



Kansas Incident Based Reporting System Handbook

Sixth Edition

Kansas Bureau of Investigation
Incident Based Reporting Section
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1. PURPOSE OF THIS BOOK

This book was published in an effort to help law enforcement better understand KIBRS reporting guidelines and the subtle nuances that go along with it. This book is designed for KIBRS reporting guidelines only. Your local prosecutor may want reports differently. That does not make one right and one wrong; just different. As such, separate reports for KIBRS and prosecutors may need to be submitted in some cases.

Please look through this document, take the knowledge it offers, and use it as a guide to incident based reporting. Questions will arise and should be directed to the KIBRS Section of the Kansas Bureau of Investigation.

While it is virtually impossible to include every scenario you will encounter, we have attempted to show the versatility of Uniform Crime Reporting.

Any future updates to this handbook will be accompanied by a change document to show the evolution of all modifications. Suggestions for future updates can be forwarded to the IBR Section.

EXPLANATION OF ICONS



LEGAL

This icon indicates information regarding legal findings, statutes, or other information generally found interesting to attorneys.



A Smart Man Once Said

This icon indicates information that is of great value and will assist you in understanding the details of KIBRS reporting.



Important Information

This icon indicates valuable and essential information or tips that will make KIBRS reporting easier.



Hints to Avoid Common Errors

This icon indicates information that can help keep an agency from making errors that seem to be most common



Not Reportable to KIBRS

This icon is used for criminal classifications that are used by NIBRS and the FBI but are not applicable in Kansas.

WHY PARTICIPATE?

Incident Based Reporting offers a unique tool to law enforcement. IBR reports are designed to reflect the true nature of the crime by keeping reporting uniform across the state regardless of agency differences and prosecution amendments. While the Kansas Criminal Rapsheet offers information regarding an individual, the IBR databases can offer even more information.

In law enforcement, information is a currency: you can never have too much.

2. HISTORY / INTRODUCTION

The collection of crime data in Kansas began in the mid-1970's after legislation was passed (Kansas State Statutes 21-2501a and 21-2504) authorizing the Attorney General to collect information necessary to determine the true condition of crime in Kansas. The Attorney General assigned the Kansas Bureau of Investigation (KBI) to establish a statewide program for the collection of Uniform Crime Reporting (UCR) data for submission to the Federal Bureau of Investigation (FBI). Subsequent activities resulted in nearly 100% coverage of the state and timely reporting to the FBI's UCR Program by 1978.

In 1982, the KBI, with the aid of a local law enforcement user's group, began to study the usefulness of establishing an Incident Based Reporting (IBR) system in Kansas. As a result, in 1986, the first Kansas Incident Based Reporting System (KIBRS) was implemented to collect relevant information on the occurrence and composition of crime in Kansas. Pursuant to state statute, law enforcement agencies at state and local levels began reporting standardized data on criminal offenses in their respective jurisdictions using a format approved by the Attorney General. The state program then converted the data to UCR format for submission to the FBI.

Throughout its first 60 years of operation, the FBI's UCR Program remained virtually unchanged in terms of the data collected and disseminated. As time progressed a broad utility evolved for UCR data. This allowed law enforcement to expand its capabilities to supply crime information. In the late-1970's, the law enforcement community called for a thorough evaluative study of UCR with the objective of recommending an expanded and enhanced UCR program to meet law enforcement needs into the 21st century. The result was the implementation, in 1988, of the National Incident Based Reporting System (NIBRS).

In 1991, the KBI, with the aid of a second local law enforcement user's group, began a comparative study of KIBRS against NIBRS. As a result, in 1993 the KBI implemented a new KIBRS program meeting the requirements of NIBRS. This resulted in new standardized forms and created formats for reporting data to the KBI electronically.

With the arrival of incident based reporting, offense and arrest reports are now being used for much more than annual statistics. The expansion of data fields that are collected will assist Kansas in moving into the future by using these reports to assist in criminal investigations. In addition, IBR data will offer:



These forms are designed for multiple purposes and allow the agency to use the same form for prosecutors, the KBI, and their own local needs. However, this does not mean prosecutors will want the same information as is needed by KIBRS. **This handbook is designed to explain the requirements of incident based reporting. There may be times when reports will need to be submitted differently to a prosecutor than to KIBRS.** By participating in NIBRS, the KBI has agreed to follow the guidelines established by the FBI for national reporting.

- (1) More detailed, accurate, and meaningful data than produced by the traditional summary UCR Program;
- (2) Common denominator links among agencies both statewide and nationally;
- (3) Extensive, specific crime information concerning similar jurisdictions, allowing the identification of common crime problems or trends;
- (4) Statistics to enable law enforcement agencies to supply a better accounting of their activities to their governing bodies;
- (5) Legislators, municipal planners / administrators, academicians, penologists, sociologists, and the general public the ability to better assess the state's crime problems using the extensive data supplied through KIBRS;
- (6) Availability of KIBRS data through the Kansas Criminal Justice Information System (KCJIS) web-server.
- (7) Information necessary to acquire funding from grants to combat crime for a law enforcement agency.
- (8) Development of investigative tools to assist law enforcement agencies as they examine cases, leads and other investigations. KIBRS Views and the FBI's National Data Exchange (N-DEX) are two examples of this type of tool.

3. REPORTING REQUIREMENTS AND POLICIES

The reporting of crime data in Kansas is mandated in three state statutes. Other policies govern the release of information and jurisdictional guidelines.

DATA SUBMISSION

Kansas Statutes Annotated (K.S.A.) 21-2501a governing the maintenance of records was enacted in 1969; K.S.A. 21-2504 enacted in 1939 and amended in 1977 allows the Attorney General to call for crime information. These are two of the state statutes creating the mandatory requirements for reporting in Kansas. In 2006, language was added by the Kansas Legislature that requires uniform reporting of meth lab seizures and thefts of anhydrous ammonia. Both statutes call for use of forms approved by the Attorney General of Kansas. (See box below.)

21-2501a

Chapter 21.—CRIMES AND PUNISHMENTS

Article 25.—IDENTIFICATION AND DETECTION OF CRIMES AND CRIMINALS

21-2501a. Maintenance of records of felony and misdemeanor offenses by law enforcement agencies; reporting of meth lab seizures or dump sites, theft of anhydrous ammonia; reports to Bureau of Investigation; form. (a) All law enforcement agencies having responsibility for law enforcement in any political subdivision of this state, on forms approved by the attorney general, shall maintain a permanent record of all felony and misdemeanor offenses reported or known to have been committed within their respective jurisdictions. (b) All law enforcement agencies having the responsibility of maintaining a permanent record of offenses shall file with the Kansas Bureau of Investigation, on a form approved by the Attorney General, a report on each offense for which a permanent record is required within 72 hours after such offense is reported or known to have been committed. (c) It is hereby made the duty of every sheriff, police department or countywide law enforcement agency in the state to report within 30 days, on forms approved by the Attorney General, any methamphetamine laboratory seizures or dump sites and any theft or attempted theft of anhydrous ammonia that occurs in such agency's jurisdiction.

21-2504

Chapter 21.—CRIMES AND PUNISHMENTS

Article 25.—IDENTIFICATION AND DETECTION OF CRIMES AND CRIMINALS

21-2504. Attorney General may call upon designated officers for information; forms. (a) For the purpose of controlling crime and obtaining reliable statistics about crime and criminals, the Attorney General may call upon and obtain from the clerks of district courts, sheriffs, police departments and county attorneys all information that said attorney general may deem necessary in ascertaining the true condition of the crime situation; and it shall be the duty of the above-mentioned officers to furnish the information so requested by the attorney general. (b) The Attorney General shall provide, upon request, forms for fingerprint impressions, for the permanent record of offenses, and for the reports of offenses required by K.S.A. 21-2501 and 21-2501a.

22-2307

Chapter 22.—CRIMINAL PROCEDURE

Article 23.—PRELIMINARY PROCEEDINGS

22-2307. Domestic violence calls Sec. 11. K.S.A. 22-2307, as amended by section 8 of chapter 101 of the 2010 Session Laws of Kansas, is hereby amended to read as follows:

22-2307. (a) All law enforcement agencies in this state shall adopt written policies regarding domestic violence calls as provided in subsection (b). These policies shall be made available to all officers of such agency. (b) Such written policies shall include, but not be limited to, the following: (1) A statement directing that when a law enforcement officer determines that there is probable cause to believe that a crime or offense involving domestic violence, as defined in *section 11 of chapter 136 of the 2010 Session Laws of Kansas*, and amendments thereto, has been committed, the officer shall, without undue delay, arrest the person for which the officer has probable cause to believe committed the crime or offense if such person's actions were not an act of defense of a person or property as provided in *section 21, section 22, section 23, section 28 or section 29 of chapter.....* (11) whether an arrest is made or not, a standard offense report shall be completed on all such incidents and sent to the Kansas bureau of investigation.

State Approved Forms

When selecting a record management system the local agency should make certain their vendor is aware of this requirement. Agencies submitting electronic data MUST have the ability to print reports on an approved form in order to be certified.

DOMESTIC VIOLENCE

Occurrences of domestic violence are tracked through KIBRS. K.S.A. 22-2307 and 22-2308 require all law enforcement agencies to have written policies regarding domestic violence that include a statement of policy which requires law enforcement officers to make an arrest when they have probable cause. For KIBRS purposes, domestic violence should be defined as any harmful physical contact or threat thereof, or destruction of property between associated individuals or formerly associated individuals, used as a method of coercion, control, revenge or punishment.

Review House Bill 2517 which includes much more information than listed here.

(A) “Dating relationship” is defined as a social relationship of a romantic nature. A dating relationship shall be presumed if a plaintiff verifies, pursuant to K.S.A. 53-601, and amendments thereto, that such relationship exists. In addition to any other factors the court deems relevant, the court shall consider the following factors in making a determination of whether a relationship exists or existed:



- (1) nature of the relationship;
- (2) length of time the relationship existed;
- (3) frequency of interaction between the parties; and
- (4) time since termination of the relationship, if applicable.

(B) “Family or household member” means persons 18 years of age or older who are spouses, former spouses, parents or stepparents and children or stepchildren, and persons who are presently residing together or have resided together in the past, and persons who have a child in common regardless of whether they have been married or have lived together at any time. Family or household member also includes a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time. **Note: this does exclude siblings and juveniles.**

The requirement to submit reports on domestic violence is mandated in K.S.A. 22-2307 which specifies in paragraph (11) “whether an arrest is made or not, a standard offense report shall be completed on all such incidents and sent to the Kansas Bureau of Investigation.” The KSOR will document the origin and nature of the call, disposition of the parties involved, and all circumstances surrounding the incident, including the presence of children. A KSAR is also submitted when an arrest is made.



Required on All Domestic Violence Reports

- Victim and Suspect must both be known individuals.
- Victim data must include Race, Sex, Ethnicity, Resident / Non-Resident, and either Age or DOB.
- Incidents that are reported as aggravated assault or homicide must indicate a valid circumstance code.
- Victim to Suspect relationship required for all victims to all suspects (even if not related).
- Type of injury to victim required. (If no injury is inflicted then report “N” = none.)
- Incident activity on method of operation section needs to be marked DV or DV with Children Present.
- Suspect data must include Race, Sex, Ethnicity, Resident / Non-Resident, and either Age or DOB.

Domestic Violence Tips

1) “Domestic Violence with Children Present” means a child under the age of 18 (and not the victim or suspect) was present during this incident. They do not have to have been in the same room, just present.

2) The Incident Activity section must be completed even if the domestic battery statute is listed as the offense. KIBRS does not recognize an incident as DV without the appropriate Incident Activity Code.

- 3) For KIBRS purposes, if a single offense within an incident is determined to be domestic, the **entire** incident becomes domestic.
- 4) If a suspect is thought to have been under the influence of alcohol or drugs, this should be noted under the “Offender Suspected of Using” section.
- 5) When reporting a Group B offense that is determined to be domestic violence, **an offense report must also be completed** with the appropriate victim and suspect information.

PUBLIC RELEASE OF OFFENSE AND ARREST DATA



Records open to the public are found in the Kansas Open Records Act, in K.S.A. 45-215 et seq. Any law enforcement agency which releases the Kansas Standard Offense Report (KSOR) information should comply with these provisions.

The Attorney General of the state of Kansas has opined that Page One of the KSOR, which contains the name of the victim, is an open public record and released in accordance with Kansas law (A.G. Opinion 87-25). However, victim-specific or other identifying information being reported as the result of a sex offense shall be closed by the reporting law enforcement agency. Disclosure of such information is an invasion of personal privacy (A.G. Opinion 92-149). Social security numbers must be redacted from the KSOR by the reporting law enforcement agency for the same reason (A.G. Opinion 98-38).

The Attorney General has also advised that Kansas Standard Arrest Reports (KSAR) are mandatorily closed (A.G. Opinion 98-38). However, police blotters are public, and if arrest information is not included in a blotter, the law enforcement agency is under an obligation to provide blotter type information for the arrest. This would consist of: the name, address, age, sex, date, time and place of arrest, and the offense for which the person is arrested.

There are many codes associated with the KSOR and KSAR; many agencies have a sheet identifying the KIBRS specific codes. Attorney General Opinion 93-9 states the code sheet is a public record that must be disclosed by law enforcement agencies upon request.

Pursuant to K.S.A. 38-2209 through 38-2213, records and reports concerning child abuse or neglect received by SRS or law enforcement agencies are confidential, and shall be kept separate and shall not be disclosed except under limited circumstances. As a Child In Need of Care incident, the information concerning the reported abuse or neglect is confidential, however once criminal proceedings are initiated, information concerning the alleged perpetrator, the victim and, possibly, the reporting party may become available through the criminal process.

KIBRS reporting requirements mandate that almost all victim information be reported. **This includes juveniles.** If this is a concern to your agency, it is recommended that information regarding this individual be included in the brief narrative section on page 2 of the KSOR. This will allow data entry staff at the KBI or in a local agency’s records department to enter the necessary information.

An agency can redact informants, “narc”, from the KSOR released to the public.

Victims of domestic violence, sex offenses, stalking, and protection from abuse are not required to be released to the public. In such cases, an agency may redact the victim and location of offense information.

Victims participating in the Safe at Home program use substitute addresses on all records instead of the residential address. Do not release the residential address for these victims. Visit www.kssos.org/safeathome for more.



Offense and arrest reports submitted to the Incident Based Reporting Section of the KBI are not released to the public. Public request for copies of the KSOR or KSAR are referred to the originating agency.



Details concerning arrestees should be reported on a Kansas Standard Arrest Report (KSAR). In many cases, arrests are not made at the same time as the initial KSOR. For this reason, please do not refer to one report or the other when referencing suspect / offender information. **(DO NOT USE “See KSAR” when reporting suspect information on KSOR)**

Sometimes applications for warrants are made without the police being notified of the details of the crime. When a “Bench Warrant” is issued, the information regarding the offenses should be obtained and reported on a KSOR.

Jurisdictional Reporting Rules

Throughout the nation there are thousands of law enforcement agencies, some of which have overlapping jurisdictions.

To be certain that data is not reported more than once by overlapping jurisdictions, the following guidelines have been developed:

1. Police and county law enforcement agencies submit reports for incidents reported to their respective organizations.
2. State law enforcement agencies, such as the Kansas Bureau of Investigation, the Kansas Department of Wildlife and Parks, and the Kansas Highway Patrol are responsible for preparing and forwarding a Kansas Standard Offense Report (KSOR), and, when an arrest is made, a summons or citation is issued, a Kansas Standard Arrest Report (KSAR) to the KIBRS Section of the KBI whenever they initiate or take the lead in an investigation.
3. Federal agencies report offenses within their investigative jurisdictions only when they are not being reported by a local / state law enforcement agency.
4. When two or more Federal, state, or local agencies are involved in the investigation of the same offense there should be a written or oral agreement defining the roles of the investigating agencies, including which agency will report the offense.
5. **Law Enforcement agencies should report ONLY those arrests made for offenses reported by their respective organizations.** If an arrest is made by an agency other than the agency reporting the initial offense, it should be recorded as an outside assist and the paperwork forwarded to the agency who initiated the offense report. This also applies to warrant arrests.
6. Likewise, the recovery of property is reported only by the agency that first reported it missing and/or stolen, regardless of what agency recovered it.



ORI + KSAR = Clearance

As stated above, it is extremely important for the same agency that reported the offense to report the subsequent arrest.

When calculating clearance and arrest rates it is necessary to compare case numbers from the KSOR and KSAR. Since many agencies use similar case numbers, we must also factor in the Agency ORI to get a more accurate clearance rate.

If a local police department reports a homicide offense and the county sheriff’s office reports the subsequent arrest it will be impossible for either the KBI or FBI to clear this case.

DEFINITION OF AN “INCIDENT”

An “incident” is defined for KIBRS reporting purposes as one or more offenses committed by the same offender, or group of offenders, acting in concert; at the same time and place.



“**Acting in Concert**” requires that the offenders actually commit or assist in the commission of the crime(s). The offenders must be aware of, and consent to, the commission of the crime(s). Consent is implied if their actions assist in the commission of the offense(s). **This is important because all of the offenders in an incident are considered to have committed all of the offenses within the incident.** If one or more of the offenders did not act in concert, there is more than one incident involved.

“**Same time and place**” means that the time interval between the offenses and the distance between the locations where they occurred were insignificant. **Normally, the offenses must have occurred during an unbroken time duration and at the same or adjoining location(s).** However, incidents can also be comprised of offenses that by their nature involve continuing criminal activity by the same offender(s) at different times, as long as the activity is deemed to constitute **a single criminal transaction.** This is commonly referred to as the “embezzlement exception”. These incidents will almost always occur at the same location.

Example (1): Two offenders robbed a bar. The bartender was forced at gunpoint to surrender money from the cash register. The robbers also took money and jewelry from three customers. One of the robbers, in searching for more customers to rob, found a female customer in the restroom and raped her outside the view of the other offender. When the rapist returned, both robbers left. There were two incidents, one involving robbery and the other involving forcible rape, because the offenders weren’t “acting in concert” in both offenses.

Example (2): Same situation as Example (1), except that the rape occurred in the bar area and the other offender told the rapist to stop and only rob the victim. There was only one incident with two offenses, i.e., robbery and forcible rape. Although the other robber did not consent to the rape, by displaying a gun he prevented someone from coming to the victim’s assistance and thereby assisted in the commission of the crime.

Example (3): Over a period of 18 months, a computer programmer working for a bank manipulated the bank’s computer and systematically embezzled \$70,000. The continuing criminal activity constituted a single “incident” involving the crime of embezzlement.

Example (4): Over a period of 3 weeks, a suspect forged twelve checks at six different locations. Because each forgery constitutes a separate criminal transaction, there are twelve incidents, each involving forgery and theft but at different locations, at different times, and with different victims of the theft.

Example (5): A couple are involved in a domestic disturbance. When the officer arrives, it is determined that both husband and wife had committed battery against the other and subsequently both are arrested. Since they were acting in concert and it occurred at the same time and place, only one incident should be reported with each individual listed as both a victim and a suspect.



When counting crimes remember an incident may contain more than one offense.

CLASSIFYING OFFENSES

In the reporting of data to the state it is first necessary to classify appropriate offenses within an incident as defined by the National Incident Based Reporting System (NIBRS). This practice ensures that offenses with different titles under state and local laws or United States Titles and Statutes are considered and appropriately counted at the national level. All criminal offenses of law will be classified as either Group A or Group B in KIBRS. Both incidents and arrests are to be reported for Group A offenses, while only arrests are required for Group B offenses.

When reporting a Group B offense within a domestic violence incident an offense report (KSOR) must also be submitted.

Each of the Group A offenses included in KIBRS was selected based on the following criteria:

- (1) The seriousness or significance of the offense;
- (2) Whether law enforcement is the best channel for collecting data on the offense;
- (3) The national statistical validity and usefulness of the collected data;



Law enforcement should classify and report offenses after preliminary confirmation that a crime was, in fact, committed. **Offenses known to law enforcement are to be recorded, not findings of a court, coroner, jury, or decision of a prosecutor** since crime statistics generated from KIBRS are intended to assist in identifying law enforcement issues.

CRIMES AGAINST PERSONS / PROPERTY / SOCIETY

KIBRS offenses are divided into three categories:

- (1) “Crimes Against Persons” are those whose victims are always, “Individuals,” e.g., murder, forcible rape, assault. In the electronic version of this document Crimes Against Persons have a **red** heading.
- (2) “Crimes Against Property” are committed to obtain money, property, or some other benefit, e.g., robbery, bribery, burglary. In the electronic version of this document Crimes Against Property have a **yellow** heading.
- (3) “Crimes Against Society” represent society’s prohibition against engaging in certain types of activity, e.g., gambling, prostitution, drug violations. In the electronic version of this document Crimes Against Society have a **green** heading.

While robbery is a crime against property, an individual must always be listed as a victim due to the distinct nature of the offense.

While kidnapping is a crime against persons, the property segment must be completed. If no ransom is paid, place a 1-none in the type lost field of Property.

For counting purposes, one offense is counted for each victim of a “Crime Against Person”; one offense is counted for each distinct operation for “Crime Against Property” (except motor vehicle theft, where one offense is counted for each stolen vehicle); and one offense is counted for each “Crime Against Society.”

SUBMISSION TYPES

Manual (Paper) Submission

Agencies submitting offense and arrest reports on paper should mail reports to

KIBRS
1620 SW Tyler
Topeka, KS 66612



When submitting paper reports, it is **very important** to include the Agency Name, Agency ORI, and to staple pages of reports together. Loose papers can get lost, misfiled, or not entered. Reports without agency identification cannot be entered and are unlikely to ever make it into the KIBRS database.

Electronic Submission

If your agency is interested in electronic certification you must contact a Program Consultant at the KBI at 785-296-4373. Your agency must have software, usually a Record Management System, built to specification with the KIBRS Gateway. A Program Consultant can assist you in determining if your agency has the technological capability for submission. The KBI does offer a free Record Management System for medium to small agencies.

Summary Agencies

Some agencies that are not electronic but are too large for the IBR staff at the KBI to enter are considered “summary” status. These agencies submit only numbers of crimes on a quarterly basis using special documents provided by the IBR Research Analyst.

SUBMISSION DEADLINES

Quarterly and yearly deadlines are posted in the KCJIS newsletter disseminated by the Kansas Bureau of Investigation. Every agency must meet those deadlines, regardless of submission method. If you have questions regarding the deadlines, please contact the Incident Based Reporting Section at the KBI.

AUDITS

The State of Kansas is audited by the Federal Bureau of Investigation every three years. The FBI chooses roughly 10 local agencies to participate in the state audit. These audits are performed on-site at the departments.

The KBI IBR Section performs audits every year, in addition to the FBI audit. Each local agency will have an on-site audit every three years from the KBI. Agencies are notified via mail with preparation information and the audit date.

Training

Training is available through the KBI. If your agency would like to host or attend training, please contact the IBR Section. Training is also announced in the KCJIS newsletter. Hosting or attending training is free.

INVESTIGATION TOOLS

Every offense and arrest report submitted to the KBI is available through two investigative databases.

- KIBRS Views is token based and accessed via https://www.kcjis.state.ks.us/Information/kibrs_views. Users need to notify the IBR Section if they desire to access KIBRS Views.
- National Data Exchange (N-DEX) is provided by the FBI and accessed through www.leo.gov. Leo.gov is not token based, making it free. Many states participate in N-DEX, allowing a search across the U.S. N-DEX also includes several other types of reports, not just offense and arrest reports.

Remember, these are investigative tools only.
Users are audited under the same standards as any other KCJIS service.

4. GROUP A OFFENSES

The Federal Bureau of Investigation's Uniform Crime Reporting Program (UCR) collects and reports crime incident data for the Nation. Essential to the maintenance of uniform and consistent data is the utilization of standard definitions of the offenses used. The standard KIBRS definitions for Group A offenses are set forth and explained on the following pages.

These definitions, which were developed for NIBRS, are not meant to be used for charging persons with crimes. The purpose for UCR, is to provide a "universal" and consistent language, which transcends varying local and state laws. State statutes and local ordinances must be very specific in defining crimes so that persons facing prosecution will know the exact charges being placed against them. On the other hand, the definitions used in KIBRS / NIBRS are more generic in order not to exclude varying state and federal statutes relating to the same type of crime.

Accordingly, the offense definitions in NIBRS are based on the common-law definitions found in *Black's Law Dictionary*, as well as those used in the *Uniform Crime Reporting Handbook* and the NCIC Uniform Offense Classifications. Since most state statutes are also based on the common-law definitions, even though they may vary as to specifics, most should fit into the corresponding NIBRS offense classifications.

Kansas state statute definitions occasionally cross the NIBRS definitions and vice versa. In these cases, the non-conforming offenses should be reported to KIBRS according to their NIBRS offense classifications.



ARSON (Crimes Against Property) **NIBRS OFFENSE CODE 200**

To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire, explosion or incendiary device.

REPORTING TIPS FOR ARSONS

- Only fires determined to have been unlawfully and intentionally set are to be classified as Arson. Attempts to burn should be included, but fires of suspicious or unknown origin should not be reported.
- One incident should be scored for each distinct arson operation originating within the reporting jurisdiction. If an arson is perpetrated in one locale and spreads to another, it would be reported by the jurisdiction in which the fire originated.
- Incidents in which persons are killed as a direct result of an arson involve both homicide and arson. Similarly, the number of persons injured during an arson should be reported as assaulted along with the arson.
- Arson related deaths and injuries of police officers and firefighters, unless a result of willful murders or assaults, are excluded due to the hazardous nature of these professions. (NIBRS Requirement)
- **If a structure is occupied at the time of the arson, the offense of aggravated arson should be reported.** Example: an inmate in the local jail sets his mattress on fire. Aggravated arson would be reported due to other inmates, staff, etc in the building.

REQUIREMENTS FOR REPORTING ARSON OFFENSES

Victim Type:	Cannot be "S" (Society / Public) Aggravated Arson: at least one victim must be "I" (Individual) - <i>Victim Section</i>
Property Segment:	Property Section must be completed with quantity – <i>Property Section</i> Property Codes "1201-1207" should be used for the structure that was involved The value of property burned, including damage resulting from fighting the fire should also be reported
Type of Loss:	Attempted - "1" (None) or "8" (Unknown) Completed - "2" (Burned)

ASSAULT OFFENSES

An unlawful attack by one person upon another.

REPORTING TIPS FOR ALL ASSAULT OFFENSES

- An individual is always going to be the victim of assault offenses
- Victim/Suspect relationship codes must be provided for each victim to each suspect
- An injury code must be provided, even if that code is N-none.



AGGRAVATED ASSAULT / BATTERY (Crimes Against Persons)

NIBRS OFFENSE CODE 13A

An unlawful attack by one person upon another wherein the offender uses a weapon, or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he / she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.).

REPORTING TIPS FOR AGGRAVATED ASSAULT / BATTERY

- For the purposes of the above definition, a “weapon” is a commonly known weapon (a gun, knife, club, etc.) or any other item which, although not usually thought of as a weapon, becomes one when used in a manner that could cause the types of severe bodily injury described in the above definition.
- A “loss of consciousness” must be the direct result of force inflicted on the victim by the offender.
- **By definition, there can be no “attempted assaults.”**
- Administration of an unlawful substance in order to have unlawful sexual contact where no contact is achieved would be classified as an aggravated assault.
- Although only one aggravated assault offense occurs, the KIBRS scoring provisions dictate that one offense per victim is to be reported. For example, if ten individuals were in immediate proximity of a drive by shooting all 10 would be considered victims of aggravated assault, not just the parties that were injured.

HINTS TO AVOID COMMON ERRORS

- ❖* On occasion, it is the practice to charge assailants in assault cases with simple assault or battery even though a knife, gun, or other weapon was used in the incident. For KIBRS purposes, this type of assault or battery is to be classified as aggravated.
- ❖* **A “severe laceration” is one which, even if declined, should receive emergency medical attention. Cuts and scrapes should be classified as “minor injuries”.**
- ❖* All assaults by one person upon another with the intent to kill, maim, or inflict severe bodily injury with the use of any dangerous weapon are classified as Aggravated Assault / Battery. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is displayed which could cause serious personal injury.
- ❖* Take care when reporting Aggravated Assault / Battery incidents indicating personal weapons or no weapon was used and no injury or minor injury was sustained. As part of our audit procedures we may ask for additional information to clarify the classification.
- ❖* Abuse of a Child is classified as an Aggravated Assault / Battery and **a circumstance code is required.**

REQUIREMENTS FOR REPORTING AGGRAVATED ASSAULT / BATTERY OFFENSES

Type of Criminal Activity:	“J” (Juvenile Gang), “G” (Other Gang), or “N” (No Gang Involvement) – <i>Offense Section</i>
Type of Weapon:	Weapon codes “11” through “95” (see page 64). “99”(None) not accepted – <i>Offense Section</i>
Victim Type:	Must be “I” (Individual) - <i>Victim Section</i>
Relationship of Victims to Offenders:	Relationship codes are found on page 71. Should have as many relationships reported as suspects reported – <i>Victim Section</i>
Type of Injury:	Injury codes are found on page 72 – <i>Victim Section</i>
Special:	Offense must be “C” – (completed) – <i>Offense Section</i> Aggravated Assault / Homicide Circumstances are required – (see page 70) code “07” (Mercy Killing) is not accepted. May enter up to two – <i>Victim Section</i>

LESSER INCLUDED OFFENSES OF AGGRAVATED ASSAULT / BATTERY

A lesser included offense is one that is an element of another offense and should not be reported as having happened to the same victim along with the other offense. Lesser included offenses for Aggravated Assault / Battery are:

Simple Assault

Simple Battery

Intimidation

Criminal Threat



SIMPLE ASSAULT / BATTERY (Crimes Against Persons)

NIBRS OFFENSE CODE 13B

An unlawful physical attack by one person upon another where the offender does not display or use a weapon and the victim only suffers minor injuries

REPORTING TIPS FOR SIMPLE ASSAULT / BATTERY

- Included are offenses such as minor assault, hazing, and injury caused by culpable negligence.
- **As with Aggravated Assault / Battery there are no attempted simple assaults.**
- An assault / battery where a deadly weapon is displayed or used will be scored as an Aggravated Assault / Battery for reporting purposes, even though the offender may be charged by the prosecutor with Simple Assault / Battery.

REQUIREMENTS FOR SIMPLE ASSAULT / BATTERY

Type of Criminal Activity:	“J” (Juvenile Gang), “G” (Other Gang), or “N” (No Gang Involvement) <i>Offense Section</i>
Type of Weapon:	Can only be “40”(Personal weapon). “90”(Other), “95”(Unknown) and “99”(None) would be reported on a rare occasion. – <i>Offense Section</i>
Victim Type:	Must be “I” (Individual) - <i>Victim Section</i>
Relationship of Victims to Offenders:	Relationship codes are found on page 71. Should have as many relationships reported as victims-suspects reported. – <i>Victim Section</i>
Type of Injury:	Can only be “N” (None), or “M” (Minor Injury) – <i>Victim Section</i>
Special:	Offense must be “C” – (Completed) – <i>Offense Section</i>

LESSER INCLUDED OFFENSES OF SIMPLE ASSAULT / BATTERY

A lesser included offense is one that is an element of another offense and should not be reported as having happened to the same victim along with the other offense. Lesser included offenses for Simple Assault / Battery are:

Intimidation Criminal Threat

Example (1): Following an auto accident, Canseco pulls a baseball bat from his car and swings at the victim but misses her. This crime should be classified as Aggravated Assault / Battery even though no injury was suffered because a weapon was shown that could have caused serious injury. Weapon code should be "30" (Blunt Object). The injury code should be "N" (None).

Example (2): During a bar fight, Cliff bashed Norm's head into the corner of a pool table causing a cut that required stitches. Norm refused treatment. Due to the seriousness of the injury, this crime should be classified as an Aggravated Assault / Battery. Report "30" (Blunt Object) as the weapon. The injury code should be "L" (Severe Laceration).

Example (3): Lucy and Ricky are involved in a domestic dispute. During the scuffle Ricky scrapes Lucy with a butcher knife causing a minor scrape that does not require medical attention. This offense should be classified as Aggravated Assault / Battery because of the weapon used even though the injuries were minor. Report "20" (Knife) as the weapon used.

Example (4): John Boy and Mary Ellen get into a wrestling match because one was making fun of the other. No severe injuries are sustained and the only weapons used were their hands and feet. This offense should be classified as Simple Assault / Battery. Report "40" (Personal Weapons) as weapon used.

Example (5): The prosecutor's office obtains an arrest warrant for Ricky in Example (3) charging him with Simple Assault / Battery. The offense report sent to KIBRS should still list the offense as aggravated because that is the offense that occurred.

AN AID IN CLASSIFYING ASSAULTS

Careful consideration of the following factors should assist in classifying assaults:

1. The type of weapon employed or the use of an object as a weapon;
2. The seriousness of the injury;
3. The intent and capability of the assailant to cause serious injury.



Usually, the weapons used or the extent of the injury sustained will be the deciding factors in distinguishing aggravated from simple assault. In only a very limited number of instances should it be necessary to examine the intent and capability of the assailant.

Prosecutorial policy in a jurisdiction should not influence classification or reporting of KIBRS law enforcement offense data. It is necessary that assaults in each jurisdiction be examined and classified according to the standard KIBRS definitions, regardless of whether they are termed felonies or misdemeanors by local definitions. Agencies will be evaluated on correct reporting of classifications during audits.



INTIMIDATION / HARASSMENT (Crimes Against Persons)

NIBRS OFFENSE CODE 13C

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and / or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. This offense includes stalking.

REPORTING TIPS FOR INTIMIDATION / HARASSMENT

- Intimidation involves an offender making some type of threat to the victim without actually using or displaying a weapon. Such threats can be made in person, over the telephone, or in writing.

HINTS TO AVOID COMMON ERRORS

- Bomb threats / terroristic threats should be reported under this category. Even if the threat is directed at a building there must still be an individual listed as the victim. The victim should be the person who received the threat (phone call, message, note). The victim may also be listed as the individual responsible for the building (principal, manager, CEO).
- Must include a type of weapon. Report the weapon the suspect threatened to use.
- If an actual explosive device is discovered, even if not detonated, report as an Aggravated Assault.

REQUIREMENTS FOR INTIMIDATION / HARASSMENT

Type of Criminal Activity:	“J” (Juvenile Gang), “G” (Other Gang), or “N” (No Gang) – <i>Offense Section</i>
Type of Weapon:	Weapon codes “11” through “99” – <i>Offense Section</i>
Victim Type:	Must be “I” (Individual) - <i>Victim Section</i>
Relationship of Victims to Offenders:	Relationship codes are found on page 71. Should have as many relationships reported as victims-suspects reported. – <i>Victim Section</i>

BRIBERY (Crimes Against Property)

NIBRS OFFENSE CODE 510



The offering, giving, receiving, or soliciting of anything of value (i.e., a bribe, gratuity, or kickback) to sway the judgment or actions of a person in a position of trust or influence.

REPORTING TIPS FOR BRIBERY

- The phrase, “The offering giving, receiving, or soliciting of any thing of value...” includes such things as gratuities, kickbacks, favors, or anything else used illegally to influence the outcome of something that is governed by law, fair play, contractual agreement, or other guideline.
- The bribe would bring the outcome of an event outside any realm of reasonableness, the result of which could be predicted based on the offering or influence given to the person(s) in a position to render decisions.
- If bribery involves changing the outcome of a sporting contest or event, it should be reported under Gambling Offenses as Sports Tampering, not Bribery.

REQUIREMENTS FOR BRIBERY

Victim Type:	Must be “I” (Individual) - <i>Victim Section</i>
Property Segment:	Property Section must be completed with quantity – <i>Property Section</i>
Type of Loss:	Attempted - “1” (None) or “8” (Unknown) Completed - “1” (None), “7” (Stolen), “8” (Unknown) “5” (Recovered) only if “7” (Stolen) is also reported.



BURGLARY (Crimes Against Property)

The unlawful entry into a building or other structure with the intent to commit a felony, a theft, or a sexual battery.

For KIBRS purposes, offenses locally known as burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; and housebreaking; should be classified as Burglary.

Burglary almost always includes some type of larceny offense. Because Burglary is defined by the FBI UCR Program in terms of theft, **only the burglary is to be reported, not the accompanying larceny.**

Burglaries to a Motor Vehicle with the intent to commit a theft are reported as a theft of property from the motor vehicle; theft of motor vehicle parts or accessories, or a motor vehicle theft based on the nature of the theft. **The FBI does not recognize Burglary to a Motor Vehicle. DO NOT USE the Burglary to a Motor Vehicle statute when reporting to KIBRS.** This is for KIBRS purposes only. The burglary should be reported to your prosecutor and can still be charged as a felony crime.

When a structure is burglarized, any owners of stolen property are victims of the burglary, even if they do not own or reside in the structure, e.g., Tom Cat left his computer at Mary Mouse's house which is Burglarized and the computer taken. Tom Cat and Mary Mouse are both victims of Burglary.



Kansas is one of only a few states with a statute for Burglary to a Motor Vehicle. In order to keep national crime data reporting as consistent and comparable as possible, certain concessions must be made. KIBRS will continue to make every effort possible to capture information that is valuable to both the FBI and the local agencies.

REPORTING TIPS FOR BURGLARIES

- **A structure consists of four walls, a door, and a roof.**
- The method of entry is to be reported as either "F" (Force) or "N" (No Force). If both force and unforced entries are involved, enter "F" (Force). Method of entry must be supplied for offenses of Burglary.
- An unforced entry is one where the unlawful entry is achieved through an unlocked or open door or window. Anything more constitutes a forced entry to include using a key.
- **Criminal damage is not a lesser included offense of Burglary.** If damage occurs during the Burglary it must be reported as a secondary offense and the property damaged added to the property section.
- Hotel / Motel / Storage Unit Rule allows multiple burglaries within a hotel or rental storage facility to be reported as one incident. (See page 16 for more details.)

HINTS TO AVOID COMMON ERRORS

- * Theft / Larceny is a lesser included of Burglary and will be ignored by the KIBRS system.
- * When a hotel, motel, inn, or other temporary lodging, or a rental storage facility is burglarized, the number of premises, rooms, suites, units, storage compartments, entered is to be reported under Number of Premises **not the number assigned to the room.**
- * If a person is inside the structure during the Burglary, the offense is upgraded to Aggravated Burglary. Any persons inside the structure would be reported as victims in that circumstance.

REQUIREMENTS FOR REPORTING BURGLARY OFFENSES

Method of Entry:	“F” (Force) or “N” (No Force) – <i>Offense Section</i>
Premise Code:	Can NOT be any of the following: “01” (Parking Lot / Parking Garage) “21” (Automatic Teller Machine) “02” (City Street) “37” (Park Trail/Open Rec Areas) “03” (Alley) “38” (Fields / Woods) “04” (Highway) “39” (Oil Fields) “05” (Rural Road) “40” (Lake / Waterway / River) “06” (Vacant Lot) “41” (Construction Site) “99” (Other)
Number of Premises:	Must be completed if the Premise code is: “33” (Hotel / Motel / Inn) or “35” (Rental Storage Facility) – <i>Offense Section</i>
Victim Type:	Can not be “S” (Society / Public) - <i>Victim Section</i>
Property Segment:	Property Section must be completed with quantity – <i>Property Section</i>
Type of Loss:	Attempted - “1” (None) or “8” (Unknown) Completed - “1” (None), “7” (Stolen), “8” (Unknown) “5” (Recovered) only if “7” (Stolen) is also reported.

LESSER INCLUDED OFFENSES OF BURGLARY

A lesser included offense is one that is an element of another offense and should not be reported as having happened in the same incident with the other offense.

All Larceny / Theft offenses

Example (1): Farmer Mitchell found his barn door kicked in and his John Deere tractor was missing. The report should include a burglary and criminal damage. Do not report a larceny offense as that is considered part of the burglary.

Example (2): In the overnight hours someone broke into 15 storage units at U-Stor-It. The manager called the police and reported the crimes then notified the renters of the units. Only one incident should be reported. Report “15” in the Number of Premises field.

HOTEL / MOTEL RULE

If a number of units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants / renters, the burglary should be reported as a single incident. Examples: hotel / motel rooms and commercial storage units. Simply report the number of units burglarized in the Number of Premises field.

If the individual living areas in a building are rented or leased for a period of time, which would preclude the tenancy from being classified as transient, then the burglaries would most likely be reported separately by the occupants. Such burglaries would be reported as separate incidents. Examples: apartments and offices in a commercial building.

COUNTERFEITING / FORGERY (Crimes Against Property)

NIBRS OFFENSE CODE 250

The altering, copying, or imitation of something, without authority or right, with the intent to deceive or defraud by passing the copy or item altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.



REPORTING TIPS FOR COUNTERFEITING / FORGERY

- Included in this category are offenses such as altering and forging public and other records; making, altering, forging or counterfeiting drafts, tickets, checks, credit cards, etc.; forging wills, deeds, bonds, etc.; erasures; signing the name of another or fictitious person with intent to defraud; counterfeiting seals, trademarks, plates, banknotes, checks, etc.; possessing forged or counterfeited instruments; using counterfeited labels; possession, manufacture, etc., of counterfeiting apparatus; and selling goods with altered, forged, or counterfeited trademarks.
- Although Counterfeiting / Forgery offenses can involve elements of fraud, they are treated separately due to their unique nature.
- Altering, forging or counterfeiting prescriptions to fraudulently obtain a prescription medication is reported under Counterfeiting / Forgery, instead of Drugs/Narcotics Violations.
- While counterfeiting money, bills, or coins is not included in Kansas statutes for counterfeiting, they should be reported through KIBRS using Making a False Information statutes. This will, in turn, be reported to the FBI as Counterfeit / Forgery.
- **The person whose name was forged should be listed as the victim of a forgery.**
- Report the document or item that was forged, reproduced, or signed in the property section as counterfeit / forged.
- **Forgery is the act of altering an item with intent to defraud NOT the actual theft of items resulting from a forgery.** If the forgery was completed and passed to an individual, business, etc, a theft by deception should also be included. Whatever person or entity that received the forged item should be listed as the victim of theft by deception. Any property gained from that transaction would be reported as stolen.
- Report an additional charge of Identity Theft if the suspect falsely represents his/herself as another individual by providing personal identifying information such as date of birth

HINTS TO AVOID COMMON ERRORS

- * **Even if a name is fictitious, that name should still be reported as the victim of forgery.**
- * Forgeries should be reported by the jurisdiction where the offense took place. If checks were stolen out of Topeka and forged in Wichita, Topeka reports the theft of checks and Wichita would report the forgery and theft of property resulting from the forgery.
- * **Each act of forgery should be reported as a separate incident as they each constitute a new criminal transaction.**
- * The theft of a check and forgery should each be a separate incident as they almost always occur at a separate time and place.
- * The business that accepted the forged check is a victim of the theft even if they are reimbursed and not out any money.

REQUIREMENTS FOR REPORTING FORGERY OFFENSES

Type of Criminal Activity:	Appropriate choices are: “C” (Manufacturing / Publishing), “D” (Distributing / Selling), “B” (Buying / Receiving), “P” (Possessing), or “T” (Transporting) – <i>Offense Section</i>
Victim Type:	Type of victim for forgery should be “I” (Individual) - <i>Victim Section</i>
Property Segment:	Property Section must be completed with quantity – <i>Property Section</i>
Type of Loss:	Attempted - “1” (None) or “8” (Unknown) Completed - “3” (Counterfeited / Forged), “8” (Unknown) “5”(Recovered) only if “3”(Counterfeited / Forged) is also reported.

Example (1): A suspect presents a counterfeit \$100 bill for payment of services in a restaurant. Since money is not included in the state statute for counterfeiting, this should be reported as Making a False Writing. (The victim would be listed as the United States Treasury. The restaurant would be the victim of the associated theft by deception or theft of services. Report property as Type Loss “3” (Counterfeited / Forged); Property Code “0101” (U.S. Currency); Description “counterfeit \$100 bill”. Also, Type Loss “7” (Stolen); Property Code “1198” (Services); Description “Meal”.

Example (2): A suspect presents a prescription to her local pharmacy for oxycontin. It is obvious to the pharmacist that the 10 was changed to 40. The offense should be classified as Counterfeiting / Forgery using Obtaining A Prescription Only Drug by Fraudulent Means. The victim of the forged document would be the doctor that issued the prescription. The pharmacy would be the victim of the associated theft. Report property as Type Loss “3” (Counterfeited / Forged); Property Code “0135” (Prescription); Description “prescription for oxycontin”. Also, Type Loss “7” (Stolen); Property Code “0927” (Other Narcotics); Description “Oxycontin”.

Example (3): Upon receiving her bank statement, a woman makes a report to the Lenexa Police Department that someone has been writing checks on her account. She conveys to the officer that she thought she had ordered two boxes of checks but when only one was delivered she assumed she ordered wrong. The bank statements showed five checks written at five different locations (all in Overland Park). The Lenexa Police Department would ONLY report to KIBRS the theft of the box of checks as it is the only crime committed within their jurisdiction. A report should be taken from the victim on the forgeries and forwarded to the Overland Park Police Department. Overland Park should report to KIBRS five (5) incidents with separate case numbers to reflect the various locations of offense for each crime. Just because Lenexa would not submit the forgery report to KIBRS does not preclude them from issuing an informational report to the victim.

Example (4): A suspect phones his local pharmacy, pretending to be a doctor, and relays information to the pharmacist in order to obtain 20 tablets of the prescription drug Lortab. Even though no actual written document is produced the offense would be classified as Obtaining A Prescription Only Drug by Fraudulent Means. The victim would be the doctor. The additional offense of False Impersonation would also be warranted listing the doctor as victim. The Property reported should include; Type Loss of “7” (Stolen) Quantity of “20”, Type of Drug Measure of “DU” (Dosage Units), Property Code of “0927” (Other Narcotics) with a Property Description of “Lortab”. The agency should also report the following for the forged prescription; Type Loss of “3” (Counterfeited / Forged), Quantity of “1”, Property Code of “0135” (Prescription) with a Property Description of “telephoned prescription”.

Unlawfully Obtaining Prescription Only Drug

In order for a case to qualify under the “unlawful obtaining a prescription” statute, the suspect must

- have forged a prescription that was not issued **or**
 - called in a prescription that was not issued **or**
 - altered a prescription issued **and / or**
 - represent themselves falsely as the individual issued the prescription
- ☛ The victim of Unlawful Obtaining would be the medical professional whose name was used in the commission of the crime.
 - ☛ If the suspect obtained the drugs successfully, a second offense of Theft by Deception should be reported with the pharmacy as the victim.
 - ☛ Individuals caught with stolen prescription drugs would **not** be classified under this offense.

CRIMINAL DAMAGE TO PROPERTY (Crimes Against Property)

NIBRS OFFENSE CODE 290



To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

REPORTING TIPS FOR CRIMINAL DAMAGE TO PROPERTY

- This offense includes a broad range of damage to property, i.e., from deliberate, extensive destruction of property to mischievous, less extensive damage. **It does not include destruction or damage to property caused by arson.**
- Incidental damage resulting from another offense is also to be reported in this offense category. **However, for the crime of Arson, incidental damage resulting from fighting the fire should be included as part of the loss caused by burning.**

HINTS TO AVOID COMMON ERRORS

- ☛ The destroyed property listed for this offense should not be motor vehicle parts and accessories if those parts were attached to the vehicle at the time of the incident. In the case of criminal damage to any part of a motor vehicle, always report the actual vehicle as property damaged. You should list exact parts in the description. (See Example #1 below.)
- ☛ Similarly, when part of a structure is damaged, such as a window, report the damaged property as the structure not the window. Window can be included in the description of property reported. (See Example #3 below.)

REQUIREMENTS FOR REPORTING CRIMINAL DAMAGE OFFENSES

Victim Type:	Cannot be “S” (Society / Public) - <i>Victim Section</i>
Property Segment:	Property Section must be completed with quantity – <i>Property Section</i>
Type of Loss:	Attempted - “1” (None) or “8” (Unknown) Completed - “4” (Destroyed / Damaged / Vandalized)

Example (2): Victim reports that while at work someone slashed four tires that were stored along the side of her house. This offense should be classified as Criminal Damage to Property with the property listed as “1151” (Auto Parts and accessories). The property description box should state “all-weather tires”.

Example (3): Upon arriving home from vacation, the victim discovered gang symbols spray painted on the front door of his house. While the offense is still classified as Criminal Damage to Property, the property should be listed as “1201” (Single Occupancy Dwelling). The property description box should state “front entry door”.

DRUG / NARCOTIC OFFENSES

The violation of laws prohibiting the production, distribution, and / or use of certain controlled substances and the equipment or devices utilized in their preparation and / or use.

REPORTING TIPS FOR ALL DRUG / NARCOTIC OFFENSES

- Property is required, whether that is paraphernalia, drugs, or both. Do not leave property blank. Reports will be returned that are missing property.
- Society is the victim for all Drug / Narcotic offenses.



DRUG / NARCOTIC VIOLATIONS (Crimes Against Society)

NIBRS OFFENSE CODE 35A

See chart on page 121-122 for specific drugs

The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled substance or narcotic drug.

REPORTING TIPS FOR DRUG OFFENSES

- Must report a Suspected Drug Type using the appropriate drug property code.
- Must report an **ESTIMATED** Drug Quantity and Drug Measurement. This is required to process the report. The form clearly states that this quantity is an estimation. If an agency chooses, they may report a quantity of “1” and a measurement of “XX” until results are returned from the lab. When using “XX”, the agency **MUST** update the report once a true measurement has been received. In most cases these results are returned within thirty days.
- When reporting drug property only one entry for each suspected drug type may be reported. If drugs are found in the trunk of a car, and the same drug is also found under the driver’s seat, the weights should be combined into one entry. The exception to this is if processed marijuana is seized along with marijuana plants.
- Due to the drastic differences among locations, property values are not reported for drugs unless they are reported stolen.

HINTS TO AVOID COMMON ERRORS

- ☛ Use the provided statute cheat sheet on page 121-122
- ☛ When lab results are returned, an agency must update their report to show the drug quantity. Agencies with reports of drug measurement “XX” that are older than 3 months will be contacted and expected to update these reports.
- ☛ Agencies should use accurate estimates. An agency that uses a particular measurement excessively will be asked to verify the drug measurements as accurate.
- ☛ **When listing a fraction of an amount use the fraction field and a decimal format. Do not use the quantity field to report fractions.**
- ☛ Report trace / residue as .001 GM in the fraction field, even if your prosecutor denies all trace cases

REQUIREMENTS FOR REPORTING DRUG OFFENSES

Type of Criminal Activity:

Appropriate choices are: “C” (Cultivating / Manufacturing), “D” (Distributing / Selling), “B” (Buying), “U” (Using), “P” (Possessing), “T” (Transporting / Importing) – *Offense Section*

Victim Type:

Must be “S” (Society / Public) - *Victim Section*

Property Segment:

Property Section must be completed – *Property Section*

Type of Loss:

Attempted - “8” (Unknown) Completed - “6” (Seized)



DRUG EQUIPMENT VIOLATIONS (Crimes Against Society)

NIBRS OFFENSE CODE 35B

The unlawful manufacture, sale, purchase, possession, or transportation of equipment or devices utilized in preparing and / or using drugs or narcotics.

REPORTING TIPS FOR DRUG EQUIPMENT OFFENSES

- This offense covers cases involving drug paraphernalia, equipment, chemicals, illegal labs, etc.
- **Drug paraphernalia value is required and should be estimated to the best value possible.** It is understood paraphernalia can be worthless objects, i.e. burnt spoons, pieces of foil. \$1 is still the minimum value.
- In drug cases, the property code for drug paraphernalia is always “0915”. Even if the item could fit into another category if it were not being used as paraphernalia.
- An exact description is required rather than using the generic term of “drug paraphernalia”.
- When reporting the seizure of a meth lab, please itemize all paraphernalia property and also list an additional entry of “meth lab” as paraphernalia seized.

HINTS TO AVOID COMMON ERRORS

- ☛ Anything containing drugs would be reported as paraphernalia, i.e. baggies, Tupperware, tins
- ☛ Do not report drug proceeds, cell phones, or vehicles as paraphernalia. Exceptions are rolled up bills used for snorting, and cell phones containing drugs. Be sure to provide specific descriptions in such cases, e.g. marijuana in cell phone.
- ☛ If paraphernalia has trace/residue of suspected drugs, you must include the possession charge for that drug, regardless of the prosecutor’s policy.

REQUIREMENTS FOR DRUG EQUIPMENT OFFENSES

Type of Criminal Activity:	Appropriate choices are: “C” (Cultivating / Manufacturing), “D” (Distributing / Selling), “B” (Buying), “U” (Using), “P” (Possessing), “T” (Transporting / Importing) – <i>Offense Section</i>
Victim Type:	Must be “S” (Society / Public) - <i>Victim Section</i>
Property Segment:	Property Section must be completed with quantity – <i>Property Section</i>
Type of Loss:	Attempted - “8” (Unknown) Completed - “6” (Seized)



How to Report Theft of Anhydrous Ammonia

With the growing number of thefts of anhydrous ammonia by offenders using it to manufacture methamphetamines, it is recommended we use the following example for reporting this crime.

Report theft statute
 Victim: Individual who owned the property
 Property Type Loss: stolen (7)
 Property Code: “1138” (Anhydrous Ammonia)
 Property Description: “(measurement unit*) of Anhydrous Ammonia” must be listed
 Estimated quantity: number of measurement units stolen
 Value: estimated value of stolen property

* gallon/quart/etc.



EMBEZZLEMENT (Crimes Against Property)

NIBRS OFFENSE CODE 270

The unlawful misappropriation by an offender, to his / her own use or purpose, of money, property, or some other thing of value entrusted to his / her care, custody, or control.

REPORTING TIPS FOR EMBEZZLEMENT

- This does not include failure to return a vehicle from an authorized test drive; this would be scored as criminal deprivation of property (or theft if they never plan to bring it back) with a theft type of “V” (motor vehicle).
- The victim type should not be “S” Society or “U” Unknown.
- In general, an employer / employee or legal agent relationship must exist.
- It is not unusual for this type of crime to be ongoing over a long period of time. Despite the differences in time, embezzlement is an exception to the “same time and place” rule. For this reason, only one incident is reported. The time span is captured in the date offense started and date offense ended fields.
- Embezzlement goes far beyond “money”. Any property that an employee has access to, is entrusted with, and knows is owned by the employer can be embezzled. Money stolen from co-workers out of purses / wallets is not embezzlement.

HINTS TO AVOID COMMON ERRORS

- * Since the nature of this crime involves an ongoing event, only one incident (case number) needs to be reported.
- * Joyriding, not returning an automobile from a test drive, or any other act where an offender was given the item but failed to return it should **NOT** be classified as Embezzlement. For KIBRS purposes, criminal deprivation (or theft if they never plan to bring it back) is the best way to report these offenses.
- * In-home care providers stealing from their charges would count as embezzlement as they are allowed into the home with a certain sense of trust that the individual’s belongings will be safe with the provider.

REQUIREMENTS FOR REPORTING EMBEZZLEMENT OFFENSES

Type of Theft:	“E” (Embezzlement) – <i>Offense Section</i>
Victim Type:	Can not be “S” (Society / Public) - <i>Victim Section</i>
Property Segment:	Property Section must be completed – <i>Property Section</i>
Type of Loss:	Attempted - “1” (None) or “8” (Unknown) Completed - “1” (None), “7” (Stolen), “8” (Unknown) “5” (Recovered) only if “7” (Stolen) is also reported.

Example (1): Miss Hathaway, a secretary at a law firm, deposits checks made out to the law firm into her own personal account over the course of several months. Only one report should be submitted for Embezzlement using the date started and date ended fields to show the span of time for which these thefts occurred. The property field should have one entry with the total of all monies acquired.

Example (2): A manager at an auto parts store steals several items to fix his car. Since these items were entrusted in his care, the offense should be reported as Embezzlement.

Example (3): Brad and Angelina are shopping for a new car. They take a 2008 Cadillac Escalade for a test drive and do not return it. This offense should be classified as Criminal Deprivation of Property (or theft if they never plan to bring it back) (Motor Vehicle Theft) rather than as Embezzlement.



EXTORTION / BLACKMAIL (Crimes Against Property)

NIBRS OFFENSE CODE 210

To unlawfully obtain money, property, or any other thing of value, either tangible or intangible, through the use of threat of force, misuse of authority, threat of criminal prosecution, threat of destruction of reputation or social standing, or through other coercive means.

REPORTING TIPS FOR EXTORTION

- ▶ Even though persons are involved or victimized in Extortion / Blackmail cases, this offense is considered a crime against property. Like robbery, which is also a crime against property, the object or target of Extortion / Blackmail is to obtain money or property; therefore, it is classified as such.
- ▶ Extortion includes offenses where threats are made in non-confrontational circumstances and the victim is not in fear of immediate harm.
- ▶ If during a demand for money, property, etc., there is a personal confrontation between the victim and offender and the threat of force or violence could be carried out immediately, the offense should be reported as Robbery.
- ▶ Racketeering offenses should be classified as Extortion / Blackmail.
- ▶ If the property gained from Extortion / Blackmail is intangible, it should be reported as “1199” (Miscellaneous). Intangibles are anything that cannot be perceived by the sense of touch. They can be benefits, e.g., a right or privilege, a promotion, enhanced reputation, etc.; or a detriment, e.g., loss of reputation, injured feelings, etc.
- ▶ If the suspect does not gain any property, the Extortion / Blackmail is reported as Attempted.

REQUIREMENTS FOR REPORTING EXTORTION OFFENSES

<i>Victim Type:</i>	Cannot be “S” (Society / Public) - <i>Victim Section</i>
<i>Property Segment:</i>	Property Section must be completed – <i>Property Section</i>
<i>Type of Loss:</i>	Attempted - “1” (None) or “8” (Unknown) Completed - “7” (Stolen), “5” (Recovered) only if “7” (Stolen) is also reported.

Example (1): The suspect telephoned the victim stating that if he did not give the suspect \$10,000 by the end of the week she would go to the police and report his thefts from his business. The victim does not give the suspect anything. Since no property was gained, report the blackmail as Attempted with a type loss of 1-None in the property section.

Example (2): The same suspect confronts the same victim at his place of employment. She tells the victim that she knows of his thefts and if he does not give her a \$10,000 cut she will kill him. The victim can see a handgun in her purse and fears she may use it. This offense would be classified as Robbery and not Extortion.

Example (3): The suspect tells the victim that if he does not divorce his wife she will tell the wife about their lengthy affair. This would be classified as an Extortion / Blackmail and the property would be “1199” (Miscellaneous). The property description box would state “divorce”.



FRAUD OFFENSES

The intentional perversion of the truth for the purpose of inducing another person, or other entity, in reliance upon it to part with something of value or to surrender a legal right.

REPORTING TIPS FOR GENERAL FRAUD OFFENSES

- By definition, fraud involves either the offender receiving a benefit or the victim incurring a detriment. The benefit or detriment could be either “tangible” or “intangible.” For example, if a person impersonates a doctor to gain entrance to a restricted area of a hospital, the benefit to the offender (entry to the restricted area) is “intangible.” Intangibles are anything which cannot be perceived by the sense of touch. They can be benefits, e.g., a right or privilege, a promotion, enhanced reputation, etc.; or a detriment, e.g., loss of reputation, injured feelings, etc.
- Whenever the circumstances fit the definition of more than one of the subcategories listed below, the most specific subcategory of fraud should be reported. Most frauds would fit the definition of False Pretenses / Swindle. But, if a credit card was used to perpetrate the fraud, the offense would be classified as Credit Card / ATM Fraud.
- When classifying fraud cases other than the most obvious ones, i.e., con games, swindles, etc., care should be used in applying the facts of the case to the definition of fraud. Often questions arise as to whether or not the facts of a case describe a fraud or a larceny. Whereas both offenses can involve theft, it is the method used to steal that makes the difference between the two. Fraud is achieved through deceit or lying, whereas larceny is the physical taking of something.

REQUIREMENTS FOR REPORTING ALL FRAUD OFFENSES

Victim Type:	Cannot be “S” (Society / Public) - <i>Victim Section</i>
Property Segment:	Property Section must be completed – <i>Property Section</i>
Type of Loss:	Attempted - “1” (None) or “8” (Unknown) Completed - “1” (None), “7” (Stolen), “8” (Unknown) “5” (Recovered) only if “7” (Stolen) is also reported.



FALSE PRETENSES / SWINDLE / CONFIDENCE GAME

(Crimes Against Property)
NIBRS OFFENSE CODE 26A

The intentional misrepresentation of existing fact or condition, or use of some other deceptive scheme or device, to obtain money, goods, or other things of value.

- This category includes obtaining both tangible and intangible property, e.g. employment
- Common offenses in this category include Theft by Deception, Theft of Services, Identity Theft, and Identity Fraud.
- Theft by Deception includes telephone / teletype / email etc scams, e.g., an individual calls the victim posing as a grandchild in need of bail money or a caller informs the victim he / she has won a lottery but must send a processing fee. Checks drawn against closed accounts should also be reported as a theft by deception.
- Theft of services includes any unlawful use of utilities (water, electricity, natural gas) or telephone and cable services. Unlawful connections through use of wires, cables, and / or disconnecting wires, cables, utility meters should be reported under theft of services.
- Report any corresponding forgery offenses.

HINTS TO AVOID COMMON ERRORS

Use the following guidelines when determining differences between Identity Theft and Identity Fraud:

- Identity Theft is knowingly and with intent to defraud for any benefit, obtaining, possessing, transferring, or using one or more identification documents or numbers of another person.

Examples: Using a social security number to obtain employment, using another identity to obtain an account for services, e.g. cable, telephone

- Identity Fraud is willfully and knowingly supplying false information intending that the information be used to obtain an identification document or; making, counterfeiting, altering or amending any identification document with the intent to deceive.

Identification documents are; any card, certificate or document or banking instrument including, but not limited to, credit or debit card, which identifies or purports to identify the bearer of such document, whether or not intended for use as identification, and includes, but is not limited to, documents purporting to be drivers' licenses, non-drivers' identification cards, certified copies of birth, death, marriage and divorce certificates, social security cards, and employee identification cards.

Example 1: Victim 1 reports to your agency that they were unable to obtain a Verizon Wireless cell phone account because an account under the Victim's name was already opened and was in default. Report identity theft on the offense report because the suspect used the victim's personal information to obtain a cell phone account.

Example 2: Suspect Brenda alters her sister, Sue's driver's license to add the Brenda's picture in order to purchase alcohol. Brenda would be charged with identity fraud due to altering the identification document. Sue would be reported as the victim. The altered driver's license would be reported as counterfeit property.

Example 3: An elderly victim answers the telephone and is informed by the caller that he has won the Jamaican national lottery but in order to obtain the full winnings, the victim must send the caller \$400 to process his winnings. The victim sends \$400 to the required location. Two weeks later, the caller phones the victim again and states the victim must send \$400 more to the location. When the victim refuses, the caller threatens the victim with harm, and then the victim hangs up and does not send more money. This scenario would mean two separate offense reports. The first offense report would report a theft by deception charge with \$400 shown as stolen. Report criminal threat on the second offense report without any stolen property, as the victim did not send any more money.

Example 4: Suspect 1 removes several wires from the utility meter outside her house, disabling the meter from reading the correct amount of electricity used. The suspect would be charged with theft of services. The electricity would be reported as stolen with a property code of 1198-Services. The victim would be the electric company.

CREDIT CARD / AUTOMATIC TELLER MACHINE FRAUD

Crimes Against Property)



NIBRS OFFENSE CODE 26B

The unlawful use of a credit (or debit) card or automatic teller machine for fraudulent purposes.

REPORTING TIPS FOR CREDIT CARD FRAUD

- ▶ Items obtained using credit / debit card should be reported as stolen property. Be specific on property descriptions. Do not lump items together using “Misc. Merchandise”, “Misc. Items” etc
- ▶ Victim of this offense should be the individual issued the card, the place where the card was used, and the bank or lending institution that issued the card can be listed as an ADDITIONAL victim. The place where card was used is a victim since the property obtained in the fraud came from their location.

HINTS TO AVOID COMMON ERRORS

- Unlawful use of a Vision Debit card is considered Welfare Fraud, not Unlawful Use of a Credit Card.
- Only report the fraudulent use of the financial card. The theft of the card will require a separate incident.
- DO NOT REPORT an additional theft with a Criminal Use of Financial Card. Theft is already included.

*EXAMPLE (1): Mrs. Dillon reported that she received her USA Bank Visa bill in the mail and someone used her card number to purchase \$100.00 of internet membership from “Girls Gone Wild” on July 5, 2007. The offense would be classified as Credit Card / ATM fraud using Criminal Use of a Financial Card. The victims would be Mrs. Dillon, Girls Gone Wild, and USA Bank. Report the property as Type Loss “7” (Stolen); the Property Code “1198” (Services); the Description “internet porn service”. **NOTE: Mark “computer equipment” in the Offender Suspected of Using data field in the offense section.***

EXAMPLE (2): Ms. Dahl reports receiving her Discover card statement and finding unauthorized charges to Sears on March 15 in the auto center for \$75, JC Penney on March 15 in the hair salon for \$125, and K-Mart on March 16 in the jewelry department for \$500. The same time and place rule requires three (3) offense reports to be completed for these charges. The victims on the first offense report would be Ms. Dahl, Discover, and Sears. Report the property as Type Loss “7” (Stolen); the Property Code would be “1198” (Services); the Description would be “auto services”, the Value would be \$75.

The victims on the second offense report would be Ms. Dahl, Discover, and JC Penney. Report the property as Type Loss “7” (Stolen); the Property Code would be “1198” (Services); the Description would be “hair salon services”, the Value would be \$125.

The victims on the third offense report would be Ms. Dahl, Discover, and K-Mart. Report the property as Type Loss “7” (Stolen); Property Code would be “0250”(Jewelry); Description would be” jewelry”, Value would be \$500.

Although the agency and victim will not have all property information at the time of the initial report, as much information that can be provided is required. Agencies should make modifications to the cases as information is received so the most accurate property information can be tracked.



IMPERSONATION (Crimes Against Property)

NIBRS OFFENSE CODE 26C

Falsely representing one's identity or position and acting in the character or position thus unlawfully assumed, to deceive others and thereby gain a profit or advantage, enjoy some right or privilege, or subject another person or entity to an expense, charge, or liability which would not have otherwise incurred.

HINTS TO AVOID COMMON ERRORS:

- * False impersonation requires the offender to be representing oneself as a public officer, public employee, or a person engaged in any profession or vocation for which a license is required by the laws of the State of Kansas, with knowledge that such representation is false. Do not include using false identification for someone who is not a public officer, public employee, or for a person not required to have a state issued license for their profession as False Impersonation.
- * If the impersonation is used during a criminal proceeding of any type; i.e. signature on a ticket, bail bond, or court papers, there does not need to be a licensing requirement. However, the classification would then be AGGRAVATED False Impersonation.

Example (1): Following an accident at work, the victim was approached by the suspect who claimed he was an attorney. The investigation proved he was not a licensed attorney. The offense should be classified as False Impersonation as he was pretending to have a position that he did not and that position required licensure by the State of Kansas.

Example (2): A suspect assumed the identity of another person in order to obtain employment in a factory. He could not be legally employed as he was an illegal alien. This would NOT be classified as False Impersonation but as Identity Theft / Fraud.

Example (3): A suspect assumed the identity of his twin brother after he was stopped and arrested for DUI. Since this was part of a criminal proceeding the classification should be Aggravated False Impersonation.



WELFARE FRAUD (Crimes Against Property)

NIBRS OFFENSE CODE 26D

The use of deceitful statements, practices or devices to unlawfully obtain welfare benefits.

REPORTING TIPS FOR WELFARE FRAUD

- Unlawful use of a Vision Debit card is considered Welfare Fraud, not Unlawful Use of a Credit Card.
- If the suspect is attempting to fraudulently obtain welfare assistance and does not use another's identity Government should be the only victim reported. If the suspect poses as another individual, report an additional offense of identity theft.
- If the suspect steals a vision card, WIC checks, etc the theft should be reported as a different case.
- When the suspect uses the welfare assistance a new report should be completed. Victims in those cases would be the individual issued the assistance, Government, and wherever the welfare assistance was used.
- If the suspect signs anything during the commission of Welfare Fraud, report an additional offense of Forgery. See page 17 for more information on Forgery.

HINTS TO AVOID COMMON ERRORS:

- * Government must always be listed as at least one victim. More victims are allowable beyond Government.
- * Property is required.



GAMBLING OFFENSES

To unlawfully bet or wager money or something else of value; assist, promote, or operate a game of chance for money or some other stake; possess or transmit wagering information; manufacture, sell, purchase, possess, or transport gambling equipment, devices or goods; or tamper with the outcome of a sporting event or contest to gain a gambling advantage.

REPORTING TIPS FOR GAMBLING OFFENSES

- This offense includes engaging in bribery for gambling purposes. For example, if a jockey was bribed to lose a horse race, it would be reported as Sports Tampering, not Bribery.

REQUIREMENTS FOR GAMBLING OFFENSES

Victim Type: Must be "S" (Society / Public) - *Victim Section*
Property Segment: Property Section must be completed – *Property Section*
Type of Loss: Attempted - "1" (None) or "8" (Unknown)
 Completed - "1" (None), "6" (Seized)



BETTING / WAGERING (Crimes Against Society)

NIBRS OFFENSE CODE 39A

To unlawfully stake money or something else of value on the happening of an uncertain event or on the ascertainment of a fact in dispute.



OPERATING / PROMOTING / ASSISTING GAMBLING (Crimes Against Society)

NIBRS OFFENSE CODE 39B

To unlawfully operate, promote, or assist in the operation of a game of chance, lottery, or other gambling activity.



GAMBLING EQUIPMENT VIOLATIONS (Crimes Against Society)

NIBRS OFFENSE CODE 39C

To unlawfully manufacture, sell, buy, possess, or transport equipment, devices, and / or goods used for gambling purposes.

Do not forget to include a *Type of Criminal Activity* for Gambling Equipment Violations



SPORTS TAMPERING (Crimes Against Society)

NIBRS OFFENSE CODE 39D

To unlawfully alter, meddle in, or otherwise interfere with a sporting contest or event for the purpose of gaining a gambling advantage.



HOMICIDE OFFENSES

The killing of one human being by another.

Traffic related deaths resulting from either an individual driving under the influence or unwillful deaths of a bystander or police officer when it is the result of an attempt to evade or elude the police are not reported to KIBRS as a homicide. (NIBRS Requirement)

MURDER & NON-NEGLIGENT MANSLAUGHTER

(Crimes Against Persons)

NIBRS OFFENSE CODE 09A

The willful (non-negligent) killing of one human being by another.

REPORTING TIPS FOR HOMICIDE OFFENSES

- As a general rule, any death due to injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified in this category.
- Although offenders may be charged with lesser offenses, e.g., Involuntary Manslaughter, if the killing was “willful” or intentional it must be reported as Murder and Non-negligent Manslaughter.
- **The findings of a court, coroner’s inquest, etc., DO NOT affect the reporting of offenses in this category.** Offenses should be reported as seen through the eyes of law enforcement.
- Suicides, accidental deaths, and **traffic fatalities** are not classified as Murder or Non-negligent Manslaughter.
- Situations where the victim dies of a heart attack or stroke as a result of a robbery or witnessing a crime likewise do not meet the criteria in this classification.
- Attempted Murder will be classified as a completed Aggravated Assault / Battery, but the report should still show Attempted Murder as the offense. If a victim dies after the case has been reported, the agency must modify the offense to show a completed Homicide.

REQUIREMENTS FOR REPORTING HOMICIDE OFFENSES

<i>Type of Criminal Activity:</i>	“J” (Juvenile Gang), “G” (Other Gang), or “N” (No Gang)– <i>Offense Section</i>
<i>Type of Weapon:</i>	Weapon codes “11” through “95”. “99”(None) not accepted – <i>Offense Section</i>
<i>Victim Type:</i>	Must be “I” (Individual) - <i>Victim Section</i>
<i>Relationship of Victims to Offenders:</i>	Relationship codes found on page 71. Should have as many relationships reported as victims-suspects reported – <i>Victim Section</i>
<i>Type of Injury:</i>	<u>MUST BE LEFT BLANK</u> – <i>Victim Section</i>
<i>Special:</i>	Aggravated Assault / Homicide Circumstances required - (May enter up to two)

ADDITIONAL REQUIREMENTS WHEN REPORTING A HOMICIDE

Supplemental Homicide Report (SHR): This is a required form to be submitted whenever an agency reports a Negligent, Non-Negligent, or Justifiable Homicide. Forms can be obtained from the KIBRS section of the KBI. (See pages 106-108 for details)

Hardcopy of Offense and Arrest Report: Even if submitting data electronically, each agency **MUST** submit paper copies of all offense and arrest reports for all Negligent, Non-Negligent, and Justifiable Homicides.

NEGLIGENT MANSLAUGHTER (Crimes Against Persons)

NIBRS OFFENSE CODE 09B

The killing of another person through negligence.

REPORTING TIPS FOR NEGLIGENT MANSLAUGHTER

- **This offense does not include “Vehicular Manslaughter”.** If a vehicle was involved in the death and it was not accidental it is reportable as a Murder and Nonnegligent Manslaughter.
- Included in this offense are killings resulting from hunting accidents, gun cleaning, children playing with guns, etc.
- Not included are deaths of persons due to their own negligence; accidental deaths not resulting from gross negligence; and accidental traffic fatalities. **Accidental traffic fatalities include those killed by a driver involved in a police chase.**

REQUIREMENTS FOR REPORTING NEGLIGENT HOMICIDE OFFENSES

<i>Type of Criminal Activity:</i>	“J” (Juvenile Gang), “G” (Other Gang), or “N” (No Gang)— <i>Offense Section</i>
<i>Type of Weapon:</i>	Weapon codes “11” through “95”. “99”(None) not accepted— <i>Offense Section</i>
<i>Victim Type:</i>	Must be “I” (Individual) - <i>Victim Section</i>
<i>Relationship of Victims to Offenders:</i>	Relationship codes found on page 71. Should have as many relationships reported as victims-suspects reported – <i>Victim Section</i>
<i>Type of Injury:</i>	MUST BE LEFT BLANK – <i>Victim Section</i>
<i>Special:</i>	Aggravated Assault / Homicide Circumstances required (May enter only one)

LESSER INCLUDED OFFENSES NEGLIGENT MANSLAUGHTER

A lesser included offense is one that is an element of another offense and should not be reported as having happened to the same victim along with the other offense. Lesser included offenses for Negligent Manslaughter are:

Aggravated Assault/Battery Simple Assault/Battery

Example (1): Colonel Mustard, a suspect in a brutal homicide case involving a candlestick, strikes a plea deal with the prosecutor to an involuntary manslaughter charge. KIBRS only collects actual facts of the case and not final charges brought by the prosecutor. Since it was the opinion of the reporting officer that a Murder / Nonnegligent Manslaughter was committed, that is the offense that should be reported to KIBRS and not the involuntary manslaughter.

Example (2): While leaving the scene of a robbery, the suspect becomes involved in a high speed police chase. The suspect runs a red light and crashes into another vehicle killing all five passengers. By FBI standards this would NOT be classified as Murder / Nonnegligent Manslaughter or Involuntary Manslaughter. KIBRS would recommend reporting this using Vehicular Homicide.

JUSTIFIABLE HOMICIDE

NIBRS OFFENSE CODE 09C

NO Official K.S.A, USE 00-8888 for KIBRS purposes

The killing of a perpetrator of a serious criminal offense by a law enforcement officer in the line of duty; or the killing, during the commission of a serious criminal offense, of the perpetrator by a private individual.

REPORTING TIPS FOR JUSTIFIABLE HOMICIDE

- ▶ Justifiable Homicide is not an actual “offense” and **is not included in an agency’s homicide counts**. However, your agency is required to submit offense reports for any and all Justifiable Homicides. Report using statute 00-8888 which is used for KIBRS purposes only.
- ▶ Do not count a killing as justifiable or excusable solely on the basis of self-defense or the action of a coroner, prosecutor, grand jury, or court. **The willful killing of one individual by another is being reported, not the criminal liability of the person or persons involved.**
- ▶ Justifiable Homicide, by definition, often occurs in conjunction with other offenses. **The crime that was being committed when the Justifiable Homicide took place must be reported as a separate incident.**
- ▶ If the “justified” killer (officer or civilian) committed another offense in connection with the Justifiable Homicide (e.g., illegal possession of the gun he / she used) that offense would constitute a third incident.

REQUIREMENTS FOR REPORTING JUSTIFIABLE HOMICIDE OFFENSES

Type of Criminal Activity:	“J” (Juvenile Gang), “G” (Other Gang), or “N” (No Gang)– <i>Offense Section</i>
Type of Weapon:	Weapon codes “11” through “95”. “99”(None) not accepted – <i>Offense Section</i>
Victim Type:	Must be “I” (Individual) - <i>Victim Section</i>
Relationship of Victims to Offenders:	Relationship codes found on page 71. Should have as many relationships reported as victims-suspects reported – <i>Victim Section</i>
Type of Injury:	<u>MUST BE LEFT BLANK</u> – <i>Victim Section</i>
Special:	Additional Justifiable Homicide Circumstances required (only 1 can be used)



VEHICULAR HOMICIDE

Vehicular Homicide is the unintentional killing of a human being committed by the operation of an automobile, airplane, motor boat or other motor vehicle in a manner which creates an unreasonable risk of injury to the person or property of another and which constitutes a material deviation from the standard of care which a reasonable person would observe under the same circumstances.

Vehicular Homicide is reportable as a Group B offense (90Z - All Other). An arrest report is all that is required for this offense.



UNKNOWN CIRCUMSTANCES



While there may be an occasion the circumstances of a homicide offense are not known at the time of the report, please make certain that when these circumstances are discovered the report is properly updated.

KIDNAPPING / ABDUCTION (Crimes Against Persons)

NIBRS OFFENSE CODE 100

The unlawful seizure, transportation, and / or detention of a person against his / her will, or of a minor without the consent of his / her custodial parent(s) or legal guardian.

REPORTING TIPS FOR KIDNAPPING

- This offense includes not only criminal restraint and abduction, but hostage situations as well.
- Although the object of a kidnapping may be to obtain money or property, this category is intended to capture information on the persons actually kidnapped or abducted, not those persons or organizations paying ransoms.
- This offense includes Interference with Parental Custody.
- This offense requires a property segment because of the possibility of a ransom being paid. If no ransom is paid the property should have a Type Loss of “1” (None). If a ransom is requested but not paid the property should also have a Type Loss of “1” (None).

HINTS TO AVOID COMMON ERRORS

- ☛ The victim of Interference with Parental Custody is always the child and not the parent.
- ☛ Property segment must be reported. If no ransom is paid report Type Loss of “1” (None).

REQUIREMENTS FOR REPORTING KIDNAPPING OFFENSES

<i>Type of Criminal Activity:</i>	“J” (Juvenile Gang), “G” (Other Gang), or “N” (No Gang)- <i>Offense Section</i>
<i>Type of Weapon:</i>	Weapon codes “11” through “99” – <i>Offense Section</i>
<i>Victim Type:</i>	Must be “I” (Individual) - <i>Victim Section</i>
<i>Relationship of Victims to Offenders:</i>	Relationship codes found on page 71. Should have as many relationships reported as victims-suspects reported – <i>Victim Section</i>
<i>Type of Injury:</i>	Injury codes found on page 72 – <i>Victim Section</i>
<i>Property Segment:</i>	Property Section must be completed – <i>Property Section</i>
<i>Type of Loss:</i>	Attempted - “1” (None) or “8” (Unknown) Completed - “1” (None), “7” (Stolen), “8” (Unknown) “5” (Recovered) only if “7” (Stolen) is also reported.

Example (1): The parents of a five year old are notified that their child has been kidnapped. The suspect demands a \$1 million ransom for his safe return. This would be classified as a kidnapping with the amount of money paid for the ransom listed as property.

Example (2): During his weekend visitation with his children, the suspect decides to leave the state and not return the children to their mother. This would be reported as an Aggravated Interference with Parental Custody with the children listed as the victims. Property is required but since no ransom was sought, it should be listed with a Type Loss “1”(None).

LARCENY / THEFT OFFENSES



(Crimes Against Property)

The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

REPORTING TIPS FOR LARCENY / THEFT OFFENSES:

- **Motor Vehicle Theft is not included** in this offense category; it is counted separately because of the large volume of such thefts.
- All larceny offenses are reported regardless of the value of the property stolen.
- **Theft of lost / mislaid property does not include items the reporting party knows were lost and were not stolen.**
- Do not classify Embezzlement; conversion of goods lawfully possessed by bailees; Counterfeiting; False Pretenses; Forgery; and check fraud as larceny offenses. Each of the aforementioned crimes falls within other offense categories.

Pocket-Picking



NIBRS OFFENSE CODE 23A

Use appropriate K.S.A. & Type of Theft entry of "P"

The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.

REPORTING TIPS FOR PICK-POCKET:

- This type of theft includes removal of such items as wallets from women's purses and men's pockets and usually occurs in a crowd, public conveyance, or other similar situation to disguise the activity.
- Theft from a person in an unconscious state, including drunks, should also be classified as Pick-Pocketing.

HINTS TO AVOID COMMON ERRORS

- ☛ If the victim is manhandled or force beyond simple jostling is used to overcome the resistance of the victim, the offense becomes a robbery.
- ☛ The property must be on the person's body. Wallets laid on a table or bar top would not be classified as Pick-Pocket

REQUIREMENTS FOR REPORTING PICK-POCKET OFFENSES

Type of Theft:

"P" (Pocket Picking) – *Offense Section*

Victim Type:

Must be "I" (Individual) - *Victim Section*

Property Segment:

Property Section must be completed. – *Property Section*

Type of Loss:

Attempted - "1" (None) or "8" (Unknown)

Completed - "7" (Stolen)

"5" (Recovered) only if "7" (Stolen) is also reported.



PURSE SNATCHING

NIBRS OFFENSE CODE 23B

Use appropriate K.S.A. & Type of Theft entry of "S"

The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.

REPORTING TIPS FOR PURSE SNATCHING

- Cases in which a purse or some other item of value is left unattended and is stolen should not be classified as a Purse Snatching. This offense would be properly classified as a Theft From a Building, From a Motor Vehicle, or other appropriate larceny category.
- If more force was used than actually necessary to wrench the purse from the grasp of the person, the offense should be reported as Robbery.

REQUIREMENTS FOR REPORTING PURSE SNATCHING OFFENSES

Type of Theft: "S" (Purse Snatching) – *Offense Section*
Victim Type: Must be "I" (Individual) - *Victim Section*
Property Segment: Property Section must be completed – *Property Section*
Type of Loss: Attempted - "1" (None) or "8" (Unknown)
 Completed - "7" (Stolen)
 "5" (Recovered) only if "7" (Stolen) is also reported.

Property Codes NOT ALLOWED: All "0400's" (Vehicles), All "1000's" (Livestock), All "1120's" (Ag Equip), and All "1200's" (Structures)

"0505" (Copiers)	"1108" (Portable Structure)
"0506" (Office Furniture)	"1114" (Plumbing Supplies)
"0507" (Typewriters)	"1141 - 1148" (Lawn Equipment)
"0508" (Safes / Lockboxes)	"1147" (Outdoor Furniture / Grills)
"0510" (Office equip)	"1155" (Bicycles)
"0607" (Stereo Component System)	"1165" (Oil Field Equipment)
"0609" (Turntables)	"1190" (Vending Machines)
"0610" (Speakers)	"1193" (Chain Saws)
"0618" (VCR / DVD Players / Recorders)	"1194" (Portable Shelter)
"0620" (Cable Equip / Satellite Dish)	"1195" (Trailers)
"0624" (Vehicle Audio Equipment)	"1197" (Utilities)
"1101" (Construction Equipment)	"1198" (Services)



Shoplifting

NIBRS OFFENSE CODE 23 Use appropriate K.S.A. & Type of Theft entry of "L"

The theft, by someone other than an on-duty employee of the victim, of goods or merchandise exposed for sale.

REPORTING TIPS FOR SHOPLIFTING

- This violation assumes that the public has legal access to the premises, and thus, no trespass or unlawful entry was involved. However, offenders who are in violation of a "ban order", due to a previous offense, should be included as a Shoplifting and not as a Burglary.
- This offense includes thefts of merchandise displayed outside buildings, such as department stores, hardware stores, supermarkets, fruit stands, gas stations, etc.

REQUIREMENTS FOR REPORTING SHOPLIFTING OFFENSES

Type of Theft:	“L” (Shoplifting) – <i>Offense Section</i>
Victim Type:	Must be “I” (Individual) or “B” (Business) - <i>Victim Section</i>
Property Segment:	Property Section must be completed with quantity – <i>Property Section</i>
Type of Loss:	Attempted - “1” (None) or “8” (Unknown) Completed - “7” (Stolen) “5” (Recovered) only if “7” (Stolen) is also reported.

Property Codes NOT ALLOWED: All “0400’s” (Vehicles), All “1120’s” (Agricultural Equip), All 1200’s (Structures)

“1101” (Construction Equipment)	“1190” (Vending Machines)
“1159” (License Plates)	“1197” (Utilities)
“1165” (Oil field Equip)	“1198” (Services)

Premise Codes ALLOWED:

“19” (Drug Store)	“26” (Grocery / Supermarket)	“30” (Tavern/Nightclub/Bar)
“23” (Service / Gas Station)	“27” (Specialty Store)	“32” (Restaurant)
“24” (Convenience Store)	“28” (Mall Commons)	“33” (Hotel / Motel / Inn)
“25” (Department Store)	“29” (Liquor Store)	“34” (Air / Bus / Train Terminal)
		“44” (Casino)



THEFT FROM BUILDING

NIBRS OFFENSE CODE 23D

Use appropriate K.S.A. & Type of Theft entry of “B”

A theft from within a building which is either open to the general public or where the offender has legal access.

REPORTING TIPS FOR THEFT FROM BUILDING

- ▶ Do not include Shoplifting and Thefts From Coin-Operated Machines within open buildings; these are classified under other specific larceny types.
- ▶ Theft From Building includes those from such places as churches, restaurants, schools, libraries, public buildings, and other public and professional offices during the hours when such facilities are open to the public. Theft from Building also includes thefts from residential building if the suspect has lawfully entered.
- ▶ A theft from a structure, accompanied by a breaking or unlawful entry (trespass) without breaking, should be reported as Burglary and not Larceny.

REQUIREMENTS FOR REPORTING THEFT FROM BUILDING OFFENSES

Type of Theft:	“B” (Building) – <i>Offense Section</i>
Victim Type:	Cannot be “S” (Society / Public) - <i>Victim Section</i>
Property Segment:	Property Section must be completed with quantity – <i>Property Section</i>
Type of Loss:	Attempted - “1” (None) or “8” (Unknown) Completed - “7” (Stolen) “5” (Recovered) only if “7” (Stolen) is also reported.

Premise Codes NOT ALLOWED:

“01” (Parking Lot / Parking Garage)	“21” (Automatic Teller Machine)
“02” (City Street)	“35” (Rental Storage Building)
“03” (Alley)	“37” (Park Trails / Open Recreational Areas)
“04” (Highway)	“38” (Fields / Woods)
“05” (Rural Road)	“39” (Oil Fields)
“06” (Vacant City Lot)	“40” (Lake / Waterway / River)
“07” (Abandon Structure)	“41” (Construction Site)

Example (1): The victim held a party at her apartment. Before the party started, the victim's laptop was in her bedroom. After the party, the laptop was missing. Everyone attending the party had an invitation to enter her residence. This should be classified as Theft From a Building, not Burglary as the suspect did not unlawfully enter the residence.



THEFT FROM COIN OPERATED MACHINE

NIBRS OFFENSE CODE 23E Use appropriate K.S.A. & Type of Theft entry of "M"

A theft from a machine or device that is operated or activated by the use of coins.

REPORTING TIPS FOR THEFT FROM COIN OPERATED MACHINE

- Some examples of such machines are candy, cigarette, and food vending machines; telephone coinboxes; parking meters; pinball machines; or washers and dryers located in laundromats where no breaking or illegal entry of the building is involved.
- If a building was broken into or illegally entered and a coin-operated machine in the building was rifled for money and / or merchandise, **the matter would be classified as a Burglary.**
- If any damage is done to the coin operated machine, an added charge of Criminal Damage should be reported.

REQUIREMENTS FOR REPORTING THEFT FROM COIN OPERATED MACHINE

Type of Theft:	"M" (Coin Operated Machine) – <i>Offense Section</i>
Victim Type:	Cannot be "S" (Society / Public) - <i>Victim Section</i>
Property Segment:	Property Section must be completed – <i>Property Section</i>
Type of Loss:	Attempted - "1" (None) or "8" (Unknown) Completed - "7" (Stolen) "5" (Recovered) only if "7" (Stolen) is also reported.

Property Codes ALLOWED (must have at least one of these codes):

"0101" (Currency)	"0902" (Beverages)	"0907" (Cleaning Products)
"0131" (Stamps)	"0903" (Food)	"0950" (Over The Counter Medications)
"0202-0212" (Jewelry)	"0905" (Tobacco Products)	"1196" (Books / Magazines / Newspaper)
"0824" (Toys)	"0906" (Health-Beauty Products)	"1199" (Miscellaneous)

Premise Codes NOT ALLOWED:

"03" (Alley)	"21" (Automatic Teller Machine)
"04" (Highway)	"38" (Fields / Woods)
"05" (Rural Road)	"39" (Oil Fields)
"06" (Vacant City Lot)	"40" (Lake / Waterway / River)
"07" (Abandon Structure)	"41" (Construction Site)
"08" (Single Residence)	

Example (1): The owner of a bowling alley discovers that overnight his business was broken into and money was taken from several of his arcade games. Since the business was closed and the public did not have legal access to the premise this should be classified as a Burglary and not Theft From a Building or Theft From a Coin Operated Machine.

Example (2): A coca-cola vending machine sits outside on the sidewalk. Sometime early in the morning, a suspect breaks the locking mechanism and steals the coinbox. This qualifies as Theft From a Coin Operated Machine as no element of Burglary exists. A Criminal Damage should also be reported for damage to the machine.



THEFT FROM A MOTOR VEHICLE

NIBRS OFFENSE CODE 23F

Use appropriate K.S.A. & Type of Theft entry of "F"

The theft of articles from a motor vehicle, regardless of whether it was locked or unlocked.

REPORTING TIPS FOR THEFT FROM MOTOR VEHICLE

- **Kansas State Statutes would classify this offense as a burglary. However, for KIBRS purposes, it should be reported as a Theft From a Motor Vehicle.**
- This type of larceny includes thefts from automobiles, trucks, buses, motorcycles, motor homes, or other recreational vehicles.
- This category includes thefts from any area of the motor vehicle, e.g., the trunk, bed of a truck, glove compartment, or other enclosure.
- Some items stolen in this type of theft are cameras, suitcases, clothing, packages, etc., or any items which are not an integral part of the vehicle.
- Do not include items that are automobile accessories if attached or installed onto the vehicle, they fall under Theft of Motor Vehicle Parts or Accessories.
- If a Theft From a Motor Vehicle occurs in conjunction with a Motor Vehicle Theft, the incident will most often be reported as a Motor Vehicle Theft with the stolen property recorded within the appropriate property-type categories.
- **In larceny situations where both motor vehicle parts and accessories and articles from the motor vehicle are stolen, report the offense resulting in the greatest value of property loss.**
- Report all of the property stolen.
- The premise must be where the vehicle was located at the time of the incident.

REQUIREMENTS FOR REPORTING THEFT FROM MOTOR VEHICLE

Type of Theft: "F" (From Motor Vehicle) – *Offense Section*
Victim Type: Cannot be "S" (Society / Public) - *Victim Section*
Property Segment: Property Section must be completed – *Property Section*
Type of Loss: Attempted - "1" (None) or "8" (Unknown)
 Completed - "7" (Stolen)
 "5" (Recovered) only if "7" (Stolen) is also reported.

Premise Codes NOT ALLOWED: "21" (Automatic Teller Machine)

Property Codes NOT ALLOWED : All 400's (Vehicles), All 1200's (Structures)

Example (1): An automobile with a coat in the back seat is stolen, the offense should be reported as Motor Vehicle Theft and the coat accounted for as property stolen in connection with the automobile theft.

Example (2): The victim's car was broken into and his installed stereo was stolen as well as a briefcase with a laptop computer. Since the value of the computer was more than the value of the stereo; this offense should be classified as Theft From a Motor Vehicle and NOT BURGLARY TO A MOTOR VEHICLE.



THEFT OF MOTOR VEHICLE PARTS / ACCESSORIES

NIBRS OFFENSE CODE 23G Use appropriate K.S.A. & Type of Theft entry of "A"

The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner, which would make the item an attachment of the vehicle, or necessary for its operation.

REPORTING TIPS FOR THEFT OF MOTOR VEHICLE PARTS / ACCESSORIES

- Thefts of motors, transmissions, radios, car seats, hubcaps and wheel covers, manufacturers' emblems, license plates, radio antennas, side-view mirrors, gasoline, radar detectors, etc., are included in this larceny type.
- **The key phrase is "attached or installed" in the vehicle.**
- If items being transported in the vehicle are stolen, the offense should be classified as Theft From a Motor Vehicle.
- Premise must be where the vehicle was located at the time of the incident.

REQUIREMENTS FOR REPORTING THEFT OF MOTOR VEHICLE PARTS / ACCESSORIES

Type of Theft: "A" (Auto Parts and Accessories) – *Offense Section*
Victim Type: Cannot be "S" (Society / Public) - *Victim Section*
Property Segment: Property Section must be completed **with quantity** – *Property Section*
Type of Loss: Attempted - "1" (None) or "8" (Unknown)
 Completed - "7" (Stolen)
 "5" (Recovered) only if "7" (Stolen) is also reported.

Premise Codes NOT ALLOWED: "21" (Automatic Teller Machine)

Property Codes ALLOWED (must have at least one of the following codes):

"0604" (CB Radios)	"0628" (Palm Pilot / PDA) if attached to outlet
"0611" (Cellphones) if attached with charger	"0629" (Gaming System) if attached
"0612" (Televisions) if attached or built-in	"0630" (Global Positioning Device)
"0617" (Radar Detectors)	"0650" (Miscellaneous Electronic Equipment) if attached
"0618" (DVD Player) if attached or built-in	"0910" (Gasoline)
"0622" (Portable CD Player) if attached to outlet	"1124" (Plows)
"0624" (Vehicle Radio and Stereo Equipment)	"1151" (Auto Parts / Auto Accessories)
"0627" (MP3 Player / I-Pod) if attached to outlet	"1159" (License Plates / Handicap Placards) tags or decals

Example (1): The victim was shopping when her license plate was stolen off of her 1972 Ford Gremlin. This offense should be classified as Theft of Vehicle Parts and Accessories.

Example (2): The victim had just purchased a stereo system for his car. While he was getting lunch, his car was broken into and the stereo system was stolen from the front seat. Since the stereo was not yet installed it would be classified as Theft From a Motor Vehicle and not Theft of Vehicle Parts and Accessories.

Example (3): While inside the police station reporting example #2, the victim's car was broken into and his child's restraint seat was taken. Since this was attached (strapped into) the vehicle it should be classified as Theft of Vehicle Parts and Accessories.



MOTOR VEHICLE THEFT

NIBRS OFFENSE CODE 240

Use appropriate K.S.A. & Type of Theft entry of "V"

The theft of a motor vehicle. A "motor vehicle" is a self-propelled vehicle that runs on the surface of the land and not on rails, and which fits one of the following property descriptions:

- **Automobiles** – sedans, coupes, station wagons, convertibles, taxicabs, SUVs, minivans or other similar motor vehicles which serve the primary purpose of transporting people.
- **Buses** – motor vehicles which are specifically designed (but not necessarily used) to transport groups of people on a commercial basis.
- **Recreational Vehicles** – motor vehicles which are specifically designed (but not necessarily used) to transport people and also provide them temporary lodging for recreational purposes.
- **Trucks** – motor vehicles which are specifically designed (but not necessarily used) to transport cargo.
- **Other Motor Vehicles** – any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, golf carts, electronic wheelchairs, electronic carts whose primary purpose is to transport people.

REPORTING TIPS FOR MOTOR VEHICLE THEFT

- Classify as a Motor Vehicle Theft all cases where automobiles are taken by persons not having lawful access even if the vehicles are later abandoned. **Include joyriding.**
- Do not include unauthorized use by chauffeurs. Embezzlement should be reported.
- **Exclude farm equipment (tractors, combines, etc.) which are a separate property classification.**

HINTS TO AVOID COMMON ERRORS

- Vehicles not returned by family members, test drives, etc. should be reported as Motor Vehicle Thefts using the Kansas statute for Criminal Deprivation of Property or Theft if they never plan to bring it back.
- Do not report theft of tractors or riding lawn mowers as Motor Vehicle Theft. These should be reported as All Other Larceny if stolen from the yard or as Theft From a Building if stolen from a shed, barn or other enclosed structure.

REQUIREMENTS FOR REPORTING MOTOR VEHICLE THEFT

Type of Theft: "V" (Motor Vehicle) – *Offense Section*
Victim Type: Cannot be "S" (Society / Public) - *Victim Section*
Property Segment: Property Section must be completed **with quantity** – *Property Section*
Type of Loss: Attempted - "1" (None) or "8" (Unknown)
 Completed - "7" (Stolen)
 "5" (Recovered) only if "7" (Stolen) is also reported.

Property Codes ALLOWED :

"402" (Automobile)
 "404" (Buses) "407" (Recreational Vehicles),
 "405" (Motorcycles) "408" (Semi-tractors),
 "406" (Trucks) "450" (Misc. Vehicles)

Example (1): Rip Van Winkle reported that his vehicle was stolen while he slept. A few hours later the vehicle was discovered abandoned along the side of the highway. This incident should be reported as a Motor Vehicle Theft. The property value of the stolen vehicle must be given as well as the value of the vehicle once it was recovered.

Example (2): Old MacDonald's tractor was stolen while parked in front of the feed store (E-I-E-I-O). This should be reported as a All Other Larceny and not a Motor Vehicle Theft since the FBI does not recognize a tractor as a motor vehicle.



ALL OTHER LARCENY

NIBRS OFFENSE CODE 23H

Use appropriate K.S.A. & Type of Theft entry of "O"

All thefts, which do not fit any of the definitions of the specific subcategories of Larceny / Theft listed above. This subcategory includes thefts from fenced enclosures, boats, airplanes, yards and driveways.

REPORTING TIPS FOR ALL OTHER LARCENY

- This offense includes thefts from fenced enclosures.
- Theft of bicycles, boats, bulldozers, airplanes, animals, lawn mowers, lawn furniture, hand tools and farm and construction equipment are also included where no breaking or entering of a structure is involved.
- The illegal entry of a tent, tent trailer, or travel trailer used for recreational purposes, followed by a theft or attempted theft, should be counted as All Other Larceny.
- The taking of gasoline from a self-service gas station and leaving without paying is also categorized as All Other Larceny.
- The key phrase to remember is "open". Property under this theft type cannot be in a structure, a vehicle, on a person, or be a vehicle itself.

REQUIREMENTS FOR REPORTING ALL OTHER LARCENY

Type of Theft:	"O" (Other) – <i>Offense Section</i>
Victim Type:	Cannot be "S" (Society / Public) - <i>Victim Section</i>
Property Segment:	Property Section must be completed with quantity – <i>Property Section</i>
Type of Loss:	Attempted - "1" (None) or "8" (Unknown)
	Completed - "7" (Stolen)
	"5" (Recovered) only if "7" (Stolen) is also reported.

Property Codes NOT ALLOWED : All 400's (Vehicles)

Example (1): Timmy returns home from school to find his dog, Lassie, has been stolen from the backyard. This would be classified as an All Other Larceny.

Example (2): Pee Wee Herman left his bicycle on the front porch. When he returned the bicycle was missing. This would also be classified as an All Other Larceny.

Example (3): Mr. Chesney's tractor is stolen from the driveway of a close personal friend, Mr. Paisley. Since the FBI does not consider a tractor to be a motor vehicle, this should be reported as an All Other Larceny.

POSSESSING STOLEN PROPERTY

STOLEN PROPERTY OFFENSES

NIBRS OFFENSE CODE 280 Type of Theft “T”

Receiving, buying, selling, possessing, concealing, or transporting any property with the knowledge that it has been unlawfully taken by another person

REQUIREMENTS FOR REPORTING STOLEN PROPERTY OFFENSES

<i>Type of Criminal Activity:</i>	Must be “P” (Possessing) – <i>Offense Section</i>
<i>Victim Type:</i>	Cannot be “S” (Society / Public) - <i>Victim Section</i>
<i>Property Segment:</i>	Property Section must be completed – <i>Property Section</i>
<i>Type of Loss:</i>	Completed - “5” (Recovered)

HINTS TO AVOID COMMON ERRORS

- ☛ This offense should **NOT** be used if the offender is the suspect of the actual theft.
- ☛ Only report the property as recovered. The original theft report generated when the property was first reported stolen reports the theft.

PORNOGRAPHY / OBSCENE MATERIAL (Crimes Against Society)

NIBRS OFFENSE CODE 370



The violation of laws or ordinances prohibiting the manufacture, publishing, sale, purchase, or possession of sexually explicit material, e.g. literature, photographs, etc.

REQUIREMENTS FOR REPORTING PORNOGRAPHY OFFENSES

<i>Type of Criminal Activity:</i>	Appropriate choices are: “C” (Manufacturing), “D” (Distributing / Selling), “B” (Buying), or “P” (Possessing) – <i>Offense Section</i>
<i>Victim Type:</i>	Must be “S” (Society / Public) - <i>Victim Section</i>

PROSTITUTION (Crimes Against Society)

NIBRS OFFENSE CODE 40A



To unlawfully engage in sexual relations for profit.

REPORTING TIPS FOR PROSTITUTION OFFENSES

- This offense includes prostitution by both males and females.

REQUIREMENTS FOR PROSTITUTION OFFENSES

<i>Victim Type:</i>	Must be “S” (Society / Public) - <i>Victim Section</i>
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ASSISTING OR PROMOTING PROSTITUTION (Crimes Against Society)

NIBRS OFFENSE CODE 40B

To solicit customers or transport persons for prostitution purposes; to own, manage, or operate a dwelling or other establishment for the purpose of providing a place where prostitution is performed; or to otherwise assist or promote prostitution.

REPORTING TIPS FOR PROMOTING PROSTITUTION OFFENSES

- This offense includes prostitution by both males and females.

REQUIREMENTS FOR PROMOTING PROSTITUTION OFFENSES

Victim Type: Must be "S" (Society / Public) - *Victim Section*



ROBBERY (Crimes Against Property)

NIBRS OFFENSE CODE 120

The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and / or by putting the victim in fear of immediate harm.

REPORTING TIPS FOR ROBBERY

- Robbery involves the offender taking or attempting to take something of value from the victim, aggravated by the element of force or threat of force. The victim, who usually is the owner or person having custody of the property, is directly confronted by the perpetrator and is threatened with force or is put in fear that force will be used.
- If there is no direct confrontation and the victim is not in fear of immediate harm, Extortion should be reported.
- Cases involving pretended weapons or where the weapon is not seen by the victim, but the robber claims to possess one, are also classified as Robbery **and the alleged weapon should be reported**. If an immediate "on-view" arrest proves that there was no weapon, the offense is classified as Robbery, but the weapon is reported as "99" (None).
- **An assault should not be reported as a separate crime** as long as it was performed in furtherance of the robbery, because some type of assault is an element of the crime of Robbery, . However, **if the injury results in death, a Homicide offense must also be reported**. Exceptions are if one victim was assaulted and another robbed, an agency would report both robbery and assault due to the different victims.
- The "victims" of a robbery include not only those persons and other entities (businesses, financial institutions, etc.) from whom property was taken (or was attempted to be taken), but also those persons toward whom the robber (s) directed force or the threat of force in perpetrating the offense. **Therefore, an individual victim must always be listed.**
- Carjackings are robbery offenses where a motor vehicle is taken through force or threat of force. Report only the Robbery, not a Motor Vehicle Theft. Do not forget to flag the incident activity code as Carjacking.

REQUIREMENTS FOR ROBBERY OFFENSES

Type of Criminal Activity:	“J” (Juvenile Gang), “G” (Other Gang), or “N” (No Gang) –Offense Section
Type of Weapon:	Must be reported, cannot be 99-none – Offense Section
Victim Type:	At least one must be “I” (Individual) Cannot be “S” (Society) - Victim Section
Relationship of Victims to Offenders:	Must be reported for Victim type “I”. Relationship codes are found on page 71. Should have as many relationships reported as suspects reported – Victim Section
Type of Injury:	Must be reported for Victim type “I” – Victim Section
Property Segment:	Property Section must be completed – Property Section
Type of Loss:	Attempted - “1” (None) or “8” (Unknown) Completed - “7” (Stolen) “5” (Recovered) only if “7” (Stolen) is also reported.

LESSER INCLUDED OFFENSES OF ROBBERY

A lesser included offense is one that is an element of another offense and should not be reported as having happened in the same incident with the other offense. Lesser included offenses of Robbery are:

Aggravated Assault / Battery Intimidation Simple Assault / Battery All Theft Offenses

Example (1): A gunman enters Kwik Gas and demands the clerk give him all the money in the drawer. The clerk gives the suspect the cash as ordered after the gunman shows the firearm to the clerk. Report offense of Robbery with victims of the clerk and Kwik Gas. The cash would be reported as 7 (Stolen).

Example (2): Same scenario as above but the gunman points the firearm at another customer in the store to prevent the customer from using her cell phone to dial 911. In this event, the customer would be added as a third victim along with an added offense of Aggravated Assault. The customer is not a victim of Robbery, allowing the addition of Aggravated Assault.

SEX OFFENSES, FORCIBLE

Any sexual act directed against another person, forcibly and / or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

REQUIREMENTS FOR ALL FORCIBLE SEX OFFENSES

Type of Criminal Activity:	“J” (Juvenile Gang), “G” (Other Gang), or “N” (No Gang)–Offense Section
Type of Weapon:	Must be reported – Offense Section
Victim Type:	Must be “I” (Individual) - Victim Section
Relationship of Victims to Offenders:	Relationship codes are found on page 71. Should have as many relationships reported as victims-suspects reported – Victim Section
Type of Injury:	Must be reported – Victim Section

FORCIBLE RAPE

NIBRS OFFENSE CODE 11A

The carnal knowledge of a person, forcibly and / or against that person's will; or where the victim is incapable of giving consent because of his / her temporary or permanent mental or physical incapacity including sexual intercourse with a child under 14 years of age.

REPORTING TIPS FOR FORCIBLE RAPE

- This offense includes the forcible rape of both males and females.
- In cases where multiple offenders rape one person, only submit one report listing each suspect.

HINTS TO AVOID COMMON ERRORS

- Same sex rapes are scored as Aggravated Criminal Sodomy for IBR purposes.

LESSER INCLUDED OFFENSES OF FORCIBLE RAPE

A lesser included offense is one that is an element of another offense and should not be reported as having happened to the same victim along with the other offense. Lesser included offenses of Forcible Rape are:

Aggravated Assault / Battery
Incest

Simple Assault / Battery
Statutory Rape

Intimidation

Forcible Fondling

FORCIBLE SODOMY

NIBRS OFFENSE CODE 11B

Oral or anal sexual intercourse with another person, forcibly and / or against that person's will; or where the victim is incapable of giving consent because of his / her age or because of his / her temporary or permanent mental or physical incapacity.

REPORTING TIPS FOR FORCIBLE SODOMY

- If a victim is both raped and sodomized in one incident, then both offenses should be reported.
- This should only be reported if it is NON-CONSENSUAL or victim is less than 14 years of age.

LESSER INCLUDED OFFENSES OF FORCIBLE SODOMY

A lesser included offense is one that is an element of another offense and should not be reported as having happened to the same victim along with the other offense. Lesser included offenses of Forcible Sodomy are:

Aggravated Assault / Battery
Incest

Intimidation

Simple Assault / Battery
Statutory Rape

Forcible Fondling



SEXUAL ASSAULT WITH AN OBJECT

NIBRS OFFENSE CODE 11C

NOT REPORTABLE TO KIBRS - NO STATE STATUTE



The State of Kansas does not have a statute regarding sexual assault with an object. This type of offense should be reported using the statute most accurately reflecting the type of sexual assault based on the circumstances.

FORCIBLE FONDLING

NIBRS OFFENSE CODE 11D

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and / or against that person’s will; or where the victim is incapable of giving consent because of his / her youth or because of his / her temporary or permanent mental or physical incapacity.

REPORTING TIPS FOR FORCIBLE FONDLING

- Forcible Fondling includes “indecent liberties.”
- Because Forcible Fondling is an element of Forcible Rape, Forcible Sodomy and Sexual Assault with An Object, it should be reported only if it is the sole forcible sex offense committed against a victim.

LESSER INCLUDED OFFENSES OF FORCIBLE FONDLING

A lesser included offense is one that is an element of another offense and should not be reported as having happened to the same victim along with the other offense. Lesser included offenses for Forcible Fondling are:

Intimidation

Simple Assault / Battery

Incest

Statutory Rape

SEX OFFENSES, NONFORCIBLE

Unlawful, nonforcible sexual intercourse.

REQUIREMENTS FOR ALL NON-FORCIBLE SEX OFFENSES

Victim Type: Must be “I” (Individual) - *Victim Section*

Relationship of Victims to Offenders: Relationship codes are found on page 71. Should have as many relationships reported as victims-suspects reported – *Victim Section*

REPORTING TIP FOR ALL NON-FORCIBLE SEX OFFENSES

- If force was used or threatened or the victim was incapable of giving consent because of his / her youth or mental impairment, either temporary or permanent, the offense should be classified as Forcible Rape, not Incest or Statutory Rape.

INCEST

NIBRS OFFENSE CODE 36A

Marriage to; or nonforcible sexual intercourse, sodomy, or fondling between persons who are related to each other within the degrees wherein marriage is prohibited by law.

HINTS TO AVOID COMMON ERRORS

- * Must involve **consensual** sexual activity. Non-consensual activity, even when amongst family members, must be reported as Forcible Rape.

LESSER INCLUDED OFFENSES OF INCEST

A lesser included offense is one that is an element of another offense and should not be reported as having happened to the same victim along with the other offense. Lesser included offenses of Incest are:

Sodomy

STATUTORY RAPE

NIBRS OFFENSE CODE 36B

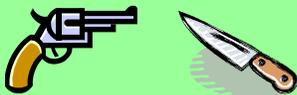
Nonforcible sexual intercourse with a person who is under the age of consent.

HINTS TO AVOID COMMON ERRORS

- * Must involve consensual sexual activity. Non-consensual activity or activity with person under 14 years of age must be reported as Forcible Rape.
- * Statutory rape, by definition, involves a victim 14 or 15 years of age and a suspect less than 19 years of age but less than four years older than the victim. The victim and offender must also be of the opposite sex.

WEAPONS LAW VIOLATIONS

NIBRS OFFENSE CODE 520



The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

REPORTING TIP FOR WEAPONS LAW VIOLATION OFFENSES

- Include violations such as the manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed (without valid permit) or openly; using, manufacturing, etc., silencers; and furnishing deadly weapons to minors.
- When reporting Criminal Discharge of a Firearm into an occupied dwelling, occupied vehicle, or a crowd of people, you should also report the appropriate person crime of Aggravated Assault / Battery, Homicide, etc.

REQUIREMENTS FOR WEAPONS LAW VIOLATION OFFENSES

Type of Criminal Activity:

Appropriate choices are: “B” (Buying / Receiving), “D” (Distributing / Selling), “P” (Possessing / Concealing), “U” (Using) or “T” (Transporting)—*Offense Section*

Victim Type:

Must be “S” (Society / Public) - *Victim Section*

Type of Weapon:

Cannot be “40” (Personal Weapons) or 99 (none).

5. GROUP B OFFENSES

Group B offenses encompass all of the KIBRS reportable crimes which are not Group A offenses. For Group B crimes (not involving domestic violence) only Kansas Standard Arrest Reports are required to be submitted to KIBRS. If the Group B incident involves domestic violence, a Kansas Standard Offense Report is also required.

While an agency can have a policy for creating a Kansas Standard Offense Report for any crime, manual agencies are not required to submit KSOR reports for any Group B offense. Electronic agencies can submit a Kansas Standard Offense Report for any reportable offense no matter if the offense is a Group A or Group B.

BAD CHECKS

NIBRS OFFENSE CODE 90A



Knowingly and intentionally writing and / or negotiating checks drawn against insufficient or nonexistent funds.

REPORTING TIP FOR BAD CHECK OFFENSES

- This offense includes insufficient funds checks **but not counterfeited checks or forged checks.**

HINTS TO AVOID COMMON ERRORS

- Violation of these statutes is a criminal offense and any arrest stemming from such offense should be reported to KIBRS. **THIS IS NOT SIMPLY A CIVIL MATTER.**



NIBRS OFFENSE CODE 90B NOT REPORTABLE TO KIBRS - NO STATE STATUTE

CURFEW / LOITERING / VAGRANCY VIOLATIONS

The State of Kansas does not have a statute regarding curfew / loitering.



DISORDERLY CONDUCT

NIBRS OFFENSE CODE 90C

Any behavior that tends to disturb the public peace or decorum, scandalizes the community, or shocks the public sense of morality.

REPORTING TIP FOR DISORDERLY CONDUCT OFFENSES

- This offense includes “Fighting”, “Blasphemy”, “Profanity”, “Obscene Language”, “Disturbing the Peace”, “Public Nuisance”, “Lewd and Lascivious” **and Electronic Sexual Solicitation of a Child.**
- Many domestic violence incidents are reported using Disorderly Conduct. If DV related make certain a KSOR with individual victim information is submitted in addition to a KSAR.
- Local noise violations do coincide with the state statute for Disorderly Conduct.



DRIVING UNDER THE INFLUENCE

NIBRS OFFENSE CODE 90D

Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.

REPORTING TIP FOR DUI OFFENSES

- This offense includes driving while intoxicated and operating a bus, train, streetcar, boat, etc., while under the influence of drugs or alcohol.



DRUNKENNESS

NIBRS OFFENSE CODE 90E

To drink alcoholic beverages to the extent that one's mental faculties and physical coordination are substantially impaired.

REPORTING TIP DRUNKENNESS OFFENSES

- Pedestrian under the influence of drugs or alcohol is reported in the category.
- The pedestrian must be a hazard on the roadway.
- Loud, disruptive intoxicated individuals would be reported under Disorderly Conduct.

FAMILY OFFENSES, NON-VIOLENT

NIBRS OFFENSE CODE 90F

Unlawful, non-violent acts by a family member (or legal guardian) which threaten the physical, mental or economic well-being or morals of another family member, and which are not classified as other offenses, such as Assault, Incest, Kidnapping, etc.

REPORTING TIPS FAMILY OFFENSES NON-VIOLENT

- This offense includes: abandonment, adultery, bigamy, concealing a runaway, contributing to the delinquency of a minor, desertion, endangerment, neglect, non-support, non-violent abuse, and non-violent cruelty to other family members.
- Also included is the nonpayment of court-ordered alimony, **as long as it is not considered "Contempt of Court" within the reporting jurisdiction.**
- **DO NOT** include victims taken into custody for their own protection (CINC).



LIQUOR LAW VIOLATIONS NIBRS OFFENSE CODE 90G

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

REPORTING TIPS FOR LIQUOR LAW VIOLATIONS

- Driving Under the Influence and Drunkenness violations are excluded.
- Violations of laws / ordinances prohibiting the maintenance of unlawful drinking places; selling drinks below cost; bootlegging; operating a still; hosting a party for minors; furnishing liquor to a minor; using a vehicle for the illegal transportation of liquor; etc.



PEEPING TOM

NIBRS OFFENSE CODE 90H NOT REPORTABLE TO KIBRS - NO STATE STATUTE

The State of Kansas does not have a statute regarding peeping tom offenses.



TRESPASS OF REAL PROPERTY

NIBRS OFFENSE CODE 90J

To unlawfully enter land, a dwelling, or other real property.

REPORTING TIPS FOR TRESPASSING OFFENSES

- All burglary offenses include the element of trespass. Trespass, however, involves entry with **no intent to commit a felony, theft, or sexual battery.**
- Many domestic violence incidents are reported using Criminal Trespass. If the offense is DV related please make certain an offense report (KSOR) is submitted in addition to an arrest report (KSAR).



ALL OTHER OFFENSES

NIBRS OFFENSE CODE 90Z

All KIBRS reportable crimes which are not Group A offenses and not included in one of the specifically named Group B crime categories listed above.

REPORTING TIPS FOR ALL OTHER OFFENSES

- Contempt of Court (20-1203 and 20-1204a), Failure to Appear, Probation Violation (22-3716), and Parole Violation (75-5217) are considered new incidents and reported under this category by the *originating agency that issued the warrant.*
- Minor in Possession of Tobacco is reported under all other offenses and an arrest report IS required even if the offender was issued a Notice To Appear.
- Offenses of General Applicability (i.e., any offense prefixed by “Accessory Before / After the Fact,” “Aiding and Abetting,” “Assault to Commit,” “Facilitation of,” “Solicitation to Commit,” “Threat to Commit,” or any other prefix identifying it as other than the substantive offense) are included in this category, if the substantive offense is within Group A. If Group B Offenses are involved, classify as the substantive offense.
- Include possession of chemicals to make methamphetamine. Possession / Transportation of anhydrous ammonia



Offender Registration: Failure to Register is a Group B crime. An arrest report is required to be submitted.

FAILURE TO APPEAR PROBATION AND PAROLE VIOLATIONS

In order to provide accurate information on crime rates it is important for agencies arresting individuals on contempt of court, failure to appear, probation violations, parole violations and worthless check violations to ensure they are only reporting those arrests that they should be reporting. The agency that is considered the “holder” of the warrant will be the agency that is responsible for submitting the arrest report to the IBR Section (the “holder” of the warrant is the agency that would confirm the warrant to be active).

Example (1): John Doe is arrested by Topeka Police Department on July 4, 2010, for felony driving under the influence of alcohol. Mr. Doe is released from jail and given the court date of August 18, 2010. Mr. Doe fails to appear on August 18 and a warrant is issued by the Shawnee County District Court on August 23, 2010 for failure to appear. Mr. Doe is arrested by Jefferson County Sheriff's Office on October 2, 2010 during a routine traffic stop and found to have a failure to appear warrant out of Shawnee County. Shawnee County Sheriff's Office confirms the warrant to be active; Jefferson County notifies the sheriff's office they are conducting an arrest. For reporting purposes Shawnee County should submit the KSAR (using a new case number) since Shawnee County is considered the holder of the warrant. Jefferson County does not submit the KSAR to the IBR Section.

While a KSAR is required, fingerprints and palmprints are **not** required to be submitted for these offenses:



- Probation Violations
- Parole Violations
- Contempt of Court

The Records section at KBI will accept fingerprints/palmprints for the above list.

A KSAR and a fingerprint card is **required** for failure to appear offenses.

HINTS TO AVOID COMMON ERRORS

- When completing the arrest report for Probation Violations, Parole Violations, Contempt of Court, and Failure to Appear a new case number should be assigned to the report. These are considered “new offenses” committed by the offender and are not referred back to the original case.



KANSAS STANDARD OFFENSE REPORT

KSOR



Kansas Standard Offense Report (KSOR) Page 1

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SAMPLE OPEN PUBLIC RECORD

Kansas Standard Offense Report (KSOR) Page 2

CRIMINAL INVESTIGATION RECORD / NOT AN OPEN PUBLIC RECORD

AGENCY ORI NUMBER		CASE NUMBER			DATE OF REPORT (MMDDCCYY)			PAGE		OF		
METHOD OF OPERATION	INSTRUMENT USED FOR ENTRY				POINT OF ENTRY		POINT OF EXIT		PREMISE NEIGHBORHOOD			
	1. <input type="checkbox"/> KEY 5. <input type="checkbox"/> BOLT CUTTER 9. <input type="checkbox"/> THROWN OBJECT 2. <input type="checkbox"/> PRY TOOL 6. <input type="checkbox"/> CHOPPING TOOL 10. <input type="checkbox"/> OTHER 3. <input type="checkbox"/> SAW / DRILL 7. <input type="checkbox"/> VISE GRIPS 11. <input type="checkbox"/> NOT APPLICABLE 4. <input type="checkbox"/> HAMMER 8. <input type="checkbox"/> PHYSICAL FORCE				9. <input type="checkbox"/> NOT APPLICABLE 1. <input type="checkbox"/> FRONT 2. <input type="checkbox"/> REAR 3. <input type="checkbox"/> SIDE 4. <input type="checkbox"/> ROOF		9. <input type="checkbox"/> NOT APPLICABLE 1. <input type="checkbox"/> FRONT 2. <input type="checkbox"/> REAR 3. <input type="checkbox"/> SIDE 4. <input type="checkbox"/> ROOF		R. <input type="checkbox"/> RURAL / FARM / AGRICULTURE S. <input type="checkbox"/> SUBURBAN / RESIDENCE B. <input type="checkbox"/> URBAN / BUSINESS / COMMERCIAL U. <input type="checkbox"/> UNINHABITED N. <input type="checkbox"/> NOT APPLICABLE			
METHOD OF OPERATION	SAFE ENTERED				INCIDENT ACTIVITY							
	1. <input type="checkbox"/> YES 3. <input type="checkbox"/> ATTEMPTED 5. <input type="checkbox"/> PEELLED 7. <input type="checkbox"/> COMBINATION KNOWN 2. <input type="checkbox"/> NO 4. <input type="checkbox"/> REMOVED 6. <input type="checkbox"/> EXPLODED 9. <input type="checkbox"/> NOT APPLICABLE				C. <input type="checkbox"/> DOMESTIC VIOLENCE CHILDREN PRESENT D. <input type="checkbox"/> DOMESTIC VIOLENCE			J. <input type="checkbox"/> CAR JACKING N. <input type="checkbox"/> NOT APPLICABLE				
SUSPECT #	NAME: LAST FIRST MIDDLE											
	ADDRESS: STREET CITY STATE ZIP											
	TELEPHONE NUMBER (HOME)		RACE	SEX	ETHNICITY	RES. / N-RES.	AGE	DATE OF BIRTH (MMDDCCYY)	HEIGHT	WEIGHT	HAIR	EYES
	EMPLOYER / SCHOOL				ADDRESS				TELEPHONE NUMBER (WORK/SCHOOL)			
	MONIKERS / ALIAS											
	ADDITIONAL SUSPECT DESCRIPTORS											
	SUSPECT VEHICLE: MAKE		YEAR	MODEL		COLOR		VEHICLE STYLE				
	LICENSE NUMBER		YEAR	STATE	VEHICLE IDENTIFICATION NUMBER			OTHER				
	NAME: LAST FIRST MIDDLE											
	ADDRESS: STREET CITY STATE ZIP											
TELEPHONE NUMBER (HOME)		RACE	SEX	ETHNICITY	RES. / N-RES.	AGE	DATE OF BIRTH (MMDDCCYY)	HEIGHT	WEIGHT	HAIR	EYES	
EMPLOYER / SCHOOL				ADDRESS				TELEPHONE NUMBER (WORK/SCHOOL)				
MONIKERS / ALIAS												
ADDITIONAL SUSPECT DESCRIPTORS												
SUSPECT VEHICLE: MAKE		YEAR	MODEL		COLOR		VEHICLE STYLE					
LICENSE NUMBER		YEAR	STATE	VEHICLE IDENTIFICATION NUMBER			OTHER					
EVIDENCE INFORMATION												
<input type="checkbox"/> NONE <input type="checkbox"/> SUBMITTED <input type="checkbox"/> RETAINED BY VICTIM <input type="checkbox"/> RETAINED BY OFFICER <input type="checkbox"/> RETAINED BY INVESTIGATIVE AGENCY <input type="checkbox"/> TRANSFER TO OTHER AGENCY <input type="checkbox"/> OTHER _____												
EVIDENCE OBTAINED												
<input type="checkbox"/> LATENT PRINTS <input type="checkbox"/> WEAPONS / TOOLS <input type="checkbox"/> SEXUAL ASSAULT KIT <input type="checkbox"/> STAINS <input type="checkbox"/> SEMEN <input type="checkbox"/> DRUGS <input type="checkbox"/> OTHER PRINTS <input type="checkbox"/> PHOTO <input type="checkbox"/> HAIR <input type="checkbox"/> BLOOD <input type="checkbox"/> DOCUMENTS <input type="checkbox"/> ALCOHOL <input type="checkbox"/> OTHER _____												
EVIDENCE COLLECTOR					LOCATION STORED							
DESCRIBE BRIEFLY HOW OFFENSE WAS COMMITTED												

SAMPLE FORM
NOT OPEN PUBLIC RECORD

6. KANSAS STANDARD OFFENSE REPORT

A Kansas Standard Offense Report (KSOR) is submitted to the KBI for **ALL** violations of KIBRS Group A Offenses.

When you see “**STATE REQUIRED**” this means that the field is required on every offense report that is completed. No offense reports should be submitted with these fields blank.

Once the initial report has been submitted, agencies can modify; add information; or request deletion of a report. To modify or add information to a report, the agency must submit the corrected report using the same ORI number, case number and date of offense. The appropriate action should be marked on the upper left side of the form. The action choices are:

INITIAL – this is a new report being submitted for the first time.

MODIFY – some of the data reported in the initial submission is being changed. For example, the value of a stolen vehicle was listed at \$15,000 and further investigation determined that the value was only \$5,000.

ADD – data is being added to the report. For example, the case is being cleared by Exceptional Means or additional stolen property has been identified.

DELETE – this action is used when a case is unfounded and needs to be removed from the database. **A case can not be deleted because prosecution refuses to charge the offender.**

When submitting a request to delete a case, a detailed explanation of the reason for deletion **IS REQUIRED**. No case will be deleted unless this is furnished. Electronic agencies have a separate form to request deletions.

If a case has been determined to be unfounded due to a false report being filed by the “victim”, a **KSOR**, must also be submitted to KIBRS reflecting the false report.

Do not use Delete to modify a report. If it is discovered that one of several pieces of property was not stolen, a modify should be done to the report as opposed to deleting the case. If a suspect should be taken off the report, submit a modified report. Do not mark Delete. The entire case would then be deleted from the system.

INCIDENT SECTION

An incident section must be completed for each reportable event. This portion of the report uniquely identifies each criminal incident reported to KIBRS, along with common characteristics of all offenses within each incident, e.g., the date and hour the incident occurred. If additional pages are required, the ORI number, case number and date of offense must be indicated on each page completed.

PAGE NUMBER – indicates the number of pages in the report and what page is currently being viewed.

HOW CALL WAS RECEIVED – indicates how the officer was made aware of the incident.

- “**DISPATCHED**” – was assigned the call by the agency dispatch center.
- “**CITIZEN**” – while on routine patrol or while working an assignment the officer was approached by a citizen with no action being initiated by the dispatch center.
- “**ON VIEW**” – while on routine patrol or while working an assignment the officer viewed the incident and made the report with no action being initiated by the dispatch center.

NAME OF AGENCY – the name of the agency submitting the report. Do not abbreviate. **STATE REQUIRED.**

AGENCY ORI NUMBER – the nine-character NCIC Originating Agency Identifier (ORI) number that is assigned to the reporting agency. Do not abbreviate. **STATE REQUIRED.**

CASE NUMBER – the number assigned by the reporting agency to uniquely identify a specific incident being reported. **STATE REQUIRED.**

CASE NUMBERS

Case numbers are essential to retrieving offense and arrest reports. Please use a consistent format when assigning and reporting case numbers. The KIBRS system views case number 07-001 as a different case than 07001. An arrest report sent in for case 07001 will not clear 07-001.

DATE / TIME OFFENSE STARTED – indicates the date and time of the offense. If the incident occurred at an unknown time, use the first date / time of the approximate time frame. **Use military time. Note: 2400 and 0000 are not valid times in KIBRS.** Report the following minute for these times. **STATE REQUIRED.**

DATE / TIME OFFENSE ENDED – indicates the last date / time of the approximate time frame that an incident may have occurred. **Use military time. Note: 2400 and 0000 are not valid times in KIBRS.** Report the following minute for these times. **STATE REQUIRED.**

DATE OF REPORT – is the date the incident was reported to law enforcement. **Can not be prior to the date of incident. STATE REQUIRED.**

EXCEPTIONAL CLEARANCE DATE – the date it was determined the incident should be cleared by exceptional means. ONLY INCLUDE THIS DATE IF ASSIGNING AN EXCEPTIONAL CLEARANCE.

EXCEPTIONAL CLEARANCE INDICATOR - The Exceptional Clearance Indicator describes the circumstances of the exceptional clearance being taken. If no exceptional clearance is being submitted or an arrest report exists, report as “N” (Not Applicable). **STATE REQUIRED.**

In KIBRS, the submission of an arrest report in connection with the incident automatically clears all offenses within that incident. Incidents can likewise be cleared by exceptional means when some element beyond law enforcement control precludes a physical arrest. Any exceptional clearance in an incident clears all related offenses. Exceptional clearances can be made and should be reported under one of the following five circumstances:

“A” – (**Death of the Offender**) – offender dies after a warrant is obtained but before an arrest was made.

“B” – (**Prosecution Declined**) – the prosecutor, **for other than lack of probable cause**, declines to file charges.

“C” – (**Extradition Denied**) – the offender is prosecuted by state or local authorities in another city and an attempt is made to return the offender for prosecution, but the other jurisdiction will not allow the release.

“D” – (**Victim Refuses to Testify**) – the **prosecutor** declines to file charges because the victim refuses to cooperate. This should seldom have matching incident and exceptional clearance dates. This does not include the victim refusing to cooperate with law enforcement.

“E” – (**Juvenile / No Custody**) – the handling of a juvenile without taking him / her into custody or seeking prosecution in any manner but rather by giving notification to the parents or legal guardian. Kansas does not allow prosecution for individuals under 10 years old. This code would be used for those juveniles.

“N” – (**Not Applicable**) – case is not being cleared by exceptional means.

In a multiple-offense incident, the exceptional clearance of one offense clears the entire incident. **An incident cannot be cleared exceptionally if anyone was arrested in connection with the incident.** (The incident has already been “cleared by arrest”.)

In order to clear an offense by exceptional means, **EACH** of the following four conditions **MUST** be met:

1. The investigation must have clearly and definitely established the identity of at least one offender.
2. Sufficient probable cause must have been developed to support the arrest, charging, and prosecution of the offender.
3. The exact location of the offender must be known so that an arrest could be made.
4. There must be a reason outside the control of law enforcement that prevents the arrest.

Instances may occur when an offender already in custody or serving a sentence confesses to an uncleared crime. This situation is actually a variation of a true clearance by arrest and **should not be exceptionally cleared.** Arrestee data should be reported on the offender who, although not “apprehended,” will be prosecuted on the new charge.

It is recognized that internal policy in various law enforcement agencies permits the discontinuance of an investigation and the administrative closing of cases when all productive investigation has been completed. **The administrative closing of a case or the “clearing” of it by departmental policy does not permit exceptionally clearing an offense unless all four criteria listed on page 55 have been met.**

The recovery of property does not clear a case for KIBRS purposes.

These fields regarding suspect are required in order to take an exceptional clearance. If any of these identifiers are not known, an exceptional clearance may not be used.



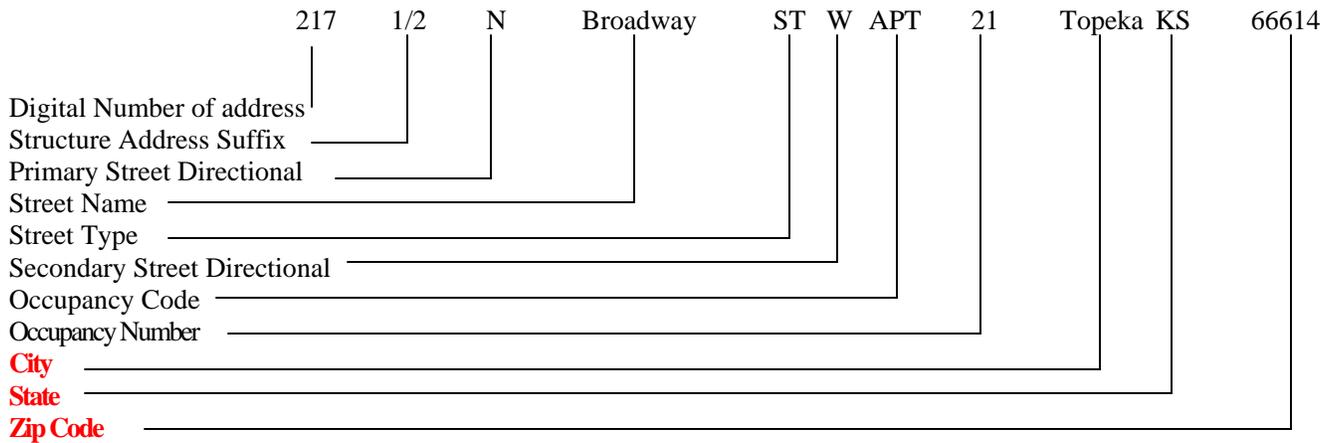
Name
Race
Sex
Date of Birth

*Example (1): Two suspects are wanted in connection with a homicide. One suspect is arrested just hours following the offense. The second suspect is discovered two days later barricaded in a house. Before he could be apprehended he took his own life. Since this case was already cleared through the arrest of the first suspect, **NO EXCEPTIONAL CLEARANCE** may be taken.*

*Example (2): The suspect of a liquor store robbery is identified by the owner of the store as the man lying on the floor with a gunshot wound to the head. The suspect is pronounced dead at the scene. The robbery may be cleared by exceptional means using *Death of the Offender*.*

Example (3): When arriving at the scene of a domestic disturbance, the reporting officer is told by the victim that she does not wish to pursue charges against her boyfriend. An exceptional clearance would not be warranted unless the prosecutor decides not to file charges (prior to an arrest being made) because the victim refuses to cooperate. The offense report should still be submitted as it was known by law enforcement to have happened.

LOCATION OF OFFENSE – where the offense occurred. This information will be used for geographical mapping of crime occurrences. A location of offense must be provided on the **KSOR**. **STATE REQUIRED**. The format is:



The full address is preferred. However, KIBRS accepts that full addresses are not always possible.



KIBRS will accept crossroads or hundred blocks of streets. Always provide the City, State, and Zip Code.

When an offense occurs on a state highway or interstate, the following format should be used:

- Direction of Travel (in the Street Direction field)
- Nearest mile marker (in the Street Name field)
- Highway or Interstate Number (in the Street Name field)
- City, State, Zip Code-required**

Do not “make up” an address for reporting purposes.

VALID STREET TYPES:					
Avenue	AVE	Junction	JCT	Square	SQ
Boulevard	BLVD	Landing	LNDG	Street	ST
Circle	CIR	Lane	LN	Terrace	TERR / TER
Court	CT	Park	PK	Trafficway	TRFY
Crossing	XING	Parkway	PKWY / PKY	Trail	TRL
Drive	DR	Place	PL	Turnpike	TNPK / TPKE
Estate	EST	Plaza	PLZ	View	VW
Expressway	EXPY	Point	PT	Way	WAY
Freeway	FWY	Ramp	RAMP		
Highway	HWY	Road	RD		

REPORT AREA – the beat, territory, district, grid, etc. where the incident took place.

TIME REPORTED – the time the incident was reported to the local law enforcement agency.

TIME ARRIVED – the time the officer arrived at the location of the incident or met with the reporting party.

TIME CLEARED – the time the officer cleared from the location of the incident or completed the interview with the reporting party.

OFFENSE SECTION

The following information and requirements apply to each offense within every incident. Since all Group A offenses occurring in an incident are to be reported, care must be taken to identify each and every offense committed in an incident.

Information on at least one offense must be included in each Kansas Standard Offense Report (KSOR) submitted.

OFFENSE NUMBER – identifies a specific offense included in the incident. Record each offense violation only once even though there may have been more than one victim per offense. **STATE REQUIRED.**

The KSOR provides space for entering data for two statute violations. If more than two statute violations are reported, additional KSOR (page one) or Supplemental KSOR forms must be completed. Offenses are numbered sequentially beginning with one.

STATUTE NUMBER (Chapter, Section, Sub1, Sub2, Sub3) – uniquely identifies the Kansas statute reported as a violation in a specific incident. At least one statute violation is required for each offense report. The minimum information reported is the Chapter and Section. Some statutes are identified with sub-sections. When one of these statutes is violated, Sub1 and Sub2 fields should be completed. **STATE REQUIRED.**

ATTEMPTED / COMPLETED – indicates whether the statute violation being reported was Attempted or Completed. An attempted crime is a violation of K.S.A. 21-3301 but is reported through the use of this data element. **STATE REQUIRED.**

Example (1): Offenders attempted to kidnap two men. One man struggled and was able to escape. The other was abducted. Since one kidnapping was completed, the offense data would indicate Completed.

AID or ABETTING / CONSPIRACY / SOLICITATION – is used to indicate whether an offense is prefixed by “Aiding or Abetting”, “Conspiracy to Commit” or “Solicitation to Commit.” An Aid / Abetting, Conspiracy, or Solicitation crime is a violation of K.S.A. 21-3303a, 21-3302, and 21-3303 respectively. However, it is reported through the use of this data element. One selection is allowed for each state statute violation cited. It is not necessary to add the statute in a second offense section. If the offense does not include one of these elements, leave this section blank.

DESCRIPTION – is the Kansas State Statutes Annotated Description of the offense listed. **STATE REQUIRED.**



Statute File Releases

The KCJIS Statute File is released at least twice annually through the KBI. The latest version may be downloaded from the KCJIS website: <https://www.kcjis.state.ks.us/Information/Services/services.asp>. The download is found at the bottom of the page. This is not the file used to update the KBI software, CJIS Law.

Typically these updates are released in August and January.

CJIS Law users must manually update the system with the help of a Program Consultant at 785-296-8278.

Electronic agencies must update their KIBRS Gateway at the time of the Statute file release. Directions are emailed to the agency contact(s) on file and an Administrative message is sent via KCJIS

PREMISE CODES

The Premise Code records the type of location or premise where the offense took place. **STATE REQUIRED.**

Valid Premise Codes:

“01” (Parking Lot / Parking Garage)	“25” (Department / Discount Store)
“02” (City Street)	“26” (Grocery / Supermarket)
“03” (Alley)	“27” (Specialty Store)
“04” (Highway)	“28” (Mall Commons)
“05” (Rural Road)	“29” (Liquor Store)
“06” (Vacant City Lot)	“30” (Tavern / Nightclub / Bar)
“07” (Abandoned Residential Structure)	“32” (Restaurant)
“08” (Single Residence) includes attached garage	“33” (Hotel / Motel / Inn)
“09” (Duplex / Individual Multiple Housing Units)	“34” (Air / Bus or Train Terminal)
“10” (Apartment / Complex)	“35” (Rental Storage Facility / Warehouse)
“11” (Nursing Home / Intermediate Care Facility)	“36” (Park Buildings or Shelters)
“12” (Dormitory / Sorority / Fraternity)	“37” (Park Trails / Outdoor Recreational Areas)
“13” (College / University / Proprietary School)	“38” (Fields / Woods)
“14” (Public / Private Primary or Secondary School)	“39” (Oil Fields)
“15” (Church / Synagogue / Temple)	“40” (Lake / Waterway / River)
“16” (Government / Tax Payer Funded Building)	“41” (Construction Site)
“17” (Jail / Prison / Attention Centers)	“43” (Temporary Structures) i.e., barn, trailer at construction site, detached storage shed
“18” (Hospital)	“44” (Casinos)
“19” (Drug Store / Doctors Office including Veterinarian)	“45” (Recreational Facility) i.e. gym, health / country club
“20” (Bank / Savings & Loan / Credit Union)	“46” (Car Wash)
“21” (Automatic Teller Machine-ATM)	“99” (Other)
“22” (Commercial Business / Office Building)	
“23” (Service / Gas Station) not inc. convenience store	
“24” (Convenience Store)	

IMPORTANT REPORTING TIPS REGARDING PREMISE CODES

An assault started in a bar, continued into an adjoining parking lot, and ended in the street. As the bar was the location where the offense was initiated and best describes the circumstances of the crime, “30” – (Tavern / Nightclub / Bar) should be reported.

Parking Lot should be used ONLY when the premise’s sole purpose is parking. For example, a city lot used for downtown parking. However, if a parking lot is connected to a structure with its own premise code that premise should be reported.

If a business can be classified as more than one premise, use the premise code that most accurately reflects its primary purpose. For example, Wal-Mart should be listed as “25” (Department / Discount Store) and NOT (Grocery / Supermarket). A gas drive off from a convenience store should be reported as “24” (Convenience Store) and NOT “23” (Service / Gas Station).

Vehicles are no longer a valid premise code. Report where the vehicle was located. For example, if a car is broken into while parked in an apartment complex parking lot you should report “10” (Apartment / Complex).

HATE BIAS MOTIVATION CODES

The object of the collection of this data is to indicate whether the offender was motivated to commit the offense because of his / her bias against a group of people based on their race, religious beliefs, disability, ethnic / national origin, or sexual-orientation. Because of the difficulty of ascertaining the offender's subjective motivation, **bias is to be reported only if investigation reveals sufficient objective facts to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias. STATE REQUIRED.**

The specific types of bias to be reported are:

Racial Bias

- "11" (Anti – White)
- "12" (Anti – Black)
- "13" (Anti – American Indian / Alaskan Native)
- "14" (Anti – Asian / Pacific Islander)
- "15" (Anti – Multi - Racial Group)

Religious Bias

- "21" (Anti – Jewish)
- "22" (Anti – Catholic)
- "23" (Anti – Protestant)
- "24" (Anti – Islamic) Muslim
- "25" (Anti – Other Religion)
- "26" (Anti – Multi–Religious Group)
- "27" (Anti – Atheism / Agnosticism)

None / Unknown

- "88" (None) no bias
- "99" (Unknown) Officer believes a hate bias was involved but the type is unknown. **This would be VERY rare.**

Sexual Orientation Bias

- "41" (Anti – Male Homosexual) Gay
- "42" (Anti – Female Homosexual) Lesbian
- "43" (Anti – Homosexual) Gays and Lesbians
- "44" (Anti – Heterosexual)
- "45" (Anti – Bisexual)

Ethnicity / National Origin Bias

- "32" (Anti – Hispanic)
- "33" (Anti – Other Ethnicity / National Origin)

Disability Bias

- "51" (Anti – Physical Disability)
- "52" (Anti – Mental Disability)



If no hate bias is suspected, the code "88" (None) must be reported.

Example (1): While driving through a predominantly Hispanic neighborhood, a black male stopped his car to repair a flat tire. A group of Hispanic males leaving a bar across the street accosted the driver and then attacked him with bottles and clubs. During the attack, the offenders called the victim by a well-known and recognized epithet used against blacks and told him that blacks were not welcome in the neighborhood. This incident would be reported as "12" (Anti-Black) because the victim and offenders are of different races, the offenders used a racial epithet, and the facts reveal no other reason for the attack than the stated one, i.e., to keep blacks out of the neighborhood.

Example (2): A white juvenile male snatched a Jewish woman's purse, and in doing so, knocked her down and called her by a well-known and recognized epithet used against Jews. The offender's identity is not known. It is not known whether he belongs to another religious group or whether his motive was nothing more than robbery. Because the facts are ambiguous, agencies should not report this incident as bias motivated.

Example (3): A gay Asian male finds the words "I hate you people" spray painted on his front door. It is known that a hate bias exists but the exact type is unclear. The hate bias code "99" (Unknown) should be reported.

CAMPUS CODES

The Campus Code is used to identify a college, university, community college, junior college, or vocational school where an incident has occurred. High schools do not have a campus code. **STATE REQUIRED.**

This data field is completed if the incident occurred:

- On the campus.
- In a building or property owned or controlled by the institution.
- In a building or property contiguous to, or used in direct support or related to the institution's educational purposes.
- In any building or property owned or controlled by a student organization recognized by the institution.

Valid codes are:

UNIVERSITIES / COLLEGES

KU University of Kansas - Lawrence
KUMK University of Kansas - KCK
KUU University of Kansas - Overland Park
KSU Kansas State University - Manhattan
KSUS Kansas State University - Salina
WSU Wichita State University - Wichita
ESU Emporia State University - Emporia
FHSU Fort Hays State University - Hays
PSU Pittsburg State University - Pittsburg
BU Baker University - Baldwin City
BUO Baker University - Overland Park
BUT Baker University - Topeka
BR Barclay College - Haviland
BDC Benedictine College - Atchison
BNC Bethany College - Lindsborg
BLC Bethel College - North Newton
CB Central Baptist Theological Seminary- KCK
CC Central Christian College - McPherson
DC Donnelly College - KCK
EB Evangelical Bible Seminary - KCK
FRU Friends University - Wichita
HIU Haskell Indian Nations University - Lawrence
HC Hesston College - Hesston
KCB Kansas City College & Bible School - Overland Park
KNC Newman University (KS Newman College)- Wichita
KWC Kansas Wesleyan University - Salina
KWCO Kansas Wesleyan University - Overland Park
MCC Manhattan Christian College - Manhattan
MPC McPherson College - McPherson
MANC Midamerican Nazarene University - Olathe
OU Ottawa University - Ottawa
OUK Ottawa University - Overland Park
SMC University of Saint Mary - Leavenworth
SWC Southwestern College - Winfield
SC Sterling College - Sterling
TC Tabor College-Hillsboro

COMMUNITY COLLEGES

ACCC Allen Co Community College - Iola
BCCC Barton Co Community College - Great Bend
BTCC Butler Co Community College - El Dorado
CCCC Cloud Co Community College - Concordia
COCC Coffeyville Community College - Coffeyville
CLCC Colby Community College - Colby
CWCC Cowley Co Community College - Arkansas City
DCCC Dodge City Community College - Dodge City
FSCC Fort Scott Community College - Fort Scott
GCCC Garden City Community College - Garden City
HLCC Highland Community College - Highland
HUCC Hutchinson Community College - Hutchinson
INCC Independence Community College - Independence
JCCC Johnson Co Community College - Overland Park
KCCC Kansas City Community College - KCK
LACC Labette Co Community College - Parsons
NCCC Neosho Co Community College - Chanute
PRCC Pratt Co Community College - Pratt
SCCC Seward Co Community College - Liberal

TECHNICAL SCHOOLS

FHAVTS Flint Hills Tech College - Emporia
KCAVTS KC Area Vo-tech School - KCK
KWA VTS Washburn University Technical School - Topeka
MAAVTS Manhattan Area Vo-tech College -Manhattan
NCAVTS North Central Ks Tech College - Beloit
NEAVTS North East Ks Area Vo-tech - Atchison
NWA VTS North West KS Area Vo Tech-Goodland
SAAVTS Salina Area Vo-tech School - Salina
SWTS Southwest Ks Tech School - Liberal
WIAVTS Wichita Area Tech School - Wichita
WITS Wichita Technical Institute - Wichita

NUMBER OF PREMISES ENTERED – *this information is recorded only if the offense is Burglary and the location is a “Hotel / Motel / Inn” or “Rental Storage Facility.”* In such cases, the number of structures (premises) entered is to be reported. Include the total number of individual rooms, units, suites, storage compartments, etc., entered. (See page 16 for more details.) ***This is a state required field when reporting a Burglary to a Hotel / Motel / Inn / Rental Storage Facility.***

HINTS TO AVOID COMMON ERRORS

- Do not use room number or storage number.
- Leave this field blank if the burglary occurs at a personal residence or other structure outside the Hotel / Motel / Storage Unit Rule.

Example (1): A self-storage building was burglarized and 11 rented storage compartments were forcibly entered. The owner / manager of the building reported the incident to police. Since the offense was Burglary and the location a rental storage facility, the 11 compartments entered should be reported as one incident. The Number of Premises Entered should state “11”.

Example (2): Three units in an apartment building are broken into. These crimes should be reported by the tenants as separate incidents and while a burglary will be submitted, the Number of Premises Entered field should be left blank.

METHOD OF ENTRY – is used for reporting whether “F” (Force) or “N” (No Force) was used by the suspect(s) to enter a structure. ***This is a state required field when reporting a burglary.***

An unforced entry involves unlawful entry through an unlocked door or window. The element of trespass to the structure is essential in this classification, which includes thefts from open garages and warehouses, open or unlocked dwellings, and open or unlocked common basement areas in apartment houses (where entry is by someone other than by the tenant who has lawful access.) If the structures entered were ones of open access, thefts from the premises would not involve an unlawful trespass and would be reported as larceny.

A forced entry is where a mechanical contrivance of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This act includes entry by use of tools; breaking windows, doors, transoms, or ventilators; cutting screens, walls, or roofs; and where known, the use of master keys, picks, unauthorized keys, celluloid, or other devices which leave no outward mark but are used to force a lock. Burglary by concealment inside a building followed by an exiting of the structure after the theft is included in this category.



If both forcible and nonforcible entries were involved in the crime, the offense should be reported as having been accomplished through force.

TYPE OF THEFT – identifies the type of theft occurring during an incident. This data element is specific to KIBRS because the Kansas Statutes for theft cannot be used to determine the NIBRS larceny/theft offense categories. ***This is a state required field when reporting larceny / theft.***

Valid codes are:

“A” (Theft of Motor Vehicle Parts or Accessories)	“N” (Not Applicable)
“B” (Theft from Building)	“O” (All Other)
“E” (Embezzlement)	“P” (Pick-Pocket)
“F” (Theft from a Motor Vehicle)	“S” (Purse–Snatching)
“L” (Shoplifting)	“T” (Possession of Stolen Property)
“M” (Theft from a Coin Operated Machine or Device)	“V” (Motor Vehicle Theft)

Note: See offense definitions for more information.

OFFENDER SUSPECTED OF USING – indicates whether any of the offenders in the incident were suspected of consuming alcohol or using drugs / narcotics during or shortly before the incident. It also reflects any use of computer equipment to perpetrate the crime. Any or all of the three categories can be reported. **STATE REQUIRED.**

Any crime committed through the use of a computer should indicate “Computer Equipment” in this field.

Example (1): Witnesses to an assault reported that the victim and the offender were in a bar drinking beer when an argument broke out, and the offender attacked the victim with a knife. The report should indicate the Offender Suspected of Using “Alcohol”.

Example (2): A rape victim advised that her attacker bragged that he had been “freebasing” cocaine just prior to the incident. The report should read the Offender Suspected of Using “Drugs / Narcotics.”

Example (3): A victim reported that his credit card had been used to purchase over \$10,000 worth of office furniture over the internet. The report should indicate the offender was suspected of using “Computer Equipment”.

TYPE OF CRIMINAL ACTIVITY

TYPE OF CRIMINAL ACTIVITY - is required for the offense categories of:

<i>Counterfeiting / Forgery</i>	<i>Pornography / Obscene Material</i>
<i>Drugs / Narcotics & Equipment Violations</i>	<i>Stolen Property Offenses</i>
<i>Gambling Equipment Violations</i>	<i>Weapon Law Violations</i>

The Criminal Activity codes for these offenses are:

“B” (Buying and Receiving)	“O” Operating / Promoting / Assisting
“C” (Cultivating / Manufacturing / Publishing)	“P” Possessing / Concealing
“D” (Distributing / Selling)	“T” Transporting / Transmitting / Importing
“E” (Exploiting Children)	“U” Using / Consuming

Up to three types of criminal activity can be reported for one offense. Please choose the most severe applicable before choosing lesser criminal Activities, i.e. reporting cultivation instead of using/consuming.

TYPE OF CRIMINAL ACTIVITY is to be used to provide gang information in incidents involving:

<i>Aggravated Assault / Battery</i>	<i>Kidnapping / Abduction</i>
<i>Forcible Fondling</i>	<i>Murder and Nonnegligent Manslaughter</i>
<i>Forcible Rape</i>	<i>Negligent Homicide</i>
<i>Forcible Sodomy</i>	<i>Robbery</i>
<i>Intimidation</i>	<i>Simple Assault / Battery</i>

The Criminal Activity codes for gang involvement are:

“G” Other Gang
 “J” Juvenile Gang
 “N” None / Unknown

Gang related should be used if the individual (s) were acting on behalf of the gang. A known gang member involved in a domestic dispute outside the gang would not constitute Gang related.

Example (1): The offenders published and sold pornographic photographs they took of children. Because up to three types of activity can be reported, “C” (Cultivating / Manufacturing / Publishing / Producing); and “E” (Exploiting Children) should be recorded.

Example (2): Two males, aged 19, were on bicycles riding through a neighborhood when they were attacked. Each of the attackers had identical tattoos on their upper arm. This marking was commonly associated with a local gang. The entry should be: “G” (Other Gang).

LOCAL CODE – is for the local law enforcement agency to record any local code, city or county ordinance number pertaining to the offense.

TYPE OF WEAPON OR FORCE INVOLVED – up to three types of weapons / force used by the offender in committing certain crimes can be recorded. If the weapon was an automatic firearm, “Automatic” along with the firearm type is reported.

Type of Force or Weapon is required for the offense categories of:

<i>Aggravated Assault / Battery</i>	<i>Murder and Non-negligent Manslaughter</i>
<i>Extortion / Blackmail</i>	<i>Negligent Homicide</i>
<i>Forcible Fondling</i>	<i>Robbery</i>
<i>Forcible Sodomy</i>	<i>Simple Assault / Battery</i>
<i>Forcible Rape</i>	<i>Intimidation</i>
<i>Justifiable Homicide</i>	<i>Weapon Law Violations</i>
<i>Kidnapping / Abduction</i>	

Valid codes are:

“11”	Firearm (type not stated)	“30”	Blunt Object
“11A”	Automatic Firearm (type not stated)	“35”	Motor Vehicle (When used as a weapon)
“12”	Handgun	“40”	Personal Weapons (hands, fists, feet, teeth, etc.)
“12A”	Automatic Handgun	“50”	Poison
“13”	Rifle	“60”	Explosives
“13A”	Automatic Rifle	“65”	Fire / Incendiary Device
“14”	Shotgun	“70”	Drugs / Narcotics / Sleeping Pills
“14A”	Automatic Rifle	“85”	Asphyxiation
“15”	Other Firearm	“90”	Other (stun guns, pepper spray, etc)
“15A”	Other Automatic Firearm	“95”	Unknown
“20”	Knife / Cutting Instrument	“99”	None-not valid for Weapon Law Violations

- An automatic weapon is defined as any firearm, which shoots, or is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading. The weapon must be fully automatic.
- When reporting weapons used, select the most specific weapon-type listed, e.g., a revolver should be reported as “12” (Handgun) rather than “11” (Firearm). If a weapon was used that could be employed in several ways, choose the weapon-type that indicates how the weapon was used. For example, if a bottle was used in the commission of a murder, report “30” (Blunt Object) if the victim was beaten or “20” (Knife / Cutting Instrument) if the victim was stabbed.
- If a victim is attacked from behind and does not know what weapon was used, report “95” - Unknown.
- Asphyxiation includes the use of gas and requires the victim to lose consciousness. The injury code would then be reported as “U”-Loss of consciousness.

VICTIM SECTION

Victim data are collected to describe the victim (s) involved in the incident. A separate set of victim data is to be submitted for each of the victims involved in the incident. There must be at least one set of victim data reported.

VICTIM SEQUENCE NUMBER – each victim in an incident is to be assigned a sequence number from 001 to 999. A separate set of victim data is to be submitted for each numbered victim. The sequence numbers provide uniqueness when there are multiple victims. **STATE REQUIRED.**

Some assault situations can pose difficulties in distinguishing victims. If a number of persons are involved in a dispute or disturbance and law enforcement investigation cannot establish the aggressors from the victims, record all persons involved as both victims and offenders.

TYPE OF VICTIM – the type of victim is to be reported for each numbered victim. **STATE REQUIRED.**

Only one of the following types is to be reported for each victim:

- | | |
|-----------------------------|--|
| “B” (Business) | “O” (Other / Non-profit) |
| “F” (Financial Institution) | “R” (Religious Organization) |
| “G” (Government) | “S” (Society) |
| “I” (Individual) | “U” (Unknown) only used when victim is unknown |

Example (1): A law enforcement officer’s house is broken into and his personal guns are stolen. The victim type should be “I” (Individual) as it was his private home that was burglarized.

Example (2): A law enforcement officer’s police car is damaged by spray paint. The type of victim should be “G” (Government) as it is a government agency that owns the vehicle.

Example (3): A private Catholic university is the victim of an embezzlement. The victim would be “R” (Religious Organization).

VICTIM CONNECTED TO OFFENSE NUMBER – for each victim, report up to the 10 most serious offenses which were perpetrated against him / her, a business, government or society during the incident. **STATE REQUIRED.**

Each incident reported must have a victim and each victim must be related to an offense. Every victim may not be affected by each offense within an incident. **Report for each victim only those offenses affecting him or her.**

Example (1): Two victims, victim 001 and victim 002, were robbed and victim 001 was raped. Report both Robbery and Rape for victim 001. Only Robbery should be reported for victim 002.

VICTIM INFORMATION REQUIREMENTS

The following information **MUST** be reported when submitting any incident with an Individual as the victim:

Name	Ethnicity	Height
Complete Address	Resident Status	Weight
Race	Age	Hair Color
Sex	Date of Birth	Eye Color

VICTIM NAME – if the victim is a person (Individual), enter the full name of the victim, last name followed by the first name and full middle name. **DO NOT USE MIDDLE INITIAL. STATE REQUIRED.**

- When using a surname suffix such as Jr. or III place this information in the “last name” field.
- If the victim is a Business, Financial Institution, Religious Organization, Government Agency or Other list the name of the business, the agency, or the organization; not the owner or the person reporting the crime.
- If the victim is Society you may list your agency, the city or the State of Kansas.

If a police officer is the victim of an assault on a LEO, **all the officer’s identifiers must be listed**. This includes Name, Race, Ethnicity, Sex, Age and Date of Birth. You may use the agency address and phone number instead of the officer’s home address or phone number.

VICTIM ADDRESS - enter the victim’s address. **STATE REQUIRED.**

Use the following format:

	217	1/2	N	Broadway	ST	W	APT	21	Topeka	KS	66614
Digital Number of address	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Structure Address Suffix	_____		_____	_____	_____	_____	_____	_____	_____	_____	_____
Primary Street Directional	_____		_____	_____	_____	_____	_____	_____	_____	_____	_____
Street Name	_____										
Street Type	_____										
Secondary Street Directional	_____										
Occupancy Code	_____										
Occupancy Number	_____										
City	_____										
State	_____										
Zip Code	_____										

VICTIM TELEPHONE NUMBER - Enter a telephone number where the victim can be contacted.

VICTIM RACE - if the victim is a person (Individual), his / her race is to be reported as one of the following. **STATE REQUIRED.**

- “A” **Asian or Pacific Islander** – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes; China, India, Japan, Korea, the Philippine Islands, and Samoa.
- “B” **Black** – A person having origins in any of the black racial groups of Africa.
- “I” **American 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.
- “W” **White** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- “U” **Unknown** - (Should not be used when victim is known)

VICTIM SEX - if the victim is a person (Individual), his / her gender is to be reported. **STATE REQUIRED.**

- “F” (Female)
- “M” (Male)
- “U” (Unknown) Should not be used when victim is known

VICTIM ETHNICITY - if the victim is a person (Individual), his / her ethnic origin is reported. **STATE REQUIRED.**

- “H” **Hispanic Origin** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, **regardless of race.**
- “N” **Not of Hispanic Origin**
- “U” **Unknown (should very seldom be used)**

NOTE: the racial and ethnic origin categories used in KIBRS / NIBRS programs were adopted from the Statistical Policy Handbook published by the Office of Federal Statistical Policy and Standards, U.S. Department of Commerce.

RESIDENT / NON-RESIDENT STATUS - if the victim is a person (Individual), whether he / she is a resident or nonresident of the locality where the crime was committed is to be reported. **STATE REQUIRED.**

- “R” **Resident** - a person who maintains his / her permanent home (for legal purposes) in the town, city or community where the crime occurred.
- “N” **Nonresident**
- “U” **Unknown**

Federal, state, and county law enforcement agencies should base their determinations of residency on the town, city, or community where the crime occurred rather than their geographical jurisdictions.

If the city listed on the victim’s mailing address is the same as the city on the mailing address for the location of offense, the victim should be classified as resident.

Concerning university / college campuses, only persons living “on campus” (i.e., in dormitories, etc.) would be considered “residents,” if victimized within the confines of the school property and the crime is reported by campus law enforcement agency.

This category is not intended to reflect immigration residency status.

VICTIM EYES - if the victim is a person (Individual), his / her eye color is entered. **STATE REQUIRED.**

Valid codes are:

“BLK” (Black)	“MAR” (Maroon)
“BLU” (Blue)	“MUL” (Multicolored)
“BRO” (Brown)	“PNK” (Pink)
“GRN” (Green)	“XXX” (Unknown)
“GRY” (Gray)	
“HAZ” (Hazel)	

VICTIM DRIVER’S LICENSE NUMBER - if the victim is a person (Individual), and has a valid driver’s license the number is entered.

VICTIM DRIVER’S LICENSE STATE - if the victim is a person (Individual), and has a valid driver’s license the state of issue is entered.

VICTIM EMPLOYER / SCHOOL - if the victim is a person (Individual), his / her employer is listed. If the victim is a student list the name of the victim’s school. If the victim is employed and going to school, list the place where the victim can be most readily located if further information is needed.

TELEPHONE NUMBER (WORK / SCHOOL) - if the victim is a person (Individual), list the number where they can be contacted when at work or school.

WORK / SCHOOL ADDRESS - if the victim is a person (Individual), list the address of their place of employment or school.

UNKNOWN IDENTIFIERS

KIBRS allows for codes describing unknown victim identifiers for the rare instance that a victim has not been identified at this point of the investigation. These “unknown” codes should **ONLY** be used for those instances.

If the victim has been identified, KIBRS requires the reporting of identifying data. In these situations “unknown” is not an acceptable submission and the reporting agency will need to correct the information.

CIRCUMSTANCES OF A REPORTED AGGRAVATED ASSAULT / BATTERY, HOMICIDE, OR JUSTIFIABLE HOMICIDE - the circumstances surrounding the Aggravated Assaults and Homicide Offenses are to be reported for EACH victim.

Selection of circumstances should be based on information known to law enforcement; not decisions of a grand jury, coroner's inquest, or other agency outside law enforcement. Always select the most descriptive circumstances as determined by investigation.

Child abuse reports are classified as an aggravated assault / battery and also require a circumstance code.

Up to two (2) of the following can be recorded for each **AGGRAVATED ASSAULT** and / or **MURDER / NON-NEGLIGENT MANSLAUGHTER** victim:

- "01" (Argument)
- "02" (Assault on Law Enforcement Officer (s))
- "03" (Drug Dealing)
- "04" (Gangland)
- "05" (Juvenile Gang)
- "06" (Lovers' Quarrel)
- "07" (Mercy Killing) Not applicable to Aggravated Assault / Battery
- "08" (Other Felony Involved)-requires the victim be linked to more than one statute or offense
- "09" (Other Circumstances)
- "10" (Unknown Circumstances) Should be used very sparingly and modified when it becomes known

Select one (1) of the following for each **NEGLIGENT MANSLAUGHTER** victim:

- "30" (Child Playing with Weapon)
- "31" (Gun-cleaning Accident)
- "32" (Hunting Accident)
- "33" (Other Negligent Weapon Handling)
- "34" (Other Negligent Killings)

Keep in mind traffic fatalities, accidental deaths, or deaths of victims due to their own negligence are not to be included as negligent manslaughter. Information is to be reported regarding all other negligent manslaughter regardless of prosecution action.

Select one (1) of the following for each **JUSTIFIABLE HOMICIDE** victim:

- "20" (Criminal Killed by Private Citizen)
- "21" (Criminal Killed by Law Enforcement Officer)

To further describe the circumstances of a **JUSTIFIABLE HOMICIDE**, report one (1) of the following:

- "A" (Criminal Attacked Law Enforcement Officer and that Officer Killed Criminal)
- "B" (Criminal Attacked Law Enforcement Officer and Criminal Killed by Another Officer)
- "C" (Criminal Attacked a Civilian)
- "D" (Criminal Attempted Flight From a Crime)
- "E" (Criminal Killed in Commission of a Crime)
- "F" (Criminal Resisted Arrest)
- "G" (Unable to Determine / Not Enough Information)

As only one category can be reported, the most descriptive should be selected.

VICTIM’S RELATIONSHIP TO CORRESPONDING SUSPECT NUMBER (INDICATE ALL SUSPECTS) - along with Relationship of Victim to Suspect, the sequence number is used to link victims to suspects who have perpetrated a Crime Against Person (Assault, Homicide, Kidnapping / Abduction, Forcible Sex Offense and Nonforcible Sex Offense) and / or a Robbery.

These same sequence numbers must be used to identify the same suspects in the Suspect Section of the KSOR.

There should be as many relationship codes as there are victims to suspects.

Using the suspect numbers assigned, report the relationship of each victim to each suspect listed. Relationships to be reported are:

Within the Family

- “SE” Victim is Spouse
- “CS” Victim is Common-Law Spouse
- “PA” Victim is Parent
- “SB” Victim is Sibling
- “CH” Victim is Child
- “GP” Victim is Grandparent
- “GC” Victim is Grandchild
- “IL” Victim is In-Law
- “SP” Victim is Stepparent
- “SC” Victim is Stepchild
- “SS” Victim is Stepsibling (stepbrother or stepsister)
- “FP” Victim is Foster Parent
- “FC” Victim is Foster Child
- “FS” Victim is Foster Sibling
- “OF” Victim is Other Family Member

Outside of Family But Known to Victim

- “AQ” Victim is Acquaintance
- “FR” Victim is Friend
- “NE” Victim is Neighbor
- “BE” Victim is Babysittee (the Child)
- “BG” Victim is Boyfriend / Girlfriend
- “XF” Victim is Ex-Boyfriend / Girlfriend
- “CF” Victim is Child of Boyfriend / Girlfriend
- “DP” Victim is BF / GF of Suspect’s Parent
- “HR” Homosexual Relationship
- “XS” Victim is Ex-spouse
- “EE” Victim is Employee
- “ER” Victim is Employer
- “CW” Victim is Co-Worker
- “OK” Victim is Otherwise Known
- “VO” Victim is Offender
- “RM” Victim is Roommate

Not Known By Victim

- “RU” Relationship Unknown
- “ST” Victim is Stranger

The category “VO” (Victim is Offender) is to be used in cases where participants in the incidents were victims and offenders such as domestic disputes where both husband and wife are charged with assault / battery; double murders (i.e., two people kill each other; or bar room brawls where many participants are arrested).

When reporting this data, keep in mind that the relationship requested is that of the **victim to the offender**.

Example of Mutual Battery		
	Suspect 1 Named “A”	Suspect 1 Named “B”
Victim 1 Named “A”	VO-Victim is Offender	SE-Spouse
Victim 2 Named “B”	SE-Spouse	VO-Victim is Offender

TYPE OF INJURY - if the victim is a person (Individual), describe the type(s) of bodily injury suffered as a result of reported offenses.

Report up to five (5) of the following:

- | | |
|--------------------------------|--|
| “B” (Apparent Broken Bones) | “N” (None)-do not use with any other injury code |
| “I” (Possible Internal Injury) | “O” (Other Major Injury) |
| “L” (Severe Laceration) | “T” (Loss of Teeth) |
| “M” (Apparent Minor Injury) | “U” (Unconsciousness) |

Type of Injury is required for the offense categories of:

***Aggravated Assault / Battery
Non-forcible sex offenses
Forcible Sex Offenses
Intimidation***

***Extortion / Blackmail
Robbery
Simple Assault / Battery
Kidnapping / Abduction***

A severe laceration is defined as a cut or wound severe enough to require medical attention beyond a simple bandage. Do not include minor cuts in this category.

REPORTING PARTY / WITNESS (RP / W/ DC / O) - This section should be completed by the agency regarding the necessary information pertaining to individuals reporting, witnessing or discovering a crime.

Use the same guidelines as required for reporting victim identifiers.

PROPERTY SECTION

Property data are collected to describe the type, value, and quantity of property involved in the incident. Property information is to be submitted for each type of property loss (burned, counterfeited, forged, destroyed, recovered, seized, etc.) for the following offenses:

Arson	Extortion / Blackmail
Bribery	Fraud Offenses
Burglary / Breaking and Entering	Gambling Offenses
Counterfeiting / Forgery	Kidnapping / Abduction
Destruction/Damage / Vandalism	Larceny / Theft Offenses
Drug / Narcotic Offenses	Motor Vehicle Theft
Embezzlement	Stolen Property Offenses

KIBRS does not collect evidence such as blood samples, fingerprints, video footage, PBT results, etc.

TYPE PROPERTY LOSS - indicates the type of loss, recovery, etc., which occurred in an incident. A type property loss must be submitted with each line of property loss, recovery, etc. reported in the incident. **STATE REQUIRED FOR OFFENSES REQUIRING PROPERTY.**

Valid codes are:

- | | |
|--------------------------------------|---------------|
| “1” None | “5” Recovered |
| “2” Burned | “6” Seized |
| “3” Counterfeited / Forgery | “7” Stolen |
| “4” Destroyed / Damaged / Vandalized | |

If property is listed as both Stolen and Recovered on the same report, both property loss codes should NOT be listed adjacent to those items as 7 / 5. Since the value of recovered property may not be the same as when it was stolen, **stolen and recovered property must be listed separately.**

PROPERTY / DRUG CODES

The Property / Drug code is used to identify the property which was burned, counterfeited / forged, destroyed damaged, recovered, seized or stolen. **STATE REQUIRED FOR OFFENSES REQUIRING PROPERTY.** Property in green have a value reported of 0 to KIBRS.

Currency		0206	Necklaces
0101	U.S. Currency	0207	Rings
0103	Antique Coins	0208	Body Piercing Jewelry
0104	Coin Collection	0209	Watches
0108	Foreign Currency	0211	Costume Jewelry
Credit / Bank / ID Cards		0212	Belt Buckles
0105	Credit Cards	0213	Jewelry Boxes
0152	Bank Cards (ATM, Debit)	0250	Miscellaneous Jewelry
0153	Membership Cards (Union, Library, movie rental, shopper, etc.)	Metals	
0154	Insurance Cards	0220	Aluminum
0155	Social Security Cards	0221	Brass
0156	Drivers Licenses	0222	Copper
0157	Savings Account Books / Check Registers	0223	Gold
0158	Miscellaneous Identification	0224	Iron
Non-Endorsed / Non-Negotiable		0225	Platinum
0106	Securities / Bonds	0226	Silver
0121	Government Checks	0227	Tin
0122	Payroll Checks	0228	Lead
0123	Personal Checks	0229	Bronze
0124	Travelers Checks	0230	Other Precious Metals
0125	Money Orders / Money Grams	0231	Pewter
0126	Business Checks	0232	Scrap Metal
0132	Vision Card / WIC Vouchers	Clothing	
0133	Lottery Tickets	0301	Children's / Infant's
0134	In-Store Account Slip	0302	Men's
0135	Prescription (Paper, not the medication)	0303	Women's
Endorsed / Negotiable Instruments		0304	Pelts / Furs
0127	Government Checks	0305	Purses / Wallets
0128	Payroll Checks	0306	Accessories (hats, belts, gloves, shoes)
0129	Personal Checks	0307	Eyeglasses / Sunglasses / Contact Lenses
0130	Travelers Checks	0350	Miscellaneous Clothing
0131	Stamps	Vehicles	
0136	Vision Card / WIC Vouchers	0401	Aircraft
0151	Money Orders / Money Grams	0402	Automobiles / SUV / Vans
0159	Business Checks	0403	Watercrafts
0160	Gift Cards / Gift Certificates	0404	Buses
0161	Phone Cards (Prepaid)	0405	Motorcycles / Moped / Dirt bikes
0162	Event Tickets (Airline, Movie, Concerts, etc)	0406	Trucks (Pickup)
Jewelry		0407	Recreational Vehicles (Motor Home, Custom Van)
0201	Antique / Collectible Jewelry	0408	Semi Tractor
0202	Bracelets	0450	Misc Vehicle (ATV, Golf Cart, Snowmobile, Go Cart)
0203	Pins / Brooches / Tie Tacks		
0204	Cufflinks		
0205	Earrings		

Office Equipment

- 0501 Calculators / Adding Machines
- 0502 Cash Register / Cash Boxes / Money Bag
- 0503 Check Protectors
- 0504 Computer Hardware (include printer, tower, monitor, keyboard)
- 0505 Copiers
- 0506 Office Furniture
- 0507 Typewriters
- 0508 Safes / Lockboxes
- 0509 Office Supplies (day planners, pens, pencils, staplers, etc.)
- 0510 Fax Machines
- 0511 Computer Software
- 0550 Miscellaneous Office Equipment

Electronic Equipment*

- 0601 Binoculars / Telescopes / Range Finder
- 0602 Cameras / Film / Accessories
- 0603 Cassette Tapes / Compact Discs / Vinyl Records
- 0604 CB Radios / Two Way Radios
- 0605 Radios (AM/FM, Clock, Portable, does not include vehicle units)
- 0607 Stereo Component Systems
- 0608 Tape Recorders / Tape Players
- 0609 Turntables
- 0610 Speakers (not vehicle speakers)
- 0611 Telephones / Cell Phones (inc. chargers)
- 0612 Televisions
- 0613 Video / Sound Production Equipment (inc security cameras)
- 0614 Video Tapes / DVDs
- 0615 Scanners
- 0616 Medical / Lab Equipment (does not include non-electronic equipment i.e. syringes, bandages)
- 0617 Radar Detector
- 0618 Video Cassette Recorders (VCR) / DVD Players / DVD Recorders
- 0619 Camcorders
- 0620 Cable Equipment / Satellite Dishes
- 0621 Answering Machines / Pagers
- 0622 Compact Disk Players (not vehicle units)
- 0623 Equalizers / Boosters / Amps (Does Not Include Vehicle Audio Equipment)
- 0624 Vehicles Radio and Audio Equipment
- 0627 MP3 Player / IPOD / Zune
- 0628 Ipad / PDA / E-readers (inc Kindle, Nook)
- 0629 Game Systems / Video Games (Play Station, X-Box, Wii, controllers, etc.)
- 0630 GPS Global Positioning Device (Garmin, Tom Tom)
- 0631 Rechargeable Batteries / Packs
- 650 Miscellaneous Electronic Equipment (inc. memory cards, projectors, headphones)

Firearms / Weapons

- 0701 Antique Guns and Weapons
- 0702 Handguns
- 0703 Rifles
- 0704 Shotguns
- 0705 Other Firearms (BB, Pellet, Gas Powered)
- 0706 Automatic Weapons
- 0710 Ammunition
- 0711 Holsters / Gun Cases / Gun Locks
- 0750 Misc Weapons (Knives, Swords, Batons, etc)

Household Goods

- 0801 Air Conditioners / Furnaces / Heaters
- 0802 Antiques / Collections (cards, stamps, figurines, etc.)
- 0803 Bed / Mattresses / Box springs
- 0804 Bookcases / Entertainment Centers
- 0805 Carpeting / Rugs
- 0806 Chairs
- 0807 Dishwashers
- 0808 Drapes / Curtains
- 0809 Dressers / Chests / Cabinets / Hutches
- 0810 Washers / Dryers
- 0811 Freezers
- 0812 Luggage / Briefcases / Backpack / Book bags
- 0813 Microwaves
- 0814 Refrigerators
- 0815 Sewing Machines
- 0816 Dishes / Silverware / Pottery
- 0817 Small Appliances (include vacuums)
- 0818 Sofas / Loveseats
- 0819 Ranges / Stoves
- 0820 Tables
- 0821 Nursery and Infant Furniture
- 0822 Flashlights / Light bulbs
- 0823 Fire Extinguishers
- 0824 Toys
- 0850 Misc Household Goods (inc Linens, Cooking Utensils, Candles, Mirrors, Picture Frames, Lamps, Bathroom Scales, etc)

Consumable Goods

- 0901 Alcohol / Liquor Products
- 0902 Beverages (non-alcoholic)
- 0903 Food (Can goods, fresh, dried)
- 0904 Meat
- 0905 Tobacco Products
- 0906 Health and Beauty Products
- 0907 Cleaning Products
- 0908 Firewood / Charcoal
- 0910 Gasoline / Oil / Propane
- 0911 Alkaline Batteries
- 0950 Over the Counter Medications

*include any electronic accessories with the code for the item they are an accessory to

Drugs / Narcotics

- 0915 Drug Paraphernalia (requires value)
*Seized drugs / narcotics are 0 value
0920 Crack Cocaine
0921 Cocaine
0922 Hashish
0923 Heroin
0924 Marijuana
0925 Morphine
0926 Opium
0927 Other Narcotics (inc Hydrocodone, Vicodin, Lortab)
0928 LSD
0929 PCP
0930 Other Hallucinogens (inc Peyote)
0931 Other Stimulants / Ephedrine
0932 Barbiturates
0933 Depressants (inc Xanax, Ativan, GHB)
0934 Amphetamines / Methamphetamines (inc Ritalin, Seroquel)
0935 Other Drugs (inc abused vapors, does not include over the counter medication)
0936 Methamphetamines Liquid
0937 Methamphetamines Solid
0938 Mushrooms
0941 Ecstasy / MDMA

Livestock / Pets

- 1001 Cattle
1002 Fowl
1003 Horses
1004 Sheep
1005 Swine
1010 Pets (Dogs, Cats, Birds, Etc.)
1011 Goats
1015 Miscellaneous Animals

Building Materials/Construction Equipment

- 1101 Construction Equipment (Backhoes, bulldozer, graders)
1106 Lumber
1107 Pipe
1108 Portable Buildings / Structures
1109 Wire
1110 Electrical Supplies / Power Cords / Extension Cords
1111 Explosives / Fireworks
1112 Other Construction Supplies (cones, etc)
1113 Fence
1114 Plumbing Supplies (sinks, toilets, baths, fixtures, etc.)
1115 Building Supplies (paint, ladder, doors, shingles)
1116 Hardware (screws, nuts, bolts, etc.)
1191 Hand tools (inc toolboxes, do not use for mechanical, powered tools)
1192 Power tools (include generators, air compressors, etc.)
1193 Chainsaws / Powered Saws (inc Sawzall, Reciprocating saws, etc)

Agricultural Equipment

- 1121 Balers
1122 Combines
1123 Cultivators
1124 Plows
1125 Tractors
1126 Other Farm Equipment
1127 Portable Corrals

Grains / Fertilizer / Pesticides

- 1131 Corn
1132 Milo
1133 Soybean
1134 Wheat
1135 Other Grain Products
1136 Hay / Feed
1137 Herbicides / Insecticides
1138 Anhydrous Ammonia

Lawn Equipment / Garden Supplies

- 1141 Push Mowers
1142 Riding Mowers
1143 Roto - Tillers
1144 Snowblowers
1145 Other Lawn Equipment (rakes, garden hose, shovels, etc.)
1146 Weedeaters / Leafblowers / Trimmers
1147 Outdoor Furniture / Grills
1148 Landscaping Supplies / Yard Art
1163 Vegetation and Plants (inc Lawns)

Miscellaneous

- 1149 Keys / Keychains
1150 Mailboxes
1151 Auto Parts and Accessories
1152 Boat Parts and Accessories
1153 Agricultural Parts and Accessories
1154 Construction Equip Parts and Accessories
1155 Bicycles / Bicycle Parts and Accessories
1156 Paperwork (mail, photos, titles, etc.)
1159 License Plates / Registration Decals / Handicap Placards
1161 Musical Instruments / Equipment
1165 Oil Field Equipment
1170 Gambling Equipment
1175 Crude Oil
1180 Sports / Recreational Equipment (inc coolers)
1181 Pet Supplies
1182 Signs (street, realty, etc.)
1185 Saddles / Tack (Bits, Spurs, Blankets, etc)
1189 Medical Supplies (Syringes, Bandages, etc)

Miscellaneous continued

- 1190 Vending Machine
- 1194 Portable Shelters (bus stop, three sided barn, manger)
- 1195 Trailers
- 1196 Books / Magazines / Newspapers
- 1197 Utilities / Utility Meters
- 1198 Services (meals, lodging, fare)
- 1199 Miscellaneous (**do not overuse**, includes Lighters, Garage Door Openers, Tattoo Equip, Bridges, Curbs, Roads)

Structures

(Only Used When Reporting Arson or Criminal Damage)

- 1201 Single Occupancy Dwelling
- 1202 Other Dwelling
- 1203 Other Commercial Business
- 1204 Industrial / Manufacturing Business
- 1205 Public / Community Building
- 1206 Commercial Storage Facility
- 1207 Other Structures

Example (1): The following property was reported stolen as the result of a burglary to a single residence: (1) a \$200 Zune player; (2) a personal data assistant worth \$600; and (3) a Blackberry phone worth \$250. A double door was torn from its hinges and crushed during the entry, damage to the door was \$600. Item (1) the Zune player would have a property code of "0627" (MP3 Player); item (2) the PDA would have a property code of "0628" (Personal Data Asst), and item (3) the Blackberry would have a property code of "0611" (Telephone/ Cell Phone) since its primary purpose is that of a telephone. The code for the damage to the door would be listed as "1201" (Single Occupancy Dwelling). The property description should read "entry door".

Example (2): Over \$5,000 worth of copper wire was stolen from an electric company substation. This property should be listed as "0222" (Copper) since the primary purpose of the theft was the value of copper and not the wire itself.

Example (3): A handicap placard is stolen from the victim's 2006 Buick LaCrosse. The property code should be reported as "1159" (License Plate / Handicap Placard). The value would be listed as \$1.

Example (4): Fishing rods and tackle were stolen from the back of the victim's 1972 Chevy truck. Both the rods and tackle should be reported using code "1180" (Sports / Recreational Equipment).

Property Description / Suspected Drug Type - is used to describe the item or items reported burned, counterfeited / forged, destroyed / damaged / vandalized, recovered, seized or stolen. **STATE REQUIRED FOR OFFENSES REQUIRING PROPERTY.**

Example (1): A bedroom set is reported stolen during a residential burglary. The bed for this set can be described as an "Ethan Allen cherry wood queen size canopy bed".

Example (2): Eight marijuana plants are seized during a drug raid. The plants can be described as suspected "marijuana plants growing in 5 gallon plastic paint containers".

ESTIMATED QUANTITY - is used to indicate the number of items reported under one property or drug code. Since no monetary value is to be reported when drugs are seized, in order to obtain some measure of the drug problem, the "**Estimated Quantity**" of seized drugs or narcotics is to be reported for each Drug / Narcotic Violation where drugs are seized. **STATE REQUIRED FOR OFFENSES REQUIRING PROPERTY.**

Example (1): Five packs of Marlboro cigarettes are reported stolen out of a vehicle. The cigarettes can be listed one time with a quantity of five (5).

Example (2): Eight marijuana plants are seized during a drug raid. The estimated quantity reported would be eight (8).

FRACTION - indicates a fraction measurement of an estimated quantity of a drug seized.

Example (1): A trace amount of heroin is seized during a drug raid. The estimated quantity would be listed in the Fraction field as (.001).

Example (2): In a drug case, 1-1/2 kilograms of "crack" was seized. This should be reported as "1" in Estimated Quantity and ".5" in Fraction.

TYPE DRUG MEASUREMENT - indicates the drug quantity measurement.

Measurements can be made in the following categories:

"GM" Gram	"ML" Milliliter
"KG" Kilogram	"LT" Liter
"OZ" Ounce	"FO" Fluid Ounce
"LB" Pound	"GL" Gallon
"DU" Dosage Unit (number of capsules, pills, tablets)	"NP" Number of Plants (e.g. marijuana plants, bushes)

PROPERTY VALUE - The total dollar value of the property which was reported burned, stolen, destroyed, etc., as a result of the incident is reported in this field. All values are rounded to the nearest dollar. Refer back to the property code list to see which properties have a reported value of 0. For property requiring value, it must be at least \$1. It is understood that items can be valued under \$1. **STATE REQUIRED FOR OFFENSES REQUIRING PROPERTY.**

There is no requirement to list the value of any drugs / narcotics "seized" in a Drug / Narcotic Violation. However, when drugs are involved in other types of crime (e.g., they were stolen in a burglary or burned in an arson) their value is to be reported.

When reporting drug paraphernalia, a property value **IS REQUIRED**. A property value should be estimated to the best value possible.

Guidelines for Property Valuation

Questions frequently arise as to how to evaluate property involved in a criminal incident. The following guidelines are suggested:

1. Use fair market value for articles that are subject to depreciation because of wear and tear, age, or other factors that cause the value to decrease with use.
2. Use cost to the merchant (wholesale cost) of goods recovered, seized, stolen, etc., from retail establishments, warehouses, etc. In other words, use the dollar value representing the actual cash loss to the victim without any markup or profit added.
3. Use victim's valuation of items such as jewelry, watches, and other similar goods that decrease in value slightly or not at all with use or age.
4. Use replacement cost or actual cash cost to victim for new or almost new clothes, auto accessories, bicycles, etc.
5. When the victim obviously exaggerates the value of stolen / destroyed / damaged property for insurance or other purposes, common sense and good judgment will dictate a fair market value to be placed on the stolen items by law enforcement.

HINTS TO AVOID COMMON ERRORS

- The theft of non-negotiable instruments such as traveler's checks, personal checks, money orders, stocks, bonds, food stamps, etc., should be reported with a value of \$0.
- Negotiable instruments such as bonds payable to the bearer, etc., are valued at the current market price at the time of the theft, seizure, etc.
- Values should be rounded to the nearest whole dollar.

- Often the condition of the property is different at recovery than it was when stolen. The market value at the time of recovery should be used even though it is less than the value reported at the time of theft.
- **An agency should only report the value of property stolen in its jurisdiction.** Likewise, the value of property recovered will include only property originally stolen in its own jurisdiction. It does not matter who recovers the stolen property; the jurisdiction from which the property was stolen would report the value of the recovery. This procedure applies to all stolen property, including motor vehicles. Some agencies find it valuable, of course, to maintain separate records

DATE RECOVERED - when previously stolen property is recovered, the month, day and year of its recovery is reported in this field. If the recovery date is unknown, record the date of the report. **STATE REQUIRED FOR OFFENSES REQUIRING PROPERTY.**

PROPERTY TOTAL - the total value of property as determined by the agency is listed in this field.

REPORTING OFFICER - The last line on the first page of the KSOR is used to indicate which officer completed the form, along with the officer's badge, identification number, or unique identifier as assigned by the agency, the date the report was written, and where copies need to be distributed.

METHOD OF OPERATION SECTION-This entire section is State Required FOR EVERY OFFENSE REPORT

This section records the method used to enter a structure, the type of neighborhood where the offense occurred, if a safe was involved, and if the offense was the result of domestic violence or a carjacking. This information can be of

INSTRUMENT USED FOR ENTRY - is used to identify the type of instrument a suspect (s) used to gain entry into a building or structure in order to commit an offense. **STATE REQUIRED**

Valid codes are:

- | | | | |
|-----|------------------------|------|---|
| "1" | (Used a Key) | "7" | (Used Vise Grips) |
| "2" | (Used a Pry Tool) | "8" | (Used Physical Force) |
| "3" | (Used a Saw or Drill) | "9" | (Used a Thrown Object) |
| "4" | (Used a Hammer) | "10" | (Other Instrument) |
| "5" | (Used a Bolt Cutter) | "11" | (Not Applicable)-Use only with no force entries |
| "6" | (Used a Chopping Tool) | | or when the offense is not burglary |

Example (1): The suspect in a rape case forced entry into the victim's home by kicking the backdoor to the residence. The instrument used for entry would be recorded as "8" (Used Physical Force).

POINT OF ENTRY - is used to identify where a suspect(s) entered a building or structure to commit an offense. **STATE REQUIRED**

Valid codes are:

- | | |
|-----|--|
| "1" | (Entry from Front) |
| "2" | (Entry from Rear) |
| "3" | (Entry from Side) |
| "4" | (Entry from Roof) |
| "9" | (Not Applicable)-Not allowed for the offense of Burglary |

POINT OF EXIT - is used to identify where a suspect (s) exited a building or structure after committing an offense.
STATE REQUIRED

Valid codes are:

- “1” (Exit from Front)
- “2” (Exit from Rear)
- “3” (Exit from Side)
- “4” (Exit from Roof)
- “9” (Not Applicable)-Not allowed for the offense of Burglary

PREMISE NEIGHBORHOOD - is used to record the type of general surroundings of the vicinity where the offense occurred. What is the main purpose of the surrounding area? **STATE REQUIRED**

Valid codes are:

- “R” (Rural / Farm / Agriculture)
- “S” (Suburban / Residential)
- “B” (Urban / Business / Industrial / Commercial)
- “U” (Uninhabited)

- **DO NOT CONFUSE PREMISE NEIGHBORHOOD WITH PREMISE CODE.**
- Uninhabited means the area surrounding the crime that has vacant land that is all natural and is not used for residential, farming, raising livestock or commercial purposes.

Example (1): A robbery is reported at a convenience store that is located in the middle of a residential neighborhood. The premise neighborhood would be recorded as “S” (Suburban / Residential). The premise code would be “24” (Convenience Store).

Example (2): A burglary is reported at a warehouse in an industrial park on the outskirts of a community. The premise neighborhood would be recorded as “B” (Urban / Business / Industrial / Commercial). The premise code would be “35” (Rental Storage Facility / Warehouse).

Example (3): A murder / suicide is discovered at the El Dorado State Lake. The premise neighborhood would be recorded as “U” (Uninhabited). The premise code would be “40” (Lake / Waterway). The, suicide is not reported to KIBRS.

SAFE ENTERED - if a safe is located at the scene of an incident, this field is used to record if entry was attempted or made and if possible, how the entry was attempted or made. If no safe was on premises, report “9”.

STATE REQUIRED

Valid codes are:

- | | |
|---|-----------------------|
| “1” Safe Entered Successfully but unable to determine how the entry was made. | “5” Safe Peeled |
| “2” Safe Not Entered | “6” Safe Exploded |
| “3” Safe Entry was Attempted but not successful. | “7” Combination Known |
| “4” Safe Removed From Premise | “9” Not Applicable |

Only one code is reported. If multiple safes are at the scene and different codes apply report the most severe.

Example (1): During a residential burglary a safe is removed from the premise. The code of “4” (Safe Removed From Premise) would be recorded in the safe entered field.

Example (2): A robbery is reported at a convenience store, the store has a safe that the suspects are aware of but they do not ask the victim to open the safe. The code of “2” (Safe Not Entered) would be recorded in the safe entered field.

Example (3): A suspect is arrested at Wal-Mart for shoplifting. Since there is a safe on the premises, this should be recorded as “2” (Safe Not Entered).

INCIDENT ACTIVITY - records the circumstance of an incident deemed by the Attorney General to be of special interest. **STATE REQUIRED.**

Valid codes are:

- “C” (Domestic Violence With Children Present)
- “D” (Domestic Violence Without Children Present)
- “J” (Carjacking)
- “G” (Gang Related)
- “S” (Drive by Shooting)
- “N” (Not Applicable)

HINTS TO AVOID COMMON ERRORS

- ☛ The only way the system recognizes the incident as domestic is if this field is reported correctly.
- ☛ Any subsequent arrest should also be flagged as domestic violence.
- ☛ “C” (Children Present) means anyone under the age of 18 that is **NOT a victim or suspect in the incident**. The child does not have to be in the same room as the incident, just at the location.
- ☛ Any incident involving carjacking should use this section to signify the robbery was a carjacking.

SUSPECT SECTION

Suspect (offender) data include characteristics of each offender involved in a crime incident whether or not an arrest has been made. There are instances where no information about perpetrators is known. The object is to capture any information known to law enforcement concerning suspects even though they may not have been identified. Make every effort to provide any suspect identifiers, no matter how small. This includes suspect vehicles.

SUSPECT (SEQUENCE) NUMBER - each suspect in the incident is to be assigned a sequence number from “01” to “99.” A separate set of suspect data is to be submitted for each numbered suspect. Electronic agencies would report “00” for unknown suspect. **STATE REQUIRED.**

SUSPECT NAME - is used to list the last, first and middle name of the suspect. If only a portion of the name such as the first name is known, it should still be listed. **REQUIRED WHEN KNOWN.**

SUSPECT ADDRESS - is used to list the address or possible address of a suspect. **REQUIRED WHEN KNOWN.**

SUSPECT HOME PHONE NUMBER - is used to list the suspect’s home phone number if known.

SUSPECT RACE - the race of the suspect is to be indicated as one of the following: **REQUIRED WHEN KNOWN.**

- “A” **Asian or Pacific Islander** – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes; China, India, Japan, Korea, the Philippine Islands, and Samoa.
- “B” **Black** – A person having origins in any of the black racial groups of Africa.
- “I” **American 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.
- “W” **White**– A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- “U” **Unknown** (cannot be used if the suspect is known)

Suspect race is required in order to take an exceptional clearance.

- “Hispanic” should be reported as an ethnicity and not as a race.
- **Unknown is not allowed if suspect is known.**

SUSPECT SEX - the gender of the suspect is to be indicated as: **REQUIRED WHEN KNOWN**

- “F” (Female)
- “M” (Male)
- “U” (Unknown)

Suspect sex is required in order to take an exceptional clearance.

Unknown is not allowed if suspect is known.

SUSPECT ETHNICITY - the ethnic origin of each numbered suspect is to be reported as:

REQUIRED WHEN KNOWN

- “H” Hispanic Origin – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- “N” Not of Hispanic Origin
- “U” Unknown (cannot be used if suspect is known)

SUSPECT RESIDENT / NON-RESIDENT STATUS - whether he/she is a resident or nonresident of the locality where the crime was committed is to be reported. **REQUIRED WHEN KNOWN.:**

- “R” (Resident)
- “N” (Nonresident)
- “U” (Unknown) **not allowed if suspect’s address is known**

Federal, state, and county law enforcement agencies should base their determinations of residency on the town, city, or community where the crime occurred rather than their geographical jurisdictions.

If the city in the mailing address for the suspect is the same city as the mailing address for the location of offense, the suspect should be classified as resident.

Concerning university / college campuses, only persons living “on campus” (i.e., in dormitories, etc.) would be considered “residents,” when the crime is reported by campus law enforcement agency.

This category is not intended to reflect immigration residency status.

AGE OF SUSPECT - the age of each numbered suspect 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 98 Years Old – report the exact age
- 99 – Over 98 years old
- 00 – Unknown (cannot be used in an exceptional clearance)

Should the exact age be unknown, an age range can be reported. Any range in years is acceptable, however it is recommended to keep it within 5 to 10 years. For example, for a teenager the report could be “13 to 19.”

Suspect age is required in order to take an exceptional clearance.

SUSPECT DATE OF BIRTH - the date of birth of the suspect is to be reported. **REQUIRED WHEN KNOWN.**

SUSPECT HEIGHT - the suspect's height is entered using three (3) characters and **expressed in feet and inches**.
Example: Five feet three inches should be reported "503". Fractions of an inch should be rounded to the nearest inch.
REQUIRED WHEN KNOWN.

SUSPECT WEIGHT - the suspect's weight is entered using three (3) characters and expressed to the nearest pound.
Example: Suspect weighs 95 pounds report it as "095". **REQUIRED WHEN KNOWN.**

SUSPECT HAIR COLOR - the suspect's hair color is entered if known. **REQUIRED WHEN KNOWN.**

Valid codes are:

"BLK" (Black)	"GRY" (Gray)	"WHI" (White)
"BRO" (Brown)	"RED" (Red)	"XXX" (Unknown)
"BLN" (Blond)	"SDY" (Sandy)	
"BLD" (Bald)		

SUSPECT EYES - the suspect's eye color is entered, if known. **REQUIRED WHEN KNOWN.**

Valid codes are:

"BLK" (Black)	"GRY" (Gray)	"PNK" (Pink)
"BLU" (Blue)	"HAZ" (Hazel)	"XXX" (Unknown)
"BRO" (Brown)	"MAR" (Maroon)	
"GRN" (Green)	"MUL" (Multicolored)	

SUSPECT'S EMPLOYER / SCHOOL - the suspect's employer / school is listed if known. If the suspect is a student list the name of the suspect's school.

SUSPECT'S WORK / SCHOOL ADDRESS - the suspect's address of their place of employment or school is listed, if known.

SUSPECT'S TELEPHONE NUMBER (WORK / SCHOOL) - the suspect's employer / school phone number is listed, if known.

SUSPECT'S MONIKERS / ALIAS - if the suspect is known by a moniker or alias, it is recorded in this field. Multiple monikers and alias may be listed.

ADDITIONAL SUSPECT DESCRIPTORS - is used to list unique characteristics of the suspect, such as tattoos, marks, scars, type of hairstyle, a particular style of dress, etc.

SUSPECT'S VEHICLE - the description of the vehicle that a suspect is known to drive or was seen in at the time of the incident is listed in the remaining fields. **If only a few of the descriptors are available such as make and color, the fields should still be completed.**

If the incident being reported is a motor vehicle theft, do not list that vehicle in this field. It is already listed as stolen property and should also be entered into NCIC.

If the incident being reported is a license plate tag theft, do not report the tag in this section.

EVIDENCE SECTION

This section is used by the local agency to trace the type of evidence obtained and the location of the evidence. The evidence collector is also listed.

DESCRIPTION OF INCIDENT SECTION/NARRATIVE

This section is used to briefly describe the type of offense that was committed, where it was committed and how it was committed. **STATE REQUIRED FOR MANUAL SUBMISSION (PAPER) AGENCIES.**

- The more information that is included in this section, the less likely a report will be returned for additional information.
- Always include any unusual facts pertaining to the case in this section to assist with the proper classification of the offense.
- It is acceptable for an agency to create a policy of completing a Kansas Standard Offense Report for every offense, including Group B offenses. Agencies submitting manually to the Incident Based Reporting Section are not required to mail any KSOR reports for Group B crimes, even if a KSOR exists. The IBR Section will not manually key any KSOR not reporting a Group A crime.

Common Offenses Incorrectly Submitted to the IBR Section

These are the most commonly submitted offenses that are not accepted by Incident Based Reporting. While a report is not accepted by IBR, the Records Section of the KBI will accept fingerprints and palmprints. Some of the crimes require mandatory submission of fingerprints and palmprints.

- 1) Driving While Suspended-requires fingerprints and palmprints
- 2) No Drivers License
- 3) Driving While Habitual Violator-requires fingerprints, palmprints and DNA collection
- 4) Refusal of Preliminary Breath Test
- 5) Municipal Violations not corresponding to a K.S.A. statute
- 6) Child In Need of Care (CINC)-Records will not accept fingerprints/palmprints



KANSAS STANDARD ARREST REPORT

KSAR



KANSAS STANDARD ARREST REPORT (KSAR) PAGE 1

<input type="checkbox"/> INITIAL <input type="checkbox"/> ADD <input type="checkbox"/> MODIFY <input type="checkbox"/> DELETE		KANSAS STANDARD ARREST REPORT				PAGE ____ OF ____						
<input type="checkbox"/> ADULT		<input type="checkbox"/> JUVENILE		<input type="checkbox"/> DOMESTIC VIOLENCE		<input type="checkbox"/> RUNAWAY						
ARREST	NAME OF AGENCY		KS AGENCY OR NUMBER		CASE NUMBER		DATE AND TIME OF ARREST					
	ARREST TRANSACTION NUMBER		KB NUMBER		LOCAL NUMBER		CAMPUS CODE					
	TYPE OF ARREST: <input type="checkbox"/> ON - VIEW <input type="checkbox"/> TAKEN INTO CUSTODY <input type="checkbox"/> SUMMONED / CITED - NOT TAKEN INTO CUSTODY <input type="checkbox"/> RUNAWAY				DISPOSITION OF JUVENILE ARREST OR RUNAWAY: <input type="checkbox"/> HANDLED IN DEPARTMENT <input type="checkbox"/> REFERRED TO OTHER AUTHORITIES							
	ARREST / CONTACT LOCATION:				WARRANT #		DATE					
ARRESTEE #	ARRESTEE'S / RUNAWAY NAME		LAST		FIRST		MIDDLE					
	ALIASES - MONIKERS											
	ADDRESS		STREET		CITY		STATE		ZIP		TELEPHONE NUMBER (HOME)	
	HEIGHT	WEIGHT	HAIR	EYES	RACE	SEX	ETHNICITY	RES. / N-RES.	AGE	DATE OF BIRTH (MM/DD/YY)	PLACE OF BIRTH (STATE / COUNTRY)	
	HAIR LENGTH	HAIR STYLE	FACIAL HAIR	GLASSES	TEETH	EYE APPEARANCE	COMPLEXION	HAIR COLOR	HAIR TYPE	R - L HANDED	SPEECH	
	SCARS - MARKS			TATTOOS			ARRESTED IN			APPEARANCE		
	DRIVERS LICENSE NUMBER		D.L. STATE		SOCIAL SECURITY NUMBER		EMPLOYER / SCHOOL					
	TELEPHONE NUMBER (WORK / SCHOOL)		ADDRESS		STREET		CITY		STATE		ZIP	
	ARRESTEE INJURIES				MIRANDA DATE - TIME				ARREST APPROVED BY:			
	ARRESTEE ARMED WITH (MAXIMUM OF 2): <input type="checkbox"/> UNARMED <input type="checkbox"/> HANDGUN <input type="checkbox"/> AUTO <input type="checkbox"/> SHOTGUN <input type="checkbox"/> AUTO <input type="checkbox"/> OTHER <input type="checkbox"/> RIFLE <input type="checkbox"/> AUTO <input type="checkbox"/> LETHAL CUTTING INSTRUMENT <input type="checkbox"/> BUNGEE JUMPING <input type="checkbox"/> KNIFE <input type="checkbox"/> OTHER						ARRESTEE BEHAVIOR (ALL APPLICABLE): <input type="checkbox"/> DRUNK <input type="checkbox"/> RESISTED <input type="checkbox"/> BIZARRE BEHAVIOR <input type="checkbox"/> OTHER <input type="checkbox"/> INJURED <input type="checkbox"/> DRINKING <input type="checkbox"/> PROFANE <input type="checkbox"/> SUICIDAL REMARKS <input type="checkbox"/> LOUD <input type="checkbox"/> COOPERATIVE					
	ADDITIONAL INCIDENTS / CHARGES	CASE NUMBER		DATE OF INCIDENT		STATE STATUTE VIOLATION		OFFENSE WAS:		CLEARANCE INDICATOR:		
		DESCRIPTION				LOCAL CODE		<input type="checkbox"/> ATTEMPTED <input type="checkbox"/> COMPLETED		<input type="checkbox"/> COUNT <input type="checkbox"/> MULTIPLE <input type="checkbox"/> OUTSIDE AGENCY		
TYPE OF THEFT:		L. <input type="checkbox"/> SHOPLIFTING		V. <input type="checkbox"/> MOTOR VEHICLE		<input type="checkbox"/> AD / ABET <input type="checkbox"/> CONSPIRACY <input type="checkbox"/> SOLICITATION		<input type="checkbox"/> ATTEMPTED <input type="checkbox"/> COMPLETED				
M. <input type="checkbox"/> COIN MACHINE		P. <input type="checkbox"/> POCKET-PICKING		F. <input type="checkbox"/> THEFT FROM M V		<input type="checkbox"/> CONSPIRACY <input type="checkbox"/> SOLICITATION		<input type="checkbox"/> COUNT <input type="checkbox"/> MULTIPLE <input type="checkbox"/> OUTSIDE AGENCY				
B. <input type="checkbox"/> FROM BUILDING		S. <input type="checkbox"/> PURSE SNATCHING		O. <input type="checkbox"/> ALL OTHER		<input type="checkbox"/> CONSPIRACY <input type="checkbox"/> SOLICITATION		<input type="checkbox"/> COUNT <input type="checkbox"/> MULTIPLE <input type="checkbox"/> OUTSIDE AGENCY				
A. <input type="checkbox"/> M V PARTS & ACC.		E. <input type="checkbox"/> EMBEZZLEMENT		N. <input type="checkbox"/> NOT APPLICABLE		<input type="checkbox"/> CONSPIRACY <input type="checkbox"/> SOLICITATION		<input type="checkbox"/> COUNT <input type="checkbox"/> MULTIPLE <input type="checkbox"/> OUTSIDE AGENCY				
		T. <input type="checkbox"/> POSS. STOLEN PROP.										
VEHICLE	VEHICLE YEAR	MAKE	MODEL	STYLE	COLOR	WIN NUMBER	LICENSE #	STATE	YEAR			
	TOWED BY		DRIVER		LOCATION OF KEYS		LOCATION OF VEHICLE		CONDITION			
	OWNER				ADDRESS							
	RELEASED TO				ADDRESS				DATE		TIME	
REPORTING OFFICER		ID#	DATE		COPIES TO:		SUPERVISING OFFICER		ID#			

SAMPLE FORM
NOT OPEN PUBLIC RECORD

KANSAS STANDARD ARREST REPORT (KSAR) PAGE 2

KANSAS STANDARD ARREST REPORT					PAGE ____ OF ____
PARENT / GUARDIAN	PARENT / GUARDIAN NAME		ADDRESS (HOME)	CITY	STATE ZIP
	EMPLOYER		ADDRESS (EMPLOYER)	CITY	STATE ZIP
	TELEPHONE NUMBER (HOME)	TELEPHONE NUMBER (WORK)		TELEPHONE NUMBER (OTHER)	
	PARENT / GUARDIAN NAME		ADDRESS (HOME)	CITY	STATE ZIP
	EMPLOYER		ADDRESS (EMPLOYER)	CITY	STATE ZIP
	TELEPHONE NUMBER (HOME)	TELEPHONE NUMBER (WORK)		TELEPHONE NUMBER (OTHER)	
NARRATIVE / AFFIDAVIT	State of Kansas: _____ County, ss:				
	I, _____ of lawful age, after first being duly sworn on oath, in information and belief states:				
I VERIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.					
Executed _____ DAY OF _____, 20 ____					
X _____ (Signature)					
OTHER	EVIDENCE:				
	<input type="checkbox"/> LATENT PRINTS <input type="checkbox"/> STAINS <input type="checkbox"/> WEAPONS / TOOLS <input type="checkbox"/> DRUGS <input type="checkbox"/> SEXUAL <input type="checkbox"/> DNA <input type="checkbox"/> OTHER PRINTS <input type="checkbox"/> BLOOD <input type="checkbox"/> DOCUMENTS <input type="checkbox"/> ALCOHOL <input type="checkbox"/> ASSAULT KIT <input type="checkbox"/> NONE _____ <input type="checkbox"/> HAIR <input type="checkbox"/> SEMEN <input type="checkbox"/> PHOTOS <input type="checkbox"/> OTHER _____				
SUPPORTING DOCUMENTS:					
<input type="checkbox"/> COMMITMENT ORDER <input type="checkbox"/> MEDICAL RELEASE <input type="checkbox"/> CUSTODY SLIP <input type="checkbox"/> INCIDENT REPORT <input type="checkbox"/> NONE <input type="checkbox"/> COPY OF BOND <input type="checkbox"/> JUDGE'S NOTES <input type="checkbox"/> SIX-HOUR HOLD <input type="checkbox"/> EVIDENCE STORED <input type="checkbox"/> OTHER _____ <input type="checkbox"/> BODY RECEIPT <input type="checkbox"/> NTAS <input type="checkbox"/> PRINTS-PHOTO TAKEN <input type="checkbox"/> (LIST)					
RELEASE	TYPE OF RELEASE:				
	<input type="checkbox"/> PAROLE <input type="checkbox"/> BOND <input type="checkbox"/> COURT ORDER <input type="checkbox"/> NOTICE TO APPEAR <input type="checkbox"/> NO CHARGE FILED <input type="checkbox"/> OTHER _____				
	RELEASING OFFICIAL / AUTHORITY				
	BAIL BOND AGENT				BOND AMOUNT POSTED
	DATE AND TIME OF RELEASE		AUTHORITY		
COMMENTS:					

SAMPLE FORM
NOT OPEN PUBLIC RECORD

7. KANSAS STANDARD ARREST REPORT (KSAR)

A Kansas Standard Arrest Report (KSAR) is submitted **for all persons apprehended, summoned, or cited** for the commission of Group A or Group B crimes (except Justifiable Homicide).

It must be remembered that the object of this data set is to collect data on persons arrested, not on charges lodged. For example, a person may be arrested on several charges in connection with the same incident; in this situation, only one set of arrestee data would be reported. Likewise, one person may be arrested many times during a given time span for similar or different violations within a jurisdiction. Because of a separation of time between the arrests, **a set of arrestee data is to be reported for each separate arrest.**

The arrestee data to be reported describes the arrestee (e.g., his / her age, sex, race, etc.) and the circumstances of the arrest. Data are to be recorded for each of the arrestees involved in each incident. If there were no arrestees, no report is required. Group A crime incidents will be cleared upon the receipt of the first set of data for any arrestee connected with an incident.

Record arrest data on all persons processed by arrest, citation, or summons for committing an offense reported by the same agency. Include:

1. Those persons arrested and released without a formal charge being placed against them. (An arrest has occurred when a law enforcement officer detains an individual with the intention of seeking charges against the persons for specific offense (s).)
2. Juveniles taken into custody or arrested but merely warned and released without being charged.

Arrests by Outside Agency

Arrest data should be reported by the same agency that reported the offense.

If any other agency makes the arrest, the KSAR information should be forwarded to the originating agency who in turn should submit the KSAR to KIBRS. This is to avoid any duplication in reporting.

Warrant arrests should also be reported by the agency that reported the initial offense, **NOT NECESSARILY BY THE AGENCY EXECUTING THE WARRANT.** (See page 95 for more on warrant arrests.)

Most agencies will maintain a separate record of outside agency assists for administrative use.

ADMINISTRATIVE SECTION

Once the initial report has been submitted, agencies may modify; add information; or request deletion of a report. To modify or add information to a report, the agency must submit the corrected report using the same ORI number, case number and date of offense and completing those fields that are being changed. The appropriate action should be marked on the upper left side of the form. The action choices are:

INITIAL – this is a new report being submitted for the first time.

MODIFY – some of the data reported in the initial submission is being changed. For example, the arrestee provided an alias name at the time of arrest and his / her legal name has been identified.

ADD – data is being added to the report. For example, through investigation it was found that additional cases could be cleared by this arrest.

DELETE – this action is used only when a KSAR is submitted incorrectly and no arrest of any kind was made. This is merely a request to delete the report. Final determination will be made by the KBI after assessing the information.

ARREST SECTION

ADULT / JUVENILE / DOMESTIC VIOLENCE – indicates the arrest category type. **STATE REQUIRED**

REPORT ONLY ONE using the following hierarchy:

If the arrest stems from a domestic violence incident, “Domestic Violence” should be reported.

Runaways are no longer submitted as of January 1, 2011.

If the arrest **DOES NOT** include domestic violence offenses, “Adult” or “Juvenile” should be reported based on the age of the arrestee.

Remember, it is the entire incident that is considered domestic. If in the midst of a domestic violence investigation, an offender is arrested for Assault on a LEO **this a domestic violence arrest.**

PAGE NUMBER – indicates the number of pages in the report and what page is currently being viewed.

NAME OF AGENCY – the name of the agency submitting the report. Do not abbreviate. **STATE RE-**

AGENCY ORI NUMBER – the nine-character NCIC Originating Agency Identifier (ORI) number that is assigned to the reporting agency. Do not abbreviate. **STATE REQUIRED.**

CASE NUMBER – the number assigned by the reporting agency to uniquely identify a specific incident being reported. **STATE REQUIRED.**

This number should correspond to the case number from the KSOR. Case number should be exactly the same on the KSAR as on the KSOR. **DO NOT USE WARRANT NUMBERS.**

DATE OF ARREST – the month, day, and year the arrest took place. **STATE REQUIRED.**

ARREST TRANSACTION NUMBER – KSAR’s without a transaction number will be returned.
STATE REQUIRED

A Transaction Number (TN) is a unique (non-reusable) number assigned to a series of events that are related to a single arrest (including *NTA* issuances and *Summons*). Those related events are one record transaction termed a “cycle” within the rap sheet and are used to clearly associate the history of the actions and dispositions that occur as a result of that arrest or summons.

Transaction Numbers also serve to associate related events within different databases such as the Automated Fingerprint Identification System (AFIS), the Kansas Computerized Criminal History (CCH) database, and the Kansas Incident Based Reporting System (KIBRS).

FORMAT

The transaction number is a 12 digit number created by livescan fingerprint capture devices, Records Management System (RMS) and by the KBI on preprinted *KDR* forms. All 12 digits denote particular information.

- | | | |
|-------------|--------------------|--|
| Digit 1 | Type of event. | 1 = DOC confinement
2 = Civil submissions
3 = Adult arrest
4 = Juvenile arrest
5 = Wanted requests from FBI
6 = Personal request for identification
7 = Not assigned
8 = Not assigned
9 = Not assigned |
| Digits 2-4 | County identifier. | 000 for KBI, 001-105 for counties. |
| Digit 5 | Device identifier. | A number or letter denoting the device (RMS or livescan) that generated the TN. This number is assigned to a given device by the KBI. KBI issued TN’s use the number “1” in this place |
| Digits 6-7 | Calendar year. | The last two digits of the year. For example 2007 would be reflected as 07. |
| Digits 8-12 | Sequential number. | Allows for 99,999 numbers to be issued per generating device in a given year. |

An example of a livescan or RMS transaction number is 3046A0704523.

- | | |
|-------|-----------------------------------|
| 3 | = Adult arrest |
| 046 | = Johnson County |
| A | = Device A |
| 07 | = the year 2007 |
| 04523 | = Sequential Number of the arrest |

Preprinted *Kansas Disposition Reports (KDR's)* bear TN's that display the Event type of 3 On the *Kansas Adult Disposition Report (KADR)* or 4 on the *Kansas Juvenile Disposition Report (KJDR)*, the county identifier of the KBI (000), the device identifier of 1, and a sequential number that incorporates the digits reserved for the year on the generated TN.

An example of a preprinted *KDR* transaction number is 300010054829.

3	= Adult arrest
000	= KBI preprinted form
1	= Device 1
0054829	= Sequential Number of the arrest

ASSIGNMENT OF TRANSACTION NUMBERS

A Transaction Number is assigned:

- When an individual is arrested for a felony, class A or B misdemeanor, or a class C assault (Criminal Records requirement per statute),
- When reporting an KSAR through KIBRS, or
- Upon fingerprinting for an event in which the subject was issued a summons or notice to appear.

Transaction Numbers are assigned by:

- Preprinted *Barcoded KDR (KADR and KJDR)* forms,
- RMS generation of the number using an approved format, or
- Livescan generation of the number using an approved format.

Those agencies using CJIS Law provided by the KBI should not be using "Auto Generate Transaction numbers" unless approved. If an agency is unsure of approval, contact the Incident Based Reporting Unit.

The *Barcoded KDR's* (Kansas Disposition Report: *KADR* and *KJDR*) forms are used when neither a livescan nor records management system are used to generate the TN.

The *Barcoded KDR* or records management system should also be used to generate a TN when:

- An offense is reportable to KIBRS but not to CCH.
- An *NTA* or *Summons* has been issued for an offense reportable to CCH or KIBRS.
- An event occurs, such as a probation violation, which must be reported to CCH using the original Transaction Number, but must be reported to KIBRS using a new TN because it is a new criminal incident for KIBRS reporting purposes.
- An incident is not to be reported to CCH or KIBRS, but the local agency needs a transaction number for their agency's reporting purposes only.

Notes:

A Failure to Appear arrest is considered to be a new and separate event from the original offense, and fingerprints must be submitted regardless of prior submission for the original offense. A new TN should be used for the fingerprint card and arrest report, along with a new case number.

A probation violation is different for KIBRS and criminal history records. For criminal history records, probation violations are considered as a continuation of the original offense resulting in the ordered probation period. It does not require the assignment of a new transaction number or an additional fingerprint submission. For KIBRS reporting probation violation is considered to be a new event that needs a new transaction number and a new case number.

When issuing an *NTA* or *Summons* to a Municipal Court, the agency issuing the *NTA* or serving the *Summons* must prepare a *Kansas Standard Arrest Report (KSAR)* displaying a TN that may be assigned using a *KDR*. If the final disposition results in a conviction in a Municipal Court, the disposition is documented on the fingerprint card displaying the TN already assigned using the *KDR* but no *KDR* is required to be submitted. The information for conviction is included on the fingerprint card.

If the fingerprint submission is prepared via livescan, the formerly issued TN must be reported as an “alternate transaction number” *or* the generated TN should be overwritten with the formerly issued TN so it can be matched up to the arrest report. If actions within Municipal Court **do not** result in the final disposition of charges, no further action is required until that final disposition.

If the defendant was issued a NTA or summons for DUI they must be fingerprinted upon first appearance using the same steps as a NTA or summons. **This is a STATE REQUIREMENT as per state statute.** The final disposition will then be reported on the KDR.

When issuing an NTA or Summons to a District Court, the agency issuing the NTA must prepare a KSAR and may assign a TN by using a KDR. The defendant is fingerprinted upon first appearance. If the fingerprint submission is prepared via livescan, the formerly issued TN must be reported as an “alternate transaction number” or the generated TN should be overwritten with the formerly issued TN so it can be matched up to the arrest report. Final disposition is documented on a KDR.

USE OF TRANSACTION NUMBERS

Transaction Numbers are used:

On the KDR (KADR and KJDR).

On **ALL** criminal fingerprint cards submitted.

On **ALL** KSAR’s submitted to KIBRS regardless of whether the offense is reported to CCH.

On any documents that an agency maintains locally and chooses to index using the TN, such as arrest documentation that is not reportable to CCH or KIBRS.

The field reserved for the TN in the fingerprint card is titled “State Usage” on the front of the fingerprint card to the left of the Name field (Not the “State Usage” field on the back of the card.).

Only **one** TN may appear in the field reserved for the TN on a fingerprint card, KSAR, or KDR, regardless of the number of charges related to the arrest.

REPORTING ARRESTS

Any subsequent charges filed after the initial arrest, regardless of whether the defendant remains in custody, should be handled as a new arrest, with the defendant being fingerprinted and a new TN assigned.

A TN is used for only one arrest event and for only one person. Numerous charges may be under one TN and the charges may pertain to numerous jurisdictions. If the charges pertain to more than one jurisdiction, to include Municipal versus District Court, the arresting agency should ensure that a copy of the KDR is forwarded to all pertinent entities.

When an agency makes an arrest for another agency’s warrant it is expected that the arresting agency will forward the transaction number and appropriate paperwork to the originating agency and the fingerprint card to the central repository. Do not mail the fingerprint card to the originating agency. Do not submit a KSAR to the central repository when assisting outside agencies. These are not entered. Only the originating agency should submit a KSAR, regardless of which agency conducted the physical arrest.

KBI NUMBER – is the state criminal history identification number assigned to the individual. This field may be left blank, if the number is unknown to the arresting agency.

OTHER IDENTIFYING NUMBERS –is used to list other numbers that the local agency may use to identify the arrestee, i.e., local identification number, FBI number, NCIC transaction number, etc.

CAMPUS CODES

The Campus Code is used to identify a college, university, community college, junior college, or vocational school where an arrest has occurred. **STATE REQUIRED IF APPLICABLE.**

UNIVERSITIES / COLLEGES

KU	University of Kansas - Lawrence
KUMK	University of Kansas - KCK
KUO	University of Kansas - Overland Park
KSU	Kansas State University - Manhattan
KSUS	Kansas State University - Salina
WSU	Wichita State University - Wichita
ESU	Emporia State University - Emporia
FHSU	Fort Hays State University - Hays
PSU	Pittsburg State University - Pittsburg
BU	Baker University - Baldwin City
BUO	Baker University - Overland Park
BUT	Baker University - Topeka
BR	Barclay College - Haviland
BDC	Benedictine College - Atchison
BNC	Bethany College - Lindsborg
BLC	Bethel College - North Newton
CB	Central Baptist Theological Seminary- KCK
CC	Central Christian College - McPherson
DC	Donnelly College - KCK
EB	Evangelical Bible Seminary - KCK
FRU	Friends University - Wichita
HIU	Haskell Indian Nations University - Lawrence
HC	Hesston College - Hesston
KCB	Kansas City College & Bible School - Overland Park
KNC	Newman University (KS Newman College)- Wichita
KWC	Kansas Wesleyan University - Salina
KWCO	Kansas Wesleyan University - Overland Park
MCC	Manhattan Christian College - Manhattan
MPC	McPherson College - McPherson
MANC	Midamerican Nazarene University - Olathe
OU	Ottawa University - Ottawa
OUK	Ottawa University - Overland Park
SMC	University of Saint Mary - Leavenworth
SWC	Southwestern College - Winfield
SC	Sterling College - Sterling
TC	Tabor College - Hillsboro
WU	Washburn University - Topeka

COMMUNITY COLLEGES

ACCC	Allen Co Community College - Iola
BCCC	Barton Co Community College - Great Bend
BTCC	Butler Co Community College - El Dorado
CCCC	Cloud Co Community College - Concordia
COCC	Coffeyville Community College - Coffeyville
CLCC	Colby Community College - Colby
CWCC	Cowley Co Community College - Arkansas City
DCCC	Dodge City Community College - Dodge City
FSCC	Fort Scott Community College - Fort Scott
GCCC	Garden City Community College - Garden City
HLCC	Highland Community College - Highland
HUCC	Hutchinson Community College - Hutchinson
INCC	Independence Community College - Independence
JCCC	Johnson Co Community College - Overland Park
KCCC	Kansas City Community College - KCK
LACC	Labette Co Community College - Parsons
NCCC	Neosho Co Community College - Chanute
PRCC	Pratt Co Community College - Pratt
SCCC	Seward Co Community College - Liberal

TECHNICAL SCHOOLS

FHAVTS	Flint Hills Tech College - Emporia
KCAVTS	KC Area Votech School - KCK
KWAVTS	Washburn University Technical School - Topeka
MAAVTS	Manhattan Area Votech College -Manhattan
NCAVTS	North Central Ks Tech College - Beloit
NEAVTS	North East Ks Area Votech School - Atchison
NWAVIS	Northwest KS Area Votech-Goodland
SAAVTS	Salina Area Votech Tech School - Salina
SWTS	Southwest Ks Tech School - Liberal
WIAVTS	Wichita Area Tech School - Wichita
WITS	Wichita Technical Institute - Wichita

TYPE OF ARREST – describes the type of apprehension at the time of initial contact with the arrestee. **STATE REQUIRED.**

Report **one** of the following:

On-View Arrest – offender is placed into custody without a warrant or previous incident. It may be easier to think of this as an On-Scene arrest. The subject is still at the scene of the crime, and very little time has passed.

Example (1): an officer is called to a nightclub because of a domestic disturbance. When he arrives he notices a female with a red mark on her face and a bloody lip. Upon interviewing her and her husband he arrests the husband for domestic battery. This arrest would be classified as an “On-View”.

Taken Into Custody – based on a warrant / previous incident, suspect left the scene, and / or time passed since incident

Example (2): if the suspect in the previous example leaves the scene prior to officer’s arrival and is located later, several miles away, the arrest would be “Taken-into-Custody”. In addition, an arrest that is the result of a complaint being filed, an investigation being conducted, and a warrant being issued should show the arrest as “Taken-into-Custody”

Summoned / Cited – not taken into custody. Notice to appear is given to an offender. **This includes a summons served by a process server.**
AN ARREST REPORT IS STILL REQUIRED.

Runaway – juvenile is taken into custody as a reported runaway. Arrest reports for runaways are only reported when law enforcement is involved in their recovery and return to parents/ placement. **Runaways are no longer reported as of January 1, 2011.**

DISPOSITION OF JUVENILE ARREST – the information reported in this category relates to law enforcement disposition of juveniles (age 17 or younger only) who are taken into custody or arrested. A juvenile may be warned by the police and released to parents, relatives, friends, or guardians. Juveniles may also be referred to the probation department or some other branch of the juvenile court; to welfare agencies; or to other law enforcement agencies; or in the case of serious offenders, to criminal or adult court by waiver of juvenile court. **KSAR is required no matter how the juvenile is disposed.** **STATE REQUIRED.**

The word “arrest” as it applies to juveniles is intended to mean the law enforcement handling of all juveniles (under age 18) who have committed a crime and are taken into custody under such circumstances that, if the juvenile were an adult, an arrest would have been reported. Police “contacts” with juveniles where no offense has been committed and instances wherein juveniles are taken into custody for their own protection should not be recorded as arrests.

One of the following dispositions is to be reported for arrestees less than 18 years of age:

Handled In Department – e.g., released to parents; released with warning regardless of intent to seek prosecution of the incident.

Referred to Other Authorities – e.g., turned over to court, probation department, welfare agency, or other police agency.

Example (1): The arrestee, age 13, who is taken into custody for vandalizing a school, is released to his parents with a warning. The disposition would be “Handled In Department”.

Example (2): The arrestee, age 16, is taken into custody for vandalizing a school, is released to his parents but a request for prosecution is sent to the prosecutor’s office. This disposition would be “Referred to Other Authorities”.

ARREST / CONTACT LOCATION - where the arrest occurred. **STATE REQUIRED.** The format is:

	217	1/2	N	Broadway	ST	W	APT	21	Topeka	KS	66614
Digital number of Address	_____		_____	_____			_____	_____	_____		_____
Structure Address Suffix	_____		_____	_____			_____	_____	_____		_____
Primary Street Directional	_____		_____	_____			_____	_____	_____		_____
Street Name	_____		_____	_____			_____	_____	_____		_____
Street Type	_____		_____	_____			_____	_____	_____		_____
Secondary Street Directional	_____		_____	_____			_____	_____	_____		_____
Occupancy Code	_____		_____	_____			_____	_____	_____		_____
Occupancy Number	_____		_____	_____			_____	_____	_____		_____
City	_____		_____	_____			_____	_____	_____		_____
State	_____		_____	_____			_____	_____	_____		_____
Zip Code	_____		_____	_____			_____	_____	_____		_____

When an arrest occurs on a state highway or interstate, the following format should be used:

- Direction of Travel
- Highway or Interstate Number
- Nearest mile marker
- City, State Zip Code (MUST REPORT)**

VALID STREET TYPES:					
Avenue	AVE	Junction	JCT	Square	SQ
Boulevard	BLVD	Landing	LNDG	Street	ST
Circle	CIR	Lane	LN	Terrace	TERR / TER
Court	CT	Park	PK	Trafficway	TRFY
Crossing	XING	Parkway	PKWY / PKY	Trail	TRL
Drive	DR	Place	PL	Turnpike	TNPK / TPKE
Estate	EST	Plaza	PLZ	View	VW
Expressway	EXPY	Point	PT	Way	WAY
Freeway	FWY	Ramp	RAMP		
Highway	HWY	Road	RD		

WARRANT NUMBER / DATE – the warrant number and date the warrant was issued if the arrest was based on a warrant.

REPORTING WARRANT ARRESTS:

Example (1): Jack Daniels was arrested for DUI by the Wichita Police Department. Subsequently, he was found to have outstanding warrants from Butler County District Court for several burglary cases. These cases were originated by Rose Hill Police Dept., Andover Police Dept., and El Dorado Police Dept. Wichita PD should report to KIBRS the arrest for the DUI. Wichita PD should also forward a copy of the Kansas Disposition Report and arrest report, including arrest transaction number, to Rose Hill, Andover, and El Dorado. This will allow each department to report to KIBRS the arrest for their respective case.

Example (2): Mr. Seller is caught burglarizing at the Five-N-DIME. Although the store manager does not wish to have Mr. Seller arrested, a report is filed through the Stafford Police Department and forwarded to the county attorney’s office for charges to be filed. The county attorney’s office decides to file a warrant through the Stafford County District Court for Mr. Seller on burglary charges; Mr. Seller is arrested and taken into custody by a Stafford County deputy. The arrest report would be submitted by the Stafford Police Department with the original case number that was generated for the burglary.

ARRESTEE SECTION

ARRESTEE SEQUENCE NUMBER – each arrestee is to be assigned a sequence number from 01 to 99. A separate set of arrestee data is to be supplied for each numbered arrestee. **STATE REQUIRED.**

ARRESTEE NAME - is used to list the last, first and **middle name** of the arrestee. **STATE REQUIRED.**

ALIASES – MONIKERS - if the arrestee is known by a moniker or alias it is recorded in this field. Multiple monikers and alias may be listed.

ADDRESS - is used to list the address of the arrestee. **STATE REQUIRED.** (Note: use the same address format as indicated in arrestee / contact location.)

HOME PHONE NUMBER – this field is used to list the arrestee’s home phone number if known.

HEIGHT - the arrestee height is entered using three (3) characters and **expressed in feet and inches**. Example: Five feet three inches should be reported “503”. Fractions of an inch should be rounded to the nearest inch. **STATE REQUIRED.**

WEIGHT - the arrestee weight is entered using three (3) characters and expressed to the nearest pound. Example: Suspect weighs 95 pounds report it as “095”. **STATE REQUIRED.**

HAIR COLOR - the arrestee’s hair color is entered. **STATE REQUIRED.**

Valid codes are:

“BLK” (Black)	“WHI” (White)
“BLD” (Other/Bald)	“SDY” (Sandy)
“BRO” (Brown)	“GRY” (Gray)
“BLN” (Blond)	“RED” (Red)

EYES - the arrestee eye color is entered. **STATE REQUIRED.**

Valid codes are:

“BLK” (Black)	“HAZ” (Hazel)
“BLU” (Blue)	“MAR” (Maroon)
“BRO” (Brown)	“MUL” (Multicolored)
“GRN” (Green)	“PNK” (Pink)
“GRY” (Gray)	

RACE - the race of the arrestee is to be indicated as one of the following: **STATE REQUIRED. A KSAR CANNOT BE SUBMITTED WITHOUT A RACE.**

- “A” **Asian or Pacific Islander** – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes; China, India, Japan, Korea, the Philippine Islands, and Samoa.
- “B” **Black** – A person having origins in any of the black racial groups of Africa.
- “I” **American 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.
- “W” **White**– A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

“Hispanic” should be reported as an ethnicity and not as a race.

SEX - the gender of the arrestee is to be indicated as: **STATE REQUIRED. A KSAR CANNOT BE SUBMITTED WITHOUT A SEX.**

“F” (Female)
“M” (Male)

ETHNICITY - the ethnic origin of each arrestee is to be reported as: **STATE REQUIRED.**

“H” Hispanic Origin – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
“N” Not of Hispanic Origin

RESIDENT / NON-RESIDENT STATUS - whether arrestee is a resident or nonresident of the locality where the crime was committed is to be reported. **STATE REQUIRED.**

“R” (Resident)
“N” (Nonresident)

Federal, state, and county law enforcement agencies should base their determinations of residency on the town, city, or community where the crime occurred rather than their geographical jurisdictions.

If the city in the mailing address for the suspect is the same city as the mailing address for the location of arrest, the suspect should be classified as resident.

Concerning university / college campuses, only persons living “on campus” (i.e., in dormitories, etc.) would be considered “residents,” when the crime is reported by campus law enforcement agency.

This category is not intended to reflect immigration residency status.

AGE OF ARRESTEE- the age of each numbered arrestee is to be reported as an exact age and date of birth. **STATE REQUIRED, A KSAR CANNOT BE SUBMITTED WITHOUT AN AGE.**

Record one of the following:

01 to 98 Years Old – report the exact age
99 – Over 98 years old

DATE OF BIRTH- Formatted MMDDYYYY. **A KSAR CANNOT BE SUBMITTED WITHOUT A DOB**

PLACE OF BIRTH – the state or country of birth of the arrestee is listed in this field using standard NCIC codes.

HAIR LENGTH – the hair length of the arrestee is listed.

HAIRSTYLE – the hairstyle of the arrestee is listed.

FACIAL HAIR – is used to indicate if the arrestee has facial hair.

GLASSES – is used to indicate if the arrestee wears glasses and the style of the glasses.

TEETH – is used to indicate if the arrestee has distinguishing characteristics in regards to their teeth.

EYE APPEARANCE – is used to indicate if the arrestee has distinguishing characteristics in regards to their eyes.

COMPLEXION – is used to indicate if the arrestee has distinguishing characteristics in regards to their complexion.

BUILD – is used to indicate unique characteristics about the arrestee’s build.

RIGHT – LEFT HANDED – records whether an arrestee is left or right handed.

SCARS / MARKS – is used to list any scars or marks that appear on the arrestee using standard NCIC codes.

TATTOOS - is used to list any tattoos that appear on the arrestee using standard NCIC codes.

ARRESTEE WORE – is used to list distinguishing characteristics of the attire of the arrestee.

APPEARANCE – is used to indicate any unique distinguishing characteristics of the arrestee’s general appearance.

DRIVER’S LICENSE NUMBER – is used to list the driver’s license number of the arrestee.

DL STATE - is used to list the state issuing the driver’s license of the arrestee.

SOCIAL SECURITY NUMBER – is used to list the social security number of the arrestee.

EMPLOYER / SCHOOL – is used to list the arrestee employer / school.

TELEPHONE NUMBER (WORK / SCHOOL) – is used to list the arrestee’s employer / school phone number.

WORK / SCHOOL ADDRESS – is used to list the arrestee’s address of their place of employment or school.

ARRESTEE INJURIES – is used to list any injuries that may have occurred to the arrestee prior to or during the apprehension.

MIRANDA: DATE / TIME – is used to record the date and time that the arrestee was given the Miranda warning and who gave the warning.

ARREST APPROVED BY – is used to list the name of the supervisor who approved the arrest.

ARRESTEE ARMED WITH – indicates whether the arrestee was armed with a commonly known weapon at the time of his / her apprehension. Up to two weapons can be reported. **STATE REQUIRED, A KSAR CANNOT BE SUBMITTED WITHOUT ARRESTEE ARMED SECTION COMPLETED.**

If the weapon was an automatic firearm, an “AUTO” is to be marked beside the appropriate weapon type. An “automatic firearm” is defined as any firearm that shoots, or is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading.

Up to two of the following weapon types can be recorded:

Unarmed-do not report with any other type of code

Firearm – type unknown

Handgun

Rifle

Shotgun

Other firearm – type known, but not covered by allowed categories, e.g. machine gun.

Lethal cutting instrument – e.g., switchblade, knife.

Club / Blackjack / Brass knuckles

Example (1): When apprehended, an arrestee had in his possession a .357 magnum handgun and a penknife. The handgun should be reported. Because the small pocketknife is not generally considered a “weapon,” it does not qualify for reporting.

Example (2): A suspect resisted arrest using a liquor bottle and a chair as weapons before being subdued. The report should be “unarmed.” Although the arrestee used items as weapons, they were not commonly known weapons.

ARRESTEE BEHAVIOR – is used to list observations about any peculiar behavior of the arrestee.

ADDITIONAL INCIDENTS / CHARGES

This section is used to list charges and / or incidents being cleared by this apprehension. All Group B charges for which no incident report has been submitted must also be listed in this section.

If more than three (3) cases are cleared by this arrest, use an additional arrest report to list those cases. Only the Name of Agency, Agency ORI Number, Case Number, Date of Arrest, and Arrestee's name need to be listed on the additional arrest pages in addition to the completed Additional Incidents / Charges section.

Example (1): The arrestee is apprehended by police for DUI, the same case number listed in the arrest section would be listed as well as the Date of Incident, Description "DUI," State Statute Violation, "8-1567," Offense was "Completed," and Clearance Indicator of "Count."

Example (2): The arrestee is apprehended at the scene of a burglary, after further investigation it is discovered that the arrestee also committed two other burglaries in the same jurisdiction. All three-burglary incidents would be listed in this section. The case for which he was apprehended at the scene would be listed as "Count" while the remaining two cases would be listed as "Multiple".

CASE NUMBER – the number assigned by the reporting agency to uniquely identify a specific incident being reported. **STATE REQUIRED.**

DATE OF INCIDENT – indicates the date of the incident or if the incident occurred during an unknown time frame, such as sometimes is the case in burglary, the first date of the approximate time frame is used. Do not use the date of arrest or the warrant date. **STATE REQUIRED.**

STATE STATUTE VIOLATION (Chapter, Section, Sub1, Sub2, Sub3) – uniquely identifies the Kansas statute reported as a violation in a specific incident. At least one statute violation is required for each arrest report. The minimum information reported is the Chapter and Section. Some Kansas statutes are identified with sub-sections. **STATE REQUIRED.**

OFFENSE WAS ATTEMPTED / COMPLETED – indicates whether the statute violation was Attempted or Completed. An attempted crime is a violation of K.S.A. 21-3301 and is reported through the use of this data element. **STATE REQUIRED.**

AID or ABETTING / CONSPIRACY / SOLICITATION – is used to indicate whether an offense is prefixed by "Aiding or Abetting", "Conspiracy to Commit" or "Solicitation to Commit." An Aid / Abetting, Conspiracy, or Solicitation crime is a violation of K.S.A. 21-3303a, 21-3302, and 21-3303 respectively. However, it is reported through the use of this data element. One selection is allowed for each state statute violation cited.

CLEARANCE INDICATOR – this information helps ensure that an arrestee is counted only once when a single apprehension results in the submission of arrestee data for more than one offense report for your jurisdiction. "Count" is to be recorded for the arrestee data which the person is being arrested on at this time. "Multiple" is recorded for all other cases being cleared with this arrest. If the arrest is for another agency, "Outside Agency" is recorded. **STATE REQUIRED.**

Count vs. Multiple

Count - First case cleared on the KSAR

Multiple - 2nd, 3rd, etc cases cleared on the KSAR

Outside Agency - Taken into custody for another jurisdiction

DESCRIPTION – is the Kansas State Statutes Annotated Description of the offense reported in the State Statute Violation field.

LOCAL CODE – for local law enforcement agency to record any local code, city or county ordinance number pertaining to the apprehension.

TYPE OF THEFT – identifies the type of theft that the arrestee is being charged with and must match the Type of Theft from the offense report. This data element is specific to KIBRS because the Kansas Statutes for theft cannot be used to determine the NIBRS larceny / theft offense categories. *This is a state required field when reporting larceny / theft and must match the Type of Theft from the Kansas Standard Offense Report.*

See offense definitions for more information.

ADDITIONAL CHARGES – any additional charges for this incident being lodged against the arrestee may be listed in this field.

Example (1): The arrestee is charged with burglary and criminal damage to property. The “burglary” would be listed in the State Statute Violation field and the “criminal damage” would be listed in the Additional Charges field.

VEHICLE SECTION

This section is used to list a vehicle that the arrestee was driving at the time of apprehension.

VEHICLE YEAR – the model year of the vehicle.

MAKE – the make of the vehicle is listed in this field using standard NCIC codes.

MODEL – the model of the vehicle is listed in this field using standard NCIC codes.

STYLE – the style of the vehicle is listed in this field using standard NCIC codes.

COLOR - the style of the vehicle is listed in this field using standard NCIC codes.

VIN NUMBER / LICENSE # / STATE/YEAR – is used to list the vin number of the vehicle along with the license tag number, state of issue and year of issue.

TOWED BY – is used to list the company or agency that towed the vehicle.

DRIVER – is used to list the driver of the tow truck

LOCATION OF KEYS – is used to indicate where the keys of the vehicle are stored.

LOCATION OF VEHICLE – is used to indicate where the vehicle is being stored.

CONDITION – is used to indicate the condition of the vehicle at the time it is towed.

OWNER – is used to list the owner of the vehicle.

ADDRESS – is used to list the address of the owner of the vehicle.

RELEASED TO – is used to list the individual to whom the vehicle is released.

ADDRESS – is used to list the address of the individual to whom the vehicle is released.

DATE / TIME – is used to indicate the date and time the vehicle is released.

REPORTING OFFICER SECTION

The last line on the first page of the KSAR is used to indicate which officer completed the form, along with the officer's badge, identification number, or unique identifier as assigned by the agency, the date the report was written, and where copies need to be distributed. The name and identification number of the supervisor that approved the KSAR is listed in the last field of this section.

PARENT / GUARDIAN SECTION

To be used to list the names of the parents or guardians of a juvenile that is being apprehended. If an arrestee is an adult under the supervision of a guardian the name and descriptors for their guardian can also be listed in this section.

PARENT / GUARDIAN NAME –enter the full name of the parent/guardian last name first, followed by the first name and middle name.

ADDRESS HOME - enter the victim's address, city, state, and postal zip code.

EMPLOYER - list the employer of the parent / guardian in addition to their address, city, state and postal zip code.

TELEPHONE NUMBER (HOME) – list the home phone number of the parent / guardian.

TELEPHONE NUMBER (WORK) – list the work phone number of the parent / guardian.

TELEPHONE NUMBER (OTHER) – list any additional phone numbers where the parent / guardian can be contacted.

NARRATIVE / AFFIDAVIT SECTION

This section can be used to support a probable cause determination (under the 48-hour rule) by an independent magistrate concerning all warrantless arrests where the arrestee remains incarcerated. The narrative allows the officer to describe the events giving them their probable cause for the arrest. The narrative is then sworn to before a notary public. In some counties, this satisfies the requirement of the officer making a sworn statement to the court supporting their probable cause when applying for an Arrest Warrant.

OTHER SECTION

This section is used by the local agency to trace the type of evidence obtained during the arrest and any type of supporting documents.

RELEASE SECTION

This section of the report is used to indicate the circumstances of the release of the arrestee.

TYPE OF RELEASE – indicates if the arrestee was released on parole, bond or by court order. It can also be used to indicate if the arrestee was issued a notice to appear or no charges were filed.

RELEASING OFFICIAL / AUTHORITY – the name of official authorizing release of the arrestee would be listed in this field.

BAIL BOND AGENT – if the arrestee is placed on bond the bail bond agent’s name would be listed in this field.

BOND AMOUNT – the amount of the bail bond is listed in this field.

DATE AND TIME OF RELEASE – the date and time of release of the arrestee is listed in this field.

AUTHORITY – the name of the person supervising the release is listed in this field.

COMMENTS – any comments about the release or the arrestee at the time of release may be listed in this field.

KANSAS SUPPLEMENTAL PROPERTY REPORT



KSPR



KANSAS SUPPLEMENTAL PROPERTY REPORT

PAGE ____ OF ____

NAME OF AGENCY		OR# (KS)		CASE NUMBER	
DATE OF OFFENSE		OR# OF AGENCY REPORTING PROPERTY STOLEN		DATE OF REPORT	
VICTIM NAME: LAST		FIRST		MIDDLE	
VICTIM ADDRESS: STREET		CITY		STATE ZIP	
INSURANCE COMPANY		ADDRESS		TELEPHONE NUMBER	

THIS REPORT PROVIDES A METHOD OF REPORTING DETAILED INFORMATION ON STOLEN PROPERTY TO THE KANSAS INCIDENT BASED REPORTING SYSTEM (KBIRS). IT CAN BE USED AS A SUPPLEMENT TO THE KANSAS STANDARD OFFENSE REPORT. BY PROVIDING DETAILED INFORMATION ON STOLEN PROPERTY AGENCIES WILL BE ABLE TO QUERY THE KIBRS DATABASE AND IDENTIFY PROPERTY THAT HAS BEEN RECOVERED BY THEIR AGENCY BUT HAS NOT BEEN ENTERED INTO NCIC OR A LOCAL PROPERTY FILE. USE OF THIS FORM IS NOT MANDATORY. THIS FORM MAY ALSO BE USED LOCALLY FOR LOST, ABANDONED, TOWED OR IMPOUNDED PROPERTY.

TYPE OF PROPERTY LOSS CODES: 1 = NONE 2 = BURNED 3 = COUNTERFEITED / FORGERY 4 = DESTROYED / DAMAGED / VANDALIZED 5 = RECOVERED
 6 = SEIZED 7 = STOLEN 8 = UNKNOWN 9 = FOUND 10 = LOST 11 = ABANDONED 12 = TOWED 13 = IMPOUNDED

TYPE	CODE	QUANTITY	CATEGORY	BRAND / MAKE / TITLE / BREED / DESCRIPTION			YMF / AGE	MODEL
COLOR		STYLE	CALIBER	SIZE	WEIGHT	GENDER	VIN / SERIAL NUMBER / CREDIT CARD NUMBER	
MODEL NUMBER			OWNER APPLIED NUMBER			LIC TAG / DRIVERS LICENSE NUMBER		LIC STATE
LIVESTOCK BRAND / TAG			VALUE	RECOVERY DATE		NCIC		
TYPE	CODE	QUANTITY	CATEGORY	BRAND / MAKE / TITLE / BREED / DESCRIPTION			YMF / AGE	MODEL
COLOR		STYLE	CALIBER	SIZE	WEIGHT	GENDER	VIN / SERIAL NUMBER / CREDIT CARD NUMBER	
MODEL NUMBER			OWNER APPLIED NUMBER			LIC TAG / DRIVERS LICENSE NUMBER		LIC STATE
LIVESTOCK BRAND / TAG			VALUE	RECOVERY DATE		NCIC		
TYPE	CODE	QUANTITY	CATEGORY	BRAND / MAKE / TITLE / BREED / DESCRIPTION			YMF / AGE	MODEL
COLOR		STYLE	CALIBER	SIZE	WEIGHT	GENDER	VIN / SERIAL NUMBER / CREDIT CARD NUMBER	
MODEL NUMBER			OWNER APPLIED NUMBER			LIC TAG / DRIVERS LICENSE NUMBER		LIC STATE
LIVESTOCK BRAND / TAG			VALUE	RECOVERY DATE		NCIC		
TYPE	CODE	QUANTITY	CATEGORY	BRAND / MAKE / TITLE / BREED / DESCRIPTION			YMF / AGE	MODEL
COLOR		STYLE	CALIBER	SIZE	WEIGHT	GENDER	VIN / SERIAL NUMBER / CREDIT CARD NUMBER	
MODEL NUMBER			OWNER APPLIED NUMBER			LIC TAG / DRIVERS LICENSE NUMBER		LIC STATE
LIVESTOCK BRAND / TAG			VALUE	RECOVERY DATE		NCIC		
TYPE	CODE	QUANTITY	CATEGORY	BRAND / MAKE / TITLE / BREED / DESCRIPTION			YMF / AGE	MODEL
COLOR		STYLE	CALIBER	SIZE	WEIGHT	GENDER	VIN / SERIAL NUMBER / CREDIT CARD NUMBER	
MODEL NUMBER			OWNER APPLIED NUMBER			LIC TAG / DRIVERS LICENSE NUMBER		LIC STATE
LIVESTOCK BRAND / TAG			VALUE	RECOVERY DATE		NCIC		
OFFICER		DATE	REVIEWED BY:		DATE	COPIES TO:		

NOT OPEN PUBLIC RECORD

TYPE	CODE	QUANTITY	CATEGORY	BRAND / MAKE / TITLE / BREED / DESCRIPTION			YMF / AGE	MODEL
COLOR	STYLE	CALIBER	SIZE	WEIGHT	GENDER	VN / SERIAL NUMBER / CREDIT CARD NUMBER		
MODEL NUMBER			OWNER APPLIED NUMBER			LIC TAG/ DRIVERS LICENSE NUMBER	LIC STATE	LIC YEAR
LIVESTOCK BRAND / TAG			VALUE	RECOVERY DATE	NGIC			
TYPE	CODE	QUANTITY	CATEGORY	BRAND / MAKE / TITLE / BREED / DESCRIPTION			YMF / AGE	MODEL
COLOR	STYLE	CALIBER	SIZE	WEIGHT	GENDER	VN / SERIAL NUMBER / CREDIT CARD NUMBER		
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LIVESTOCK BRAND / TAG			VALUE	RECOVERY DATE	NGIC			
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LIVESTOCK BRAND / TAG			VALUE	RECOVERY DATE	NGIC			
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LIVESTOCK BRAND / TAG			VALUE	RECOVERY DATE	NGIC			
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MODEL NUMBER			OWNER APPLIED NUMBER			LIC TAG/ DRIVERS LICENSE NUMBER	LIC STATE	LIC YEAR
LIVESTOCK BRAND / TAG			VALUE	RECOVERY DATE	NGIC			

NOT OPEN PUBLIC RECORD

A. KANSAS SUPPLEMENTAL PROPERTY REPORT

The Kansas Supplemental Property Report (KSPR) provides a method of reporting detailed information on stolen property to the Kansas Incident Based Reporting System (KIBRS). It can be used as a supplement to the Kansas Standard Offense Report (KSOR). By providing detailed information on stolen property agencies will be able to query the KIBRS database and identify property that has been recovered by their agency but has not been entered into NCIC or a local property file. Use of this form is not mandatory.

The KSPR is not considered an Open Public Record under the Kansas Open Records Act; however, local agencies may release this form at their discretion.

When completing this form not all fields will apply to the item being reported. Only those fields that are applicable and / or state required need to be completed. Fields not applicable should be left blank.

NAME OF AGENCY – the name of the agency submitting the report. **STATE REQUIRED.**

AGENCY ORI NUMBER – the nine-character NCIC Originating Agency Identifier (ORI) number that is assigned to the reporting agency. **STATE REQUIRED.**

CASE NUMBER – the number assigned by the reporting agency to uniquely identify a specific incident being reported. **STATE REQUIRED.**

DATE OF OFFENSE – indicates the date of the offense or if the incident occurred during an unknown time frame, such as sometimes is the case in burglary, the first date of a the approximate time frame. **STATE REQUIRED.**

ORI OF AGENCY REPORTING PROPERTY STOLEN – if another agency originated the KSOR for this property, indicate that agency’s ORI number to report any recovered, seized, found, lost, abandoned, towed, or impounded property. **STATE REQUIRED.**

CASE NUMBER – indicates the originating agency’s case number if the report is made for another agency. **STATE REQUIRED.**

DATE OF REPORT – the date the KSPR is prepared by personnel of the reporting agency.

VICTIM NAME – if the victim was a person (Individual), enter the full name of the victim, last name first, followed by the first name and middle name. If the victim is a Business, Financial Institution, Religious Organization, Government Agency or other list the name of the business, the agency or the organization not the owner or the person reporting the crime.

VICTIM ADDRESS - enter the victim’s address.

VICTIM TELEPHONE NUMBER - if the victim was a person (Individual), enter the telephone number where he/her can be contacted.

INSURANCE COMPANY – the name of the victim’s insurance company.

ADDRESS – the address of the victim’s insurance company.

TELEPHONE NUMBER – the telephone number of the victim’s insurance company

TYPE PROPERTY LOSS - indicates the type of loss, recovery, etc., which occurred in an incident. A type property loss must be submitted with each line of property loss, recovery, etc. reported in the incident. **STATE REQUIRED.**

Valid codes are:

“1” None	“8” Unknown
“2” Burned	“9” Found - property that is located by an agency but no record of theft or owner can be located
“3” Counterfeited / Forgery	“10” Lost – property reported lost by owner.
“4” Destroyed / Damaged / Vandalized	“11” Abandoned
“5” Recovered	“12” Towed
“6” Seized	“13” Impounded
“7” Stolen	

CODE - is used to identify the property which was burned, counterfeited / forged, destroyed / damaged, recovered, seized or stolen. (Field length – 4 characters) **STATE REQUIRED.**

QUANTITY - is used to indicate when multiple items are being listed under one property code. **STATE REQUIRED.**

CATEGORY – identifies the category of property when more than one type of property can be listed for a code. The first three letters of the property type are used to indicate this data element. (Field length – 3 characters)

Example (1): A calculator is reported stolen, the code for this item is “0501” which also lists Adding Machines. The category for the calculator would be listed as “CAL.”

Example (2): A holster is reported stolen, the code for this item is “0711” which also lists Gun Cases. The category would be listed as “HOL” for the Holster.

BRAND / MAKE / TITLE / BREED / DESCRIPTION – indicates the brand name of an item, the make of the vehicle, the title of a book or other document, the breed of animal or, if none of these are available, the description of the item is listed in this field. NCIC brand codes may also be used to identify a specific brand. (Field length – 25 characters)

YMF / AGE – is the year of manufacture or the age of the item or animal being listed. (Field length – 4 characters)

Example (1): A 1976 Chevy Nova is reported stolen, the year of manufacture “1976” would be listed.

Example (2): A ten year old German Shepherd dog is reported stolen, the age of the dog “10” is listed.

Example (3): A Sony television is reported stolen, the owners advise they brought the set new 8 to 10 years ago but are not sure of the date of manufacture, “8” would be listed.

MODEL – indicates the model of the make of item being reported. If the model name is more than 11 characters, list only the first eleven characters. (Field length – 11 characters)

Example (1): A Sony TECHII color television is reported stolen, the model name “TECHII” would be listed.

Example (2): A 1976 Chevy Nova is reported stolen, the model name “NOVA” would be listed.

COLOR – the color of the item being reported is listed in this field. (Field length – 7 characters using standard NCIC Codes.)

STYLE – indicates the style of a vehicle. (Field length – 2 characters using standard NCIC Codes.)

CALIBER – indicates the caliber or gauge of a firearm. NCIC caliber codes should be used in this field. (Field length – 4 characters)

SIZE – is the measurement most commonly associated with the item. This could include the height or length of the item. (Field length – 7 characters)

WEIGHT – indicates the weight measurement commonly associated with the item. This could include pounds, ounces, karats, etc. (Field length – 7 characters)

Example (1): A German shepherd dog weighing 110 pounds is reported stolen, “110” would be listed.

Example (2): A ladies engagement ring with a diamond weighing 2.5 karats is reported stolen, “2.5” would be listed.

GENDER – indicates the gender of the individual that uses the reported item or the sex of an animal. (Field length – 1 character)

Valid Codes:

“F” (Female, Girl, Woman, Women)

“M” (Male, Boy, Man, Men)

Example (1): A men’s bicycle is reported stolen, “M” would be listed.

Example (2): A female parrot is reported stolen, “F” would be listed.

VIN / SERIAL NUMBER / CREDIT CARD NUMBER – indicates a vehicle identification number, serial number or credit card number. (Field length – 20 characters)

MODEL NUMBER – indicates the model number. (Field length 9 characters – if the number is longer than 9 characters only use the first 9 numbers.)

OWNER APPLIED NUMBER – indicates a number or combination of numbers and letters that the owner has applied to in order to uniquely identify an item. (Field length – 20 characters)

LICENSE TAG / DRIVER’S LICENSE NUMBER – indicates the vehicle tag number or a driver’s license number. (Field length – 11 characters)

LICENSE STATE – indicates the state issuing the tag or driver’s license listed in the previous field. (Field length – 2 characters)

LICENSE YEAR – indicates the year that the tag or driver’s license listed in the previous fields was issued. (Field length – 4 characters)

LIVESTOCK BRAND / LIVESTOCK TAG – indicates the brand or tag number placed on livestock. (Field length – 12 characters)

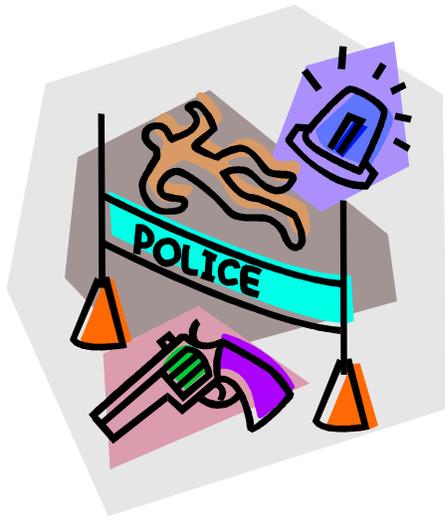
Example (1): A branded bull is reported stolen, “BAR-S” would be listed.

Example (2): A heifer with a livestock tag is reported stolen, the tag number “12386A” is listed.

VALUE – indicates the value of the item. (Field length – 9 characters, rounded to the nearest dollar) **STATE REQUIRED.**

RECOVERY DATE – indicates the date an item reported stolen is recovered. If a recovery is not reported the item will remain active in the stolen property file.

NCIC – indicates the number generated by NCIC when an item is entered



KANSAS SUPPLEMENTAL HOMICIDE REPORT

KSHR



B. KANSAS SUPPLEMENTAL HOMICIDE REPORT (KSHR)

The Kansas Supplemental Homicide Report (KSHR) is completed and submitted monthly if any incidents of Murder, Manslaughter or Justifiable Homicide are reported by an agency on a Kansas Standard Offense Report (KSOR). Much of the information provided on this form is also on the KSOR. However, since the Front Page of the KSOR is an open public record, many agencies have expressed a concern about listing the circumstances of a homicide on the front page. The KSHR completes this reporting requirement.

AGENCY NAME – the name of the agency submitting the report. **STATE REQUIRED.**

AGENCY ORI NUMBER – the nine-character NCIC Originating Agency Identifier (ORI) number that is assign to the reporting agency. **STATE REQUIRED.**

REPORT MONTH / YEAR – the month and year the submitted report represents.

CASE NUMBER – the number assigned by the reporting agency to uniquely identify a specific incident being reported. **STATE REQUIRED.**

DATE OF OFFENSE – the date of offense as listed in the field “Date Offense Started” on the KSOR. **STATE REQUIRED.**

STATUTE VIOLATION – the state statute number as reported on the KSOR. **STATE REQUIRED.**

VICTIM – identifies the victim(s) of the homicide by their physical characteristics: race, sex, ethnicity, resident / nonresident status, age, date of birth. If there are multiple victims, list all victims using one line for each victim. **STATE REQUIRED.**

SUSPECT – identifies the suspect(s) of the homicide by their physical characteristics: race, sex, ethnicity, resident/nonresident status, age, date of birth. If there are multiple suspects, list all suspects using one line for each suspect. **STATE REQUIRED.**

RELATIONSHIP – is the relationship of the victim to the offender. Valid codes are listed on the lower portion of the KSHR. **STATE REQUIRED.**

WEAPON – indicates the weapon used to perpetrate the murder. Valid codes are listed on the lower portion of the KSHR. **STATE REQUIRED.**

CIRCUMSTANCES – indicates the circumstances of the murder. If the offense being reported is Murder / Non-Negligent Manslaughter, two entries are allowed. When the offense being reported is Negligent Manslaughter or Justifiable Homicide only one entry is allowed. Valid codes are listed on the lower portion of the KSHR. **STATE REQUIRED.**

ADDITIONAL CIRCUMSTANCES – identifies the additional circumstances of a Justifiable Homicide. If circumstance entry of “20” (Criminal Killed by Private Citizen) or “21” (Criminal Killed by Police Officer) is listed in the first circumstances field then describing the Additional Circumstances field is also required. Valid codes are listed on the lower portion of the KSHR. **STATE REQUIRED.**

PERSON COMPLETING REPORT - the name of the individual completing the KSHR. **STATE REQUIRED.**

DATE – the date the KSHR was completed. **STATE REQUIRED.**

SUPERVISOR – indicates the name of the supervisor that reviewed the completed KSHR. **STATE REQUIRED.**



Law Enforcement Officers Killed or Assaulted Report

LEOKA



C. LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED REPORT (LEOKA)

The form entitled “Law Enforcement Officers Killed or Assaulted” (LEOKA) is to be used by agencies to report line-of-duty felonious or accidental killings and assaults of sworn law enforcement officers. Do not include K-9 dogs. **If no officers are killed or assaulted during a given month, a zero report should be submitted in lieu of this form.** (See page 118 for details on the Zero Report.)

The section, “Officers Killed,” relates to sworn officers, with full arrest powers, killed in the line of duty. The number of officers slain by felonious acts and those killed by accident or negligence should be entered. Do not include nonfatal assaults on officers in this portion of the form.

Once notified of an officer’s death, the FBI will contact the victim officer’s agency for additional details concerning the circumstances pertaining to the incident. The FBI will also furnish information on two Federal programs – a compensation program for non-Federal law enforcement officers overseen by the U.S. Department of Labor and the Public Safety Officers’ Benefits Program administered by the U.S. Department of Justice. These programs provide benefits to survivors of law enforcement officers killed in the line of duty, as well as disability benefits for officers suffering duty-related injuries. Either can be contacted directly for information. The addresses and telephone numbers are:

Office of Workers’ Compensation Programs
United States Department of Labor
P. O. Box 37117
Washington, D.C. 20013
(202) 724-0713

Public Safety Officers’ Benefits Program
United States Department of Justice
Bureau of Justice Assistance
633 Indiana Avenue, NW
Washington, D.C. 20531
(202) 307-0635

The “Officers Assaulted” portion of the form is to be used 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. **DO NOT INCLUDE OFFICERS KILLED** under this heading.

The importance of the LEOKA data cannot be overemphasized. They are the basis of an analysis of assaults on police officers; thus, the more complete the data collected, the more valid the conclusions. These results are used to prevent future LEO deaths.

AGENCY IDENTIFIER - the nine-character NCIC Originating Agency Identifier (ORI) number that is assigned to the reporting agency. **STATE REQUIRED.**

TYPE OF ACTIVITY (1-11) – is the type activity in which the officer was engaged at the time of assault. The assault is recorded on the appropriate type of activity line with entries to show type of weapon used, type of assignment, if the assault has been cleared, whether injury resulted from the attack, and the time of occurrence. Each of these entries should be made for each assault. **STATE REQUIRED.**

TOTAL ASSAULTS BY WEAPON (A) – the total number of assaults by weapon being reported is listed in column A. **STATE REQUIRED.**

TYPE OF WEAPON - the type of weapon(s) used to commit the assault(s) is listed in column B through E. 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. **STATE REQUIRED.**

Agencies should show the number of officers assaulted using numeric data rather than tally marks.

TYPE OF ASSIGNMENT – column F (Two-Officer Vehicle) and columns G and H (One-Officer Vehicle) pertain to uniformed officers; columns I and J (Detective or Special Assignment) to non-uniformed officers; and columns K and L (Other) to officers assaulted while in other capacities, such as foot patrol, off duty, etc. The term “assisted” refers to law enforcement assistance only. **STATE REQUIRED.**

POLICE ASSAULTS CLEARED (M) – is the count of number of assaults cleared, including exceptional clearances. Do not count the number of persons arrested for such offenses. **STATE REQUIRED.**

TOTAL (12) – is the total of columns A through M. **STATE REQUIRED.**

NUMBER WITH PERSONAL INJURY (13) – is the total number of officers injured in the incidents reported in columns A through E. Each column must be totaled. **STATE REQUIRED.**

NUMBER WITHOUT PERSONAL INJURY (14) – is the total number of officers not injured by assault as reported in columns A through E. Each column must be totaled. **STATE REQUIRED.**

TIME OF ASSAULTS (15) – is the total number of officers assaulted during the specified time frames. **STATE REQUIRED.**

NOTE: It is important that all assaults be recorded in Sections 13, 14 and 15. The total number of entries in these sections should equal the total number of assaults on officers for the month.

AGENCY REPORTING - the name of the agency submitting the report. **STATE REQUIRED.**

REPORT FOR MONTH OF - indicates the reporting month. **STATE REQUIRED.**

YEAR – the reporting year. **STATE REQUIRED.**

PREPARED BY/TITLE – the name of the individual completing the report and their title. **STATE REQUIRED.**

CHIEF OR SHERIFF - name of the Chief of Police or Sheriff. **STATE REQUIRED.**

MONTH / DATE / YEAR – the date the report was completed. **STATE REQUIRED.**

LEOKA Line by Line
(See Example on Page 113)

Lines B through E must be equal to the total reported on line A.

Lines F through L must also be equal to the total reported on line A.

Line M is a line of its own. Since it is a clearance indicator it will not always be equal to line A.

Lines B through E must also equal the total reported in line 12

Lines 13 and 14 totals should also equal the total in line 12

Line 15 total should equal total in line 12.



ZERO REPORTS

ZERO



ORI _____
Agency _____
Month/Year _____
Prepared By _____

Zero Report

This form is to be used when your agency will not be sending in a particular form of reportable data for a certain month. **Please indicate below with a check mark which report(s) your agency will not be submitting for that month.** This form must be submitted by the 5th day of each month for the prior months reports.
(Example: Jan 2008 is Due Feb 5, 2008)

Kansas Standard Offense Report (KSOR) _____
Kansas Standard Arrest Report (KSAR) _____
Law Enforcement Officer Killed or Assaulted (LEOKA) _____
Supplemental Homicide Form (Green sheet) _____
Hate Bias Crime _____

Fax number 785-296-6781

D. ZERO REPORT FORM

An agency must submit a zero report every month unless an agency has reports of every type listed below.

The Zero Report is used for the months that an agency does not have one or more of any of the following:

- KIBRS reportable crimes occurred
- KIBRS reportable arrests occurred
- law enforcement officers killed or assaulted (LEOKA)
- homicides occurred

Simply, **check mark** any of the above that apply. **DO NOT GIVE NUMBERS OR TALLY MARKS.** It is not necessary to count the number of offense reports or arrest reports.

To be able to compute valid crime rates and trends, it is necessary that the Kansas Bureau of Investigation (KBI) and Federal Bureau of Investigation (FBI) be able to identify months during which no criminal activity occurred. The computation of valid statistics requires the KBI and FBI to differentiate between no crime occurring and no crime information being submitted.

This report is to be submitted by the 5th day of each month for the prior month's reports.

Example: No crime occurred for an agency in January 2007. The zero report for January would be submitted between February 1st - February 5th.

DO NOT SUBMIT A ZERO REPORT PRIOR TO THE END OF THE REPORTED MONTH.

These reports will not be entered due to the chance for incorrect submissions.

KANSAS INCIDENT BASED REPORTING SYSTEM CODES-2012

<p>PROPERTY / DRUG CODES:</p>	<p>VEHICLES</p>	<p>0812 LUGGAGE / BRIEFCASES / BACKPACKS / BOOKBAGS</p>	<p>GRAINS / FERTILIZER / PESTICIDES</p>
<p>CURRENCY</p> <p>0101 U.S. CURRENCY 0103 ANTIQUE COINS 0104 COIN COLLECTION 0108 FOREIGN CURRENCY</p>	<p>0401 AIRCRAFT 0402 AUTOMOBILES / SUVs / VANS 0403 WATERCRAFT 0404 BUSES 0405 MOTORCYCLES / MOPEDS / DIRTBIKES 0406 TRUCKS (PICK-UPS) 0407 RECREATIONAL VEHICLES (MOTOR HOME) 0408 SEMI TRACTORS 0450 MISCELLANEOUS VEHICLES (ATV, GOLF-CARTS / SNOWMOBILES / GO-CARTS)</p>	<p>0813 MICROWAVES 0814 REFRIGERATORS 0815 SEWING MACHINES 0816 DISHES / SILVERWARE / POTTERY 0817 SMALL APPLIANCES (INC. VACUUMS) 0818 SOFAS / LOVESEATS 0819 RANGES / STOVES 0820 TABLES 0821 NURSERY AND INFANT FURNITURE 0822 FLASHLIGHTS / LIGHTBULBS 0823 FIRE EXTINGUISHERS 0824 TOYS 0850 MISCELLANEOUS HOUSEHOLD GOODS (LINENS, COOKING UTENSILS, CANDLES, MIRRORS, PICTURE FRAMES, LAMPS ETC.)</p>	<p>1131 CORN 1132 MILO 1133 SOYBEAN 1134 WHEAT 1135 OTHER GRAIN PRODUCTS 1136 HAY / FEED 1137 HERBICIDES / INSECTICIDES 1138 ANHYDROUS AMMONIA</p>
<p>CREDIT / BANK / I.D. CARDS</p> <p>0105 CREDIT CARDS 0152 BANK CARDS (ATM, DEBIT) 153 MEMBERSHIP CARDS (UNION, LIBRARY, MOVIE RENTAL, ETC.) 0154 INSURANCE CARDS 0155 SOCIAL SECURITY CARDS 0156 DRIVERS LICENSES 157 SAVINGS ACCOUNT BOOKS / CHECK REGISTERS 0158 MISCELLANEOUS ID</p>	<p>OFFICE EQUIPMENT</p> <p>0501 CALCULATORS / ADDING MACHINES 0502 CASH REGISTERS / CASH BOXES / MONEY BAGS 0503 CHECK PROTECTORS 0504 COMPUTER HARDWARE (INC PRINTER, TOWER, MONITOR, KEYBOARD) 0505 COPIERS 0506 OFFICE FURNITURE 0507 TYPEWRITERS 0508 SAFES / LOCKBOXES 0509 OFFICE SUPPLIES (DAYPLANNERS, PENS, PENCILS, STAPLERS, ETC.) 0510 FAX MACHINES 0511 COMPUTER SOFTWARE 0550 MISCELLANEOUS OFFICE EQUIPMENT</p>	<p>CONSUMABLE GOODS</p> <p>0901 ALCOHOL / LIQUOR PRODUCTS 0902 BEVERAGES (NON-ALCOHOLIC) 0903 FOOD (CAN GOODS, FRESH, DRIED) 0904 MEAT 0905 TOBACCO PRODUCTS 0906 HEALTH AND BEAUTY PRODUCTS 0907 CLEANING PRODUCTS 0908 FIREWOOD / CHARCOAL 0910 GASOLINE / OIL/ PROPANE 0911 ALKALINE BATTERIES 0950 OVER THE COUNTER MEDICATIONS</p>	<p>LAWN EQUIPMENT / GARDEN SUPPLIES</p> <p>1141 PUSH LAWN MOWER 1142 RIDING LAWN MOWER 1143 ROTO-TILLERS 1144 SNOWBLOWERS 1145 OTHER LAWN EQUIPMENT (RAKES, GARDEN HOSES, SHOVELS, ETC) 1146 WEDEATERS / LEAF BLOWERS / TRIMMERS 1147 OUTDOOR FURNITURE / GRILLS 1148 LANDSCAPING SUPPLIES / YARD ART 1163 VEGETATION AND PLANTS (INCLUDES LAWNS)</p>
<p>NON-ENDORSED / NON NEGOTIABLE INSTRUMENTS</p> <p>0106 SECURITIES / BONDS 0121 GOVERNMENT CHECKS 0122 PAYROLL CHECKS 0123 PERSONAL CHECKS 0124 TRAVELERS CHECKS 0125 MONEY ORDERS / MONEY GRAMS 0126 BUSINESS CHECKS 0132 VISION CARDS / WIC VOUCHERS 0133 LOTTERY TICKETS 0134 IN STORE ACCOUNT SLIP 0135 PRESCRIPTION (PAPER NOT MEDS)</p>	<p>OFFICE EQUIPMENT</p> <p>0501 CALCULATORS / ADDING MACHINES 0502 CASH REGISTERS / CASH BOXES / MONEY BAGS 0503 CHECK PROTECTORS 0504 COMPUTER HARDWARE (INC PRINTER, TOWER, MONITOR, KEYBOARD) 0505 COPIERS 0506 OFFICE FURNITURE 0507 TYPEWRITERS 0508 SAFES / LOCKBOXES 0509 OFFICE SUPPLIES (DAYPLANNERS, PENS, PENCILS, STAPLERS, ETC.) 0510 FAX MACHINES 0511 COMPUTER SOFTWARE 0550 MISCELLANEOUS OFFICE EQUIPMENT</p>	<p>DRUGS / NARCOTICS</p> <p>0915 DRUG PARAPHERNALIA 0920 CRACK COCAINE 0921 COCAINE 0922 HASHISH 0923 HEROIN 0924 MARIJUANA 0925 MORPHINE 0926 OPIUM 0927 OTHER NARCOTICS 0928 LSD 0929 PCP 0930 OTHER HALLUCINOGENS 0931 OTHER STIMULANTS 0932 BARBITURATES 0933 DEPRESSANTS 0934 AMPHETAMINES / METHAMPHETAMINES 0935 OTHER DRUGS 0936 METHAMPHETAMINE LIQUID 0937 METHAMPHETAMINE SOLID 0938 MUSHROOMS 0941 ECSTASY / MDMA</p>	<p>MISCELLANEOUS</p> <p>1149 KEYS / KEYCHAINS 1150 MAILBOXES 1151 AUTO PARTS / ACCESSORIES 1152 BOAT PARTS / ACCESSORIES 1153 AGRICULTURAL PARTS / ACCESSORIES 1154 CONSTRUCTION EQUIP PARTS / ACCESSORIES 1155 BICYCLES / PARTS AND ACCESSORIES 1156 PAPERWORK (MAIL, PHOTOS, TITLES, ETC.) 1159 LICENSE PLATES / REGISTRATION DECALS / HANDICAP PLACARDS 1161 MUSICAL INSTRUMENTS / EQUIPMENT 1165 OIL FIELD EQUIPMENT 1170 GAMBLING EQUIPMENT 1175 CRUDE OIL 1180 SPORTS / RECREATIONAL EQUIPMENT / COOLERS 1181 PET SUPPLIES 1182 SIGNS (STREET, REALTY, ETC.) 1185 SADDLES / TACK 1189 MEDICAL SUPPLIES (NOT ELECTRONIC) 1190 VENDING MACHINE 1194 PORTABLE SHELTER (BUS STOP, THREE SIDED BARN, MANGER) 1195 TRAILERS 1196 BOOKS / MAGAZINES / NEWSPAPERS 1197 UTILITIES / UTILITY METERS 1198 SERVICES (MEALS, LODGING, FARE) 1199 MISCELLANEOUS (DO NOT OVERUSE)</p>
<p>ENDORSED / NEGOTIABLE INSTRUMENTS</p> <p>0127 GOVERNMENT CHECKS 0128 PAYROLL CHECKS 0129 PERSONAL CHECKS 0130 TRAVELERS CHECKS 0131 STAMPS 0136 VISION CARDS / WIC VOUCHERS 0151 MONEY ORDERS / MONEY GRAMS 0159 BUSINESS CHECKS 0160 GIFT CARDS / GIFT CERTIFICATES 0161 PHONE CARDS (PREPAID) 162 EVENT TICKETS (AIRLINE, MOVIE, CONCERT, ETC)</p>	<p>ELECTRONIC EQUIPMENT*</p> <p>0601 BINOCULARS / TELESCOPES / RANGE FINDERS 0602 CAMERAS / FILM / ACCESSORIES 0603 CASSETTE TAPES / COMPACT DISCS / VINYL RECORDS 0604 CB RADIOS / TWO-WAY RADIOS 0605 RADIOS (AM/FM, CLOCK, PORTABLE) 0607 STEREO COMPONENT SYSTEMS 0608 TAPE RECORDERS / TAPE PLAYERS 0609 TURNTABLES 0610 SPEAKERS (DOES NOT INCLUDE VEHICLE SPEAKERS) 0611 TELEPHONE / CELL PHONES (INC CHARGER) 0612 TELEVISIONS 0613 VIDEO EQUIPMENT 0614 VIDEO TAPES / DVDS 0615 SCANNERS 0616 MEDICAL / LAB EQUIPMENT 0617 RADAR DETECTORS 0618 VIDEO CASSETTE RECORDERS (VCR) / DVD PLAYER / DVD RECORDER 0619 CAMCORDERS 0620 CABLE EQUIPMENT / SATELLITE DISHES 0621 ANSWERING MACHINES / PAGERS 0622 COMPACT DISK PLAYERS (DOES NOT INCLUDE VEHICLE CD PLAYERS) 0623 EQUALIZERS / BOOSTERS / AMPLIFIERS (DOES NOT INCLUDE VEHICLE AUDIO EQUIPMENT) 0624 VEHICLE RADIO AND AUDIO EQUIPMENT 0627 MP3 PLAYER / I-POD / ZUNE 0628 IPAD / PDA / E-READERS (KINDLE, NOOK) 0629 GAME SYSTEM / VIDEO GAMES (P-STATION, X-BOX, ETC) 0630 GPS GLOBAL POSITIONING DEVICE 0631 RECHARGEABLE BATTERIES / PACKS 650 MISCELLANEOUS ELECTRONIC EQUIP (INC HEADPHONES, MEMORY CARDS)</p>	<p>PRESCRIPTION MEDICINE SHOULD BE REPORTED USING APPROPRIATE DRUG CLASSIFICATION.</p>	<p>STRUCTURES (USE ONLY WHEN REPORTING ARSON OR CRIMINAL DAMAGE)</p> <p>1201 SINGLE OCCUPANCY DWELLING 1202 OTHER DWELLING 1203 OTHER COMMERCIAL BUSINESS 1204 INDUSTRIAL / MANUFACTURING BUSINESS 1205 PUBLIC / COMMUNITY BUILDING 1206 COMMERCIAL STORAGE FACILITY 1207 OTHER STRUCTURES</p>
<p>JEWELRY</p> <p>0201 ANTIQUE / COLLECTIBLE JEWELRY 0202 BRACELETS 0203 PINS / BROOCHES / TIE TACKS 0204 CUFFLINKS 0205 EARRINGS 0206 NECKLACES 0207 RINGS 0208 BODY PIERCING JEWELRY 0209 WATCHES 0211 COSTUME JEWELRY 0212 BELT BUCKLES 0213 JEWELRY BOXES 0250 MISCELLANEOUS JEWELRY</p>	<p>FIREARMS / WEAPONS</p> <p>0701 ANTIQUE GUNS AND WEAPONS 0702 HANDGUNS 0703 RIFLES 0704 SHOTGUNS 0705 OTHER FIREARMS (BB, PELLET) 0706 AUTOMATIC WEAPONS 0710 AMMUNITION 0711 HOLSTERS / GUN CASES / GUN LOCKS 0750 MISC. WEAPONS (KNIVES, SWORDS)</p>	<p>LIVESTOCK / PETS</p> <p>1001 CATTLE 1002 FOWL 1003 HORSES 1004 SHEEP 1005 SWINE 1010 PETS (DOGS, CATS, BIRDS, HAMSTERS.) 1011 GOATS 1015 MISCELLANEOUS ANIMALS</p>	<p>VEHICLE STYLE CODES *</p> <p>AMBULANCE AM BUS BU CONVERTIBLE CV HATCHBACK 2 DOOR 2H HATCHBACK 4 DOOR 4H LIMOUSINE LM MOPED MD MOTORCYCLE MC MOTOR HOME MH MULTI-WHEEL MV PICKUP PK PICKUP W/CAMPER PM SEDAN, 2 DOOR 2D SEDAN, 4 DOOR 4D SUV SP STATION WAGON SW TRACTOR TRUCK, DIESEL DS TRACTOR TRUCK GASOLINE TR VAN CAMPER VC MINI VAN VT VAN VN *Only partial listing of most common codes</p>
<p>METALS</p> <p>0220 ALUMINUM 0221 BRASS 0222 COPPER 0223 GOLD 0224 IRON 0225 PLATINUM 0226 SILVER 0227 TIN 0228 LEAD 0229 BRONZE 230 OTHER PRECIOUS METALS 231 PEWTER 0232 SCRAP METAL</p>	<p>HOUSEHOLD GOODS</p> <p>0801 AIR CONDITIONERS / FURNACES / HEATERS 0802 ANTIQUES / COLLECTIONS (CARDS, STAMPS, FIGURINES, ETC) 0803 BEDS / MATTRESSES / BOXSPRINGS 0804 BOOKCASES / ENTERTAINMENT CENTER 0805 CARPETING / RUGS 0806 CHAIRS 0807 DISHWASHERS 0808 DRAPES / CURTAINS 0809 DRESSER / CHESTS / CABINETS / HUTCHES 0810 WASHERS / DRYERS 0811 FREEZERS</p>	<p>BUILDING MATERIAL / CONSTRUCTION EQUIPMENT</p> <p>1101 CONSTRUCTION EQUIP (BACKHOES, BULLDOZERS, GRADERS, ETC.) 1106 LUMBER 1107 PIPE 1108 PORTABLE BUILDINGS / STRUCTURES 1109 WIRE 1110 ELECTRICAL SUPPLIES 1111 EXPLOSIVES / FIREWORKS 1112 OTHER CONSTRUCTION SUPPLIES 1113 FENCE 1114 PLUMBING SUPPLIES (SINKS, TOILETS, BATHS, FIXTURES, ETC.) 1115 BUILDING SUPPLIES (PAINT & SUPPLIES, LADDER, DOORS, SHINGLES, ETC.) 1116 HARDWARE (SCREWS, NUTS, BOLTS) 1191 HAND TOOLS (INC TOOLBOXES) 1192 POWER TOOLS (INC GENERATORS, AIR COMPRESSORS, ETC) 1193 CHAINSAWS / POWERED SAWS</p>	<p>TYPE DRUG MEASUREMENT</p> <p>GM = GRAM KG = KILOGRAM OZ = OUNCE LB = POUND DU = DOSAGE UNIT (PILLS) ML = MILLILITER LT = LITER FO = FLUID OUNCE GL = GALLON NP = NUMBER OF PLANTS</p>
<p>CLOTHING</p> <p>0301 CHILDREN'S / INFANT'S 0302 MEN'S 0303 WOMEN'S 0304 PELTS / FURS 0305 PURSES / WALLETS 306 ACCESSORIES (HATS, BELTS, GLOVES, SHOES) 307 EYEGLASSES / SUNGLASSES / CONTACT LENSES 0350 MISCELLANEOUS CLOTHING</p>	<p>HOUSEHOLD GOODS</p> <p>0801 AIR CONDITIONERS / FURNACES / HEATERS 0802 ANTIQUES / COLLECTIONS (CARDS, STAMPS, FIGURINES, ETC) 0803 BEDS / MATTRESSES / BOXSPRINGS 0804 BOOKCASES / ENTERTAINMENT CENTER 0805 CARPETING / RUGS 0806 CHAIRS 0807 DISHWASHERS 0808 DRAPES / CURTAINS 0809 DRESSER / CHESTS / CABINETS / HUTCHES 0810 WASHERS / DRYERS 0811 FREEZERS</p>	<p>AGRICULTURAL EQUIPMENT</p> <p>1121 BALERS 1122 COMBINES 1123 CULTIVATORS 1124 PLOWS 1125 TRACTORS 1126 OTHER FARM EQUIPMENT 1127 PORTABLE CORRALS</p>	<p>VEHICLE STYLE CODES *</p> <p>AMBULANCE AM BUS BU CONVERTIBLE CV HATCHBACK 2 DOOR 2H HATCHBACK 4 DOOR 4H LIMOUSINE LM MOPED MD MOTORCYCLE MC MOTOR HOME MH MULTI-WHEEL MV PICKUP PK PICKUP W/CAMPER PM SEDAN, 2 DOOR 2D SEDAN, 4 DOOR 4D SUV SP STATION WAGON SW TRACTOR TRUCK, DIESEL DS TRACTOR TRUCK GASOLINE TR VAN CAMPER VC MINI VAN VT VAN VN *Only partial listing of most common codes</p>

VALID STREET TYPE CODES:	PARKWAY PLACE	PKY / PKWY
AVENUE	AVE	PL
BOULEVARD	BLVD	PLZ
CIRCLE	CIR	PT
COURT	CT	RAMP
CROSSING	XING	RD
DRIVE	DR	SQ
ESTATE	EST	ST
EXPRESSWAY	EXPY	TERR / TER
FREEWAY	FWY	TRL
HIGHWAY	HWY	TRFY
JUNCTION	JCT	TPKE / TNPK
LANDING	LNDG	V W
		WAY

PREMISE CODES:

01 = PARKING LOT / PARKING GARAGE
02 = CITY STREET
03 = ALLEY
04 = HIGHWAY
05 = RURAL ROAD
06 = VACANT CITY LOT
07 = ABANDONED STRUCTURE
08 = SINGLE RESIDENCE (INCLUDES ATTACHED GARAGE)
09 = DUPLEX / INDIVIDUAL MULTIPLE HOUSING UNITS
10 = APARTMENT COMPLEX
11 = NURSING HOME / INTERMEDIATE CARE FACILITY
12 = DORMITORY / SORORITY / FRATERNITY
13 = COLLEGE / UNIVERSITY / PROPRIETARY SCHOOL
14 = PUBLIC / PRIVATE PRIMARY OR SECONDARY SCH.
15 = CHURCH / SYNAGOGUE / TEMPLE
16 = GOVERNMENT / TAXPAYER FUNDED BUILDING
17 = JAIL / PRISON / ATTENTION CENTERS
18 = HOSPITAL
19 = DRUG STORE / DOCTOR'S OFFICE INC VETERINARIAN
20 = BANK / SAVINGS & LOAN / CREDIT UNION
21 = AUTOMATIC TELLER MACHINE (ATM)
22 = COMMERCIAL BUSINESS / OFFICE BUILDING
23 = SERVICE / GAS STATION (DO NOT INCLUDE CONVENIENCE STORES)
24 = CONVENIENCE STORE
25 = DEPARTMENT / DISCOUNT STORE
26 = GROCERY / SUPERMARKET
27 = SPECIALTY STORE
28 = MALL COMMONS
29 = LIQUOR STORE
30 = TAVERN / NIGHTCLUB / BAR
32 = RESTAURANT
33 = HOTEL / MOTEL / INN
34 = AIR / BUS OR TRAIN TERMINAL
35 = RENTAL STORAGE FACILITY / WAREHOUSE
36 = PARK BUILDINGS OR SHELTERS
37 = PARK TRAILS / OUTDOOR RECREATIONAL AREAS
38 = FIELDS / WOODS
39 = OIL FIELDS
40 = LAKE / WATERWAY / RIVER
41 = CONSTRUCTION SITE
43 = TEMPORARY STRUCTURES (I.E., BARN, TRAILER AT CONSTRUCTION SITE, DETACHED STORAGE SHED)
44 = CASINOS45 = RECREATIONAL FACILITY (GYM, HEALTH CLUB, COUNTRY CLUB)
46 = CAR WASH
99 = OTHER

HATE / BIAS MOTIVATION CODES:
IF FIELD IS NOT APPLICABLE USE CODE = "88"

RACIAL BIAS

11 = ANTI — WHITE
12 = ANTI — BLACK
13 = ANTI — AMERICAN INDIAN / ALASKAN NATIVE
14 = ANTI — ASIAN / PACIFIC ISLANDER
15 = ANTI — MULTI-RACIAL GROUP

RELIGIOUS BIAS

21 = ANTI — JEWISH
22 = ANTI — CATHOLIC
23 = ANTI — PROTESTANT
24 = ANTI — ISLAMIC (MUSLIM)
25 = ANTI — OTHER RELIGION
26 = ANTI — MULTI-RELIGIOUS GROUP
26 = ANTI — ATHEIST / AGNOSTICISM

ETHNICITY / NATIONAL ORIGIN BIAS

32 = ANTI — HISPANIC
33 = ANTI — OTHER ETHNICITY / NATIONAL ORIGIN

SEXUAL ORIENTATION BIAS

41 = ANTI — MALE HOMOSEXUAL (GAY)
42 = ANTI — FEMALE HOMOSEXUAL (LESBIAN)
43 = ANTI — HOMOSEXUAL (GAYS AND LESBIAN)
44 = ANTI — HETEROSEXUAL
45 = ANTI — BISEXUAL

DISABILITY BIAS

51 = ANTI — PHYSICAL DISABILITY
52 = ANTI — MENTAL DISABILITY

NONE / UNKNOWN

88 = NONE (NO BIAS)
99 = UNKNOWN

CAMPUS CODES:

UNIVERSITIES AND COLLEGES

KU	= UNIVERSITY OF KANSAS - LAWRENCE
KUMK	= UNIVERSITY OF KANSAS - KCK
KUO	= UNIVERSITY OF KANSAS - OVERLAND PARK
KSU	= KANSAS STATE UNIVERSITY - MANHATTAN
KSUS	= KANSAS STATE UNIVERSITY - SALINA
WSU	= WICHITA STATE UNIVERSITY - WICHITA
ESU	= EMPORIA STATE UNIVERSITY - EMPORIA
FHSU	= FT. HAYS STATE UNIVERSITY - HAYS
PSU	= PITTSBURG STATE UNIVERSITY - PITTSBURG
BU	= BAKER UNIVERSITY - BALDWIN CITY
BUO	= BAKER UNIVERSITY - OVERLAND PARK
BUT	= BAKER UNIVERSITY - TOPEKA
BDC	= BENEDICTINE COLLEGE - ATCHISON
BNC	= BETHANY COLLEGE - LINDSBORG
BLC	= BETHEL COLLEGE - NORTH NEWTON
CB	= CENTRAL BAPTIST THEOLOGICAL SEMINARY - KCK
CC	= CENTRAL CHRISTIAN COLLEGE - MCPHERSON
DC	= DONNELLY COLLEGE - KCK
EB	= EVANGELICAL BIBLE SEMINARY - KCK
FRU	= FRIENDS UNIVERSITY - WICHITA
HUI	= HIGHLAND UNIVERSITY - HIGHLAND
HC	= HESSTON COLLEGE - HESSTON
KCB	= KANSAS CITY COLLEGE AND BIBLE SCHOOL - OVERLAND PARK
KNC	= NEWMAN UNIVERSITY - WICHITA
KWC	= KANSAS WESLEYAN UNIVERSITY - SALINA
KWCO	= KANSAS WESLEYAN UNIVERSITY - OVERLAND PARK
MCC	= MANHATTAN CHRISTIAN COLLEGE - MANHATTAN
MPC	= MCPHERSON COLLEGE - MCPHERSON
MANC	= MID-AMERICAN NAZARENE UNIVERSITY - OLATHE
OU	= OTTAWA UNIVERSITY - OTTAWA
OJK	= OTTAWA UNIVERSITY - OVERLAND PARK
SMC	= UNIVERSITY OF SAINT MARY - LEAVENWORTH
SWC	= SOUTHWESTERN COLLEGE - WINFIELD
SC	= STERLING COLLEGE - STERLING
TC	= TABOR COLLEGE - HILLSBORO
WU	= WASHBURN UNIVERSITY - TOPEKA

COMMUNITY COLLEGES

ACCC	= ALLEN COUNTY COMMUNITY COLLEGE
BCCC	= BARTON COUNTY COMMUNITY COLLEGE
BTCO	= BUTLER COUNTY COMMUNITY COLLEGE
CCCC	= CLOUD COUNTY COMMUNITY COLLEGE
COCC	= COFFEYVILLE COMMUNITY COLLEGE
CLCC	= COLBY COMMUNITY COLLEGE
CWCC	= COWLEY COUNTY COMMUNITY COLLEGE
DCCC	= DODGE CITY COMMUNITY COLLEGE
FSCC	= FT. SCOTT COMMUNITY COLLEGE
GCOC	= GARDEN CITY COMMUNITY COLLEGE
HGCC	= HIGHLAND COMMUNITY COLLEGE
HUCC	= HUTCHINSON COMMUNITY COLLEGE
INCC	= INDEPENDENCE COMMUNITY COLLEGE
JCCC	= JOHNSON COUNTY COMMUNITY COLLEGE
KCCC	= KANSAS CITY COMMUNITY COLLEGE
LACC	= LABETTE COUNTY COMMUNITY COLLEGE
NCCC	= NEOHSO COUNTY COMMUNITY COLLEGE
PRCC	= PRATT COUNTY COMMUNITY COLLEGE
SCCC	= SEWARD COUNTY COMMUNITY COLLEGE

TECHNICAL SCHOOLS

FHAVTS	= FLINT HILLS TECHNICAL COLLEGE
KCAVTS	= KANSAS CITY AREA VO-TECH
KWAVTS	= WASHBURN TECHNICAL SCHOOL
MAVTS	= MANHATTAN AREA VO-TECH
NCVTS	= NORTH CENTRAL KANSAS TECH. COLLEGE
NEVTS	= NORTH EAST KANSAS AREA VO-TECH
NWVTS	= NORTH WEST KANSAS AREA VO-TECH
SAVTS	= SALINA AREA VOCATIONAL TECH. SCHOOL
SWTS	= SOUTHWEST KANSAS TECHNICAL SCHOOL
WIAVTS	= WICHITA AREA TECHNICAL SCHOOL
WITS	= WICHITA TECHNICAL INSTITUTE

VICTIM / SUSPECT ETHNICITY CODES:

H = HISPANIC ORIGIN
N = NOT OF HISPANIC ORIGIN
U = UNKNOWN

VICTIM / SUSPECT AGE CODES:

NN— UNDER 24 HOURS (NEONATE)
NB— 1 - 6 DAYS OLD
BB— 7 - 364 DAYS OLD
01 — 98 YEARS OLD — (REPORT THE EXACT AGE)
99 — OVER 98 YEARS OLD
00 — UNKNOWN

VICTIM'S TYPE OF INJURY CODES:

N = NONE
B = APPARENT BROKEN BONES
I = POSSIBLE INTERNAL INJURIES
L = SEVERE LACERATION
M = APPARENT MINOR INJURIES
O = OTHER MAJOR INJURY
T = LOSS OF TEETH
U = UNCONSCIOUSNESS

CIRCUMSTANCES OF A REPORTED AGGRAVATED ASSAULT BATTERY / HOMICIDE OR JUSTIFIABLE HOMICIDE CODES:

01 = ARGUMENT
02 = ASSAULT ON LAW ENFORCEMENT OFFICER
03 = DRUG DEALING
04 = GANGLAND
05 = JUVENILE GANG
06 = LOVER'S QUARREL
07 = MERCY KILLING (NOT APPLICABLE TO AGGRAVATED ASSAULT / BATTERY)
08 = OTHER FELONY INVOLVED
09 = OTHER CIRCUMSTANCES
10 = UNKNOWN CIRCUMSTANCES

SELECT ONE OF THE FOLLOWING FOR EACH NEGLIGENT MANSLAUGHTER VICTIM:

30 = CHILD PLAYING WITH WEAPON
31 = GUN-CLEANING ACCIDENT
32 = HUNTING ACCIDENT
33 = OTHER NEGLIGENT WEAPON HANDLING
34 = OTHER NEGLIGENT KILLINGS

SELECT ONE OF THE FOLLOWING FOR EACH JUSTIFIABLE HOMICIDE VICTIM

20 = CRIMINAL KILLED BY PRIVATE CITIZEN
21 = CRIMINAL KILLED BY LAW ENFORCEMENT OFFICER

TO FURTHER DESCRIBE CIRCUMSTANCES OF A JUSTIFIABLE HOMICIDE REPORT ONE OF THE FOLLOWING

A = CRIMINAL ATTACKED LAW ENFORCEMENT OFFICER AND THAT OFFICER KILLED CRIMINAL
B = CRIMINAL ATTACKED LAW ENFORCEMENT OFFICER AND CRIMINAL KILLED BY ANOTHER OFFICER
C = CRIMINAL ATTACKED A CIVILIAN
D = CRIMINAL ATTEMPTED FLIGHT FROM A CRIME
E = CRIMINAL KILLED IN COMMISSION OF A CRIME
F = CRIMINAL RESISTED ARREST
G = UNABLE TO DETERMINE

VICTIMS RELATIONSHIP TO CORRESPONDING SUSPECT:

WITHIN THE FAMILY

SE = VICTIM WAS SPOUSE
CS = VICTIM WAS COMMON-LAW SPOUSE
PA = VICTIM WAS PARENT
SB = VICTIM WAS SIBLING
CH = VICTIM WAS CHILD
GP = VICTIM WAS GRANDPARENT
IL = VICTIM WAS IN-LAW
SP = VICTIM WAS STEPPARENT
SC = VICTIM WAS STEPCHILD
SS = VICTIM WAS STEPSIBLING
FP = VICTIM WAS FOSTER PARENT
FC = VICTIM WAS FOSTER CHILD
FS = VICTIM WAS FOSTER SIBLING
OF = VICTIM WAS OTHER FAMILY MEMBER

OUTSIDE OF FAMILY BUT KNOWN TO VICTIM

AQ = VICTIM WAS ACQUAINTANCE
FR = VICTIM WAS FRIEND
NE = VICTIM WAS NEIGHBOR
BE = VICTIM WAS BABYSITTEE (THE BABY)
BG = VICTIM WAS BOYFRIEND / GIRLFRIEND
XF = VICTIM WAS EX-BOYFRIEND / GIRLFRIEND
F = VICTIM WAS CHILD OF BOYFRIEND / GIRLFRIEND
DP = VICTIM WAS BF/GF OF SUSPECT'S PARENT
HR = HOMOSEXUAL RELATIONSHIP
XS = VICTIM WAS EX-SPOUSE
EE = VICTIM WAS EMPLOYEE
ER = VICTIM WAS EMPLOYER
CW = VICTIM WAS COWORKER
OK = VICTIM WAS OTHERWISE KNOWN
VO = VICTIM WAS OFFENDER
RM = VICTIM WAS ROOMMATE

NOT KNOWN BY VICTIM

RU = RELATIONSHIP UNKNOWN
ST = VICTIM WAS STRANGER

PROPERTY COLOR CODES:

ALUMINUM	SIL	GRAY	LGR
BEIGE	BGE	IVORY	CRM
BLACK	BLK	LAVENDER	LAV
BLUE	BLU	MAROON	MAR
BLUE, DARK	DBL	ORANGE	ONG
BLUE, LIGHT	LBL	PINK	PNK
BRONZE	BRZ	PURPLE	PLE
BROWN	BRO	RED	RED
BURGUNDY	MAR	SILVER	SIL
CHROME	COM	STAINLESS STEEL	COM
COPPER	CPR	TAN	TAN
CREAM	CRM	TURQUOISE	TRQ
GOLD	GLD	WHITE	WHI
GREEN	GRN	YELLOW	YEL
GREEN, DARK	DGR	MULTICOLORED	MUL/COL

Drug Classifications and Statutes by Drug Name
Effective July 1, 2011

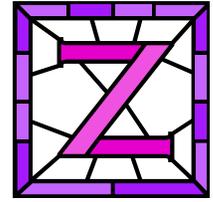
Drug	Drug Class	Possess/Use	Sell	Poss/Sell	Manufacture	Common names for Pre-	Property Code
Alphaprodine	Opiate/Narcotic	21-5706a	21-5705a1	21-5705a5a		Nisentil, Prilidine	0927
Alprazolam	Depressant	21-5706b1	21-5705a2	21-5705a2a		Xanax	0933
Amphetamine	Opiate/Narcotic	21-5706a	21-5705a1	21-5705a5a		Adderall, Ritalin	0934
Anabolic Steroids	Steroids	21-5706b5	21-5705a6	21-5705a6a			0935
Barbituates	Depressant	21-5706b1	21-5705a2	21-5705a2a		Butalan, Nembutal	0932
Bath Salt	Stimulant	21-5706b2	21-5705a3	21-5705a3a	21-5703a		0931
Clonazepam	Depressant	21-5706b1	21-5705a2	21-5705a2a		Klonopin	0933
Cocaine	Opiate/Narcotic	21-5706a	21-5705a1	21-5705a5a	21-5703a		0921
Crack Cocaine	Opiate/Narcotic	21-5706a	21-5705a1	21-5705a5a	21-5703a		0920
Diazepam	Depressant	21-5706b1	21-5705a2	21-5705a2a		Valium, Diastat	0933
Ephedrine/Pseudo	Ephedrine	21-5709a	21-5710a2				0931
Fentanyl	Opiate/Narcotic	21-5706a	21-5705a1	21-5705a5a	21-5703a	Sublimaze, Duragesic	0927
GHB, Ketamine	Depressant	21-5706b1	21-5705a2	21-5705a2a		Ketanest, Ketalar, Xyrem	0933
Hashish	Hallucinogens	21-5706b3	21-5705a4	21-5705a4a	21-5703a		0922
Heroin	Opiate/Narcotic	21-5706a	21-5705a1	21-5705a5a	21-5703a		0923
Hydrocodone	Opiate/Narcotic	21-5706a	21-5705a1	21-5705a5a	21-5703a	Vicodin, Lortab	0927
Khat	Stimulant	21-5706b2	21-5705a3	21-5705a3a	21-5703a		0931
Lorazepam	Depressant	21-5706b1	21-5705a2	21-5705a2a		Ativan	0933
LSD, PMA	Hallucinogens	21-5706b3	21-5705a4	21-5705a4a	21-5703a		0928
Marijuana	Hallucinogens	21-5706b3	21-5705a4	21-5705a4a	21-5703a		0924
MDMA/Ecstasy	Hallucinogens	21-5706b3	21-5705a4	21-5705a4a	21-5703a		0941
Mescaline	Hallucinogens	21-5706b3	21-5705a4	21-5705a4a	21-5703a		0930
Methadone	Opiate/Narcotic	21-5706a	21-5705a1	21-5705a5a	21-5703a	Dolophine, Methadose	0927
Methamphetamine	Stimulant	21-5706b2	21-5705a3	21-5705a3a	21-5703a		0934, 0936, 0937
Morphine	Opiate/Narcotic	21-5706a	21-5705a1	21-5705a5a	21-5703a	Avina, Roxanol	0925
Mushrooms	Hallucinogens	21-5706b3	21-5705a4	21-5705a4a	21-5703a		0938
Opium	Opiate/Narcotic	21-5706a	21-5705a1	21-5705a5a	21-5703a		0926
Oxycodone	Opiate/Narcotic	21-5706a	21-5705a1	21-5705a5a	21-5703a	OxyContin, Percocet	0927
PCP	Hallucinogens	21-5706b3	21-5705a4	21-5705a4a	21-5703a		0929
Peyote	Hallucinogens	21-5706b3	21-5705a4	21-5705a4a	21-5703a		0930
Psilocybin	Hallucinogens	21-5706b3	21-5705a4	21-5705a4a	21-5703a		0930
Quetiapine	Stimulant	21-5706b2	21-5705a3	21-5705a3a		Seroquel, Seroquel XR	0934
Simulated Con Sub	Use Appropriate	21-5713b	21-5714a	21-5713a c2	21-5713a c1		Use Appropriate
Triazolam	Depressant	21-5706b1	21-5705a2	21-5705a2a		Halcion	0933
Paraphernalia		21-5709b2	21-5710b1		21-5709b1		0915
Abuse of toxic Vapors		21-5712a	Describe inhaled product				0935 quantity XX

Drug Classification and Statutes by Drug Name
Effective July 1, 2009-June 30, 2011

Drug	Drug Class	Illegal Possession	Sell	Poss/Sell 1000'	Manufacture or cultivate	Common names for Prescriptions	Property Code
Alphaprodine	Opiate/Narcotic	21-36a06a	21-36a05a1	21-36a05a5a		Nisentil, Prisilidine	0927
Alprazolam	Depressant	21-36a06b1	21-36a05a2	21-36a05a2a		Xanax	0933
Amphetamine	Opiate/Narcotic	21-36a06a	21-36a05a1	21-36a05a5a		Adderall, Ritalin	0934
Anabolic Steroids	Steroids	21-36a06b5	21-36a05a6	21-36a05a6a			0935
Barbituates	Depressant	21-36a06b1	21-36a05a2	21-36a05a2a		Butalan, Nembutal	0932
Clonazepam	Depressant	21-36a06b1	21-36a05a2	21-36a05a2a		Klonopin	0933
Cocaine	Opiate/Narcotic	21-36a06a	21-36a05a1	21-36a05a5a	21-36a03a		0921
Crack Cocaine	Opiate/Narcotic	21-36a06a	21-36a05a1	21-36a05a5a	21-36a03a		0920
Diazepam	Depressant	21-36a06b1	21-36a05a2	21-36a05a2a		Valium, Diastat	0933
Ephedrine/Pseudo	Ephedrine	21-36a09a		21-36a10a2			0931
Fentanyl	Opiate/Narcotic	21-36a06a	21-36a05a1	21-36a05a5a	21-36a03a	Sublimaze, Duragesic	0927
GHB, Ketamine	Depressant	21-36a06b1	21-36a05a2	21-36a05a2a		Ketanest, Ketalar, Xyrem	0933
Hashish	Hallucinogens	21-36a06b3	21-36a05a4	21-36a05a4a	21-36a03a		0922
Heroin	Opiate/Narcotic	21-36a06a	21-36a05a1	21-36a05a5a	21-36a03a		0923
Hydrocodone	Opiate/Narcotic	21-36a06a	21-36a05a1	21-36a05a5a	21-36a03a	Vicodin, Lortab	0927
Khat	Hallucinogens	21-36a06b3	21-36a05a4	21-36a05a4a	21-36a03a		0930
Lorazepam	Depressant	21-36a06b1	21-36a05a2	21-36a05a2a		Ativan	0933
LSD, PMA	Hallucinogens	21-36a06b3	21-36a05a4	21-36a05a4a	21-36a03a		0928
Marijuana	Hallucinogens	21-36a06b3	21-36a05a4	21-36a05a4a	21-36a03a		0924
MDMA/Ecstasy	Hallucinogens	21-36a06b3	21-36a05a4	21-36a05a4a	21-36a03a		0941
Mescaline	Hallucinogens	21-36a06b3	21-36a05a4	21-36a05a4a	21-36a03a		0930
Methadone	Opiate/Narcotic	21-36a06a	21-36a05a1	21-36a05a5a	21-36a03a	Dolophine, Methadose	0927
Methamphetamine	Stimulant	21-36a06b2	21-36a05a3	21-36a05a3a	21-36a03a		0934, 0936, 0937
Morphine	Opiate/Narcotic	21-36a06a	21-36a05a1	21-36a05a5a	21-36a03a	Avina, Roxanol	0925
Mushrooms	Hallucinogens	21-36a06b3	21-36a05a4	21-36a05a4a	21-36a03a		0938
Opium	Opiate/Narcotic	21-36a06a	21-36a05a1	21-36a05a5a	21-36a03a		0926
Oxycodone	Opiate/Narcotic	21-36a06a	21-36a05a1	21-36a05a5a	21-36a03a	OxyContin, Percocet	0927
PCP	Hallucinogens	21-36a06b3	21-36a05a4	21-36a05a4a	21-36a03a		0929
Peyote	Hallucinogens	21-36a06b3	21-36a05a4	21-36a05a4a	21-36a03a		0930
Psilocybin	Hallucinogens	21-36a06b3	21-36a05a4	21-36a05a4a	21-36a03a		0930
Quetiapine	Stimulant	21-36a06b2	21-36a05a3	21-36a05a3a		Seroquel, Seroquel XR	0934
Simulated Con Sub	Use Appropriate	21-36a13b	21-36a14a	21-36a13a c2	21-36a13a		Use Appropriate
Triazolam	Depressant	21-36a06b1	21-36a05a2	21-36a05a2a		Halcion	0933
Paraphernalia		21-36a09b2	21-36a10c	21-36a10c2	21-36a09b1		0915



GLOSSARY



Acting in Concert - the offenders actually commit or assist in the commission of the crimes.

Add - new data is being added to the report.

Aggravated Assault / Battery - an attack by one person upon another wherein the offender either uses a weapon or displays a weapon in a threatening manner, or the victim suffers severe or aggravated bodily injury.

Arson - to intentionally damage or attempt to damage any real or personal property by fire, explosion or incendiary device.

Arrest Transaction Number (ATN) - a number that is assigned to an arrest to uniquely identify it. The ATN is assigned by the state on a preprinted Kansas Disposition Report or by the livescan machine. The ATN is unique per arrestee, per arrest action and cannot be reused.

Associated Individuals - spouses and former spouses, whether residing together or not, persons involved in a dating relationship, persons who were formerly involved in a dating relationship and persons who are blood or step related to one another.

Bad Checks - knowingly and intentionally writing and / or negotiating checks drawn against insufficient or nonexistent funds.

Betting / Wagering - to unlawfully stake money or something else of value on the happening of an uncertain event or on the ascertainment of a fact of dispute.

Bribery - the offering, giving, receiving, or soliciting of anything of value to sway the judgement or actions of a person in a position of trust or influence.

Burglary - The unlawful entry into a building or other structure with the intent to commit a felony, a theft, or a sexual battery.

Clearance Indicator, Count - the case which the arrestee is being apprehended for at this time.

Clearance Indicator, Multiple - any additional cases being cleared by this arrest.

Clearance Indicator, Outside Agency - arrestee is taken into custody for another jurisdiction.

Counterfeiting / Forgery - the altering, copying, or imitation of something, without authority or right, with the intent to deceive or defraud by passing the copy or item altered or imitated as that which is original or genuine; or selling, buying, or possession of an altered, copied, or imitated item with the intent to deceive or defraud.

Credit Card Fraud - the use of a credit or debit card or automatic teller machine for fraudulent purposes.

Crimes Against Persons - crimes whose victims are always Individuals.

Crimes Against Property - crimes committed to obtain money, property, or some other benefit.

Crimes Against Society - represent society's prohibition against engaging in certain types of activity.

Criminal Damage to Property - to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Dating Relationship - a social relationship of a romantic nature.

Delete - used when a case is unfounded and needs to be removed from the database.

Disorderly Conduct - any behavior that tends to disturb the public peace or decorum, scandalizes the community, or shocks the public sense of morality.

Domestic Violence - any harmful physical contact or threat thereof, or destruction of property between associated individuals or formerly associated individuals, used as a method of coercion, control, revenge or punishment.

Domestic Violence with Children Present - a child under the age of 18, and not the victim or suspect, was present during this incident.

Driving Under the Influence - driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming alcoholic beverages or using a drug or narcotic.

Drug Equipment Violations - the unlawful manufacture, sale, purchase, possession, or transportation of equipment or devices utilized in preparing and / or using drugs or narcotics.

Drug / Narcotic Violations - the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Drunkenness - to drink alcoholic beverages to the extent that one's mental faculties and physical coordination are substantially impaired.

Embezzlement - misappropriation by an offender, to his / her own use or purpose, of money, property, or some other thing of value entrusted to his / her care, custody, or control.

Exceptional Clearance, Death of Offender - suicide of the offender, double murder, deathbed confession, offender killed by police or citizen, or the offender is accidentally killed or dies of natural causes after a warrant is obtained.

Exceptional Clearance, Extradition Denied - the offender is prosecuted by authorities in another city. An attempt must be made to return the offender for prosecution, but the other jurisdiction will not allow the release.

Exceptional Clearance, Juvenile-No Custody - the handling of a juvenile without taking him / her into custody or seeking prosecution in any manner but rather by giving notification to the parents or legal guardian.

Exceptional Clearance, Prosecution Declined - the prosecutor, for other than lack of probable cause, declines to file charges, e.g., offense falls outside prosecution guidelines by virtue of value of loss, first time offender, etc.

Exceptional Clearance, Victim Refuses to Testify - the prosecution refuses to file charges because the victim refuses to cooperate. This does not include victim refusing to cooperate with law enforcement.

Extortion / Blackmail - to unlawfully obtain money, property, or any other thing of value, either tangible or intangible, through the use of threat of force, misuse of authority, threat of criminal prosecution, threat of destruction of reputation or social standing, or through other coercive means.

False Pretenses - the intentional misrepresentation of existing fact or condition, or use of some other deceptive scheme or device, to obtain money, goods, or other things of value.

Family Offenses, Non-Violent - unlawful, non-violent acts by a family member or legal guardian which threaten the physical, mental or economic well-being or morals of another family member, and which are not classified as other offenses such as Assault, Incest, Kidnapping, etc.

Fondling, Forcible - the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and / or against that person's will; or where the victim is incapable of giving consent because of his / her youth, or mental or physical incapacity.

Forgery / Counterfeiting - the altering, copying, or imitation of something, without authority or right, with the intent to deceive or defraud by passing the copy or item altered or imitated as that which is original or genuine; or selling, buying, or possession of an altered, copied, or imitated item with the intent to deceive or defraud.

Gambling Equipment Violations - to unlawfully manufacture, sell, buy, possess, or transport equipment, devices, and / or goods used for gambling purposes.

Identification Documents - any card, certificate or document or banking instrument including, but not limited to, credit or debit card, which identifies or purports to identify the bearer of such document, whether or not intended for use as identification, and includes, but is not limited to, documents purporting to be drivers' licenses, nondrivers' identification cards, certified copies of birth, death, marriage and divorce certificates, social security cards and employee identification cards.

Identity Fraud - is willfully and knowingly supplying false information intending that the information be used to obtain an identification document or; making, counterfeiting, altering or amending any identification document with the intent to deceive.

Identity Theft - knowingly and with intent to defraud for any benefit, obtaining, possessing, transferring, or using one or more identification documents or numbers of another person.

Impersonation - requires the offender to be representing oneself as a public officer, public employee, or a person engaged in any profession or vocation for which a license is required by the laws of the State of Kansas, with knowledge that such representation is false. If the impersonation is used during a criminal proceeding of any type there does not need to be a licensing requirement. However, the classification would then be AGGRAVATED False Impersonation

Incest - Marriage to; or nonforcible sexual intercourse, sodomy, or fondling between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Initial - this is a new report being submitted for the first time.

Intangible Property - anything that cannot be perceived by the sense of touch. They can be benefits or detriments.

Intimidation / Harassment - to place another person in reasonable fear of bodily harm through the use threatening words and / or conduct, but without displaying a weapon or subjecting the victim to an actual physical attack. This includes stalking.

Justifiable Homicide - the killing of a perpetrator of a serious criminal offense by a law enforcement officer in the line of duty; or the killing, during the commission of a serious criminal offense, of the perpetrator by a private individual.

Kidnapping - the unlawful seizure, transportation, and / or detention of a person against his / her will, or of a minor without the consent of his / her custodial parent(s) or legal guardian.

LEOKA - Law Enforcement Officers Killed or Assaulted report used to report line-of-duty felonious or accidental killings and assaults of sworn law enforcement officers.

Liquor Law Violations - the violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

Modify - some of the data reported in the initial submission is being changed.

Murder - the willful non-negligent killing of a human being by another.

Negligent Manslaughter - the killing of another person through negligence. This does not include vehicle accidents.

Non-Resident - a person who does NOT maintain his / her permanent home in the town, city, or community where the crime occurred. This is not intended to reflect immigration residency status.

Offender Suspected of Using - indicates whether any of the offenders in the incident were suspected of consuming alcohol or using drugs during or shortly before the incident. It also reflects any use of computer equipment to assist in perpetrating the crime.

On-View Arrest - offender is placed into custody without a warrant or previous incident report. It may be easier to think of this as an On-Scene arrest.

Operating / Promoting Gambling - to unlawfully operate, promote, or assist in the operation of a game of chance, lottery, or other gambling activity.

Originating Agency - the agency that initiated the original offense report.

Pick-Pocketing - the theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.

Purse Snatching - the grabbing of a purse or handbag from the physical possession of another person.

Rape, Forcible - the carnal knowledge of a person, forcibly and / or against that person's will; or where the victim is incapable of giving consent because of his / her mental or physical incapacity including sexual intercourse with a child under 14 years of age.

Rape, Statutory - consensual sexual activity involving a victim 14 or 15 years of age and a suspect less than 19 years of age but less than four years older than the victim.

Resident - a person who maintains his / her permanent home in the town, city, or community where the crime occurred. This is not intended to reflect immigration residency status.

Robbery - the taking, or attempting to take, anything of value under confrontational circumstances by force or threat of force or violence while putting the victim in fear of immediate harm.

Same Time and Place - the time interval between the offenses and the distance between where they occurred were insignificant. Normally, the offenses must have occurred during an unbroken time duration and at same or adjoining locations.

Severe Laceration - one which, even if declined, should receive emergency medical attention. Does not include cuts and scrapes.

Simple Assault / Battery - an unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers severe bodily injury.

Sodomy, Forcible - oral or anal sexual intercourse with another person, forcibly and / or against that person's will; or where the victim is incapable of giving consent because of his / her age or because of his / her mental or physical incapacity.

Sports Tampering - to unlawfully alter, meddle in, or otherwise interfere with a sporting contest or event for the purpose of gaining a gambling advantage.

Structure - consists of four walls, a door, and a roof.

Summoned / Cited - not taken into custody but notice to appear is given to offender. This includes a summons served by a process server and an arrest report is required.

Taken Into Custody - based on a warrant and / or a previous incident.

Trespassing - to unlawfully enter land, a dwelling, or other real property with no intent to commit a felony, theft, or sexual battery.

Vehicular Homicide - the unintentional killing of a human being committed by the operation of an automobile, airplane, motor boat or other motor vehicle in a manner which creates an unreasonable risk of injury.

Zero Report - form submitted by agencies that had no reportable offenses, arrests, LEOKA data, and / or homicides. This form differentiates between no crime occurred and no crime information was submitted.