A Guide for Department Personnel

- Methods for Completing Department Reports
Field Reporting Manual

Table of Contents

Chapter 1 Incident Report Guidelines (PD-18, PD-18R)
Chapter 2 Arrest Report Guidelines (PD-180)
Chapter 3 Virginia Uniform Summons
Chapter 4 Crash Investigation and Reporting Guidelines (FR-300P)
Chapter 5 Investigative Report/Case File Guidelines (PD-3, PD-3A, PD-3B)
City of Virginia Beach
Police Department

Field Reporting Manual
Chapter 1
Incident Report Guidelines
(PD-18 & PD-18R)

A Guide for Department Personnel

- Guidelines for the proper completion of Incident Based Reports (PD-18 & PD-18R)
- Group A and B reporting definitions
INCIDENT REPORT FORM PD-18

GENERAL INFORMATION

Personnel shall adhere to the following step-by-step guidelines as they complete a police Incident Report (PD-18).

An incident is defined as an event that contains one or more offenses involving one or more victims, suspects, and property. The Incident Report form is comprised of six major sections that provide for the recording of information describing the incident, offense, victim, suspect, vehicles, and property. A shaded vertical band along the left edge labels each section. Each incident must have at least one incident, one offense, one victim and one suspect section submitted. Depending on the circumstances of each offense, other sections may be required. For every incident involving more than one offense, victim, or suspect a separate section must be submitted for each.

Example: An armed man robs a convenience store. He forces a clerk to open the cash register and takes the money and a handgun that was under the counter. He takes money from the purse of the clerk, which was also under the counter, then steals her car that was parked outside.

The following sections would be submitted for this incident:

1 - Incident section 2 - Victim sections (store, clerk)
2 - Offense sections 1 - Suspect section
   (1) robbery 1 - Vehicle section
   (2) motor vehicle theft 1 - Property section

NOTE: All robberies require at least one individual as a victim. If property was taken from a business, the business must also be listed as a victim. List individuals first in the report.

Required Data Elements

You must follow all conditional requirement statements on the form.

Most Specific Code

For situations in which only one code can be used, but two or more codes would be appropriate, use the most specific code. For example, in reporting the robbery of a 7-Eleven, the location code could be Commercial/Office Building, Convenience Store, or Grocery/Supermarket. Since Convenience Store is the most specific descriptor, it should be used. Please note that the entire code list for any given field may not be printed on the form. If a more appropriate code is needed, use Other and write in your response in the space provided.

Maximum Number of Codes

For situations in which more than one code can be used, the maximum number of codes is indicated by the number of code boxes or is indicated in the selection list. Unless otherwise indicated, circle selections are unlimited.

Crimes Against Persons, Property, Society

Offenses are divided into three categories: Crimes Against Persons, Crimes against Property, or Crime tions Against Society. Refer to PD-18G IBR Code Guide to determine the crime category of each offense. A copy of PD-18G is located on page 42 and 43.

- Crimes Against Persons are those crimes where victims are always individuals. Data elements collected for this crime category include Victim Injury, Relationship of Victim to Suspects, and Aggravated Assault/Homicide Circumstances if applicable.
- Crimes Against Property is to obtain money, property or some other benefit. A property record is required even if no property is taken.
- Crimes Against Society represent society’s prohibition against engaging in certain types of activity. Crimes such as gambling, prostitution, drug and weapons violations are categorized as society crimes. The victim must be coded as Society and Type of Criminal Activity must be completed.
INCIDENT-REQUIRED SECTION

Purpose
The Incident Section of the Incident Report form is to record information that is applicable to the entire report. An Incident is defined as one or more offenses committed by the same suspect (or group of suspects) acting in concert at the same time and place. Only one incident section is completed for each Incident Report.

Acting in concert
Acting in concert requires that the suspects actually commit or assist in the commission of the crime(s). The suspects must be aware of, and consent to, the commission of the crime(s); or even if non-consenting, their actions assist in the commission of the offense(s). This is important because all of the suspects in an incident are considered to have committed all of the offenses in the incident. If one or more of the suspects did not act in concert, then there is more than one incident involved.

Same Time and Place
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 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 suspect(s) at different times and places, as long as the activity is deemed to constitute a single criminal transaction.

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, found a female customer in the restroom and raped her there, 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 suspects weren't "acting in concert" in both offenses. Incident #1: Rape, Suspect 1; Incident #2: Robbery, Suspect 1 & 2.

Example 2
Same situation as Example 1, except that the rape occurred in the bar and the other suspect 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 coming to the victim's assistance and thereby assisted in the commission of the crime. Incident #1: Rape & Robbery, Suspect 1 & 2.

Justifiable Homicide
Justifiable homicide is not an actual “offense” and is not included in an agency’s crime counts. By definition, it 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. This is based on the definition of a criminal incident that requires all suspects "act in concert."

If the justifiable homicide is a result of a civilian’s actions, the responding uniform officer is responsible for generating and submitting the PD-18. The civilian is listed as the suspect to meet reporting standards for the VSP and FBI.

If the justifiable homicide is a result of a police officer’s actions, a supervisor overseeing the investigation is responsible for generating and submitting the PD-18. The police officer (last name, first initial, middle initial) is listed as the suspect to meet reporting standards for the VSP and FBI. Once entered into the RMS, the viewing of the incident report will be secured to the investigating chain of command and Internal Affairs. Securing the reports also restricts it from being accessible in ePRO and LinX.

Officer Involved Shooting Resulting in No Death
For police officer involved shooting resulting in no death, a supervisor overseeing the investigation is responsible for
generating and submitting the PD-18 with offense code 99A8-Officer Involved Shooting, No Death. The police officer (last name, first initial, middle initial) is listed as an involved other since there is not requirement to meet reporting standards for the VSP and FBI. Once entered into the RMS, the viewing of the incident report will be secured to the investigating chain of command and Internal Affairs. Securing the reports also restricts it from being accessible in ePRO and LinX.

**Police Involved Investigation (On-Duty Activities Only)**
For all other police officer involved on-duty actions that are reviewed criminally, a supervisor overseeing the investigation is responsible for generating and submitting the PD-18 with offense code 99A7-Police Involved Investigation. The police officer (last name, first initial, middle initial) is listed as an involved other since there is not requirement to meet reporting standards for the VSP and FBI. Once entered into the RMS, the viewing of the incident report will be secured to the investigating chain of command and Internal Affairs. Securing the reports also restricts it from being accessible in ePRO and LinX.

**Field Definitions**

**Incident # (Report Number) (Required)** - The Report Number is provided by or requested from E-911 Emergency Communications Division. It must be obtained prior to submitting the report. If it is determined that more than one incident occurred, a separate number must be obtained. This number must be recorded on the top of each page. If CADS is down, E-911 Emergency Communications Division will provide you with a Report Number. DO NOT make one up.

**Entered** - Data entry staff will initial each page after data entry is complete.

**Page #/Total Pages (Required)** - Record the page # for each page used and the total # of pages on the top of each page.

**Report Type (Required)** - Circle either Initial or Modify.

**Report Date (Required)** - The date the Report Number was issued (Month/Day/Year). In cases where the E-911 Emergency Communications Division CADS system is down for any length of time, (more than 24 hours or near midnight), the date must be the date the report Number was issued, which may not necessarily be the actual date the report was taken. If this is the case, the actual report date could be entered in the citizen's narrative field. In this way, if the citizen needed proof of the date the report was filed, the date would appear in the narrative field. This might be especially important in cases of motor vehicle thefts, arson, etc.

**Report Time (Required)** - Fill in the time using the 24-hour clock the report was assigned by E-911 Emergency Communications Division. The Report date/time must be at least one minute after the incident from date/time.

**Incident From Date/Time (Required)** - When offense occurred. Fill in the numerical format for the month, day, and the year. Fill in the time according to the 24-hour clock.

**Incident Thru Date/Time (Required)** - Fill in date and time found or check 'Same as From' box. If exact dates and times are not known, fill in variable dates and times.

**Location Street #/Street Name (Street direction, name, apartment number or suite number) (Required)** - Fill in the exact location where the offense occurred. If the place of occurrence is within or in front of a building, give the exact address of the building. Generalizations and commonplace names must be avoided in collecting this information. Also include the lot number, suite, building number, duplex letter, etc., if the address was an apartment or other type of multi-family dwelling unit. In addition, be sure to list if the roadway is a boulevard, road, street, lane, etc. Be sure to use numerals in addresses whenever possible - do not just give "Virginia Beach Boulevard" without a numerical listing, unless you can give an intersecting street.

Example: 2457 Virginia Beach Blvd; 427 Atlantic Avenue, Apt. B.; Princess Anne Road/Lynnhaven Parkway

Do not list the name of a business or commercial establishment in this block. There must be an entry for this block - for example - officers have given the location of a rape as "some where in Virginia Beach" - There has to be an address here - Even if it is a home address of the victim giving the report and a notation in the narrative explaining that the exact location is unknown. If the street number is unknown, list the nearest intersection in Location Street.
Name (i.e., 1000 block Virginia Beach Boulevard intersection Birdneck Road).

Zone - Fill in the patrol zone in which the reported offense occurred.

Reporting Officer Name/Code #/Pct/Bureau (Required) - Fill in the name, employee code number (not badge number), and assigned precinct of the police officer reporting the offense. The report will not be processed without the officer's code number.

Supervisor Name/Code #/Pct/Bureau - Fill in the name, employee code number (not badge number), and assigned precinct of the supervisor.

Investigating Officer Name/Code #/Pct/Bureau - Fill in the name, employee code number (not badge number), and assigned precinct of the Investigating Officer.

Case Disposition/Date (Required) - Case disposition will be PAC unless the reporting officer is also the investigating officer. Fill in the applicable disposition of the offense and the date of that disposition.

Exceptional Clearance Status (Required if Case Disposition is EXC) - If the incident was exceptionally cleared, fill in the appropriate code for the means by which it was cleared. When there is an arrest for this incident, this field must be blank. When a value is entered, at least one of the suspects associated with the incident must have known values for Age, Sex and Race.

More Information on the Case Disposition:

PAC (Pending Active): Case is active. Must be submitted as PAC for the following scenarios:
- All cases referred to the Detective Bureau for follow up
- All cases where the patrol officer will be the investigating officer and the investigation is not completed

PIN (Pending Inactive): Case is pending inactive. All leads have been exhausted and no more follow-up is needed.

PWO (Pending Warrant Obtained): Case is considered active for reporting purposes and requires follow-up from the investigating officer. There must be a warrant on file to use this status. The warrant has been obtained just not served.

OTH (Other): Only used in special circumstances for auto fatalities. This also includes natural death cases. When in doubt don’t use.

UNF (Unfounded): Case is unfounded. This should never be the original case status. If the on-scene investigations deemed no crime occurred, then the officer should note why in the CADS case comments and not generate an IBR.

When an arrest is made, the case disposition must be updated in the Incident Report and Case Management Records.
CBA - If an Adult Arrest/Juvenile Detention Worksheet is completed, the case disposition is always Cleared By Arrest.
EXC - Do not complete the Adult Arrest/Juvenile Detention Worksheet for exceptionally cleared cases.

If a case is to be Exceptionally cleared, all of the following condition must be met and must be clearly explained in the PD-3 or the Incident Report narrative:

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. One of the following reasons, outside the control of law enforcement that prevents the arrest, must be selected.
   (A) Death of the Offender
   (B) Prosecution Declined
   (C) Extradition Denied
   (D) Victim Refused to Cooperate
(Commonwealth or Juvenile Intake) *(E) Juvenile, No Custody

*The handling of a juvenile without taking him or her into custody but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense may be exceptionally cleared. In this case do not complete the Adult Arrest/Juvenile Detention Worksheet.

**OFFENSE-REQUIRED SECTION (AT LEAST ONE OFFENSE)**

NOTE: Law enforcement should classify and report offenses after preliminary confirmation of a call for service or a complaint establishes 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 IBR are intended to assist in identifying law enforcement problems.

**Purpose**
The Offenses Section of the Incident Report form is to record information describing the details of each offense committed in an incident. One Offense Section is to be submitted for each offense code being reported. Multiple offenses must be listed in hierarchy order.

**Field Definitions**

**Ofns Seq # (Required)** - Fill in the sequential number (even when only one offense occurs). List the most serious offense first according to UCR/IBR coding procedures.

**Offense Code/Offense Description (Required)** - Fill in the offense code and literal. Officers are expected to know offenses and the specific criteria that characterize the offense type. Only one offense classification should be listed in this block. If more than two offenses are involved, use additional Offense Supplement pages. If a Justifiable Homicide, no other offense can be submitted with it in the incident report and no arrest information can be submitted with it.

If the offense is 90R-Runaway or 99B-Missing Person, fill out a PD-18R Incident Report-Runaway/Missing Person form.

NOTE: All robberies require at least one individual as a victim. If property was taken from a business, the business must also be listed as a victim. List individuals first in the report.

**Attempted/Completed (Required)** - Fill in appropriate code to indicate whether the offense was attempted or completed. Value must be C if Aggravated Assault, Simple Assault, Intimidation, Murder/Non-negligent Manslaughter, Negligent Manslaughter, or Justifiable Homicide. If there is more than one occurrence of the same offense within an incident and only one was completed, then completed is still reported.

Example: During an incident a suspect attempted to abduct 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.

**Suspect(s) Used** - Fill in appropriate code to indicate whether Alcohol, Drugs or Computer Equipment was used by the suspect associated with this offense. List all that apply. If unknown, leave blank.

**Location Code (Required)** - Fill in the most appropriate Location Code to indicate the type of premise at which the offense was committed. If a crime occurred directly in front of one of these locations (e.g. sidewalk), enter location code for adjacent building. For situations in which more than one code could be used, use the most specific code. In reporting the robbery of a 7-Eleven, for example, the location code could be Commercial/Office Building, Convenience Store, or Grocery/Supermarket. Since Convenience Store is the most specific description, it should be used.

**# Of Premises (Required-Conditional)** - If the offense is Burglary and the Location Code is either Hotel/Motel or Rental/Storage Facility, specify the number of burglarized units.

**Forced Entry? (Required-Conditional)** - If the offense is Burglary, fill in Y for force used or N for no force used.

**Cargo Theft? (Required-Conditional)** - If the offense is Robbery, Theft from Building, Theft from Motor Vehicle, All Other Larceny, False Pretenses/Swindle/Confidence Game, Credit Card/ATM Fraud, Impersonation, Wire Fraud, Extortion/Blackmail, Burglary, Motor Vehicle Theft, Embezzlement, or Bribery, fill in Y to indicate the criminal act...
included the taking of cargo deemed as moving in commerce at all points between the point of origin and the final destination or N to indicate it was not cargo.

**Weapon Type/Automatic (Required-Conditional)** - If the offense is Murder and Non-negligent Manslaughter, Negligent Manslaughter, Justifiable Homicide, Kidnapping/Abduction, Forcible Rape, Forcible Sodomy, Sexual Assault With an Object, Forcible Fondling, Robbery, Aggravated Assault, Simple Assault, Extortion, or Weapon Law Violations, fill in the appropriate code(s) to indicate type of weapon used in the commission of the offense. If code is Firearm, Handgun, Rifle, Shotgun, or Other Firearm, enter letter “A” in the Automatic box if specified weapon was automatic. If the offense is Murder and Non-negligent Manslaughter, Negligent Homicide, Justifiable Homicide, or Weapon Law Violation the weapon type cannot be blank or None. Simple Assaults can only have the following selections: Hands/Feet/Fist (Personal Weapons), Other, Unknown, or None. Note: Other Firearm includes fake firearms.

**Entry/Exit** - Fill in appropriate code(s) to describe the means by which entry and exit of the building or other structure was accomplished. Maximum number of codes: 2 for entry, 2 for exit.

**How Left Scene?** - Fill in appropriate code to describe means by which suspect left the crime scene.

**Type Criminal Activity (Required-Conditional)** - Must use G - Other Gang, J - Juvenile Gang or N - None/Unknown Gang for violent crimes (Murder, Negligent Manslaughter, Kidnapping, Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, Forcible Fondling, Sexual Battery, Robbery, and All Assaults (Aggravated, Simple, or Intimidation).

Must use at least one, but no more than three, of B - Buying/Receiving, C - Cultivate/Manufacture/Publish/Produce, D - Distribute/Selling, E - Exploiting Children, O - Operating/Promoting/Assisting, P - Possessing/Concealing, T - Transport/Transmit/Import or U - Using/Consuming for the select offenses (Counterfeiting/Forgery, Stolen Property Offenses, Drug Narcotics/Equipment, Pornography/Obscene Material, Gambling Equipment Violations, and Weapon Law Violations).

**Security Type** - Fill in appropriate code(s) to describe the type of security utilized at the scene of the offense.

**Bias Motivation (Required-Conditional)** - Fill in the appropriate code to indicate if crime was motivated by the suspect’s bias against a race, religion, ethnic/national origin group or sexual orientation group. In response to the requirements of the Federal “Hate Crime Statistics Act of 1990”, this is a required field for “crimes that manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity, including, where appropriate, the crimes of murder, non-negligent manslaughter; forcible rape; aggravated assault, simple assault, intimidation; arson; and destruction, damage or vandalism’s of property.” Incidents which do not involve any facts indicating biased motivation on the part of the offender are to be coded as None (No Bias). Incidents involving ambiguous facts (i.e., where some facts are present but are not conclusive) are to be coded as Needs Further Investigation.

**Victims Required Section (At Least One Victim)**

**Purpose**
The Victim Section of the Incident Report form is to record information describing the victim(s) of offenses. The victim will be established as the person, firm, or establishment that suffers criminal harm as a result of the offense. You must have a victim in order to complete a report. A Victim Section should be completed for each victim associated with an offense. Every offense must have at least one victim associated with it.

**Field Definitions**

(Required) Fill in the Incident (Report) # and Page # information at the top of the page.

**Victim Complainant? (Required)** - Check Yes if the victim is also the complainant/reporting person. A complainant is required on every report. If the victim is not the complainant, a Related Name must be completed.

**Vct Seq # (Required)** - Fill in the sequential number (even when only one victim exists). A separate Victim Section must be completed for each victim involved in the incident. If more than two victims involved, use additional Victim Supplement pages.
**Type (Required)** - Fill in the appropriate code for the victim type. If the offense is a Crime Against Property, then this field cannot be Society. If the offense is a Crime Against Person, then this field must be Individual. If the offense is a Crime Against Society, then this field must be Society. Only use type L-Law Enforcement Officer if the offense is Murder and Non-negligent Manslaughter, Aggravated Assault, Simple Assault, or Intimidation.

**Restricted? (Required)** - Check the box if the victim has requested that their personal information NOT be released outside of the criminal justice system. Must comply with Virginia State Freedom of Information laws.

**Victim will Prosecute? (Required)** - Check the box if Yes.

**Victim Last Name/First Name/Middle Name/Suffix (Required)** - If the victim is an individual, use last name first, followed by the first and middle names. Never assume you know the correct spelling of a name; verify with victim. If the victim is a business, list the name of the business.

**Dos & Don'ts**

- Do not put the "City of Virginia Beach" as the sole victim. Instead, list the department first - Highway Department, Virginia Beach, except narcotic and weapons violations cases.
- Do not list schools as "City of Virginia Beach". Instead, list the school name - Plaza Junior High School.
- Do not list parks as Department of Parks and Recreation. Instead, list parks by name - Red Wing Park.

**Victim Examples**

- **Arson** - the owner of the property, unless it was burned with specific intent to collect insurance, in which case the insurance company would be the victim.
- **Bomb Threats** - the person who received the threat. If unknown, use owner of business or school principal.
- **Fatal Traffic Accidents** - the person killed.
- **Forgery** - the person whose signature was forged. In check cases, the name of the bank on which the check was drawn.
- **Worthless Checks** - the person or establishment who received the check.
- **Larceny (Grand or Petit)** - indicate the person, firm, or corporation from whom the property was stolen. In the case of a bicycle, include the name of a parent, not the child.
- **Burglary** - in dwelling cases, the owner or the leaseholder; in cases involving business establishments, the firm or trade name under which such business is operated and the type of business.
- **Destruction of Private/City Property** - the owner of the property which is damaged or destroyed.
- **Death Investigation** - the deceased.
- **Drug Investigation** - society.
- **Recovered Stolen Vehicles** - the registered owner of the vehicle if stolen within Virginia Beach, otherwise the police department of the city/state the vehicle was stolen from (outside Virginia Beach).
- **Fugitive** - the Commonwealth of Virginia
- **Concealed Weapon** - society.

**Race (Required-Conditional)** - If victim is an individual, circle the appropriate code to indicate the race of the victim. If the victim is a business, leave blank. (W - White, B - Black, I - American Indian/Alaskan Native, A - Asian/Pacific Islander, U - Unknown)

**Sex (Required-Conditional)** - If the victim is an individual, circle the appropriate code to indicate the sex of the victim. If the victim is a business, leave blank. If the offense is Forcible Rape or Statutory Rape, a known sex must be entered.

**DOB or Age Range (Required-Conditional)** - If the victim is an individual, fill in the victim's DOB (mm/dd/yy) or the age of the victim either as an exact number of years or a range of years. Use NN for under 24 hours, NB for 1 to 6 days, BB for 7 to 364 days, 01 to 98 exact age in years, 99 for over 98 years of age, or 00 for unknown. If the offense is Statutory Rape the age of the victim must be 13 or 14. If the Victim/Suspect Relationship is spouse, then the age of the victim cannot be less than 10. If the victim is a business, leave blank.

**SSN** - If victim is an individual, fill in the victim's social security number. If the victim is a business, leave blank.
Driver License Number and State - If victim is an individual, fill in the victim's driver license number and issuing state.

Home Street #/Home Street Name/Apt #/City, State, Zip - If the victim is an individual, fill in the victim's exact home address. If home address is not known, do not give a business address as victim's home address. Use Homeless (if applicable) in the Street Name block. If the victim is a business establishment or firm, leave blank.

Resident - If the victim is an individual and a resident of Virginia Beach, check the box. A resident is a person who maintains his/her permanent home for legal purposes in the locality where the crime took place.

Home Phone # - If the victim is an individual, fill in the correct home telephone number of the victim. Be sure to include the area code if it is different from (757). If home phone number is not known, do not give a business phone number as victim's home phone number. If the victim is a business establishment or firm, leave blank. Additional numbers should be listed in the narrative.

Cell Phone # - If the victim is an individual, fill in the correct cell phone number of the victim. Be sure to include the area code if it is different from (757). If cell phone number is not known, do not give a business phone number as victim's cell phone number. If the victim is a business establishment or firm, leave blank. Additional numbers should be listed in the narrative.

Employer Name - If the victim is an individual, fill in the name of the victim's employer. If employer is a city, be sure to include the department. If unknown, leave blank. If the victim is a business, leave blank.

Occupation - If the victim is an individual, fill in the victim's occupation. If unknown, leave blank. If the victim is a business, leave blank.

Work Street #/Work Street Name/City, State, Zip - If the victim is an individual, fill in the number, street name, city, state, and zip at which the victim is employed. If the victim is a student, include school name. If victim is unemployed, leave blank. If the victim's place of employment is a military installation, be sure to specify the military base or ship on which the victim is stationed and, when available, the specific address. Maintain uniformity when using installations. For example: OCEANA, FORT STORY, LITTLE CREEK, DAM NECK. If the victim is a business, fill in business address.

Work Phone # - Fill in the correct business telephone number (including area code) at which the reporting person/victim can be contacted. If this section is not applicable, leave it blank. Additional numbers should be listed in the narrative.

Ethnicity (Required-Conditional) - If the victim is an individual, circle the appropriate code to indicate their ethnic origin. Hispanic includes persons of Mexican, Puerto Rican, Central or South American or other Spanish origin or culture. If the victim is a business, leave blank. (H - Hispanic or N - Non Hispanic)

Military Branch/Military Status - If the victim is affiliated with a branch of the military, then fill in the appropriate military branch and status. Otherwise, leave blank.

Email Address - Fill in the correct email address for the victim. Additional email addresses should be listed in the narrative.

This victim is related to which offense(s)? (Required) - Fill in box with appropriate Ofns Seq # to link an offense or offenses associated with this victim. Each offense must have at least one victim associated. If Aggravated Assault/Homicide Circumstance = Other Felony Involved, there must be a least two entries in this field. Some offenses cannot occur to the same victim within the same incident (Mutually Exclusive Offenses.) Refer to the table on page 41. The areas on the table where the offenses intersect with an X denote that those two offenses cannot occur to the same victim within the same incident. If this occurs, list the lesser offense(s) in the narrative.

Injury (Required-Conditional) - If the victim is an Individual and the offense is Kidnapping, Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, Forcible Fondling, Robbery, Aggravated Assault, Simple Assault, or Extortion/Blackmail, fill in appropriate code(s) to describe the injury suffered by the victim. If the offense is Simple
Assault, the only permissible entries for this field are Apparent Minor Injury and None. Maximum: 5 injury codes.

Relationship of this victim to suspect (Required-Conditional) - Fill in the appropriate code to report the relationship of the victim to suspect(s) who have committed a crime against the victim. Required if the offense is Murder & Non-negligent Manslaughter, Negligent Manslaughter, Justifiable Homicide, Kidnapping/Abduction, Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, Forcible Fondling/Indecent Liberties/Child Molesting, Robbery, Aggravated Assault, Simple Assault, Intimidation, Incest, or Statutory Rape. For example, if victim was the spouse of Susp1, fill in Susp1 box with the code for Spouse. If victim was a friend of Susp2, fill in Susp2 box with the code for Friend. If victim was the same person as Susp3, fill in Susp3 box with the code for Victim was Suspect and you must have a minimum of two victims and two suspects. If Race, Sex, and Age are Unknown, select Relationship Unknown. If the victim is a spouse, the victim age must be greater than 10.

Aggravated Assault/Homicide Circumstances (Homicide Circumstance to be Completed by Investigator) (Required-Conditional) - Fill in this block if the offense is Aggravated Assault, Murder, Negligent Manslaughter, Simple Assault or Intimidation.
• If the offense is Non-negligent Manslaughter or Aggravated Assault, select up to two codes from the Aggravated Assault/Homicide category.
• If the offense is Negligent Manslaughter select one code from the Negligent Manslaughter category.
• If the offense is either Simple Assault or Intimidation, the only applicable value for this field is Assault on Law Enforcement Officer.
• If the victim is a law enforcement officer, one of the values must be Assault on Law Enforcement Officer.

Justifiable Homicide Circumstances (Circumstances to be Completed by Investigator) (Required-Conditional) - If the offense is Justifiable Homicide, select one code from the following list: (20) Criminal Killed by Private Citizen or (21) Criminal Killed by Police Officer. This information is to be collected in a Case Management Supplement.

Additional Justifiable Homicide Circumstances (Circumstances to be Completed by Investigator) (Required-Conditional) - If the offense is Justifiable Homicide, select one code from the following list: (A) Criminal Attacked Police Officer and That Officer Killed Criminal, (B) Criminal Attacked Police Officer and Criminal Killed by Another Police 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, and (G) Unable to Determine/Not Enough Information.

Law Enforcement Activity (Required-Conditional) - If the victim is a law enforcement officer and the offense is Aggravated Assault, Simple Assault, Intimidation, Murder & Non-negligent Manslaughter, or Negligent Manslaughter, fill in the appropriate code to describe the type of activity performed by the officer. Otherwise, leave blank.

Law Enforcement Assignment (Required-Conditional) - If the victim is a law enforcement officer and the offense is Aggravated Assault, Simple Assault, Intimidation, Murder & Non-negligent Manslaughter, or Negligent Manslaughter, fill in the appropriate code to describe the type of assignment performed by the officer. Otherwise, leave blank.

RELATED NAMES

Purpose
The Related Names Section of the Incident Report form is to record information for all associated individuals/businesses other than a suspect or victim for the incident. Examples: person last securing premises/property = IO, witness = WI. Fill in all known information. Include additional information in the notes area and label accordingly. If you have more than two related names, use additional Related Names Supplement pages.

Field Definitions

Code - Circle the code to describe the relationship of this related name to the incident. Record like related names together. For example, all witnesses should be listed consecutively. All involved other should be listed consecutively. Etc…

Type - Circle the code to describe the type of Related Name.

Restricted - Check the box if the related name has requested that their personal information NOT be released outside
of the criminal justice system. Must comply with Virginia State Freedom of information laws.

**Last Name/First Name/Middle Name/Suffix** - If the related name is an individual, use last name first, followed by first and middle names or as much of the name as possible if known, otherwise state unknown. If the related name is a business, list the name of the business.

**Race** - If the related name is an individual, circle the appropriate code to indicate the race of the related name. If the related name is a business, leave blank. (W - White, B - Black, I - American Indian/Alaskan Native, A - Asian/Pacific Islander, U - Unknown)

**Sex** - If the related name is an individual, circle the appropriate code to indicate the sex of the related name. If the related name is a business, leave blank.

**DOB or Age Range** - If the related name is an individual, fill in the related name's DOB (mm/dd/yy) or the age of the related name either as an exact number of years or a range of years. Use NN for under 24 hours, NB for 1 to 6 days, BB for 7 to 364 days, 01 to 98 exact age in years, 99 for over 98 years of age, or 00 for unknown. If the related name is a business, leave blank.

**SSN** - If the related name is an individual, fill in the social security number of the related name. If the related name is a business, leave blank.

**Driver License Number and State** - If related name is an individual and possesses a valid license/ID card, fill in the related name’s driver license number and issuing state. If the related name is a business, leave blank.

**Home Street #/Home Street Name/Apt #/City, State, Zip** - If the related name is an individual, fill in the related names exact home address. If home address is not known, do not give a business address as related name’s home address. Use Homeless (if applicable) in the Street Name block. If the related name is a business establishment or firm, leave blank.

**Resident** - If the related name is a resident of Virginia Beach, check the box. A resident is a person who maintains his/her permanent home for legal purposes in the locality where the crime took place.

**Home Phone #** - If the related name is an individual, fill in the correct home telephone number of the related name. Be sure to include the area code if it is different from (757). If home phone number is not known, do not give a business phone number as related name’s home phone number. If the related name is a business establishment or firm, leave blank. Additional numbers should be listed in the narrative.

**Cell Phone #** - If the related name is an individual, fill in the correct cell phone number of the related name. Be sure to include the area code if it is different from (757). If cell phone number is not known, do not give a business phone number as related name’s cell phone number. If the related name is a business establishment or firm, leave blank. Additional numbers should be listed in the narrative.

**Employer Name** - If the related name is an individual, fill in the name of the related name’s employer. If employer is a city, be sure to include the department. If unknown, leave blank. If the related name is a business, leave blank.

**Occupation** - If the related name is an individual, fill in the related name’s occupation. If unknown, leave blank. If the related name is a business, leave blank.

**Work Street #/Work Street Name/City, State, Zip** - If the related name is an individual, fill in the number, street name, city, state, and zip at which the related name is employed. If the related name is a student, include school name. If related name is unemployed, leave blank. If the related name’s place of employment is a military installation, be sure to specify the military base or ship on which the related name is stationed and, when available, the specific address. Maintain uniformity when using installations. For example: OCEANA, FORT STORY, LITTLE CREEK, DAM NECK. If the related name is a business, fill in the business address.

**Work Phone #** - Fill in the correct business telephone number (including area code) at which the related name can be contacted. If this section is not applicable, leave it blank. Additional numbers should be listed in the narrative.
Ethnicity - If the related name is an individual, circle the appropriate code to indicate their ethnic origin. Hispanic includes persons of Mexican, Puerto Rican, Central or South American or other Spanish origin or culture. (H - Hispanic or N - Non Hispanic)

Military Branch/Military Status - If the related name is affiliated with a branch of the military service, then fill in the military branch and status. Otherwise, leave blank.

Email Address - Fill in the correct email address for the related name. Additional email addresses should be listed in the narrative.

**SUSPECTS-REQUIRED SECTION (AT LEAST ONE SUSPECT)**

**Purpose**
The Suspects Section of the Incident Report form is to record information describing each suspect. A separate Suspect Section should be completed for each suspect associated with an incident. If nothing is known about the suspect, the minimum required fields are Unknown in the Last Name block, Unknown in the Race block, Unknown in the Sex block, and 00 in the Age block.

**Field Definitions**

(Required) Fill in the Incident (Report) # and Page # information at the top of the page.

**Susp Seq# (Required)** - Used to sequence multiple suspects. Fill in a sequential number associated with the suspect (even when only one suspect exists). If more than two suspects involved, use additional Suspect Supplement pages.

**Last Name/First Name/Middle Name/Suffix (Required-Conditional)** - Fill in the name of the suspect. Use last name first, followed by the first and middle name, or as much of the name as possible if known, otherwise state unknown. “Street names” and AKAs should be recorded in the Alias field.

**Race (Required)** - Circle the appropriate code to indicate the race of the suspect. (W - White, B - Black, I - American Indian/Alaskan Native, A - Asian/Pacific Islander, U - Unknown)

**Sex (Required)** - Circle the appropriate code to indicate the sex of the suspect.

**DOB or Age Range (Required)**- If DOB is known, fill in the date of birth of the suspect. If the DOB is not known, fill in the age of the suspect either as an exact number of years, or a range of years. Use 01 to 98 exact age in years, 99 for over 98 years of age, or 00 for unknown.

**SSN** - Fill in the suspect’s social security number. If unknown, leave blank.

**Driver License Number and State** - Fill in the suspect’s driver license number and issuing state. If unknown, leave blank.

**Home Street #/Home Street Name/Apt #/City, State, Zip** - Fill in suspect’s exact home address. If home address is not known, do not give a business address as the suspect’s home address. Use Homeless (if applicable) in the Street Name block.

**Resident** - If the suspect is a resident of Virginia Beach, check the box. A resident is a person who maintains his/her permanent home for legal purposes in the locality where the crime took place.

**Home Phone #** - Fill in the correct home phone number of the suspect. Be sure to include the area code if it is different from (757). If home phone number is not known, do not give a business phone number as suspect’s home phone number. Additional numbers should be listed in the narrative.

**Cell Phone #** - Fill in the correct cell phone number of the suspect. Be sure to include the area code if it is different from (757). If cell phone number is not known, do not give a business phone number as suspect’s cell phone number.
Additional numbers should be listed in the narrative.

**Employer Name** - Fill in the name of the suspect’s employer. If employer is a city, be sure to include the department. If unknown, leave blank.

**Occupation** - Fill in the suspect’s occupation. If suspect is a student, check the box and fill in the name of school they attend. If unknown, leave blank.

**Work Street #/Work Street Name/City, State, Zip** - Fill in the number, street name, city, state, and zip at which the suspect is employed. If the suspect is a student, include school name. If suspect is unemployed or employment is unknown, leave blank. If the suspect’s place of employment is a military installation, be sure to specify the military base or ship on which the suspect is stationed and, when available, the specific address. Maintain uniformity when using installations. For example: OCEANA, FORT STORY, LITTLE CREEK, DAM NECK.

**Work Phone #** - Fill in the correct business telephone number (including area code) at which the suspect can be contacted. If this section is not applicable, leave it blank. Additional numbers should be listed in the narrative.

**Height (Exact or Range)** - Fill in the exact height. If exact height is not known, fill in height range. Use the following format: Use 510 for 5’10” If height is unknown, leave blank.

**Weight (Exact or Range)** - Fill in the exact weight. If exact weight is not known, fill in weight range. If weight is unknown, leave blank.

**Hair Color** – Fill in the code to describe the suspect’s hair color. If unknown, leave blank.

**Eye Color** – Fill in the code to describe the suspect’s eye color. If unknown, leave blank.

**Skin Tone** - Fill the code to describe the suspect’s skin tone. If unknown, leave blank.

**Ethnicity** –Circle the appropriate code to indicate the suspect’s ethnic origin. Hispanic includes persons of Mexican, Puerto Rican, Central or South American or other Spanish origin or culture. If unknown, leave blank. (H - Hispanic or N - Non Hispanic)

**Military Branch/Military Status** - If the suspect is affiliated with a branch of the military service, then fill in the military branch and status according to the selections in the related code box. Otherwise, leave blank.

**Scars, Marks, Tattoos: Type/Location/Body Part/Description** – If known, fill in the appropriate code for scars, marks, tattoos, birthmarks, amputations, or body piercing to indicate the Type, Location, and Body Part where the mark is located. A description of the design, numbers, names, etc can be written in the space provided.

**Alias** – If known, fill in alias name (“street” name, AKA) information. Use last name, first name middle name as the format. Be sure to include the comma after the last name. If the alias name is not a proper name fill it in as is. Example: Snake

**Physical Characteristics and Alerts** - Use Physical Characteristics and Alerts to describe the suspect. Circle all that applies. If a specific description is not listed, add to narrative. .

**Suspect Notes** - If known, include the following: clothing descriptors/suspect detail information, the direction mode of travel the suspect was last seen and/or mode of travel used by the suspect.

**Suspect Weapon** - If known, fill in the type, make, model, color, caliber/gauge regarding the weapon used by the suspect.

**PROPERTY-REQUIRED CONDITIONAL SECTION**
*(IF ONE OFFENSE IS A CRIME AGAINST PROPERTY, SECTION IS REQUIRED)*

**Purpose**
The Property Section of the Incident Report is to record information describing the property that is stolen, recovered, seized, etc., as a result of an incident. A property record is required for Crimes Against Property and Kidnapping/Abduction. A Property Rules table is located on page 40.

Field Definition

(Required) Fill in the Incident (Report) # and Page # information at the top of the page.

Victim # (Required) - Fill in the number corresponding to the victim from whom property has been stolen, recovered, etc. This number should correspond to the number given to the victim. When there is more than one victim list ALL stolen items for victim one, then all items for victim two, etc.

NOTE: Offense Technicians will be responsible for classifying/coding property records. Enter a COMPLETE description of the property in the Description/Notes block.

Code (Property Description) (Required by Offense Techs) - See Property Rules table located on page 40. Fill in the appropriate code to describe the property that was lost as a result of the incident. Each individual property description may be entered more than once. For example, if two bicycles, each valued at $200, are stolen, the Property Description code for bicycles is 04, would be entered once and the Quantity specified would be 2. If, however, one bicycle cost $200 and the other costs $100, then the Property Description code for bicycles would be entered separately and the Quantity specified as 1 for each item. If you do not know the exact inventory of property at the time the report is due, use Pending Inventory. When a complete inventory has been taken, a modified Incident Report must be submitted. Use drug property codes ONLY if the offense is a Drug/Narcotic Violation. Note that the drug codes are “Suspected Drug Types”. List the most important drug types first, taking into account the quantity, value, and deadliness of the drug.

Status 1/Status 2 (Required) - Fill in the appropriate code to describe the means by which the property item was lost (e.g., Burned, Stolen). If there was no property lost and the offense requires that a property record be submitted, use None. For example, Attempted property crimes must have a property record with a status of None or Unknown. Status 2 is for the recovery only. When submitting multiple property records with the same status, the second and subsequent records may be submitted by checking the box ‘Same as Previous’ record.

Property Offenses with Status: A property or vehicle record must be completed for the following offense series. The only allowable property status is listed next to the codes. (Completed Offenses)

100, 220, 510: None, Unknown, Stolen, or Recovered
120, 210, 23,240 (240s are reported on the vehicle page), 26, 270: Stolen or Recovered
200: Burned
250: Counterfeited/Forged, Recovered, or Seized
280: None or Recovered
290: Destroyed/Damaged/Vandalized
35: None or Seized
39: Seized

All other Property listed must use the status of EVID, SUSP, TARG, or OTHR.

Stolen/Recovered Offenses: Most property records must be reported as stolen before they can be reported a recovered. If an item is recovered at the time the report is written, use the ‘1’ fields for the stolen entry and the ‘2’ fields for the recovered entry.

Status Date 1/Status Date 2 (Required) - Fill in the date of the current status. Status Date 2 is for the recovery only. When submitting multiple property records with the same status date, the second and subsequent records may be submitted by checking the box ‘Same as Previous’ record.

Value 1/Value 2 (Required-Conditional) - Itemize the value of all property stolen. For example if two leather coats were stolen valued at $250 each, enter $500 in this field. If status is Recovered, fill in the actual value of all articles or property that has been recovered by the condition at recovery. If the value is not known, use $1. If Status is None or Unknown, this field should be blank. If the offense is a Drug Violation, no valuation is required; however, when drugs
are involved in other types of crime (i.e. stolen in a burglary or burned in arson) their value is to be reported. Credit/Debit/ATM Cards and Non Negotiable Instruments are to be recorded as $0. Value 2 is for the recovery only.

**Qty (Quantity) (Required)** - Fill in total number of items of this type.

**UM (Unit of Measure) (Required-Conditional)** - If the offense is a Drug Violation and the Status is Seized, fill in the appropriate code to describe the type of measurement. If the Status is None, leave blank. If Number of Plants is used, the Drug Type can only be marijuana, Opium or Other Hallucinogen. Note that the quantity and weights are “Estimated Drug Quantities”. Residues are to be recorded as .01 GM and MUST BE RECORDED SEPARATELY FROM PARAPHERNALIA. For example, you are required to submit two offenses for a drug violation incident where a pipe with residue is seized - 1 drug violation and 1 drug equipment violation.

**Make** - Fill in the Make of the property item.

**Model** - Fill in the Model of the property item.

**Serial #** - Fill in serial number of the property item.

**Color 1/Color 2** - Fill in the appropriate code to describe the color of the property item.

**Offense Code # (Required)** - Fill in the Offense Code associated with the property loss. Each property item must be related to an offense reported in this incident. Use the code not the sequence number.

**OAN (Owner Applied Number)** - Fill in any Owner Applied Number on the property item.

**Description** - Fill in a complete description of the property. Use standard descriptions and accurately describe all articles. Obtain every possible identifying fact. Describe briefly the extent and type of property damage.

### VEHICLES-REQUIRED CONDITIONAL SECTION

**IF ONE OFFENSE IS A MOTOR VEHICLE THEFT OR RECOVERY, SECTION IS REQUIRED**

**Purpose**
The Vehicle Section of the Incident Report form is to record information describing vehicles associated with an incident. All vehicles are submitted on a vehicle page regardless of status.

**Field Definitions**

**(Required)** Fill in the Incident (Report) # and Page # information at the top of the page.

**License/Tag #** - Fill in the vehicle’s license plate number. If unknown, leave blank.

**Tag State** - Fill in the license state of the vehicle’s license plate. If unknown, leave blank.

**Tag Year** - Fill in the license year of the vehicle’s license plate. If unknown, leave blank.

**License Type** - Fill in the appropriate code for the license plate type.

**VIN** - Fill in Vehicle Identification Number. If unknown, leave blank.

**Vehicle Type (Required)** - Fill in the appropriate code for the vehicle type.

**Vehicle Style** - Fill in the appropriate code for the vehicle style. If unknown, leave blank.

**Vehicle Year** - Fill in the year of vehicle’s manufacture. If unknown, leave blank.

**Vehicle Make** - Fill in the appropriate code for the vehicle’s manufacturer. If unknown, leave blank.
Vehicle Model - Fill in the Model of vehicle. If unknown, leave blank.

Color 1/Color 2 - Fill in the appropriate code for the color of vehicle. If vehicle is two-tone, fill in the primary color in Color 1 block. If unknown, leave blank.

Owner Last Name/First Name/Middle Name/Suffix - If the owner is an individual, use last name first, followed by first and middle names or as much of the name as possible if known, otherwise state unknown. If owner is a business, list the name of the business.

Same as Victim? - If the owner is a listed victim, check the box and fill in the victim sequence number. The owner’s full name is still required to be listed on the vehicle page. Skip to the status field.

Race - If the owner is an individual, circle the appropriate code to indicate the race of the owner. If the owner is a business, leave blank. (W - White, B - Black, I - American Indian/Alaskan Native, A - Asian/Pacific Islander, U - Unknown)

Sex - If the owner is an individual, circle the appropriate code to indicate the sex of the owner. If the owner is a business, leave blank.

DOB or Age Range - If the owner is an individual, fill in the date of birth of the owner or the age of the owner either as an exact number of years, or a range of years. Use 01 to 98 exact age in years, 9 9 for over 98 years of age, or 00 for unknown. If the owner is a business, leave blank.

Owner SSN - If the owner is an individual, fill in the owner’s social security number. If the owner is a business, leave blank.

Owner Driver License Number and State - If the owner is an individual, fill in the owner’s driver license number and issuing state. If the owner is a business, leave blank.

Home Street #/Home Street Name/Apt #/City, State, Zip - If the owner is an individual, fill in owner’s exact home address. If home address is not known, do not give a business address as owner’s home address. Use Homeless (if applicable) in the Street Name block. If the owner is a business, leave blank.

Resident - If the owner is an individual and a resident of Virginia Beach, check the box. A resident is a person who maintains his/her permanent home for legal purposes in the locality where the crime took place.

Home Phone # - If the owner is an individual, fill in the correct home telephone number of the owner. Be sure to include the area code if it is different from (757). If home phone number is not known, do not give a business phone number as owner’s home phone number. If the victim is a business establishment or firm, leave blank. Additional numbers should be listed in the narrative.

Cell Phone # - If the owner is an individual, fill in the correct cell phone number of the owner. Be sure to include the area code if it is different from (757). If cell phone number is not known, do not give a business phone number as owner’s cell phone number. If the victim is a business establishment or firm, leave blank. Additional numbers should be listed in the narrative.

Employer Name - If the owner is an individual, fill in the name of the owner’s employer. If employer is a city, be sure to include the department. If unknown, leave blank. If the owner is a business, leave blank.

Occupation - If the owner is an individual, fill in the owner’s occupation. If unknown, leave blank. If the owner is a business, leave blank.

Work Street #/Work Street Name/City, State, Zip - If the owner is an individual, fill in the number, street name, city, state, and zip at which the owner is employed. If the victim is a student, include school name. If the owner is unemployed, leave blank. If the owner’s place of employment is a military installation, be sure to specify the military base or ship on which the owner is stationed and, when available, the specific address. Maintain uniformity when using installations. For example: OCEANA, FORT STORY, LITTLE CREEK, DAM NECK. If the owner is a business, fill in the business address.
Work Phone # - Fill in the correct business telephone number (including area code) at which the owner can be contacted. If this section is not applicable, leave it blank. Additional numbers should be listed in the narrative.

Ethnicity - If the owner is an individual, circle the appropriate code to indicate their ethnic origin. Hispanic includes persons of Mexican, Puerto Rican, Central or South American or other Spanish origin or culture. If the owner is a business, leave blank. (H - Hispanic or N - Non Hispanic)

Military Branch/Military Status - If the owner is affiliated with a branch of the military service, then fill in the military branch and status according to the selections to the right of the block. Otherwise, leave blank.

Email Address - Fill in the correct email address for the owner. Additional email addresses should be listed in the narrative.

Status (Required) - Fill in the appropriate code to describe the status of the vehicle.

Status Date (Required) - Fill in the date of the current status.

Value (Required) - Fill in the estimated value of the vehicle at the current status.

Offense Code (Required) - Each vehicle must be related to an offense reported in this incident. Fill in the appropriate Offense Code.

Recovered Status (Required-Conditional) - If the vehicle was recovered, fill in recovered status.

Recovered Date (Required-Conditional) - If the vehicle was recovered, fill in date of recovery.

Recovered Value (Required-Conditional) - If the vehicle was recovered, use the actual value based on condition.

Offense Code - Each vehicle must be related to an offense reported in this incident. Fill in the appropriate Offense Code.

Recovery Address Street #/Location Street Name/Apt #/City, State, Zip (Required-Conditional) - If vehicle was recovered, fill in address.

Circumstances (Doors, Keys, Features, Damages) - Circle all that apply.

Vehicle Notes - Fill in additional information regarding the vehicle or owner not capture elsewhere in the vehicle section.

**MODUS OPERANDI & TRADEMARKS**

Purpose
The Modus Operandi and Trademarks Section of the Incident Report form is to record information describing noteworthy characteristics of the crime.

Field Definitions

(Required) Fill in the Incident (Report) # and Page # information at the top of the page.

Method of Entry - The means by which entry was gained. Circle all that apply. If the method of entry is not listed, describe in narrative.

Objects of Intent - Identify objects targeted in the offense. Circle all that apply. If the object(s) of intent are not listed, describe in narrative.

Trademark - A distinguishing action of the suspect(s). Circle all that apply. If a trademark is not listed, describe in narrative.
NARRATIVE-REQUIRED SECTION

Purpose
The Narrative Section of the Incident Report form is to record information describing the elements of the offense and any other information that was not captured in the form.

Field Definitions

Narrative (Required) - Describe the details of the incident. Narratives should be written in the first person, articulate the elements of the offense, and contain all the information gathered by the reporting officer. Statements provided by the involved parties should be included verbatim. Narratives should be written in a manner that the reporting officer does not need to be contacted for additional information. The last line of the narrative should state the case assignment and status. Example: “Case is pended active to detective bureau. Case is CBA assigned to me.” etc.

Narrative Submitted Electronically? - If yes, check the box and email narrative to PDOffReport@vbgov.com.

ID at Scene? - If a Forensic Technician responded to the scene, circle Yes. Otherwise, circle No.

Tech Name/Code # - If a Forensic Technician responded to the scene, fill in their name and code number. Otherwise, leave blank.

Evidence Seized? - If evidence was seized, circle Yes and inventory in the Property Section. Otherwise, circle No.

Voucher # - If property was seized, fill in the property voucher number(s) from the PD-78 Property Voucher.

Supervisor Responded? - If a supervisor responded, circle Yes. Otherwise, circle No.

If No, was Supervisor Notified? - If a supervisor was notified, circle Yes. Otherwise, circle No.

Responding/Notified Supervisor Name/Code # - Fill in the name and code number of the supervisor that was notified and/or responded to the scene.

Was Neighborhood Canvassed? - If the neighborhood was canvassed, circle Yes. Otherwise, circle No.

List Assisting Officer Names and Codes - List the names and codes of assisting officers.

Reviewing Supervisor - When reviewed, the supervisor will fill in their name.

INCIDENT REPORT – RUNAWAY/MISSING PERSON PD-18R

Personnel shall adhere to the following step-by-step guidelines as they complete a police Incident Report – Runaway/Missing Person (PD-18R).

All offenses of 90R-Runaway and 99B-Missing Person will be submitted on the PD-18R and the corresponding Virginia State Police form (SP-183 or SP-67). The SP-183 or SP-67 must be filled out and faxed to VSP within two hours of receiving the initial call.

INCIDENT-REQUIRED SECTION

Purpose
The Incident Section of the Incident Report-Runaway/Missing Person form is to record information that is applicable to the entire report.

Field Definitions
Incident # (IBR Number) (Required) - The Report Number is provided by or requested from E-911 Emergency Communications Division. It must be obtained prior to submitting the report. If it is determined that more than one incident occurred, a separate number must be obtained. This number must be recorded on the top of each page. If CADS is down, E-911 Emergency Communications Division will provide you with a Report Number. DO NOT make one up.

Entered - Data entry staff will initial each page after data entry is complete.

Report Date (Required) - The date the Report Number was issued (Month/Day/Year). In cases where the E-911 Emergency Communications Division CADS system is down for any length of time, (more than 24 hours or near midnight), the date must be the date the report Number was issued, which may not necessarily be the actual date the report was taken. If this is the case, the actual report date could be entered in the citizen's narrative field. In this way, if the citizen needed proof of the date the report was filed, the date would appear in the narrative field.

Report Time (Required) - Fill in the time using the 24-hour clock the report was assigned by E-911 Emergency Communications Division. The Report date/time must be at least one minute after the incident date/time.

Incident From Date/Time (Required) - When offense occurred. Fill in the numerical format for the month, day, and the year. Fill in the time according to the 24-hour clock.

Incident Thru Date/Time (Required) - Date and time found. If exact dates and times are not known, fill in variable dates and times. Check box next to 'Same as From' to use the Incident From Date/Time.

Location Street #/Street Name (Street direction, name, apartment number or suite number) (Required) - Fill in the exact location where the offense occurred. If the place of occurrence is within or in front of a building, give the exact address of the building. Generalizations and commonplace names must be avoided in collecting this information. Also include the lot number, suite, building number, duplex letter, etc., if the address was an apartment or other type of multi-family dwelling unit. In addition, be sure to list if the roadway is a boulevard, road, street, lane, etc. Be sure to use numerals in addresses whenever possible - do not just give "Virginia Beach Boulevard" without a numerical listing, unless you can give an intersecting street. EX: 2457 Virginia Beach Blvd; 427 Atlantic Avenue, Apt. B.; Princess Anne Road/Lynnhaven Parkway

Do not list the name of a business or commercial establishment in this block. There must be an entry for this block - for example - officers have given the location of a rape as "some where in Virginia Beach" - There has to be an address here - Even if it is a home address of the victim giving the report and a notation in the narrative explaining that the exact location is unknown. If the street number is unknown, list the nearest intersection in Location Street Name (i.e., 1000 block Virginia Beach Boulevard intersection Birdneck Road).

Zone - Fill in the patrol zone in which the reported offense occurred.

Reporting Officer Name/Code #/Pct/Bureau (Required) - Fill in the name, employee code number (not badge number), and assigned precinct of the police officer reporting the offense. The report will not be processed without the officer’s code number.

Supervisor Name/Code #/Pct/Bureau - Fill in the name, employee code number (not badge number), and assigned precinct of the supervisor.

Investigating Officer Name/Code #/Pct/Bureau - Fill in the name, employee code number (not badge number), and assigned precinct of the Investigating Officer.

Case Disposition/Date (Required) - Case disposition will be PAC. Fill in the applicable disposition date.

Location Code (Required) - Fill in the most appropriate Location Code to indicate the type of premise at which the offense was committed. If a crime occurred directly in front of one of these locations (e.g. sidewalk), enter location code for adjacent building. For situations in which more than one code could be used, use the most specific code. In reporting the robbery of a 7-Eleven, for example, the location code could be Commercial/Office Building, Convenience Store, or Grocery/Supermarket. Since Convenience Store is the most specific description, it should be used.
REPORTING INDIVIDUAL - REQUIRED SECTION

Purpose
The Reporting Individual Section of the Incident Report-Runaway/Missing Person form is to record information for all associated individuals/businesses other than the runaway/missing person for the incident. Examples: person last securing premises/property = IO, witness = WI. Fill in all known information. Include additional information in the notes area and label accordingly. If you have more than two related names, use additional Related Names Supplement pages.

Field Descriptions

Code - Fill in the code to describe the relationship of this related name to the incident. Record like related names together. For example, all witnesses should be listed consecutively. All involved other should be listed consecutively. Etc…

Note: Parent(s)/Guardian(s) are required to be listed for juveniles.

Type - Fill in the code to describe the type of Related Name.

Restricted - Check this box if individual/business (related name) has requested that their personal information NOT be released outside of the criminal justice system. Must comply with Virginia State Freedom of information laws.

Last Name/First Name/Middle Name/Suffix - If the related name is an individual, use last name first, followed by first and middle names or as much of the name as possible if known, otherwise state unknown if the related name is a business, list the name of the business.

Race - If the related name is an individual, circle the appropriate code to indicate the race of the related name. If the related name is a business, leave blank. (W - White, B - Black, I - American Indian/Alaskan Native, A - Asian/Pacific Islander, U - Unknown)

Sex - If the related name is an individual, circle the appropriate code to indicate the sex of the related name. If the related name is a business, leave blank.

DOB or Age Range - If DOB is known, fill in the date of birth of the runaway/missing person. If the DOB is not known, fill in the age of the suspect either as an exact number of years, or a range of years. Use 01 to 98 exact age in years, 99 for over 98 years of age, or 00 for unknown.

SSN - If the related name is an individual, fill in the social security number of the related name. If the related name is a business, leave blank.

Driver License Number and State - If related name is an individual and possesses a valid license/ID card, fill in the related name’s driver license number and issuing state. If the related name is a business, leave blank.

Home Street #/Home Street Name/Apt #/City, State, Zip - If the related name is an individual, fill in the related names exact home address. If home address is not known, do not give a business address as related name’s home address. Use Homeless (if applicable) in the Street Name block. If the related name is a business establishment or firm, leave blank.

Resident - If the related name is a resident of Virginia Beach, check the box. A resident is a person who maintains his/her permanent home for legal purposes in the locality where the crime took place.

Home Phone # - If the related name is an individual, fill in the correct home telephone number of the related name. Be sure to include the area code if it is different from (757). If home phone number is not known, do not give a business phone number as related name’s home phone number. If the related name is a business establishment or firm, leave blank. Additional numbers should be listed in the narrative.

Cell Phone # - If the related name is an individual, fill in the correct cell phone number of the related name. Be sure
to include the area code if it is different from (757). If cell phone number is not known, do not give a business phone number as related name’s cell phone number. If the related name is a business establishment or firm, leave blank. Additional numbers should be listed in the narrative.

**Employer Name** - If the related name is an individual, fill in the name of the related name’s employer. If employer is a city, be sure to include the department. If unknown, leave blank. If the related name is a business, leave blank.

**Occupation** - If the related name is an individual, fill in the related name’s occupation. If unknown, leave blank. If the related name is a business, leave blank.

**Work Street #/Work Street Name/City, State, Zip** - If the related name is an individual, fill in the number, street name, city, state, and zip at which the related name is employed. If the related name is a student, include school name. If related name is unemployed, leave blank. If the related name’s place of employment is a military installation, be sure to specify the military base or ship on which the related name is stationed and, when available, the specific address. Maintain uniformity when using installations. For example: OCEANA, FORT STORY, LITTLE CREEK, DAM NECK. If the related name is a business, fill in the business address.

**Work Phone #** - Fill in the correct business telephone number (including area code) at which the related name can be contacted. If this section is not applicable, leave it blank. Additional numbers should be listed in the narrative.

**Ethnicity** - If the related name is an individual, circle the appropriate code to indicate their ethnic origin. Hispanic includes persons of Mexican, Puerto Rican, Central or South American or other Spanish origin or culture. (H - Hispanic or N - Non Hispanic)

**Military Branch/Military Status** - If the related name is affiliated with a branch of the military service, then fill in the military branch and status. Otherwise, leave blank.

**Email Address** - Fill in the correct email address for the runaway/missing person. Additional email addresses should be listed in the narrative.

**RELATED NAME-REQUIRED SECTION (IF JUVENILE)**

**Purpose**
The Related Name Section of the Incident Report-Runaway/Missing Person form is to record information for all associated individuals/businesses other than the runaway/missing person for the incident. Examples: person last securing premises/property = IO, witness = WI. Fill in all known information. Include additional information in the notes area and label accordingly. If you have more than two related names, use additional Related Names Supplement pages.

**Field Definitions**

**Code** - Fill in the code to describe the relationship of this related name to the incident. Record like related names together. For example, all witnesses should be listed consecutively. All involved other should be listed consecutively. Etc…

Note: Parent(s)/Guardian(s) are required to be listed for juveniles.

**Type** - Fill in the code to describe the type of Related Name.

**Restricted** - Check this box if individual/business (related name) has requested that their personal information NOT be released outside of the criminal justice system. Must comply with Virginia State Freedom of information laws.

**Last Name/First Name/Middle Name/Suffix** - If the related name is an individual, use last name first, followed by first and middle names or as much of the name as possible if known, otherwise state unknown If the related name is a business, list the name of the business.

**Race** - If the related name is an individual, circle the appropriate code to indicate the race of the related name. If the
related name is a business, leave blank. (W - White, B - Black, I - American Indian/Alaskan Native, A - Asian/Pacific Islander, U - Unknown)

**Sex** - If the related name is an individual, circle the appropriate code to indicate the sex of the related name. If the related name is a business, leave blank.

**DOB or Age Range** - If the related name is an individual, fill in the related name's DOB (mm/dd/yy) or the age of the related name either as an exact number of years or a range of years. Use NN for under 24 hours, NB for 1 to 6 days, BB for 7 to 364 days, 01 to 98 exact age in years, 99 for over 98 years of age, or 00 for unknown. If the related name is a business, leave blank.

**SSN** - If the related name is an individual, fill in the social security number of the related name. If the related name is a business, leave blank.

**Driver License Number and State** - If related name is an individual and possesses a valid license/ID card, fill in the related name’s driver license number and issuing state. If the related name is a business, leave blank.

**Home Street #/Home Street Name/Apt #/City, State, Zip** - If the related name is an individual, fill in the related name’s exact home address. If home address is not known, do not give a business address as related name’s home address. Use Homeless (if applicable) in the Street Name block. If the related name is a business establishment or firm, leave blank.

**Resident** - If the related name is a resident of Virginia Beach, check the box. A resident is a person who maintains his/her permanent home for legal purposes in the locality where the crime took place.

**Home Phone #** - If the related name is an individual, fill in the correct home telephone number of the related name. Be sure to include the area code if it is different from (757). If home phone number is not known, do not give a business phone number as related name’s home phone number. If the related name is a business establishment or firm, leave blank. Additional numbers should be listed in the narrative.

**Cell Phone #** - If the related name is an individual, fill in the correct cell phone number of the related name. Be sure to include the area code if it is different from (757). If cell phone number is not known, do not give a business phone number as related name’s cell phone number. If the related name is a business establishment or firm, leave blank. Additional numbers should be listed in the narrative.

**Employer Name** - If the related name is an individual, fill in the name of the related name’s employer. If employer is a city, be sure to include the department. If unknown, leave blank. If the related name is a business, leave blank.

**Occupation** - If the related name is an individual, fill in the related name’s occupation. If unknown, leave blank. If the related name is a business, leave blank.

**Work Street #/Work Street Name/City, State, Zip** - If the related name is an individual, fill in the number, street name, city, state, and zip at which the related name is employed. If the related name is a student, include school name. If related name is unemployed, leave blank. If the related name’s place of employment is a military installation, be sure to specify the military base or ship on which the related name is stationed and, when available, the specific address. Maintain uniformity when using installations. For example: OCEANA, FORT STORY, LITTLE CREEK, DAM NECK. If the related name is a business, fill in the business address.

**Work Phone #** - Fill in the correct business telephone number (including area code) at which the related name can be contacted. If this section is not applicable, leave it blank. Additional numbers should be listed in the narrative.

**Ethnicity** - If the related name is an individual, circle the appropriate code to indicate their ethnic origin. Hispanic includes persons of Mexican, Puerto Rican, Central or South American or other Spanish origin or culture. (H - Hispanic or N - Non Hispanic)

**Military Branch/Military Status** - If the related name is affiliated with a branch of the military service, then fill in the military branch and status. Otherwise, leave blank.
Email Address - If known, fill in the correct email address. Additional email addresses should be listed in the narrative.

NARRATIVE-REQUIRED SECTION

Purpose
The Narrative Section of the Incident Report-Runaway/Missing Person form is to record information describing the elements of the offense and any other information that was not captured in the form.

Field Definitions

Narrative - Describe the details of the incident. Narratives should be written in the first person, articulate the elements of the offense, and contain all the information gathered by the reporting officer. Statements provided by the involved parties should be included verbatim. Narratives should be written in a manner that the reporting officer does not need to be contacted for additional information. The last line of the narrative should state the case assignment and status. Example: “Case is pended active to detective bureau. Case is CBA assigned to me.” etc.

Narrative Submitted Electronically? - If yes, check the box and email narrative to PDOffReport@vbgov.com.

APPENDIX

INCIDENT-BASED REPORTING GROUP A OFFENSE DEFINITIONS

The definitions that were developed for the IBR System are not meant to for charging persons with crimes. They are only meant to be categories for reporting crimes that are committed throughout the nation. The purpose for UCR, as developed by law enforcement, is to provide a "common denominator" language that 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. The definitions used in IBR are generic in order not to exclude varying state and federal statutes relating to the same type of crime.

State statute definitions may cross the IBR definitions and vice versa. In these cases, the nonconforming offenses should be reported according to their IBR offense classifications. For example, someone being charged with embezzlement may also be charged with larceny. If embezzlement, as defined in IBR, is perpetrated, it should be reported as Embezzlement, not Larceny, even though the offender is charged locally with larceny.

1. Arson

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

   Only fires determined through investigation 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 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 arson involve both homicide and arson. Also, the number of persons injured during arson should be reported as assaulted along with the arson. Arson-related deaths and injuries of police officers and firefighters, unless willful murders or assaults, are not counted due to the hazardous nature of these professions.

2. Assault Offenses

   Definition - An unlawful attack by one person upon another.

   A. Aggravated Assault

   Prepared and updated by the City of Virginia Beach Police Department Detective Bureau
Definition - 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.

For purposes of Aggravated Assault reporting, 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 definition. A "severe laceration" is one which should receive medical attention. A "loss of consciousness" must be the direct result of force inflicted on the victim by the offender.

Aggravated Assault includes: assaults or attempts to kill or murder; poisoning; assault with a dangerous or deadly weapon; maiming, mayhem, assault with explosives; and 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.). 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. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could cause serious personal injury. By definition, there can be no attempted assaults.

On occasion, it is the practice to charge assailants in assault cases with assault and battery or simple assault even though a knife, gun, or other weapon was used in the incident. For UCR purposes, this type of assault is to be classified as aggravated.

B. Simple Assault

Definition - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor 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.

Included are offenses such as minor assault, hazing, assault and battery, and injury caused by culpable negligence. As with Aggravated Assault, there are no attempted Simple Assaults.

C. Intimidation

Definition - 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.

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.

CLASSIFYING ASSAULTS:

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

- The type of weapon employed or the use of an object as a weapon;
- The seriousness of the injury;
- 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 law enforcement offense data. It is necessary that assaults in each jurisdiction be examined and classified according to the standard UCR definitions, regardless of whether they are termed felonies by local definitions.

3. Bribery

Definition - The offering, giving, receiving, or soliciting of any thing of value (i.e., a bribe, gratuity, or kickback) to
sway the judgment or action of a person in a position of trust or influence.

This offense excludes sports bribery, i.e., changing the outcome of a sporting contest or event, which is covered in the offenses dealing with gambling.

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 any other guideline.

4. Burglary/Breaking and Entering

**Definition** - The unlawful entry into a building or other structure with the intent to commit a felony or a theft. For UCR 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; housebreaking; and safecracking should be classified as burglary.

In the UCR standard definition of burglary, a "structure" is considered to include, but not be limited to, the following:

<table>
<thead>
<tr>
<th>Apartment</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barn</td>
<td>Other Building</td>
</tr>
<tr>
<td>Cabin</td>
<td>Outbuilding</td>
</tr>
<tr>
<td>Church</td>
<td>Public Building</td>
</tr>
<tr>
<td>Condominium</td>
<td>Railroad Car</td>
</tr>
<tr>
<td>Dwelling House</td>
<td>Room</td>
</tr>
<tr>
<td>Factory</td>
<td>School</td>
</tr>
<tr>
<td>Garage</td>
<td>Stable</td>
</tr>
<tr>
<td>House trailer or Houseboat (used as permanent dwelling)</td>
<td>Vessel (Ship)</td>
</tr>
<tr>
<td>Mill</td>
<td>Warehouse</td>
</tr>
</tbody>
</table>

Any house trailer or other mobile unit that is permanently fixed as an office, residence, or storehouse should also be considered a structure.

Whenever a question arises as to whether a type of structure comes within the purview of the burglary definition, the law enforcement officer should look to the nature of the crime and be guided by the examples set forth. The illegal entry of a tent, tent trailer, motor home, house trailer, or any other mobile unit that is being used for recreational purposes, followed by a theft, felony, or attempt to commit a felony or theft, should NOT be classified as burglary, but as larceny.

Burglaries of hotels, motels, lodging houses, or other places where lodging of transients is the main purpose or burglaries of temporary rental storage facilities, i.e., "mini-storage" and "self-storage" buildings, can pose reporting questions. 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 are burglaries of a number of rental hotel rooms, rooms in "flop" houses, rooms in a youth hostel, units in a motel, and storage units in a commercial self-storage building. If the individual living areas in a building are rented or leased to the occupants 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 should be reported as separate incidents. Examples of this latter type of multiple burglaries would be the burglaries of a number of apartments in an apartment house, of the offices of a number of commercial firms in a business building, of the offices of separate professionals within one building, or of a number of rooms in a college dormitory.

Thefts from automobiles (whether locked or not); shoplifting from commercial establishments; and thefts from telephone booths, coin boxes, or coin-operated machines do not involve unlawful entry of a structure and under UCR definition are a larceny and not a burglary.

5. Counterfeiting/Forgery
Definition - The altering, copying, or imitation of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing 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.

Included in this category are offenses such as altering and forging public and other records; making, altering, forging or counterfeiting bills, notes, drafts, tickets, checks, credit cards, etc.; forging wills, deeds, notes, bonds, seals, trademarks, etc.; counterfeiting coins, plates, banknotes, checks, etc.; possessing forged or counterfeited instruments; erasures; signing the name of another or fictitious person with intent to defraud; using forged 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.

6. Destruction/Damage/Vandalism of Property

Definition - 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.

This offense includes a broad range of injury 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. As a general rule, the offense is to be reported only if the reporting agency deems that substantial damage to property has occurred. However, any offense suspected to have been motivated by the offender's bias against the victim's race, religion, ethnicity, or sexual orientation is to be reported regardless of the amount or type of damage.

Incidental damage resulting from another offense (e.g., burglary, robbery) is to be reported in this offense category only if the reporting agency deems the amount of damage to be substantial. For example, "insubstantial" damage, such as a broken window, forced door, etc., should not be reported; but, "substantial" damage, such as where a truck is backed into a store front to gain admittance and major structural damage is caused, should be reported.

For the crime of arson, however, incidental damage resulting from fighting the fire should be included as part of the loss caused by burning. The determination of whether the damage was "substantial" is left to the discretion of the reporting law enforcement agency and should not require burdensome damage assessments.

7. Drug/Narcotic Offenses

Definition - 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.

A. Drug/Narcotic Violations

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

B. Drug Equipment Violations

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

This offense covers those cases involving drug paraphernalia, equipment, chemicals, illegal labs, etc.

8. Embezzlement

Definition - 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.

Generally, the victims of embezzlement offenses are businesses, financial institutions, etc.
9. Extortion/Blackmail

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

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.

Extortions include 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.

10. Fraud Offenses

**Definition** - 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.

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.

The most specific subcategory of fraud should be reported whenever the circumstances fit the definition of more than one of the subcategories listed below. For example, most frauds would fit the definition of False Pretenses/Swindle/Confidence Game. But, if a credit card was used to perpetrate the fraud, the offense would be classified as Credit Card/Automatic Teller Machine Fraud.

The only fraud-related violations that would not be reported under the Fraud Offenses category are counterfeiting, forgery, and bad checks. These offenses are reported under their own specific offense classifications.

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. Both offenses can involve theft; however, it is the method used to steal that makes the difference between the two. Fraud is achieved through deceit or lying and larceny is the physical taking of something.

Examples of common fraud cases are where something of value, e.g., a VCR or automobile, is rented for a period of time but is not returned. This offense, conversion of goods lawfully possessed by bailees, is classified as fraud and not larceny. In such cases, the offenders originally had lawful possession of the property (the property was either rented, loaned, or the person was in some way entrusted with its possession) and through deceit (they promised to return it) kept the property.

A common classification problem is the taking of gasoline without paying for it. If an offender takes gasoline from a self-service gas station without paying for it, the offense is classified as larceny. In this case, no contract was entered into nor agreement made for payment. This would be the same as taking a can of oil off of the station's rack. However, if a station attendant is asked to fill the tank, there is a tacit agreement that he will be paid for the gas, and the offender, never having the intention to pay for it in the first place, utilized deception and stole the gas. This, then, is classified as a fraud.

A. False Pretenses/Swindle/Confidence Game

**Definition** - The intentional misrepresentation of existing fact or condition, or the use of some other deceptive scheme or device, to obtain money, goods, or other things of value.
B. Credit Card/Automatic Teller Machine Fraud

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

This offense does not apply to the theft of a credit/debit card but rather its fraudulent use.

C. Impersonation

Definition - 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 been incurred.

D. Welfare Fraud

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

E. Wire Fraud

Definition - The use of an electronic communications facility to intentionally transmit a false and/or deceptive message in furtherance of a fraudulent activity.

This classification applies to those cases where telephone, teletype, micro-relay facilities, etc., are used in the commission or furtherance of a fraud.

11. Gambling Offenses

Definition - 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.

A. Betting/Wagering

Definition - 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.

B. Operating/Promoting/Assisting Gambling

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

C. Gambling Equipment Violations

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

Such equipment is also known as "gambling paraphernalia".

D. Sports Tampering

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

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.

12. Homicide Offenses
Definition - The killing of one human being by another.

A. Murder and Non-negligent Manslaughter

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

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., 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; these are law enforcement statistics.

Suicides, accidental deaths, assaults to murder, traffic fatalities, and attempted murders are not classified as Murder and Non-negligent Manslaughter. Situations where a victim dies of a heart attack as a result of a robbery or witnessing a crime likewise do not meet the criteria for inclusion in this classification. A heart attack cannot, in fact, be caused at will by an offender. Even in instances where an individual is known to have a weak heart, there is no assurance that an offender can cause sufficient emotional or physical stress to guarantee the victim will suffer a fatal heart attack. Suicides, traffic fatalities, and fetal deaths are totally excluded from the UCR Program, while some accidental deaths are counted as Negligent Manslaughter. Assaults to murder and attempted murders are classified as Aggravated Assaults.

B. Negligent Manslaughter

Definition - The killing of another person through negligence.

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. Again, the subsequent findings of a court, coroner's inquest, etc., do not affect the reporting of offenses in this category; these are law enforcement statistics.

C. Justifiable Homicide

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

Justifiable homicide is not an actual "offense" and is not included in an agency's crime counts. A "serious criminal offense" is a felony or high misdemeanor. 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. For UCR purposes, crime determinations and counts are based on law enforcement investigation.

In the summary UCR system, justifiable homicides were reported as murders and then unfounded. In IBR, since the offenses are recorded as justifiable homicides initially, they should not be unfounded. They will be tallied separately and maintained apart from the murder counts.

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. These guidelines are based on the definition of an incident which requires that all of the offenders "act in concert." It cannot be said that the criminal killed justifiably acted in concert with the police officer or civilian who killed him; nor that the police officer or civilian who killed the criminal acted in concert with the criminal in committing the offense that gave rise to the justifiable homicide. Therefore, justifiable homicide cases involve two criminal incidents rather than one.

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.

13. Kidnapping/Abduction

Definition - 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.

This offense includes not only kidnapping 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 only on the persons actually kidnapped or abducted, not those persons or organizations paying ransoms. Therefore, for each kidnapping incident, report as victims only those persons taken or detained against their will.

14. Larceny/Theft Offenses

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

Larceny and theft mean the same thing in UCR. Motor vehicle theft is not included and is counted separately because of the great volume of such thefts. Local offense classifications such as "grand theft," "petty larceny," "felony larceny," or "misdemeanor larceny" have no bearing on the fact that each distinct operation of larceny is reported as one offense for UCR purposes. Also, all larceny offenses are reported regardless of the value of the property stolen.

Do not classify embezzlement; fraudulent conversion of entrusted property; conversion of goods lawfully possessed by bailees; counterfeiting; obtaining money by false pretenses; larceny by check; larceny by bailee; and check fraud as larceny offenses. Each of the aforementioned crimes falls within other offense categories.

A. Pocket-picking

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

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 Pocket-picking. However, if the victim is manhandled or force beyond simple jostling is used to overcome the resistance of the victim, the offense becomes strong-arm robbery.

B. Purse-snatching

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

If more force is used than is actually necessary to snatch the purse from the grasp of the person, or if the victim resists the theft in any way, then robbery has occurred. Also, 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.

C. Shoplifting

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

This violation assumes that the offender had legal access to the premises, and thus, no trespass or unlawful entry was involved. This offense includes thefts of merchandise displayed as part of the stock in trade outside buildings, such as department stores, hardware stores, supermarkets, fruit stands, gas stations, etc.

D. Theft From Building

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

Do not include shoplifting and thefts from coin-operated devices or machines within open buildings; these are other specific larceny types. Thefts from buildings include 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.

A theft from a structure, accompanied by a breaking or unlawful entry (trespass) without breaking, should be reported as burglary and not larceny.

**E. Theft From Coin-Operated Machine or Device**

**Definition** - A theft from a machine or device which is operated or activated by the use of coins.

Some examples of such machines are candy, cigarette, and food vending machines; telephone coin boxes; 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 burglary.

**F. Theft From Motor Vehicle**

**Definition** - The theft of articles from a motor vehicle, whether locked or unlocked.

This type of larceny includes thefts from automobiles, trucks, truck trailers, buses, motorcycles, motor homes, or other recreational vehicles. It also includes thefts from any area in the automobile or other vehicle, e.g., the trunk, glove compartment, or other enclosure. Some of the items stolen in this type of theft are cameras, suitcases, wearing apparel, packages, etc., which are not an integral part of the vehicle. Do not include items that are automobile accessories, as 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. If, however, the reporting jurisdiction determines that the real object of the theft was the contents, rather than the vehicle, two offenses can be reported, the vehicle theft and the theft from the vehicle. For example, if an automobile with a coat in the back seat is stolen, the offense would be reported as Motor Vehicle Theft and the coat accounted for as property stolen in connection with the automobile theft. The theft of a tractor-trailer (truck) containing a shipment of televisions can, however, be reported as two offenses if in the judgment of the reporting agency the real object of the theft was the televisions, e.g., the truck is found abandoned and empty not far from the scene of the theft.

**H. All Other Larceny**

**Definition** - All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

This offense includes thefts from fenced enclosures. Thefts 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.

Additionally, 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. Yet another example is the taking of gasoline from a self-service gas station and leaving without paying.

**15. Motor Vehicle Theft**

**Definition** - The theft of a motor vehicle.

A "motor vehicle" is defined for UCR purposes as a self-propelled vehicle that runs on land surface and not on rails and which fits one of the following property descriptions:

**Automobiles** - sedans, coupes, station wagons, convertibles, taxicabs, 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 on a commercial basis.

**Other Motor Vehicles** - any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, golf carts, motorized wheelchairs, etc. whose primary purpose is to transport people.

Classify as Motor Vehicle Theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned. Include joyriding.

Do not include the taking of a vehicle for temporary use when prior authority has been granted or can be assumed, such as in family situations; or unauthorized use by chauffeurs and others having lawful access to the vehicle. Other Group A offenses may, however, have occurred in these situations. For example, if a chauffeur steals a car entrusted to his care, an Embezzlement should be reported, not a Motor Vehicle Theft. Motor vehicles taken as the proceeds of other offenses, whether Embezzlement, Burglary, or Fraud, etc. should not be entered/counted as a Motor Vehicle Theft.

16. Pornography/Obscene Material

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

17. Prostitution Offenses

**Definition** - To unlawfully engage in or promote sexual activities for profit.

A. Prostitution

**Definition** - To unlawfully engage in sexual relations for profit.

This offense includes prostitution by both males and females.

B. Assisting or Promoting Prostitution

**Definition** - 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.

18. Robbery

**Definition** - 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.

Robbery involves the offender taking or attempting to take something of value from a 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. In pocket-picking or purse-snatching, direct confrontation does occur, but force or threat of force is absent. However, if during a purse-snatching or other such crime, force or threat of force is used to overcome the active resistance of the victim, the offense is to be classified as robbery.

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 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 "None."
Because some type of assault is an element of the crime of robbery, an assault should not be reported as a separate crime as long as it was performed in furtherance of the robbery. However, if the injury results in death, a homicide offense must also be reported.

In any instance of robbery, report one offense for each distinct operation. As in the case of other crimes against property, only one offense is reported regardless of the number of victims involved. The victims of a robbery include not only those persons and other entities (businesses, financial institutions, etc.) from whom property was taken, but also those persons toward whom the robber(s) directed force or threat of force in perpetrating the offense. Therefore, although the primary victim in a bank robbery would be the bank, the teller toward whom the robber pointed a gun and made a demand should also be reported as a victim, as well as any other person upon whom an assault was committed during the course of the robbery.

19. Sex Offenses, Forcible

**Definition** - 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.

**A. Forcible Rape**

**Definition** - The carnal knowledge of a person, forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

This offense includes the forcible rape of both males and females. In cases where several offenders rape one person, report one Forcible Rape. Do not count the number of offenders. If force was used or threatened, the crime should be classified as Forcible Rape regardless of the age of the victim.

If no force or threat of force was used and the victim was under the statutory age of consent, the crime should be classified as Statutory Rape. The ability of the victim to give consent must be a professional determination by the law enforcement agency. The age of the victim plays a critical role in this determination. Individuals do not mature mentally at the same rate. No 4-year-old is capable of consenting, however, victims aged 10 to 12 may need to be assessed within the specific circumstances.

**B. Forcible Sodomy**

**Definition** - Oral or anal sexual intercourse with 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

If a victim is both raped and sodomized in one incident, then both offenses should be reported.

**C. Sexual Assault With An Object**

**Definition** - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

An "object" or "instrument" is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.

**D. Forcible Fondling**

**Definition** - 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, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
Forcible fondling includes "indecent liberties" and "child molesting." 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.

20. Sex Offenses, Non-forcible

Definition - Unlawful, non-forcible sexual intercourse.

A. Incest

Definition - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape

Definition - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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 Statutory Rape.

21. Stolen Property Offenses

Definition - Receiving, buying, selling, possessing, concealing, or transporting any property with the knowledge that it has been unlawfully taken, as by burglary, embezzlement, fraud, larceny, robbery, etc.

22. Weapon Law Violations

Definition - 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.

Include violations such as the manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., silencers; and furnishing deadly weapons to minors.

GROUP B OFFENSES

There are 12 Group B offense categories and they encompass all the crimes which are not Group A offenses, with the exception of most traffic offenses. Only arrestee data (or Group B Arrest Reports) are reported for Group B crimes.

IBR GROUP B OFFENSE DEFINITIONS

1. Bad Checks

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

This offense includes fraudulent checks and insufficient funds checks but not counterfeited checks or forged checks.

2. Curfew/Loitering/Vagrancy Violations

Definition - The violation of a court order, regulation, ordinance, or law requiring the withdrawal of persons from the streets or other specified areas; prohibiting persons from remaining in an area or place in an idle or aimless manner; or prohibiting persons from going from place to place without visible means of support.

Included in this offense are unlawful assembly, begging, and vagabondage. Persons arrested as being a suspicious character, suspicious person, etc., are also to be included.
3. Disorderly Conduct

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

This offense includes affray, breach of the peace, blasphemy, profanity, obscene language, disturbing the peace, and public nuisance.

4. Driving Under the Influence

**Definition** - 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.

This offense includes driving while intoxicated and operating a bus, train, streetcar, boat, etc., while under the influence.

5. Drunkenness

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

Included are drunk and disorderly, common drunkard, habitual drunkard, and intoxication.

6. Family Offenses, Nonviolent

**Definition** - Unlawful, nonviolent 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 classifiable as other offenses, such as Assault, Incest, Statutory Rape, etc.

This offense includes: abandonment, desertion, neglect, nonsupport, nonviolent abuse, and nonviolent cruelty to other family members. It also includes the nonpayment of court-ordered alimony, as long as it is not considered to be "Contempt of Court" within the reporting jurisdiction.

Do not include victims of these offenses who are taken into custody for their own protection.

7. Liquor Law Violations

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

Driving Under the Influence and Drunkenness violations are excluded. Included are violations of laws/ordinances prohibiting the maintenance of unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor; using a vehicle for the illegal transportation of liquor; etc.

8. Peeping Tom

**Definition** - To secretly look through a window, doorway, keyholes, or other aperture for the purpose of voyeurism.

9. Runaway

**Definition** - A person under 18 years of age who has left home without the permission of his/her parent(s) or legal guardian.

While running away does not constitute a criminal offense, each "handling" of a runaway should be reported as an arrest. Include apprehensions for protective custody. Detentions (pickups) of runaways from one jurisdiction by another agency should be reported by the home jurisdiction.
10. Trespass of Real Property

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

All burglary offenses include the element of trespass. Trespass, however, involves entry with no intent to commit a felony or theft.

11. Conspiracy to Commit a Group A Offense

**Definition** – Offenses of General Applicability (i.e., any offense prefixed by “Accessory Before/After the Fact,” “Aiding and Abetting,” “Assault to Commit,” “Conspiracy 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 is within Group A. If Group B offenses are involved, classify as the substantive offense.

12. All Other Offenses

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

Generally, traffic offenses are excluded from this offense category. The vehicle-related offenses of hit and run (of a person) and vehicular manslaughter are, however, included; but Driving Under the Influence is not as it is a separate Group B offense.
<table>
<thead>
<tr>
<th>Property Rules</th>
<th>If Offense is:</th>
<th><code>\textsuperscript{1}</code>Status must be:(Completed Offenses)</th>
<th>Code (Property Description)</th>
<th><code>\textsuperscript{2}</code>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Kidnapping</td>
<td>Stolen, Recovered, None, or Unknown</td>
<td>Monies (ransom) or any property with the victim.</td>
<td></td>
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<tr>
<td>120 Robbery</td>
<td>Recovered or Stolen</td>
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<tr>
<td>200 Arson</td>
<td>Burned</td>
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<tr>
<td>210 Extortion</td>
<td>Recovered or Stolen</td>
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<tr>
<td>220 Burglary</td>
<td>Stolen, Recovered, None, or Unknown</td>
<td>All entries except Structures\textsuperscript{4}</td>
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</tr>
<tr>
<td>23A Pocket Picking</td>
<td>Recovered or Stolen</td>
<td>All entries except Vehicle Types\textsuperscript{2}, Misc. Items\textsuperscript{3}, Structures\textsuperscript{4}</td>
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<tr>
<td>23B Purse Snatching</td>
<td>Recovered or Stolen</td>
<td>All entries except Vehicle Types\textsuperscript{2}, Misc. Items\textsuperscript{3}, Structures\textsuperscript{4}</td>
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<tr>
<td>23C Shoplifting</td>
<td>Recovered or Stolen</td>
<td>All entries except Vehicle Types\textsuperscript{2}, Misc. Items\textsuperscript{3}, Structures\textsuperscript{4}</td>
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<tr>
<td>23D Theft From Building</td>
<td>Recovered or Stolen</td>
<td>All entries except Vehicle Types\textsuperscript{2}, Structures\textsuperscript{4}</td>
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<tr>
<td>23E Theft From Coin-Operated Machine or Device</td>
<td>Recovered or Stolen</td>
<td>All entries except Vehicle Types\textsuperscript{2}, Structures\textsuperscript{4}</td>
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<tr>
<td>23F Theft From Motor Vehicle</td>
<td>Recovered or Stolen</td>
<td>All entries except Vehicle Types\textsuperscript{2}, Structures\textsuperscript{4}</td>
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<tr>
<td>23H All Other Larcenies</td>
<td>Recovered or Stolen</td>
<td>All entries except Vehicle Types\textsuperscript{2}</td>
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<tr>
<td>240 Motor Vehicle Theft</td>
<td>Recovered or Stolen</td>
<td>All entries except Structures\textsuperscript{4}</td>
<td>A Vehicle Supplement must be completed</td>
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<tr>
<td>250 Counterfeiting/Forgery</td>
<td>Recovered, Seized or Counterfeited/Forged</td>
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<tr>
<td>26A False Pretenses/Swindle/Confidence Game</td>
<td>Recovered or Stolen</td>
<td>If no physical property is taken, use Other with a value of $0</td>
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<tr>
<td>26B Credit Card/Automatic Teller Machine Fraud</td>
<td>Recovered or Stolen</td>
<td>If no physical property is taken, use Other with a value of $0</td>
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<tr>
<td>26C Impersonation</td>
<td>Recovered or Stolen</td>
<td>If no physical property is taken, use Other with a value of $0</td>
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<tr>
<td>26D Welfare Fraud</td>
<td>Recovered or Stolen</td>
<td>If no physical property is taken, use Other with a value of $0</td>
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<td>26E Wire Fraud</td>
<td>Recovered or Stolen</td>
<td>If no physical property is taken, use Other with a value of $0</td>
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<td>270 Embezzlement</td>
<td>Recovered or Stolen</td>
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<tr>
<td>280 Stolen Property Offenses</td>
<td>None or Recovered</td>
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<tr>
<td>290 Destruction/Damage/Vandalism of Property</td>
<td>Destroyed/Damaged/Vandalized</td>
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<td>35A Drug/Narcotic Violations</td>
<td>None or Seized</td>
<td>If the Status is None or Unknown, then the suspected drug type may be filled in.</td>
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<td>35B Drug/Equipment Violations</td>
<td>None or Seized</td>
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<td>39A Betting/Wagering</td>
<td>Seized</td>
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<td>39B Operating/Promoting/Assisting Gambling</td>
<td>Seized</td>
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<td>39C Gambling Equipment Violations</td>
<td>Seized</td>
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<tr>
<td>39D Sports Tampering</td>
<td>Seized</td>
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<tr>
<td>510 Bribery</td>
<td>Stolen, Recovered, None, or Unknown</td>
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</tbody>
</table>

1. If the offense is Attempted, then the Status can only be either None or Unknown.
2. Vehicle Types - All Terrain Vehicle, Bus, Car, Golf Cart, Moped, Motorcycle, Recreational Vehicle, Truck, or Van
4. Structures - Single Occupancy Dwellings, Other Swellings, Other Commercial/Business, Industrial/Manufacturing, Public/Community, Storage, Other
5. If the Status is Unknown or None, all other property fields are left blank.
Mutually Exclusive Offenses

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* The areas on the table where the offenses intersect with an X denote that those two offenses cannot occur to the same victim within the same incident.
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<td>Disturbing The Peace</td>
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City of Virginia Beach
Police Department

Field Reporting Manual
Chapter 2
Arrest Report Guidelines (PD-180)

A Guide for Department Personnel

- Guidelines for the proper completion of Arrest Reports (PD-180)
GENERAL INFORMATION

Group A & Group B Crimes

The following step-by-step guidelines shall be adhered to by personnel as they complete the police Adult Arrest / Juvenile Detention Worksheet (PD-180). Also referred to as Arrest Worksheet.

All criminal charges fall in either the Group A Offense or Group B Offense category. Refer to the IBR Code Guide (PD-18G) for a listing. If the charge description is not listed on the IBR Code Guide, refer to Pistol Code Tables for a cross-reference list of charges to offense category.

Arrest data are to be reported for all persons apprehended and charged with a Group A or Group B crime. The Adult Arrest/Juvenile Detention Worksheet is required for all arrests except when an individual is released on a Virginia Uniform Summons.

Juveniles: Arrest data are to be reported for all juveniles apprehended or detained for the commission of Group A or Group B crimes.

Record arrest data on all juveniles where
1.) a formal charge will be placed,
2.) for juveniles who are referred to Juvenile Intake for diversion, or
3.) for juveniles taken into custody or detained but merely warned and released without being charged.

PD180 Required for Truancy:
Complete the necessary paperwork:
When apprehended, complete PD -180 (Arrest/Detention Sheet)
- Truant 16.1-278.5
- Juvenile Disposition is (3) Referred to Intake for Diversion
- Forward the PD-180 to the PDO for entry into Pistol.

A juvenile suspect being detained for questioning will not be considered arrested until a formal charge is placed, referred to Juvenile Intake for diversion, or taken into custody/detained but merely warned and released without being charged. Details concerning the questioning shall be recorded in the PD-3 or the Incident Report narrative. Police contacts with juveniles where no offense was committed shall be reported on the Field Contact/Observation form. Refer to Juvenile Legal Issues Field Guide for more information on Juveniles.

Required Data Elements - NOTE: The race, sex and DOB or age MUST be known for an arrestee. Unknown values are not acceptable.

ADMINISTRATION INFORMATION

Side A: Adult/Juvenile Indicator (Required) – Circle the applicable indicator.

Side A: Warrant Check - Check this box when a warrant check is done on the individual.

Side A and B: (Required) Fill in the Page # information at the top of the page.

Side B: Additional Names/Additional Charges – Check the box(es) if you have more than 5 charges or more than 4 related names than another PD180 will be needed.

ARRESTEE INFORMATION

Booking ID - A number assigned by the Booking Module of the Pistol Jail Management System (JMS) to each booking record. The data entry person will fill in this block.

Name ID - A number assigned by the Names Module of the Pistol Records Management System (RMS) to each
name record. The data entry person will fill in this block.

**Arrest ID** - A number assigned by the Arrest Module of the Pistol RMS or JMS each arrest record. The data entry person will fill in this block.

**Last Name/First Name/Middle Name/Suffix (Required)** - Fill in the name of the arrestee. Use the complete middle name if possible.

**Race (Required)** - Circle in the appropriate code to indicate the race of the arrestee. (W - White, B - Black, I - American Indian/Alaskan Native, A - Asian/Pacific Islander) Do not use Unknown.

**Sex (Required)** - Circle in the appropriate code to indicate the sex of the arrestee. Do not use Unknown.

**DOB or Age Range (Required)** - Fill in the date of birth of the arrestee, otherwise leave blank.

**SSN** - Fill in the social security number of the arrestee.

**Driver License Number and State** – Fill in the arrestee’s driver license number and issuing state.

**Home Street #/Home Street Name/Apt #/City, State, Zip** - Fill in the arrestee’s exact home address. If home address is not known, do not give a business address as arrestee’s home address. Use Homeless (if applicable) in the Street Name block.

**Resident** - If the arrestee is a resident of Virginia Beach, check the box. A resident is a person who maintains his/her permanent home for legal purposes in the locality where the crime took place.

**Home Phone #** - Fill in the correct home telephone number of the arrestee. Be sure to include the area code if it is different from (757). If home phone number is not known, do not give a business phone number as arrestee’s home phone number.

**Cell Phone #** - Fill in the correct cell phone number of the arrestee. Be sure to include the area code if it is different from (757). If cell phone number is not known, do not give a business phone number as arrestee’s cell phone number.

**Employer Name** - Fill in the name of the arrestee’s employer. If employer is a city, be sure to include the department. If unknown, leave blank.

**Occupation** - Fill in the arrestee’s occupation. If unknown, leave blank.

**Work Street #/Work Street Name/City, State, Zip** - Fill in the number, street name, city, state, and zip at which the arrestee is employed. If the arrestee is a student, include school name. If arrestee is unemployed, leave blank. If the arrestee’s place of employment is a military installation, be sure to specify the military base or ship on which the arrestee is stationed and, when available, the specific address. Maintain uniformity when using installations. For example: OCEANA, FORT STORY, LITTLE CREEK, DAM NECK.

**Work Phone #** - Fill in the correct business telephone number (including area code). If this section is not applicable, leave it blank.

**Height** - Fill in the arrestee’s exact height or height range.

**Weight** - Fill in the arrestee’s exact weight or weight range.

**Hair Color** - Fill in the code to describe the arrestee’s hair color.

**Eye Color** - Fill in the code to describe the arrestee’s eye color.

**Skin Tone** - Fill the code to describe the arrestee’s skin tone.
**Ethnicity (Required)** - Circle in the appropriate code to indicate the arrestee’s ethnic origin. Hispanic includes persons of Mexican, Puerto Rican, Central or South American or other Spanish origin or culture. (H - Hispanic or N - Non Hispanic)

**Military Branch/Military Status** - If the arrestee is affiliated with a branch of the military service, then fill in the military branch and status according to the selections in the related code box. Otherwise, leave this space blank.

**Scars, Marks, Tattoos:** Type/Location/Body Part/Description - Fill in the appropriate code for scars, marks, tattoos, birthmarks, amputations, or body piercing to indicate the Type, Location, and Body Part where the mark is located. A description of the design, numbers, names, etc can be written in the space provided. Use quotes around names or words.

**Alias** – If known, fill in alias name (“street” name, AKA) information. Use last name, first name middle name as the format. Be sure to include the comma after the last name. If the alias name is not a proper name fill it in as is. Example: Snake

**School Name** – If the occupation field indicates that this is a student, fill in the school name of attendance.

**Local ID** - Fill in if known.

**State ID** - Fill in if known.

**FBI ID** - Fill in if known.

**Immigration #/Immigration Notified** - Fill in if known.

**Birth City/State/Country** - Fill in if known.

**ARREST ENCOUNTER INFORMATION**

**Arresting Agency** - Fill in the arresting agency. Example: VBPD, NPD, CPD

**Arrest Date/Time** - Fill in the date and time of the arrest or detention. Use date format MM/DD/YY and the 24-hour clock for the time format.

**Fingerprints/Photo indicator** – Fill in the appropriate code to indicate fingerprints, photos, or both were captured.

**Arrest or Detention Circumstances:**

**Juveniles**
- **(O) On View** - shall be selected if an arrest/detention of a juvenile occurs without a warrant/petition or previously submitted Incident Report. There must be contact with the juvenile.
- **(S) Petition** - shall be selected if a petition or diversion is requested from Juvenile Intake. There may or may not be contact with the juvenile.
- **(T) Taken into Custody or Detained** - shall be selected if an arrest/detention of a juvenile occurs based on a previously requested petition or Incident Report. There must be contact with the juvenile.

**Adults**
- **(O) On View** - shall be selected if a physical arrest occurs without a warrant or previous incident report.
- **(S) Summons** - shall be selected if an arrest occurs and the individual will be released on a Virginia Uniform Summons or magistrate’s summons without a physical arrest.
- **(T) Taken into Custody** - shall be selected if a physical arrest occurs based on a warrant and/or a previously submitted Incident Report.

>>>>> NOTE: If a Virginia Uniform Summons is issued, DO NOT fill out the Arrest Worksheet. <<<<

**Weapon 1/ Weapon 2:** Automatic 1/Automatic 2 - Fill in the weapons block with the appropriate code for weapons found at the time of the arrest. Up to two weapons can be recorded. If the weapon was an automatic firearm, fill in the Automatic block with an A. Use Other Firearm when the type is known but not covered by listed codes.
**Arrest Location Street #/Street/City/State/Zip** - Fill in the street number, street name, city, state, and zip code of where the arrest occurred.

**Arresting Officer/Code** - Fill in the name and employee code of the arresting officer.

**Assisting Officer 1/Assisting Officer 2** - Fill in the name and employee code of the assisting officer(s).

**Juvenile Disposition**

1. **Warned & Released/Info Only** - shall be selected if, at the discretion of the officer, official police action has been suspended. (An Incident Report must be completed for all Group A offenses or those offenses requiring a report by the department.) There must be contact with the juvenile.

2. **Referral to Intake for Petition** - shall be selected for all petition requests. There may or may not be contact with the juvenile.

3. **Referral to Intake for Diversion** - shall be selected if it is in the best interest of the juvenile or the general public for the juvenile to complete a Juvenile Intake diversion program. There may or may not be contact with the juvenile.

4. **Released on Summons**

**Juvenile Release to and Relationship** - Fill in the name of the individual to whom you released the juvenile. Include the relationship to the juvenile.

**CHARGE INFORMATION**

**About Incident #s**

Every charge must have an related incident number (IBR#). Note: Incident #, Case #, DR #, or Report # all refer to the same number issued by Communications. In multiple charge arrests, the incident number may be the same or different for each charge depending on the circumstances. Circumstances are explained below:

- The IBR number links the charge to the original IBR, if one exists.
- An IBR is to be completed for all Group A charges/offenses as well as for those charges/offenses identified by the department. Refer to the IBR Code Guide (PD-18G) for a list.
- Group B charges/offenses do not require an IBR unless it is listed in the IBR Code Guide as a department requirement.
- It is vital that the IBR # on the Incident Report be used with the associated charge on Arrest Worksheet. An arrest encounter may clear many cases. In this situation the Arrest Worksheet may contain multiple incident numbers.

**When to Get a New Incident #**

Use the following guidelines to determine if you need a new IBR # or an old IBR #:

- Single person arrest: if you are charging an arrestee with new crime(s) a new IBR # is obtained. If you are serving warrants for previous cases, the old IBR # must be used.
- Multiple person arrest: if you charge multiple arrestees with new crime(s), a new IBR # is obtained and may be used for all arrestees IF AND ONLY IF all arrestees acted in concert in the incident. If the crime(s) are Group A crimes, ALL ARRESTEE MUST BE LISTED IN THE INCIDENT REPORT. Unrelated arrest events resulting in new charges require separate IBR #.

**Example:** You make a traffic stop with one adult, the driver, and three juvenile passengers at 0100 on a Saturday morning. Having probable cause you search the driver and find a baggie of marijuana. You decide to arrest and release on a summons the driver for drug possession and issue each juvenile with a curfew violation summons. The drug possession offense requires that an IBR be completed. You must obtain two IBR #s, one for the drug possession and the second for the curfew violators. The curfew violators must be listed as Involved Other in the IBR. If you use the same number for both the drug possession and the curfew violation you must list all individuals as suspects in the IBR.
Serving VB warrants: if you are serving a VB warrant, you must use the IBR # on the previously submitted IBR. If the charge on the warrant did not require an IBR, a new IBR # may be used. 

Serving non-VB warrants: if you are serving a warrant for another jurisdiction, a new IBR # is obtained. If you are charging the arrestee with “new” crimes in addition to the warrant, you only need one IBR #. Again, if you are dealing with more than one arrestee, you may only use the same IBR # if the arrestees acted in concert. 

**Caution:** Whenever you use the same IBR # on either multiple person arrest or a multiple charge arrest, you are stating that the individual being arrested is linked as a suspect to the case via the IBR #.

Field by Field Definitions:

- **Statute Code** - Fill in the state statute or city ordinance charging the arrestee with a crime.
- **Statute Literal** - Fill in the description of the state statute or city ordinance.
- **Felony/Misdemeanor** - Circle felony or misdemeanor.
- **Date/Time of Offense** - Fill in the date and time of the offense.
- **Virginia Uniform Summons #** - Fill in the magistrate’s warrant or summons number. Must use YY-999999.
- **Related IBR #** - See About Incident #s.
- **Agency/Offense Jurisdiction** - Fill in the jurisdiction code where the offense took place.
- **Offense Tracking #** - Fill in the offense tracking # (OTN) listed on the warrant. Example: 810GM12000123456.
- **Bond Date/Time** - Fill in the date and time of the bond if applicable. If multiple charges but only one bond is issued, fill in the bond information on the first charge only. Use date format MM/DD/YY and the 24 hour clock for the time format.
- **Bond Type** - Fill in the bond type if applicable.
- **Bond Amount** - Fill in the bond amount if applicable.
- **Magistrate** - Fill in the initials of the magistrate.
- **Court Date/Time** - Fill in the court date and time.
- **Court** - Fill in the court name.

**RELATED NAMES**

- **Complainant** – If this is a juvenile, a complainant is required (who will sign the petition?). 
  Or 
- **Relationship (RN Codes)** – Using the RN Codes, fill in the appropriate code to indicate how this name is related to the arrest.

- **Related Name (RN) Type**. Circle the appropriate code.

- **Restricted** – Check the box if the related name has requested that their personal information not be released outside of the criminal justice system. Must comply with Virginia State Freedom of information laws.

- **Last Name/First Name/Middle Name/Suffix** - Fill in the name of the related. Use the complete middle name if possible.

- **Race** - Fill in the appropriate code to indicate the race of the related name. 
  (W - White, B - Black, I - American
Indian/Alaskan Native, A - Asian/Pacific Islander, U – Unknown).

**Sex** - Fill in the appropriate code to indicate the sex of the related name.

**DOB or Age Range (Required)** - Fill in the date of birth of the related name, otherwise leave blank.

**SSN** - Fill in the social security number of the related name.

**Driver License Number and State** – Fill in the related name’s driver license number and issuing state.

**Home Street #/Home Street Name/Apt #/City, State, Zip** – Fill in the related name’s exact home address.

**Resident** - If the related name is a resident of Virginia Beach, check the box. A resident is a person who maintains his/her permanent home for legal purposes in the locality where the crime took place.

**Home Phone #** - Fill in the correct home telephone number of the related name. Be sure to include the area code if it is different from (757)

**Cell Phone #** - Fill in the correct cell phone number of the related name. Be sure to include the area code if it is different from (757).

**Employer Name** - Fill in the name of the related name’s employer. If employer is a city, be sure to include the department. If unknown, leave blank.

**Occupation** - If the victim is an individual, fill in the victim’s occupation. If unknown, leave blank. If the victim is a business, leave blank.

**Work Street #/Work Street Name/City, State, Zip** - Fill in the number, street name, city, state, and zip at which the related name is employed. If the related name is a student, include school name. If related name is unemployed, leave blank. If the related name’s place of employment is a military installation, be sure to specify the military base or ship on which the victim is stationed and, when available, the specific address. Maintain uniformity when using installations. For example: OCEANA, FORT STORY, LITTLE CREEK, DAM NECK. If the related name is a business, fill in business address.

**Work Phone #** - Fill in the correct business telephone number (including area code) at which the reporting person/victim can be contacted. If this section is not applicable, leave it blank. Additional numbers should be listed in the narrative.

**Probable Cause Statement and/or Officer Notes (Required-Conditional)** - Fill in the probable cause statement or circumstances of the charges. **Required for juveniles.**

**If Juvenile, Affidavit of Probable Cause (PD9) is required** – Check the box if applicable.

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**CASE DISPOSITIONS**

When and arrest is made, the case disposition must be updated in the Incident Report and Case Management Record.

**CBA** - If an Adult Arrest/Juvenile Detention Worksheet is completed, the case disposition will always be Cleared By Arrest.

**EXC** - Do not complete the Adult Arrest/Juvenile Detention Worksheet for exceptionally cleared cases.

If a case is to be Exceptionally cleared, all of the following condition must be met and must be clearly explained in the
PD-3 or the Incident Report narrative:

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. One of the following reasons, outside the control of law enforcement that prevents the arrest, must be selected.

   (A) Death of the Offender  
   (B) Prosecution Declined  
   (C) Extradition Denied  
   (D) Victim Refused to Cooperate  
   *(E) Juvenile, No Custody

*The handling of a juvenile without taking him or her into custody but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense may be exceptionally cleared. In this case do not complete the Adult Arrest/Juvenile Detention Worksheet.
City of Virginia Beach
Police Department

Field Reporting Manual
Chapter 3
Virginia Uniform Summons

A Guide for Department Supervisors

- Guidelines for the proper completion of the Virginia Uniform Summons
The following instructions shall govern the insertion of information in applicable spaces of each Virginia Uniform Summon (VUS) issued by sworn employees for violations of criminal or traffic statutes. All spaces or sections for which no instructions have been issued are for use by court personnel and are to be left blank. Refer to figure below.

1. Insert the name of the jurisdiction where the case will be heard (PREPRINTED) and check the appropriate block to signify the type court.

2. Insert the address of the court. (PREPRINTED)

3. Insert the date and time of trial.

4. Check the appropriate block to indicate whether the offense is in violation of state law, or county, city, or town ordinance.

5. Insert the applicable code section number and a description of the offense with which the defendant is charged. (Universally recognized abbreviations are acceptable.)
   
   a. If a defendant is charged with multiple offenses, a separate arrest form must be submitted for each offense.

   b. Offenses which could be construed more than one way must be properly identified, i.e., Simple or Felonious Assault; Grand or Petit Larceny.

   c. The rate of speed and speed limit must be shown when reporting speeding violations. In addition, the method used to detect the violation must be indicated as shown in the following examples: Section 46.2-870 – Speed 70/55, if by pace; Section 46.2-870 – Speed 70/55 (M-RADAR), if radar by moving mode.

   d. Any charge made at permanent scale locations must be identified by placing the indicator (S) immediately following the charge.

   e. Hauling permit violations will include the permit number after the charge. Example: Section 46.2-1139 – Violation of hauling permit – speeding 55/45 (Radar) #HP123456.

Prepared and updated by the City of Virginia Beach Police Department Detective Bureau
f. Drug violations must be identified as to Sale/Manufacturer or Possession and as to the type drug. Examples: Section 18.2-250 Poss. Marijuana; Section 18.2-248 Sale (Cocaine); Section 18.2-248 Manuf. (Hashish.)

g. Gambling violations must describe the type of offense. Examples: Section 18.2-242 Gambling (Lottery); Section 18.2-328 Conduct Illegal Gambling Operation.

h. Arrests for offenses committed in other states will be show as “Fugitive.” The specific charge by the affected state may be inserted as shown in the following example: Fugitive (Murder.)

i. The offense shall be shown as “Legal Document” when reporting arrest made for another sworn employee or other law enforcement agency by execution of a legal document. The reporting sworn employee is not required to show disposition of the offense specified in the legal document.

j. Charges involving Section 46.2-1237 (Misuse of disabled Parking Privileges) the placard number must be shown after the charge. Example: Violation of Disabled Parking Privileges (Section 46.2-1237) Placard HP12345.

6. Check the appropriate block or indicate (yes or no) if the vehicle operated by accused was a commercial motor vehicle as defined in Section 46.2-341.4.

7. Check the appropriate block if the vehicle operated by accused was transporting hazardous materials as defined in Section 46.2-341.4.

8. For the signature of the defendant.

   a. For violations of Section 33.1-46.2, show date summons mailed to registered owner.

   Note: It should be brought to the defendant’s attention that signing the Summons is a certification that the address provided is current.

9. Insert appropriate telephone number, including the area code of the court having jurisdiction.

10. The defendant’s name must be inserted in the order indicated.

   a. In cases involving Section 33.1-46.2 (H.O.V.), the registered owner’s name will be inserted in order indicated.

11. The most complete residence address available, including the exact street or RFD and box number shall be inserted. Inquire of the defendant if the address appearing on the Driver’s License (DL) is current. If response is no, obtain current residence address for inserting in this block.

   a. Insert the appropriate county or city code. Common jurisdictions codes are listed below:

<table>
<thead>
<tr>
<th>Code</th>
<th>City</th>
<th>Code</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>126</td>
<td>CHESAPEKE</td>
<td>123</td>
<td>STAUNTON</td>
</tr>
<tr>
<td>111</td>
<td>HAMPTON</td>
<td>124</td>
<td>SUFFOLK</td>
</tr>
<tr>
<td>116</td>
<td>NEWPORT NEWS</td>
<td>999</td>
<td>UNKNOWN</td>
</tr>
<tr>
<td>117</td>
<td>NORFOLK</td>
<td>125</td>
<td>VIRGINIA BEACH</td>
</tr>
<tr>
<td>OS</td>
<td>OUT OF STATE</td>
<td>127</td>
<td>WAYNESBORO</td>
</tr>
<tr>
<td>119</td>
<td>PORTSMOUTH</td>
<td>128</td>
<td>WILLIAMSBURG</td>
</tr>
<tr>
<td>120</td>
<td>RICHMONDD</td>
<td>129</td>
<td>WINCHESTER</td>
</tr>
</tbody>
</table>
b. Insert the complete current mailing address of the defendant and check the box “Change from DL.” If the mailing address is the same as the residence address shown in block 11, check the box “Same as above at right.” When the “Same as above at right” box is checked, do not duplicate the address in 11 b.

12. Insert the appropriate personal description of the defendant. If of Hispanic origin (Mexican, Puerto Rican, Cuban, Central, or South American or other Spanish culture or origin, regardless of race), indicate by placing an H adjacent to the race block.

a. RACE:  W – White; B - African American; I – American Indian, Alaskan Native; A – Asian/Pacific Islander

b. EYES:  BLK – Black; BLU – Blue; BRO – Brown; GRN – Green; GRY – Gray; HAZ – Hazel; MAR – Maroon; PNK – Pink, XXX – Unknown

c. HAIR:  BAL – Bald; BLK – Black; BLN – Blond or Strawberry; BRO – Brown; GRY – Gray or partially gray; RED – Red; SDY – Sandy; WHI – White; XXX – Unknown

13. Insert defendant’s OL/CL number and abbreviation of issue state. Use Social Security Number when reporting criminal offenses.

14. Insert appropriate descriptive information of the motor vehicle being operated (if any) at the time of the offense.

15. Insert the code number of the city or county in which the offense occurred. (PREPRINTED)

16. Insert the day, month and year of the offense occurred.

17. Insert the day of week in which the offense occurred (Proper abbreviation acceptable.)

18. Insert the time of offense on the appropriate line (AM or PM.)

19. Indicate by N, S, E, or W the direction of travel by the involved vehicle, if any.

20. Check the “yes” block only in cases where the offense being reported was a contributing factor to a motor vehicle crash.

21. Insert weather conditions at the time of the offense being reported by using one of the following: clear, cloudy, fog, mist, rain, snow, or ice.

22. Insert the route number or street name on which the offense occurred, if applicable.

23. Must be described in a manner that will identify the exact location on a official state map. Include the police zone in the appropriate block.

24. Insert the day, month, and year the arrest occurred. If the same as date of offense, insert “same.”

25. Insert the code number of the city, county, or state in which the arrest was made.

26. Legible signature of the issuing sworn employee. Sworn employees are required to place their first initial, middle initial (if they have one) and last name on the summons.

27. Code number of the issuing sworn employee.

28. Check the appropriate response block to indicate the case disposition.

a. In cases where the defendant fails to appear and a DI-437 or DI-190 form is filed, write in DI-437 or DI-190 to indicate which form was filed. If no other disposition of the original charge is available, this will be considered as the deposition.

b. In the case of ICC Carriers, the Virginia Stamp Number as shown on the Bingo car shall be inserted. Insert the abbreviation for Virginia followed by the six numeric characters. Example: VA 061340.
The following fields are completed for the Incident Based Reporting (IBR) system – Complete items 35 – 45 when making arrest for reportable offenses. The reportable offenses and IBR Codes are listed on the reverse side of pages 5 and 6 of the VUS.

29. Insert the IBR number assigned for this incident. (REQUIRED)

30. Insert the appropriate number from 01 to 99. Each arrestee involved in the same incident will be assigned a sequential number. (OPTIONAL)

31. Insert code to indicate the type of arrests: One view – taken into custody without a warrant or previous incident report; Summoned/Cited – Not taken into custody; Taken into custody – Based on warrant and/or previously submitted incident report. (REQUIRED)

32. Insert the appropriate code(s) to indicate type of weapon, if an, possessed by the offender at the time of arrest. Place “A’ beside weapons listed 11 thru 15 if “Automatic.” (REQUIRED)

33. Insert the appropriate codes(s) to describe the type of criminal activity associated with the offenses: Counterfeiting/Forgery; Stolen Property offenses, Drug/Narcotics Violations; Drug Equipment Violations; Gambling Equipment Violations, Pornography/Obscene Material; and Weapon Law Violations. (REQUIRED ON PD-18 ONLY)

34. Insert the appropriate code describing the type of drugs/narcotics involved in the incident. (For drug offense only.) (REQUIRED ON PD-18 ONLY)

35. Insert appropriate code to indicate whether or not arrest resulted in the clearance of multiple incidents within the jurisdiction. If arrestee is responsible for multiple clearances, check “M” on all but one arrest form. Check “C” on remaining arrest form. Enter “N” if arrest did not result in multiple clearances. (OPTIONAL)

36. Insert appropriate code to indicate ethnic origin of arrestee. (REQUIRED)

37. Insert appropriate code to indicate whether or not arrestee is a resident to the jurisdiction where the offense occurred. (REQUIRED)

38. If arrestee is under 18 years of age at the time of arrest, enter the appropriate code to indicate manner in which juvenile was handled. (REQUIRED)

39. Insert the appropriate IBR Code for the offense being reported. (REQUIRED ON PD-18)

40. The VCC field should be left blank. Upon data entry, RMS will populate this field.

41. Check the appropriate block to indicate whether the accused is a CDL holder.

42. Check the appropriate block if the offense resulted in a fatality.

43. Check the appropriate block if the offense was in a highway safety corridor.
A Guide for Department Personnel

- Guidelines for the proper crash investigation and reporting (FR-300P)
Crash Investigation Procedures

When responding to traffic crashes, officers shall respond to, investigate and report the crash in accordance with General Order 12.05 (Traffic Crash Investigations,) their training, the Virginia Department of Motor Vehicles Instruction Manual for Completing the Police Crash Report, and this Crash Investigation Field Guide.

This field guide is intended to supplement the information provided in the Virginia Department of Motor Vehicles Instruction Manual for Completing the Police Crash Report (FR300P), which is available on the City of Virginia Beach’s intranet site beachnet.vbgov.com.

Investigative Responsibility and Reporting (CALEA 61.2.2 A, 82.2.1 A)

Generally, uniformed sworn officers are responsible for conducting traffic crash investigations. The following details the officers, specialty units, or agencies responsible for investigating and reporting traffic crashes. Generally, and unless relieved by Special Operations personnel, the officer assigned to the crash by E911 Emergency Communications Division will be responsible for conducting and documenting the investigation. Be mindful that we do not work previous crashes as defined in General Order 12.05 (Traffic Crash Investigations).

Special Operation will be responsible for crash investigations, such as those which involve serious injury, death, the threat of death or hit and run cases, which may require extensive follow up investigation, including those that may require collecting off-scene data, obtaining formal/recorded statements from witnesses, reconstructing collisions and obtaining expert and technical assistance.

Private Property (CALEA 61.2.1)

Crashes that occur on private property are non-reportable crashes in accordance with the guidelines establish by the Virginia Division of Motor Vehicles, unless they involve a death. Officers may be dispatched to assist in exchanging information between parties.

Property Damage (CALEA 61.2.1)

The officer who is assigned the crash by the E911 Emergency Communications Division will investigate crashes involving property damage on public roadways. The officer will follow the guidelines above in response to the crash. If the crash involves property damage $1500 or above, then a FR-300P crash report will be completed. If the damage is less than $1500, then the officer will assist the parties in exchanging information.

Injury or Death (CALEA 61.2.1)

The officer who is assigned the crash by the E911 Emergency Communications Division will investigate crashes involving injuries on public roadways. If the injuries are serious or the crash of a complex nature, then the officer’s supervisor will determine if an on-duty member of Special Operations should respond to work the crash. If the injuries are life threatening or a death has already been confirmed, then the officer will notify his supervisor who will arrange for the response of the Fatal Crash Team of Special Operations. If the response of the Fatal Crash Team is requested, then the scene will be secured as a crime scene until the investigator has completed his investigation and released the scene. Officers investigating an injury crash will complete a FR-300P crash report. A report will be taken even if there is no apparent or visible injury but there is complaint
of pain or momentary unconsciousness. If the crash results in a fatality, then the investigating officer from the Fatal Crash team will also complete an IBR report and a State Police Death notification via the NCIC clerk.

**Hit and Run Crashes (61.2.1)**

If one or more drivers are absent from the scene of a crash the officer should assume the crash is a hit and run. The following additional procedures should be completed if an officer is assigned a hit and run crash.

If possible transmit a BOL for the suspect and the suspect vehicle if both are missing from the scene. Include as much information as possible to assist in finding the suspect vehicle.

- Survey the scene for any evidence that may identify the vehicle or driver.
- If there is sufficient information to identify the vehicle or driver, the case may be forwarded to the Hit and Run Detectives for follow up investigation.
- Officers shall complete an IBR report for the criminal offense of Hit and Run. If the accident meets DMV reporting requirements as outlined above, the officer shall also complete an FR-300P for submission to the DMV.
- If the FR-300P crash report is not required by DMV reporting requirements, a diagram of the accident scene should be completed. The diagram will be labeled with the case number, the date, time location, and officer name completing the report. This will be attached to the PD-18 as a supplemental page and forwarded to the offense clerks.

**Impairment of Driver Due to Alcohol or Drugs (CALEA 61.2.1)**

If the officer discovers that one or more of the drivers involved in the crash is under the influence of alcohol or drugs, the officer shall proceed with the DUI investigation in accordance with the DUI Investigation Field Guide.

**Hazardous Materials (CALEA 61.2.1)**

The fire department will be in charge of hazardous materials crashes until the scene is safe from the hazardous materials. Once the fire department has relinquished command of the scene; the assigned investigating officer of the crash will complete a FR-300P crash report if the requirements of property damage amount or injuries are met.

**City Owned Vehicles**

Accidents involving city owned vehicles or private vehicles being operated for city purposes will be investigated by officers whether the accident occurs on private or public property. Officers shall respond, conduct a thorough investigation, document witness information and complete at minimum an information exchange form. A DMV crash report will be completed and submitted according to reporting guidelines, State Law and DMV reporting requirements The supervisor of the employee involved will be responsible for completing all other required forms.

**Police Car Accidents**

A supervisor will investigate all accidents involving police vehicles. The on-duty precinct supervisor will be responsible for investigating any police vehicle accident occurring within their assigned precinct regardless of
the amount of damage or whether the accident occurred on private or public property. If the accident occurs outside of the City of Virginia Beach, a supervisor from the command responsible for the vehicle/officer shall respond and investigate the accident in conjunction with law enforcement from the jurisdiction in which the accident occurred. Special Operations Supervisors will be responsible for investigating those police vehicle accidents of a complex nature, those involving serious injury or death, or those that result from a police pursuit.

Supervisors will complete the following for police car crashes:

- Witness Information and Statements
- Information Exchange
- Photos
- DMV report if reportable to DMV
- RiskMaster entry and attach the documents or PDFs
- Blue Team with all attachments
- a Crash Report via BlueTeam with attached memorandum from involved officer(s), a report according to guidelines, Supervisors Report of Loss or Injury RiskMaster for each vehicle damaged and each person injured if applicable, witness statements, and photographs. In the Crash Report narrative the investigating Supervisor shall make decision on whether the accident was preventable or non-preventable. The placement of a police vehicle on the TREADS report should follow the standard reporting guidelines as any other State Crash reports. All information will be submitted via the chain of command via BlueTeam.

**General Crash Investigation Procedures (CALEA 61.2.2 B, C, D, E, F)**

Listed below are some general guidelines for responses to crash investigations:

- Proceed to the scene of the crash as quickly as possible. The officer’s response to the scene will be governed by the policy on response to calls for service.
- Upon arrival at the scene officers will place their vehicle so as to protect the scene and to provide proper warning to other drivers of the crash.
- After checking for any hazardous situations (to include potential fire hazards) or materials, the officer should provide care for the injured until appropriate emergency personnel arrive on the scene.
  - If the crash involves a vehicle carrying hazardous materials or may pose a fire hazard, then the officer will remain a safe distance from the crash and notify communications and the on duty supervisor of the crash. The officer may attempt to identify the placard and the four-digit identification number. The officer will advise communications of any information they gather.
  - Officers should also be alert to the possibility of downed power lines and if located should advise communications immediately.
  - If necessary, officers may request competent bystanders to assist them, but it is the officer’s responsibility to insure the bystanders understand what they are to do.
- If possible, officers should stabilize and protect the crash scene by ensuring a safe traffic pattern around the crash scene by whatever means are available:
  - No flares shall be utilized where a fire hazard may exist.
  - All assist units used in traffic control shall report to the officer-in-charge for coordination, in keeping with the guidelines of General Order 12.08 (Traffic Direction and Control.)
  - Cones, flares, and barricades must be supplemented by manual traffic control.
- Seek out and positively identify the driver of each vehicle involved in the crash. This will include not only name and address, but also ascertaining which person was actually driving the vehicle at the time of the crash.
When a driver is inexplicably absent, assume the crash is a hit and run and proceed with the hit and run investigation as outlined below.

- If, upon arrival or during the investigation of the crash, there is a disturbance between the persons involved, the officer should handle the situation appropriately and then continue on with the investigation.
- Locate and identify witnesses. Have the witnesses fill out Crash Witness Information and Statement form (PD-284). If possible have the witness remain on the scene until the primary investigator has released them.
- If possible question the drivers and witnesses separately to get their statements. It is the officer’s choice if he/she wishes to have drivers make their statements in front of each other.

- Examine the vehicles and highways recording damages, effects on the roadway, and other evidence. Look for evidence that verifies or disproves drivers and witness statements. Observe traffic control devices, markings and signs, obstructions to view, highway defects, etc.
- If appropriate have photographs taken and take measurements. Important evidence shall be preserved and collected. If a forensic services technician is needed, they should be requested through E-911 Emergency Communications Division.
- When other assistance is needed such as the Fatal Crash Team, other Special Operations Units, Medical Examiner, or City Garage, the officer shall make the request through their supervisor.
- Officers should take proper action if a law has been violated.
- Call tow-trucks desired by the person in charge of the vehicle via E911 Emergency Communications Division. If the vehicle is unattended, or the person in charge of the vehicle has no preference for a particular tow service, then the appropriate tow service may be requested via E911 Emergency Communications Division from the police tow list. Officers shall complete the necessary steps as outlined in the Vehicle Tow Policy to ensure the inventory and protection of property.
- Ensure property belonging to collision victims is properly collected and vouchered using either the inventory section of a Vehicle Tow form (PD50-6) or a Property and Evidence Voucher (PD-78) in the event the victim was a pedestrian, bicyclist, etc.
- Ensure the scene is cleared of wreckage, debris, glass, etc.
- Complete and submit all required reports (FR-300P), and exchange of information between drivers, and the following (if needed):
  - Collect off-scene data such as lab reports, mechanics reports, etc.
  - Reconstruction of the crash.
  - Any reports which support criminal charges
  - Obtain Division of Motor Vehicle abstracts as required.
- Notify E-911 Emergency Communications Division of any damages to highway and street signs that require immediate attention.

**Crash Reporting Requirements:**
The Police Crash Report (FR300P) consists of six base pages A through F. Pages A through D of the form are to be used for crashes involving standard traffic units such as cars, pick-up trucks, SUVs, etc. Page E is to be used for a Commercial Motor Vehicle (CMV) crashes and page F is used for a pedestrian crashes and additional injured passengers. Depending of the number of vehicles and/or pedestrians involved, additional pages added as needed.

The DMV requires the electronic submission of the FR300P using Report Beam. After May 1, 2011 paper submissions will not be accepted.

The application is installed on all Police workstations and MCTs. The officer is required to complete the report using the following process:

1. Complete the Police Crash Report using Report Beam (officer check offline – no login is needed)
2. Complete the diagram using Smart Roads
3. Submit the following report files to the supervisor for approval (Note: All three files are required.)
   a. Diagram File - Saved Smart Roads diagram file in a designated network folder
   b. PDF of Crash Report – Print PDF version of the Crash Report (unofficial version) in case of lost or corrupted file to a designated network folder
   c. Report Beam File – the proprietary exported file that will get reviewed, approved, and submitted to the DMV
4. If applicable, make corrections to rejected reports and repeat step 3.

The supervisor is required to complete the review/approval process using the following process:

1. Import the officer’s Report Beam file from the designated network folder (Supervisor are required to login to Report Beam)
2. Review report
3. If report is rejected, export to the designated network folder and notify officer of correction
4. If report is approved:
   a. Submit to DMV,
   b. Print color copy and route to data entry personnel
   c. Rename submitted file and move file to the designated network folder for final storage

After submission is complete, ALL revised/supplemental reports are handled by Support Division’s Records Unit.
Investigative Reports document follow-up investigations conducted by sworn members into reported criminal offenses.
ORGANIZATION OF AN INVESTIGATIVE REPORT (PD-3):

The Investigative Report format is organized into the following basic sections:

1. Heading and attachments cover sheet/table of contents.
2. Summary
3. Witness List
4. Victim Interview(s)
5. Witness Interview(s)
6. Suspect Interview(s)
7. Other Interview(s)
8. Evidence
9. Criminal History
10. Additional Investigative Information
11. Miscellaneous
12. Changes/Updates to IBR Reports (not included in case file)

Precinct Detectives or Special Investigations (SI) may wish to utilize the additional investigative sections to better suit their needs. For example, SI may want to eliminate the Victim Interview section and use this section to add sections for Informant Data or Narcotics Seized. All of the basic sections will be included in each report. If there is nothing applicable to that section, the detective should still identify the section and state "Not Applicable".

Each section will begin on a new page, unless the section is extremely short or is not applicable. In that case, the sections can be combined on one page. Pages will be numbered to reflect the actual page number and number of pages included in the PD-3. For example, if the PD-3 is thirty pages long, the pages will be listed as Page 1 of 30, Page 2 of 30......Page 30 of 30.

When referencing different IBR numbers throughout the PD-3, be sure to include the name of the victim of the report to which you are referring. This will save the reader time from having to research this information from the report to which you refer.

If your PD-3 is to be part of a case file with attachments, make sure that all of the attachments are copied clearly and are legible. It is important to dictate the words "End of Report" (will not be typed) at the conclusion of the PD-3.

1. TABLE OF CONTENTS PAGE (PD-3A):

The attachments, previously listed on the old PD-3 format have now been eliminated in favor of a new cover page, entitled: Table of Contents. Unlike the old format, which only included a cover sheet for the Commonwealth’s attorneys case file copy, the new format will now include the table of contents page as a cover sheet for both the services copy (which will include all original copies of any paperwork submitted) and the Commonwealth’s Attorney’s copy. A section, at the top of the Table of Contents page will specify which copy of the case file and PD-3 is contained, therein.

A section is also provided to identify whether the case file, submitted, includes asset or vehicle forfeiture. The detective, responsible for the case file and PD-3 preparation will check which copy of the case file (Services or Commonwealth’s Attorney) is being submitted.
The Table of Contents page also includes the following information:

1. Co-defendants
2. IBR report number
3. Defendant name
4. Charge(s)
5. Date of Arrest
6. Victim(s) name
7. Detective/Officer Name
8. Supervisor approving the Investigative Report (PD-3)

The Table of Contents page includes four (4) separate sections that list the various attachments possible for a PD-3 and the accompanying case file. These sections include:

1. Reports section (to include Case summary page, IBR report, PD-3, and DUI check sheet for third or subsequent offense DUI cases.)

2. Legal section. This section will include any type of court papers, court orders or requests, and all types of criminal and/or civil warrants.

3. Evidence section. This section will include all paperwork that lists and records evidence. I.e.: property vouchers, photographs, and crime scene search reports.

4. Miscellaneous section. This section will list any type of paperwork or form, which is pertinent to the case file, but is not included in any other section.

The detective or officer, preparing the case file, will simply check the appropriate space for the form or document that is to an attachment to the PD-3 case file.
2. **SUMMARY PAGE:**

**VIRGINIA BEACH POLICE DEPARTMENT**

**INVESTIGATIVE REPORT - PD3**

*[TYPE FILE DATE HERE], 2007 FILE*

*[Type Date Here]*

**OFFENSE NUMBER:** 2007-012345

**OFFENSE DATE & TIME:** DATE, TIME HRS.

**OFFENSE TYPE:** IBR CLASSIFICATION

**RECLASSIFICATION:** NONE OR NEW CLASSIFICATION

**CASE DISPOSITION:** CBA, EXC, UNF, PIN, ETC.

**DATE & TIME OF TAPING:** DATE, TIME HRS.

**PROPERTY STATUS CHANGE:** YES OR NO

**INVESTIGATOR:** [TYPE HERE]  
**CODE:** [TYPE HERE]  
**DATE:**

**TRANSCRIBER:** NAME / (YOUR NAME OR INITIALS IF YOU EDIT)

**SERGEANT:** SGT’S INITIALS – NOT DICTATED  
**CODE:**  
**DATE:**

**SUPERVISOR:** LT’S INITIALS – NOT DICTATED  
**CODE:**  
**DATE:**

**SUMMARY**

This is a concise but complete thumbnail sketch of the case. Write this as if you were sitting down with the Commonwealth's Attorney for a face-to-face screening and include just what you would tell him or her during a case screening. The summary section should be brief and not have all the details in it. The details should be included in the appropriate sections, such as the Victim Interview, Witness Interview, etc.

In cases other than CBAs, the summary should read as if you were explaining to your sergeant or to another detective what the case is about, what you have found out about it, and where your investigation stands at this point.

In some unfounded cases, this summary may be the entire PD-3. For example, if a case was determined to have occurred in another jurisdiction or a report is determined to be a civil rather than a criminal matter. In that case, the rest of the categories should be dictated as "not applicable". If an unfounded case takes up more than one page on a summary, then a full PD-3 should be accomplished explaining all details as to why it is unfounded.

If there are multiple cases on one tape, remember to state “end of report” for each case completed. State “next case” or “next report” so that the typist is aware the next report is being dictated.

SI may use this section for a Captain’s report. It will be the first sheet behind the attachments cover sheet that will appear before the first page of the IBR report. Therefore, the actual first page for the PD-3 will be the witness list page. The case summary and an attached witness list is no longer required by the Commonwealth’s Attorneys Office as this information will be part of the Investigative Report. However, SI may still require this information in the Captain’s report for the SI copy of the PD-3.
Case Files Involving Multiple Offenses & Multiple Defendants

The average summary should be about half a page; however, on some complex cases such as homicides, serious rape or robbery cases or multiple case files may go as long as two pages, or longer depending on the number of cases attached to a multiple offense case file. Begin dictation of Summary, “This is a case file. The main report number is <highest case number>, <disposition>. Included in this case file are report (s) <case number>, <disposition>, and <case number>, <disposition>,” (etc. until all case numbers have been listed).

The summary should include pertinent data, such as if a confession was received, the victim identified the suspect from a photographic line-up or from an in person line-up, or if the suspect was identified through a latent print comparison, etc. These points only need to be mentioned in the summary. The writer will not go into detail on these points.

In case files other than CBA, the summary will also include why you have concluded that they are closely related enough to make them a case file.

Note: If a PD-3 includes multiple offenses, a small heading, followed by a small summary should be listed for each case included in the case file.

Example:

Report Number 2007-00001

On (date) and (time), give a thumbnail sketch of this offense.

Report Number 2007-00002

On (date) and (time), give a thumbnail sketch of this offense.

Repeat until each case included in the case file is covered.

For full summary reference and alternate illustration, see Example 3.

The next page to follow, in a case file, will be the entire IBR report.

3. WITNESS LIST PAGE:

WITNESS LIST

List all witnesses that would be needed to prosecute the case in order of importance, beginning with the victim. Provide the information the Commonwealth's Attorney would need to interview and subpoena the witness, the relationship of the person to the case, and a brief statement of what the witness would testify to.

If the witness is a juvenile, give age as well as date of birth, and include the name and address of any parents or guardians. For adult witnesses, list date of birth and social security number. All witnesses should be listed, even those who are hostile and uncooperative.

Witness lists are not necessary to include with unfounded cases, but should be included on all others.
If you wish to number the witnesses for convenience while dictating, you may do so, but numbers will not be typed, and you should not refer to witnesses by number elsewhere in the report.

If this is a multiple offense file, list the report number to which the witnesses are associated with.

Example:

**Witness list for report number 2007-00001**

_Last Name, First Name, Middle Name_, DOB, Age, SSN, home address, home phone, work address, work phone and/or student:

(Indent 5 spaces) This witness can testify to...(give a brief statement explaining what this person will testify to and why they are needed as a witness.) It is a good idea to only include a person as a witness only if they can contribute to the case in some way for court purposes. In this section, also mention if the witness is hostile or uncooperative. In a case file, include which defendant the witness will testify against and on which charge.

**Doe, John B.,** DOB: 01/01/50, Age: 57, SSN: 123-45-6789, Home Address: 234 Any Street, Virginia Beach, VA 23456, Home Phone: 555-5555, Work Address: Anyplace, Virginia Beach, VA 23456, Work Phone: 555-5555

Witness to Armed Robbery 2007-000001 (Convenience Store, Virginia Beach Boulevard, March 1, 2007). Was able to identify defendants X and Y from photo lineup. Could not identify defendant Z.

**Witness list for report number 2007-00002**

_Last Name, First Name, Middle Name_, DOB, Age, SSN, home address, home phone, work address, work phone and/or student:

**Doe, John B.,** DOB: 01/01/50, Age: 57, SSN: 123-45-6789, Home Address: 234 Any Street, Virginia Beach, VA 23456, Home Phone: 555-5555, Work Address: Anyplace, Virginia Beach, VA 23456, Work Phone: 555-5555

Victim of Auto Theft 2007-000002 (’89 Volvo valued at $1000, March 1, 2007). Will testify he did not give defendants X, Y and Z permission to take vehicle.

**Detective Name**, Virginia Beach Police Department, Unit, Work Address, Work Phone:

Case investigator.

Repeat until each report and associated witnesses are listed.
4. **VICTIM INTERVIEW PAGE:**

**VICTIM INTERVIEW(S)**

Begin with the name of the victim and any pertinent biographical information not included on the PD-3 or the witness list, the date and time of the interview, the place of the interview, the name of the interviewer and any other persons present (including any other detectives or officers). If a case file, include the IBR number, nature of the case, and which defendant is involved (see Example 4).

Use last name first. **Be consistent throughout the PD-3, including the witness and suspect interviews.**

(Note: Only one detective should be named as the Interviewer. If the interview was conducted by more than one detective, select one, usually yourself, as the interviewer, and give your part of the interview in the first person. Any statements made by the other detective should be attributed to him or her by name. This applies to witness and suspect interviews as well) (See Example 1).

If a second, or subsequent interview is conducted, stay under this heading, but begin a new paragraph with the new date, time, place, persons present and a short explanation for the circumstances surrounding the subsequent interview.

Be sure to include and point out any information that contradicts information given by witnesses and/or suspects.

If a written statement is provided, or the interview is taped and transcribed, give a brief synopsis and refer to the attached statement for further detail.

Some interviews may be conducted by another detective/officer, and the detective/officer may transcribe that interview onto a memo. If the memo is detailed enough, then the author of the PD-3 may simply dictate “A detailed interview of (person interviewed) was conducted by detective/officer (name). Refer to the attached memorandum for this interview.” Make sure that the memorandum is, indeed, listed as an attachment. If a tape is submitted in place of a memo, it will be annotated as such – **Dictated by Detective/Officer name** – prior to typed transcription for inclusion.

5. **WITNESS INTERVIEW PAGE:**

**WITNESS INTERVIEW(S)**

Same as above for *Victim Interview*, but also include a brief statement identifying the victim in terms of his/her relationship to the case, i.e. victim’s brother, customer in the store at the time of the robbery, suspect's girlfriend. It is not necessary to list the witness’s biographical information, as it is already listed in the *Witness List*. If a case file, specify which case the witness interview relates to.

As with the *Witness List*, you can number the witness interviews as you dictate if you wish, but the typist will not number them in print.

Include any pertinent information about the circumstances of the interview in an introductory paragraph.
If the witness is a juvenile, explain whether or not the parents were present or gave permission. If the interview took place at school, explain circumstances. It is not necessary to get the parents’ permission to question a witness; however, it is a good idea to at least notify the parent as a courtesy. Make sure to document any notifications and any objections by the parents. If the interview is conducted at school, it is suggested that a principal and/or the school resource officer be present. REFER TO GENERAL ORDER 6.03 (INTERVIEW AND INTERROGATION) AND 6.07 (JUVENILE LEGAL ISSUES.)

If this is a second interview of the same witness, and is based on information gained in an interview with another person which appears later in the PD-3, briefly explain what that information is. List dates, time, place, and names of people present and reason for any second or subsequent interviews.

If a written statement is provided, or the interview is taped and transcribed, give a brief synopsis and refer to the attached statement for further detail.

Be sure to include any witnesses that suspect gives as alibi witnesses and identify them as such, specifically, as this is considered exculpatory evidence for the defendant that is subject to discovery. Make sure that you include and point out any information that contradicts the story given by victims and/or suspects.

6. **SUSPECT(S) INTERVIEW PAGE(S):**

   **SUSPECT INTERVIEW(S)**

   Same as *Victim and Witness Interviews*. Be sure to include whether the interview was custodial or not, if and when advice of rights were given, and any pertinent facts about the interview, i.e. who advised of legal rights and how, was suspect allowed breaks during a lengthy interview, were there interruptions, the start and finish time of the interview(s), and stop times and start times if these interruptions occur, etc.

   If the interview is non-custodial, and no Miranda warning was issued, this should be stated prior to suspect’s transcribed statement as an explanation as to why the suspect’s rights were not read. Remember the suspect interview statement is given to the defense as part of discovery. REFER TO G.O. 6.03 (INTERVIEW AND INTERROGATION). The method used to document the interview must be listed, i.e.: video tape, audio tape, handwritten statement from suspect, etc.

   If the suspect makes a spontaneous or other statement to another officer or investigator, list this statement separately (its own paragraph) from the main statement taken from the suspect by the investigator assigned. (I.E. the suspect makes an admission or confession in the back of a police car on the way to headquarters, or he/she makes an admission or confession in front of a magistrate.) Also mention to whom this statement is made and add this person to your *Witness List*.

   If a written statement is provided, or the interview is taped and transcribed, give a brief synopsis and refer to the attached statement for further detail. If the statement was taped, either using audio or video tape, this should be mentioned. If a statement is recorded, it will be upon demand of the Commonwealth’s Attorney’s Office or approval of the sergeant/lieutenant that it is transcribed.

   If more than one suspect is interviewed, advise the typist to separate them by page, subheading each suspect’s name in bold and place them on a separate page. This is especially important in cases where on defendant informs on and is willing to testify against another. In such cases, the defendants will have separate attorneys;
therefore, we do not want the opposing attorney to have access to these statements until ordered to do so by the courts.

If a suspect is interviewed more than once, give the date, time, place, persons present, and the reason for the new interview. For example, if the suspect previously invoked his right to silence or his right to an attorney, but he reinitiates contact with the investigator, on his own, this should be specifically detailed in the suspect interview section of the PD-3. The investigator will then re-advice the suspect of his rights and obtain an intelligent waiver. Again, the date, time, place, persons present, the reason for the second or subsequent interview, whether the interview was custodial or non-custodial, and any rights warnings given, will be noted.

Make sure this section reflects the statement of the suspect, as related to you. It is helpful not to paraphrase these statements in your own words. They should reflect the words of the suspect, and where possible, direct quotations should be used. Therefore, a defense attorney cannot claim that you put words into the suspect’s mouth.

Remember, we cannot speak for the suspect. Be sure to include any statement made by the suspect, whether or not you feel it is unimportant or not incriminating. We do not want to be accused of withholding exculpatory statements. Include any statements made by the Suspect(s) that contradicts statements made by victims and/or witnesses.

7. **OTHER INTERVIEWS PAGE:**

**OTHER INTERVIEWS**

This section if for interviews with people that offer very little significant information, who would not be considered "witnesses." They should still be described in this section. These do not have to be broken out on separate pages, but can be separated by paragraphs with a subheading in bold to separate this interview from the victim, witness, and suspect interview. Brief identifiers can be used and a brief synopsis of the interviews. If a case file, specify the case relation.

A rule of thumb would be that if the interview is significant enough to include and to name the person interviewed, it should go in this section. If it isn't important enough to name the person talked to, it can go in Miscellaneous. (See Example 2.)

8. **EVIDENCE PAGE:**

**EVIDENCE**

Begin with Crime Scene, if applicable. Include a description of the scene, observations of the investigator, items recovered (including chain of custody information), what was sent to lab. Also describe search warrants executed, and names of personnel at the crime scene. In a case file, be sure to relate the offenses and defendants with the specific evidence.

Next describe any other "scenes", including vehicles searches, suspect's residence, etc.
Next describe any other pertinent evidence, including Perk kits, recovered stolen property, fingerprint hits, lab reports, etc.

All evidence should be itemized. Each item of evidence should be thoroughly documented to include the following:

- What the item is
- Where the item was recovered
- Who located the item
- Who recovered the item
- How it was recovered
- How does the evidence relate to the case specifically
- Chain of evidence after the item was recovered

Additionally, Property and Evidence voucher numbers, photograph numbers, and latent fingerprint numbers (if assigned), will be narrated. The person’s name who took photographs, will be included, along with the person who recovered the latent fingerprint. Also, include the AFIS technician who assigns the print a latent fingerprint number. It may be a good idea, in cases where a latent fingerprint is matched to a suspect, to include which agency provided our AFIS unit with a comparable fingerprint card, and who rolled those fingerprints of the suspect. That person should then be listed as a witness in the Witness List section.

In cases where latent fingerprints are recovered, the investigator will ask the person in charge of the premises, 1.) when the area where the print was recovered, was last cleaned, and 2.) how often the area is cleaned.

In cases where a photographic line up is used, the investigator should document the photographs used as fillers in the line-up to include TRN, PISTOL 2000 arrest numbers or demographic information on the subject if a Polaroid photograph was used. The specific suspect’s picture number (one through six) will be mentioned. If a Polaroid is used and the investigator has no information on the person in the picture, simply write, unknown. W/M, unknown B/M, etc. This information is used in case a photo-lineup is misplaced.

9. **CRIMINAL HISTORY SECTION:**

**CRIMINAL HISTORY**

After conducting an interview with the suspect on the case or cases involved, and the suspect is still willing to answer questions, the investigator needs to conduct a separate suspect interview. Prior to this interview, the investigator will obtain a copy of the suspect(s) computerized criminal history (CCH). The investigator will review the suspect(s) criminal history and interview the suspect about this history. The focus of this interview will be to get the suspect to admit to his/her past charges, convictions, and sentences received for each. Once the suspect admits to each charge, conviction, and sentence, these admissions will be documented word for word as related by the suspect. The investigator should go over each of the convictions listed on the CCH with the suspect to try and solicit a response to each conviction.

Once this interview is completed, the investigator will detail these admissions of past convictions and sentences on the criminal history page. The investigator may wish to go over the convictions with the suspect, starting with the most recent convictions and working toward the earliest convictions, or the investigator may wish to start with the earliest and work to the most recent. Whichever way is chosen, this must be done consistently.
Only include the convictions to which the suspect will admit. **Do not** simply list the convictions included on the CCH. Again, do not paraphrase or put anything in your own words. Make sure these admissions are stated in the words of the suspect.

The reason for this section is to satisfy the requirements for the bifurcated hearing of the convicted suspect. Once the suspect is convicted for the specific charge(s), the trial will proceed into a sentencing phase. During this phase, the investigator may be called by the Commonwealth’s Attorney to testify to the suspect’s admissions to his/her past record. The investigator will use this criminal history section from which to testify.

10. **ADDITIONAL INVESTIGATIVE INFORMATION:**

ADDITIONAL INVESTIGATIVE INFORMATION

In some cases, especially complex cases, there may be a large amount of information in a specific category that is significant enough to justify a separate section that is not included here.

Example 1: a significant amount of stolen and/or recovered property apart from what constitutes *Evidence*. In that case the detective can insert a section entitled "Property" and go into the information about the property in as much detail as necessary.

Example 2: *Laboratory Results*, where a case relies heavily on trace evidence. Rather than putting a large amount of related information under evidence or under miscellaneous, it can be put in its own category.

Example 3: *Alibi Information*, where the case is going to hinge on the defendant's alibi and on the detective's investigation of it.

When utilizing this section, clearly identify it as such so that the secretary knows to give it the heading you dictate and to treat it as a separate section.

This section will mainly be used by SI personnel to document actions of investigators based on informant tips, UC operations, etc. It can also be used by any investigator to document key points of their investigation, which the detective feels should be documented. This can include additional interviews which do not fit into any other categories, laboratory analysis results, neighborhood canvass results, etc. The investigator may choose to include this information in the *Miscellaneous* section; however, any information which the investigator feels is important to the case should be documented within the PD-3.

11. **MISCELLANEOUS PAGE:**

MISCELLANEOUS

List actions taken by the investigator or others, such as the circumstances of the arrest, lineups, computer checks, correspondence from other agencies pertaining to the arrest, Crime Solvers information, flyers or wanted posters sent out, etc.

List anything pertinent to the investigation that appears to have no value in the prosecution of the case. (e.g. Neighborhood canvasses, false leads followed, citizen or crime solver tips that are dead ends.)
Note: This does not mean to include information that proved to be irrelevant to the investigation of the case. It is included because there are some situations that are significant to us as investigators, but will not be of value to the Commonwealth’s Attorney. It will mostly be utilized in major cases, such as homicides.

List efforts made by the investigator to locate suspects.

In case files, explain why some cases are being charged while others are being exceptionally cleared.

List anything that doesn't fit in another category.

Remember, the Miscellaneous section is not a review of everything you have already done, such as time and dates from beginning to end of your investigation. This section could be one line interviews, canvasses, etc. and anything that you felt wasn’t appropriate for previous sections.

12. **CHANGES/UPDATES TO IBR REPORTS:**

**CHANGES TO IBR (IF APPLICABLE)**

The IBR should have the necessary changes accompanied by an IBR modification sheet or written in red, highlighted or circled on the IBR hard copy. The changes can also be dictated at the end of the report, but state so before saying “end of report.”

To do so, say on the tape "Changes to IBR follow.” This information will not appear on the PD-3.

Make sure to follow the rule changes as specified by the IBR rules.

**SUPPLEMENTAL REPORTS SECTION (PD-3B):**

**SUPPLEMENTAL REPORTS**

There are several reasons not to change the text of reports after they have been submitted.

First, once a report has been submitted to the sergeant and lieutenant for review and has been approved, it is an official record. It can be added to but should not be altered. This protects the integrity of reports. While most supplements would seem to be benign, it takes little imagination to see why altering reports after they have been finalized could lead to abuses.

Secondly, if the changes are made in the body of the PD-3, it becomes a whole new document, rather than a supplement. It is difficult for the reviewer (the sergeant or lieutenant) to know what is new in the report. In addition, anything we send to services simply gets added to whatever is already there. If we amend the report, a second entire report gets added to the report that's on file.

Thirdly, amending the report means replacing any report sent to the Commonwealth's Attorney (or any other law enforcement agency) with a whole new one, and could easily lead to the problem of their office relying on an outdated version of the report.

For the above reasons, supplemental reports will be handled as follows:
1. If the original report has not yet been submitted to the lieutenant for approval or to the commonwealth's attorney's office, modifications can be integrated into the original report, referred to as add-on's.

2. If the original report has been submitted to the lieutenant or to the Commonwealth's Attorney's Office and downloaded, any additions must be labeled as supplemental, and added to the end of the report.

When doing a supplemental, it should be labeled as such, and numbered as supplement #1, #2, etc. Furthermore, subsequent supplements cannot be transcribed until preceding supplements have been approved and downloaded.

It should be done in the same format as the original, but only those categories that are applicable need to be dictated into the report. This includes the heading. Always dictate the IBR number, but the rest of the information in the heading only needs to be dictated if there is a change from the original report.

For example, in some cases there will be no change to the summary. Only a witness interview may be added. In this case, after dictating the heading, the detective may skip the summary section entirely and begin with "Witness Interview".

In most cases, the summary will be updated. Only that information that is different from the original needs to be dictated into the summary section. Example is found below.

Additional attachments will be listed on the cover sheet/table of contents, and checked as a Supplemental file.

Only the supplemental along with any supplemental attachments needs to be submitted for review to the lieutenant. If the lieutenant needs to refer back to the original, he can call it up on the computer or go to Services and get the original.

Supplements and supplemental attachments should be added to the Table of Contents Cover Sheet.
SUPPLEMENT EXAMPLE

VIRGINIA BEACH POLICE DEPARTMENT
INVESTIGATIVE REPORT - PD3 SUPPLEMENTAL

[TYPE FILE DATE HERE] .2007 FILE

[Type Date Here]

OFFENSE NUMBER: 2007-012345
CASE DISPOSITION: CBA, EXC, UNF, PIN, ETC.
DATE & TIME OF TAPING: DATE, TIME HRS.
INVESTIGATOR: [TYPE HERE] CODE: [TYPE HERE] DATE:
TRANScriBER: NAME / (YOUR NAME OR INITIALS IF YOU EDIT)

SERGEANT: SGT’S INITIALS – NOT DICTATED CODE: DATE:
SUPERVISOR: LT’S INITIALS – NOT DICTATED CODE: DATE:

SUPPLEMENT # [TYPE NUMBER]

SUMMARY

The suspect, John Paperhanger was arrested by Officer Hardcharger of the 4th precinct on a traffic stop. He was transported to headquarters where I served the warrant and conducted an interview. Paperhanger admitted having forged the 364 checks covered in this report.

***No additions to witness list, victim's interview or witness interviews are needed. skip directly to suspect interview.***

SUSPECT INTERVIEW

John Paperhanger

Interview conducted in Detective Bureau interview room by Detective Checkman on March 1, 2007 at 2000 hrs. Also present was Detective Automan.

I advised Paperhanger of his rights from a standard form, which he initialed and signed, waiving his rights. He admitted forging all of the checks listed in this report in order to support his cocaine habit. See attached written statement from defendant.

***No additions to miscellaneous section are needed***

Any additional attachments will be added to the Table of Contents Cover Sheet and the cover sheet will be checked as a Supplemental report.
EXAMPLE 1

WITNESS INTERVIEW

2007-000001

Jones, Robert M., Victim's father.

Interview conducted at Mr. Jones' residence, November 15, 1999, 1500 hours. Interview conducted by Detective Smith. Also present, Detective Doe and Mr. Jones' wife (victim's stepmother).

Mr. Jones said that he witnessed the assault on his son. He was in his driveway washing his car on the day of the incident and saw three subjects pull up to the curb across the street and get out of the car.

Detective Doe showed Mr. Jones a photo of the suspect vehicle, and Mr. Jones identified it as the car he saw. I asked Mr. Jones to sign the back of the photo, which he did.

EXAMPLE 2

Other Investigation Information Vs. Miscellaneous

OTHER INTERVIEWS/ADDITIONAL INVESTIGATIVE INFORMATION

Mrs. Ruby Landlord (463-1234), manager of the apartment complex, November 13 at 1400. I interviewed Mrs. Landlord who said that the victim had been a quiet tenant, and she had never received any complaints about him from the other tenants. She could offer no other information about the victim.

John Clean (425-9876), apartment complex maintenance man, November 13 at 1430. I interviewed Mr. Clean who said that he cleaned the area around the victim's apartment the day before the body was found. He noticed nothing unusual at that time.

MISCELLANEOUS

A neighborhood canvass of the residents directly across from the victim's apartment provided no useful leads. Between November 12 and 14, all of the residents who were home during this period were contacted by Detective Helper or me.

The children who use the bus stop half a block north of the victim's apartment were interviewed by Detective Helper on November 14. None of them saw anything of value.
EXAMPLE 3

Case File Summary

SUMMARY


On March 1, 2007, at 2100 hours, the defendant, Bob Hotwire, was stopped by a patrol officer driving a 1990 Jeep Cherokee which had been reported stolen from Norfolk the day before. In the car with Hotwire was Jeff Accomplice. Both Hotwire and Accomplice have previous convictions for Auto Theft.

Hotwire and Accomplice were interviewed by me and Detective Automan. Hotwire admitted to a series of auto thefts in both Virginia Beach and Norfolk during the months of February through April. Hotwire admitted to the following Virginia Beach cases, with which he has been charged:

1. February 3, 2007, 1985 Nissan 280ZX, valued at $6500, offense number 2007-000002. Accomplice was with him at the time of the theft. They abandoned the vehicle in Norfolk. The vehicle has been recovered and returned to the owner.

2. February 7, 2007, a 1990 Chevy Blazer, valued at 10,500, offense number 2007-000001. He was alone at the time of the theft, but Accomplice assisted in selling the car in Norfolk. The vehicle has not been recovered.

3. February 12, 2007, a 1990 Cadillac Fleetwood, valued at $16,500, offense number 2007-000003. Accomplice was with him at the time of the theft, vehicle was recovered in Virginia Beach and returned to owner.

4. March 1, 2007, a 1989 Volvo Station Wagon, valued at $14,000, offense number 2007-000004, etc., etc.

5. Etc. Etc.

Both Hotwire and Accomplice were charged with 5 counts of Grand Larceny and jailed on $5000 bonds. Fingerprints of Hotwire were found in three of the vehicles, and fingerprints of Accomplice were found on two of them.
EXAMPLE 4

Case File Victim Interviews

VICTIM INTERVIEWS

Note: Biographical information on victims (dob, ssn, etc.) would normally have been placed on witness list. If not, it should be included here.

IBR 2007-000004 (Defendant Hotwire)

Sucker, Ralph P.

Interview conducted by Detective Ace, April 2, 2007 at 1200 hrs. at victim's residence.

Mr. Sucker said that when he went to bed the night of September 30, his 1989 Volvo was parked in the driveway, etc., etc.

Note: It would be a good idea to place each victim interview on a separate page if the cases are divided up between defendants. If all victims are involved with both or all defendants they can all be together without page breaks.

IBR 2007-000009 (Exceptionally Cleared)

Lucky, Oren I.

Interview conducted by Detective Ace, April 2, 2007 at 1330 hrs., by phone.

Mr. Lucky was at sea when his vehicle was stolen. A neighbor reported the theft and Mr. Lucky didn't know about it until after the apprehension and confession of Hotwire and Accomplice, etc. etc.
Dictation Guidelines

BEFORE BEGINNING DICTATION

- Make sure your tape speed is on 2.4 and not 1.2.
- Dictate at the beginning of side A of the tape first (note that side A will have one dot and side B will have two dots).
- Record in a quiet environment, if possible. If you record at your desk, make sure the background noise is limited.
- Make sure your tape is fully erased. Do not dictate over previous dictation.
- Reports with an offense disposition of Cleared by Arrest or Pending Warrant Obtained should be dictated on a tape by themselves. Other dispositions such as Cleared Other, Exceptionally Cleared, Unfounded, and Pending Inactive can be dictated together. The exception to the single dictation is a case file, which can have any mixture of dispositions.
- Limit the amount of reports dictated on a tape to one long or up to two to three short reports.

DURING DICTATION

- If applicable, start off before giving the offense number by saying if it is a case file (i.e., “This is a case file” or “This is a supplement”). Do not dictate any related IBR numbers in the case file at this point; you will give that information in the summary of the report.
- Make sure the basic heading section of the PD-3 format is dictated in the order listed (i.e., report number, offense date and time, reclassification, etc.), so that the typist can fill this section in properly before going to the summary. After dictating your name and code number (Investigator), begin dictating your summary. The Sergeant and Supervisor sections are completed later in the process after the report has been reviewed by the appropriate supervisor and lieutenant.
- If the report is a supplement, only dictate the basic heading section of the format for the supplement (a shorter version of the PD-3 heading).
- Dictate the headings in order as they are given on the PD-3 format. (i.e., Summary, Witness List, etc.).
- Phonetically spell names, including odd streets, out of state addresses, medical names and prescriptions (one time for each name should be sufficient and will eliminate conflicting spellings later in the report). Refer to the IBR for uniformity. Indicate that you are spelling by stating “spelling,” or “phonetically spelling.”
- Also when correcting as you dictate, you should state “correction,” or roll back the tape and listen to see if it makes sense. The typist will make grammatical and other minor corrections, without changing the content of your report.
- After dictating, rewind the tape completely to the beginning of your dictation.
PREPARING DICTATION FOR SUBMISSION TO TYPISTS AND LOGGING REPORT

- The detective’s name should be written on the outside of the envelope, along with the report number(s) and their dispositions beside it. If it is a case file, note that too.

- Printed IBR reports should always be included in the envelope for each case dictated with the necessary changes. Wait until you have the IBR to submit your dictation unless it is a priority; otherwise, the envelope will be returned to you. The typist uses the IBR to check the offense type, names, times, etc.

- The IBR should also have the necessary changes accompanied by an IBR modification sheet or written in red, highlighted or circled on the IBR hard copy. The changes can also be dictated at the end of the report, but state so before saying “end of report.” The Cover Sheet/Table of Contents should also be included with the necessary boxes checked.

- When dictation extends to a second or more tapes, number the tapes by dictation order and keep them together (i.e., put them in a regular letter size envelope).

- Log your dictation on the specified numbered log in the typists’ office. Indicate how many reports are in one envelope and the IBR numbers. If there is not enough space, just make sure the amount of reports are listed. (i.e., 3 CBA’s, 2 UNF’s, etc.). Also indicate the corresponding line number from the log sheet onto the envelope you are submitting near the report numbers on your envelope. (i.e., #1 or #20).

- Reports that have been deemed Priority should have “priority” written in red on the log in the comments section with a sergeant’s/supervisor’s initials beside it.

AFTER TRANSCRIPTION IS RETURNED TO DETECTIVE ON DISK

- Do not change the formatting in the PD-3 that has already been typed (i.e., bolding in the summary or other places in the report or changing the headings). The typist as well as the detective should be following the predetermined PD-3 format. The format was established to address concerns of several parties, such as detectives as well as the Commonwealth’s Attorneys. Additional sections can be added, following format guidelines, if the information does not fit in the other categories.

- The detective’s initials are to be listed on the report (disk copy) next to the transcriber’s name if he/she made corrections/changes to the PD-3.

- The Sergeants’/Supervisors’ initials are to be put on the disk copy of the PD-3 before final submission to the typist for downloading.

- The disk should be submitted back to the transcriber whether or not there were changes made to the report.

LIVE RECORDINGS/PHONE STINGS

- Please ensure that live recordings or phone stings are as clear as possible. This can be accomplished by preparing the tapes/equipment before the recording, making sure the microphone is near the speaker, and asking the suspect to speak louder or more clearly if necessary. In cases where the interviewee
mumbles or speaks very low, it is extremely helpful if the detective repeats his/her words directly after. Also, be mindful of more than one party speaking at a time. Due to the nature of an interview, sometimes this is unavoidable; at other times it can be avoided. It may result in indecipherable sections in the transcription.

- When submitting live recordings for transcription, please complete a Transcription Request Form, detailing information such as the parties speaking, date and time of taping, etc. Also be sure to include the IBR number, as it is used to name the document.

**PIN SHEETS**

Most squads utilize “PIN” sheets for short summaries as an alternative to dictating a PD-3. They have been named PIN sheets because they usually refer to pending inactive cases where there is not a lot of investigative information or like cases. The information submitted on a PIN sheet is recorded in the Case Management section of Pistol, under the Supplement section. Each squad has specialized PIN sheets to include information that is typically needed. Each squad supervisor has set up the criteria to determine if a case may be cleared on a PIN sheet; consult with your supervisor for those specifications. The basic format for a PIN sheet is as follows.

- Case number
- A section detailing contacts with victim and/or attempts (dates and times)
- A **short** summary section
- Detective’s Name and date of review
- Supervisor’s signature and date of review
- There may be room or spaces for additional information that will vary with the squads’ needs

The PIN sheets were designed as a method of reducing paperwork and dictation time (to benefit detectives) as well as a method to reduce the number of very short cases bogging down the system (to benefit detectives and typists). When deciding whether or not to use a PIN sheet to clear a case, a clear indicator is the amount of information the detective wants to include. If you need more than 7 to 10 lines of **handwritten** lines or 3 - 4 typewritten lines of information, you probably need to do a PD-3. Submitting PIN sheets with as much information as a PD-3 creates an imbalanced backlog of cases.