was entered.

DOR - Date of Recovery

A field contained on the Recovered Property Record which indicates the date that the property was recovered.

DOT - Date of Theft

A field contained on the Stolen Property Record which indicates the date that property was stolen. This date must match the Date Reported on the Incident Record.

DOU - Date of Update

A field contained on Detention Information Record query responses which indicates the date the particular record was last updated.

DRE - Date Record Entered

A field contained on record query responses which indicates the date that the particular record was entered.

DRL - Date of Release

A field contained on the Detention Information Record which indicates the date custody ended.

DTI - Detention Time In

A field contained on the Detention Information Record which indicates the "clock time" custody began, according to military time.

DTO - Detention Time Out

A field contained on the Detention Information Record which indicates the "clock time" that custody ended, according to military time, on the date of release.

DWK - Day of Week

The day of the week on which an offense/incident was reported.

ECA

Message key used for entry of the Arrest Record.

ECE

Message key used for entry of the Incident Record without the optional line.

ECI

Message key used for entry of the Incident Record with the optional line.

ECP

Message key used for entry of the Stolen Property Record.

ECR

Message key used for entry of the Recovered Property Record.

EDI

Message key used for entry of the Detention Information Record.

Element

See "Field".

ETY

Message key received on enter and query responses for all original entry records.

FBI

Acronym for the Federal Bureau of Investigation.

Field

An assigned area in a record reserved for a specific type of data.

Field Identifier

Used to identify a specific field of data (example: ADN, DOT, etc.).

File

A grouping of records having similar characteristics (example: Incident File).

Fixed Form

The entry of data in a predefined format.

FOR - Format of Record

Identifies the format of the record (example: I = Incident, P = Stolen Property, etc.).

Format

A predetermined arrangement of characters, fields, lines, and punctuation marks with regard to input, output, and files.

Free Form

The entry of data without regard for predefined formats.

GOC - General Offense Character

A field contained on the Arrest Record which is used as a refinement of the Minnesota Offense Code, to further explain the offense described by the MOC.

Hardware

All of the mechanical, electrical, magnetic, and electronic components forming the equipment portion of an information system.

Header

An alpha or numeric sequence, or combination of both, providing message routing information.

HRD - How Received

A field contained on the Incident Record which indicates how the controlling agency received the incident information.

ICR - Initial Complaint Report

A form used to record the initial information received on an incident requiring law enforcement action.

Identifier

Data stored in certain specific fields of a record to be used for search purposes in connection with an inquiry.

Interface

A common boundary between computers, or a terminal and a computer.

ISN - Incident Sequence Number

A field contained on the Incident and Stolen and Recovered Property Records which identifies each offense within a given course of conduct (offenses are listed sequentially and according to the seriousness of the crime, starting with number 01).

KAG - Reporting Facility

A field contained on the Detention Information Record which indicates the NCIC identifier of the agency of custody.

Left Justified

The placing of characters in a field so that the first character occupies the first space in the field.

LEOKA

Acronym for the Law Enforcement Officers Killed or Assaulted Report.

LGN - Location Grid Number

A field contained on the Incident Record which identifies a grid identification system established by an agency.

MCA

Message key used for modifying an Arrest Record.

MCE

Message key used for modifying an Incident Record entered without the optional line.

MCI

Message key used for modifying an Incident Record entered with the optional line.

MCS - Minnesota Offense Code Status

A field contained on the Incident Record which indicates the current status/disposition of the offenses/incidents.

MDI

Message key used for modifying a Detention Information Record.

Message Key

Alpha characters which furnish instructions to the computer as to the intent of the message.

MMM - Spooling Month

A field contained on record query responses which indicates the month in which the spooling of CJRS information was completed.

MOC - Minnesota Offense Code

A field contained on the Incident, Arrest, and Detention Information Records which identifies the offenses/incidents occurring within a specific course of conduct.

MTY

Message key received on modify responses for all spooled and off-line records.

NAM - Name

A field contained on the Detention Information Record which indicates the name of the individual being incarcerated.

NCIC

Acronym for the National Crime Information Center.

Numeric Characters

One of the numerals 0 through 9.

OCA - Originating Case Number

A field contained on the Incident, Stolen and Recovered Property, and Arrest Records which indicates the identifying number assigned to a specific incident by the controlling agency.

Off-Line

Relates to processing of data by equipment not in direct communication or connection with the computer.

On-Line

Relates to processing of data by equipment indirect communication with the computer.

PCG - Person Charged

A field contained on the Arrest Record which indicates whether an individual was arrested, summoned, cited, or notified.

PLC - Place Committed

A field contained on the Incident Record which indicates the address or location description of where an offense was reported to have occurred.

PRC - Property Recovered Code

A field contained on the Recovered Property Record which indicates whether property was recovered, either within or outside of the controlling agency's jurisdiction.

Preformatted Screen

A screen displayed on a CRT which shows all data fields contained in a record and in the proper order for data entry.

PSN - Person Sequence Number

A field contained on the Arrest Record which indicates the number assigned to an individual at the time of arrest for a particular incident (the first individual is given number 001 and each subsequent person arrested is assigned a number in sequence, 002, 003, etc.).

PTC - Property Type Code

A field contained on the Stolen and Recovered Property Records which identifies the category of property stolen or recovered.

QCA

Message key used for querying an Arrest Record.

QCE

Message key used for querying an Incident Record entered without the optional line.

QCI

Message key used for querying an Incident Record entered with the optional line.

QCP

Message key used for querying a Stolen Property Record.

QCR

Message key used for querying a Recovered Property Report.

QDI

Message key used for querying a Detention Information Record.

RAC - Race

A field contained on the Arrest Record which indicates the race of the individual arrested.

RBH - Reason Being Held

A field contained on the Detention Information Record which indicates the reason a person is in custody.

RBR - Reason Being Released

A field contained on the Detention Information Record which indicates the reason a person in custody is being released.

Record

A collection of related data, treated as a unit.

RGN - Register Number

A field contained on the Detention Information Record which identifies the number assigned to the individual at the time of booking by the reporting facility.

Right Justified

The placing of consecutive characters in a field so that the last character occupies the right-most space in the field.

RPD - Date Reported

A field contained on the Incident Record which indicates the date the incident is brought to the attention of a law enforcement agency.

RST - Record Status

A field contained on record query responses which indicates the update status of that particular record (entered, modified, cancelled).

RVL - Recovered Value

A field contained on the Recovered Property Record which indicates the "fair market value" of the item or items for each specific category of property, at the time of recovery.

SBN - Squad/Badge Number

A field contained on the Incident Record which identifies the officer or squad assigned to handle an incident.

Separator

Special characters (,;) used to indicate the multiple or repetitive data within a given field.

SEX - Sex

A field contained on the Arrest and Detention Information Records which indicates the sex of the individual arrested or incarcerated.

SHR

Acronym for the Supplementary Homicide Report.

SL/RECVD - Stolen Locally/Recovered

Information contained on the Supplement to Return "A" which indicates the number of vehicles stolen locally (within an agency's jurisdiction), and recovered.

SL/RL - Stolen Locally/Recovered

Information contained on the Supplement to Return "A" which indicates the number of vehicles stolen locally (within an agency's jurisdiction).

SL/RNL - Stolen Locally/Recovered Not Locally

Information contained on the Supplement to Return "A" which indicates the number of vehicles stolen locally (within an agency's jurisdiction) and recovered not locally (outside an agency's jurisdiction).

SND - Sentence Start Date

A field contained on the Detention Information Record which indicates the date the subject officially begins serving a sentence.

SNL/RL - Stolen Not Locally/Recovered Locally

Information contained on the Supplement to Return "A" which indicates the number of vehicles stolen not locally (outside an agency's jurisdiction) and recovered locally (within an agency's jurisdiction).

Software

Supporting data of the computer's operation in the form of instructions or programs to instruct the computer on what to do.

Spool

The tabulation of data each month for compiling the monthly printouts.

SST - Spooling Status

A field contained on record query responses which indicates the spool status of that particular record (spooled or not spooled).

STA - State Code

A field contained on the Arrest Record which identifies the State of Minnesota (MN).

STU - Statute/Ordinance Number

A field contained on the Arrest Record which identifies the numeric/alpha code assigned to the specific offense as listed in Minnesota State Statutes or as listed in an agency's legal ordinance book.

Subsystem

Used to specify a particular portion of the Criminal Justice Datacommunications Network (e.g., CJRS Subsystem).

SVL - Stolen Value

A field contained on the Stolen Property Record which indicates the "fair market value" of the item or items for each specific category of stolen property, at the time of theft.

SXD - Sentence Expiration Date

A field contained on the Detention Information Record which indicates the date the subject is scheduled to be released from the control of the custody agency.

System

A combination of a number of processors to handle or retain data; configuration of equipment which comprise a group.

TAR - Time Arrived

A field contained on the Incident Record which indicates the time an assigned officer or squad is arrived at the scene of the incident.

TAS - Time Assigned

A field contained on the Incident Record which indicates the time a specific officer or squad is assigned to handle an incident.

TCL - Time Cleared

A field contained on the Incident Record which indicates the time that the assigned officer or squad cleared the scene of the incident.

Terminator

A significant character (.) which indicates the end of a group of characters, but is not a part of that group.

TID - Terminal Identifier

A code assigned to a terminal on the CJDN which is used in routing all messages through the system.

TLU - Time of Last Update

A field contained on record query responses which indicates the time that particular record was updated.

TRM - Terminal

A field contained on record query responses which indicates the terminal identifier of the terminal at which an entry was made.

TRP - Time Reported

A field contained on the Incident Record which indicates the time the incident was reported.

TRT - Transaction Type

A field contained on the Detention Information Record which indicates whether the data transaction represents a subject in custody or out of custody.

TSN - Type Sequence Number

A field contained on the Stolen and Recovered Property records which sequentially lists, starting with 01, various categories (types) of property stolen and/or recovered for a specific offense identified by the ISN.

UCR

Acronym for the Uniform Crime Reporting program.

UPB - Unusual Prisoner Behavior

A field contained on the Detention Information Record which indicates prisoner behavior which may have required corrective action by the facility.

Variable Format

The entry of data may be preformed in any order.

WRC - Work Release Code

A field contained on the Detention Information Record which indicates that the subject is on work release status.

XCA

Message key used for cancelling and Arrest Record.

XCE

Message key used for cancelling an Incident Record without the optional line.

XCI

Message key used for cancelling an Incident Record with the optional line.

XCP

Message key used for cancelling a Stolen Property Record.

XCR

Message key used for cancelling a Recovered Property Report.

XDI

Message key used for cancelling a Detention Information Record.

XTY

Message key received on cancel responses for all spooled and off-line records.

YYY - Spooling Year

A field contained on a record query which indicates the year in which the spooling of CJRS information was completed.