INCIDENT REPORT

The Iowa Incident Report form was designed and approved by the UCR Contributing Committee for the purpose of gathering details of incidents brought to the attention of law enforcement agencies and of arrests made by those agencies. Use of this form is not required. Agencies may devise their own forms to collect the required information.

This manual will address special reporting conditions as each part of the form is presented. Some sections of the form may not have to be completed if certain crimes are being reported or if certain types of entities are the victims of crimes. In some cases, such as hate crime or LEOKA, additional information is required.

The special conditions are limited and are addressed in the instructions. If there is any doubt about what information is required, all blocks for which information is available should be completed.

1. **Case Number** - Up to twelve characters can be used. Case numbers must be unique; they cannot be repeated each year. Including the year as part of the case number will make it unique from year to year.

2. **ORI** - Enter the originating agency identifier. Agencies not having an ORI should use the ORI of the sheriff’s office.

### VICTIM SECTION

3. **Reported by** - Check VICTIM box if reported by the victim. If reported by someone other than the victim, enter the name. This field is mandatory for incidents involving domestic abuse.

4. **Address**. If other than the victim, enter the full address of the person reporting the incident.

5. **Phone** - If other than the victim, enter the telephone number of the person reporting the incident.

6. **Reported** - Enter the date and time the incident was reported.

7. **Victim Sequence Number** - Enter a sequence number for each victim involved in this incident, e.g., victim number 1. Example: During a bank robbery the offender pointed a gun at a teller and demanded and received money. The robber also pistol-whipped a customer as he made his getaway. There were three victims: the bank, the teller and the customer, and three Victim Sequence Numbers will need to be assigned.

8. **Name** - Enter the full name of the victim in the form of last name, first name, and middle name or initial. If the victim of this incident is "society/public", leave the Name, Address and Phone fields blank. Name is mandatory only for incidents involving domestic abuse.

9. **Address** - Enter the full address of the victim, including zip code. Address is required only for incidents involving domestic abuse.

10. **Phone** - Indicate the telephone number of the victim.
11. **Type of Victim** - Check only one per victim segment. Possibilities for this field include:

- **I** = Individual
- **F** = Financial
- **B** = Business
- **G** = Government
- **R** = Religious
- **S** = Society-Public
- **O** = Other
- **U** = Unknown

Examples: A church would be religious; a bank would be financial; and a school would be other.

12. **Resident** - If the victim was a person, whether he/she was a resident or nonresident is to be entered into this field. A resident is a person who maintains his/her permanent home for legal purposes in the locality (i.e., town, city, or community) where the crime took place. 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 broader geographical jurisdictions. Possibilities for this field include:

- **R** = Resident
- **N** = Nonresident
- **U** = Unknown

Examples: A county deputy investigates a burglary in a small town with only a town marshal. The victim would be listed as a "resident".

A Polk County deputy investigates a rape that occurs in a rural area. The victim resides in Des Moines, and would therefore be considered a "nonresident".

13. **Race** - If the victim was a person, enter his/her race in this field. Possibilities are:

- **W** = White
- **B** = African American
- **I** = Native American/Alaskan Native
- **A** = Asian/Pacific Islander
- **U** = Unknown

Only one code can be entered; enter what the person appears to be, or enter unknown.

14. **Sex** - If the victim was a person, enter his/her sex here. The possibilities for this field include male, female and unknown.

15. **DOB or Age** - If the victim was a person, his/her age is to be entered into this field either as an exact date of birth, a range of days or years, or as unknown. Allowed entries include:

- **N** = under 24 hours (neonate)
- **NB** = 1-6 days old
- **BB** = 7-365 days old
- **01-98** (exact age in years)
- **99** = persons over 98 years old
- **00** = unknown

16. **Ethnicity** - Check whether the victim is or is not of Hispanic origin or whether this is unknown.

17. **SOC/OIN/OIS** - Enter the Social Security number and/or driver license number and state of license of the victim.
18. **Type of Injury** - Enter the type(s) of bodily injury suffered by the victim of one or more of the following offenses:

- Kidnapping/Abduction
- Forcible Rape
- Forcible Sodomy
- Sexual Assault with an Object
- Forcible Fondling
- Robbery
- Aggravated Assault
- Simple Assault
- Extortion/Blackmail

Up to five entries can be made for each victim. The possible entries are:

- **M** = Minor injury (bruises, abrasions, minor lacerations, sprains)
- **L** = Severe lacerations
- **S** = Scalds/burns
- **I** = Possible internal injuries
- **B** = Broken bones/skull fracture
- **T** = Loss of teeth
- **O** = Other major injury
- **U** = Unconsciousness
- **N** = None

**INCIDENT SECTION**

19. **Date Occurred** - Enter the date that the incident occurred or started, or the beginning of the time period in which it occurred. For example, if the incident is a kidnapping which started on November 1 and ended November 23, use the November 1 date. If the burglary occurred sometime between June 24 and June 26, use the June 24 date. If the incident date is unknown, enter the date of the report with the indicator "R".

20. **Time Occurred** - "Military" or 24-hour time is to be used. Enter the time in which the incident occurred or started, or the beginning of the time period in which it occurred. If this information is unknown, leave the field blank.

21. **Day of the Week** - Circle the day of the week in which the incident occurred.

22. **Special Reports** - Check the appropriate box if the incident involves domestic abuse, hate crime, or law enforcement officer killed or assaulted (LEOKA).

23. **Offense Number** - Enter a sequence number for each offense involved in this incident, e.g., offense number 1 that applies to the victim of this report form.

24. **Offense** - Enter up to the ten most serious offenses for each incident. Use additional forms, designated as supplemental, for more than three initial offenses.

25. **State/City Statute** - Enter the statute which is applicable for the offense

26. **UCR Offense Code** - UCR offense codes can be located in this manual and can be added later by the person entering this data into IBR.
27. **Activity** - This blank is used to provide additional information on the criminal activity of the offender(s) in incidents involving:
   - Counterfeiting/Forgery
   - Stolen Property Offenses
   - Drugs/Narcotics Violations
   - Drug Equipment Violations
   - Gambling Equipment Violations
   - Pornography/Obscene Material
   - Weapon Law Violations

   Up to three types of activity can be entered for each of the offenses listed above. They are:
   - B = Buying/receiving
   - C = Cultivating/Manufacturing/Publishing e.g., production of any type
   - D = Distributing/Selling
   - E = Exploiting Children
   - O = Operating/Promoting/Assisting
   - P = Possessing/Concealing
   - T = Transporting/Transmitting/Importing
   - U = Using/Consuming

   Example: The offenders published and sold pornographic photographs of children. C (cultivating/manufacturing/publishing), D (distributing/selling) and E (exploiting children) should be entered.

   This blank is also used to provide gang information on the offender(s) in incidents involving:
   - Murder and Non-Negligent Manslaughter
   - Negligent Manslaughter
   - Kidnapping/Abduction
   - Robbery
   - Forcible Rape
   - Forcible Sodomy
   - Sexual Assault with an Object
   - Forcible Fondling
   - Aggravated Assault
   - Intimidation

   Up to two types of activity can be entered for each of the offenses listed above. They are:
   - J = Juvenile Gang
   - G = Other Gang
   - N = None/Unknown

   Example Two juveniles known to be a member of a local gang are arrested for assault. Juvenile gang should be entered.

28. **Status** - Check whether each offense in the incident was completed or merely attempted. If there was more than one occurrence of the same UCR offense within an incident and one was completed, then “completed” must be entered. “Attempted murder” should be listed as an aggravated assault, and all assault offenses are to be coded as completed.

29. **Location Type** - Enter only one location type for each offense. The list of applicable locations is shown as letter "A" immediately below this field on the incident report form. These are:
   - 01 = Air/Bus/Train Terminal
   - 02 = Bank/Savings and Loan
   - 03 = Bar/Night Club
   - 04 = Church/Synagogue/Temple
   - 05 = Commercial/Office Building
   - 06 = Construction Site
<table>
<thead>
<tr>
<th>Location Type Code</th>
<th>Location Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>07</td>
<td>Convenience Store</td>
</tr>
<tr>
<td>08</td>
<td>Department/Discount Store</td>
</tr>
<tr>
<td>09</td>
<td>Drug Store/Doctor's Office/Hospital</td>
</tr>
<tr>
<td>10</td>
<td>Field/Woods</td>
</tr>
<tr>
<td>11</td>
<td>Government/Public Building</td>
</tr>
<tr>
<td>12</td>
<td>Grocery/Supermarket</td>
</tr>
<tr>
<td>13</td>
<td>Highway/Road/Alley</td>
</tr>
<tr>
<td>14</td>
<td>Hotel/Motel/Etc.</td>
</tr>
<tr>
<td>15</td>
<td>Jail/Prison</td>
</tr>
<tr>
<td>16</td>
<td>Lake/Waterway</td>
</tr>
<tr>
<td>17</td>
<td>Liquor Store</td>
</tr>
<tr>
<td>18</td>
<td>Parking Lot/Garage</td>
</tr>
<tr>
<td>19</td>
<td>Rental/Storage Facility</td>
</tr>
<tr>
<td>20</td>
<td>Residence/Home</td>
</tr>
<tr>
<td>21</td>
<td>Restaurant</td>
</tr>
<tr>
<td>22</td>
<td>School/College</td>
</tr>
<tr>
<td>23</td>
<td>Service/Gas Station</td>
</tr>
<tr>
<td>24</td>
<td>Specialty Store (TV, fur, etc.)</td>
</tr>
<tr>
<td>25</td>
<td>Other/Unknown</td>
</tr>
<tr>
<td>26</td>
<td>Park</td>
</tr>
<tr>
<td>27</td>
<td>Farm Residence</td>
</tr>
<tr>
<td>28</td>
<td>Farm Building</td>
</tr>
<tr>
<td>29</td>
<td>Farm Other</td>
</tr>
</tbody>
</table>

* If #14 or 19 are used, the number of units entered should be specified in the shaded block located within the offense locations.

**Weapon Type(s)** - This field must be used to show the type(s) of weapons(s) or force used by the offender(s) if the following offenses were committed:
- Murder and Nonnegligent Manslaughter
- Negligent Homicide
- Justifiable Homicide
- Kidnapping/Abduction
- Forcible Rape
- Forcible Sodomy
- Sexual Assault with an Object
- Forcible Fondling
- Robbery
- Aggravated Assault
- Simple Assault
- Extortion/Blackmail
- Weapon Law Violations

Up to three types of weapons/force can be entered with each of the offenses listed above. The possibilities for this field are shown as "B" on the incident report form immediately below the location type codes. Semi-automatic weapons should not be entered as automatic weapons.

The possibilities for this field include:
- 11 = Firearm (type not stated)
- 11A = Automatic Firearm
- 12 = Handgun
- 12A = Automatic Handgun
- 13 = Rifle
- 13A = Automatic Rifle
14 = Shotgun
14A = Automatic Shotgun
15 = Other Firearm
15A = Other Automatic Firearm
20 = Knife/Cutting Instrument
30 = Blunt Object
40 = Hands, Fists, Feet, Etc.
50 = Poison
60 = Explosives
70 = Narcotics/Drugs
85 = Asphyxiation
90 = Other
95 = Unknown
99 = None

31. Method of Entry - This field is used only if the offense is Burglary/B&E and is used to report whether force or no force was used by the burglar(s) to enter the structure. A forced entry is where force of any degree or a mechanical contrivance of any kind (including a passkey or skeleton key) was used to unlawfully enter a building or other structure. An unforced entry is one where the unlawful entry was achieved without force through an unlocked door or window. If both forced and unforced entries were involved in the crime, the entry should be reported as having been accomplished through force.

32. Point of Entry - If the offense is Burglary/B&E, check where the burglar(s) gained access:
   - Door
   - Window
   - Roof
   - Other

VEHICLE SECTION

This section can be used to specifically report the loss or recovery of vehicles. A vehicle used by an offender in the commission of a crime can be described in the offender segment.

33. Loss Code - Enter the type(s) of property loss, recovery, seizure, etc., which occurred in an incident. Separate property segments must be submitted if the incident involves one or more of the following offenses:
   - Arson
   - Theft from Motor Vehicle
   - Theft of Motor Vehicle Parts or Accessories
   - Motor Vehicle Theft

The types of offenses in the incident determine which types of loss/etc. apply. The list of applicable loss code types can be found in the property section immediately preceding the narrative on the incident report form and marked "C".
   - 1 = None
   - 2 = Burned (includes damage caused in fighting the fire)
   - 4 = Destroyed/Damaged/Vandalized
   - 5 = Recovered (to impound property which was previously stolen)
   - 6 = Seized (to impound property which was not previously stolen)
   - 7 = Stolen/Etc. (includes defrauded)
   - 8 = Unknown
34. **Property Code** - The descriptions of the property which was burned, destroyed/damaged/vandalized, etc. are listed here. Agencies can enter as many property descriptions as desired, combining those of similar type. The nine most valuable property types will be entered into IBR in order of value. The possibilities for this field can be found at the bottom of the front side of the incident report form, and are listed there as "0". Those applicable to vehicles are:

- 01 = Aircraft (airplanes, dirigibles, gliders, etc.)
- 03 = Automobiles (sedans, coupes, station wagons, convertibles. taxicabs, and other similar motor vehicles which serve the primary purpose of transporting people)
- 05 = Buses (motor vehicles which are specifically designed, but not necessarily used, to transport groups of people on a commercial basis)
- 15 = Heavy Construction/Industrial Equipment
- 24 = Other Motor Vehicles (motorcycles, snowmobile, golf carts, etc.)
- 28 = Recreational Vehicles
- 37 = Trucks
- 38 = Vehicle Parts/Accessories
- 50 = Tractors
- 51 = Combines
- 52 = Other Farm machinery
- 99 = Other

35. **LIC/LIS/LIY/LIT** - Enter the license plate number, state of registry, license year of expiration and license type of the vehicle.

36. **VIN/Color/Year/Make/Model/Style** - Enter a complete description of the motor vehicle.

37. **Number of Stolen Motor Vehicles** - Enter the total number of stolen vehicles in this incident.

38. **Number of Recovered Motor Vehicles** - Enter the total number of vehicles recovered in this incident.

39. **Date of Recovery** - If previously stolen property is recovered, the month, day and year of its recovery is entered in this field. If there is more than one date of recovery for the same property description, enter the earliest date. For example, two cars are stolen. One is recovered June 1 while the second is not recovered until June 24. The date entered into this field should be June 1. If the recovery date is unknown, enter the date of the report.

40. **Estimated Value** - Enter the fair market value of loss or the cost to repair or replace

**PROPERTY SECTION**

41. **Loss Code** - Enter the type(s) of property loss, recovery, seizure, etc., which occurred in an incident. Separate property segments must be submitted if the incident involves one or more of the following offenses:

- Kidnapping/Abduction
- Robbery
- Arson
- Extortion/Blackmail
- Burglary/B&E
- Pocket-Picking
- Purse-Snatching
- Shoplifting
Theft from Building
Theft from Coin-Operated Machine or Device
Theft from Motor Vehicle
Theft of Motor Vehicle Parts or Accessories
All Other Larceny
Motor Vehicle Theft
Counterfeiting/Forgery
False Pretense/Swindle/Confidence Game
Credit Card/Automatic Teller Machine Fraud
Impersonation
Welfare Fraud
Wire Fraud
Embezzlement
Stolen Property Offenses (Receiving, etc.)
Destruction/Damage/Vandalism of Property
Drug/Narcotic Violations
Betting/Wagering
Operating/Promoting/Assisting Gambling
Gambling Equipment Violations
Sports Tampering
Bribery

The types of offenses in the incident determine which types of loss/etc. apply. The list of applicable loss code types can be found in the property section immediately preceding the narrative on the incident report form. Allowed for entry include:

1 = None
2 = Burned (includes damage caused in fighting the fire)
3 = Counterfeited
4 = Destroyed/Damaged/Vandalized
5 = Recovered (to impound property which was previously stolen)
6 = Seized (to impound property which was not previously stolen)
7 = Stolen/Etc. (includes defrauded)
8 = Unknown

Property Code - Enter the descriptions of the property which was burned/destroyed/ damaged/vandalized, etc. Up to 99 property descriptions can be entered for each type of property loss/etc. The possibilities for this field can be found on the bottom of the front side of the incident report form and are listed there as "D". Those applicable to vehicles are:

01 = Aircraft (airplanes, dirigibles, gliders, etc.)
02 = Alcohol
03 = Automobiles (sedans, coupes, station wagons, convertibles, taxicabs, and other similar motor vehicles which serve the primary purpose of transporting people)
04 = Bicycles
05 = Buses (motor vehicles which are specifically designed, but not necessarily used, to transport groups of people on a commercial basis)
06 = Clothes/Furs
07 = Computer Software/Hardware
08 = Consumable Goods
09 = Credit/Debit Cards
10 = Drugs/Narcotics
11 = Drug/Narcotic equipment
13 = Firearms
14 = Gambling Equipment
15 = Heavy Construction/Industrial Equipment
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Household Goods</td>
</tr>
<tr>
<td>17</td>
<td>Jewelry</td>
</tr>
<tr>
<td>19</td>
<td>Merchandise</td>
</tr>
<tr>
<td>20</td>
<td>Money</td>
</tr>
<tr>
<td>21</td>
<td>Negotiable Instruments</td>
</tr>
<tr>
<td>22</td>
<td>Non-Negotiable Instruments</td>
</tr>
<tr>
<td>23</td>
<td>Office-Type Equipment</td>
</tr>
<tr>
<td>24</td>
<td>Other Motor Vehicles</td>
</tr>
<tr>
<td>25</td>
<td>Purses/Handbags/Wallets</td>
</tr>
<tr>
<td>26</td>
<td>Radios/TVs/VCRs</td>
</tr>
<tr>
<td>27</td>
<td>Recordings/Audio/Visual</td>
</tr>
<tr>
<td>28</td>
<td>Recreational Vehicles</td>
</tr>
<tr>
<td>29</td>
<td>Structures - Single Occupancy Dwellings</td>
</tr>
<tr>
<td>30</td>
<td>Structures - Other Dwellings</td>
</tr>
<tr>
<td>31</td>
<td>Structures - Other Commercial/Business</td>
</tr>
<tr>
<td>32</td>
<td>Structures - Industrial/Manufacturing</td>
</tr>
<tr>
<td>33</td>
<td>Structures - Public/Community</td>
</tr>
<tr>
<td>35</td>
<td>Structures - Other</td>
</tr>
<tr>
<td>36</td>
<td>Tools</td>
</tr>
<tr>
<td>37</td>
<td>Trucks</td>
</tr>
<tr>
<td>38</td>
<td>Vehicle Parts/Accessories</td>
</tr>
<tr>
<td>39</td>
<td>Watercraft</td>
</tr>
<tr>
<td>50</td>
<td>Tractors</td>
</tr>
<tr>
<td>51</td>
<td>Combines</td>
</tr>
<tr>
<td>52</td>
<td>Other Farm Machinery</td>
</tr>
<tr>
<td>53</td>
<td>Farm Chemicals</td>
</tr>
<tr>
<td>54</td>
<td>Other Farm Supplies</td>
</tr>
<tr>
<td>55</td>
<td>Grain</td>
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<tr>
<td>56</td>
<td>Cattle</td>
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<td>57</td>
<td>Hogs</td>
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<td>58</td>
<td>All Other Livestock</td>
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<td>97</td>
<td>Special Category</td>
</tr>
<tr>
<td>98</td>
<td>Pending Inventory</td>
</tr>
<tr>
<td>99</td>
<td>Other</td>
</tr>
</tbody>
</table>

Example: The following property was taken in a burglary: 1) a $10,000 stamp collection; 2) jewelry worth $5,000; 3) an $1,800 personal computer; 4) clothes worth $1,500; 5) silverware worth $800; 6) a $650 TV; 7) a $450 VCR; 8) a $800 microwave oven; 9) $350 in cash; 10) a $250 typewriter; 11) a $150 shotgun; 12) a $100 bicycle; 13) two credit cards (no value); and 14) ten blank personal checks (no value). Because the stamp collection does not fit into any of the specifically coded property descriptions, it should be included as "99" = Other. The jewelry and silverware should be entered as code "17"; the personal computer as "07"; the clothes as "06"; the TV and VCR as "26"; the microwave oven as "16"; the cash as "20"; the typewriter as "23"; the shotgun as "13"; and the bicycle as "04". The credit cards as "09" and the blank checks as "22".

**43 Estimated Quantity** - Enter the quantity of drugs or narcotics seized in a drug case. Use of this field is optional for all other types of offenses involving property.

**44 Item Stolen, Seized, Burned, Lost, Found or Destroyed** - Enter a free-text description of each item indicated by a property code, including available descriptors of make, model, size, type, serial number, color, etc.
Estimated Value – The total dollar values of the property that was burned (includes damage caused in fighting the fire), counterfeited, destroyed/damaged/vandalized, recovered, seized, stolen, etc., is entered in this field. To determine the value of the stolen property, the following procedures should be used:

   a. 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.

   b. Use cost to the merchant (wholesale cost) of goods stolen from retail establishments, warehouses, etc. This would be the actual cash loss to the victim without any markup or profit added.

   c. Use victim's evaluation of items such as jewelry, watches, and other similar goods that decrease in value slightly or not at all with use or age.

   d. Use replacement cost or actual cash cost to victim for new or almost new clothes, auto accessories, bicycles, etc.

   e. When the victim obviously exaggerates the value of stolen 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.

The value should be reported in whole dollars. The value entered for each property description should be the total value of the property/loss/etc., for all of the victims in the incident.

If drugs or narcotics were seized in a drug case, no value is to be entered into this field, but the estimated quantity of the drugs/narcotics is to be reported.

Date of Recovery – If previously stolen property is recovered, the month, day and year of its recovery is entered in this field. If there is more than one date of recovery for the same property description, enter the earliest date. For example, two cars are stolen. One is recovered June 1 while the second is not recovered until June 25. The date entered into this field should be June 1. If the recovery date is unknown, enter the date of the report.

Total Value – Enter the total value of all property burned, counterfeited, destroyed/damaged/vandalized, recovered, seized, stolen, etc.

Narrative – Information regarding the incident, which could be released to the media, can be detailed here.

Signature – The person reporting the incident can sign the report form here.

OFFENDER/SUSPECT SECTION

Up to two offenders/suspects can be listed on the incident report form. Fields 50 – 72 are repeated for this purpose. Check the appropriate box to distinguish between offenders and suspects. The information contained in fields 50 – 72 will refer to offenders, but can be used for both suspects and offenders.

Offender Sequence Number – Enter a sequence number for each offender involved in this incident, e.g., offender number 1. If nothing is known about the offender(s), enter “00”, “N/A”, or “None”.

Name – Enter the full name of the offender in the form of last name, first name, and middle name or initial.

Nickname/Alias – Enter any known nicknames, street names or aliases.
53. **Address** - Enter the full address of the offender, including zip code.

54. **Race** - Enter what the offender appears to be, or enter unknown. Possibilities for this field include:
   - W = White
   - B = African American
   - A = Asian/Pacific Islander
   - I = Native American/Alaskan Native
   - U = Unknown

55. **Sex** - Enter the sex of the offender. The possibilities for this field include:
   - F = Female
   - M = Male
   - U = Unknown

56. **DOB or Age** - Enter the age of an offender into this field either as an exact date of birth, exact number of years, a range of years, or as unknown.

57. **Hispanic** - Check whether or not the offender is Hispanic, or if it is unknown.

58. **Height** - Enter the height or approximate height of the offender in feet and inches.

59. **Weight** - Enter the weight or approximate weight of the offender.

60. **Eyes** - Enter the eye color of the offender.

61. **Hair** - Enter hair descriptors (color, style, balding, etc.) of the offender.

62. **SOC/OLN/OLS** - Enter the Social Security number and/or driver license number and state of license for the offender.

63. **Relationship** - If the identity of the offender(s) is known, enter the relationship of each victim to the offender(s). This field is required for crimes against persons. The possibilities for this field can be found in the area marked "E" located after the second offender section. They include:
   - SE = Spouse
   - CS = Common-Law Spouse
   - PA = Parent
   - SB = Sibling
   - CH = Child
   - GP = Grandparent
   - GC = Grandchild
   - IL = In-Law
   - SP = Stepparent
   - SC = Stepchild
   - SS = Stepsibling
   - OF = Other Family Member
   - AQ = Acquaintance
   - FR = Friend
   - NE = Neighbor
   - BE = Babysittee (the baby)
   - BG = Boyfriend/Girlfriend
   - CF = Child of Boyfriend/Girlfriend
   - HR = Homosexual Relationship
64. **Arrest** - Check whether or not an arrest was made.

65. **Offender Suspected of Using** - Check the appropriate box to indicate the use of drugs, alcohol, or computer equipment in the incident.

66. **Offender Present** - Check whether or not the offender was present at the time the officer arrived at the scene.

67. **LIC/LIS/LIY/LIT** - Enter the license plate number, state of registry, license year of expiration and license type of the offender's vehicle.

68. **VIN/Color/Year/Make/Model/Style** - Enter a complete description of the offender's motor vehicle in these fields.

69. **Additional Descriptors** - Enter any other vehicle descriptors, such as dented rear fender, etc.

70. **Referrals** - Check all referrals made to the victim. This field is mandatory for domestic abuse reports, however it can be used for such other offenses as rape, sexual assault, etc. The referral possibilities include:
   - N = None
   - L = Legal
   - S = Shelter
   - M = Medical
   - C = Counseling
   - F = Financial Assistance
   - O = Other

71. **Children** - Check whether or not children were present/harmed during the incident. This field is mandatory for domestic abuse.

72. **Evidence Collected** - Check the appropriate box to indicate the collection of evidence.

**WITNESS SECTION**

73. Up to two witnesses can be listed on the incident report form. Enter their names, addresses, home and business telephone numbers.

**NARRATIVE SECTION**

74. This can be a continuation of the narrative begun on the first page of the form, or can contain details that are not part of the public record portion of the incident.
STATUS SECTION

75. **Status** - Indicate the status of the case at time the report is made. The possibilities to be checked include:
   - Active
   - Inactive
   - Cleared by arrest
   - Unfounded

76. **Exceptional Clearance** - Check whether or not the case was cleared by exceptional means, and the reason, if applicable. In order to clear an offense by exceptional means, 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; and 4) there must be a reason outside the control of law enforcement which prevents the arrest, i.e.:
   - A = Death of the Offender/Suspect
   - B = Prosecution Declined (by the prosecutor for other than lack of probable cause)
   - C = Extradition Denied
   - D = Victim Refused to Cooperate (in the prosecution)
   - E = Juvenile/No Custody (the handling of a juvenile without taking him/her into custody, but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense)
   - N = Not Applicable (incident not cleared exceptionally)
   - T = Turned Over to Another Agency
   - W = Warrant Issued

77. **Exceptional Clearance Date** - If an incident was cleared by exceptional means (A, B, G, D, E, T, W in number 76 above), then the month, day and year of the clearance should be entered.

78. **Reporting Officer** - The officer completing this incident report should be identified here.

79. **Badge Number** - The badge number or radio number of the arresting officer can be entered here.

80. **Supervisor** - If the report is reviewed by a supervisor, this person can be identified here.

81. **Badge Number** - The badge number of the supervisor can be entered here.

82. **Entered by** - If this incident report form is used to make an entry into the National Incident Based Reporting System (NIBRS), the person entering the data can be identified here.

83. **ID Number** - The identification number of the person entering the report can be entered here.