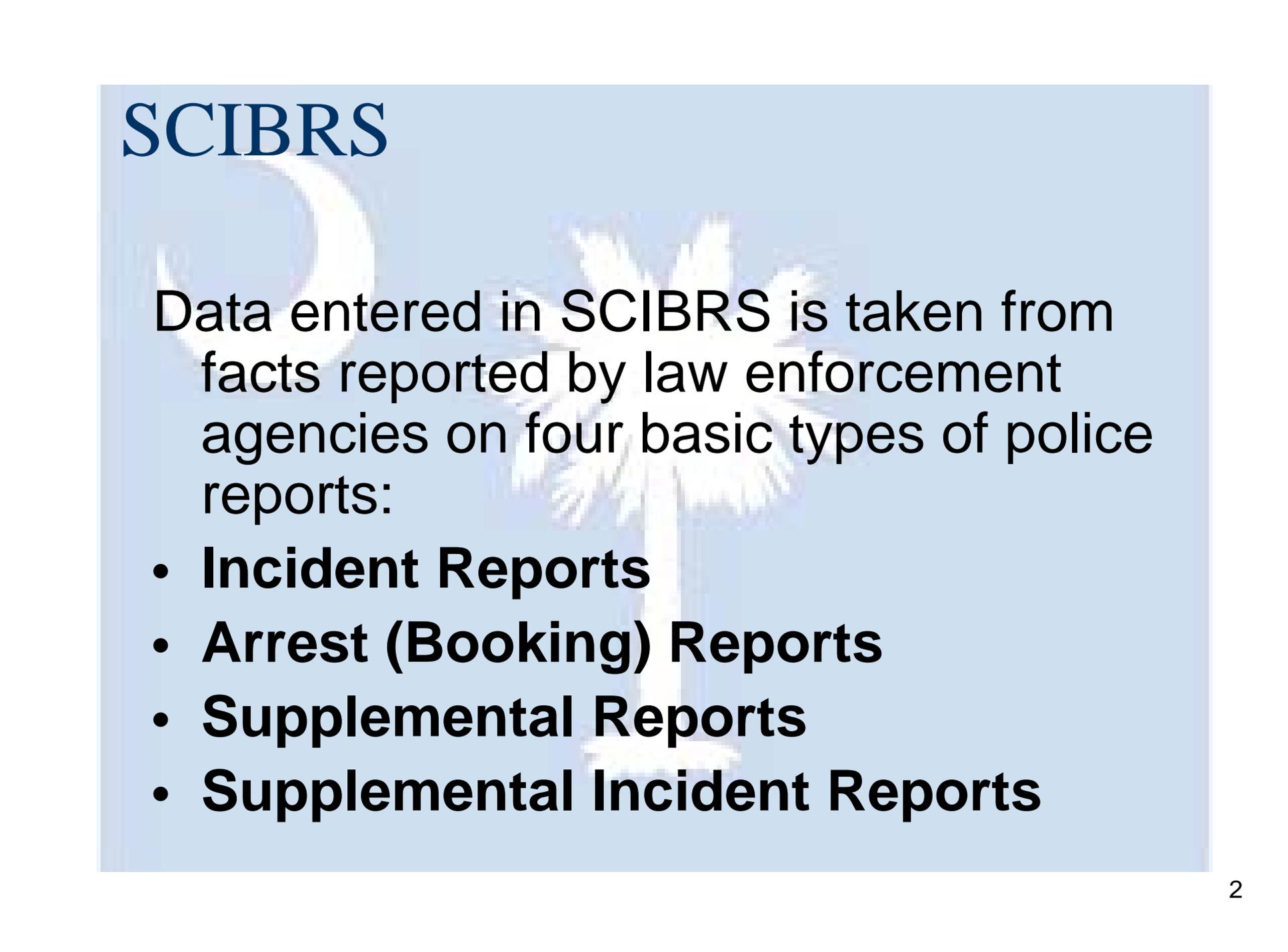
The seal of the South Carolina Highway Patrol is a circular emblem. It features a central shield with a plow and a sheaf of wheat, symbolizing agriculture. Above the shield is a banner with the word "SLED". Below the shield is the year "1947". The shield is set against a background of a sunburst. The outer ring of the seal contains the text "SOUTH CAROLINA" at the top and "HIGHWAY PATROL DIVISION" at the bottom, separated by two stars.

South Carolina Incident Based Reporting System

SCIBRS

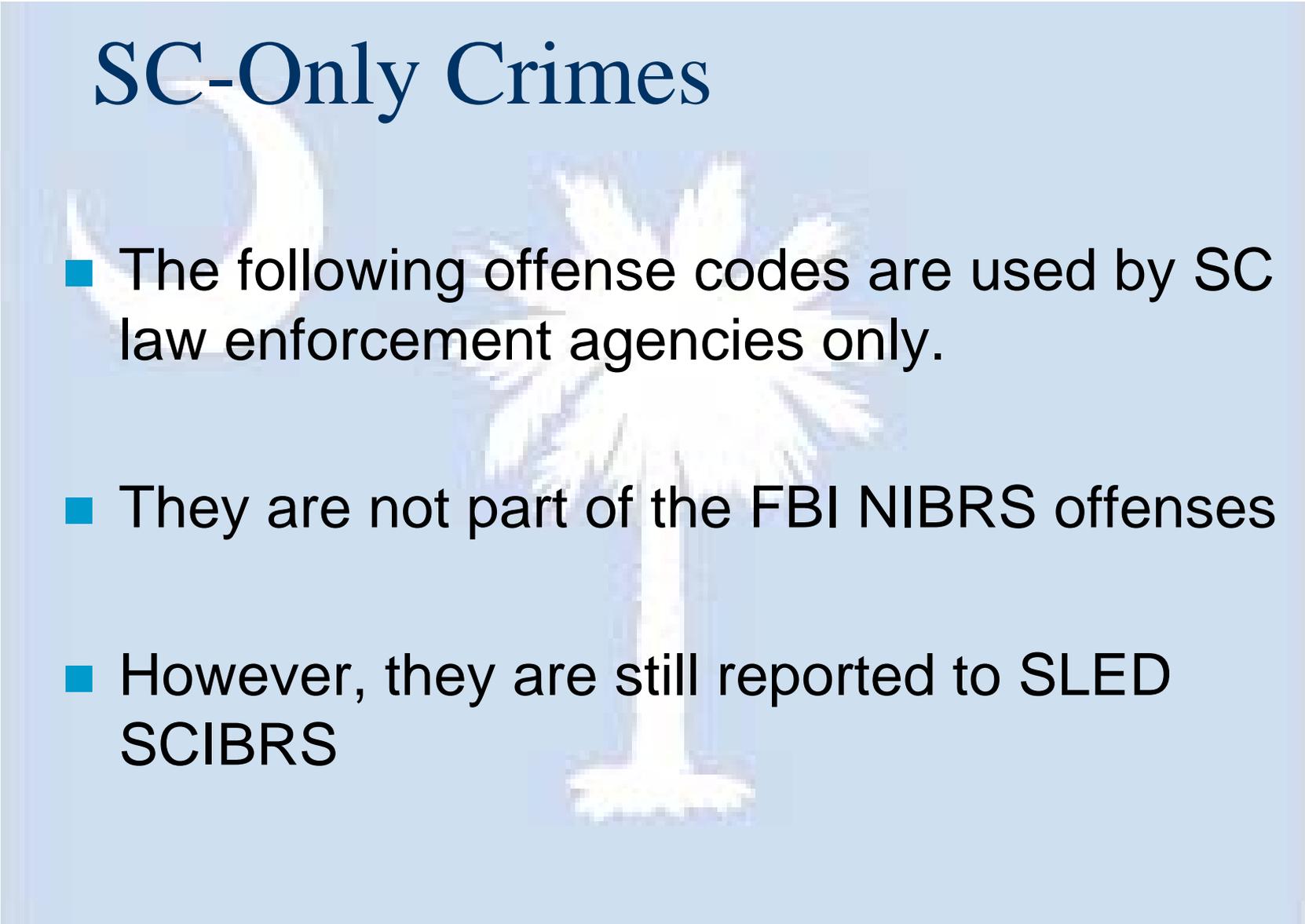
SCIBRS



Data entered in SCIBRS is taken from facts reported by law enforcement agencies on four basic types of police reports:

- **Incident Reports**
- **Arrest (Booking) Reports**
- **Supplemental Reports**
- **Supplemental Incident Reports**

SC-Only Crimes



- The following offense codes are used by SC law enforcement agencies only.
- They are not part of the FBI NIBRS offenses
- However, they are still reported to SLED SCIBRS



SUSPICIOUS FIRES

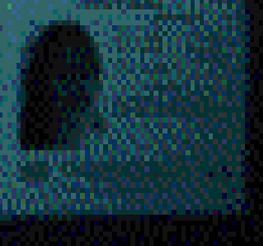
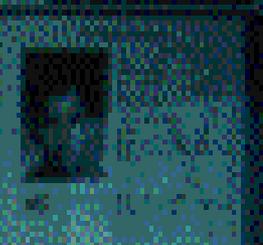
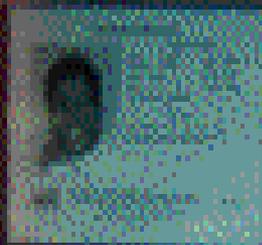
Suspicious Fires – 978 (Not a Crime)

- Fires of a suspicious or undetermined nature should be reported as suspicious fires.
- If later found to be accidental, their status can be changed to “unfounded”
- If later found to be an arson, they can be changed to code 200 (*Arson*)

CALL
1-800-THE LOST

THE MISSING
CHILDREN'S
NETWORK

We never stop trying to bring them home.



MISSING PERSONS

Missing Person – 979 (Crime Against Person)

A person missing under mysterious or unknown circumstances.

NOT a known runaway.

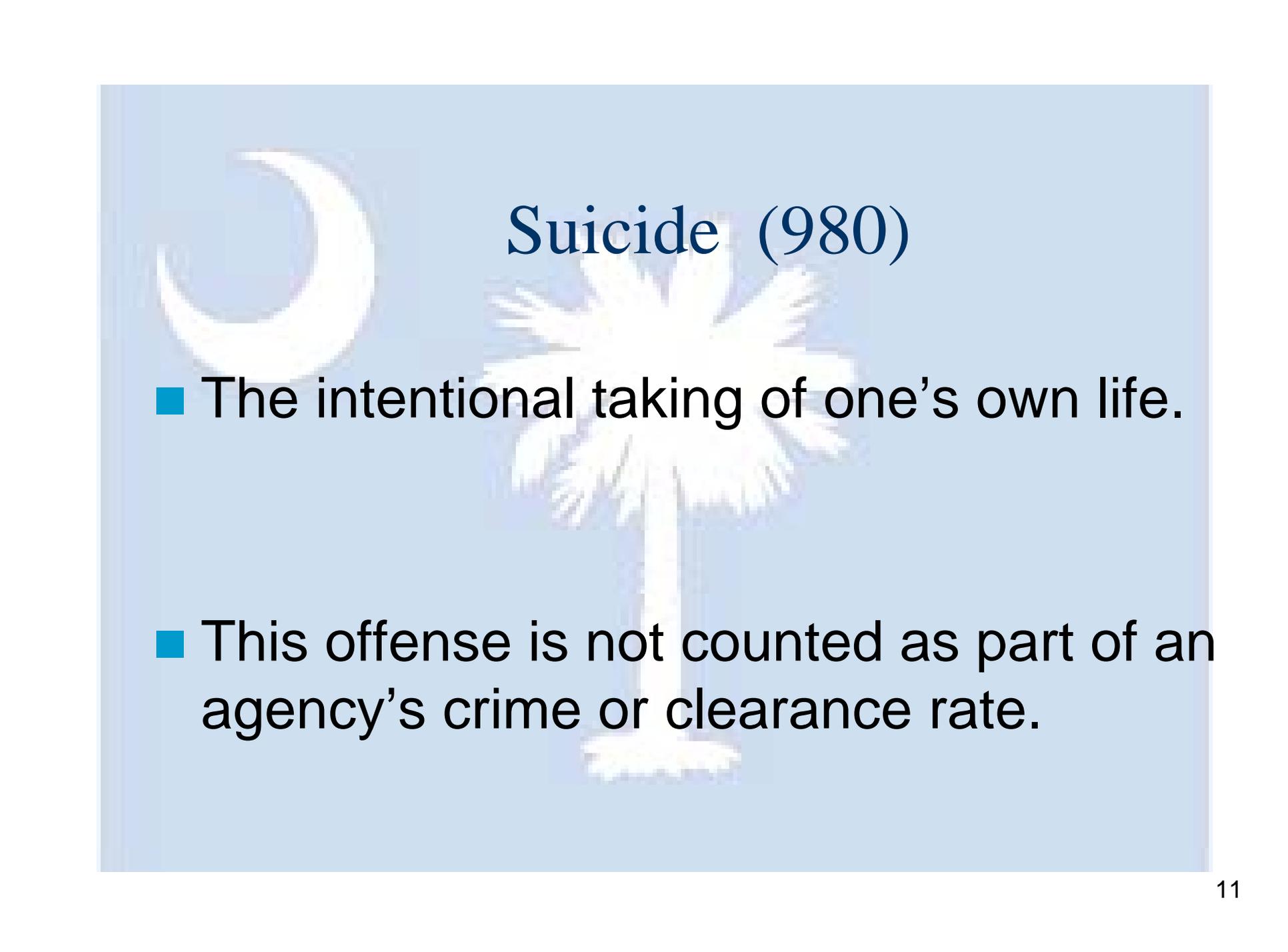
Missing persons are not considered part of the crime rate or clearance rate.

Obscene, Harassing Telephone Calls (753)

- The unlawful use of telephones for harassment.
- (If calls are made to place victims in reasonable fear of bodily harm, then the incident must be coded as Intimidation)

Using Motor Vehicle w/out Owners Consent (756)

- The taking of a vehicle, without the express consent of the owner, for **temporary** use, when prior authority has been granted or can be assumed, such as in family or room mate situations, or unauthorized use by chauffeurs and others having access to the vehicle.



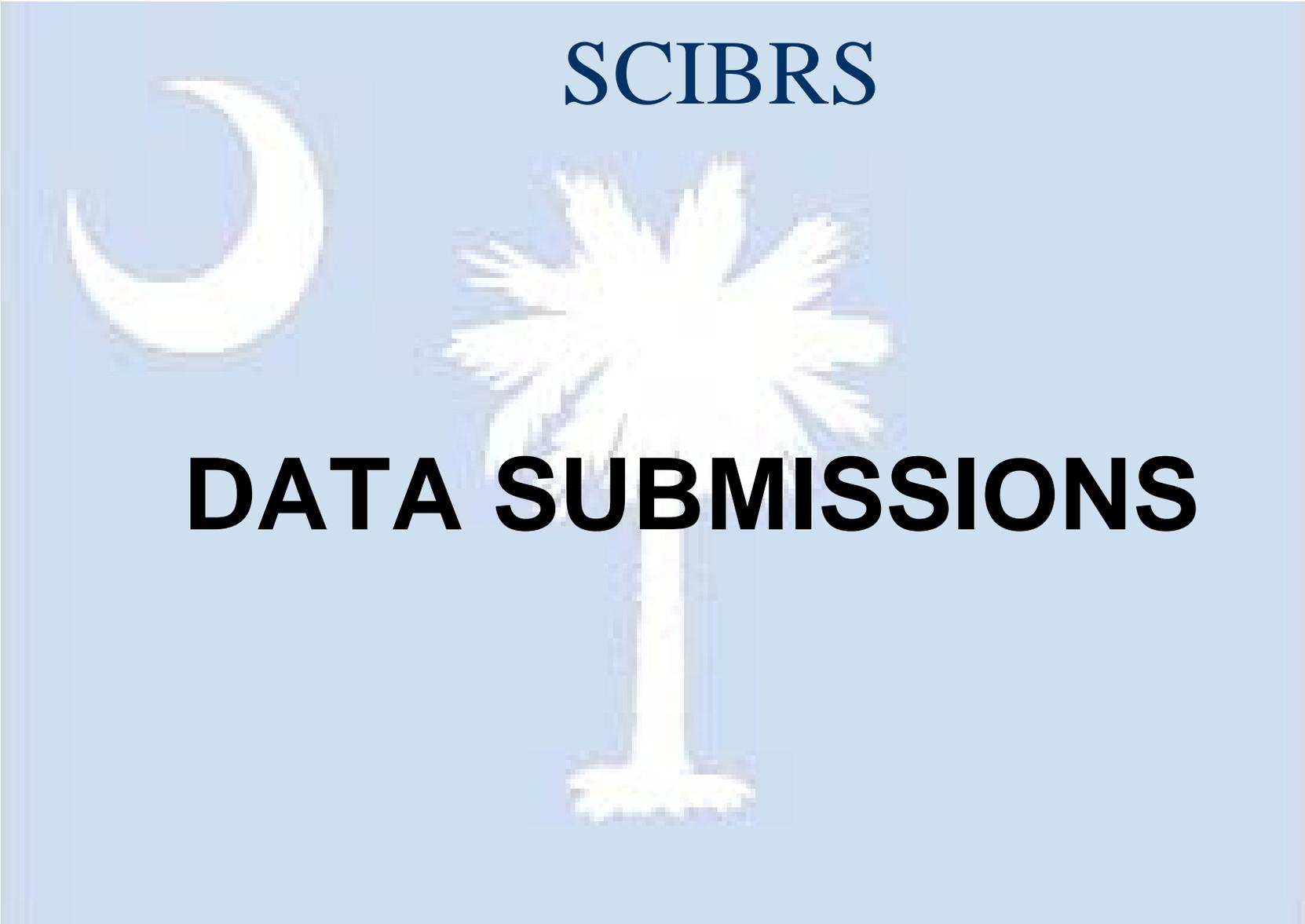
Suicide (980)

- The intentional taking of one's own life.
- This offense is not counted as part of an agency's crime or clearance rate.

Prowler – 992 (Not a Crime)

A report of a suspicious person lurking in an area where he or she has no authority to be. Usually occurs at residences.

- Prowler incidents are not counted as part of the crime or clearance rate.
- These incidents can be used in the later investigation of B&Es and CSCs.



SCIBRS

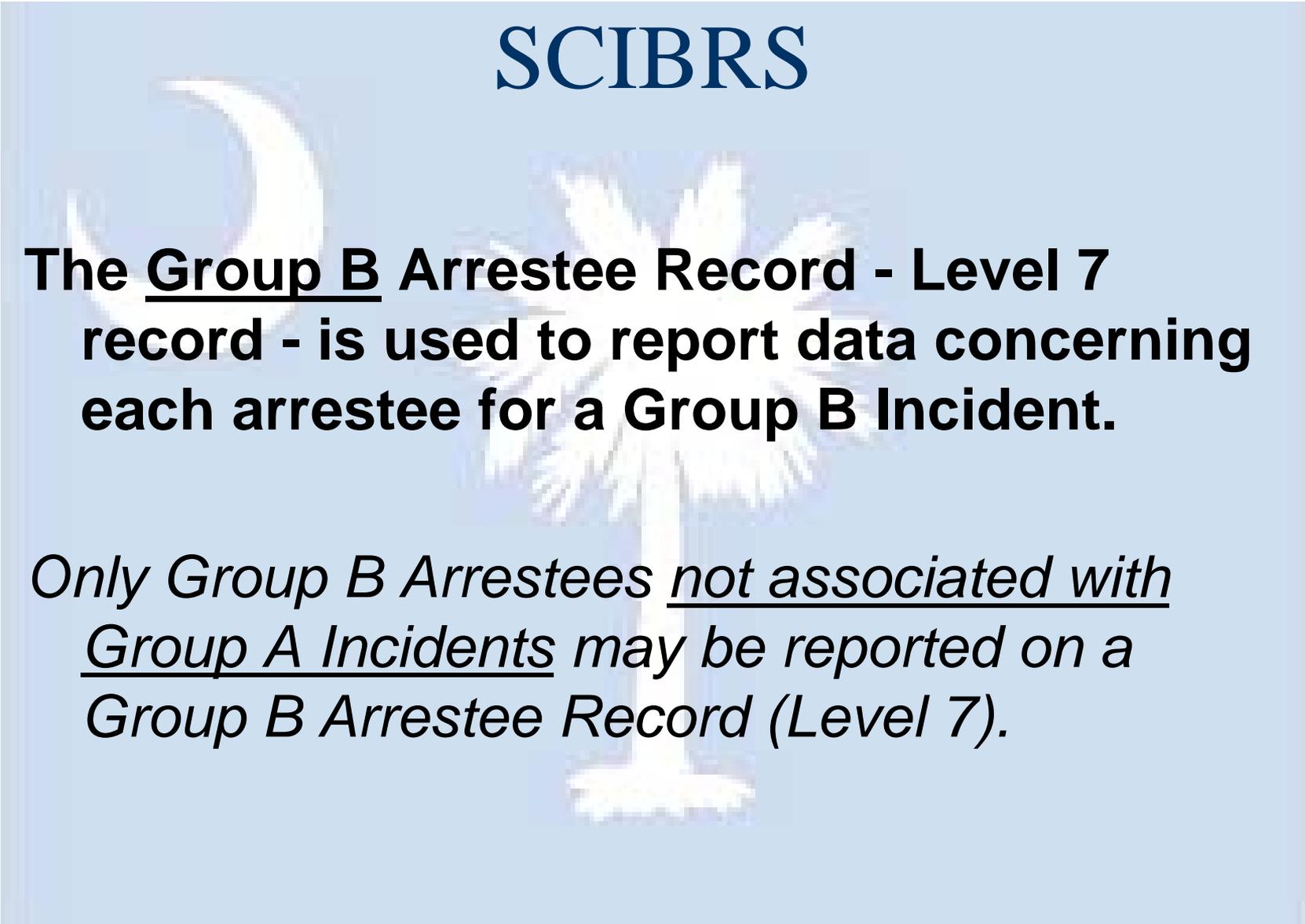
DATA SUBMISSIONS

SCIBRS

Incident reports are used to collect information about Group A Offenses within six record categories:

- *Administrative (Level 1 record)*
- *Offense (Level 2 record)*
- *Property (Level 3 record)*
- *Victim (Level 4 record)*
- *Offender (Level 5 record)*
- *Arrestee (Level 6 record)*

SCIBRS



The Group B Arrestee Record - Level 7 record - is used to report data concerning each arrestee for a Group B Incident.

Only Group B Arrestees not associated with Group A Incidents may be reported on a Group B Arrestee Record (Level 7).

Administrative Segment

- The purpose of the following data elements is to capture all of the essential information about a criminal incident in coded form. Proper use will give agencies a “snapshot” of individual events as well as a broad look at the crime situation. There are both investigative and planning uses for the information you will generate.

ORI, Case Number

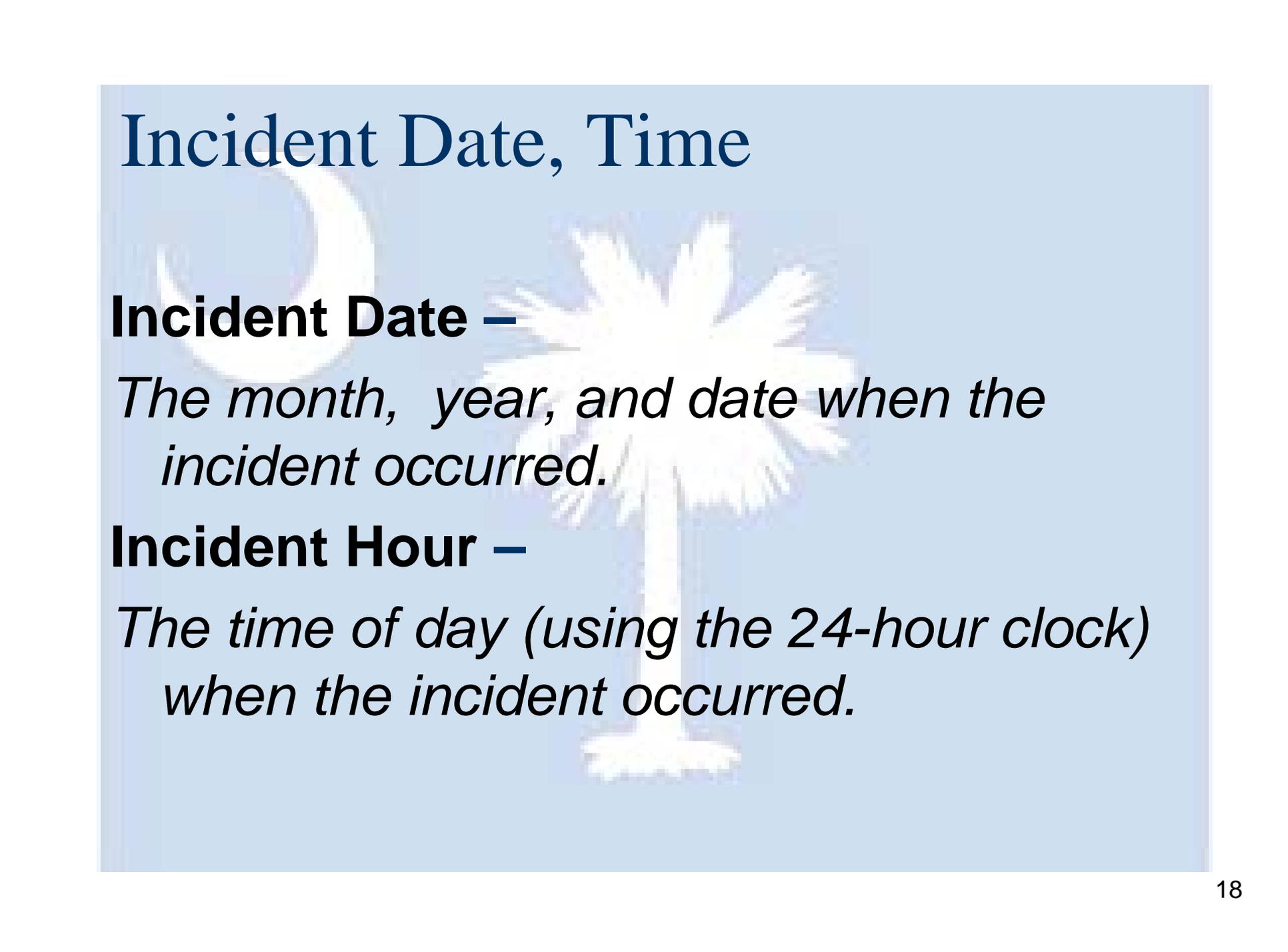
ORI Number -

The 9 character NCIC Originating Agency Identifier number assigned to your agency

Incident Number –

The case number assigned by your agency to each Group A Incident Report. All updates, recoveries, arrests, etc. associated with this incident will use this same case number.

Incident Date, Time



Incident Date –

The month, year, and date when the incident occurred.

Incident Hour –

The time of day (using the 24-hour clock) when the incident occurred.

Incident Date, Time

If the exact time and date of the crime is known, enter that.

If only a date or time range is known, enter that range - if it is a reasonably short period.

If it is impossible to determine the date of the crime to any reasonable degree of accuracy, enter the date the crime is reported to your agency.

Report Date Indicator - R

To be entered:

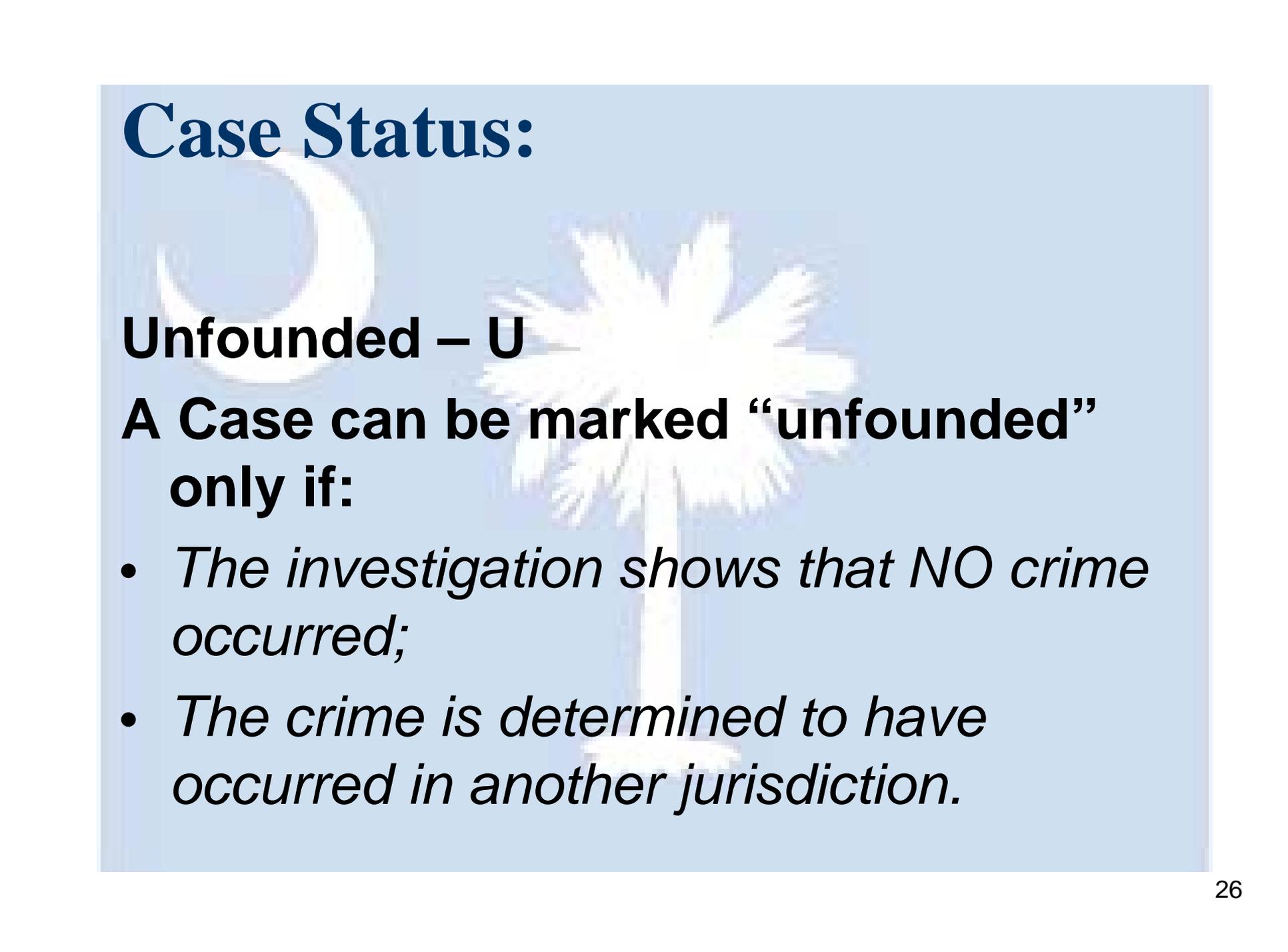
- *When the date of the crime can not be determined, or can not be determined within a reasonable date range.*
- *The crime was recently reported to your agency, but the actual date of the crime was prior to “current year minus one”.*
- *(In these cases, the agency can only enter the date the report is taken, then “**R**”.)*

Case Status:

Administrative Closure - C

- *Means the case is closed - but not cleared or solved. The agency has decided not to put any more resources into this case.*
- *Does not count as a clearance.*

Case Status:



Unfounded – U

A Case can be marked “unfounded” only if:

- *The investigation shows that NO crime occurred;*
- *The crime is determined to have occurred in another jurisdiction.*

SCIBRS

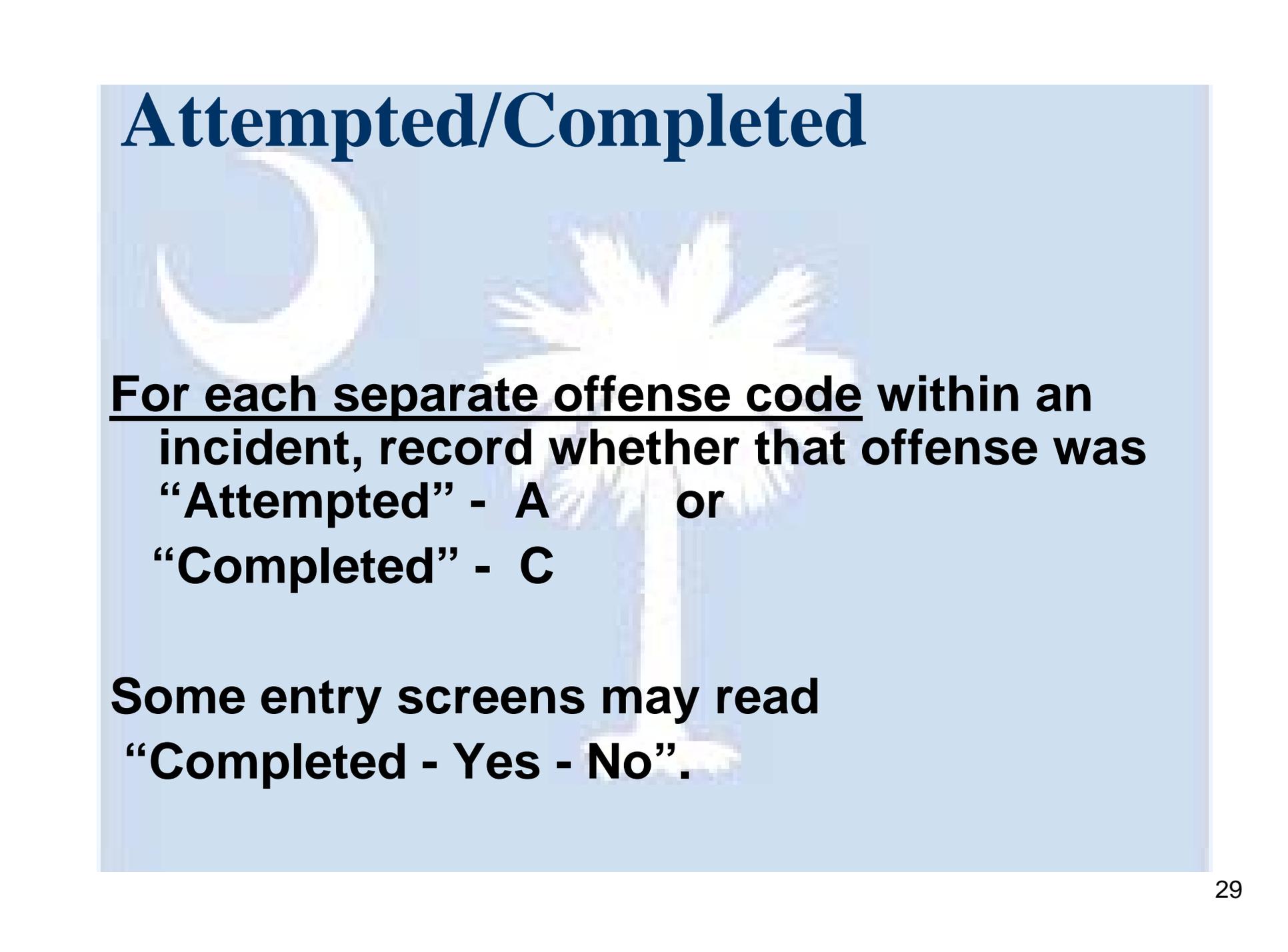
OFFENSE SEGMENT

Multiple Offenses:

Offense data describe the various types of offenses involved in the incident. All Group A offenses in a single incident are reported.

- *All identifiable Group A offenses committed during an incident must be identified and coded.*
- *Record each code only once in the offense segment, even though there may have been more than one victim per offense.*

Attempted/Completed



For each separate offense code within an incident, record whether that offense was “Attempted” - A or “Completed” - C

Some entry screens may read “Completed - Yes - No”.

Offender Suspected of Using

If an offender is suspected of using alcohol or drugs during or shortly before the incident, or used a computer to commit the crime, indicate by using the following codes:

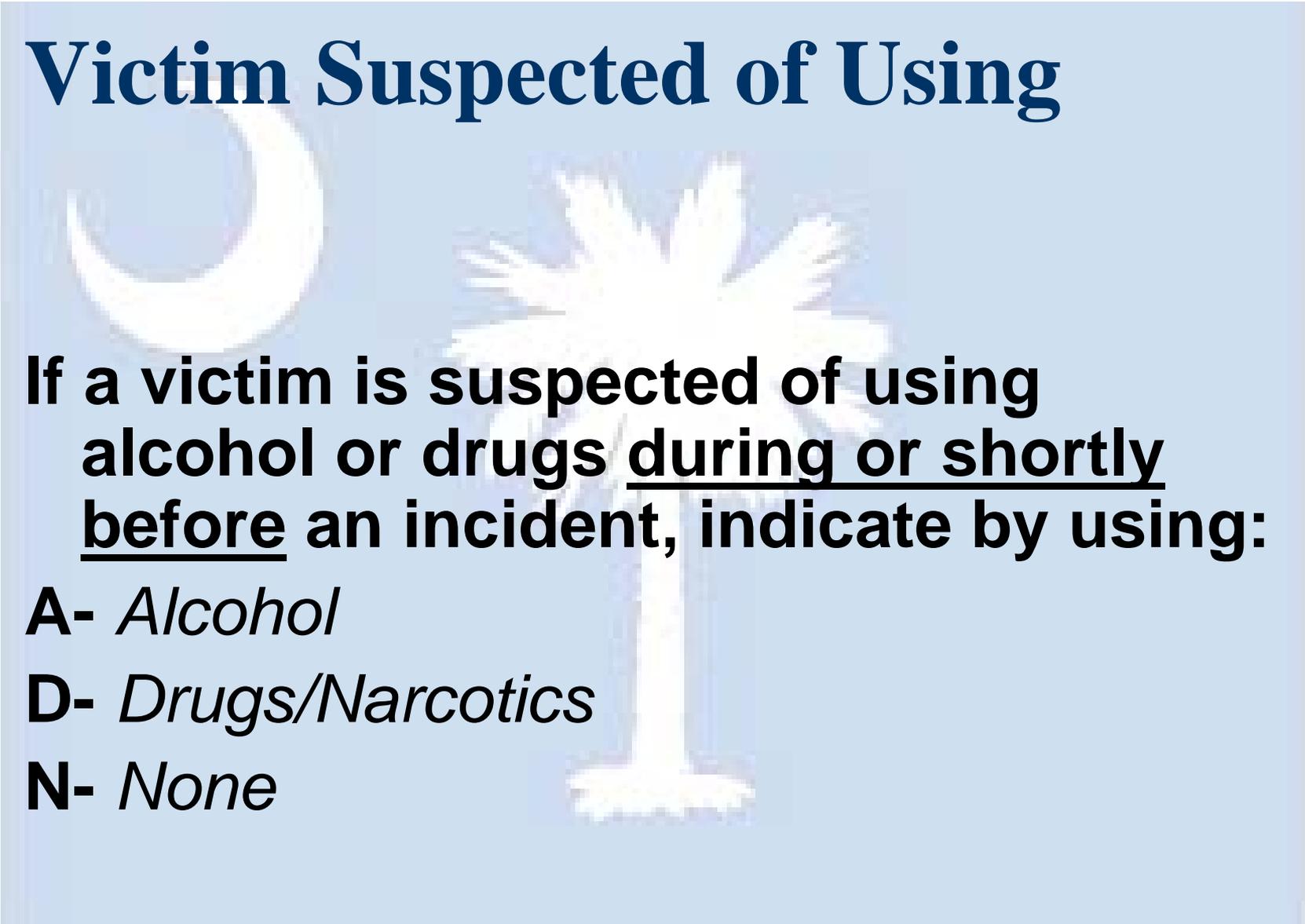
A- *Alcohol*

C- *Computer Equipment*

D- *Drugs/Narcotics*

N- *None of the Above*

Victim Suspected of Using



If a victim is suspected of using alcohol or drugs during or shortly before an incident, indicate by using:

A- Alcohol

D- Drugs/Narcotics

N- None

Bias Motivation

If an investigation reveals sufficient objective facts to conclude that the offender's actions were motivated in whole or in part by bias against a group, indicate by using the most appropriate bias code for that offense.

Racial

Ethnic/national origin

Sexual orientation

Religious

Disabled

Location/Premise Type

Location/Premise codes must be reported for each offense code in the incident in order to show where each offense took place. E.g. a “moving” incident:

Kidnap - Bar

Rape - Lake/waterway

Robbery - Highway

Location/Premise Type

Second Location/Premise Code:

The use of two Location/Premise codes is allowed when a second premise code will significantly enhance the description of the crime scene.

A second Location/Premise code is REQUIRED whenever “18 = Parking Lot” is used.

Number of Units Entered

This information is required if the offense code is

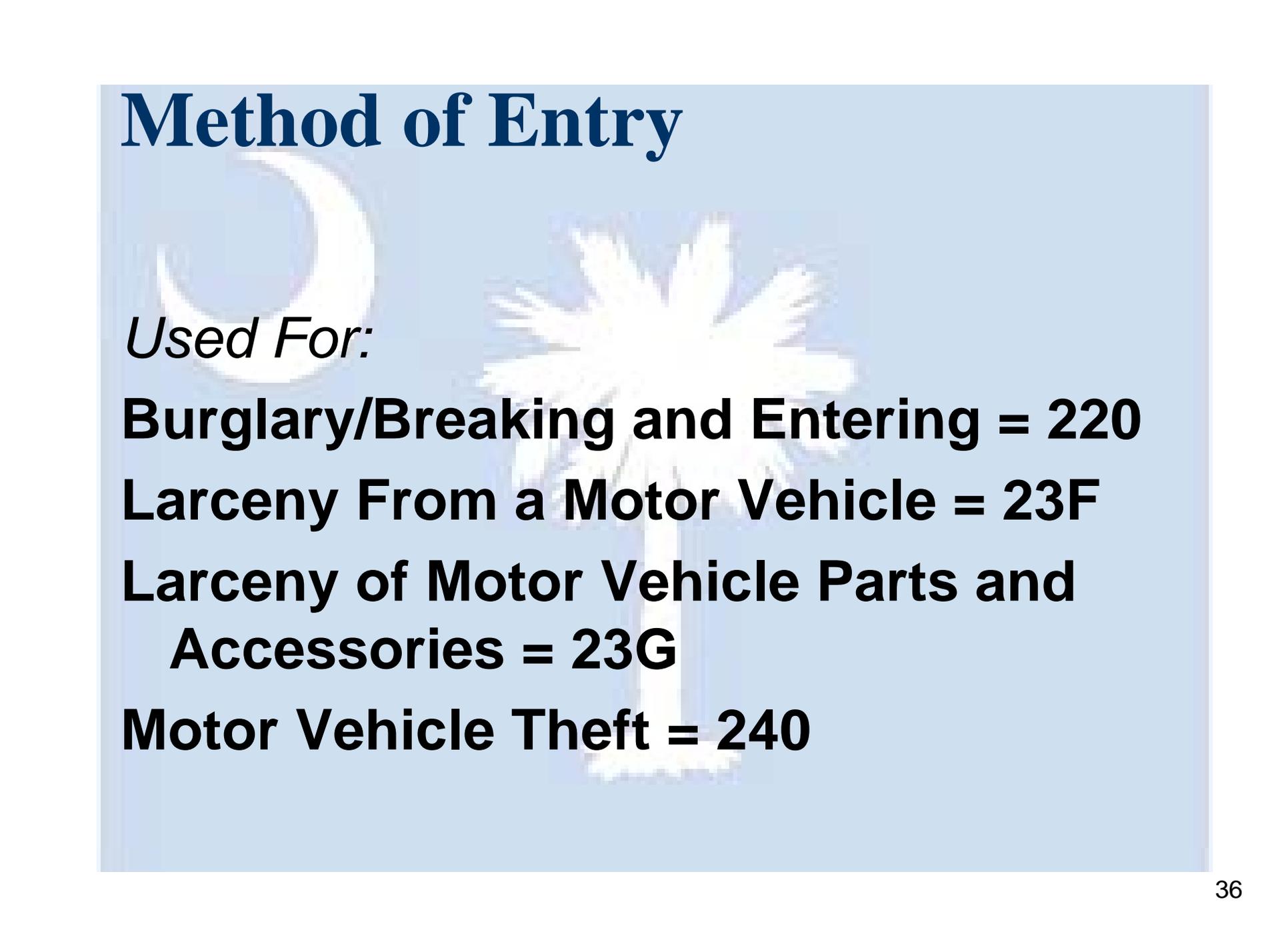
**220 = Burglary/B&E and
the Location/Premise code is either**

14 = Hotel, Motel or

19 = Rental Storage Facility

This data element is used to show the number of individual units, rooms, suites, storage compartments, etc. that were entered during a Burglary/B&E.

Method of Entry



Used For:

Burglary/Breaking and Entering = 220

Larceny From a Motor Vehicle = 23F

**Larceny of Motor Vehicle Parts and
Accessories = 23G**

Motor Vehicle Theft = 240

Method of Entry

- This data element **MUST** be used to report whether Force was used to enter a structure or a motor vehicle
- **F - Force was used or attempted**
- Must be reported any time a locking mechanism of any sort is defeated by any means.
- **N - No force was used or attempted**
- Includes unlawful entry through an unlocked door or window.

Type Criminal Activity

This data element is meant to describe in common language the type of activity associated with certain offenses.

Must be used with:

- Counterfeiting/Forgery
- Stolen Property Offenses
- Drug/Narcotic Violations
- Drug Equipment Violations
- Pornography/Obscene Material
- Weapon Law Violations

Type Criminal Activity

Enter up to three (3) of the activity types listed below for each of the offenses above:

B – Buying/Receiving

C – Cultivating/Manufacturing/Publishing/
Producing

D – Distributing/Selling (**includes PWID**)

E – Exploiting Children

O – Operating/Promoting/Assisting

P – Possessing/Concealing (**Simple Possession**)

T – Transporting/Transmitting/Importing

U – Using/Consuming

Type Criminal Activity – Gang Violence

Definition of a Gang:

An ongoing organization, association, or group of three or more persons who have common interests and activities characterized by involvement in a pattern of criminal or delinquent conduct.

(An organized group that commits crimes on a regular basis.)

Type Criminal Activity – Gang Violence

Must be used with:

Murder and non-negligent manslaughter

Negligent Homicide

Kidnapping Abduction

Robbery

Forcible Rape/Sodomy/Fondling/

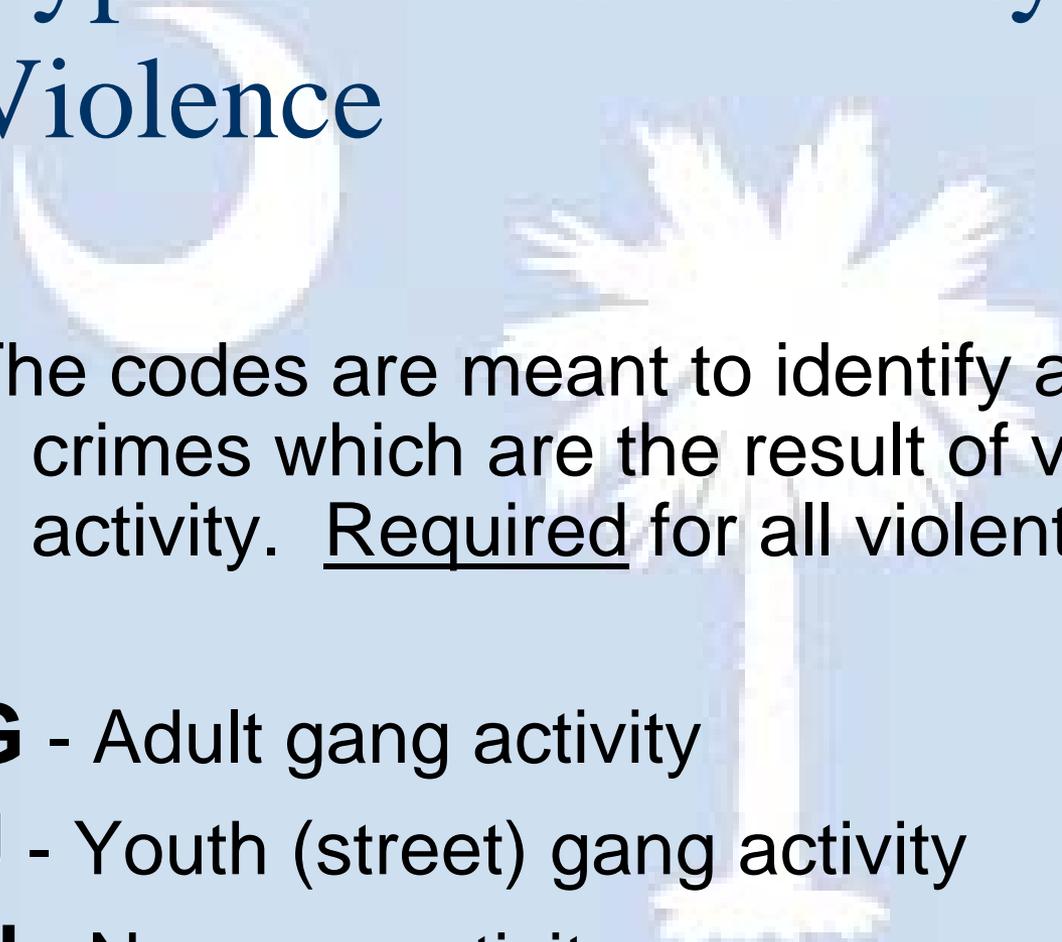
Sexual Assault With an object

Aggravated Assault

Simple Assault

Intimidation

Type Criminal Activity – Gang Violence



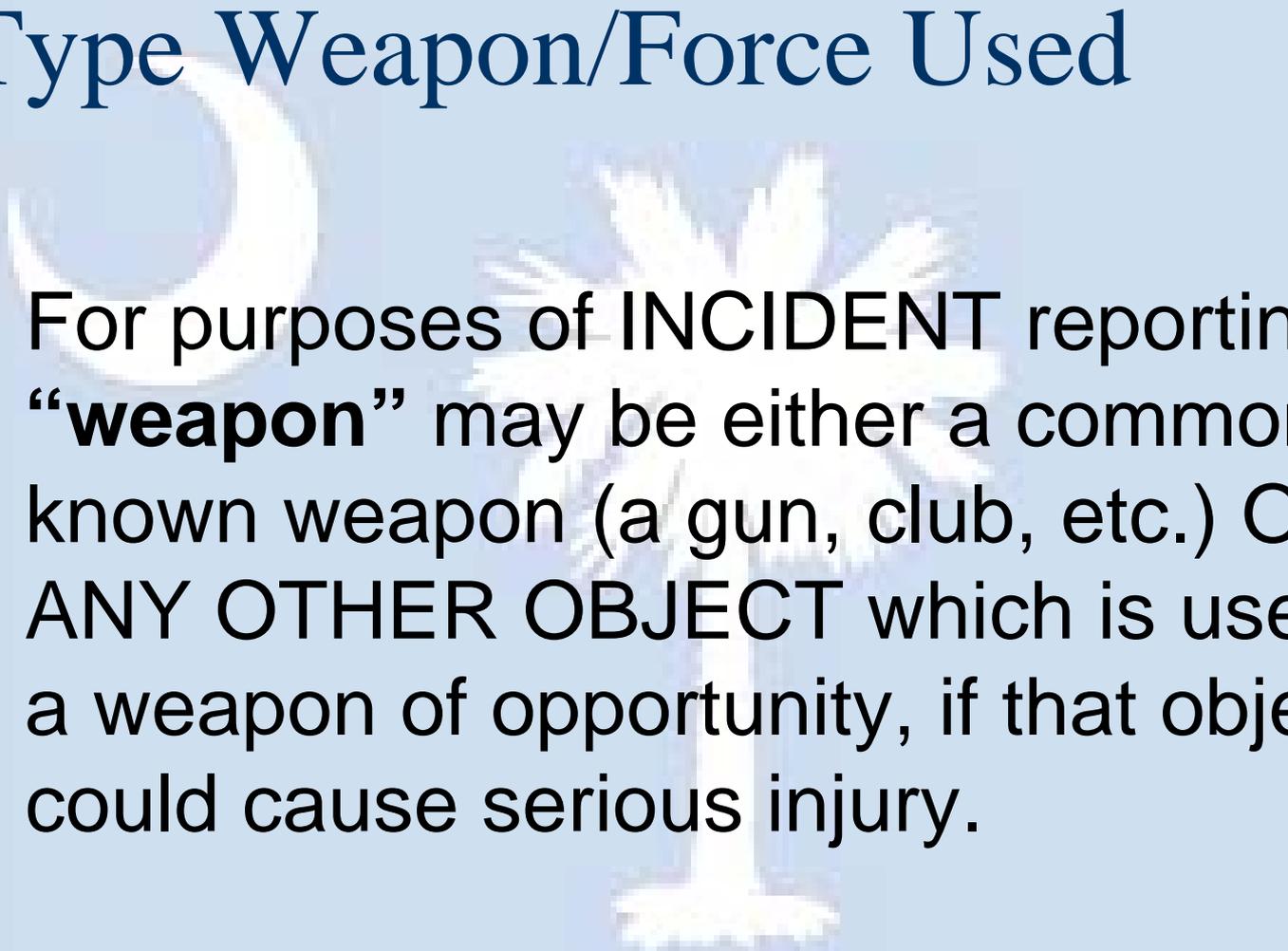
The codes are meant to identify any violent crimes which are the result of violent gang activity. Required for all violent crimes.

G - Adult gang activity

J - Youth (street) gang activity

N - No gang activity

Type Weapon/Force Used



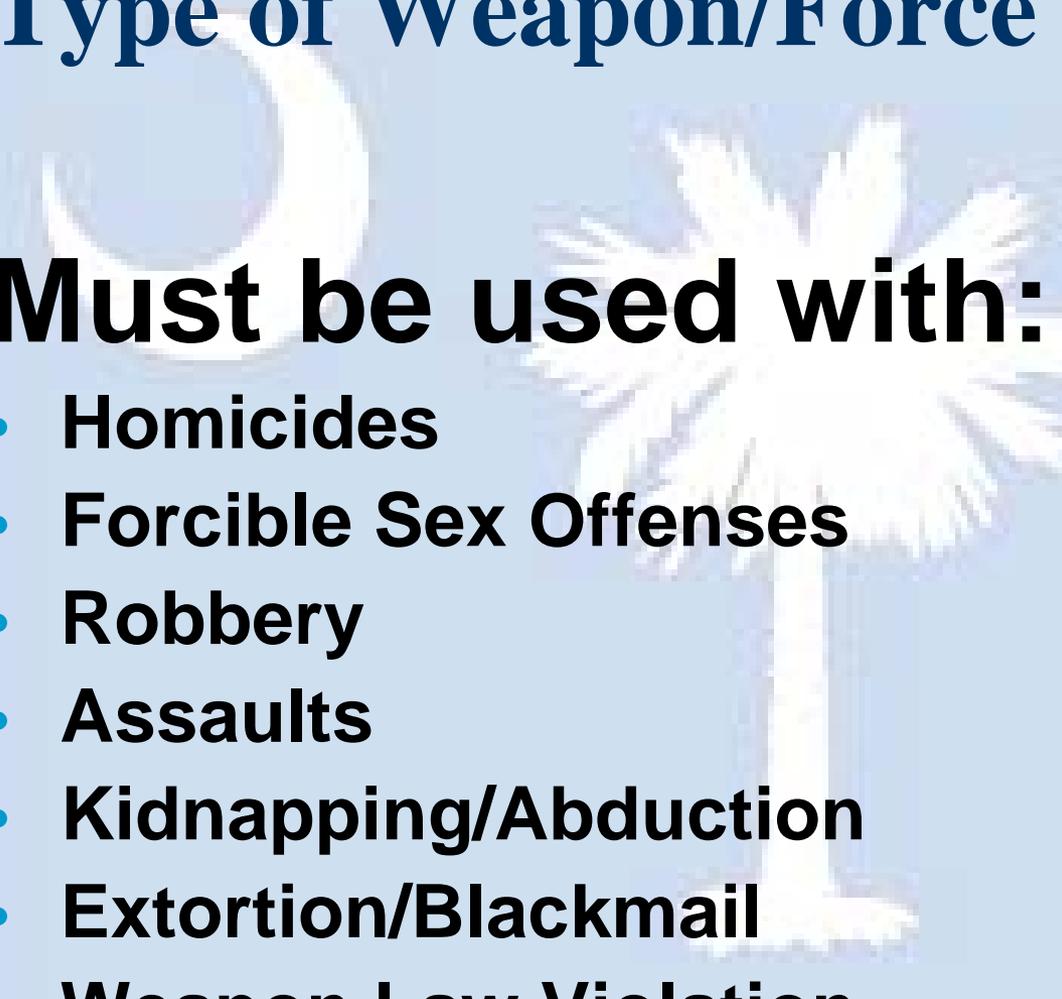
- For purposes of INCIDENT reporting, a “**weapon**” may be either a commonly known weapon (a gun, club, etc.) OR ANY OTHER OBJECT which is used as a weapon of opportunity, if that object could cause serious injury.

Type Weapon/Force Used

Report up to 3 types of Weapons/Force used by the offenders.

- If a firearm is Full-automatic or Semi-automatic, indicate with the codes below:
- **A** = Full-automatic
- **S** = Semi-automatic
- **LEAVE BLANK IF NEITHER OF THE ABOVE APPLIES**
- Officers **MUST** make this clear for coders! A coder may not know what an “S&W model 59” is.

Type of Weapon/Force Involved



Must be used with:

- Homicides
- Forcible Sex Offenses
- Robbery
- Assaults
- Kidnapping/Abduction
- Extortion/Blackmail
- Weapon Law Violation

Special Circumstance Codes

These are special circumstance codes which allow your agency to code significant data about a crime.

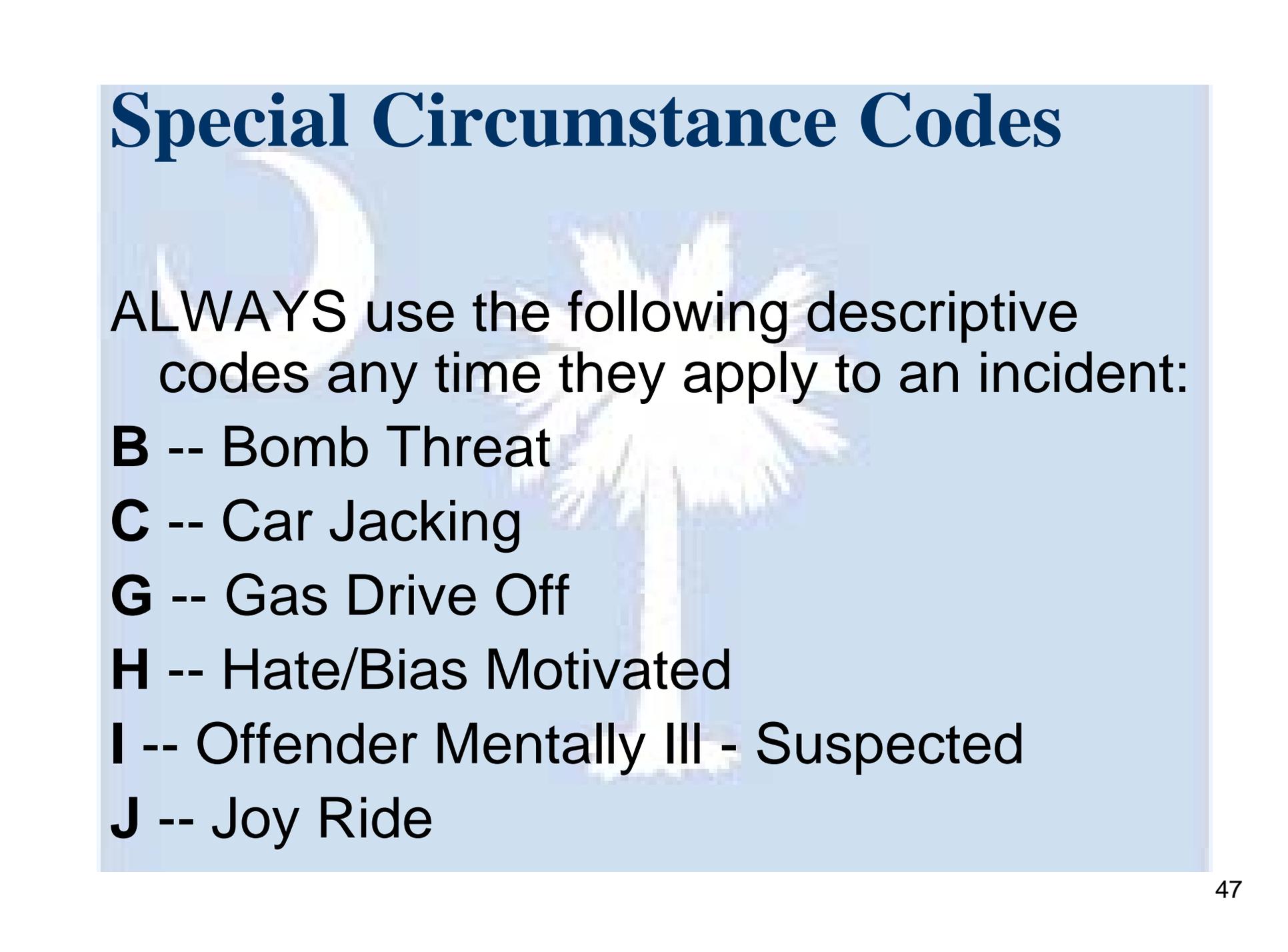
Special circumstance codes can be used with any offense.

DO NOT SKIP OVER THESE CODES!

DO NOT SKIP OVER THESE CODES!

DO NOT SKIP OVER THESE CODES!

Special Circumstance Codes



ALWAYS use the following descriptive codes any time they apply to an incident:

B -- Bomb Threat

C -- Car Jacking

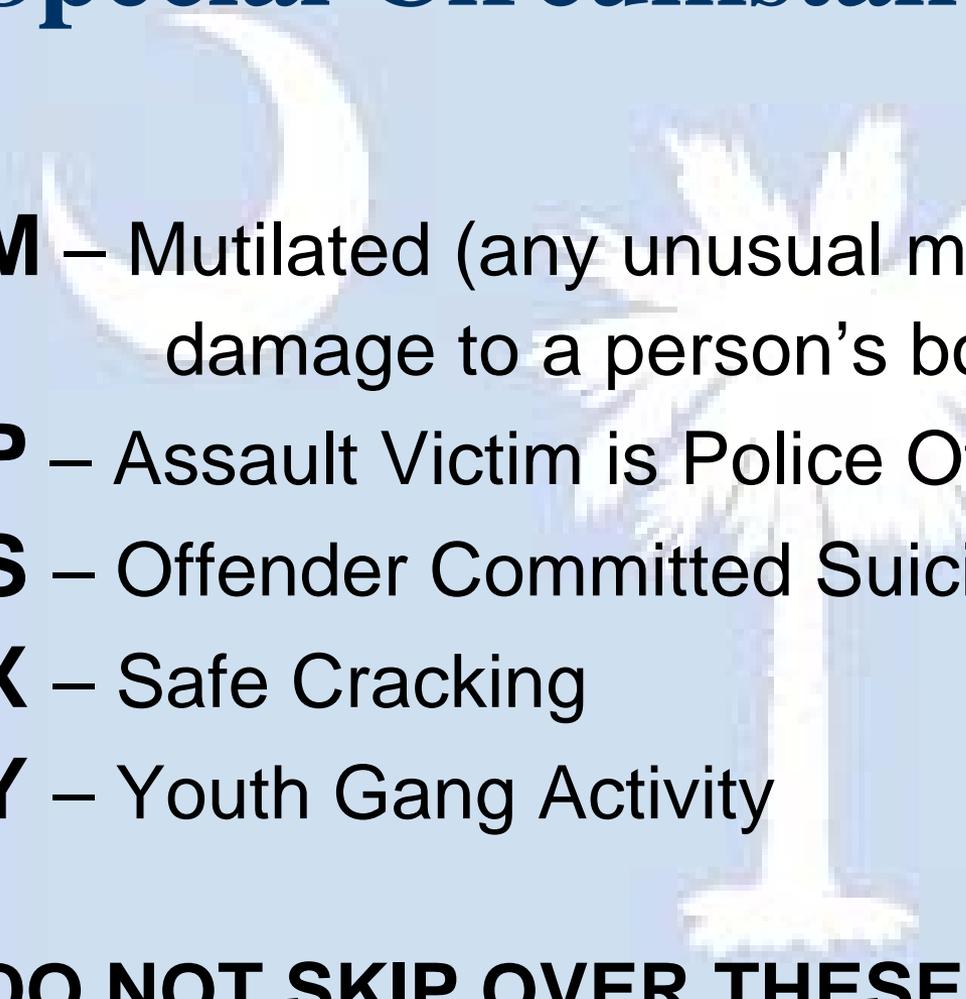
G -- Gas Drive Off

H -- Hate/Bias Motivated

I -- Offender Mentally Ill - Suspected

J -- Joy Ride

Special Circumstance Codes



M – Mutilated (any unusual mutilation or damage to a person's body)

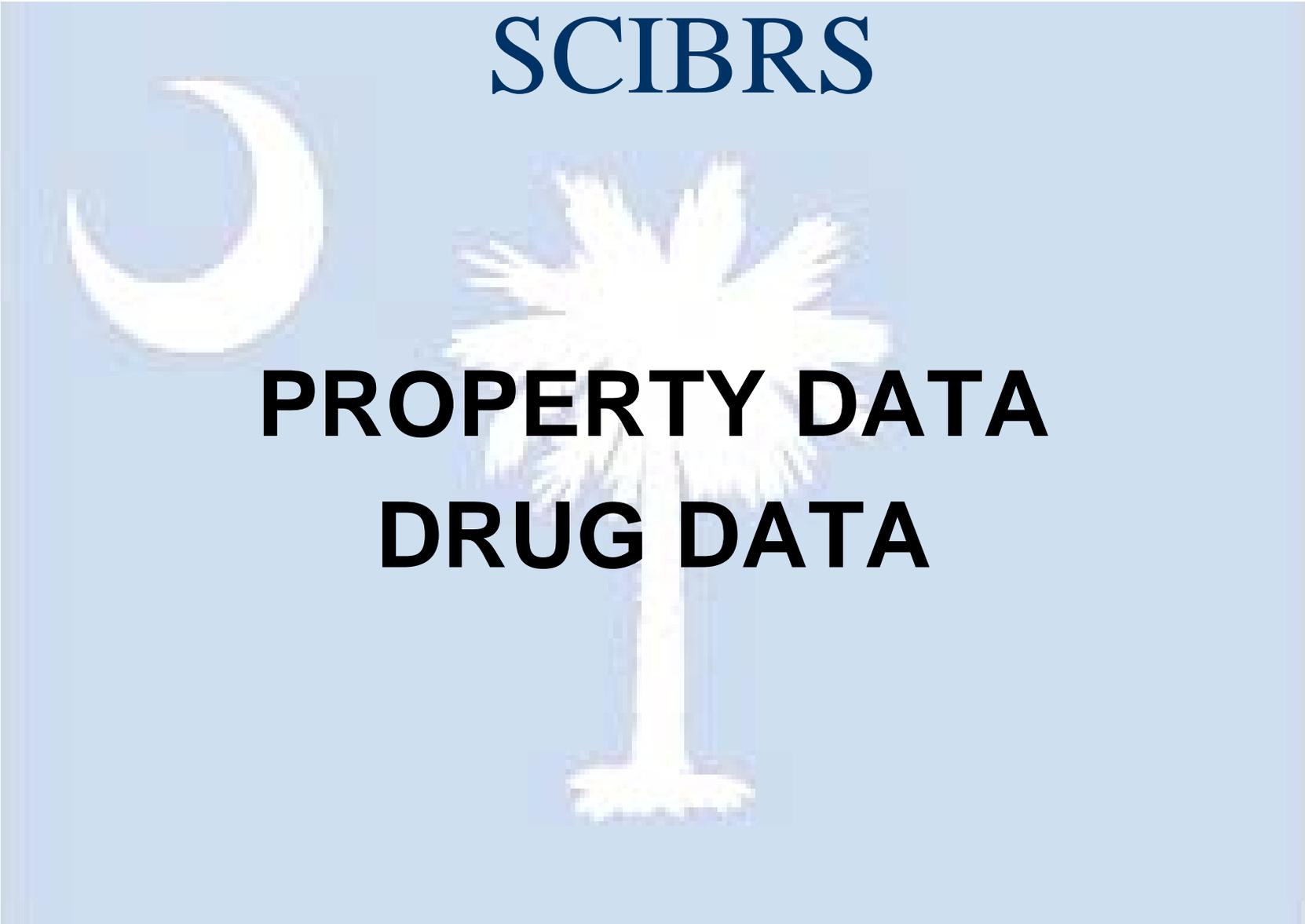
P – Assault Victim is Police Officer

S – Offender Committed Suicide

X – Safe Cracking

Y – Youth Gang Activity

DO NOT SKIP OVER THESE CODES!



SCIBRS

PROPERTY DATA

DRUG DATA

Property Data

Collected to describe the type, value and quantity of property involved in the incident.

Property Data



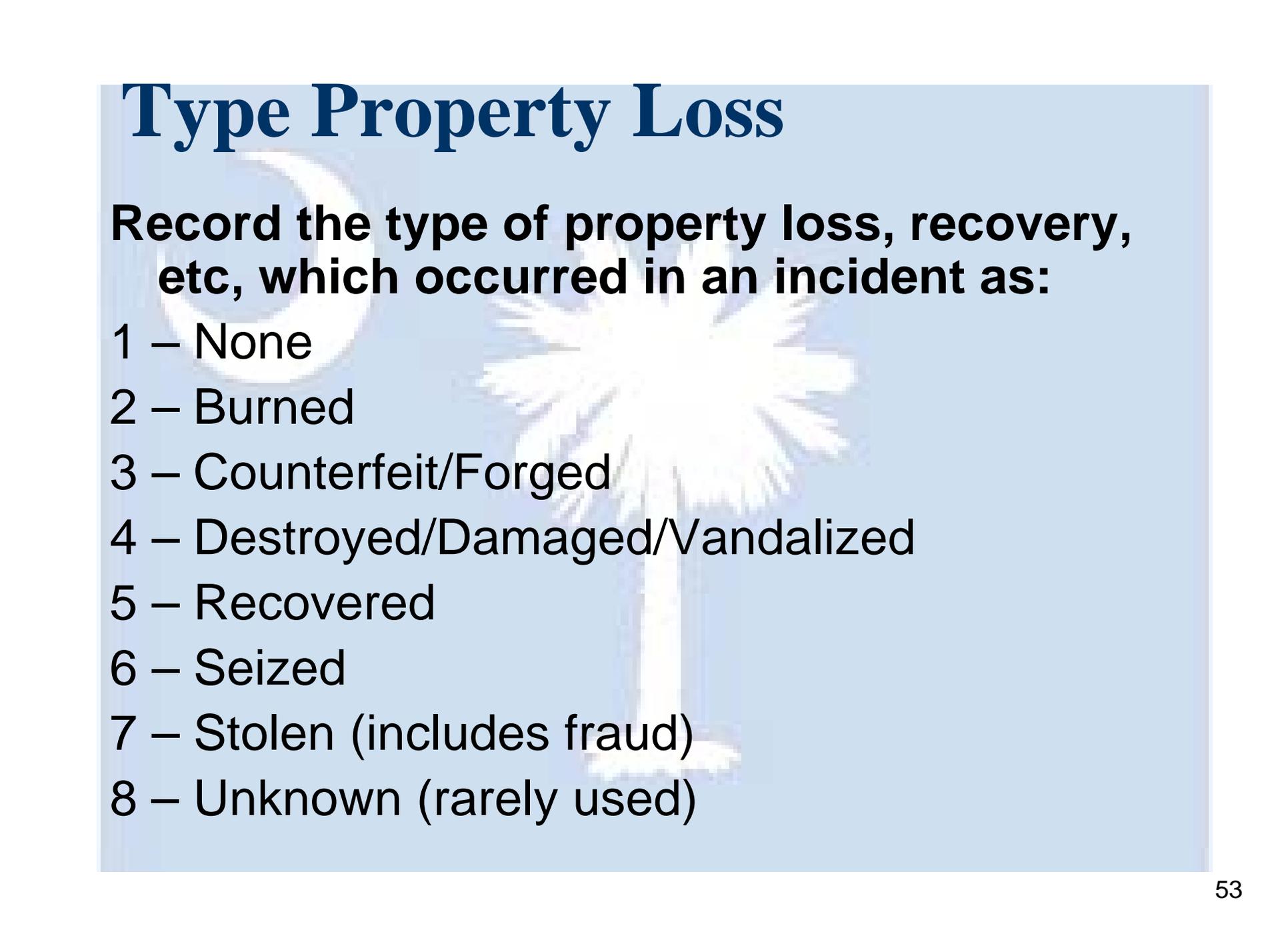
A Property Segment must be submitted whenever any of the following offenses are reported:

- Arson
- Bribery
- Burglary/Breaking and Entering
- Counterfeiting/Forgery

Property Data

- Destruction/Damage/Vandalism of Property
- Drug/Narcotic Offenses/Drug Equipment Offenses
- Embezzlement
- Extortion/Blackmail
- Fraud Offenses
- Gambling Offenses
- Kidnapping/Abduction
- Larceny/Theft Offenses/Motor Vehicle Theft
- Robbery/Stolen Property Offenses

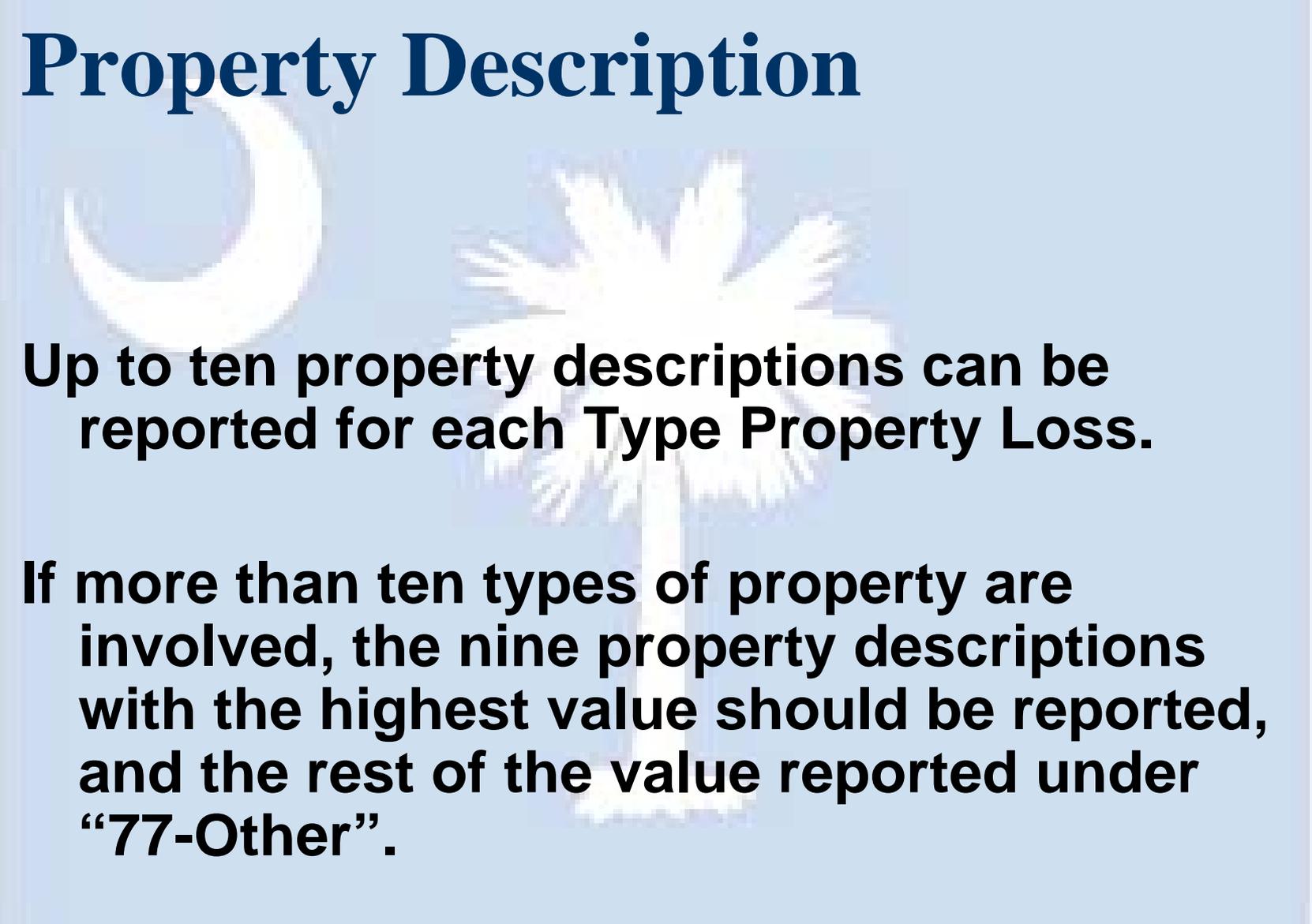
Type Property Loss



Record the type of property loss, recovery, etc, which occurred in an incident as:

- 1 – None
- 2 – Burned
- 3 – Counterfeit/Forged
- 4 – Destroyed/Damaged/Vandalized
- 5 – Recovered
- 6 – Seized
- 7 – Stolen (includes fraud)
- 8 – Unknown (rarely used)

Property Description



Up to ten property descriptions can be reported for each Type Property Loss.

If more than ten types of property are involved, the nine property descriptions with the highest value should be reported, and the rest of the value reported under “77-Other”.

Value of Property

Report the dollar value of property which was burned, stolen or destroyed as a result of the incident.

If more than ten types of property are involved, the values of the nine most valuable properties are to be reported, and the values of the remaining property are to be combined and reported as one total under 77=Other.

Guidelines for Property

Valuation:

- 1. Use fair market values for articles stolen**
- 2. Use fair market values for articles which may be damaged or burned at the time of recovery**
- 3. Use wholesale cost of warehoused goods**
- 4. Use victim's valuation of items which decrease slightly or not at all in value**
- 5. Use common sense and good judgment when value victim gives appears to be excessive**

Date Recovered

If stolen property is recovered, the month, day and year of it's recovery must be reported.

Up to 10 dates of recovery can be reported to match each of the 10 property descriptions

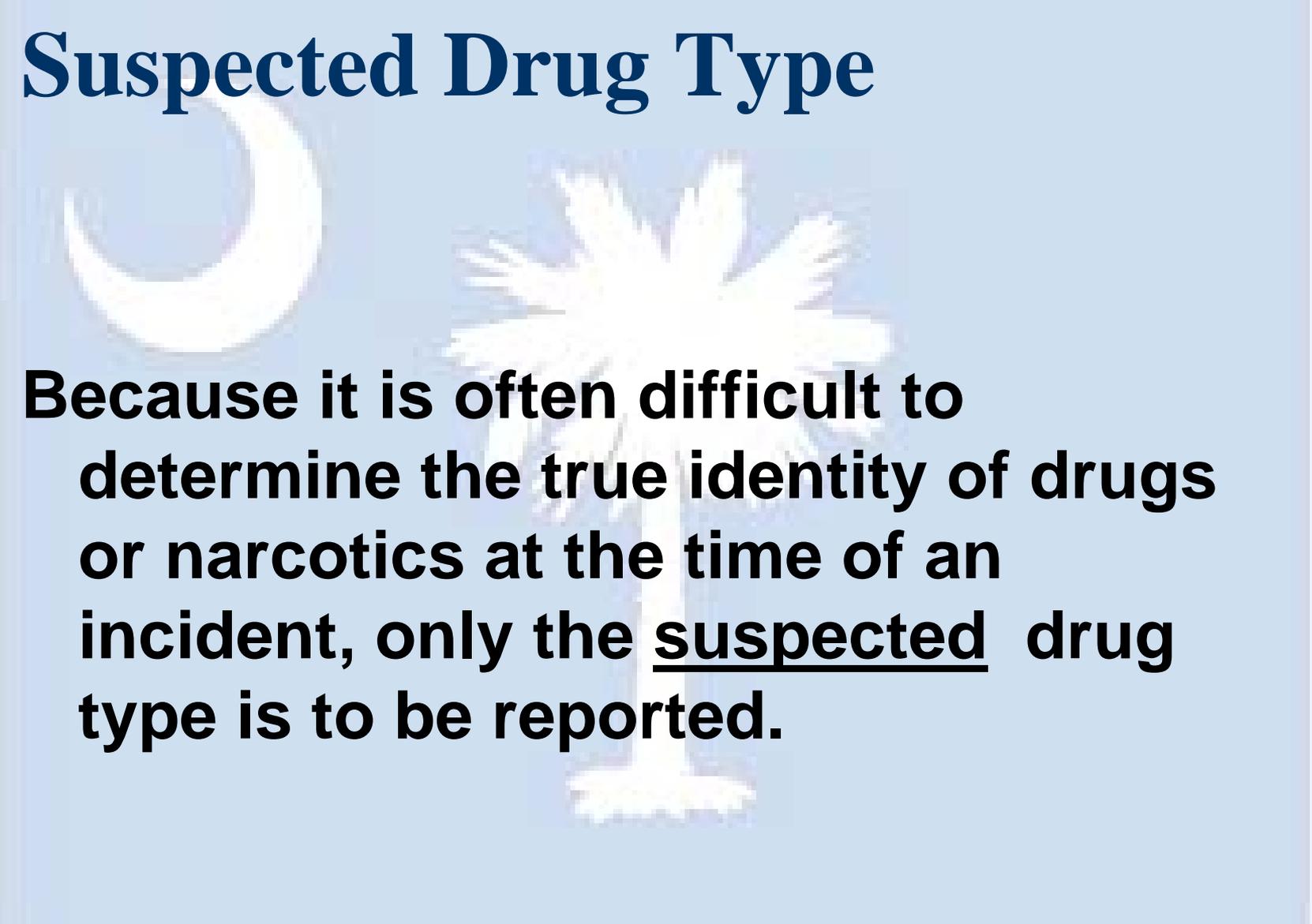
Number of Stolen Motor Vehicles

- For Motor Vehicle Theft Offenses ONLY - **code 240** - report the total number of motor vehicles stolen in the incident.
- Can be used only when the offense **code is 240 = Motor Vehicle Theft.**
- Can NOT be used with any other offense code.

Number of Recovered Motor Vehicles

- For Motor Vehicle Theft Offenses ONLY - code 240 - report the number of motor vehicles recovered in the incident.
- Can be used only when the offense code is 240 = Motor Vehicle Theft.
- Can not be used with any other offense code.

Suspected Drug Type



Because it is often difficult to determine the true identity of drugs or narcotics at the time of an incident, only the suspected drug type is to be reported.

Suspected Drug Type

Suspected drug types are indicated by the following:

A – Crack Cocaine

B – Cocaine (powder)

C – Hashish

D – Heroin

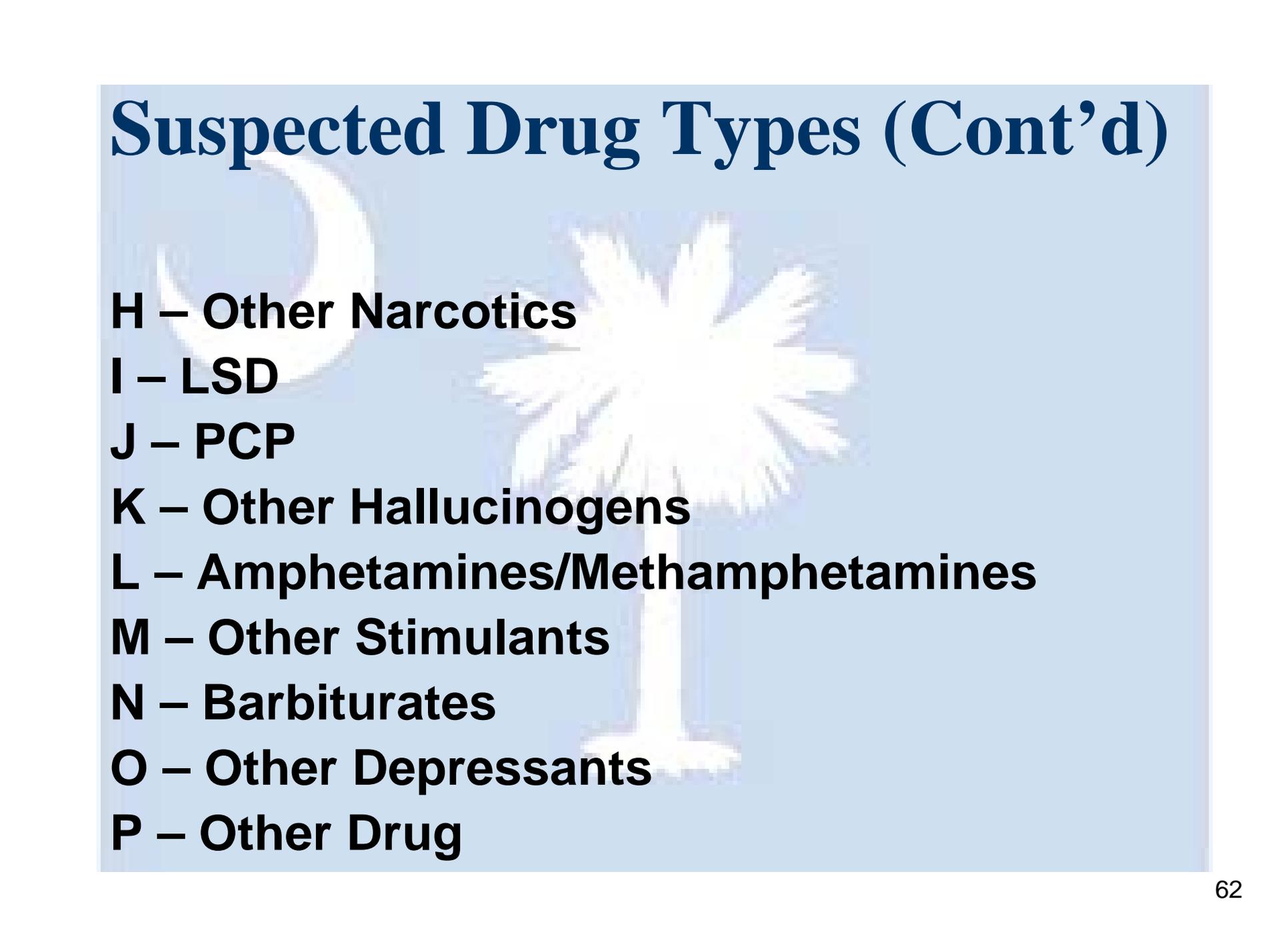
E – Marijuana

F - Morphine

G – Opium



Suspected Drug Types (Cont'd)



H – Other Narcotics

I – LSD

J – PCP

K – Other Hallucinogens

L – Amphetamines/Methamphetamines

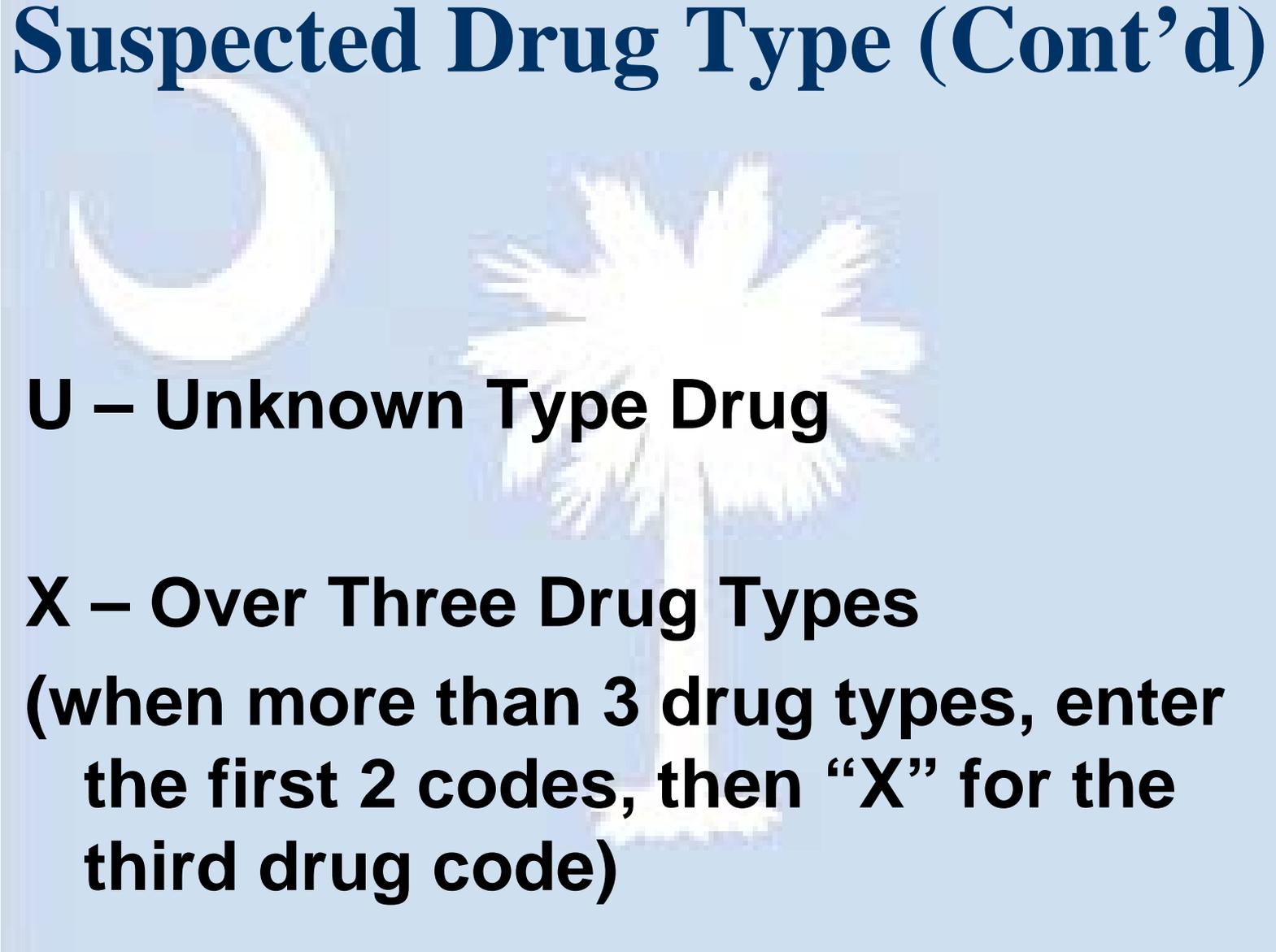
M – Other Stimulants

N – Barbiturates

O – Other Depressants

P – Other Drug

Suspected Drug Type (Cont'd)

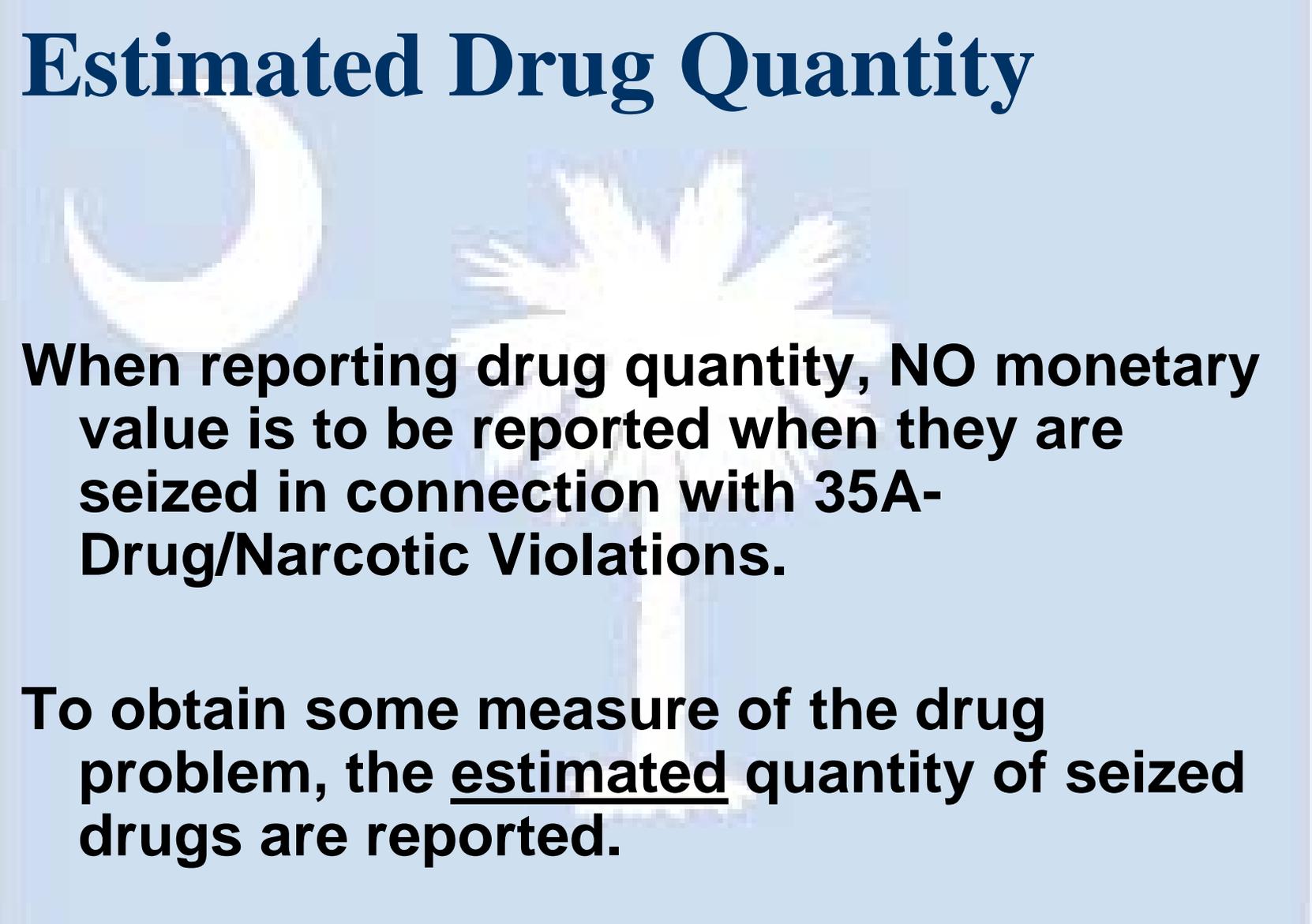


U – Unknown Type Drug

X – Over Three Drug Types

(when more than 3 drug types, enter the first 2 codes, then “X” for the third drug code)

Estimated Drug Quantity



When reporting drug quantity, NO monetary value is to be reported when they are seized in connection with 35A-Drug/Narcotic Violations.

To obtain some measure of the drug problem, the estimated quantity of seized drugs are reported.

Type Drug Measurement

Each individual drug type and quantity will have a code to indicate the unit of measurement

Metric

GM – Gram

KG – Kilogram

ML – Milliliter

LT - Liter

Type Drug measurement (Cont'd)

Standard

OZ – Ounce

LB – Pound

FO – Fluid Ounce

GL - Gallon

Individual

DU – Dosage Unit (NOT used for “Crack”)

NP – Number of Plants



Type Drug Measurement (Cont'd)

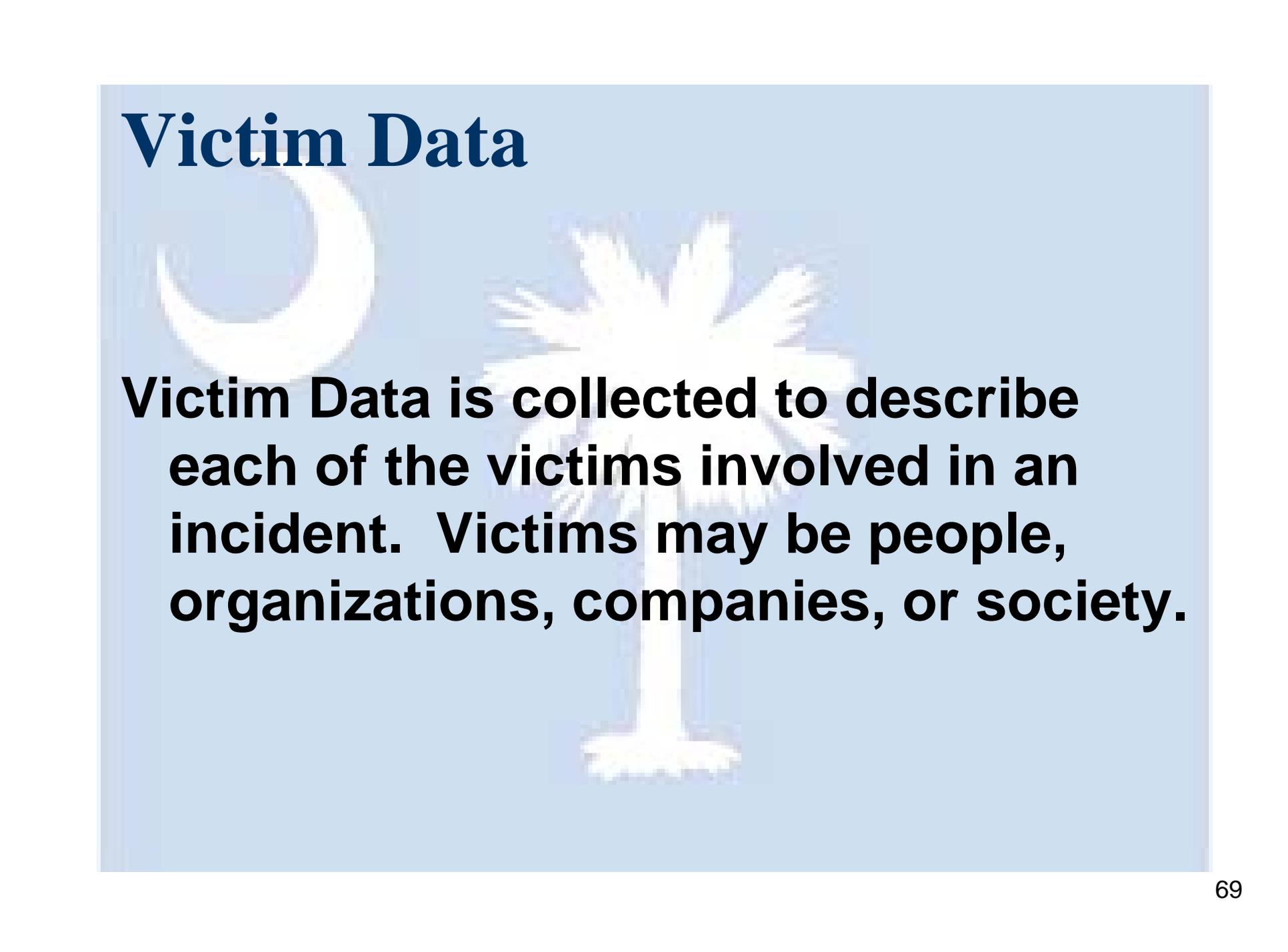
- **Crack Cocaine must be reported in either Metric or Standard.**
- **Agency can choose to report either metric or standard measurements on a case by case basis.**
- **Metric and Standards measurements can not be used together in a single incident.**



SCIBRS

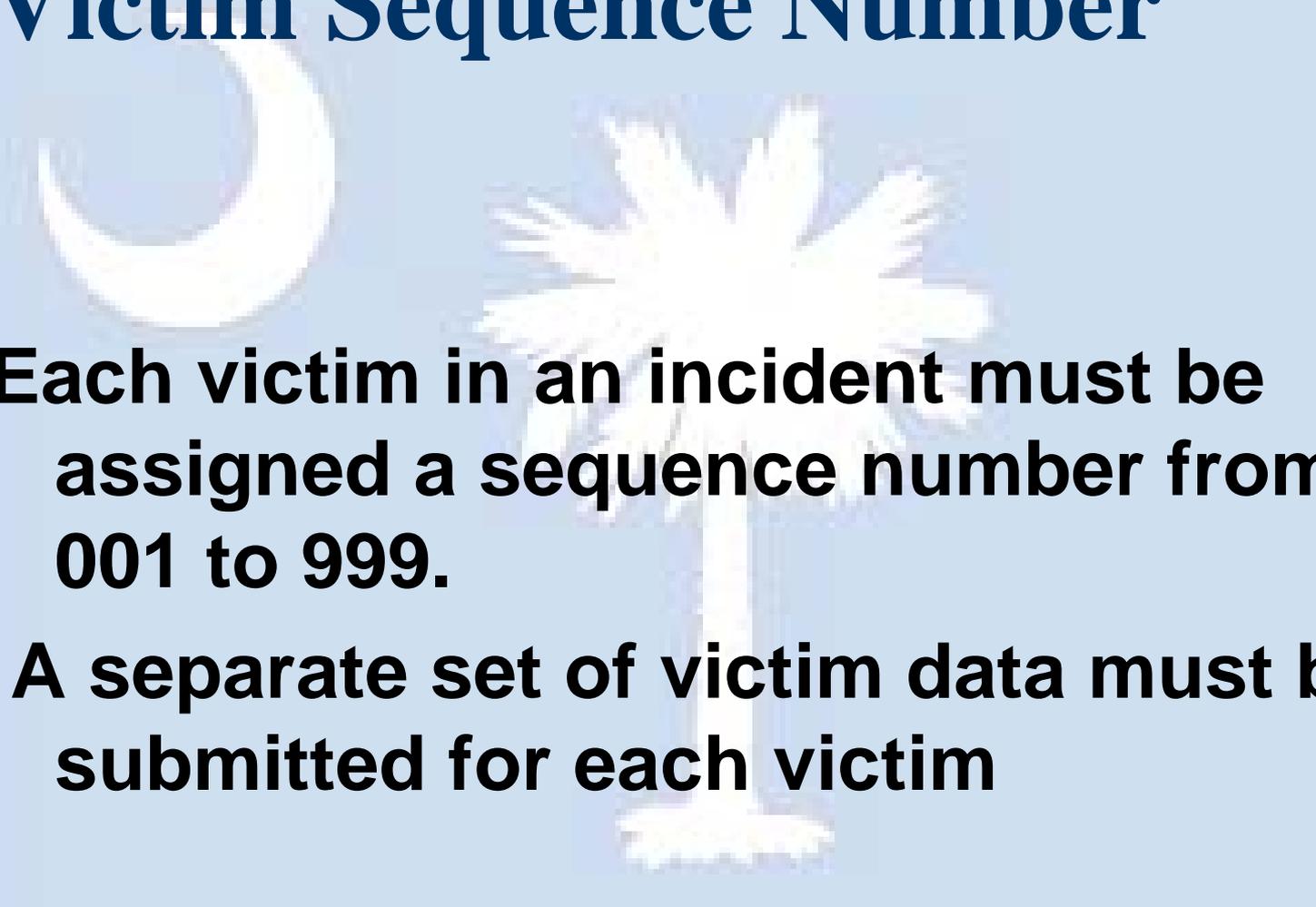
VICTIM DATA

Victim Data



Victim Data is collected to describe each of the victims involved in an incident. Victims may be people, organizations, companies, or society.

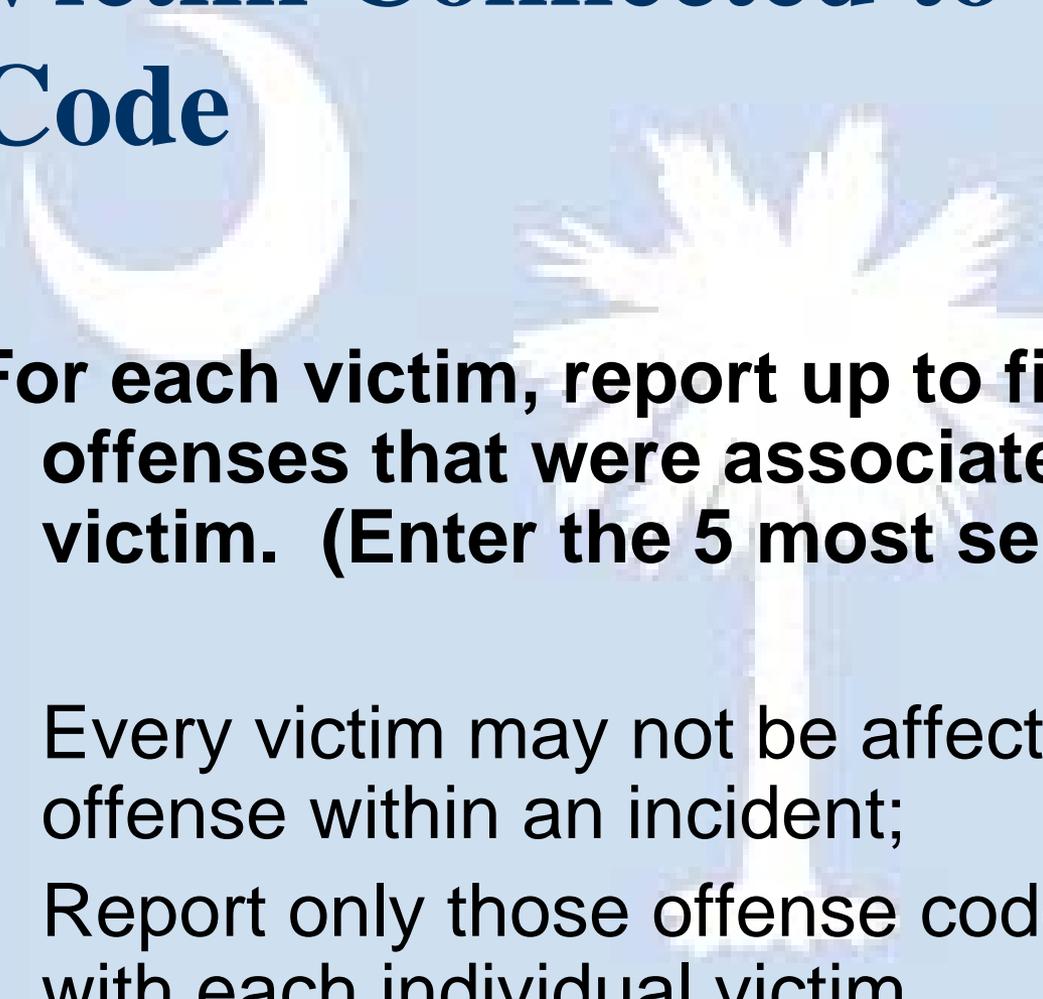
Victim Sequence Number



Each victim in an incident must be assigned a sequence number from 001 to 999.

A separate set of victim data must be submitted for each victim

Victim Connected to Offense Code



For each victim, report up to five Group A offenses that were associated with that victim. (Enter the 5 most serious first.)

- Every victim may not be affected by every offense within an incident;
- Report only those offense codes associated with each individual victim.

Type of Victim

Only one reported for each victim:

I – Individual (person)

B – Business

F – Financial Institution (bank, S&L)

G - Government (agency, property, etc.)

R – Religious Organization

S – Society/Public (Vendors should “hard code”.)

O – Other

U - Unknown (rarely used)

Age of Victim

If the victim was a person, his/her age is to be reported either as an exact age, a reasonable range of years, or unknown.

A reasonable age range is one that is useful to police, such as 18-20, 30-40, etc. Unreasonable ranges such as 10-75 are not useful.

Capability to report age ranges is REQUIRED!

Age Of Victim (Cont'd)

When reporting the age of a victim the following categories are required:

NN– Under 24 hours (Neonate)

NB – 1-6 Days old

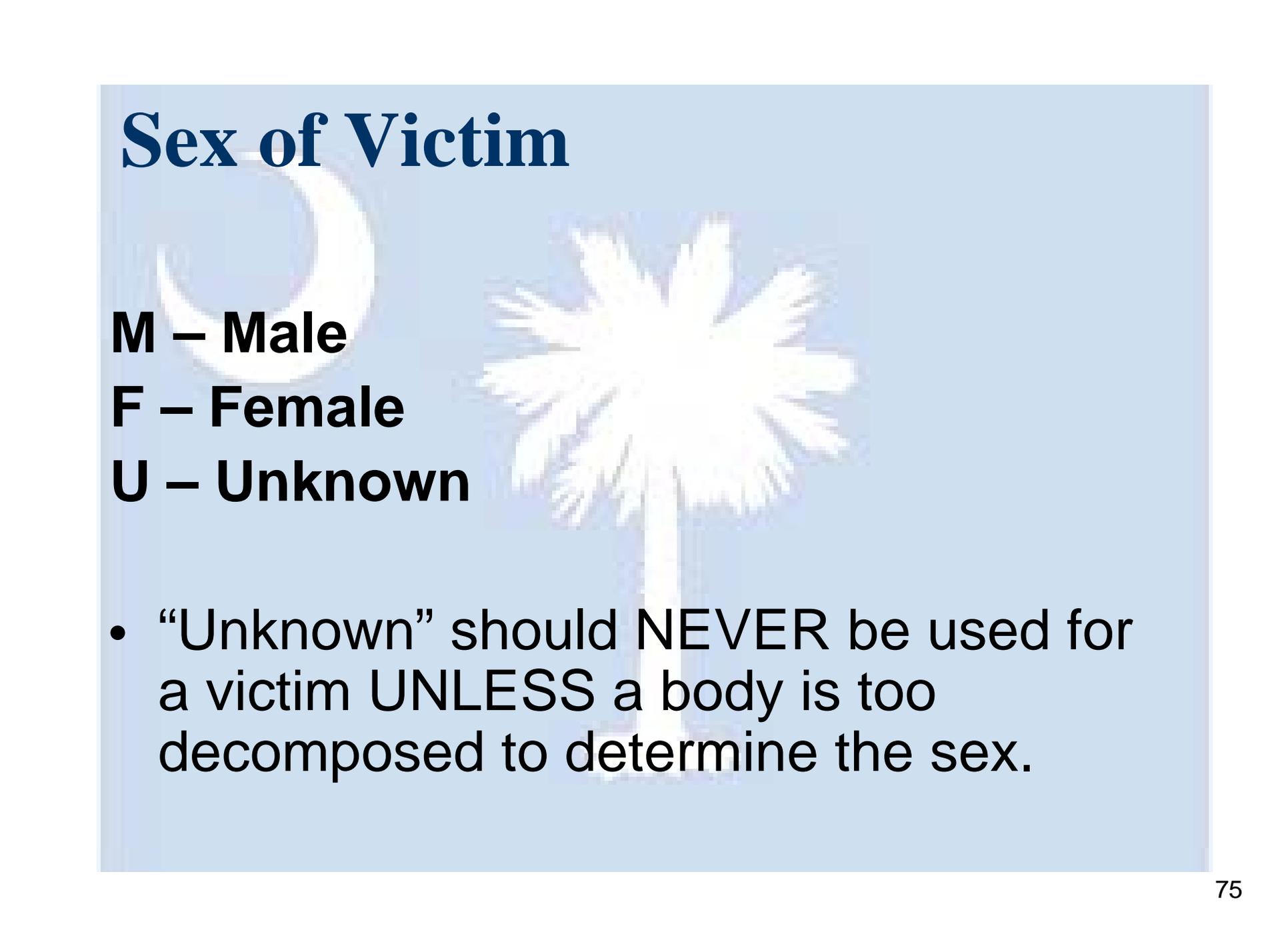
BB – 7-364 Days old

01 – 99 years old (report the exact age)

00 - Unknown (00 is a **REQUIRED** code)

If a victim's age is 99 or older, your software should send SLED "99".

Sex of Victim



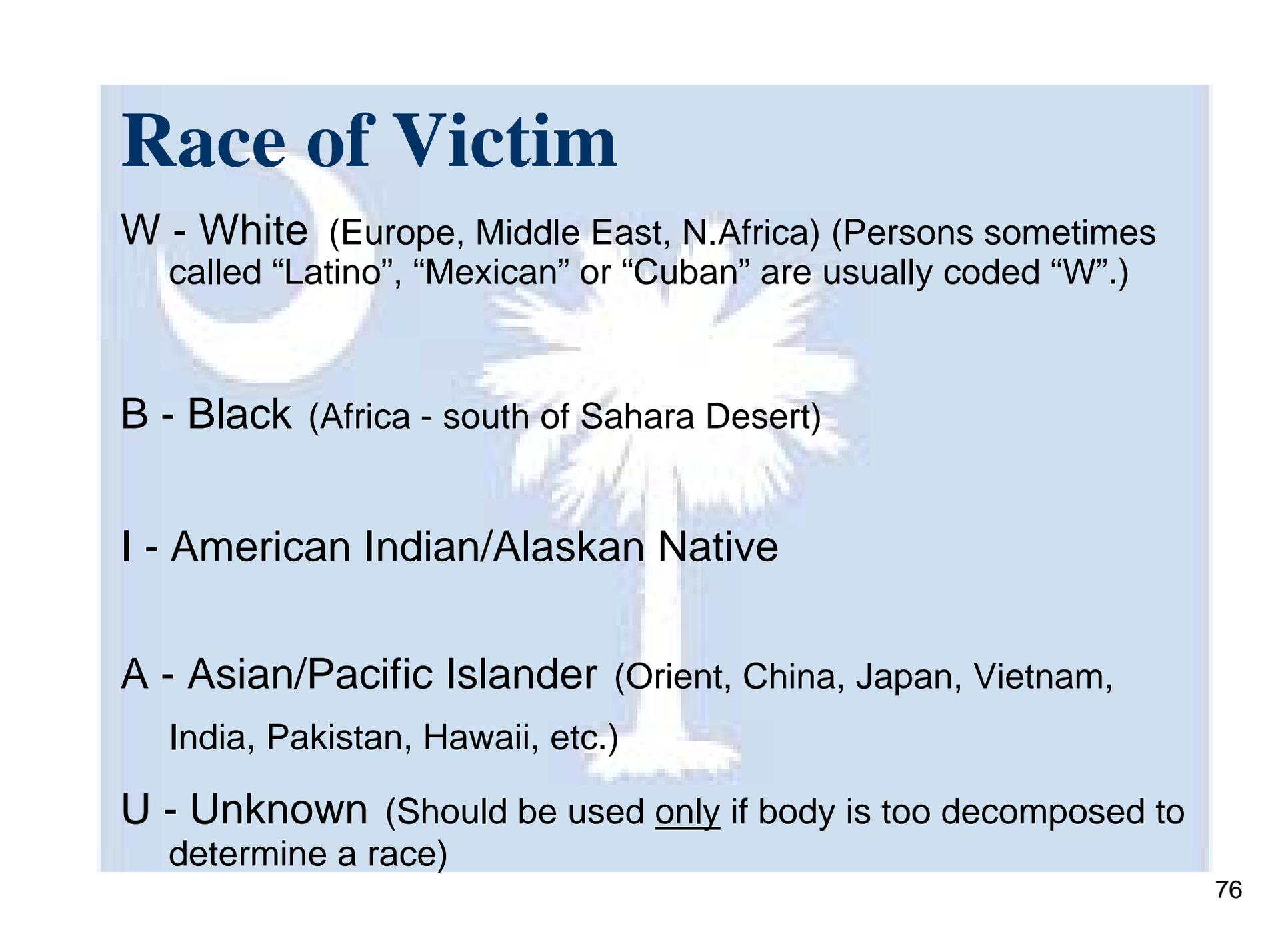
M – Male

F – Female

U – Unknown

- “Unknown” should **NEVER** be used for a victim **UNLESS** a body is too decomposed to determine the sex.

Race of Victim



W - White (Europe, Middle East, N.Africa) (Persons sometimes called “Latino”, “Mexican” or “Cuban” are usually coded “W”.)

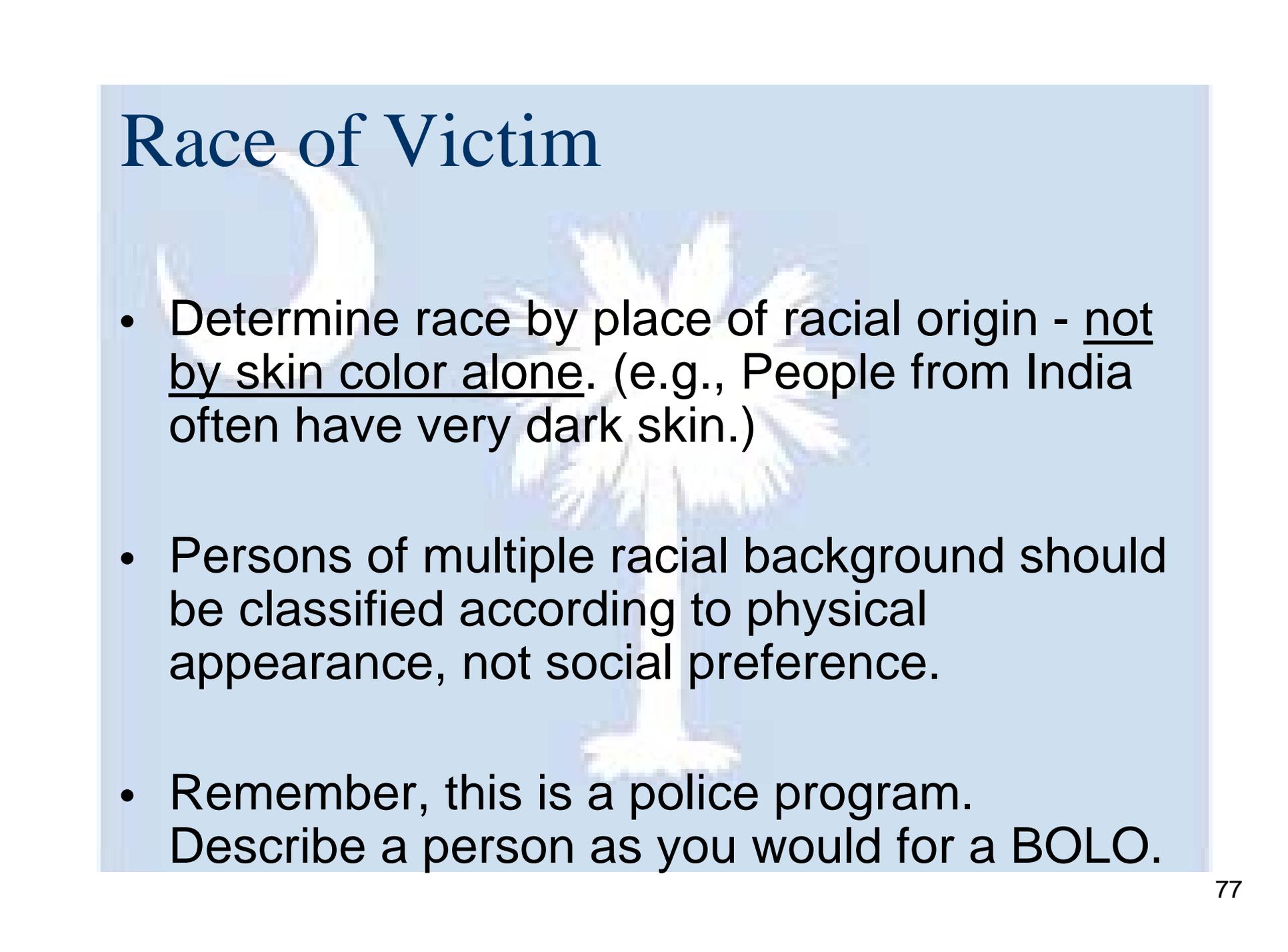
B - Black (Africa - south of Sahara Desert)

I - American Indian/Alaskan Native

A - Asian/Pacific Islander (Orient, China, Japan, Vietnam, India, Pakistan, Hawaii, etc.)

U - Unknown (Should be used only if body is too decomposed to determine a race)

Race of Victim



- Determine race by place of racial origin - not by skin color alone. (e.g., People from India often have very dark skin.)
- Persons of multiple racial background should be classified according to physical appearance, not social preference.
- Remember, this is a police program. Describe a person as you would for a BOLO.

Hispanic Ethnic Origin of Victim

- **H - Hispanic Origin – A person of Mexican, Puerto Rican, Cuban, Central or South American, etc. culture, REGARDLESS of Race.**
- **N - Not of Hispanic Origin**
- **U - Unknown**
- **Persons of Hispanic ethnic origin can have a Race code of “W”, “B”, “I”, or “A”. Choose a Race code, then choose an Ethnic Origin code.**

Ethnic Origin of the Victim

- Remember, a person of Hispanic Ethnic Origin may be of any race.
- The Cuban baseball team has White and Black players, but they are all of Hispanic ethnic origin.

Resident Status of Victim

Indicate the victim's residency in relation to the location of the crime:

J – Jurisdiction (lives in this jurisdiction)

S – State (lives in SC, but not this juris.)

O – Outside (lives outside SC)

U – Unknown (the victim's residency cannot be determined)

Aggravated Assault/Murder Circumstances

The circumstances surrounding Aggravated Assault and Murder Offenses are to be reported for each victim of Agg. Assault or Murder.

- **Circumstances should be based on the findings of a law enforcement investigation and not the decisions of solicitors, coroners, juries, or other agencies outside of law enforcement. Use these codes to describe what happened or why the crime occurred.**

Aggravated Assault/Murder Circumstances

Up to **two (2)** codes can be used for each Aggravated Assault or Murder Victim:

01- **Argument** (over money, property, general arguments, etc.)

02 – **Assault on Law Enforcement Officer**

03 – **Drug Dealing** (turf battles, rip offs, other matters related to **dealing** drugs - not simply having or using drugs – there are other codes for simply using drugs)

04- **Youth Gang** (“street” gang activity, primarily youthful members)

Aggravate Assault/Murder Circumstances (Cont'd)

- 05 – Other Gang** (Mafia, Outlaw Motorcycle, other non-juvenile gang)
- 06 – Lover's Quarrel** (over sex, romance, marriage; includes homosexual lovers; many times involve 3rd parties; NOT lovers arguing over money, etc.)
- 07 – Mercy Killing**
- 08 – Other Serious Crime Involved** (such as Robbery, Rape, B&E, MVT, etc.)
- 09 – Other Known Circumstances** (circumstances are known, but there is no other appropriate code)

Aggravated Assault/Murder Circumstances (cont'd)

10 – Unknown Circumstances (department's investigation can not determine anything about why it happened)

11 – Institutional (in prison, in mental hospital)

12 – Drive By/Sniper (from vehicle or from concealment; sometimes associated with Drug Dealing)

Justifiable Aggravated Assault/Justifiable Homicide Circumstances

Select one code for each Victim:

20 – Criminal Justifiably Killed or Assaulted by Private Citizen During the Commission of a Serious Crime.

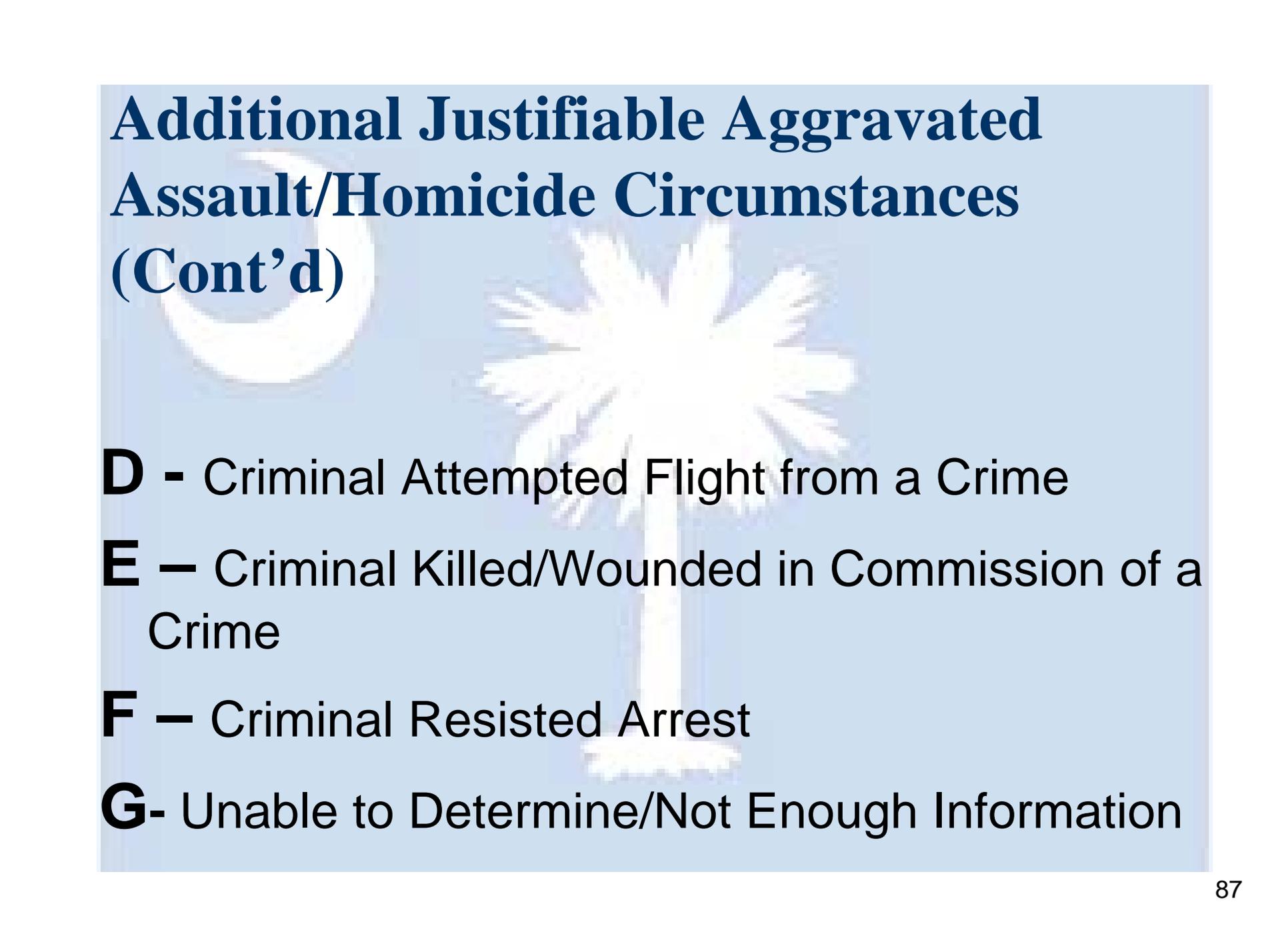
21 – Criminal Justifiably Killed or Assaulted by Police Officer in the Line of Duty.

Additional Justifiable Aggravated Assault/Justifiable Homicide Circumstances

To further describe the circumstances of a Justifiable Aggravated Assault or Justifiable Homicide, use one (1) of the following:

- A – Criminal Attacked Police Officer and that Officer Killed/Wounded Criminal**
- B – Criminal Attacked Police Officer and Criminal Killed/Wounded by Another Police Officer**
- C – Criminal Attacked a Civilian**

Additional Justifiable Aggravated Assault/Homicide Circumstances (Cont'd)



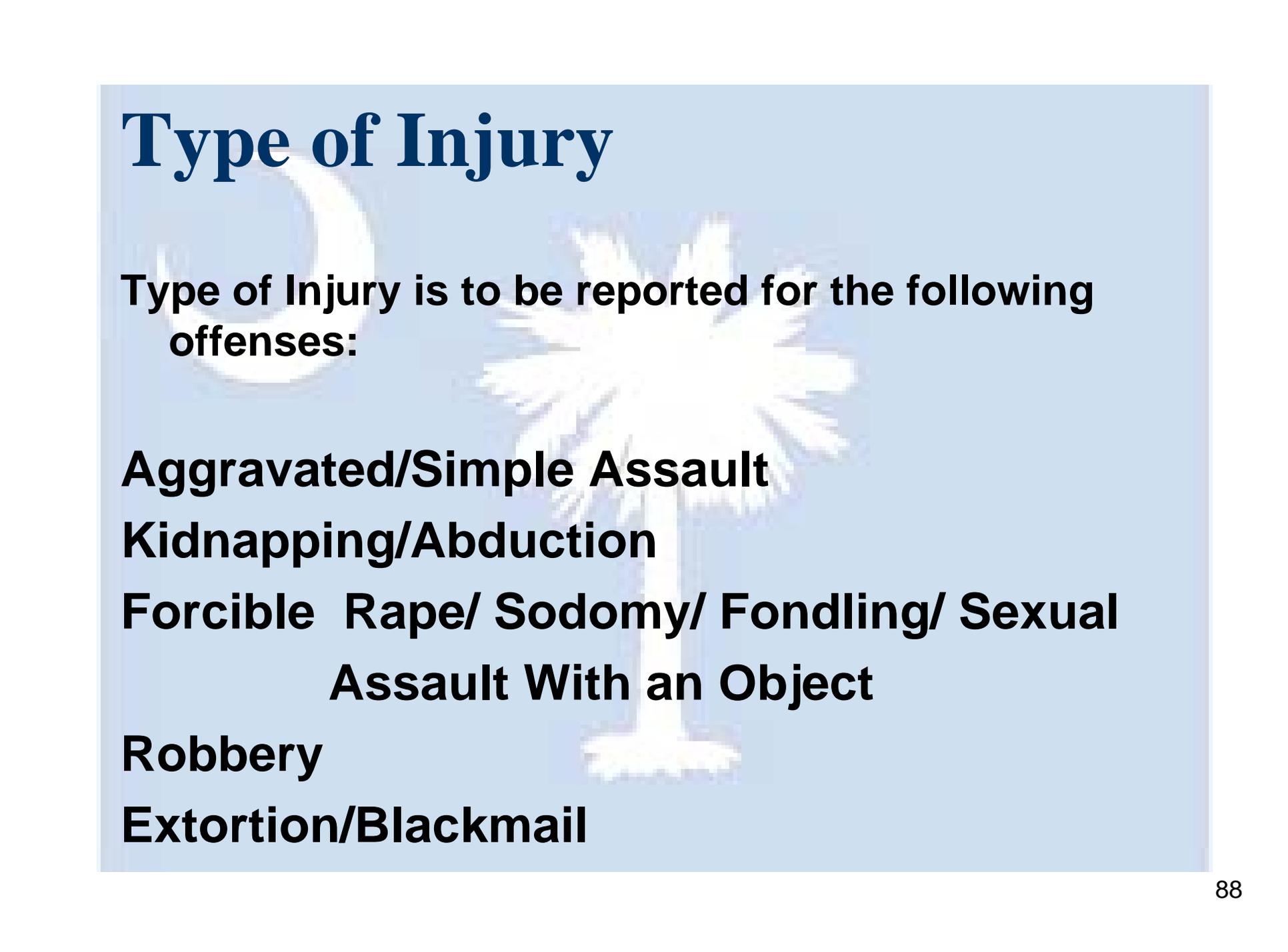
D - Criminal Attempted Flight from a Crime

E – Criminal Killed/Wounded in Commission of a Crime

F – Criminal Resisted Arrest

G- Unable to Determine/Not Enough Information

Type of Injury



Type of Injury is to be reported for the following offenses:

Aggravated/Simple Assault

Kidnapping/Abduction

**Forcible Rape/ Sodomy/ Fondling/ Sexual
Assault With an Object**

Robbery

Extortion/Blackmail

Type of Injury (Cont'd)

Use up to 5 of the following codes to describe the type of bodily injury suffered by a victim:

N – None

M – Apparent Minor Injury - no medical aid

B – Apparent Broken Bones - medical aid

I – Possible Internal Injuries - medical aid

L – Severe Laceration - medical aid

Type of Injury (Cont'd)

O- Other Major Injury - medical aid

U – Unconsciousness - knocked out

T – Loss of Teeth

- **** “Medical aid” in the codes above means that a reasonable person would seek or expect medical aid.**
- Apparent Minor Injury (M) and None (N) can not be used with any other injury code

Relationship of Victim to Offender

If the victim is connected to one or more of the following offenses, the relationship of each victim TO each offender must be coded:

Murder/ Non Negligent Manslaughter

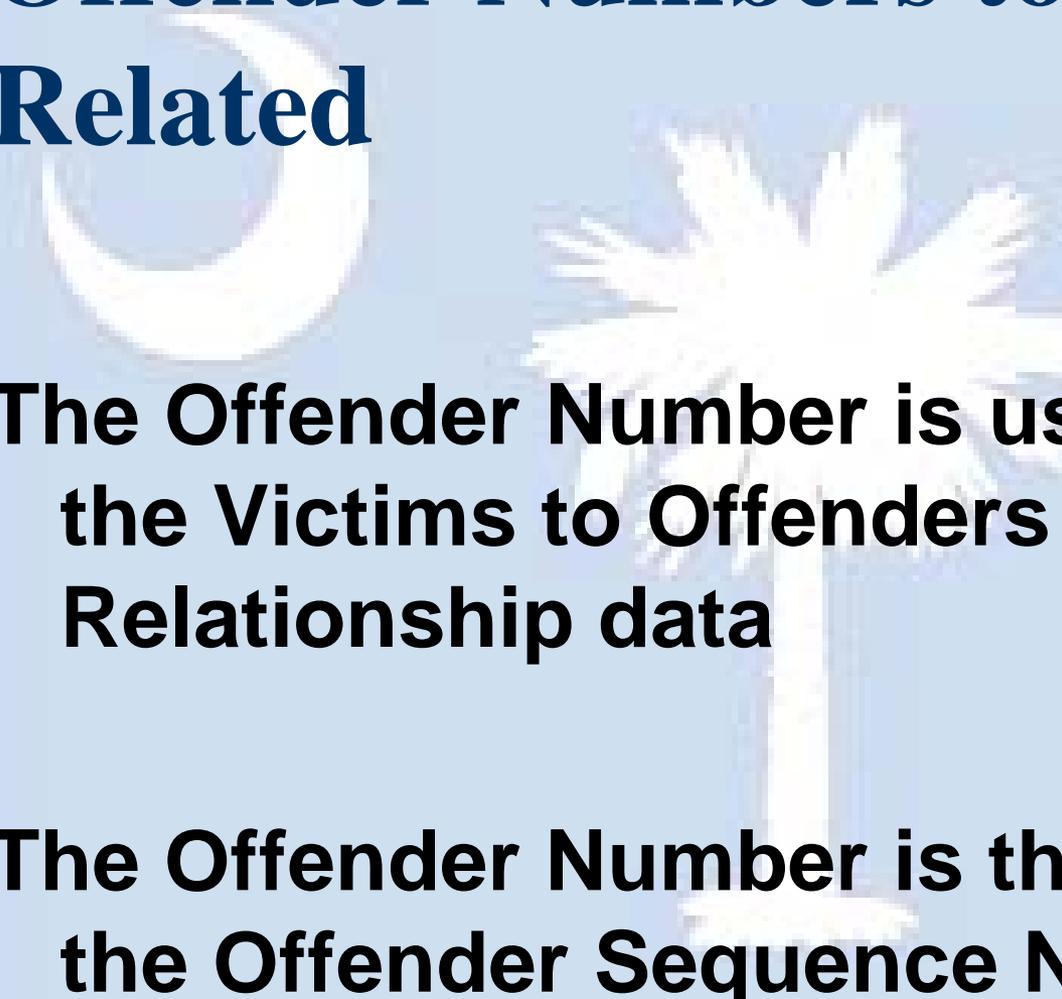
Negligent Homicide

Justifiable Homicide

Kidnapping/ Abduction

Forcible Rape/ Sodomy/ Fondling/ Sexual Assault with an Object

Offender Numbers to Be Related



The Offender Number is used to link the Victims to Offenders and Relationship data

The Offender Number is the SAME as the Offender Sequence Number

Relationship of Victim to Offender

Robbery

Aggravated/ Simple Assault

Intimidation

Incest

Statutory Rape

Sexual Exposure

The direction of each relationship must be maintained –
Relationship of the Victim TO the Offender

Within the Family:

SE – Spouse

CS – Common Law Spouse

PA – Parent

SB – Sibling

CH – Child

GP - Grandparent



Within the Family (cont'd):

GC – Grandchild

IL – In-Law

SP – Stepparent

SC – Stepchild

SS – Stepsibling

OF – Other Family Member

Outside of the Family But Known to Victim:

AQ – Acquaintance - **Not a “Catch-all”.**

FR – Friend - **Close relationship; buddy; pal**

NE – Neighbor

BE – Baby sitter

BG – Boy/Girlfriend - **More than casual
(Includes Ex Boy/Girlfriend)**

CF – Child of Boy/Girlfriend

HR – Homosexual Relationship

Outside the Family But Known to Victim (cont'd):

XS – Ex-Spouse

EE – Employee

ER – Employer

OK – Offender was otherwise known to the Victim

Not Known By Victim:

ST – Victim was Stranger (Your investigation has determined that the Victim and Offender DID NOT KNOW EACH OTHER.)

RU - Relationship Unknown (Your investigation CAN NOT DETERMINE whether the Victim and Offender knew each other.)

Other:

VO - Victim was also Offender
(Used in mutual attacks. Often used in
CDVs.)

- **The use of specific relationships is a requirement for participation in the SCIBRS program**

LEOKA Data (Law Enforcement Officers Killed/Assaulted)

LEOKA “Type-Activity” and LEOKA “Type-Assignment” data describe assaults and murders in which Police Officers are the victims.

Data must be entered when an officer is a victim of the following offenses:

- Aggravated Assault (includes P&PF)
- Simple Assault
- Intimidation (begins in 2002)
- Murder/ Non-negligent Manslaughter

LEOKA - Type Activity Codes:

- A – Responding to Disturbance
- B – Burglaries in Progress/ Pursuing Suspects
- C – Robberies in Progress/ Pursuing Suspects
- D – Attempting Other Arrest
- E – Civil Disorder
- F – Handling or Transporting Prisoners

LEOKA - Type Activity (Cont'd)

G – Investigating Suspicious Person

H – Ambush

I – Offender Mentally Deranged

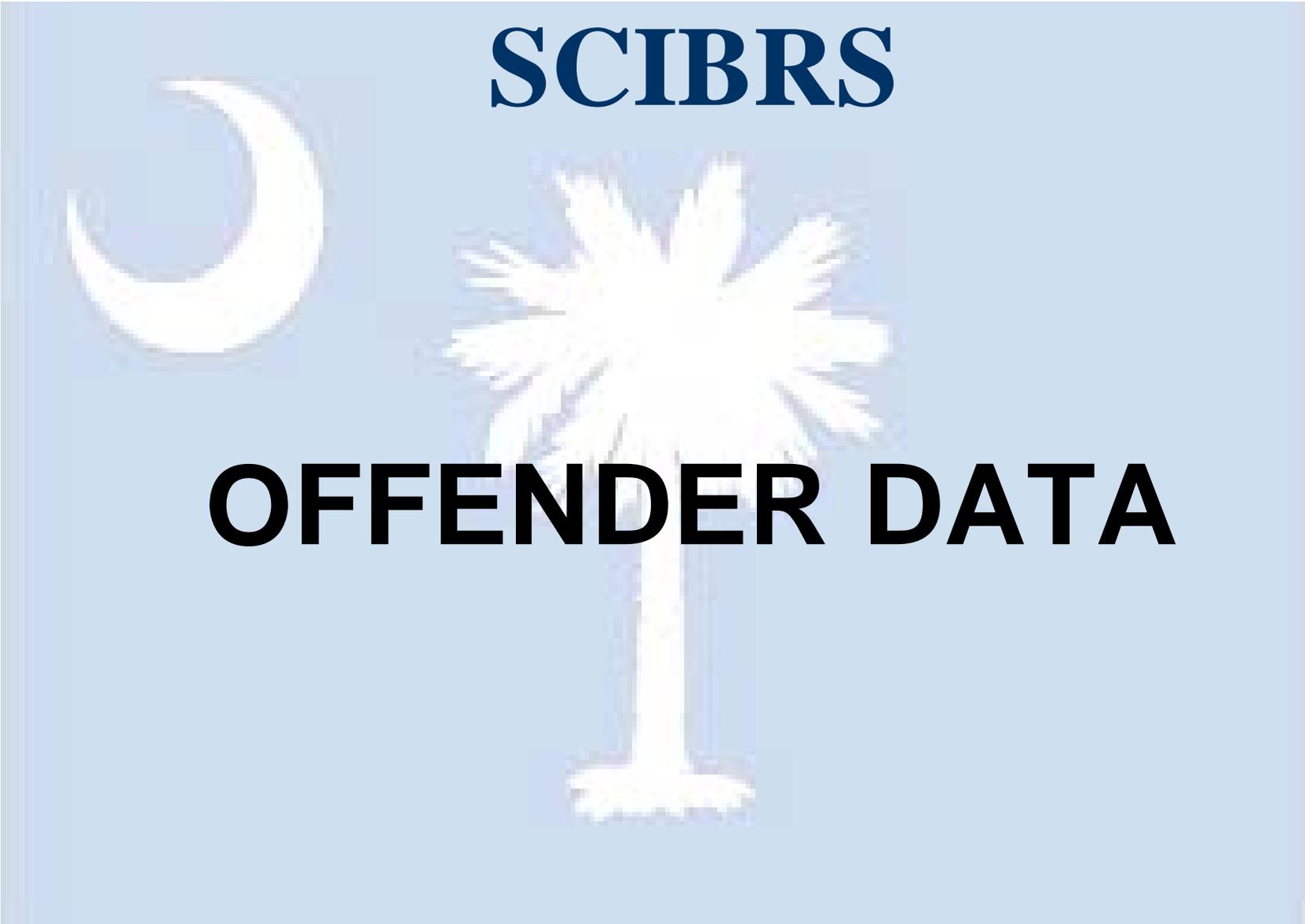
J – Traffic Stops, Pursuits

K – All Other Activity

LEOKA - Type Assignment codes

Report the type of assignment the police officer was on at the time of the assault or homicide

- 1 – Two-officer vehicle
- 2 – One-officer vehicle, alone
- 3 – One-officer vehicle, assisted by another officer
- 4 – Detective or special assignment, alone
- 5 – Detective or special assignment, assisted by officer
- 6 – Other, alone
- 7 – Other, assisted by another officer

The background of the slide is the South Carolina state flag, which features a white palmetto tree in the center and a white crescent moon in the upper left corner, both set against a light blue field.

SCIBRS

OFFENDER DATA

Offender Data

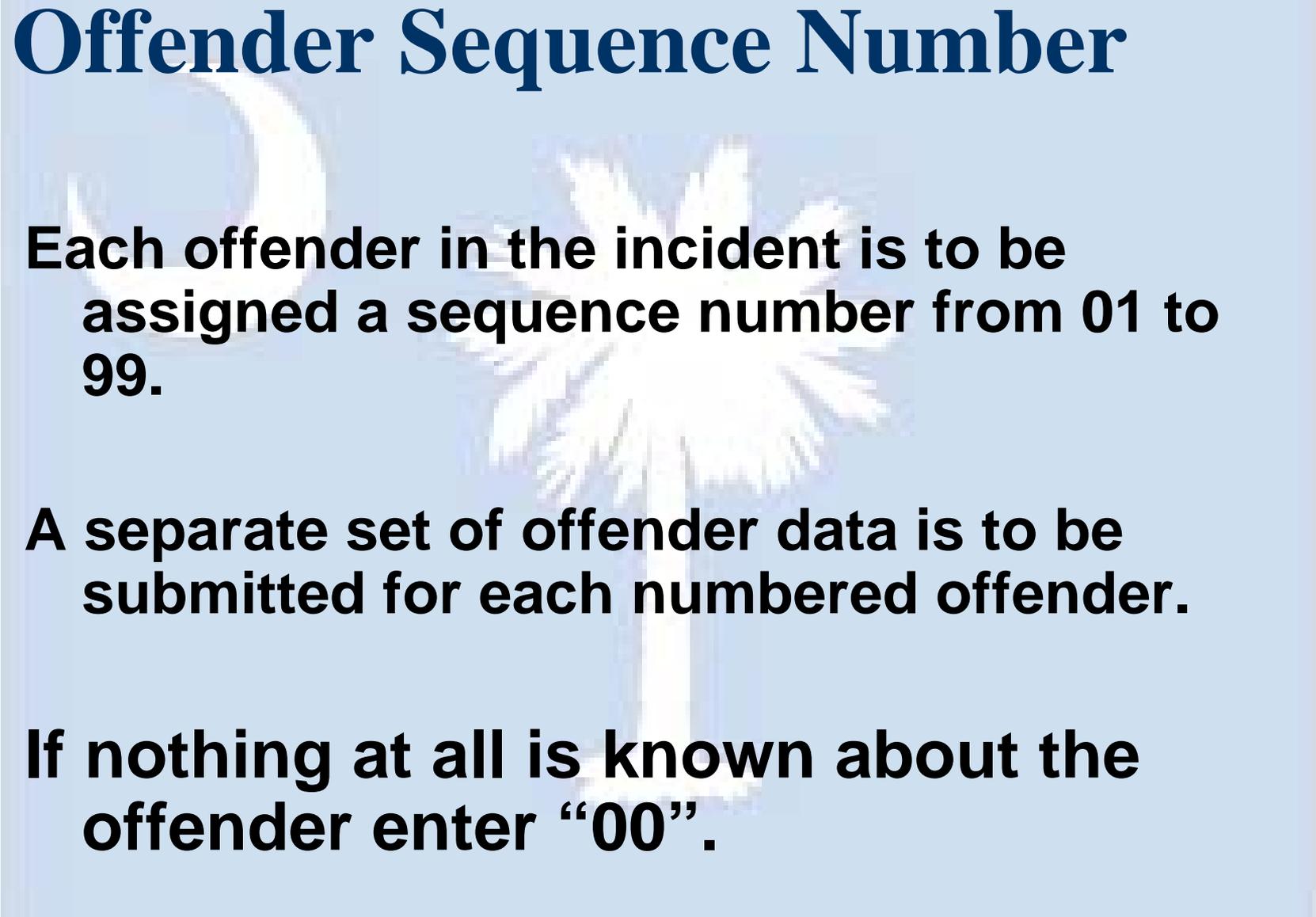
For SCIBRS purposes, the Offender is the person who is suspected or known to have committed a crime.

You should enter the age, sex, & race of an offender if a witness gives it - even though you may not know the offender's identity.

Offenders are also known as:

- Subjects
- Suspects
- Perpetrators

Offender Sequence Number



Each offender in the incident is to be assigned a sequence number from 01 to 99.

A separate set of offender data is to be submitted for each numbered offender.

If nothing at all is known about the offender enter “00”.

Age of Offender

The age of each offender is to be reported either as an exact number of years, a range of years, or as unknown.

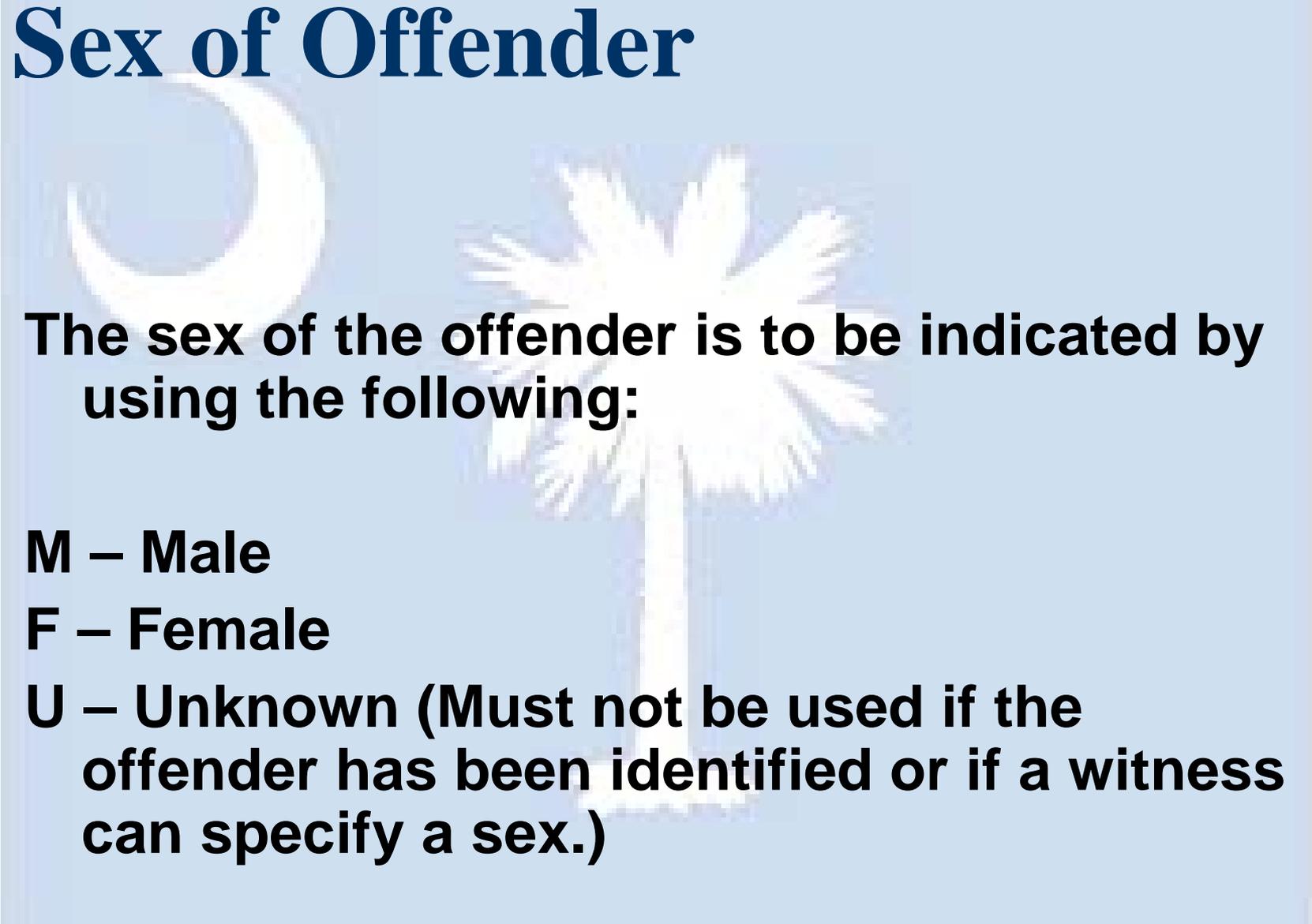
Record one of the following:

01 to 99 – Enter the exact age or reasonable age range

00 – Unknown Age (Must not be used if the subject has been identified.)

If the age is greater than 99, your software should report “99” to SCIBRS.

Sex of Offender



The sex of the offender is to be indicated by using the following:

M – Male

F – Female

U – Unknown (Must not be used if the offender has been identified or if a witness can specify a sex.)

Race of Offender

W – White (Europe, Middle-East, North Africa)

B – Black (Africa - south of Sahara Desert)

I – American Indian or Alaskan Native

A – Asian or Pacific Islander (Orient, China, Japan, India, Pakistan, Hawaii, etc.)

U – Unknown (Rarely used)

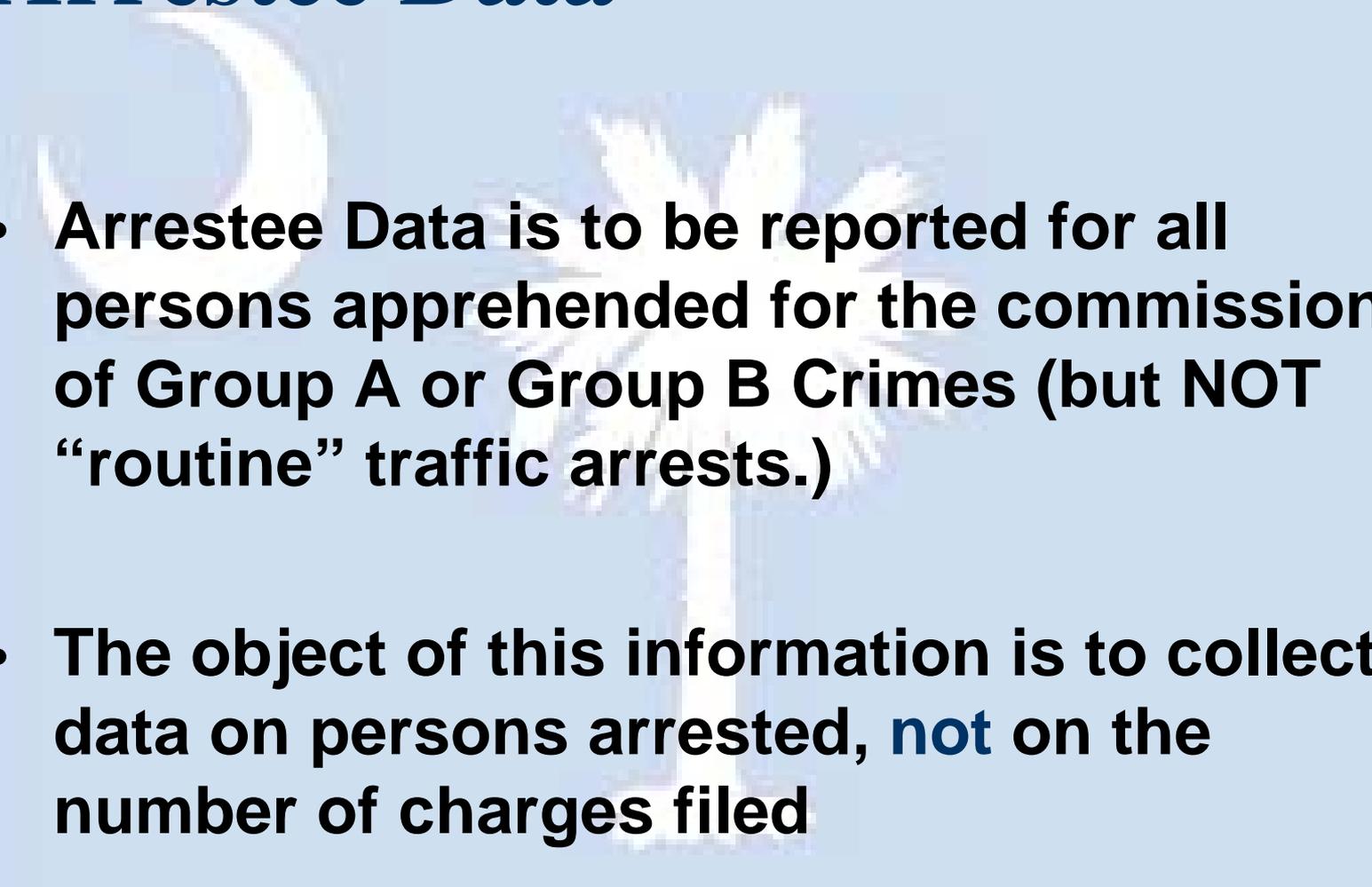
Persons of multiple racial heritage should be described as they would be on a BOLO.

The background of the slide is the South Carolina state flag, which features a white crescent moon in the upper left and a white palmetto tree in the center, both set against a light blue field.

SCIBRS

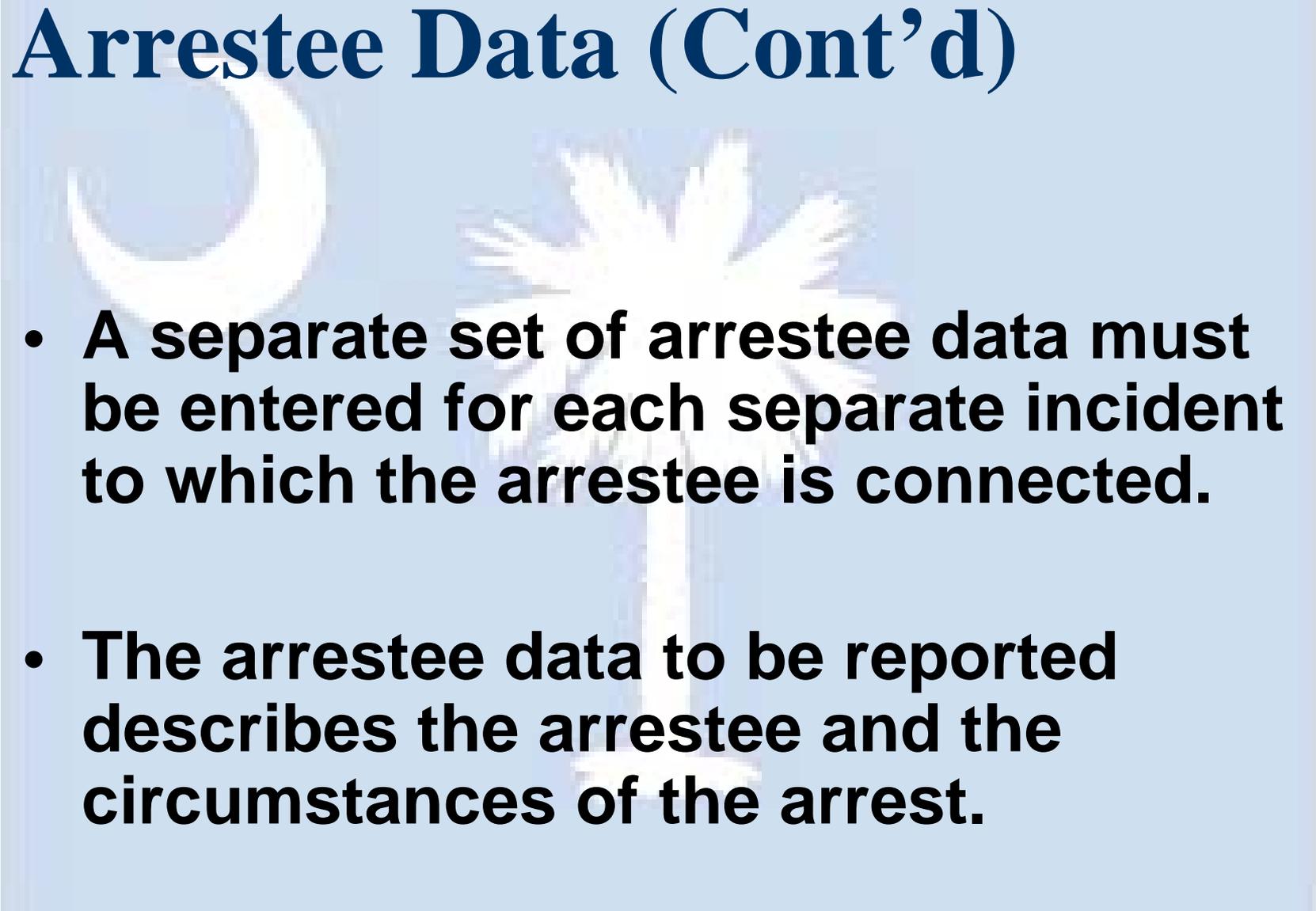
ARRESTEE DATA

Arrestee Data



- **Arrestee Data is to be reported for all persons apprehended for the commission of Group A or Group B Crimes (but NOT “routine” traffic arrests.)**
- **The object of this information is to collect data on persons arrested, **not** on the number of charges filed**

Arrestee Data (Cont'd)



- **A separate set of arrestee data must be entered for each separate incident to which the arrestee is connected.**
- **The arrestee data to be reported describes the arrestee and the circumstances of the arrest.**

Arrestee Data (Cont'd)

Record arrest data on all persons processed by arrest, apprehension, warrant service or uniform traffic ticket (or county/ municipal summons) for committing offenses within your jurisdiction, regardless of whether the offense is of a minor or serious nature.

Do not report traffic arrests except DUI, Reckless Homicide, Failure to Stop, and Hit & Run w/ Injury.

Arrestee Data (Cont'd)

- When reporting arrests include:
- Those persons arrested and released without a formal charge being placed on them.
- Juvenile taken into custody – warned and released without being charged.
- Persons arrested for criminal offenses and released at the scene after being issued a SC Uniform Traffic Ticket.
- Do not report routine traffic offenses.

Arrestee Sequence Number

Each arrestee reported in a Group A or a Group B arrest is to be assigned a sequence number from 01 to 99

Arrest Transaction Number (Incident Number, OCA, Case Number)

- This number is the **SAME** as the incident case number.
- It is assigned by the reporting agency and is used to identify the arrest and link it with the associated incidents.

Arrest Date

The month, day, and year the arrest took place .

Multiple Clearance Indicator (MCI)

(Called “Multiple Arrestee Segments Indicator” by the FBI)

Ensures that an arrestee is counted appropriately, and that all cases linked to that person are cleared.

When applying the MCI, “handle” only one arrestee at a time; enter his arrestee record in every incident to which he is connected, before “handling” the next arrestee.

Multiple Clearance Indicator (MCI)

- All Group A arrestee records must have one of the following MCI codes:
- N- No Multiple Clearance
- This arrestee clears only one incident.
- There are no other incidents cleared.

Multiple Clearance Indicator (MCI)

- **C – More than one incident to be cleared.**
- **This arrestee will clear more than one incident. (His arrest data will be linked to more than one incident.)**
- **** “C” must be used only once for each individual arrestee! (Other arrestee segments for this individual get an “M”. See next page.)**

Multiple Clearance Indicator (MCI)

M – Multiple (Additional) Cases Cleared

After entering the person using a “C” on the first incident, you will enter his arrest data on all other incidents to which he is connected, using an “M”.

This will clear multiple incidents.

Multiple Clearance Indicator (MCI)

If an arrestee remains in jail for a period of time and additional warrants are served on him linking him to other cases, the situation must be treated as a Multiple Clearance.

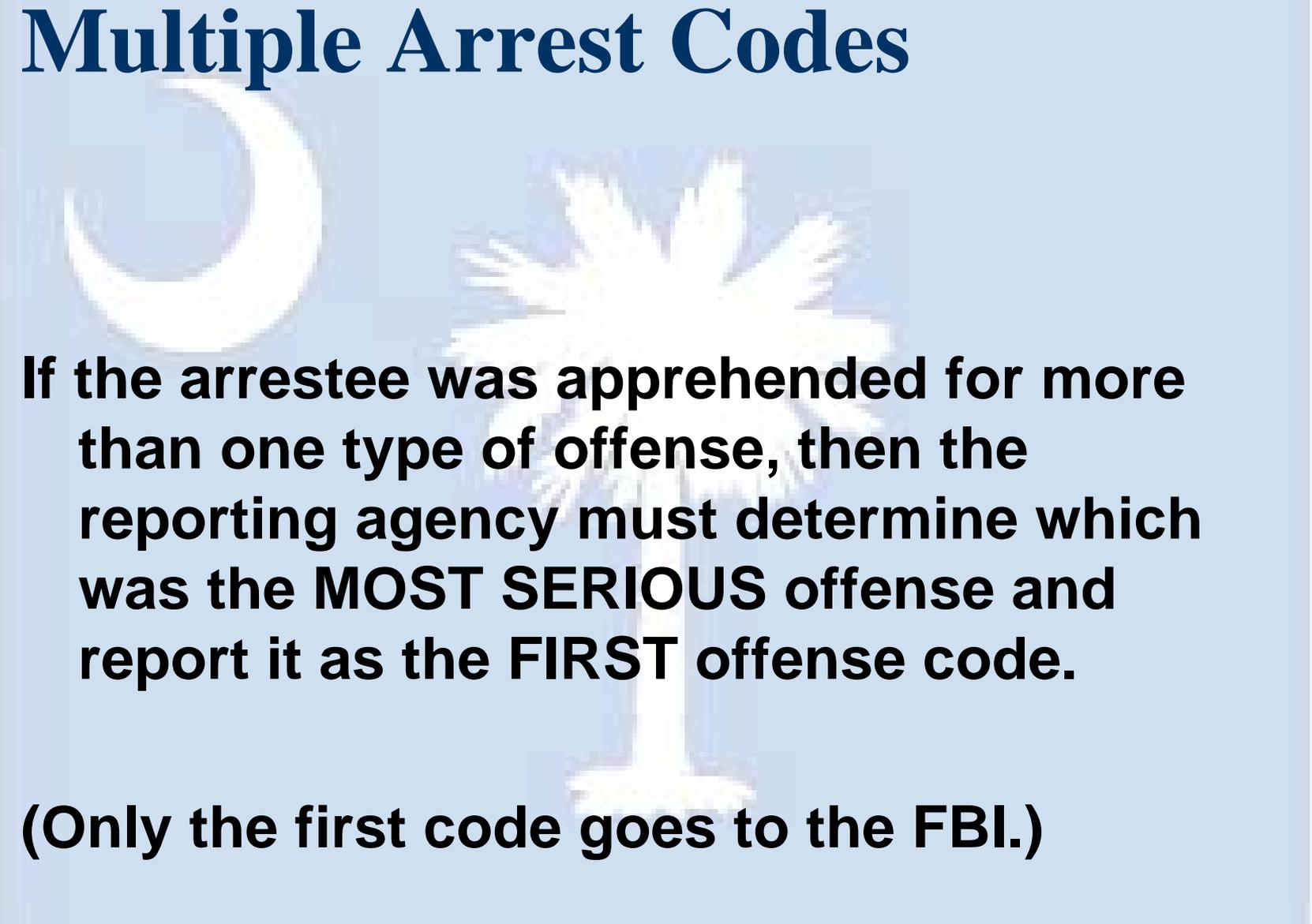
**** Officers** - coders must be informed that these are “supplemental” arrests - **that the arrestee was already in custody.** This can be done by using a Supplemental Booking Report, or a Supplemental Incident Report. (If a “regular” Booking Report is used, the coder will think it is a new and separate apprehension.)

Arrest Offense Codes



The three digit Offense Code describes the offense for which the arrestee was apprehended.

Multiple Arrest Codes



If the arrestee was apprehended for more than one type of offense, then the reporting agency must determine which was the MOST SERIOUS offense and report it as the FIRST offense code.

(Only the first code goes to the FBI.)

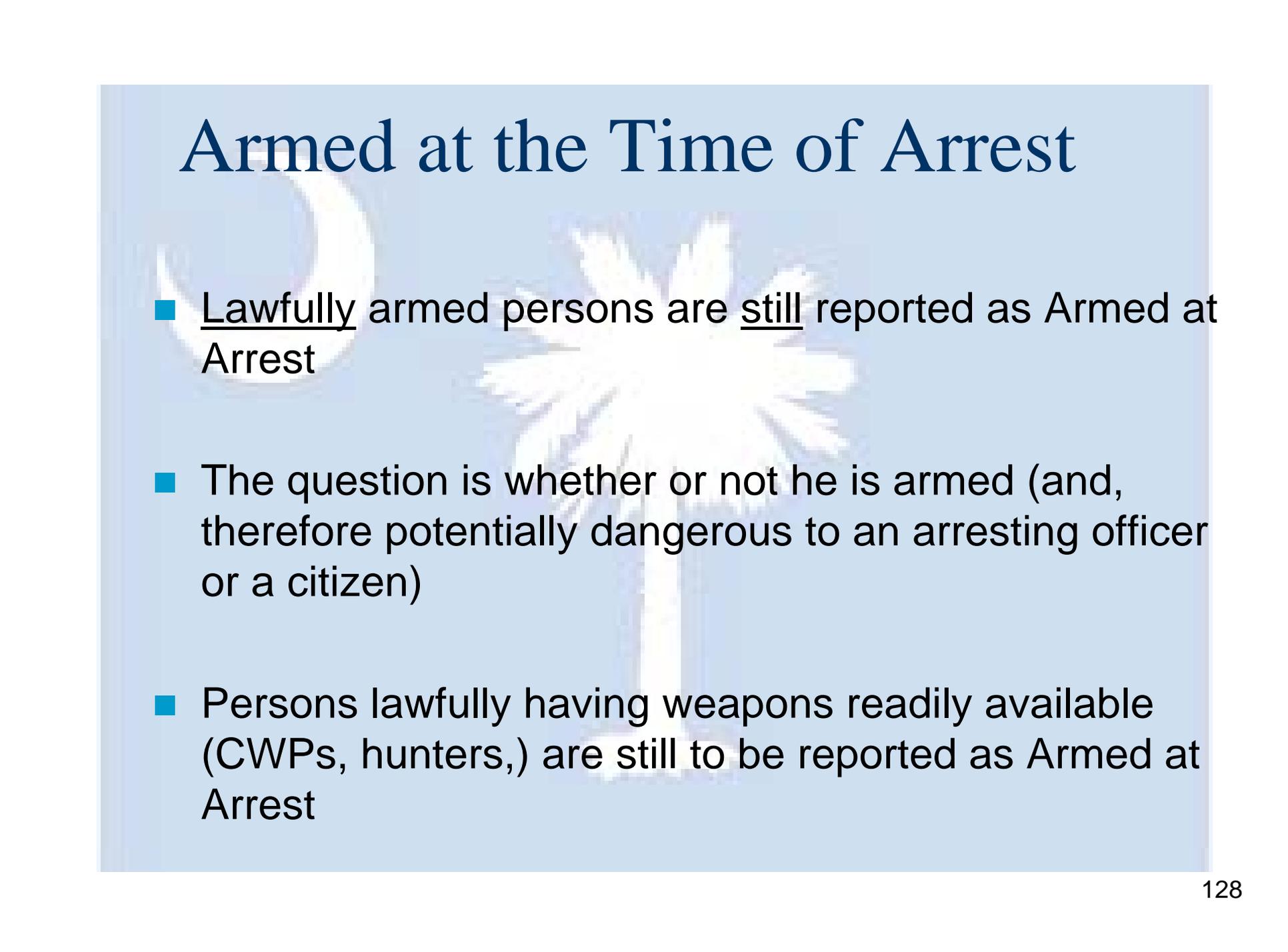
Arrestee Was Armed With (Groups A and B)

Indicate whether the arrestee was armed with a **COMMONLY KNOWN WEAPON** at the time of his/her apprehension.

Examples:

- Firearms
- Knives
- Martial Arts weapons
- Clubs, Blackjacks
- Objects clearly **designed** to be used as dangerous weapons

Armed at the Time of Arrest



- Lawfully armed persons are still reported as Armed at Arrest
- The question is whether or not he is armed (and, therefore potentially dangerous to an arresting officer or a citizen)
- Persons lawfully having weapons readily available (CWPs, hunters,) are still to be reported as Armed at Arrest

Arrestee Was Armed With

- When indicating whether a person was armed at the time of Arrest, **DO NOT REPORT weapons of opportunity** such as:
 - Bottles
 - Sticks
 - Ice picks
 - Baseball bats
 - Hammers

Arrestee Was Armed With

Up to two (2) commonly known weapons can be reported for each arrest:

01 – Unarmed

11 – Firearm, type unknown

12 – Handgun

13 – Rifle

14 – Shotgun

15 – Other Firearm, type known

16 – Lethal Cutting Instrument

17 – Club, Blackjack, Brass Knuckles

Arrestee Armed Cont'd

- Officers: Describe weapons in common terms: Handgun, Rifle, Shotgun, Knife, etc.
- Coders may not know what you mean if you put “Smith & Wesson model 59”.

Arrestee Was Armed With

If a person is armed with a firearm at the time of arrest, indicate if full or semi-automatic:

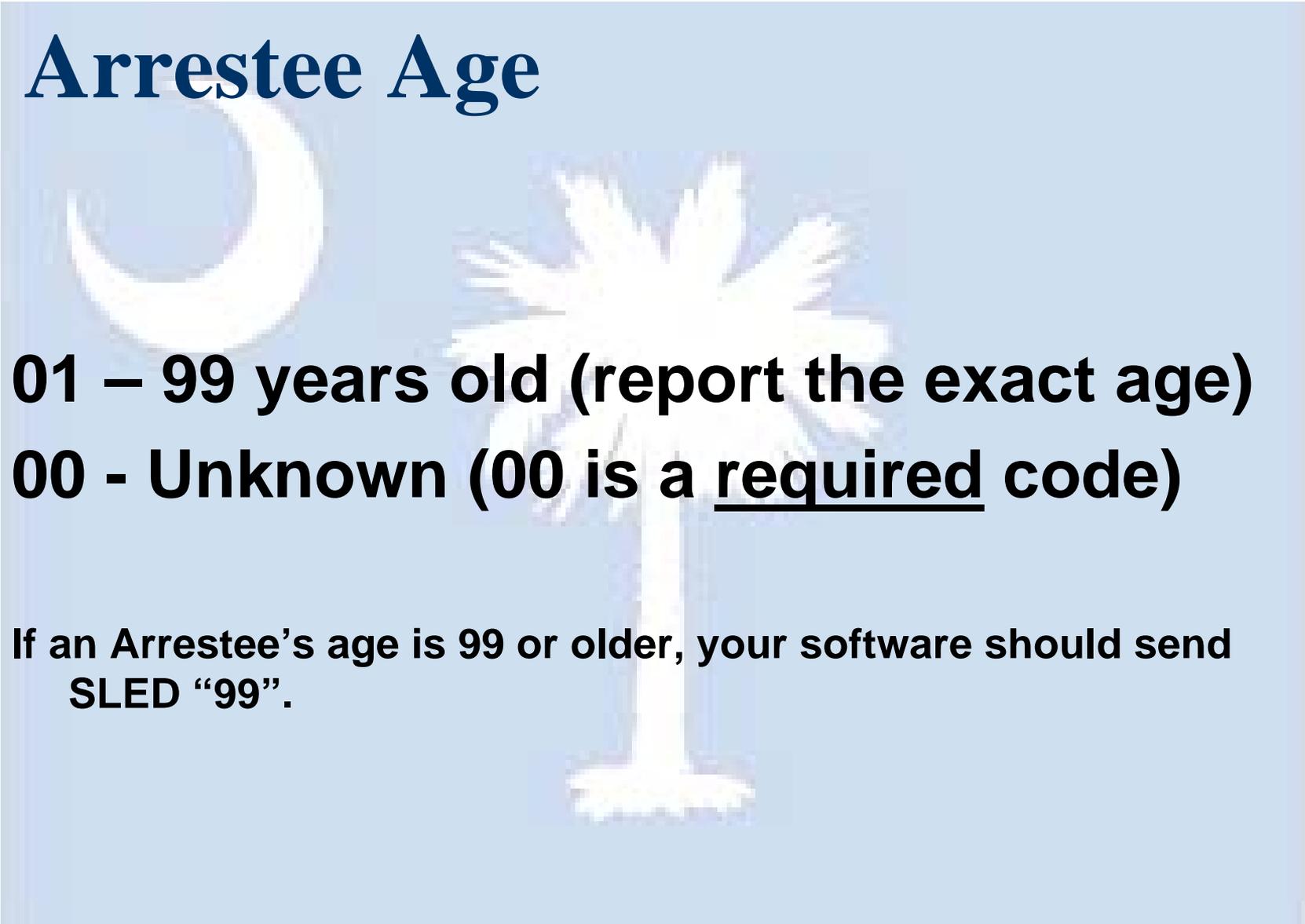
A- Fully Automatic Firearm

S- Semi-Automatic Firearm

Officers must make this clear to coders!

Use descriptive terms: Handgun/Semi-Auto, or Rifle/Full-Auto, or Shotgun/Pump, etc.

Arrestee Age



01 – 99 years old (report the exact age)

00 - Unknown (00 is a required code)

If an Arrestee's age is 99 or older, your software should send SLED "99".

Sex of Arrestee

M – Male

F – Female

- **Unknown cannot be reported for the sex of an arrestee**

Disposition of Arrestee 17 or Younger (Groups A and B)

Choose one code for any person aged 17 or younger who is taken into custody, summoned, or arrested.

H – Handled within the department and released to parents, etc.

R – Referred to other authorities - jail, court, other police agency, DJJ, etc.

The background of the slide is the South Carolina state flag, which features a white crescent moon in the upper left and a white palmetto tree in the center, both set against a light blue field.

SCIBRS

DRUG ARRESTS

Drug Arrest - Type Activity

Determine the most serious drug charge against an arrestee, then use one of the following codes with one Type Drug code to describe it:

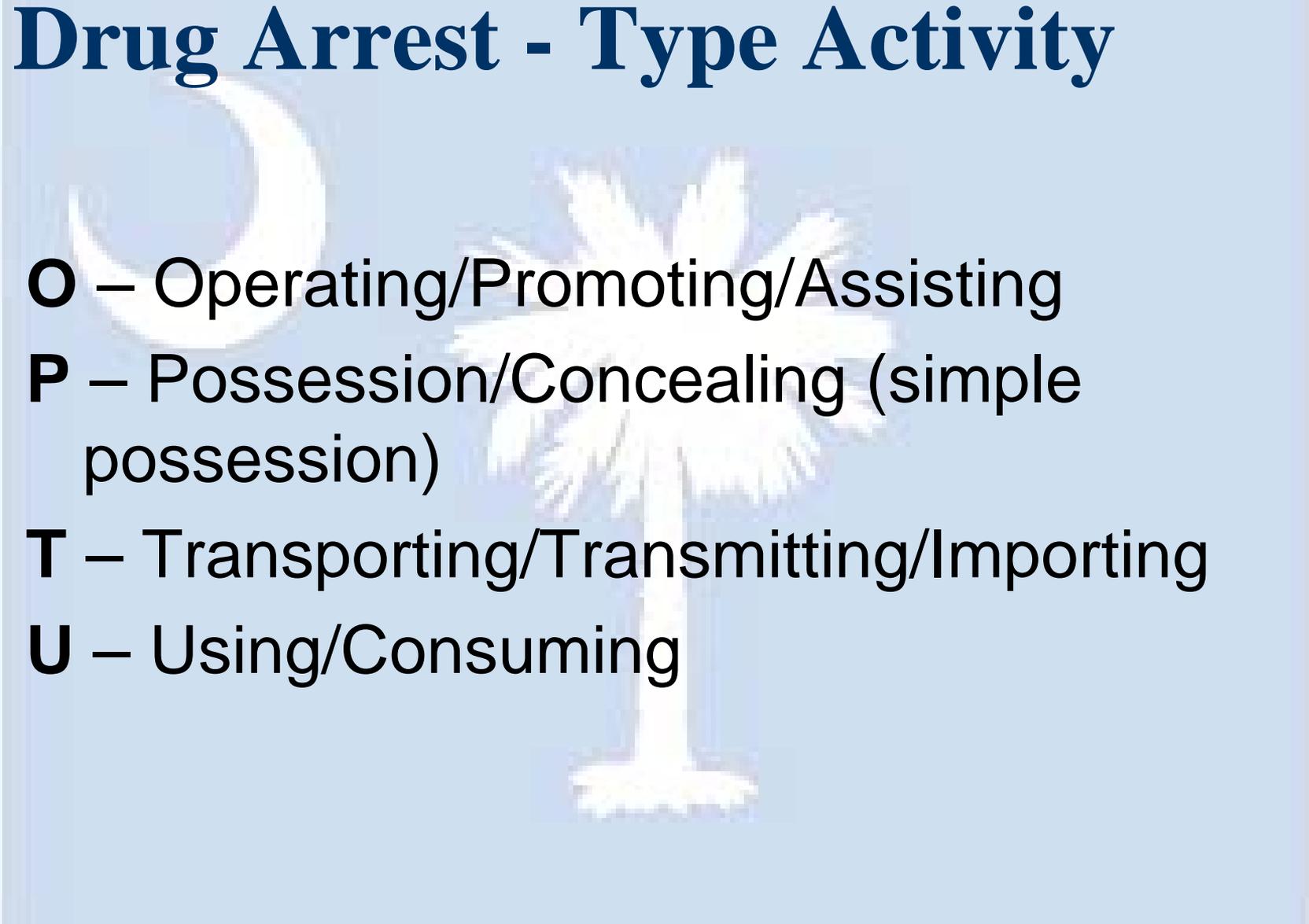
B – Buying/Receiving

C – Cultivating/Manufacturing/Publishing

D – Distributing/Selling (includes PWID)

E – Exploiting Children

Drug Arrest - Type Activity



O – Operating/Promoting/Assisting

P – Possession/Concealing (simple possession)

T – Transporting/Transmitting/Importing

U – Using/Consuming

Drug Arrest - Type Drug

Use one of the following Type Drug codes with one Type Activity code (previous slide) to describe the *most serious drug charge*:

A – Crack Cocaine

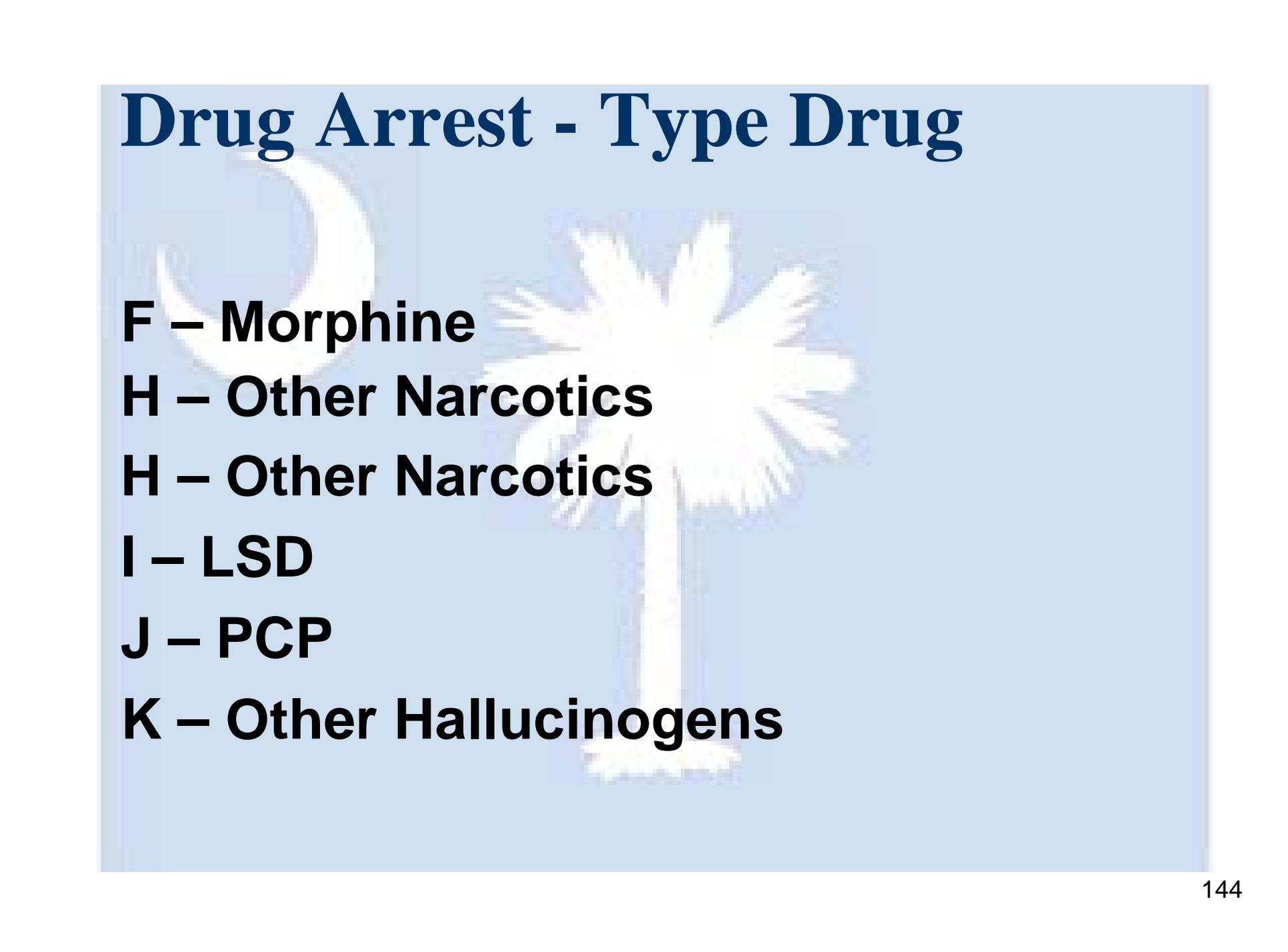
B – Cocaine (all forms)

C – Hashish

D – Heroin

E – Marijuana

Drug Arrest - Type Drug



F – Morphine

H – Other Narcotics

H – Other Narcotics

I – LSD

J – PCP

K – Other Hallucinogens

Drug Arrest - Type Drug



L – Amphetamines/Methamphetamines

M – Other Stimulant

N – Barbiturates

O – Other Depressants

P – Other Drug

Drug Arrests, examples

- If the most serious drug charge is “PWID Crack Cocaine”, the codes would be:
 - D A
- If “Simple Possession of Marijuana”:
 - P E
- If “Sale of LSD”:
 - D I
- These codes must be entered by a person. They must not be “brought forward” or “imputed” by the software from data entered in the Offense and Drug/Property segments.

“Window” Submissions

Arrests, Recoveries, and Exceptional Clearances for incidents which originally occurred earlier than the previous calendar year (“current year minus one) must be submitted as “Window” records.

Window Submissions

- Software should be programmed to automatically check case numbers of all new Group A Arrests, Recoveries, and Exceptional Clearances to see if the date of the original incident was prior to the current year minus one;
- Software should automatically submit Window records. (Some, however, still require manual submission. Check to see how yours does this.)

The background of the slide is the flag of Malaysia, featuring a blue field with a white crescent and a 14-pointed star in the upper left, and a white palm tree in the center. The text is overlaid on this background.

SCIBRS

End of Presentation

**HUGE
APPLAUSE!**