



# Kansas Incident Based Reporting System Handbook

Seventh Edition

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## PURPOSE OF THIS BOOK

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By participating in the National Incident Based Reporting System ([NIBRS](#)), the Kansas Bureau of Investigation (KBI) and local law enforcement agencies in Kansas are required to follow the guidelines established by the Federal Bureau of Investigation (FBI) for national reporting.

This book was published in an effort to help law enforcement agencies to better understand Kansas Incident Based Reporting System (KIBRS) guidelines and the subtle nuances that go along with it. **It is designed for KIBRS reporting guidelines only.** The intended purpose for the Kansas Standard Offense Report (KSOR) and Kansas Standard Arrest Report (KSAR) forms are strictly for reporting to KIBRS. If your local prosecutor wants information reported differently, separate reports for prosecutors may need to be submitted for those incidents.

Please look through this document, take the knowledge it offers, and use it as a guide to incident based reporting. Questions that arise should be directed to the Incident Based Reporting (IBR) Unit at the KBI.

While it is virtually impossible to include every possible scenario you will encounter, we have attempted to show the versatility of Uniform Crime Reporting ([UCR](#)).

Any future updates to this handbook will be accompanied by a change document to show the evolution of all modifications.

## HISTORY AND INTRODUCTION

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

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

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

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

With incident based reporting, the offense and arrest reports are used for much more than annual statistics. In addition, IBR data offers:

- (1) More detailed, accurate, and meaningful data than produced by the traditional summary UCR Program;
- (2) Common denominator links among agencies both statewide and nationally;
- (3) Extensive, specific crime information concerning similar jurisdictions, allowing the identification of common crime problems or trends;
- (4) Statistics to enable law enforcement agencies to supply a better accounting of their activities to their governing bodies;

- (5) Legislators, municipal planners/administrators, academicians, penologists, sociologists, and the general public the ability to better assess the state's crime problems using the extensive data supplied through KIBRS;
- (6) Availability of KIBRS data through the Kansas Criminal Justice Information System (KCJIS) web portal;
- (7) Law enforcement agencies the information necessary to acquire funding from grants to combat crime in their jurisdiction;
- (8) Investigative tools to assist law enforcement agencies as they examine cases, leads, and other investigations. [Master Search](#) and the FBI's National Data Exchange ([N-DEX](#)) are two examples of this type of tool.

## REPORTING REQUIREMENTS AND POLICIES

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

### DATA SUBMISSION

Kansas Statutes Annotated ([K.S.A. 21-2501a](#)) governing the maintenance of records was enacted in 1969; [K.S.A. 21-2504](#) enacted in 1939 and amended in 1977 allows the Attorney General to call for crime information. These are two of the state statutes creating the mandatory requirements for reporting in Kansas. In 2006, language was added by the Kansas Legislature that requires uniform reporting of meth lab seizures and thefts of anhydrous ammonia. In 2012, the requirement for all agencies in this state to adopt written policies for domestic violence was enacted as part of [K.S.A. 22-2307](#). Modifications to the statute since its original inception require officers to arrest the person who is believed to commit the crime if the actions were not in a defensive manner. All three statutes call for use of the forms approved by the Attorney General of Kansas.

#### K.S.A. 21-2501a

#### Chapter 21.—CRIMES AND PUNISHMENTS

#### Article 25.—IDENTIFICATION AND DETECTION OF CRIMES AND CRIMINALS

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

### State Approved Forms

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

For more information on the process of form approval, please contact the IBR Unit Manager.

#### K.S.A. 21-2504

#### Chapter 21.—CRIMES AND PUNISHMENTS

#### Article 25.—IDENTIFICATION AND DETECTION OF CRIMES AND CRIMINALS

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

**K.S.A. 22-2307**

**Chapter 22.—CRIMINAL PROCEDURE**

**Article 23.—PRELIMINARY PROCEEDINGS**

**22-2307. Domestic violence calls; written policies to be adopted by law enforcement agencies; contents.** (a)

All law enforcement agencies in this state shall adopt written policies regarding domestic violence calls as provided in subsection (b). These policies shall be made available to all officers of such agency. (b) Such written policies shall include, but not be limited to, the following: (1) A statement directing that when a law enforcement officer determines that there is probable cause to believe that a crime or offense involving domestic violence, as defined in K.S.A. 2017 Supp. 21-5111, and amendments thereto, has been committed, the officer shall, without undue delay, arrest the person for which the officer has probable cause to believe committed the crime or offense if such person's actions were not an act of defense of a person or property as provided in K.S.A. 2017 Supp. 21-5222, 21-5223, 21-5225, 21-5230 or 21-5231, and amendments thereto; (2) a statement that nothing shall be construed to require a law enforcement officer to: (A) Arrest either party involved in an alleged act of domestic violence when the law enforcement officer determines there is no probable cause to believe that a crime or offense has been committed; or (B) arrest both parties involved in an alleged act of domestic violence when both claim to have been victims of such domestic violence; (3) a statement directing that if a law enforcement officer receives complaints of domestic violence from two or more opposing persons, the officer shall evaluate each complaint separately to determine if there is probable cause that each accused person committed a crime or offense and their actions were not an act of defense of a person or property as provided in K.S.A. 2017 Supp. 21-5222, 21-5223, 21-5225, 21-5230 or 21-5231, and amendments thereto; (4) a statement defining domestic violence in accordance with K.S.A. 2017 Supp. 21-5111, and amendments thereto; (5) a statement describing the dispatchers' responsibilities; (6) a statement describing the responding officers' responsibilities and procedures to follow when responding to a domestic violence call and the suspect is at the scene; (7) a statement regarding procedures when the suspect has left the scene of the crime; (8) procedures for both misdemeanor and felony cases; (9) procedures for law enforcement officers to follow when handling domestic violence calls involving court orders, including protection from abuse orders, restraining orders and a protective order issued by a court of any state or Indian tribe; (10) a statement that the law enforcement agency shall provide the following information to victims, in writing: (A) Availability of emergency and medical telephone numbers, if needed; (B) the law enforcement agency's report number; (C) the address and telephone number of the prosecutor's office the victim should contact to obtain information about victims' rights pursuant to K.S.A. 74-7333 and 74-7335, and amendments thereto; (D) the name and address of the crime victims' compensation board and information about possible compensation benefits; (E) advise the victim that the details of the crime may be made public; (F) advise the victim of such victims' rights under K.S.A. 74-7333 and 74-7335, and amendments thereto; and (G) advise the victim of known available resources which may assist the victim; and (11) whether an arrest is made or not, a standard offense report shall be completed on all such incidents and sent to the Kansas bureau of investigation.

## **PUBLIC RELEASE OF OFFENSE AND ARREST DATA**

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

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

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

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



Pursuant to [K.S.A. 38-2209 through 38-2213](#), records and reports concerning child abuse or neglect received by Department for Children and Families (DCF) or law enforcement agencies are confidential. They shall be kept separate and shall not be disclosed except under limited circumstances.

KIBRS requirements mandate that all victim information be reported. **This includes juveniles and law enforcement victims.**

Offense and arrest reports submitted to the IBR Unit of the KBI are not released to the public. Public requests for copies of the KSOR or KSAR are always referred to the originating agency.

## KIBRS DATA SUBMISSIONS

KIBRS data submissions address criminal incidents and all the elements associated with them, e.g., offenses, victims, offenders, property loss, clearances, and arrests. In most cases, an initial KSOR will contain administrative, offense, property, victim, and offender information.

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

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

## SUBMISSION TYPES

### *Electronic Submission*

Electronic submission is strongly encouraged by the KBI as it allows for quick and easy submission while saving paper and money on postage stamps. If your agency is interested in electronic certification, you must contact a Program Consultant at the KBI within the IBR Unit. Your agency must have software, usually a Record Management System (RMS), built to specification with the KIBRS Gateway (Gateway). A Program Consultant may assist you in determining if your agency has the technological capability for submission.

### *Manual (Paper) Submission*

Agencies still submitting offense and arrest reports on paper should mail reports to: KBI; Attn. IBR Unit; 1620 SW Tyler; Topeka, KS 66612.

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

### *Summary Submission*

Some agencies that are not electronic but are too large for the IBR Unit staff at the KBI to enter are considered “summary” status. These agencies submit only numbers of crimes on a quarterly basis using special documents provided by the IBR Research Analyst. Agencies submitting summary data must begin to submit incident based data starting January 1, 2021.

## QUALITY ASSURANCE REVIEWS

The KBI IBR Unit performs quality assurance reviews (QAR) on all local law enforcement agencies. Each local agency will either have a mail-in or on-site QAR every three years from the KBI. Agencies are notified via mail (through U.S.P.S.) with preparation information and the QAR date. The QAR process is meant to benefit your agency by providing guidance that will improve the quality of your data.

## TRAINING

- Training is available through the KBI. If your agency would like to host or attend training, please contact the IBR Unit. Hosting or attending training is free.
- Training is also announced in the KCJIS newsletter. This is a quarterly publication distributed by the KBI. Please notify the IBR Unit if you are interested in receiving the KCJIS Newsletter.

## INVESTIGATION TOOLS

The information received on every offense and arrest report submitted to the KBI is available through two investigative databases:

- Master search is a token based database and accessed via the [KCJIS web portal](#). This tool can be used to search collected data elements for investigative purposes.
- The National Data Exchange (N-DEx) System is an “unclassified national information-sharing system that enables criminal justice agencies to search, link, analyze, and share local, state, tribal, and federal records.”<sup>1</sup> Many states participate in N-DEx, which allows an agency to search across the United States. N-DEx is provided by the FBI and is accessible via the FBI’s Law Enforcement Exchange Portal (LEEP). LEEP is available via the [KCJIS web portal](#) through a single sign-on process. To utilize LEEP without KCJIS access, please contact the KBI IBR Unit at (785) 296-4373.
  - LEEP “is an electronic gateway that provides law enforcement agencies, intelligence partners, and criminal justice entities with centralized access to many different resources and services via a single sign-on. LEEP accounts are available to personnel affiliated with the criminal justice system, intelligence community, and the armed forces.”<sup>2</sup>

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<sup>1</sup> <https://www.fbi.gov/file-repository/n-dex-brochure.pdf/view>

<sup>2</sup> <https://www.fbi.gov/services/cjis/leep>

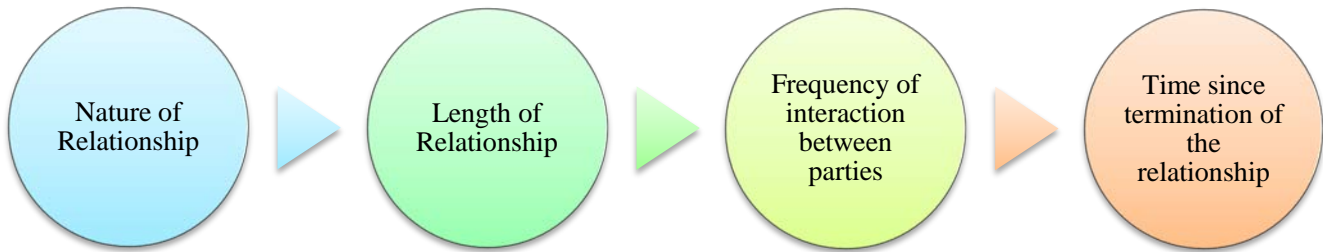
# DOMESTIC VIOLENCE

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

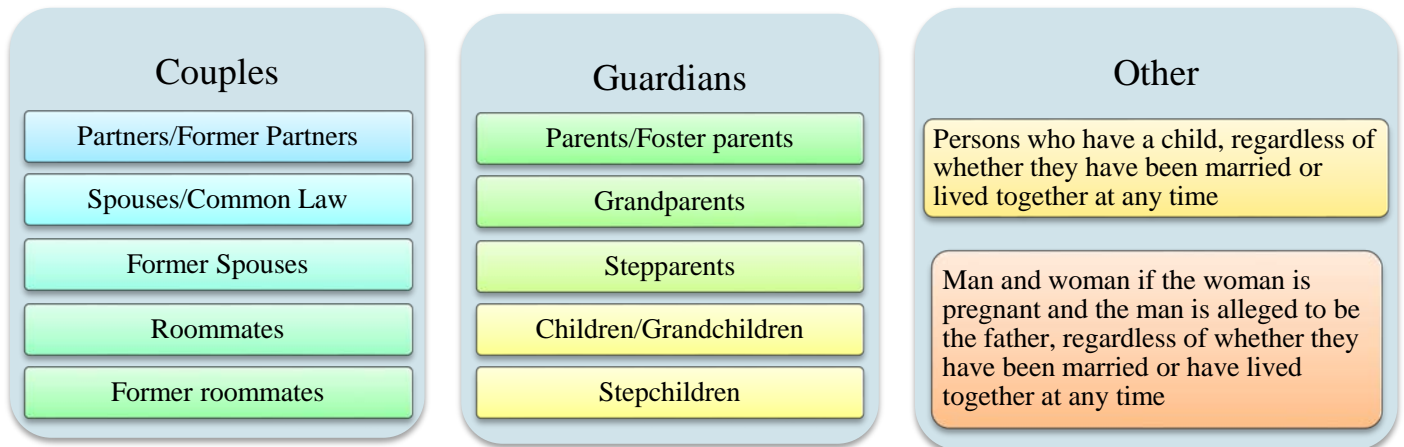
Review [K.S.A. 21-5111](#), which includes much more information than listed here.

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

### Dating Relationship Factors to Consider



(B) “Family or household member” is defined as persons 18 years of age or older who can be any of the following:



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

## Required on All Domestic Violence Reports

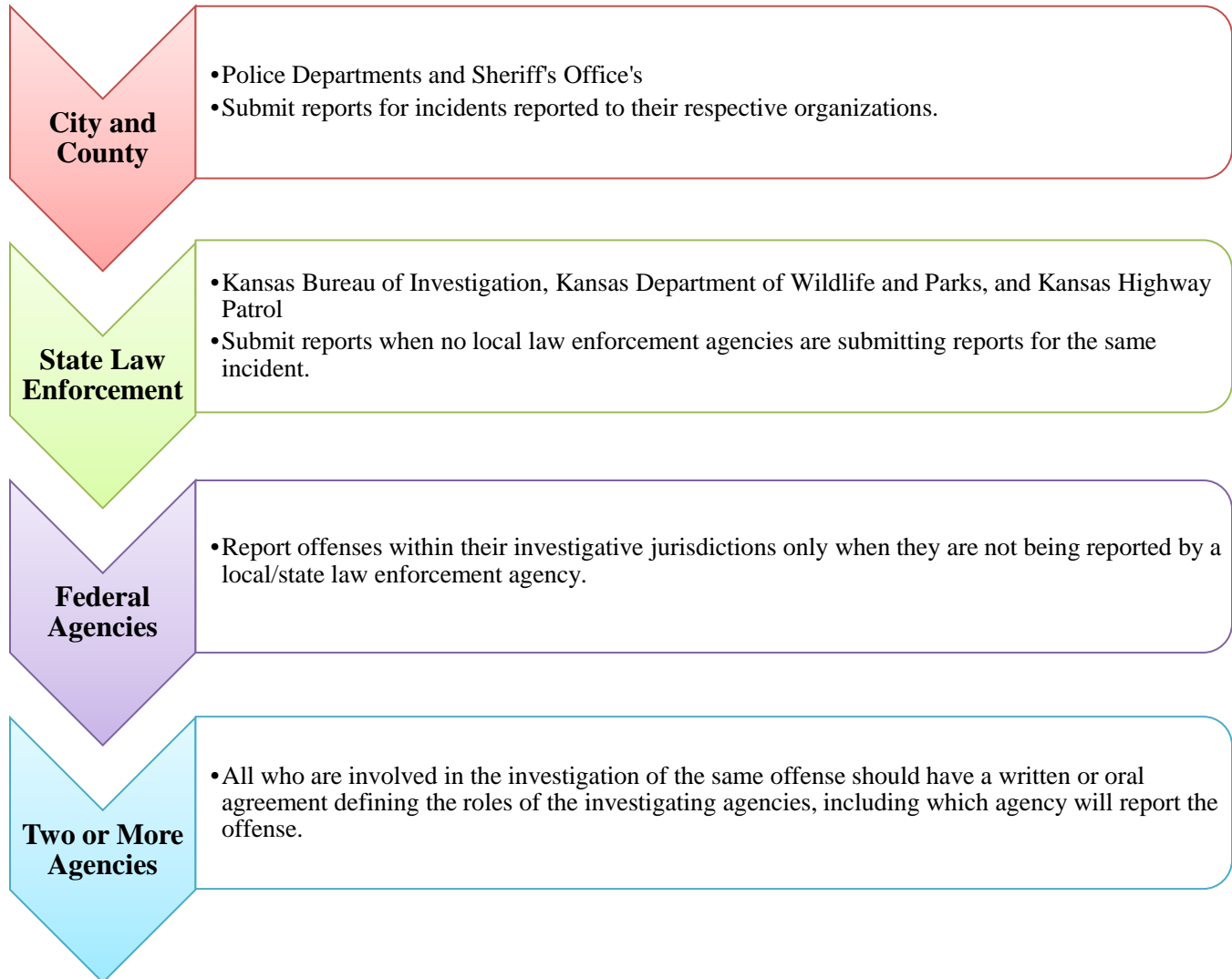
<ul style="list-style-type: none"> <li>• <b>Victim and Suspect must both be known individuals.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Victim to Suspect relationship required for all victims to all suspects (even if not related).</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Victim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

## FREQUENTLY OVERLOOKED AREAS

- 1) “Domestic Violence with Children Present” means a child under the age of 18 (and not the victim or suspect) was present during this incident. They do not have to have been in the same room, just present.
- 2) The Incident Activity section must be completed even if the domestic battery statute is listed as the offense. KIBRS does not recognize an incident as Domestic Violence (DV) without the appropriate Incident Activity Code. **The corresponding arrest report must also be marked domestic violence. This domestic check box is located at the top of the arrest report.**
- 3) For KIBRS purposes, if a single offense within an incident is determined to be domestic, the **entire** incident becomes domestic.
- 4) If a suspect is thought to have been under the influence of alcohol or drugs, this should be noted under the “Offender Suspected of Using” section.
- 5) When reporting a Group B offense that is determined to be domestic violence, **an offense report must also be completed** with the appropriate victim and suspect information.

# JURISDICTIONAL REPORTING RULES

Throughout the nation, there are thousands of law enforcement agencies, some of which have overlapping jurisdictions. To be certain that data is not reported more than once by overlapping jurisdictions, the following guidelines have been developed:



Law Enforcement agencies should report **ONLY** those arrests made for offenses reported by their respective organizations. While it is not required, we strongly encourage all agencies to forward copies of KSARs to the originating agency to assist with their reporting requirements.

## FREQUENTLY OCCURRING JURISDICTIONAL ERRORS

- If an arrest is made by an agency other than the agency reporting the initial offense, it should be recorded as an outside agency and the paperwork forwarded to the agency who initiated the offense report. This also applies to warrant arrests.
  - This is important because the Gateway must be able to match up the arrest report with the applicable offense report. This is done using the original case number and incident date. If the arrest report is not marked as outside agency, it is likely that a Repository error will occur, as it will be unable to match up to the initial report. Please see the photo example at the top of the next page.

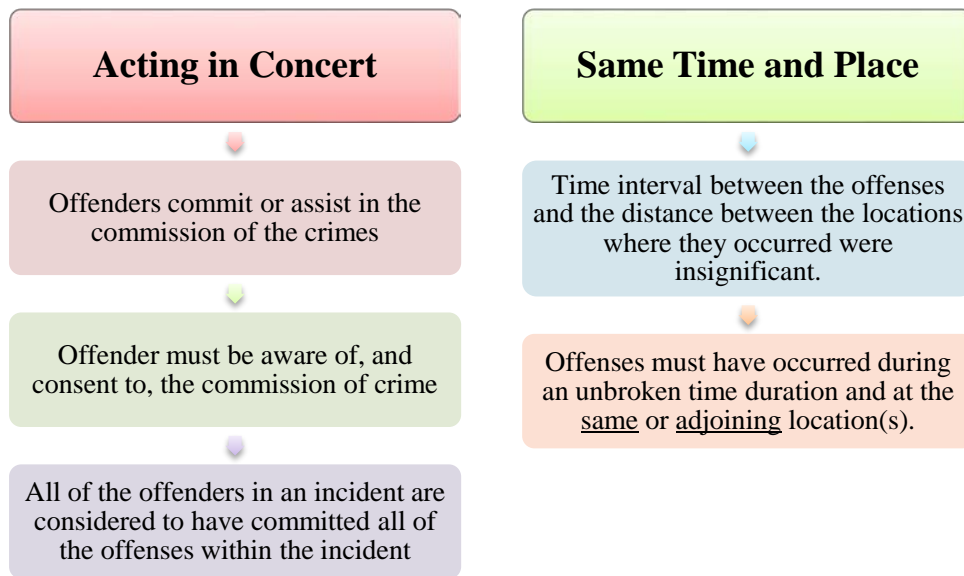
- In an ideal situation, the recovery of property is reported only by the agency that first reported it missing and/or stolen, regardless of what agency recovered it. However, there may be situations where property may be reported twice due to the requirement of reporting property for Possession of Stolen Property.
- The same agency that reported the offense must report the subsequent arrest.

<input type="checkbox"/> INITIAL <input type="checkbox"/> DELETE <input type="checkbox"/> MODIFY <input type="checkbox"/> ADD		<b>KANSAS STANDARD OFFENSE REPORT</b> THIS PAGE IS AN OPEN PUBLIC RECORD		PAGE    OF
<input type="checkbox"/> ON VIEW <input type="checkbox"/> CITIZEN	<input type="checkbox"/> DISPATCHED	NAME OF AGENCY	AGENCY ORI NUMBER	CASE NUMBER
<b>INCIDENT</b>	<b>When calculating clearance and arrest rates it is necessary to compare case numbers from the KSOR and KSAR. Since many agencies use similar case numbers, we must also factor in the Agency ORI to get a more accurate clearance rate</b>			
<input type="checkbox"/> INITIAL <input type="checkbox"/> DELETE <input type="checkbox"/> MODIFY <input type="checkbox"/> ADD		<b>KANSAS STANDARD ARREST REPORT</b>		PAGE    OF
		<input type="checkbox"/> ADULT	<input type="checkbox"/> JUVENILE	<input type="checkbox"/> DOMESTIC VIOLENCE
NAME OF AGENCY	AGENCY ORI NUMBER	CASE NUMBER	DATE AND TIME OF ARREST	

**Example:** If a local police department reports a homicide offense and the county sheriff’s office reports the subsequent arrest it will be impossible for either the KBI or FBI to clear this case as the ORI are not matched to one another.

## DEFINITION OF AN ‘INCIDENT’

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



### Acting in Concert Examples

**Example 1:** A traffic stop reveals two suspects (A and B) occupying the vehicle. The officer notices the smell of marijuana emitting from the vehicle. Both suspects are told to exit the vehicle. A search of the vehicle reveals marijuana residue located on the center console, prompting a search of both suspects. Both Suspect A and Suspect B are found to be in possession of small baggies containing marijuana. In this instance, only one incident occurred because the suspects were “acting in concert” by both being in possession of the drugs.

**Example 2:** Suspect A from Example (1) is a known convicted felon. The search of his person also revealed him to be in possession of a handgun. This is considered to be a separate incident, since Suspect B was unaware and both suspects were not “acting in concert.” As such, a second incident should be reported with Suspect A as the only suspect listed.

**Example 3:** A couple is involved in a domestic disturbance. When the officer arrives, it is determined that both husband and wife had committed battery against the other and subsequently both are arrested. Since they were “acting in concert” and it occurred at the “same time and place,” only one incident should be reported with each individual listed as both a victim and a suspect.

### Same Time and Place Examples

**Example 1:** Over a period of three weeks, a suspect used a stolen credit card at six different locations. Because each criminal use constitutes a separate criminal transaction, and are used at different locations and at different times, there would be six incidents meaning six separate reports.

**Embezzlement Exception:** Criminal embezzlement is comprised of offenses that by their nature involve continuing criminal activity by the same offender(s) at different times. As long as the activity is deemed to constitute **a single criminal transaction towards their employer.** These incidents will almost always occur at the same location.

**Example 2:** Over a period of 18 months, a computer programmer working for a bank manipulated the bank’s computer and systematically embezzled \$70,000. The continuing criminal activity constituted a single “incident” involving the crime of embezzlement.

**Prosecutorial policy in a jurisdiction should not influence classification or reporting of KIBRS law enforcement offense data.**

# CLASSIFYING OFFENSES

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

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

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

In reporting data to the state, it is first necessary to classify appropriate offenses within an incident as defined by NIBRS. This practice ensures that offenses with different titles under state and local laws or United States Titles and Statutes are considered and appropriately counted at the national level.

All criminal offenses of law will be classified as either Group A or Group B in KIBRS. Both incidents and arrests are to be reported for Group A offenses, while only arrests are required for Group B offenses. However, when reporting a Group B offense within a domestic violence incident or sex crime, an offense report (KSOR) must also be submitted.

## GROUP A OFFENSES

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

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

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

Unlike summary reporting, which follows the hierarchy rule when counting crimes, incident based reporting may collect multiple offenses within one incident. This is just one of the reasons why the FBI will no longer accept summary data as of January 1, 2021.

GROUP A OFFENSES		
<p><b>“Crimes Against Persons”</b> are those whose victims are always “Individuals”</p>	<p><b>“Crimes Against Property”</b> are committed to obtain money, property, or some other benefit</p>	<p><b>"Crimes Against Society"</b> represent society’s prohibition against engaging in certain types of activity</p>

## GROUP B OFFENSES

Group B offenses encompass all of the KIBRS reportable crimes which are not Group A offenses. For Group B offenses (not involving domestic violence), only an arrest report (KSAR) is required to be submitted to KIBRS. If the Group B offense involves domestic violence, an offense report (KSOR) is also required.



## CRIMES AGAINST PERSONS

---

Homicide  
Offenses  
(09 A-C)

Kidnapping /  
Abduction  
(100)

Forcible  
Fondling  
(11D)

Assault / Battery  
Offenses  
(13 A-B)

Forcible Rape  
(11A)

Incest  
(36A)

Intimidation /  
Harassment  
(13C)

Forcible Sodomy  
(11B)

Statutory Rape  
(36B)

# HOMICIDE OFFENSES

## *NIBRS OFFENSE CODE 09*

### **The killing of one human being by another.**

Non-willful traffic related deaths of a bystander or police officer when it is the result of an attempt to evade or elude the police are not reported to KIBRS as a homicide. (NIBRS Requirement)

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.

## **MURDER & NON-NEGLIGENT MANSLAUGHTER**

### *NIBRS OFFENSE CODE 09A*

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

21-5401 a1c	21-5401 a2c	21-5401 a3c	21-5401 a4c	21-5401 a5c	21-5401 a6c	21-5401 a7c
21-5402	21-5402 a1b	21-5402 a2b	21-5403	21-5403 a1	21-5403 a2	21-5404
21-5404 a1	21-5404 a2	65-6743 a1	65-6743 a2			

- Although offenders may be charged with lesser offenses, e.g., Involuntary Manslaughter, if the killing was “willful” or intentional, it must be reported as Murder & Non-negligent Manslaughter.
- **The findings of a court, coroner’s inquest, etc., DO NOT affect the reporting of offenses in this category.** Offenses should be reported as seen through the eyes of reporting law enforcement officers.
- Suicides, accidental deaths, and unintentional traffic fatalities are not classified as Murder or Non-negligent Manslaughter.
- Situations where the victim dies of a heart attack or stroke as a result of experiencing or witnessing a crime likewise do not meet the criteria in this classification.
- Attempted Murder should be reported using the current statute for murder with the attempted flag marked; however, these are classified as completed Aggravated Assault/Battery for the KIBRS process. If a victim dies after the case has been reported, the agency must modify the offense report to show a Completed Murder.

### ***REQUIREMENTS FOR REPORTING MURDER & NON-NEGLIGENT MANSLAUGHTER OFFENSES:***

#### **Offense Section:**

**Type of Criminal Activity:** “J” (Juvenile Gang), “G” (Other Gang), or “N” (No Gang)  
**Type of Weapon:** Weapon codes “11” through “95” (on page 86) **“99” (None) not accepted**  
 May enter up to three types of weapons

#### **Victim Section:**

**Victim Type:** Must be “I” (Individual)  
**Victim/Suspect Relationship:** Relationship codes found on page 91  
 Should have as many relationships reported as victims-suspects reported  
**Type of Injury:** **MUST BE LEFT BLANK**

#### **Special:**

Aggravated Assault/Homicide Circumstances required  
 May enter up to two circumstance codes

## ADDITIONAL REQUIREMENTS WHEN REPORTING A HOMICIDE

**Supplemental Homicide Report (KSHR):** This is a required form to be submitted whenever an agency reports a Negligent, Non-Negligent, or Justifiable Homicide. Forms may be obtained via the [KCJIS Web Portal](#). (See page 124 for more details.)

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

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

**Example 2:** While leaving the scene of a robbery, the suspect becomes involved in a high speed police chase. The suspect runs a red light and crashes into another vehicle killing all five passengers.

## NEGLIGENT MANSLAUGHTER

### *NIBRS OFFENSE CODE 09B*

#### The killing of another person through negligence.

21-5405	21-5405 a1b1	21-5405 a2b1	21-5405 a4b1	21-5405 a5Ab3	21-5405 a5Bb3
21-5405 a5Cb3	21-6207 ab6				

- **This offense does not include “Vehicular Manslaughter.”** If a vehicle was involved in the death and it was not accidental, it is reportable as a Murder or Non-negligent Manslaughter.
- Included in this offense are killings resulting from hunting accidents, gun cleaning, children playing with guns, etc.
- Not included are deaths of persons due to their own negligence; accidental deaths not resulting from gross negligence; and accidental traffic fatalities.
- Also included are arrests associated with driving under the influence, distracted driving (using a cell/smartphone) and reckless driving traffic fatalities.
  - When Negligent Manslaughter offenses are reported due to the offender driving under the influence, driving distracted while using a cell/smartphone, or driving recklessly, the Aggravated Assault/Homicide Circumstance code should be reported as “33” (Other Negligent Weapon Handling).
- If upon investigation it is determined that the offense would be better classified as Murder, then a modification should be submitted.

#### **REQUIREMENTS FOR REPORTING NEGLIGENT MANSLAUGHTER OFFENSES:**

##### **Offense Section:**

**Type of Criminal Activity:** “J” (Juvenile Gang), “G” (Other Gang), or “N” (No Gang)  
**Type of Weapon:** Weapon codes “11” through “95” (on page 86) **“99” (None) not accepted**  
 May enter up to three types of weapons

##### **Victim Section:**

**Victim Type:** Must be “I” (Individual)  
**Victim/Suspect Relationship:** Relationship codes found on page 91  
 Should have as many relationships reported as victims-suspects reported  
**Type of Injury:** **MUST BE LEFT BLANK**

**Special:** Aggravated Assault/Homicide Circumstances required  
May enter only one circumstance code

***LESSER INCLUDED OFFENSES OF NEGLIGENT MANSLAUGHTER:***

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

Aggravated Assault/Battery \* Simple Assault/Battery

## **JUSTIFIABLE HOMICIDE**

### ***NIBRS OFFENSE CODE 09C***

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

00-8888

- There is NO Official K.S.A.; USE 00-8888 for KIBRS purposes.
- Justifiable Homicide is not an actual “crime” and **is not included in an agency’s homicide counts**. However, your agency is required to submit offense reports for any and all Justifiable Homicides. Report using statute 00-8888, which is used for KIBRS purposes only.
- Do not count a killing as justifiable or excusable solely on the basis of self-defense or the action of a coroner, prosecutor, grand jury, or court. The willful killing of one individual by another is being reported, not the criminal liability of the person or persons involved.
- Justifiable Homicide, by definition, often occurs in conjunction with other offenses. **The crime that was being committed when the Justifiable Homicide took place must be reported as a separate incident.**
- If the “justified” killer (officer or civilian) committed another offense in connection with the Justifiable Homicide (e.g., illegal possession of the gun he/she used) that offense would constitute a third incident.

### ***REQUIREMENTS FOR REPORTING JUSTIFIABLE HOMICIDE OFFENSES:***

**Offense Section:**

**Type of Criminal Activity:** “J” (Juvenile Gang), “G” (Other Gang), or “N” (No Gang)  
**Type of Weapon:** Weapon codes “11” through “95” (on page 86) **“99” (None) not accepted**  
May enter up to three types of weapons

**Victim Section:**

**Victim Type:** Must be “I” (Individual)  
**Victim/Suspect Relationship:** Relationship codes found on page 91  
Should have as many relationships reported as victims-suspects reported  
**Type of Injury:** **MUST BE LEFT BLANK**

**Special:** Additional Justifiable Homicide Circumstances required  
May enter only one circumstance code

## **UNKNOWN CIRCUMSTANCES**

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

## VEHICULAR HOMICIDE

### NIBRS OFFENSE CODE 90Z

21-5406

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

Vehicular Homicide is reportable as a Group B offense. An arrest report is all that is required for this offense.

## ASSAULT / BATTERY OFFENSES

### NIBRS OFFENSE CODE 13

**A physical threat of attack by one person to another (Assault) or an unlawful physical attack by one person upon another (Battery).**

### AGGRAVATED ASSAULT / BATTERY

#### NIBRS OFFENSE CODE 13A

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

21-5401 a1c	21-5401 a2c	21-5401 a3c	21-5401 a4c	21-5401 a5c
21-5401 a6c	21-5401 a7c	21-5402	21-5402 a1b	21-5402 a2b
21-5403	21-5403 a1	21-5403 a2	21-5404	21-5404 a1
21-5404 a2	21-5412 b	21-5412 b1e2	21-5412 b2e2	21-5412 b3e2
21-5412 d	21-5412 d1e4	21-5412 d2e4	21-5412 d3e4	21-5413 b
21-5413 b1Ag2A	21-5413 b1Bg2B	21-5413 b1Cg2B	21-5413 b2Ag2C	21-5413 b2Bg2D
21-5413 b3Ag2C	21-5413 b3Bb2D	21-5413 b4Ag2A	21-5413 b4Bg2A	21-5413 b4Cg2A
21-5413 d1Ag4A	21-5413 d1Bg4A	21-5413 d1Cg4A	21-5413 d1Dg4A	21-5413 d1Eg4A
21-5413 d2Ag4B	21-5413 d2Bg4B	21-5413 d2Cg4B	21-5413 d2Dg4B	21-5413 d2Eg4B
21-5413 d3Ag4A	21-5413 d3Bg4A	21-5413a d1Cg4A	21-5413a d2Cg4B	21-5413a d3Cg4A
21-5414 b	21-5414 b1c2	21-5425	21-5431 a1	21-5431 a2
21-5431 a3	21-5602	21-5602 a1	21-5602 a2	21-5602 a3
21-6207 ab5	21-6207 ab6	65-6743 a1	65-6743 a2	

- For the purposes of the above definition, a “weapon” is a commonly known weapon (a gun, knife, club, etc.) or any other item which, although not usually thought of as a weapon (a baseball bat, hammer, candlestick, etc.), becomes one when used in a manner that could cause the types of severe bodily injury described in the above definition.
- A “loss of consciousness” must be the direct result of force inflicted on the victim by the offender.
- **By definition, there can be no “attempted assaults.”**
- Administration of an unlawful substance in order to have unlawful sexual contact where no contact is achieved would be classified as an aggravated assault.

- Although only one aggravated assault offense occurs, the KIBRS scoring provisions dictate that one offense per victim is to be reported. For example, if ten individuals were in immediate proximity of a drive by shooting all 10 would be considered victims of aggravated assault even if no injuries occurred.

**HINTS TO AVOID COMMON ERRORS:**

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

**REQUIREMENTS FOR REPORTING AGGRAVATED ASSAULT/BATTERY OFFENSES:**

**Offense Section:**

**Type of Criminal Activity:** “J” (Juvenile Gang), “G” (Other Gang), or “N” (No Gang Involvement)  
**Type of Weapon:** Weapon codes “11” through “95” (on page 86) **“99” (None) not accepted**  
 May enter up to three types of weapons

**Victim Section:**

**Victim Type:** Must be “I” (Individual)  
**Victim/Suspect Relationship:** Relationship codes are found on page 91  
 Should have as many relationships reported as victims-suspects reported  
**Type of Injury:** Injury codes are found on page 92. May enter up to three types of injury

**Special:**

Offense must be “C” – (Completed)  
 Aggravated Assault/Homicide Circumstances are required  
 Code “07” (Mercy Killing) is not accepted  
 May enter up to two circumstance codes

**LESSER INCLUDED OFFENSES OF AGGRAVATED ASSAULT/BATTERY:**

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

Simple Assault \*\* Simple Battery \*\* Intimidation \*\* Criminal Threat \*\* Harassment

**SIMPLE ASSAULT / BATTERY**

**NIBRS OFFENSE CODE 13B**

**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.**

21-5413	21-5413 a1g1	21-5413 a2g1	21-5413 c1Ag3A	21-5413 c1Bg3A
21-5413 c1Cg3A	21-5413 c1Dg3A	21-5413 c1Eg3A	21-5413 c2Ag3B	21-5413 c2Bg3B
21-5413 c2Cg3B	21-5413 c2Dg3B	21-5413 c2Eg3B	21-5413 c3Ag3C	21-5413 c3Bg3C

21-5413 c3Cg3C	21-5413 c3Dg3C	21-5413 eg5	21-5413 fg6	21-5414 a
21-5414 a1c1A	21-5414 a1c1B	21-5414 a1c1C	21-5414 a2c1A	21-5414 a2c1B
21-5414 a2c1C	21-5413a c1Cg3A	21-5413a c2Cg3B	21-5417 a1b1	21-5417 a3b3
21-6207 ab4	21-6325 a1	21-6325 a2	21-6326 a1	21-6326 a2

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

#### **REQUIREMENTS FOR REPORTING SIMPLE ASSAULT/BATTERY OFFENSES:**

##### **Offense Section:**

**Type of Criminal Activity:** “J” (Juvenile Gang), “G” (Other Gang), or “N” (No Gang Involvement)  
**Type of Weapon:** May only be “40” (Personal weapon), “90” (Other), and “95” (Unknown)  
“99” (None) would be reported on a rare occasion

##### **Victim Section:**

**Victim Type:** Must be “I” (Individual)  
**Victim/Suspect Relationship:** Relationship codes are found on page 91  
Should have as many relationships reported as victims-suspects reported  
**Type of Injury:** Can only be “N” (None) or “M” (Minor Injury)

**Special:** Offense must be “C” – (Completed)

#### **LESSER INCLUDED OFFENSES OF SIMPLE ASSAULT/BATTERY:**

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

Intimidation \* Criminal Threat \* Harassment

**Example 1:** Following an auto accident, a suspect pulls a baseball bat from his car and swings at the victim, but misses him. This crime should be classified as Aggravated Assault as no injury was suffered; however, a weapon was shown that could have caused serious injury. Weapon code should be “30” (Blunt Object).

**Example 2:** During a bar fight, a suspect bashed a victim’s head into the corner of a pool table breaking the victim’s nose. The victim refused treatment. Due to the seriousness of the injury, this crime should be classified as an Aggravated Battery. Report “30” (Blunt Object) as the weapon. The injury code should be “B” (Broken Bones).

**Example 3:** A couple are involved in a domestic dispute. During the scuffle, the female scrapes the male with a butcher knife causing a minor scrape that does not require medical attention. This offense should be classified as Aggravated Assault/Battery because of the weapon used even though the injuries were minor. Report “20” (Knife) as the type of weapon used.

**Example 4:** The prosecutor’s office obtains an arrest warrant for the female in Example (3) charging her with Simple Assault. The offense report sent to KIBRS should still list the offense as Aggravated Assault/Battery because that is the true offense that occurred.

**Example 5:** Two individuals get into a brawl. No severe injuries were sustained and the only weapons used were their hands and feet. This offense should be classified as Battery. Report “40” (Personal Weapons) as the type of weapon used.

***TIPS FOR CLASSIFYING ASSAULTS:***

- Careful consideration of the following factors should assist in classifying assaults:
  - (1) The type of weapon employed or the use of an object as a weapon;
  - (2) The seriousness of the injury;
  - (3) The intent and capability of the assailant to cause serious injury.
- Typically, the weapons used or the extent of the injury sustained will be the deciding factors in distinguishing aggravated from simple assault. In only a very limited number of instances should it be necessary to examine the intent and capability of the assailant.

**Prosecutorial policy in a jurisdiction should not influence classification or reporting of KIBRS law enforcement offense data.**

It is necessary that assaults in each jurisdiction be examined and classified according to the standard KIBRS definitions, regardless of whether they are termed felonies or misdemeanors by local definitions.



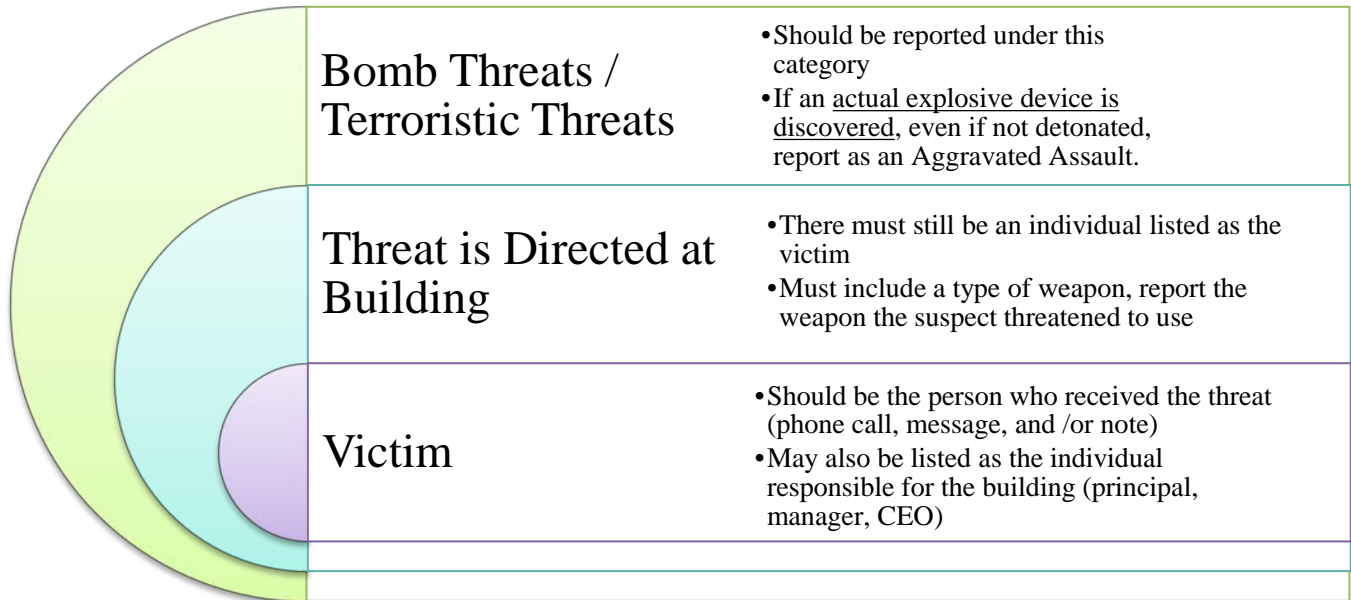
## INTIMIDATION / HARASSMENT

### NIBRS OFFENSE CODE 13C

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

21-5412 ae1	21-5412 ae4	21-5412 c	21-5412 c1e3	21-5412 c2e3	21-5412 c3e3
21-5415 a	21-5415 a1	21-5415 a11	21-5415 a2	21-5415 a21	21-5415 a3
21-5415 a31	21-5415 b	21-5415 b1	21-5421	21-5427	21-5427 a1
21-5427 a2	21-5427 a3A	21-5427 a3B	21-5611 b	21-5611 b1Ac2A	21-5611 b1Cc2A
21-5611 b1Ac2B	21-5909	21-5909 a	21-5909a1c1	21-5909 a2Ac1	21-5909 a2Bc1
21-5909 a2Cc1	21-5909 a2Dc1	21-5909 b	21-5909 b1c2	21-5909 b2c2	21-5909 b3c2
21-5909 b4c2	21-5909 b5c2	21-6206 a1A	21-6206 a1B	21-6206 a1C	21-6206 a1D
21-6206 a1E	21-6206 a1F	21-6206 a2	21-6315 a1	21-6315 a2	25-2415 a1

- 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 phone, online, or in writing.



#### REQUIREMENTS FOR REPORTING INTIMIDATION/HARASSMENT OFFENSES:

##### Offense Section:

**Type of Criminal Activity:** “J” (Juvenile Gang), “G” (Other Gang), or “N” (No Gang)  
**Type of Weapon:** Weapon codes “11” through “99” (on page 86)  
 May enter up to three types of weapons

##### Victim Section:

**Victim Type:** Must be “I” (Individual)  
**Victim/Suspect Relationship:** Relationship codes are found on page 91  
 Should have as many relationships reported as victims-suspects reported  
**Type of Injury:** Must be left blank

# KIDNAPPING / ABDUCTION

## NIBRS OFFENSE CODE 100

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

21-5408 a	21-5408 a1	21-5408 a2	21-5408 a3	21-5408 a4	21-5408 b
21-5409	21-5409 ac1A	21-5409 ac1B	21-5409 b1c2	21-5409 b2	21-5409 b2Ac2
21-5409 b2Bc2	21-5409 b2Cc2	21-5409 b2Dc2	21-5409 b2Ec2	21-5409 b2Fc2	21-5411

- This offense includes not only criminal restraint and abduction, but hostage situations as well. This offense includes Interference with Parental Custody.
- Although the object of a kidnapping may be to obtain money or property, this category is intended to capture information on the persons actually kidnapped or abducted, not those persons or organizations paying ransoms.
- This offense requires a property segment because of the possibility of a ransom being paid. If no ransom is paid, the property should have a Type Loss of “1” (None). If a ransom is requested but not paid, the property should also have a Type Loss of “1” (None). If a ransom is requested and paid, the property should be listed as Type Loss of “7” (Stolen).

### HINTS TO AVOID COMMON ERRORS:

- Property segment must be reported. If no ransom is paid report Type Loss of “1” (None).
- Ensure that domestic violence is marked in the Incident Activity field if the relationship meets the domestic violence criteria.
- The **victim of Interference with Parental Custody is always the child** and not the parent.

### REQUIREMENTS FOR REPORTING KIDNAPPING/ABDUCTION OFFENSES:

#### Offense Section:

**Type of Criminal Activity:** “J” (Juvenile Gang), “G” (Other Gang), or “N” (No Gang)  
**Type of Weapon:** Weapon codes “11” through “99” (on page 86)  
 May enter up to three types of weapons

#### Victim Section:

**Victim Type:** Must be “I” (Individual)  
**Victim/Suspect Relationship:** Relationship codes found on page 91  
 Should have as many relationships reported as victims-suspects reported  
**Type of Injury:** Injury codes are found on page 92. May enter up to three types of injury

#### Property Section:

**Type of Loss:** Property Section must be completed  
 Attempted - “1” (None) or “8” (Unknown)  
 Completed - “1” (None), “7” (Stolen), “8” (Unknown)  
 “5” (Recovered) only if “7” (Stolen) is also reported

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

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

***LESSER INCLUDED OFFENSES OF KIDNAPPING/ABDUCTION:***

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

Interference with Parental Custody   \*\*   Criminal Restraint

## SEX OFFENSES, FORCIBLE

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***NIBRS OFFENSE CODE 11***

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

***REQUIREMENTS FOR REPORTING ALL FORCIBLE SEX OFFENSES:***

**Offense Section:**

**Type of Criminal Activity:** “J” (Juvenile Gang), “G” (Other Gang), or “N” (No Gang)

**Type of Weapon:** Weapon codes “11” through “90” (on page 86)

**Victim Section:**

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

**Victim/Suspect Relationship:** Relationship codes are found on page 91

Should have as many relationships reported as victims-suspects reported

**Type of Injury:**

Injury codes are found on page 92. May enter up to three types of injury

## FORCIBLE RAPE

***NIBRS OFFENSE CODE 11A***

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

21-5503	21-5503 a1A	21-5503 a1B	21-5503 a2	21-5503 a3B1B	21-5503 a3B2
21-5503 a4	21-5503 a5				

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

***HINTS TO AVOID COMMON ERRORS:***

- Same sex rapes are reported as Aggravated Criminal Sodomy for KIBRS purposes.

***LESSER INCLUDED OFFENSES OF FORCIBLE RAPE:***

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

Aggravated Assault/Battery   \*\*   Simple Assault/Battery   \*\*   Intimidation   \*\*   Forcible Fondling

## FORCIBLE SODOMY

### NIBRS OFFENSE CODE 11B

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

21-5504	21-5504 a1	21-5504 a2	21-5504 a3	21-5504 a4	21-5504 b
21-5504 b1c2B	21-5504 b1c3	21-5504 b2c2B	21-5504 b2c3	21-5504 b3A	21-5504 b3B
21-5504 b3C					

- If a victim is both raped and sodomized in one incident, then both offenses should be reported. Rape and criminal sodomy may be listed together.
- Forcible sodomy should only be reported if it is NON-CONSENSUAL or the victim is less than 14 years of age.

#### **LESSER INCLUDED OFFENSES OF FORCIBLE SODOMY:**

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

Aggravated Assault/Battery \*\* Intimidation \*\* Simple Assault/Battery \*\* Forcible Fondling

## SEXUAL ASSAULT WITH AN OBJECT

### NIBRS OFFENSE CODE 11C

NOT REPORTABLE TO KIBRS - NO STATE STATUTE

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

## FORCIBLE FONDLING

### NIBRS OFFENSE CODE 11D

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

21-5505 a	21-5505 b1	21-5505 b2	21-5505 b3	21-5506	21-5506 a1
21-5506 a2	21-5506 b	21-5506 b1	21-5506 b2A	21-5506 b2B	21-5506 b3Ac2C
21-5506 b3AC3	21-5506 b3Bc2C	21-5506 b3BC3			

- Forcible Fondling includes “indecent liberties.” Please note the age of the victim compared to the age of the suspect to determine the best statute. This is very important as the NIBRS codes for Aggravated Indecent Liberties-Sexual Intercourse w/ child 14-16 is different than Unlawful Voluntary Sexual Relations.
- Since Forcible Fondling is an element of Forcible Rape, Forcible Sodomy, and Sexual Assault with An Object, it should be reported only if it is the sole forcible sex offense committed against a victim.

#### **LESSER INCLUDED OFFENSES OF FORCIBLE FONDLING:**

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

Intimidation \*\* Simple Assault/Battery

# SEX OFFENSES, NON-FORCIBLE

## *NIBRS OFFENSE CODE 36*

**Unlawful, non-forcible sexual intercourse.**

### **REQUIREMENTS FOR REPORTING ALL NON-FORCIBLE SEX OFFENSES:**

#### **Victim Section:**

**Victim Type:** Must be "I" (Individual)  
**Victim/Suspect Relationship:** Relationship codes are found on page 91  
 Should have as many relationships reported as victims-suspects reported

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

## **INCEST**

### *NIBRS OFFENSE CODE 36A*

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

21-5604 a	21-5604 b	21-5604 b1	21-5604 b2A1	21-5604 b2A2	21-5604 b2B
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- Must involve **consensual** sexual activity; non-consensual activity, even when amongst family members, must be reported as the appropriate Forcible Sexual offense.

#### **LESSER INCLUDED OFFENSES OF INCEST:**

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

Sodomy \*  
 Fondling

## **STATUTORY RAPE**

### *NIBRS OFFENSE CODE 36B*

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

21-5507 a1A	21-5507 a1B	21-5507 a1C	21-5507 a2	21-5507 a3	21-5507 a4
21-5507 a5					

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

## CRIMES AGAINST PROPERTY

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Arson  
(200)

Larceny / Theft  
Offenses  
(23 A-H)

Burglary  
(220)

Bribery  
(500)

Motor Vehicle  
Theft  
(240)

Embezzlement  
(270)

Counterfeiting /  
Forgery  
(250)

Possession of  
Stolen Property  
(280)

Extortion /  
Blackmail  
(210)

Criminal Damage  
(290)

Robbery  
(120)

Fraud Offenses  
(26 A-E)

# ARSON

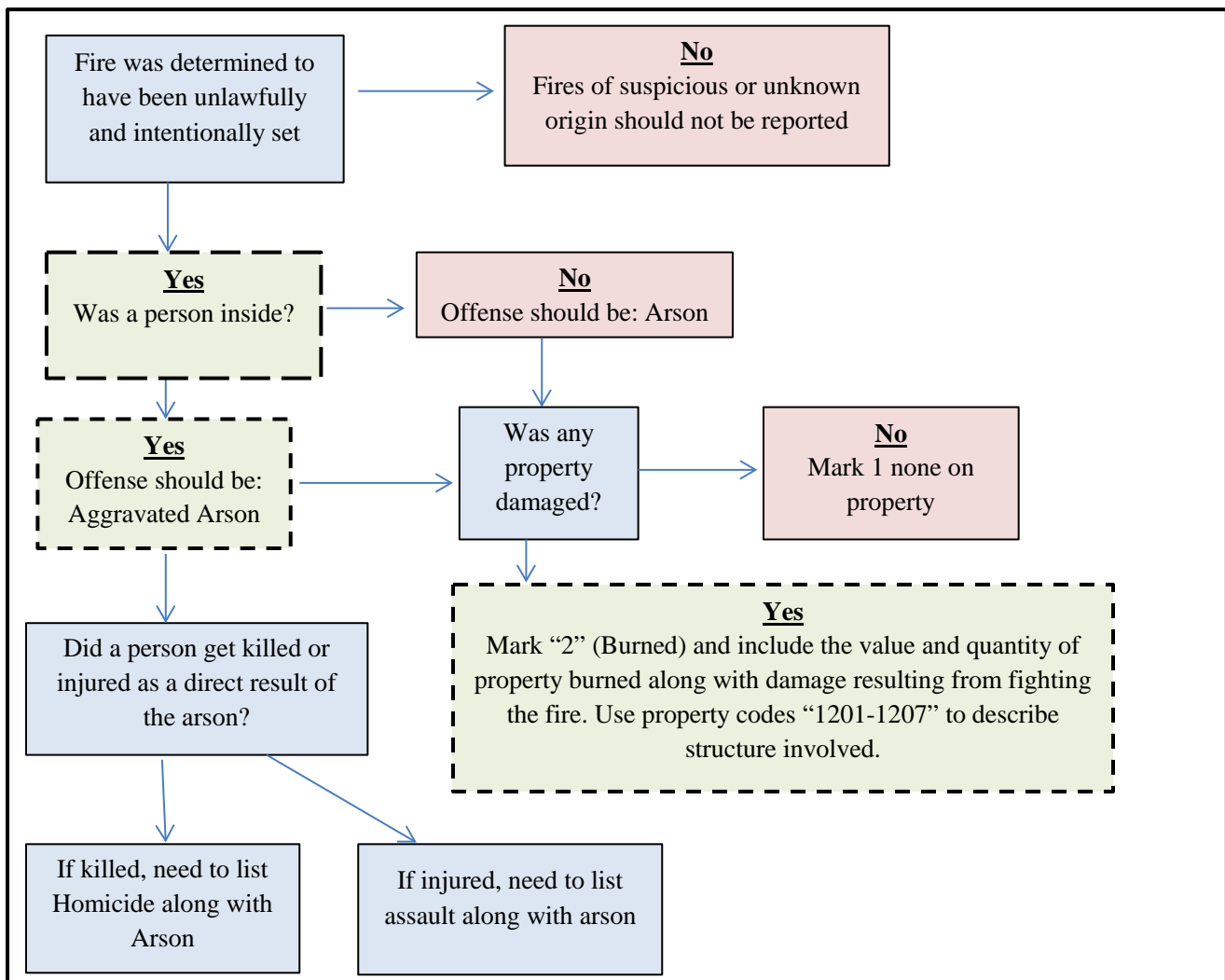
## NIBRS OFFENSE CODE 200

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

21-5812 a	21-5812 a1A	21-5812 a1B	21-5812 a1C	21-5812 a1D	21-5812 a2
21-5812 a3	21-5812 b	21-5812 b1C2A1	21-5812 b1C2A2	21-5812 b2	

- 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.
- Victim cannot be "S" (Society/Public).
- Arson related deaths and injuries of police officers and firefighters, unless a result of willful murders or assaults, are excluded due to the hazardous nature of these professions. (NIBRS Requirement)

## PROCESS OF REPORTING ARSON



# BRIBERY

## *NIBRS OFFENSE CODE 510*

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

21-6001 a1	21-6001 a2	21-6506 a1	21-6506 a2	21-6506 a3	21-6506 a4
21-6506 a5	25-2409	25-2410	25-2417	25-2418	

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

### **REQUIREMENTS FOR REPORTING BRIBERY OFFENSES:**

#### **Victim Section:**

**Victim Type:** Cannot be “S” (Society/Public)

#### **Property Section:**

**Type of Loss:** Property Section must be completed **with quantity**  
 Attempted - “1” (None) or “8” (Unknown)  
 Completed - “1” (None), “7” (Stolen), “8” (Unknown)  
 “5” (Recovered) only if “7” (Stolen) is also reported

**Example:** Suspect was pulled over and was found to have drugs in the vehicle. He was then arrested. While being transported to jail, he offers the officer a hundred dollars to take him home and throw away the drugs seized in order to not go to jail. The officer rejects the offer and informs the suspect to not mention it again.

By definition, the simple “offering” of money makes it a complete offense. The type of property loss should be reported as a “1” (None). You can glean from this incident that a completed Bribery offense occurred even though the money was never accepted by the officer. The victim would be government and the agency for which the officer is employed.



# COUNTERFEITING / FORGERY

## *NIBRS OFFENSE CODE 250*

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

21-5708 a1c1A	21-5708 a1c1B	21-5708 a2c1A	21-5708 a2c1B	21-5708 a3c1A	21-5708 a3c1B
21-5708 a4c1A	21-5708a4c1B	21-5708 a5c1A	21-5708 a5c1B	21-5708 b1	21-5708 b2
21-5708 b3	21-5805 a	21-5805 b	21-5805 c	21-5805 d	21-5806 a1
21-5806 a2	21-5806 a3	21-5806 a4	21-5823 a1	21-5823 a1b12	21-5823 a1b13
21-5823 a1b14	21-5823 a2b12	21-5823 a2b13	21-5823 a2b14	21-5823 a3b12	21-5823 a3b13
21-5823 a3b14	21-5823 a2	21-5823 a3	21-5824	21-5825 b1A	21-5825 b1B
21-5825 b1C	21-5825 b2A	21-5825 b2B	21-5825 b2C	21-5825 b3	21-5826
21-5827	21-5828 a3B1	21-5828 a3B2	21-5828 a3B3	21-5829	21-5840 a
21-5840 a1b1A	21-5840 a1b1B	21-5840 a2b1A	21-5840 a2b1B	21-5840 a3	21-5907 a1
21-5907 a2	21-5918 a1	21-5918 a2	21-5918 b1	21-5918 b2	21-5918 b3
25-2412	25-2414	51-0301	51-0302	59-29c14	59-2980
59-29b80	65-2859	74-8717	74-8810 j16	74-9809 h2	

- Included in this category are offenses such as altering and forging public and other records; making, altering, forging, or counterfeiting drafts, tickets, checks, credit cards, etc.; forging wills, deeds, bonds, etc.; erasures; signing the name of another or fictitious person with intent to defraud; counterfeiting seals, trademarks, plates, banknotes, checks, etc.; possessing forged or counterfeited instruments; using counterfeited labels; possession, manufacture, etc., of counterfeiting apparatus; and selling goods with altered, forged, or counterfeited trademarks.
- Although Counterfeiting/Forgery offenses can involve elements of fraud, they are treated separately due to their unique nature.
- **Forgery is the act of altering an item with intent to defraud NOT the actual items stolen as a result of the forgery.** If the forgery was completed, typically a theft by deception should also be included.

### **HINTS TO AVOID COMMON ERRORS:**

- **The victim of a forgery should be the name that was signed** even when the name is fictitious.
- Forgeries can be reported by the jurisdiction where the victim resides. However, the preference would be that it is reported by the jurisdiction where the forgery occurred.
- **Each act of forgery should be reported as a separate incident as they each constitute a new criminal transaction.**
- The theft of a check and forgery will generally be a separate incident as they almost always occur at a separate time and place.
- The business that accepted the forged check is a victim of the theft by deception, even if they are reimbursed from their insurance company.

## FORGERY

### FORGERY

- Victim: The person whose name was forged
- Type of Loss: "3" (Counterfeited/Forgery) - List the document or item that was forged, reproduced, or signed

### THEFT BY DECEPTION

- Victim: The person, business, or financial institution receiving a forged check (Entity where property was obtained)
- Type of Loss: "7" (Stolen) - List what was obtained due to the forgery

**Example:** Upon receiving her bank statement, a woman makes a report to her local police department that someone has been writing checks on her account. She conveys to the officer that she thought she had ordered two boxes of checks but when only one was delivered she assumed she ordered wrong. The bank statements showed five checks written at five different locations. All checks were used to make purchases in other jurisdictions. The local police department would report the theft of the box of checks on one case. A notification should be provided to the other jurisdictions on the forgeries, which should be reported by each applicable jurisdiction.

## COUNTERFEIT MONEY

### COUNTERFEITING

- Victim: U.S. Dept. of Treasury
- Type of Loss: "3" (Counterfeited/Forgery) - List the amount of counterfeit bills used

### THEFT BY DECEPTION

- Victim: The person, business, or financial institution receiving counterfeit money
- Type of Loss: "7" (Stolen) - List what was obtained due to the counterfeit bills

**Example:** A suspect presents a counterfeit \$100 bill for payment of services in a restaurant. The victim would be listed as the United States Treasury. The restaurant would be the victim of the associated theft by deception.

Report property as:

Type Loss	Property Code	Description	Value
"3" (Counterfeited/Forged)	"0101" (U.S. Currency)	"Counterfeit \$100 bill"	\$1.00
"7" (Stolen)	"1198" (Services)	"Meal"	\$60.00
"7" (Stolen)	"0101" (U.S. Currency)	"Cash"	\$40.00

## PRESCRIPTION FRAUD

Altering, forging, or counterfeiting prescriptions to fraudulently obtain a prescription medication is reported under Counterfeiting/Forgery/Unlawfully Obtaining a Prescription Drug by fraudulent means, not by the actual physical taking of prescribed drug.

Generally, in a prescription drug forgery case, these three offenses should be reported:

<b>POSSESSION OF NARCOTICS</b>	<ul style="list-style-type: none"> <li>•Victim: State of Kansas</li> <li>•Type of Loss: "6" (Seized) - List narcotics obtained</li> </ul>
<b>UNLAWFULLY OBTAINING PRESCRIPTION ONLY DRUG</b>	<ul style="list-style-type: none"> <li>•Victim: Medical Provider</li> <li>•Type of Loss: "3" (Counterfeited/Forgery) - List prescription note that was forged</li> </ul>
<b>THEFT BY DECEPTION</b>	<ul style="list-style-type: none"> <li>•Victim: Pharmacy</li> <li>•Type of Loss: "7" (Stolen) - List narcotics obtained</li> </ul>

**Example 1:** A suspect presents a prescription to her local pharmacy for OxyContin. It is obvious to the pharmacist that the 10 was changed to 40 after the prescription was dispensed. The incident should be classified as Counterfeiting/Forgery a Prescription Only Drug by Fraudulent Means, Theft by Deception, and Possession of Controlled Substance. The victim of the forged document would be the doctor that issued the prescription. The pharmacy would be the victim of the associated theft.

Report property as:

Type Loss	Property Code	Description	Quantity
"3" (Counterfeited/Forged)	"0135" (Prescription)	"Prescription for OxyContin"	"1"
"7" (Stolen)	"0927" (Other Narcotics)	"OxyContin"	"40 DU" (Dosage Units)
"6" (Seized)	"0927" (Other Narcotics)	"OxyContin"	"40 DU" (Dosage Units)

**Example 2:** A suspect phones his local pharmacy, pretending to be a doctor, and relays information to the pharmacist in order to obtain 20 tablets of the prescription drug Lortab. Even though no actual written document is produced, the offense would be classified as Obtaining a Prescription Only Drug by Fraudulent Means, Theft by Deception, and Possession of Controlled Substance. The victim of the false prescription would be the doctor. The additional offense of False Impersonation would also be warranted listing the doctor as victim.

Report property as:

Type Loss	Property Code	Description	Quantity
"3" (Counterfeited/Forged)	"0135" (Prescription)	"Telephoned Prescription"	"1"
"7" (Stolen)	"0158" (Misc. ID)	"Doctor's Name"	"0"
"7" (Stolen)	"0927" (Other Narcotics)	"Lortab"	"20 DU" (Dosage Units)
"6" (Seized)	"0927" (Other Narcotics)	"Lortab"	"20 DU" (Dosage Units)

**REQUIREMENTS FOR REPORTING COUNTERFEITING/FORGERY OFFENSES:****Offense Section:****Appropriate Types of Criminal Activity:**

“C” (Manufacturing/Publishing)	“D” (Distributing/Selling)
“B” (Buying/Receiving)	“P” (Possessing)
“T” (Transporting)	

**Victim Section:**

**Victim Type:** Cannot be “S” (Society/Public)

**Property Section:**

Property Section must be completed **with quantity**

**Type of Loss:**

Attempted – “1” (None) or “8” (Unknown)

Completed – “1” (None), “3” (Counterfeited/Forged), “8” (Unknown)

“5” (Recovered) only if “3” (Counterfeited/Forged) is also reported

**Example 3:** A suspect arrives at a local hospital emergency room. He registers and presents an insurance card belonging to his roommate. Suspect forged his roommate’s name on admissions paperwork and on paperwork for prescription medications. The following offenses would be reported: Identity theft with roommate as victim; Forgery with the roommate as victim; and Obtaining Prescription Only Drug by Fraudulent Means with the doctor as the victim. Theft by deception and the victim would be the pharmacist that dispensed the medications. Also report the possession of controlled substance as used in previous examples.

# CRIMINAL DAMAGE TO PROPERTY

## *NIBRS OFFENSE CODE 290*

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

21-5813	21-5813 a1C1	21-5813 a1C2	21-5813 a1C3	21-5813 a2C1	21-5813a2C2
21-5813 a2C3	21-5813 b1d	21-5813 b2d	21-5813 b3d	21-5813 b4d	21-5813 b5d
21-5813 b6d	21-5813 b7d	21-5813 b8d	21-5813 b9d	21-5813 b10d	21-5813b11d
21-5813 b12d	21-5813 b13d	21-6205 a1	21-6205 a2A	21-6205 a2Bb1A	21-6205 a2Bb1B
21-6205 a2Bb1C	21-6205 a2Cb1A	21-6205 a2Cb1B	21-6205 a2Cb1C	21-6205 a2Db1A	21-6205 a2Db1B
21-6205 a2Db1C	21-6322	25-2421a a1	25-4612 b	32-1115 a11	32-1115 a12

- This offense includes a broad range of injury to property, i.e., from deliberate, extensive destruction of property at one extreme to mischievous, less extensive damage at the other extreme.
- Incidental damage resulting from another offense is also to be reported in this offense category.

### ***HINTS TO AVOID COMMON ERRORS:***

- When an attached part of a motor vehicle is damaged, always report the damaged property as the actual vehicle.
  - Do not list motor vehicle parts and accessories if those parts were attached to the vehicle at the time of incident.
- When part of a structure is damaged, always report the damaged property as the actual structure.
  - Do not include destruction or damage to property resulting from an Arson. Any property damaged by Arson should be reported as Type of Loss “2” (Burned).

### ***REQUIREMENTS FOR REPORTING CRIMINAL DAMAGE OFFENSES:***

#### **Victim Section:**

**Victim Type:** Victim cannot be “S” (Society/Public)

#### **Property Section:**

**Type of Loss:** Property Section must be completed **with quantity and value**  
 Attempted – “1” (None) or “8” (Unknown)  
 Completed – “7” (Stolen)

**Example 1:** A victim reports that while inside a liquor store, an unknown suspect slashed the tires on her 2016 Toyota Camry. This offense should be classified as Criminal Damage to Property with the property listed as “0402” (Automobile). The property description box should state “tires on a 2016 Toyota Camry.” Premise code should be “29” (Liquor Store) and **NOT** “01” (Parking Lot). Parking lot should only be used if that is the **ONLY** purpose for that area and is not associated with a building.

**Example 2:** A victim reports that while at work someone slashed four tires that were stored along the side of her house. This offense should be classified as Criminal Damage to Property with the property listed as “1151” (Auto Parts and Accessories) since the tires were not mounted on a vehicle at the time. The property description box should state “all-weather tires.”

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

# THEFT OFFENSES

## NIBRS OFFENSE CODE 23

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

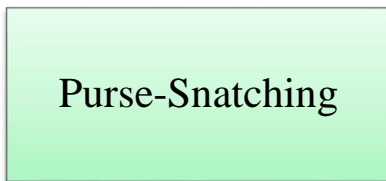
21-5801 a1	21-5801 a1b1	21-5801 a1b2	21-5801 a1b3	21-5801 a1b4	21-5801 a1b5
21-5801 a1b6	21-5801 a1b7	21-5801 a3	21-5801 a3b1	21-5801 a3b2	21-5801 a3b3
21-5801 a3b4	21-5801 a3b5	21-5801 a3b6	21-5801 a3b7	21-5801 a5	21-5801 a5b1
21-5801 a5b2	21-5801 a5b3	21-5801 a5b4	21-5801 a5b5	21-5801 a5b6	21-5801 a5b7
21-5802	21-5802 b1	21-5802 b2	21-5802 b3	21-5802 b4	21-5803
21-5803 a	21-5803 b2	21-5807 a3c1A3	21-5807 a3c1B2	21-5807 b3c2B	44-0719 a1
44-0719 a2	44-0719 a3	44-0719 a4	44-0719 a6		



Pocket-Picking



Theft From Coin Operated Machine



Purse-Snatching



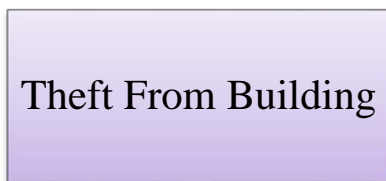
Theft From Motor Vehicle



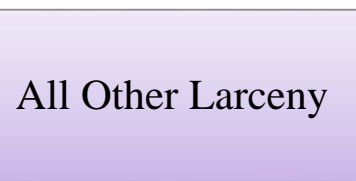
Shoplifting



Theft of Motor Vehicle Parts



Theft From Building



All Other Larceny



- All larceny offenses are reported, regardless of the value of the property stolen.
- **Theft of lost or mislaid property does not include items the reporting party knows were simply lost or misplaced. No crime occurred unless the property was actually stolen.**
- Do not report Embezzlement, Counterfeiting, False Pretenses, Forgery, and Check Fraud as larceny offenses. Each of the aforementioned crimes falls within other offense categories.

## POCKET-PICKING

### *NIBRS OFFENSE CODE 23A*

**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 intoxication, should also be classified as Pick-Pocketing.

#### **HINTS TO AVOID COMMON ERRORS:**

- If the victim is manhandled or if force beyond simple jostling is used to overcome the resistance of the victim, the offense becomes a robbery.

#### **REQUIREMENTS FOR REPORTING POCKET-PICKING OFFENSES:**

**Offense Section:**

**Type of Theft:** "P" (Pocket Picking)

**Victim Section:**

**Victim Type:** Must be "I" (Individual)

**Property Section:**

**Type of Loss:** Property Section must be completed  
 Attempted - "1" (None) or "8" (Unknown)  
 Completed - "7" (Stolen)  
 "5" (Recovered) only if "7" (Stolen) is also reported

## PURSE-SNATCHING

### *NIBRS OFFENSE CODE 23B*

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

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

#### **REQUIREMENTS FOR REPORTING PURSE-SNATCHING OFFENSES:**

**Offense Section:**

**Type of Theft:** "S" (Purse Snatching)

**Victim Section:**

**Victim Type:** Must be "I" (Individual)

**Property Section:**

**Type of Loss:** Property Section must be completed  
 Attempted - "1" (None) or "8" (Unknown)  
 Completed - "7" (Stolen)  
 "5" (Recovered) only if "7" (Stolen) is also reported

## SHOPLIFTING

### NIBRS OFFENSE CODE 23C

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

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

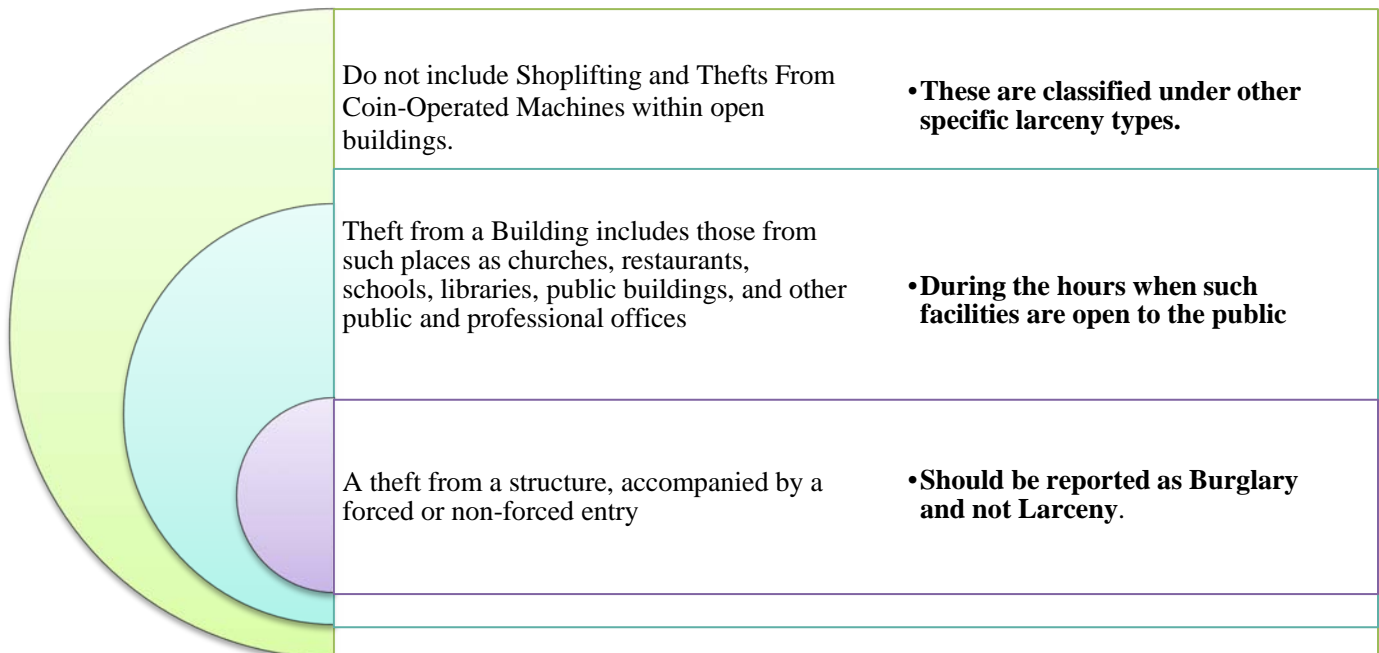
#### REQUIREMENTS FOR REPORTING SHOPLIFTING OFFENSES:

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

## THEFT FROM BUILDING

### NIBRS OFFENSE CODE 23D

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



#### REQUIREMENTS FOR REPORTING THEFT FROM BUILDING OFFENSES:

<b>Offense Section:</b>	
<b>Type of Theft:</b>	“B” (Building)



**Victim Section:**

**Victim Type:** Cannot be "S" (Society/Public)

**Property Section:**

**Type of Loss:**

Property Section must be completed **with quantity**

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

Completed - "7" (Stolen)

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

## **THEFT FROM COIN-OPERATED MACHINE**

### ***NIBRS OFFENSE CODE 23E***

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

- Some examples of such machines are candy, cigarette, and food vending machines; parking meters; pinball machines; car wash; 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 incident would be reported as a Burglary.**

#### ***REQUIREMENTS FOR REPORTING THEFT FROM COIN-OPERATED MACHINE OFFENSES:***

**Offense Section:**

**Type of Theft:** "M" (Coin Operated Machine)

**Victim Section:**

**Victim Type:** Cannot be "S" (Society/Public)

**Property Section:**

**Type of Loss:**

Property Section must be completed

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

Completed - "7" (Stolen)

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

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

**Example 2:** The same bowling alley has a cigarette machine broken into during normal business hours. Since the public had legal access to this area at the time the offense was committed it should be classified as Theft from a Coin Operated Machine.

## THEFT FROM MOTOR VEHICLE

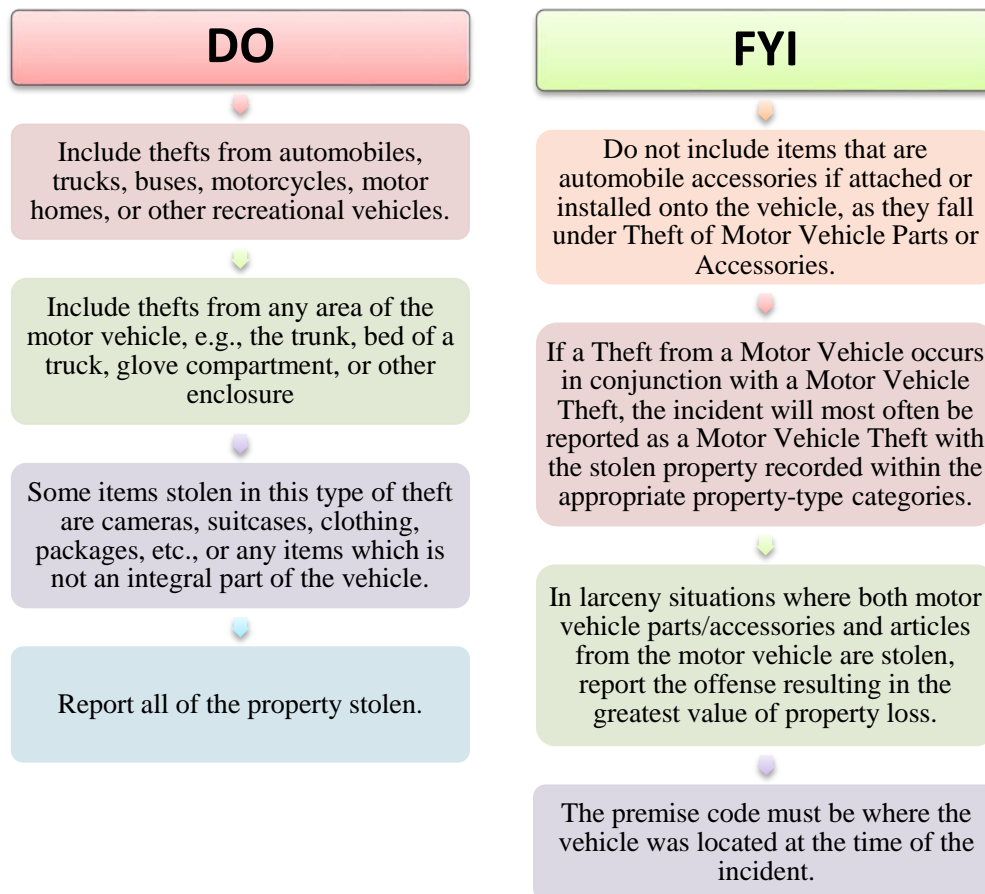
### Including Burglary to Motor Vehicle

*NIBRS OFFENSE CODE 23F*

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

Although burglary to a motor vehicle can now be reported as such, ensure the correct statute and subsections are used. **Unlike a burglary to a dwelling, if you have a burglary to a motor vehicle where no property was taken, report that offense as attempted.**

When reporting a completed burglary to a motor vehicle to the FBI, it is classified as a completed theft offense which requires associated property. **Additionally, the type of theft should be marked as “F” (Theft From Motor Vehicle) when using the Burglary to a Motor Vehicle statute and subsections.**



#### **REQUIREMENTS FOR REPORTING THEFT FROM MOTOR VEHICLE OFFENSES:**

**Offense Section:**

**Type of Theft:** “F” (From Motor Vehicle)

**Victim Section:**

**Victim Type:** Cannot be “S” (Society/Public)

**Property Section:**

**Type of Loss:**

Property Section must be completed

Attempted - “1” (None) or “8” (Unknown)

Completed - “7” (Stolen)

“5” (Recovered) only if “7” (Stolen) is also reported

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

## **THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES**

### ***NIBRS OFFENSE CODE 23G***

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

- **Was the item attached to the vehicle?**
  - If the answer is **YES** then the offense is Theft of Motor Vehicle Parts/Accessories. The key phrase is “attached to the vehicle.” Thefts of motors, transmissions, radios, car seats, hubcaps and wheel covers, manufacturers’ emblems, license plates, radio antennas, side-view mirrors, gasoline, radar detectors, etc., are included in this larceny type.
  - If the answer is **NO** then the offense should be classified as Theft from a Motor Vehicle. For instance, if items are being transported in the vehicle when stolen. (**Example:** Purse stolen while the vehicle’s window was open.)
- **Premise must be where the vehicle was located at the time of the incident.**

### ***REQUIREMENTS FOR REPORTING THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES OFFENSES:***

**Offense Section:**

**Type of Theft:** “A” (Auto Parts and Accessories)

**Victim Section:**

**Victim Type:** Cannot be “S” (Society/Public)

**Property Section:**

**Type of Loss:** Property Section must be completed **with quantity and value**  
 Attempted - “1” (None) or “8” (Unknown)  
 Completed - “7” (Stolen)  
 “5” (Recovered) only if “7” (Stolen) is also reported

**Example 1:** The victim was shopping when her license plate decal was stolen off of her 2002 Ford F-150. This offense should be classified as Theft of Vehicle Parts and Accessories.

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

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

## ALL OTHER LARCENY

### NIBRS OFFENSE CODE 23H

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

#### REPORTING TIPS FOR ALL OTHER LARCENY

This offense includes thefts from fenced enclosures.

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.

The illegal entry of a tent, tent trailer, or travel trailer used for recreational purposes, followed by a theft or attempted theft, should be counted as All Other Larceny.

The taking of gasoline from a self-service gas station and leaving without paying is also categorized as All Other Larceny.

#### Hint:

If stolen “O”outside, then the Type of Theft is reported as All “O”ther.

**Example 1:** The victim returns home from school to find his dog, Rudy, has been stolen from the backyard. This would be classified as an All Other Larceny.

**Example 2:** Mr. Chesney’s tractor is stolen from the driveway of a close personal friend, Mr. Paisley. Since the FBI does not consider a tractor to be a motor vehicle, this should be reported as an All Other Larceny.

#### REQUIREMENTS FOR REPORTING ALL OTHER LARCENY OFFENSES:

**Offense Section:**

**Type of Theft:** “O” (Other)

**Victim Section:**

**Victim Type:** Cannot be “S” (Society/Public)

**Property Section:**

**Type of Loss:** Property Section must be completed **with quantity**  
 Attempted - “1” (None) or “8” (Unknown)  
 Completed - “7” (Stolen)  
 “5” (Recovered) only if “7” (Stolen) is also reported

# MOTOR VEHICLE THEFT

## NIBRS OFFENSE CODE 240

The theft of a motor vehicle. A motor vehicle is defined as a self-propelled vehicle that runs on the surface of the land and not on rails, and which fits one of the property descriptions listed below.

21-5803 b1A



**Automobiles** – sedans, coupes, station wagons, convertibles, taxicabs, SUVs, minivans or other similar motor vehicles which serve the primary purpose of transporting people



**Recreational Vehicles** – motor vehicles specifically designed (but not necessarily used) to transport people and also provide them with temporary lodging for recreational purposes



**Buses** – motor vehicles specifically designed (but not necessarily used) to transport groups of people on a commercial basis



**Trucks** – motor vehicles specifically designed (but not necessarily used) to transport cargo on a commercial basis



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

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

### HINTS TO AVOID COMMON ERRORS:

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

### REQUIREMENTS FOR REPORTING MOTOR VEHICLE THEFT OFFENSES:

#### Offense Section:

Type of Theft: “V” (Motor Vehicle)

#### Victim Section:

Victim Type: Cannot be “S” (Society/Public)

**Property Section:** Property Section must be completed **with quantity**  
**Type of Loss:** Attempted - "1" (None) or "8" (Unknown)  
 Completed - "7" (Stolen)  
 "5" (Recovered) only if "7" (Stolen) is also reported

**Property Codes ALLOWED:**  
 "402" (Automobile) "407" (Recreational Vehicles)  
 "404" (Buses) "408" (Semi-tractors)  
 "405" (Motorcycles) "450" (Misc. Vehicles)  
 "406" (Trucks)

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

**Example 2:** A victim reported his tractor was stolen while parked in front of a feed store. This should be reported as an All Other Larceny and not a Motor Vehicle Theft, since the FBI does not recognize a tractor as a motor vehicle.

## POSSESSION OF STOLEN PROPERTY OFFENSES

### *NIBRS OFFENSE CODE 280*

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

21-5801 a4	21-5801 a4b1	21-5801 a4b2	21-5801 a4b3	21-5801 a4b5	21-5801 a4b6
21-5801 a4b7					

- **This offense should NOT be used if the offender is the suspect of the actual theft.**
- The victim of a possession of stolen property offense cannot be listed as "S" (Society/Public) since this is a "Crime Against Property." The owner of the property should be listed as the victim. If the owner is not known, list the victim as "U" (Unknown).
- The suspect must be aware that the property in possession is stolen.

### ***REQUIREMENTS FOR REPORTING POSSESSION OF STOLEN PROPERTY OFFENSES:***

**Offense Section:**  
**Theft type:** "T" (Possession of stolen property)  
**Type of Criminal Activity:** Must be "P" (Possessing)

**Victim Section:**  
**Victim Type:** Cannot be "S" (Society/Public)

**Property Section:** Property Section must be completed  
**Type of Loss:** Completed - "5" (Recovered)  
 A recovery date is required

# ROBBERY

## NIBRS OFFENSE CODE 120

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

21-5420 a

21-5420 b

21-5420 b1

21-5420 b2

- Robbery involves the offender taking or attempting to take something of value from the victim, aggravated by the element of force or threat of force. The victim, who usually is the owner or person having custody of the property, is directly confronted by the perpetrator and is threatened with force or is put in fear that force will be used.
- If there is no direct confrontation and the victim is not in fear of immediate harm, Extortion should be reported.
- Cases involving pretended weapons or where the weapon is not seen by the victim, but the robber claims to possess one, are also classified as Robbery **and the alleged weapon should be reported.**
- The “victims” of a robbery include not only those persons and other entities (businesses, financial institutions, etc.) from whom property was taken (or was attempted to be taken), but also those persons toward whom the robber(s) directed force or the threat of force in perpetrating the offense. **Therefore, an individual victim must always be listed.**
- 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.**
- Carjacking’s are robbery offenses where a motor vehicle is taken through force or threat of force. Report only the Robbery, not a Motor Vehicle Theft. Do not forget to flag the incident activity code.
- **While robbery is a crime against property, an individual must always be listed as a victim due to the distinct nature of the offense.** For counting purposes, since robbery is a property crime, it is counted as one offense for each distinct operation for “Crime Against Property.”

### REQUIREMENTS FOR REPORTING ROBBERY OFFENSES:

#### Offense Section:

**Type of Criminal Activity:** “J” (Juvenile Gang), “G” (Other Gang), or “N” (No Gang)

**Type of Weapon:** Weapon codes “11” through “99” (on page 86)

**Must enter at least one weapon**

#### Victim Section:

**Victim Type:** At least one must be “I” (Individual)

Cannot be “S” (Society/Public)

**Victim/Suspect Relationship:** Relationship codes are found on page 91

Must be reported for Victim type “I” (Individual)

Should have as many relationships reported as victims-suspects reported

**Type of Injury:** Must be reported for Victim type “I” (Individual)

#### Property Section:

**Type of Loss:** Property Section must be completed

Attempted - “1” (None) or “8” (Unknown)

Completed - “7” (Stolen)

“5” (Recovered) only if “7” (Stolen) is also reported

**LESSER INCLUDED OFFENSES OF ROBBERY:**

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

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

## BURGLARY

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**NIBRS OFFENSE CODE 220**

**The unlawful entry into a building or other structure with the intent to commit a felony, a theft, or a sexually motivated crime.**

21-5807	21-5807 a1c1A1	21-5807 a1c1B1	21-5807 a2c1A2	21-5807 a2c1B2	21-5807 b
21-5807 b1c2A	21-5807 b2c2B				

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

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

- **A structure consists of conjoining walls, a door, and a roof.**
- The method of entry is to be reported as either “F” (Force) or “N” (No Force). If both force and unforced entries are involved, enter “F” (Force).
- A forced entry is where force of any degree, or a mechanical contrivance of any kind (e.g., a passkey or skeleton key), is used to unlawfully enter a building or other structure.
- An unforced entry is one where the unlawful entry is achieved through an unlocked door or window.
- If an individual unlawfully enters a dwelling or non-dwelling, but does not take any property, this should be reported as a completed burglary with “1” (None) listed in the property section. (The exception is if there is clearly no intent to commit a larceny. Reference Example (3) below.)
- Damage resulting from a burglary is to be submitted as Criminal Damage to Property by the reporting agency.
- The Hotel/Motel Rule allow multiple burglaries within a hotel or rental storage facility to be reported as one incident. (See the next page for more details.)

**HINTS TO AVOID COMMON ERRORS:**

- Theft/Larceny is a lesser included of Burglary and should not be reported to KIBRS. If no property was taken in the property section, mark a Type of Loss of “1” (None). When a hotel, motel, inn, or other temporary lodging (this does not include dormitories), or a rental storage facility is burglarized, the number of premises, rooms, suites, unit(s), and storage compartments entered is to be reported under “Number of Premises,” **not the number assigned to the room, suite, etc.**

**REQUIREMENTS FOR REPORTING BURGLARY OFFENSES:****Offense Section:****Method of Entry:**

“F” (Force) or “N” (No Force)

**Number of Premises:**

Must be completed if the Premise code is: “33” (Hotel/Motel/Inn) or “35” (Rental Storage Facility)



**Victim Section:**

**Victim Type:** Cannot be “S” (Society/Public)

**Property Section:****Type of Loss:**

Property Section must be completed **with quantity**

Attempted - “1” (None) or “8” (Unknown)

Completed - “1” (None), “7” (Stolen), “8” (Unknown)

“5” (Recovered) only if “7” (Stolen) is also reported

**LESSER INCLUDED OFFENSES OF BURGLARY:**

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

\*\* All Theft Offenses \*\*

**Example 1:** A victim found his barn door kicked in and his tractor was missing. The report should include a burglary and criminal damage. Do not report a larceny offense as that is considered part of the burglary.

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

**Example 3:** An individual illegally enters a house and is found sleeping on the couch. This would be classified as a Criminal Trespass rather than a Burglary since there was no intent by the individual to commit a felony, theft, or sexually motivated crime.

**BANNED ORDERS FROM COMMERCIAL ESTABLISHMENTS**

[K.S.A 21-5807\(e\)](#) states: “This section shall not apply to any person entering into or remaining in a retail or commercial premises at any time that it is open to the public after having received a personal communication from the owner or manager of such premises not to enter such premises pursuant to [K.S.A. 2017 Supp. 21-5808](#), and amendments thereto, except when such person is entering into or remaining in such premises with the intent to commit a person felony or sexually motivated crime therein.”

**Example 1:** A person has previously shoplifted from an establishment and was told to never enter the premise again. That same person was caught inside the establishment by an employee. The incident would be “90J - Trespassing” if the person was arrested or cited by law enforcement.

**Example 2:** Using the same scenario above, the person was caught in the establishment and they were caught shoplifting again. Although there is a “No Trespass” order from the establishment, this would still be shoplifting.

**Prosecutorial policy in a jurisdiction should not influence classification or reporting of KIBRS law enforcement offense data.****HOTEL/MOTEL RULE**

If a number of units (under a single manager/owner) 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. Simply put the total number of units burglarized in the Number of Premises field. **Examples:** hotel/motel rooms and commercial storage units.

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

# EMBEZZLEMENT

## *NIBRS OFFENSE CODE 270*

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

09-2012      21-6005 ab1A      21-6005 ab1B      21-6005 ab1C      21-6005 ab1D

Includes theft statutes found on page 38.

- This does not include failure to return a vehicle from an authorized test drive; this would be scored as criminal deprivation of property (or theft if they never plan to bring it back) with a theft type of “V” (Motor Vehicle).
- The victim type should be an “F” (Financial Institution), “B” (Business), “G” (Government), “I” (Individual), “R” (Religious Organization), or “O” (Other).
- In general, an employer/employee or legal agent relationship must exist.
- It is not unusual for this type of crime to be ongoing over a long period of time. Despite the differences in time, embezzlement is an exception to the “same time and place” rule. For this reason, only one incident is reported. The time span is captured in the date offense started and date offense ended fields.

### ***HINTS TO AVOID COMMON ERRORS:***

- **The most common error is to report each theft as a separate incident. Since the nature of this crime is an ongoing event, only one incident (case number) needs to be reported.**
- Joyriding, not returning an automobile from a test drive, or any other act where an offender was given the item but failed to return it should **NOT** be classified as Embezzlement. For KIBRS purposes, criminal deprivation of property (or theft if they never plan to bring it back) is the best way to report these offenses.

### ***REQUIREMENTS FOR REPORTING EMBEZZLEMENT OFFENSES:***

#### **Offense Section:**

**Type of Theft:** “E” (Embezzlement)

#### **Victim Section:**

**Victim Type:** Cannot be “S” (Society/Public)

#### **Property Section:**

**Type of Loss:** Property Section must be completed  
 Attempted - “1” (None) or “8” (Unknown)  
 Completed - “1” (None), “7” (Stolen), “8” (Unknown)  
 “5” (Recovered) only if “7” (Stolen) is also reported

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

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

**Example 3:** A couple are shopping for a new car. They take a 2018 Cadillac Escalade for a test drive and do not return it. This offense should be classified as Criminal Deprivation of Property rather than as Embezzlement.

# EXTORTION / BLACKMAIL

## *NIBRS OFFENSE CODE 210*

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

21-5428 a1b1	21-5428 a2b2	21-5611 b1Bc2A	21-5611 b1Bc2B	21-6501 a2A	21-6501 a2B
21-6501 a2C					

- Even though persons are involved or victimized in Extortion/Blackmail cases, this offense is considered a crime against property. Like the robbery, which is also a crime against property, the object or target of Extortion/Blackmail is to obtain money or property; therefore, it is classified as such.
- Extortion includes offenses where threats are made in non-confrontational circumstances and the victim is not in fear of immediate harm.
- If during a demand for money, property, etc., there is a personal confrontation between the victim and offender and the threat of force or violence could be carried out immediately, the offense should be reported as Robbery.
- Racketeering offenses should be classified as Extortion/Blackmail.
- If the property gained from Extortion/Blackmail is intangible, it should be reported as “1199” (Miscellaneous). The actual intangible property should be listed in the Property Description. (See Example (3) below.) Intangibles are anything that cannot be perceived by the sense of touch. They can be benefits, e.g., a right or privilege, a promotion, enhanced reputation, or a detriment, loss of reputation, injured feelings, etc.
- At least one individual **must** be reported as a victim. Business(s) or government may also be reported as a victim.

### **REQUIREMENTS FOR REPORTING EXTORTION OFFENSES:**

#### **Victim Section:**

**Victim Type:** Cannot be “S” (Society/Public)

#### **Property Section:**

**Type of Loss:** Property Section must be completed  
 Attempted - “1” (None) or “8” (Unknown)  
 Completed - “1” (None), “7” (Stolen), “8” (Unknown)  
 “5” (Recovered) only if “7” (Stolen) is also reported

**Example 1:** The suspect called the victim stating that if he did not give her \$10,000 by the end of the week, she would go to the police and report his thefts from his business. This offense should be classified as Extortion/Blackmail since no violence was threatened and victim was not in fear of immediate physical harm.

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

**Example 3:** The suspect tells the victim that if he does not divorce his wife she will tell the wife about their lengthy affair. This would be classified as an Extortion/Blackmail and the property would be “1199” (Miscellaneous). The property description box would state “divorce” if the victim did, in fact, divorce his wife. If no divorce occurred, the offense would be “attempted” and the property would be “1” (None).

# FRAUD OFFENSES

## NIBRS OFFENSE CODE 26

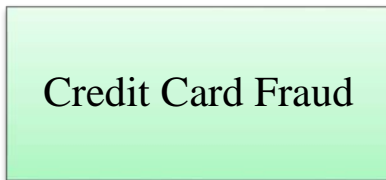
The intentional perversion of the truth for the purpose of inducing another person or other entity in reliance upon it to part with something of value or to surrender a legal right.



False Pretenses /  
Swindle



Wire Fraud



Identity Theft



Impersonation



Hacking / Computer  
Invasion



- 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, a right or privilege, a promotion, enhanced reputation, etc.; or a detriment, loss of reputation, injured feelings, etc.
- Whenever the circumstances fit the definition of more than one of the subcategories listed, the most specific subcategory of fraud should be reported. Most frauds would fit the definition of False Pretenses/Swindle. But, if a credit card was used to perpetrate the fraud, the offense would be classified as Credit Card/ATM Fraud (Criminal Use of Financial Card).
- **Often questions arise as to whether or not the facts of a case describe a fraud or a larceny. Whereas both offenses can involve theft, it is the method used to steal that makes the difference between the two. Fraud is achieved through deceit or lying, whereas larceny is the physical taking of something.**
  - 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.

**REQUIREMENTS FOR REPORTING ALL FRAUD OFFENSES:****Victim Section:****Victim Type:** Cannot be “S” (Society/Public)**Property Section:****Type of Loss:** Property Section must be completed  
Attempted - “1” (None) or “8” (Unknown)  
Completed - “1” (None), “7” (Stolen), “8” (Unknown)  
“5” (Recovered) only if “7” (Stolen) is also reported**FALSE PRETENSES / SWINDLE / CONFIDENCE GAME****NIBRS OFFENSE CODE 26A****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.**

08-0135c	16-0633	16-0634	16-0635	16-0636
16-0637	16-0638	16-0639	16-0640	16-0843
17-12a101	17-12a301 1	17-12a301 1A	17-12a301 1A6	17-12a301 1B
17-12a301 1B6	17-12a301 1C	17-12a301 1C6	17-12a301 2	17-12a301 2A
17-12a301 2A6	17-12a301 2B	17-12a301 2B6	17-12a301 2C	17-12a301 2C6
17-12a301 3	17-12a301 3A	17-12a301 3A6	17-12a301 3B	17-12a301 3B6
17-12a301 3C	17-12a301 3C6	17-12a401 a	17-12a401 a11	17-12a401 a12
17-12a401 a13	17-12a401 c	17-12a402 a	17-12a402 a11	17-12a402a12
17-12a402 a13	17-12a402d	17-12a403 a	17-12a403 a11	17-12a403 a12
17-12a403 a13	17-12a403 c	17-12a403 d	17-12a404 a	17-12a404 a11
17-12a404 a12	17-12a404 a13	17-12a404 e	17-12a501 1	17-12a501 1a2A
17-12a501 1a2A6	17-12a501 1a2B	17-12a501 1a2B6	17-12a501 1a2C	17-12a501 1a2C6
17-12a501 1a2D	17-12a501 1a2D6	17-12a501 1a2E	17-12a501 1a2E6	17-12a501 2
17-12a501 2a2A	17-12a501 2a2A6	17-12a501 2a2B	17-12a501 2a2B6	17-12a501 2a2C
17-12a501 2a2C6	17-12a501 2a2D	17-12a501 2a2D6	17-12a501 2a2E	17-12a501 2a2E6
17-12a501 3	17-12a501 3a2A	17-12a501 3a2A6	17-12a501 3a2B	17-12a501 3a2B6
17-12a501 3a2C	17-12a501 3a2C6	17-12a501 3a2D	17-12a501 3a2D6	17-12a501 3a2E
17-12a501 3a2E6	17-12a502 a1	17-12a502 a2	17-12a502 a1a2A	17-12a502 a1a2A6
17-12a502 a1a2B	17-12a502 a1a2B6	17-12a502 a1a2C	17-12a502 a1a2C6	17-12a502 a1a2D
17-12a502 a1a2D6	17-12a502 a1a2E	17-12a502 a1a2E6	17-12a502 a2a2A	17-12a502 a2a2A6
17-12a502 a2a2B	17-12a502 a2a2B6	17-12a502 a2a2C	17-12a502 a2a2C6	17-12a502 a2a2D
17-12a502 a2a2D6	17-12a502 a2a2E	17-12a502 a2a2E6	17-12a505	17-12a505 a
17-12a506	17-12a506 a	17-1311a	21-5417 a2Ab2A	21-5417 a2Ab2B
21-5417 a2Ab2C	21-5417 a2Ab2D	21-5417 a2Ab2E	21-5417 a2Ab2F	21-5417 a2Ab2G
21-5417 a2Bb2A	21-5417 a2Bb2B	21-5417 a2Bb2C	21-5417 a2Bb2D	21-5417 a2Bb2E
21-5417 a2Bb2F	21-5417 a2Bb2G	21-5417 a2Cb2A	21-5417 a2Cb2B	21-5417 a2Cb2C
21-5417 a2Cb2D	21-5417 a2Cb2E	21-5417 a2Cb2F	21-5417 a2Cb2G	21-5417 a2Db2A
21-5417 a2Db2B	21-5417 a2Db2C	21-5417 a2Db2D	21-5417 a2Db2E	21-5417 a2Db2F
21-5417 a2Db2G	21-5801 a2	21-5801 a2b1	21-5801 a2b2	21-5801 a2b3
21-5801 a2b4	21-5801 a2b5	21-5801 a2b6	21-5801 a2b7	21-5830
21-5830 a1B1	21-5830 a1B2	21-5830 a1B3	21-5830 a2B1	21-5830 a2B2
21-5830 a2B3	21-5830 a3B1	21-5830 a3B2	21-5830 a3B3	21-5831 a1
21-5831 a2	21-5831 a3	21-5832 a1	21-5832 a2	21-5832 a3
21-5832 a4	21-5832 a5	21-5835 a1	21-5835 a2	21-5835 a3
21-5835 a4	21-5835 b1	21-5835 b2	21-5838	21-5916
21-5927 a1A1A	21-5927 a1A1B	21-5927 a1A1C	21-5927 a1A1D	21-5927 a1A1E
21-5927 a1B1A	21-5927 a1B1B	21-5927 a1B1C	21-5927 a1B1D	21-5927 a1B1E
21-5927 a1C1A	21-5927 a1C1B	21-5927 a1C1C	21-5927 a1C1D	21-5927 a1C1E
21-5927 a1D1A	21-5927 a1D1B	21-5927 a1D1C	21-5927 a1D1D	21-5927 a1D1E
21-5927 a1E1A	21-5927 a1E1B	21-5927 a1E1C	21-5927 a1E1D	21-5927 a1E1E

21-5927 a1F1A	21-5927 a1F1B	21-5927 a1F1C	21-5927 a1F1D	21-5927 a1F1E
21-5927 a1G1A	21-5927 a1G1B	21-5927 a1G1C	21-5927 a1G1D	21-5927 a1G1E
21-5927 a1H3	21-5927 a1I3	21-5927 a2A	21-5927 a2B	21-5929 a1
21-5929 a2	21-5930 a1	21-5930 a2	21-5931 a1	21-5931 a2
21-6004 ac1A	21-6004 ac1B	21-6004 ac1C	21-6004 bc1A	21-6004 bc1B
21-6004 bc1C	21-6006	21-6107	21-6107 a1c1A	21-6107 a1c1B
21-6107 a2c1A	21-6107 a2c1B	21-6107 b1	21-6107 b2	21-6108 a1
21-6108 a2	21-6410	21-6503	25-2420	25-2421
25-2422 a1d	25-2422 a2d	25-2423	25-2424	25-2425
25-2426	25-2427	25-4414 a	25-4414 b	25-4612 a
34-0293	34-0295	40-2,118	40-2,118 e1	40-2,118 e2
40-2,118 e3	40-2,118 e4	40-2,118a e1	40-2,118a e2	40-2,118a e3
40-2,118a e4	44-1529 a1A	44-1529 a1B	44-1529 a2	44-1529 a2D
44-1529 a2E	44-5,125	44-5,125 a1A1	44-5,125 a1A2	44-5,125 a1A3
44-5,125 a1A4	44-5,125 a1A5	44-5,125 a1B1	44-5,125 a1B2	44-5,125 a1B3
44-5,125 a1B4	44-5,125 a1B5	44-5,125 a1C1	44-5,125 a1C2	44-5,125 a1C3
44-5,125 a1C4	44-5,125 a1C5	44-5,125 a1D1	44-5,125 a1D2	44-5,125 a1D3
44-5,125 a1D4	44-5,125 a1D5	44-5,125 a1E1	44-5,125 a1E5	44-5,125 a1E3
44-5,125 a1E4	44-5,125 a1E5	44-5,125 b	44-5,125 c	44-5,125 d1
44-5,125 d2	44-5,125 d3	44-5,125 d4	50-1017	50-0718
66-0137	74-9809 h1	74-9809 h3	74-9809 i	74-9809 k1
74-9809 k2	74-9809 n	75-3202	79-4513	

- This category includes obtaining both tangible and intangible property such as identity or employment.
- Common offenses in this category include Theft by Deception, Securities Fraud, and Mistreatment of Dependent Adults (financial).
- Theft by Deception includes scams where an individual or company is hired to complete a task or job but fails to provide this service. The service could be presented in person, over the phone, by electric means, etc.
- Report any corresponding forgery offenses.

#### ***HINTS TO AVOID COMMON ERRORS:***

- Property should be reported using a Type of Loss as “7” (Stolen) and then the monies, services, or products that were swindled or scammed from the victim.

**Example 1:** An elderly victim answers the phone and is informed by the caller that he has won the Jamaican national lottery but in order to obtain the full winnings, the victim must send the caller \$400 to process his winnings. The victim sends \$400 to the required location. Two weeks later, the caller contacts the victim again and states the victim must send \$400 more to the location. When the victim refuses, the caller threatens the victim with harm, and then the victim hangs up and does not send more money. This scenario would require two separate offense reports. The first offense report would reflect a Theft by Deception charge with \$400 shown as stolen. The second offense report would indicate Criminal Threat in conjunction with an Attempted Theft by Deception offense, as the victim did not send any more money.

**Example 2:** An individual hires and pays someone to replace the roof on their home; however, no roofing services were provided. This would be a Theft by Deception as the offender was paid to perform a service and failed to provide that service as expected.

**Example 3:** A suspect removes several wires from the utility meter outside her house, damaging and disabling the meter from reading the correct amount of electricity used. The suspect would be charged with Criminal Damage and Theft of Services, rather than Theft by Deception. The victim would be the electric company for both offenses.

Type Loss	Property Code	Description	Quantity
“7” (Stolen)	“1198” (Services)	“Electricity”	
“4” (Destroyed/Damaged)	“1197” (Utilities/Utility Meters)	“Utility meter”	

## CREDIT CARD / AUTOMATIC TELLER MACHINE FRAUD

### Including Criminal Use of Financial Card

#### *NIBRS OFFENSE CODE 26B*

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

21-5828	21-5828 a1B1	21-5828 a1B2	21-5828 a1B3	21-5828 a2B1
21-5828 a2B2	21-5828 a2B3			

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

- Items obtained using credit/debit card should be reported as stolen property. Be specific on property descriptions. Please do not report items together using “Misc. Merchandise,” “Misc. Items,” etc. The appropriate property code and full descriptions of the merchandise or property gained should be provided.
  - Although the agency and victim may not have all property information at the time of the initial report, it is required to provide as much information as possible. Agencies must make modifications to the cases as information is received so the most accurate property information may be tracked.
- Victims of this offense should be the individual listed on the card, the place where the card was used, and the bank or lending institution that issued the card.

#### **HINTS TO AVOID COMMON ERRORS:**

- **DO NOT REPORT** an additional Theft with a Criminal Use of Financial Card. The theft of the card will need to be reported on a separate case.
- **If the purchases are completed online and the suspect is known, then Criminal Use of Financial Card offenses should be reported by the jurisdiction where the offender resides.**
- Report Criminal Use of Financial Card offenses even when the individual is reimbursed the monies or funds. The crime still occurred and at the time of the offense the victim was directly affected by the use of the card.
- Criminal Use of Financial Card should be reported even when only the card number was used to make purchases over the internet and phone.
- When reporting Criminal Use of Financial Card offenses where the offender has used the card to make purchases on the internet, please ensure that “C” (Computer Equipment) is reported in the Offender Suspected of Using field on the offense report.
- If the suspect is required to provide a signature in order to complete the credit card transaction, a Forgery offense should be included.
- Unlawful use of a **Vision Debit card is considered Welfare Fraud**, not Unlawful Use of a Credit Card.
- Each use of the card(s) should be reported on separate cases indicating each time the card(s) was used.

**Prosecutorial policy in a jurisdiction should not influence classification or reporting of KIBRS law enforcement offense data.**



**Example 1:** Mrs. Nelson reports that she received her Visa bill in the mail and someone used her card number to purchase a \$10.00 subscription to “Netflix.” The offense would be classified as Criminal Use of a Financial Card. The victims would be Mrs. Nelson, Netflix, and Visa.

Type Loss	Property Code	Description	Value
“7” (Stolen)	“1198” (Services)	“Internet Streaming Service”	\$10.00

**Example 2:** Ms. Smith reports that she received her Discover card statement and found unauthorized charges to Walmart on March 14 in the auto center for \$75, JC Penney on March 15 in the hair salon for \$125, and Target on March 16 in the jewelry department for \$500. The three incidents did not occur at the same time and place, therefore three (3) offense reports should be completed for these charges.

Offense Report 1: The victims would be Ms. Smith, Discover, and Walmart.

Type Loss	Property Code	Description	Value
“7” (Stolen)	“1198” (Services)	“Auto Services”	\$75.00

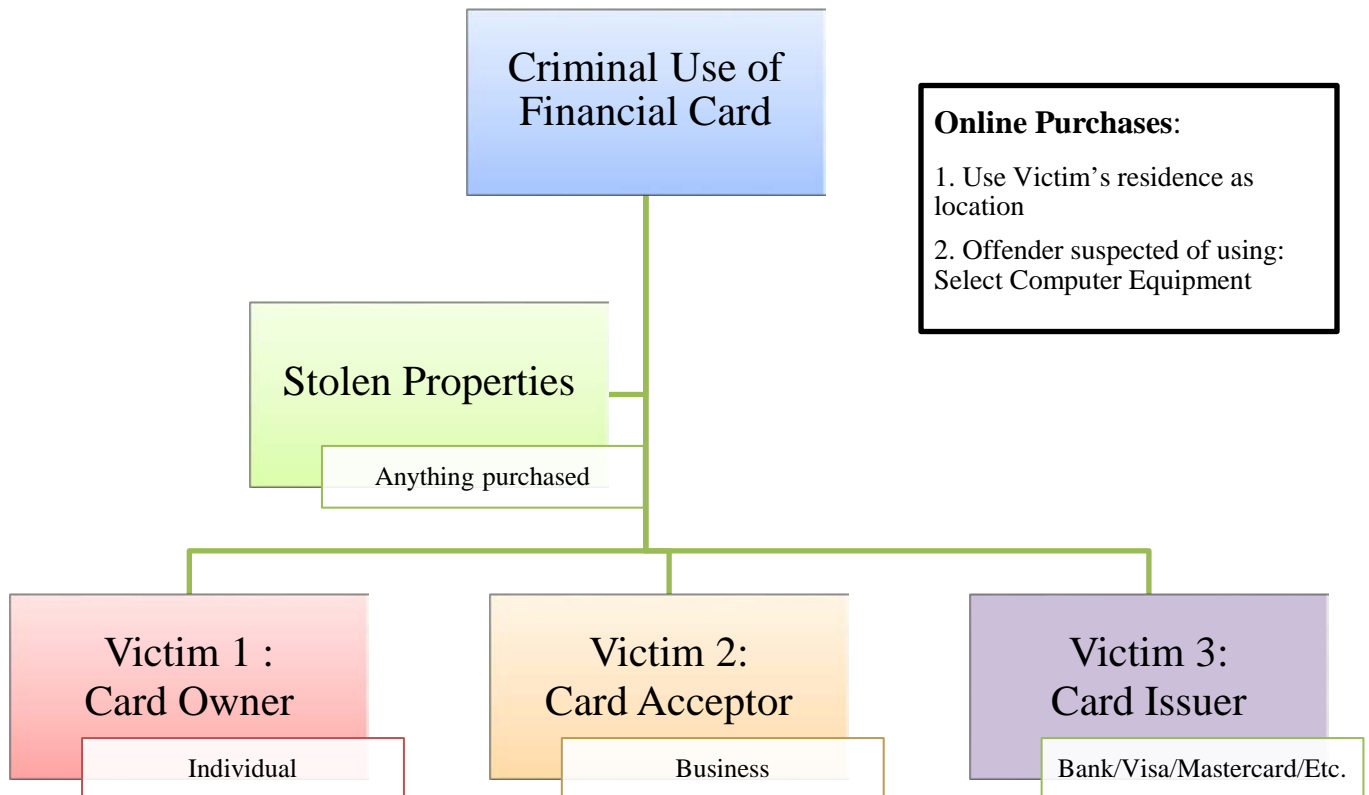
Offense Report 2: The victims would be Ms. Smith, Discover, and JC Penney.

Type Loss	Property Code	Description	Value
“7” (Stolen)	“1198” (Services)	“Hair Salon Services”	\$125.00

Offense Report 3: The victims would be Ms. Smith, Discover, and Target.

Type Loss	Property Code	Description	Value
“7” (Stolen)	“0250” (Jewelry)	“Jewelry”	\$500.00

**Example 3:** Mr. Nash received his bank statement and discovered that he had unauthorized use of his debit card. The debit card was used to buy items from Uganda. Mr. Nash did report this to his local law enforcement agency although it is unknown at this time what property was purchased, or the business where the card was used. An offense report should be submitted with as much information as is available at the time. Modifications to the report must be submitted when the information becomes available. Within the property description section, property can be reported as “Unknown internet purchases made in Uganda.”





## IMPERSONATION

### NIBRS OFFENSE CODE 26C

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

21-5917 a	21-5917 b	21-5917 b1	21-5917 b2	21-5917 b3
21-5917 b4	25-2431			

- Property is required to be reported for this offense. Please provide a Type of Loss "7" (Stolen) and the most appropriate property code available for the crime, such as "1156" (Paperwork, Title, etc.). The description field would contain information such as "name used during traffic citation."

#### HINTS TO AVOID COMMON ERRORS:

- False Impersonation requires the offender to be representing oneself as a public officer, public employee, or a person engaged in any profession or vocation for which a license is required by the laws of the State of Kansas, with knowledge that such representation is false.
  - Do not include using false identification for someone who is not a public officer, public employee, or for a person not required to have a state issued license for their profession as False Impersonation.

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

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

## AGGRAVATED FALSE IMPERSONATION

If the impersonation is used during a criminal proceeding of any type (i.e. providing a false name and/or signature on a ticket, bail bond, or court papers), there does not need to be a licensing requirement. However, the classification would then be AGGRAVATED False Impersonation.

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

## WELFARE FRAUD

### NIBRS OFFENSE CODE 26D

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

39-0717	39-0717 b1	39-0717 b2	39-0717 b3	39-0717 c
39-0720				

- Unlawful use of a Vision Debit card is considered Welfare Fraud, not Unlawful Use of a Credit Card.
- If the suspect is attempting to fraudulently obtain welfare assistance and does not use another's identity, then "Government" should be the only victim reported. If the suspect poses as another individual, report an additional offense of identity theft.
- If the suspect signs another person's name on anything during the commission of Welfare Fraud, report an additional offense of Forgery. See page 33 for more information on Forgery.

- If the suspect steals a vision card, WIC checks, etc., the theft should be reported as a different case.
- When the suspect uses welfare assistance stolen from another person, a new report should be completed. Victims in those cases would be the individual issued the assistance, “G” (Government), and wherever the welfare assistance was used.

***HINTS TO AVOID COMMON ERRORS:***

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

## **WIRE FRAUD**

***NIBRS OFFENSE CODE 26E***

NOT REPORTABLE TO KIBRS - NO STATE STATUTE

The State of Kansas does not have a statute regarding wire fraud. Any offenses that occur using a telephone or teletype should be reported under the fraud category best described through circumstances of the case.

## **IDENTITY THEFT / IDENTITY FRAUD**

***NIBRS OFFENSE CODE 26F***

(FBI NIBRS code 26F is a new code that is not yet available in KIBRS. Until the new KIBRS is completed, this offense is currently classified as NIBRS code 26A.)

**Wrongfully obtaining and using another person’s personal data (e.g. name, date of birth, Social Security number, driver’s license number).**

- Identity Theft is knowingly and with intent to defraud for any benefit, obtaining, possessing, transferring, or using one or more identification documents or numbers of another person.
- Identity Fraud is willfully and knowingly supplying false information intending that the information be used to obtain an identification document.
  - Identification documents are any card, certificate or document, or banking instrument including, but not limited to, credit or debit card, which identifies or purports to identify the bearer of such document, whether or not intended for use as identification, and includes, but is not limited to, documents purporting to be drivers’ licenses, non-drivers’ identification cards, certified copies of birth, death, marriage and divorce certificates, social security cards, and employee identification cards.

***HINTS TO AVOID COMMON ERRORS:***

- Offenders who use another’s name or identification during court proceedings or traffic violations should **not** be reported using Identity Theft or Identity Fraud. Please see Aggravated Impersonation on page 57.
- Report stolen identity using a Type of Loss as “7” (Stolen) along with the applicable property code of “0158” (Miscellaneous ID), “0155” (Social Security Cards) etc., and provide a description of what ID was used and for what purpose. **Example:** Name was used to file Income Tax Form.

**Example 1:** A victim reports to your agency that they were unable to obtain a Verizon Wireless cell phone account because an account under the victim’s name was already opened and was in default. Report Identity Theft on the offense report due to the suspect using the victim’s personal information to obtain a cell phone account.

**Example 2:** A victim reports to your agency that an individual called the victim posing as a grandchild in need of bail money. The offense would be reported as Identity Theft. An additional offense of Attempted Theft by Deception would also be reported since the offender used another individual's identity in attempt to gain property.

**Example 3:** A victim files their income tax return and finds out that someone else has already used their social security number (SSN) to file a return. The appropriate offense would be reported as Identity Theft.

**Example 4:** An offender brings another individual's Social Security card to Vital Statistics Office to obtain a birth certificate. The offense would be Identity Fraud since the offender used the victim's information to obtain a government issued document.

**Example 5 (Phishing Scam):** The employees of a company were all sent an email from corporate, complete with CEO's letterhead and signature, asking all employees to confirm their account number by logging into their employee account with the provided link. This link directed them to an exact replica of the employee's web portal. Employees entered their username and password. Hackers used the usernames and passwords to change the bank account and routing numbers to their own. The employee's paycheck is then directly deposited into the hacker's account. The offenses would include Theft by Deception (theft of username and password), Identity Theft (use of username and password to log into the account), and Making False Information (changing bank account information).

Type Loss	Property Code	Description	Value
"7" (Stolen)	"0158" (Misc. ID)	"Username and password"	\$0
"7" (Stolen)	"0101" (US Currency)	"Employee paycheck"	Amount paid
"3" (Counterfeited/Forgery)	"0158" (Misc. ID)	"Username and password"	\$0

## HACKING / COMPUTER INVASION

### *NIBRS OFFENSE CODE 26G*

NOT REPORTABLE TO KIBRS - NO STATE STATUTE

The State of Kansas does not have a statute regarding hacking/computer invasion. Any offenses that occur as a result of a hacking or computer invasion should be reported under the fraud category best described through circumstances of the case.

## CRIMES AGAINST SOCIETY

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**Drug / Narcotic  
Offenses**  
(35 A-B)

**Pornography /  
Obscene Material**  
(370)

**Gambling  
Offenses**  
(39 A-D)

**Weapon Law  
Violations**  
(520)

**Prostitution  
Offenses**  
(40 A-C)

**Animal Cruelty**  
(720)

# DRUG / NARCOTIC OFFENSES

## NIBRS OFFENSE CODE 35

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.

## DRUG/NARCOTIC VIOLATIONS

### NIBRS OFFENSE CODE 35A

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

21-5430 a	21-5430 b	21-5703 ab1	21-5703 ab2	21-5703 ab3	21-5705
21-5705 a1	21-5705 a2	21-5705 a3	21-5705 a4	21-5705 a5	21-5705 a6
21-5705 a7	21-5705 a1d1A	21-5705 a1d1B	21-5705 a1d1C	21-5705 a1d1D	21-5705 a1d3A
21-5705 a1d3B	21-5705 a1d3C	21-5705 a1d3D	21-5705 a1d4A	21-5705 a1d4B	21-5705 a1d4C
21-5705 a1d4D	21-5705 a1d5A	21-5705 a1d5B	21-5705 a1d5C	21-5705 a1d5D	21-5705 a1d5E
21-5705 a1d5F	21-5705 a1d5G	21-5705 a1d5H	21-5705 a2d1A	21-5705 a2d1B	21-5705 a2d1C
21-5705 a2d1D	21-5705 a2d4A	21-5705 a2d4B	21-5705 a2d4C	21-5705 a2d4D	21-5705 a2d5A
21-5705 a2d5B	21-5705 a2d5C	21-5705 a2d5D	21-5705 a2d5E	21-5705 a2d5F	21-5705 a2d5G
21-5705 a2d5H	21-5705 a3d1A	21-5705 a3d1B	21-5705 a3d1C	21-5705 a3d1D	21-5705 a3d4A
21-5705 a3d4B	21-5705 a3d4C	21-5705 a3d4D	21-5705 a3d5A	21-5705 a3d5B	21-5705 a3d5C
21-5705 a3d5D	21-5705 a3d5E	21-5705 a3d5F	21-5705 a3d5G	21-5705 a3d5H	21-5705 a4d1A
21-5705 a4d1B	21-5705 a4d1C	21-5705 a4d1D	21-5705 a4d2A	21-5705 a4d2A5	21-5705 a4d2B
21-5705 a4d2B5	21-5705 a4d2C	21-5705 a4d2C5	21-5705 a4d2D	21-5705 a4d2D5	21-5705 a4d3A5
21-5705 a4d3B5	21-5705 a4d3C5	21-5705 a4d3D5	21-5705 a4d4A	21-5705 a4d4B	21-5705 a4d4C
21-5705 a4d4D	21-5705 a4d5A	21-5705 a4d5B	21-5705 a4d5C	21-5705 a4d5D	21-5705 a4d5E
21-5705 a4d5F	21-5705 a4d5G	21-5705 a4d5H	21-5705 a5d1A	21-5705 a5d1B	21-5705 a5d1C
21-5705 a5d1D	21-5705 a5d4A	21-5705 a5d4B	21-5705 a5d4C	21-5705 a5d4D	21-5705 a5d5A
21-5705 a5d5B	21-5705 a5d5C	21-5705 a5d5D	21-5705 a5d5E	21-5705 a5d5F	21-5705 a5d5G
21-5705 a5d5H	21-5705 a6d1A	21-5705 a6d1B	21-5705 a6d1C	21-5705 a6d1D	21-5705 a6d4A
21-5705 a6d4B	21-5705 a6d4C	21-5705 a6d4D	21-5705 a6d5A	21-5705 a6d5B	21-5705 a6d5C
21-5705 a6d5D	21-5705 a6d5E	21-5705 a6d5F	21-5705 a6d5G	21-5705 a6d5H	21-5705 a7
21-5705 a7A	21-5705 a7d1A	21-5705 a7d1B	21-5705 a7d1C	21-5705 a7d1D	21-5705 a7d2A
21-5705 a7d2B	21-5705 a7d2C	21-5705 a7d2D	21-5705 a7d4A	21-5705 a7d4B	21-5705 a7d4C
21-5705 a7d4D	21-5705 a7d5A	21-5705 a7d5B	21-5705 a7d5C	21-5705 a7d5D	21-5705 a7d5E
21-5705 a7d5F	21-5705 a7d5G	21-5705 a7d5H	21-5705 bd6A	21-5705 bd6B	21-5705 cd7A
21-5705 cd7B	21-5705 cd7C	21-5706	21-5706 ac1	21-5706 b1c2A	21-5706 b1c2B
21-5706 b2c2A	21-5706 b2c2B	21-5706 b3c2A	21-5706 b3c2B	21-5706 b3c3A	21-5706 b3c3B
21-5706 b3c3C	21-5706 b4c2A	21-5706 b4c2B	21-5706 b5c2A	21-5706 b5c2B	21-5706 b6c2A
21-5706 b7c2A	21-5706 b7c2B	21-5707 a1	21-5707 a2	21-5709 de5	21-5710 a1
21-5710 a2	21-5714 a	21-5712 a	65-4116	65-4123	65-4167 a11
65-4167 a12	65-4167 a13				

- Must report a Suspected Drug Type using the appropriate drug property code. Codes are found on page 95.
- If the amount of drugs is unknown, an estimated Drug Quantity and Measurement is **REQUIRED**. Report a quantity of “1” and a measurement of “XX” until results are returned from the lab. Once results are received, the agency **MUST** update the report with an accurate measurement. In most cases, these results are returned within thirty days.
- When reporting drug property, only one entry for each suspected drug type may be reported. If drugs are found in the trunk of a car, and the same drug is also found under the driver’s seat, the weights must be combined into one entry. The exception to this is if there are different Type Drug Measurements. **Example:** Processed marijuana is

seized along with marijuana gummies, the processed marijuana is reported using “GM” (Gram) and the gummies are reported using “DU” (Dosage Unit).

- Due to the differences in street value estimations between locations, property values are not reported for drugs unless they are reported stolen.

**HINTS TO AVOID COMMON ERRORS:**

- Each agency must report an accurate estimated drug quantity. Reports submitted without a drug quantity will be returned to the agency for correction.
- When lab results are returned, an agency must update their report to show the drug quantity. Agencies with reports of drug measurement “XX” that is older than 3 months will be contacted and expected to update these reports.
- **When listing a fraction of an amount use the fraction field and a decimal format. Do not use the quantity field to report fractions.**

**Example 1:** A baggie of methamphetamine is found in the pocket of a suspect during a pat down. The drug is weighed while still inside the baggie. The scale says the drug weighs 1.4 grams.

Type Loss	Property Code	Description	Est. Quantity	Fraction	Drug Measure
“6” (Seized)	“0934” (Meth)	Meth	1	.4	GM

**Example 2:** During a traffic stop, an offender is found to have 1.5 kilograms of crack cocaine, 2.125 pounds of marijuana, and 2.0 liquid ounces of Morphine.

Type Loss	Property Code	Description	Est. Quantity	Fraction	Drug Measure
“6” (Seized)	“0920” (Crack Cocaine)	Crack Cocaine	1	.5	KG
“6” (Seized)	“0924” (Marijuana)	Marijuana	2	.125	LB
“6” (Seized)	“0925” (Morphine)	Morphine	2		OZ

**REQUIREMENTS FOR REPORTING DRUG/NARCOTIC VIOLATION OFFENSES:**

**Offense Section:**

**Appropriate Types of Criminal Activity:**

“C” (Cultivating/Manufacturing)      “D” (Distributing/Selling)  
 “B” (Buying/Receiving)                “P” (Possessing)  
 “T” (Transporting/Importing)        “U” (Using)

**Victim Section:**

**Victim Type:** Must be “S” (Society/Public)

**Property Section:**

**Type of Loss:** Property Section must be completed **with quantity**  
 Attempted - “8” (Unknown)  
 Completed - “6” (Seized)

## DRUG EQUIPMENT VIOLATIONS

### *NIBRS OFFENSE CODE 35B*

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

21-5709 ae1	21-5709 b1e2A	21-5709 b1e2B	21-5709 b2e3	21-5709 ce4	21-5710 be2A
21-5710 be2B	21-5710 ce3A	21-5710 ce3B	21-5710 de4A	21-5710 de4B	21-5713 ac1A
21-5713 ac1B	21-5713 b				

- This offense covers cases involving drug paraphernalia, equipment, chemicals, illegal labs, etc.
- **Drug paraphernalia must have an estimated value. The value should be as accurate as possible.**
- In drug cases, the property code for drug paraphernalia is always “0915,” even if the item could fit into another category if it were not being used as paraphernalia. For example, if a drug is found inside a Ziploc baggie, the baggie should be listed as paraphernalia, not as a household item.
- An exact description should be given rather than using the generic term of “drug paraphernalia.”
- When reporting the seizure of a meth lab, please itemize all paraphernalia property and also list an additional entry of “meth lab” as paraphernalia seized.

#### **HINTS TO AVOID COMMON ERRORS:**

- Each agency must report the value of every item of drug paraphernalia. Reports submitted without a value will be returned to the agency for correction. The minimum value that can be reported is one dollar. It is understood that items valued at \$1 may actually have a true value below \$1.
- Reports will be returned for correction if an agency submits a report with the description of “drug paraphernalia” and not the exact item that was seized.

#### **REQUIREMENTS FOR REPORTING DRUG EQUIPMENT VIOLATION OFFENSES:**

##### **Offense Section:**

###### **Appropriate Types of Criminal Activity:**

“C” (Cultivating/Manufacturing)	“D” (Distributing/Selling)
“B” (Buying/Receiving)	“P” (Possessing)
“T” (Transporting/Importing)	“U” (Using)

##### **Victim Section:**

**Victim Type:** Must be “S” (Society/Public)

##### **Property Section:**

**Type of Loss:** Property Section must be completed **with quantity**  
 Attempted - “8” (Unknown)  
 Completed - “6” (Seized)

## WEAPON LAW VIOLATIONS

### *NIBRS OFFENSE CODE 520*

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

21-5814 a1b1A	21-5814 a1b1B1	21-5814 a1b1B2	21-5814 a1b1B3	21-5814 a2	21-5422 a1A
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21-5422 a1B	21-5422 a1C	21-5422 a2	21-5422 a3	21-5423 a	21-5423 b
21-5423 c	21-5423 d	21-5423 e	21-5922 b	21-6213 c	21-6301
21-6301 a1b1	21-6301 a2b1	21-6301 a3b1	21-6301 a4b2	21-6301 a5b2	21-6301 a6b2
21-6301 a7b1	21-6301 a8b1	21-6301 a9b1	21-6301 a10b3	21-6301 a11b3	21-6301 a12b1
21-6301 a13b4	21-6301 a14A	21-6301 a14B	21-6301 a15b4	21-6301 a16b4	21-6301 a17A
21-6301 a17B	21-6301 a17C1	21-6301 a17C2	21-6301 a18b4	21-6302 a1	21-6302 a2
21-6302 a3	21-6302 a4	21-6302 a5	21-6303 a1	21-6303 a2	21-6303 a3
21-6304	21-6304 a1	21-6304 a2	21-6304 a3A	21-6304 a3B	21-6305
21-6305 a1B1	21-6305 a1B2	21-6305 a2B1	21-6305 a2B2	21-6306	21-6308 a1Ab1A
21-6308 a1Ab1B	21-6308 a1Ab1C	21-6308 a1Bb1A	21-6308 a1Bb1B	21-6308 a1Bb1C	21-6308 a2
21-6308 a3Ab3	21-6308 a3Bb3	21-6308a a	21-6309 a1	21-6309 a2	21-6309 a3
21-6309 a4	21-6309 a5	21-6311 a1	21-6311 a2	21-6312 a	21-6312 b1
21-6312 b2	21-6312 b3	21-6332	50-1207	75-7c06 b	75-7c11
75-7c12 i4					

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

#### **REQUIREMENTS FOR REPORTING WEAPON LAW VIOLATION OFFENSES:**

##### **Offense Section:**

###### **Appropriate Types of Criminal Activity:**

“D” (Distributing/Selling)

“B” (Buying/Receiving)

“P” (Possessing/Concealing)

“T” (Transporting/Importing)

###### **Type of Weapon:**

Weapon codes “11” through “95” (on page 86)

**“40” (Personal Weapon) not accepted**

May enter up to three types of weapons

##### **Victim Section:**

###### **Victim Type:**

Must be “S” (Society/Public)

## **PORNOGRAPHY / OBSCENE MATERIAL**

#### **NIBRS OFFENSE CODE 370**

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

21-5510	21-5510 a1b1B	21-5510 a1b2	21-5510 a2b1A	21-5510 a3b1A	21-5510 a4b1B
21-5510 a4b2	21-5514 ac1	21-5514 ac2	21-5514 ac3	21-5610 ab	21-5611 a
21-5611 ac1A	21-5611 ac1B	21-5611 b1Cc2B	21-6401 a1	21-6401 a2	21-6401 a3
21-6401 a4	21-6401 b	21-6402 a1	21-6402 a2	21-6402 a3	

#### **REQUIREMENTS FOR REPORTING PORNOGRAPHY/OBSCENE MATERIAL OFFENSES:**

##### **Offense Section:**

###### **Appropriate Types of Criminal Activity:**

“D” (Distributing/Selling)

“B” (Buying/Receiving)

“P” (Possessing/Concealing)

“C” (Cultivating/Manufacturing)

##### **Victim Section:**

###### **Victim Type:**

Must be “S” (Society/Public)



# PROSTITUTION OFFENSES

## *NIBRS OFFENSE CODE 40*

To unlawfully engage in or promote sexual activities for anything of value.

### **REQUIREMENTS FOR REPORTING PROSTITUTION OFFENSES:**

**Victim Section:**

**Victim Type:** Must be “S” (Society/Public)

## PROSTITUTION

### *NIBRS OFFENSE CODE 40A*

To unlawfully engage in sexual relations where there is an exchange of value.

21-6419	21-6419 a1	21-6419 a2	21-6419 a3
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- This offense includes prostitution by both males and females.

## ASSISTING OR PROMOTING PROSTITUTION

### *NIBRS OFFENSE CODE 40B*

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

21-5612 ab	21-6420	21-6420 a1b1A	21-6420 a1b1B	21-6420 a2b1A	21-6420 a2b1B
21-6420 a3b1A	21-6420 a3b1B	21-6420 a4b1A	21-6420 a4b1B	21-6420 a5b1A	21-6420 a5b1B
21-6420 a6b1A	21-6420 a6b1B	21-6420 a7b1A	21-6420 a7b1B	21-6420 a8b1A	21-6420 a8b1B
21-6421 a1b1A	21-6421 a1b1B	21-6421 a2b1A	21-6421 a2b1B	21-6422 a1b1A	21-6422 a1b1B
21-6422 a1b2	21-6422 a2b1A	21-6422 a2b1B	21-6422 a2b2	21-6422 a3b1A	21-6422 a3b1B
21-6422 a3b2	21-6424 a1b1	21-3424 a2b1	21-6424 a3b2		

- This offense includes prostitution by both males and females.

## PURCHASING PROSTITUTION

### *NIBRS OFFENSE CODE 40C*

NOT REPORTABLE TO KIBRS – NO STATE STATUTE

The State of Kansas does not have a statute regarding purchasing prostitution. This type of offense should be reported using the statute most accurately reflecting the type of violation based on the circumstances.

## GAMBLING OFFENSES

### NIBRS OFFENSE CODE 39

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.

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

### REQUIREMENTS FOR REPORTING GAMBLING OFFENSES:

#### Victim Section:

**Victim Type:** Must be “S” (Society/Public)

#### Property Section:

**Type of Loss:** Property Section must be completed  
Attempted - “1” (None) or “8” (Unknown)  
Completed - “1” (None) or “6” (Seized)

## BETTING/WAGERING

### NIBRS OFFENSE CODE 39A

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

21-6404 a1	21-6404 a2	74-8756 a	74-8756 b	74-8756 c	74-8760 a
74-8810 b2A	74-8810 b2B	74-8810 b2C	74-8810 c3	74-8810 g	74-8810 h
74-8810 i1	74-8810 i2	74-8810 j15A	74-8810 j15B	74-8810 j15C	74-9809 a
74-9809 b1	74-9809 d	74-9809 f	74-9809 g		

## OPERATING/PROMOTING/ASSISTING GAMBLING

### NIBRS OFFENSE CODE 39B

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

21-6405	21-6406 a1A	21-6406 a1B	21-6406 a1C	21-6406 a1D	21-6406 a1E
21-6406 a2A	21-6406 a2B	74-8718	74-8719	74-8719 a1b1	74-8719 a1b2
74-8719 a2b1	74-8719 a2b2	74-8719 a3b1	74-8719 a3b2	74-8719 a4b1	74-8719 a4b2
74-8758 a1	74-8758 a2	74-8758 a3	74-8758 a4	74-8758 a5	74-8758 a6
74-8758 a7	74-8758 b1	74-8758 b2	74-8758 b3	74-8758 b4	74-8758 b5
74-8758 b6	74-8758 b7	74-8760 c1	74-8810 b1	74-8810 c2	74-8810 d1A
74-8810 d1B	74-8810 e2	74-8810 f	74-8810 i4	74-9809 b2	74-9809 c1

## GAMBLING EQUIPMENT VIOLATIONS

### NIBRS OFFENSE CODE 39C

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

21-6407	21-6408	21-6409 a1	74-8761	74-9809 l	74-9809 m
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- Do not forget to include a **Type of Criminal Activity** for Gambling Equipment Violations.

## SPORTS TAMPERING

### *NIBRS OFFENSE CODE 39D*

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

21-6507 a1	21-6507 a2	21-6507 a3	21-6507 a4	21-6508	74-8760 c2
74-8760 c3	74-8810 j11	74-8810 j12	74-8810 j13		

## ANIMAL CRUELTY

### *NIBRS OFFENSE CODE 720*

(FBI NIBRS code 720 is a new code that is not yet available in KIBRS. Until the new KIBRS is completed, this offense is currently classified as NIBRS code 90Z (Group B).)

21-6412 a	21-6412 a1b1	21-6412 a2b2A	21-6412 a2b2B	21-6412 a3b2A	21-6412 a3b2B
21-6412 a4b2A	21-6412 a4b2B	21-6412 a5b2A	21-6412 a5b2B	21-6412 a6b1	21-6413 a
21-6414 a1d1	21-6414 a2d1	21-6414 a3d1	21-6414 bd2	21-6414 cd3	21-6415
21-6416	21-6416 a	21-6417 a1	21-6417 a2	21-6417 a3	21-6417 b
21-6417 c					

**Intentionally, knowingly, or recklessly taking an action that mistreats or kills any animal without just cause, such as torturing, tormenting, mutilation, maiming, poisoning, or abandonment.**

- Included are instances of animal cruelty:
  - Duty to provide care, e.g., shelter, food, water, care if sick or injured
  - Transporting or confining an animal in a manner likely to cause injury or death
  - Causing an animal to fight with another
  - Inflicting excessive or repeated unnecessary pain or suffering, e.g., uses objects to beat or torture an animal
- This definition does not include proper maintenance of animals for show or sport; use of animals for food, lawful hunting, fishing, or trapping.

### ***REQUIREMENTS FOR REPORTING ANIMAL CRUELTY OFFENSES:***

**Victim Section:**

**Victim Type:** Must be “S” (Society/Public)

## GROUP B OFFENSES

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Bad Checks  
(90A)

Driving Under  
the Influence  
(90D)

Peeping Tom  
(90H)

Curfew / Loitering /  
Vagrancy Violations  
(90B)

Drunkenness  
(90E)

Trespass of Real  
Property  
(90J)

Disorderly  
Conduct  
(90C)

Family Offenses,  
Nonviolent  
(90F)

All Other  
Offenses  
(90Z)

Liquor Law  
Violations  
(90G)

**Group B Offenses:** Encompass all of the KIBRS reportable crimes which are not Group A offenses. For Group B crimes (not involving domestic violence) only Kansas Standard Arrest Reports (KSAR's) are submitted to KIBRS. If the Group B incident involves domestic violence, a Kansas Standard Offense Report (KSOR) is also required.

## WORTHLESS CHECKS

### *NIBRS OFFENSE CODE 90A*

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

21-5821	21-5821 b1A	21-5821 b1B	21-5821 b2A	21-5821 b2B	21-5821 b2C
21-5821 b3	21-5822				

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

### **HINTS TO AVOID COMMON ERRORS:**

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

## CURFEW / LOITERING / VAGRANCY VIOLATIONS

### *NIBRS OFFENSE CODE 90B*

NOT REPORTABLE TO KIBRS – NO STATE STATUTE

The State of Kansas does not have a statute regarding curfew/loitering/vagrancy violations. This type of offense should be reported using the statute most accurately reflecting the type of violation based on the circumstances.

## DISORDERLY CONDUCT

### *NIBRS OFFENSE CODE 90C*

**Any behavior that tends to disturb the public peace or decorum, scandalize the community, or shock the public sense of morality.**

21-5509 a1	21-5509 a2	21-5513	21-5513 a1b1	21-5513 a1b2	21-5513 a2b1
21-5513 a2b2	21-6106 a1	21-6106 a2	21-6106 a3	21-6201 a1	21-6201 a2
21-6201 b	21-6202 a1A	21-6202 a2c	21-6202 a2c1	21-6202 a1B	21-6202 b
21-6203	21-6203 a1	21-6203 a2	21-6203 a3	21-6204 a	21-6204 b
21-6314	25-2413				

- This offense includes “Fighting,” “Blasphemy,” “Profanity,” “Obscene Language,” “Disturbing the Peace,” “Public Nuisance,” “Lewd and Lascivious,” **and “Electronic Sexual Solicitation of a Child.”**
- Many domestic violence incidents are reported using Disorderly Conduct. If the incident is DV related, make certain a KSOR with individual victim information is submitted in addition to a KSAR. Ensure that both the offense and arrest report are flagged as domestic violence. See pages 100 and 107.
- Group B sex offenses should also be reported on a KSOR in addition to submitting a KSAR.

## DRIVING UNDER THE INFLUENCE

### *NIBRS OFFENSE CODE 90D*

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

08-1567	08-1567 a1b1A	08-1567 a1b1A2	08-1567 a1b1B
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08-1567 a1b1B2	08-1567 a1b1C	08-1567 a1b1Cc	08-1567 a1b1D	08-1567 a1b1Dc	08-1567 a1b1E
08-1567 a1b1Ec	08-1567 a2b1A	08-1567 a2b1Ac	08-1567 a2b1B	08-1567 a2b1Bc	08-1567 a2b1C
08-1567 a2b1Cc	08-1567 a2b1D	08-1567 a2b1Dc	08-1567 a2b1E	08-1567 a2b1Ec	08-1567 a3b1A
08-1567 a3b1Ac	08-1567 a3b1B	08-1567 a3b1Bc	08-1567 a3b1C	08-1567 a3b1Cc	08-1567 a3b1D
08-1567 a3b1Dc	08-1567 a3b1E	08-1567 a3b1Ec	08-1567 a4b1A	08-1567 a4b1Ac	08-1567 a4b1B
08-1567 a4b1Bc	08-1567 a4b1C	08-1567 a4b1Cc	08-1567 a4b1D	08-1567 a4b1Dc	08-1567 a4b1E
08-1567 a4b1Ec	08-1567 a5b1A	08-1567 a5b1Ac	08-1567 a5b1B	08-1567 a5b1Bc	08-1567 a5b1C
08-1567 a5b1Cc	08-1567 a5b1D	08-1567 a5b1Dc	08-1567 a5b1E	08-1567 a5b1Ec	08-1567a
08-2,144	08-2,144 a1b1A	08-2,144 a1b1B	08-2,144 a1b1C	08-2,144 a2b1A	08-2,144 a2b1B
08-2,144 a2b1C	08-2,144 a3b1A	08-2,144 a3b1B	08-2,144 a3b1C	32-1131 ad1	32-1131 ad2

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

## DRUNKENNESS

### NIBRS OFFENSE CODE 90E

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

08-1543

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

## FAMILY OFFENSES, NON-VIOLENT

### NIBRS OFFENSE CODE 90F

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

21-5511	21-5511 a1	21-5511 a2	21-5601 a	21-5601 b1	21-5601 b2
21-5601 b3	21-5603	21-5603 a1	21-5603 a2	21-5603 a3	21-5603 a4
21-5603 a5	21-5603 a6	21-5605 a	21-5605 b	21-5606 a1	21-5606 a2
21-5609	21-5609 a1	21-5609 a2	21-5609 a3		

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

## LIQUOR LAW VIOLATIONS

### NIBRS OFFENSE CODE 90G

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

08-1599	21-5907 a	21-5907 b	21-5608	21-6321 a1	21-6321 a2
41-0405	41-0407	41-0701	41-0708	41-0712	41-0713
41-0715	41-0718	41-0719 a1k	41-0719 a3k	41-0719 a4k	41-0719 ck
41-0719 dk	41-2722 a1	41-2722 a2	41-2722 a3	41-2722 a4	41-2722 a5
41-0727 ab	41-0727 abd2	41-0727 abd3	41-0727 abd4	41-0727 ac	41-0727 acd2

41-0727 acd3	41-0727 acd4	41-0728	41-0729	41-0901	41-2604
41-2610	41-2614	41-2615	41-2620	41-2637	41-2640 a1g
41-2640 a2g	41-2640 a3g	41-2640 a4g	41-2640 a5g	41-2640 a6g	41-2640 b1g
41-2640 b2g	41-2640 b3g	41-2640 b4g	41-2640 b5g	41-2640 b6g	41-2704
41-2705	41-2706	41-2725	41-2726	41-2905 d1	41-2905 d2
41-2905 d3	41-2906 d1	41-2906 d2	41-2906 d3	41-0348	41-0349
Also includes these as of April 1, 2019:					
41-2704 g	41-2722 a1	41-2722 a2	41-2722 a3	41-2722 a4	41-2722 a5
41-2706	41-2726				

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

## PEEPING TOM

### *NIBRS OFFENSE CODE 90H*

NOT REPORTABLE TO KIBRS - NO STATE STATUTE

The State of Kansas does not have a statute regarding peeping tom offenses. This type of offense should be reported using the statute most accurately reflecting the type of violation based on the circumstances.

## TRESPASS OF REAL PROPERTY

### *NIBRS OFFENSE CODE 90J*

21-5808	21-5808 a1A	21-5808 a1B	21-5808 a1C	21-5808 a2	21-5809 a1
21-5809 a2	66-2303 a1	66-2303 a2			

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

- All burglary offenses include the element of trespass. Trespass, however, involves entry onto property with **no intent to commit a felony, theft, or sexual battery.**
- Many domestic violence incidents are reported using Criminal Trespass. If the offense is DV related, please make certain a KSOR is submitted in addition to a KSAR. Ensure that both the offense and arrest report are flagged as domestic violence. See pages on page 100 and 107.

## ALL OTHER OFFENSES

### *NIBRS OFFENSE CODE 90Z*

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

- Direct and Indirect Contempt of Court, Failure to Appear, Probation Violation and Parole Violation are considered new incidents and reported under this category by the ***originating agency***.
- Minor in Possession of Tobacco is reported under All Other Offenses and an arrest report **IS** required even if the offender was issued a Notice to Appear.
- Offenses of General Applicability are those offenses prefixed by (i.e., any offense prefixed by “Accessory Before/After the Fact,” “Aiding and Abetting,” “Assault to Commit,” “Conspiracy to Commit,” “Enticement,” “Facilitation of,” “Solicitation to Commit,” or any other prefix identifying it as other than the substantive offense) are included in this category, if the substantive offense is within Group A.

- If Group B Offenses are involved, classify as the original offense.

## FAILURE TO APPEAR PROBATION AND PAROLE VIOLATIONS

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

**Example:** John Doe is arrested by Topeka Police Department on July 4, 2015, for felony driving under the influence of alcohol. Mr. Doe is released from jail and given the court date of August 18, 2015. Mr. Doe fails to appear on August 18 and a warrant is issued by the Shawnee County District Court on August 23, 2015 for failure to appear. Mr. Doe is arrested by Jefferson County Sheriff’s Office on October 2, 2015 during a routine traffic stop and found to have a failure to appear warrant out of Shawnee County. Shawnee County Sheriff’s Office confirms the warrant to be active. Jefferson County notifies the Shawnee County Sheriff’s Office they are conducting an arrest.

Shawnee County should submit the KSAR (using a new case number) to the IBR Unit, since Shawnee County is considered the holder of the warrant. Jefferson County does not submit the KSAR to the IBR Unit.

Please note that it is vital for any subsequent arrests as a result of an FTA, PV, etc. to be assigned with a new case number. This is for KIBRS purposes only. **Example:** If an original case number for a rape case is used to report three additional arrests for Failure to Appear, it will appear as if the arrestee was arrested for the rape four times.



# NON-REPORTABLE OFFENSES

Not all crimes in Kansas are considered “KIBRS Reportable.” The offenses considered to be “non-reportable” are those offenses that are neither Group A nor Group B. They do not have a definition that matches any of the reportable offenses. While other units within the KBI will benefit from this information, it is not necessary to include them in your KIBRS data. Here are just a few examples of offenses that are “non-reportable:”



Traffic Violations



Warrant Arrests

Municipal Violations  
• Not related to K.S.A.



Truancy



Refusal of Preliminary Breath Test



Runaway Children

Child in Need of Care



Driver's License Violations



## KIBRS STATUTE FILE

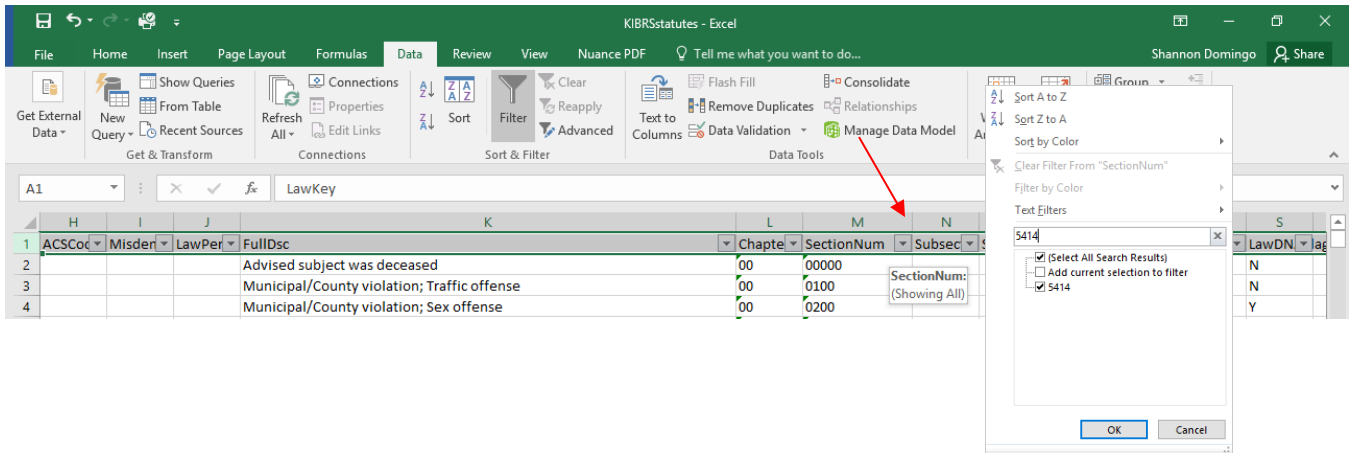
The KIBRS Statute File is a resource available to assist local agencies in determining whether a particular statute is reportable to KIBRS. If you are interested in receiving this file, please contact a Program Consultant with the IBR Unit by calling (785) 296-4373.

Here are instructions on how to utilize this file.

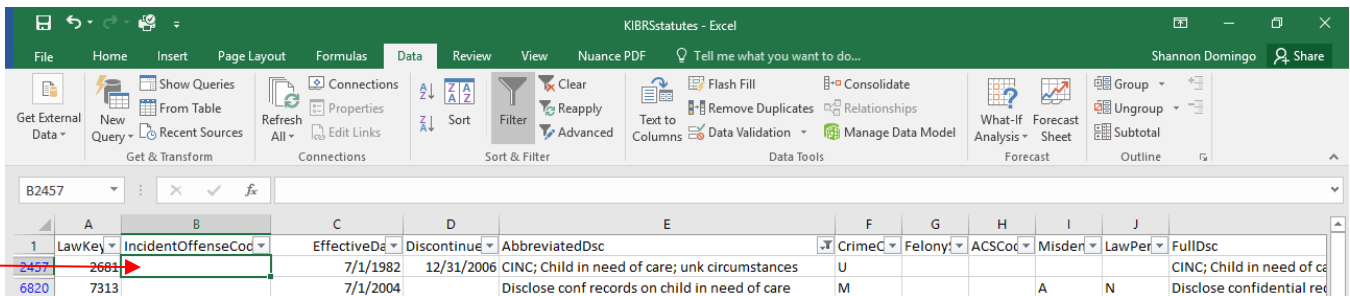
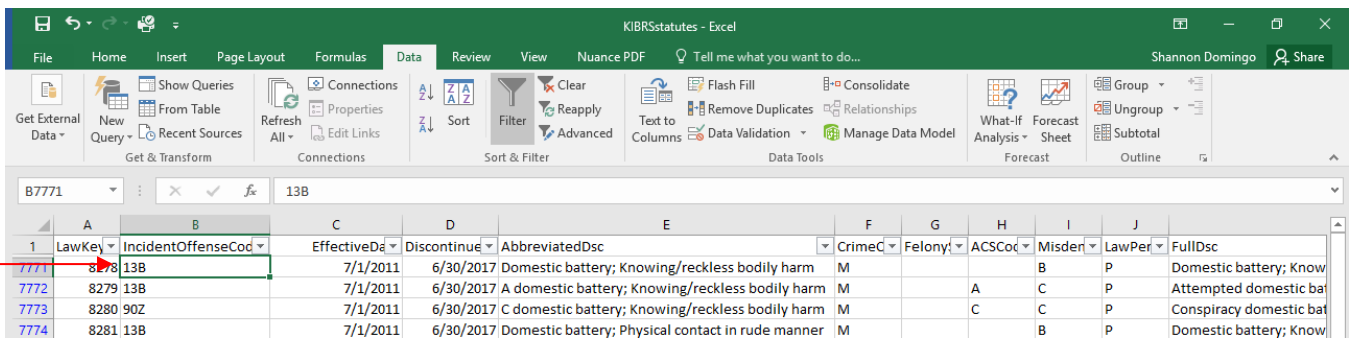
- **Step One:** After opening the file, highlight row #1 by clicking on the row header, then on Data, and finally on Filter. This will add filter drop downs on each column heading.

LawKey	Incider	EffectiveDate	Discontinued	AbbreviatedDsc	CrimeC	Felony	ACSCoc	Misder	LawPer	FullDsc
1	1	7/1/1939		Deceased; Advised subject died	U					Advised subject was deceased
3	2	7/1/1900		M/C: Traffic offense	U					Municipal/County violation; Traffic offense
4	3	7/1/1900		M/C: Sex offense	U					Municipal/County violation; Sex offense

- **Step Two:** Scroll over to column #M. Click on the drop down and type the statute’s section number into the Search field. Hit enter.



- **Step Three:** Scroll back over to column #B. This indicates if the statute you searched for is assigned a NIBRS code. If a code is listed, the statute is reportable to KIBRS and the appropriate reports should be submitted. If the field is blank, the statute is not-reportable to KIBRS. This simply means that a KSOR/KSAR is not needed in the IBR Unit at the KBI. **Note:** Other departments within the KBI may require any additional information associated with that incident, i.e. fingerprints, etc.



## STATUTE 22-2401(a) – ARREST BY LEO

### *Do Not Use for KIBRS Purposes*

[K.S.A. 22-2401\(a\)](#) does not set forth any violation, but instead, is a procedural statute defining when a LEO may arrest a person. When arresting on a warrant the arrest report should always reflect the violation or the reason the warrant was issued. For example, indirect contempt, failure to appear, probation violation, theft, criminal damage to property, etc.

**The only time K.S.A. 22-2401(a)** should be used on an arrest report is when the suspect is being arrested on an Out-of-State warrant. In this case, there is no corresponding statute that would match up with the State of Kansas statutes and therefore would be the appropriate time to use the procedural statute K.S.A. 22-2401(a).

# KANSAS STANDARD OFFENSE REPORT (KSOR)

\*Blank Kansas Standard Offense Reports may be requested from the IBR Unit.

KANSAS STANDARD OFFENSE REPORT														
THIS PAGE IS AN OPEN PUBLIC RECORD														
<input type="checkbox"/> INITIAL <input type="checkbox"/> DELETE <input type="checkbox"/> MODIFY <input type="checkbox"/> ADD		PAGE    OF												
<input type="checkbox"/> ON VIEW <input type="checkbox"/> CITIZEN		<input type="checkbox"/> DISPATCHED		NAME OF AGENCY		AGENCY ORI NUMBER		CASE NUMBER						
INCIDENT	DATE OFFENSE STARTED (MMDDYYYY)		TIME (HHMM)		DATE OFFENSE ENDED (MMDDYYYY)		TIME (HHMM)		DATE OF REPORT (MMDDYYYY)					
	EXCEPTIONAL CLEARANCE DATE (MMDDYYYY)		EXCEPTIONAL CLEARANCE		A. <input type="checkbox"/> DEATH OF OFFENDER D. <input type="checkbox"/> VICTIM REFUSES TO TESTIFY		B. <input type="checkbox"/> PROSECUTION DENIED E. <input type="checkbox"/> JUVENILE-NO CUSTODY		C. <input type="checkbox"/> EXTRADITION DENIED N. <input type="checkbox"/> NOT APPLICABLE					
	LOCATION OF OFFENSE			REPORT AREA		TIME REPORTED		TIME ARRIVED		TIME CLEARED				
OFFENSE #	STATE STATUTE VIOLATION				<input type="checkbox"/> ATTEMPTED <input type="checkbox"/> AID / ABET <input type="checkbox"/> COMPLETED <input type="checkbox"/> CONSPIRACY <input type="checkbox"/> SOLICITATION		STATE STATUTE VIOLATION				<input type="checkbox"/> ATTEMPTED <input type="checkbox"/> AID / ABET <input type="checkbox"/> COMPLETED <input type="checkbox"/> CONSPIRACY <input type="checkbox"/> SOLICITATION			
	DESCRIPTION				PREMISE		# OF PREM		HATE / BIAS		CAMPUS CODE			
	METHOD OF ENTRY F. <input type="checkbox"/> FORCE N. <input type="checkbox"/> NO FORCE				TYPE OF FORCE / WEAPON		TYPE OF THEFT		METHOD OF ENTRY F. <input type="checkbox"/> FORCE N. <input type="checkbox"/> NO FORCE		TYPE OF FORCE / WEAPON			
	M. <input type="checkbox"/> COIN MACHINE    E. <input type="checkbox"/> EMBEZZLEMENT B. <input type="checkbox"/> FROM BUILDING    T. <input type="checkbox"/> POSS. STOLEN PROP. A. <input type="checkbox"/> M/V PARTS & ACC    V. <input type="checkbox"/> MOTOR VEHICLE L. <input type="checkbox"/> SHOPLIFTING    F. <input type="checkbox"/> THEFT FROM M/V P. <input type="checkbox"/> POCKET-PICKING    O. <input type="checkbox"/> ALL OTHER S. <input type="checkbox"/> PURSE SNATCHING    N. <input type="checkbox"/> NOT APPLICABLE				11. <input type="checkbox"/> FIREARM <input type="checkbox"/> AUTO 12. <input type="checkbox"/> HANDGUN <input type="checkbox"/> AUTO 13. <input type="checkbox"/> RIFLE <input type="checkbox"/> AUTO 14. <input type="checkbox"/> SHOTGUN <input type="checkbox"/> AUTO 15. <input type="checkbox"/> OTHER FIREARM <input type="checkbox"/> AUTO		M. <input type="checkbox"/> COIN MACHINE    E. <input type="checkbox"/> EMBEZZLEMENT B. <input type="checkbox"/> FROM BUILDING    T. <input type="checkbox"/> POSS. STOLEN PROP. A. <input type="checkbox"/> M/V PARTS & ACC    V. <input type="checkbox"/> MOTOR VEHICLE L. <input type="checkbox"/> SHOPLIFTING    F. <input type="checkbox"/> THEFT FROM M/V P. <input type="checkbox"/> POCKET-PICKING    O. <input type="checkbox"/> ALL OTHER S. <input type="checkbox"/> PURSE SNATCHING    N. <input type="checkbox"/> NOT APPLICABLE		11. <input type="checkbox"/> FIREARM <input type="checkbox"/> AUTO 12. <input type="checkbox"/> HANDGUN <input type="checkbox"/> AUTO 13. <input type="checkbox"/> RIFLE <input type="checkbox"/> AUTO 14. <input type="checkbox"/> SHOTGUN <input type="checkbox"/> AUTO 15. <input type="checkbox"/> OTHER FIREARM <input type="checkbox"/> AUTO					
	OFFENDER SUSPECTED OF USING (SELECT UP TO 3)				OFFENDER SUSPECTED OF USING (SELECT UP TO 3)		TYPE OF CRIMINAL ACTIVITY (SELECT UP TO 3)		TYPE OF CRIMINAL ACTIVITY (SELECT UP TO 3)		OFFENDER SUSPECTED OF USING (SELECT UP TO 3)			
	A. <input type="checkbox"/> ALCOHOL    D. <input type="checkbox"/> DRUGS / NARCOTICS C. <input type="checkbox"/> COMPUTER EQUIP.    N. <input type="checkbox"/> NOT APPLICABLE				20. <input type="checkbox"/> KNIFE / CUT INSTR. 30. <input type="checkbox"/> BLUNT OBJECT 35. <input type="checkbox"/> MOTOR VEHICLE		A. <input type="checkbox"/> ALCOHOL    D. <input type="checkbox"/> DRUGS / NARCOTICS C. <input type="checkbox"/> COMPUTER EQUIP.    N. <input type="checkbox"/> NOT APPLICABLE		40. <input type="checkbox"/> PERSONAL WEAPON 50. <input type="checkbox"/> POISON 60. <input type="checkbox"/> EXPLOSIVE 65. <input type="checkbox"/> FIRE / INCID / DE- 70. <input type="checkbox"/> DRUGS / NARC. 85. <input type="checkbox"/> ASPHYXIATION 90. <input type="checkbox"/> OTHER 95. <input type="checkbox"/> UNKNOWN 99. <input type="checkbox"/> NONE		20. <input type="checkbox"/> KNIFE / CUT INSTR. 30. <input type="checkbox"/> BLUNT OBJECT 35. <input type="checkbox"/> MOTOR VEHICLE		40. <input type="checkbox"/> PERSONAL WEAPON 50. <input type="checkbox"/> POISON 60. <input type="checkbox"/> EXPLOSIVE 65. <input type="checkbox"/> FIRE / INCID / DE- 70. <input type="checkbox"/> DRUGS / NARC. 85. <input type="checkbox"/> ASPHYXIATION 90. <input type="checkbox"/> OTHER 95. <input type="checkbox"/> UNKNOWN 99. <input type="checkbox"/> NONE	
	TYPE OF CRIMINAL ACTIVITY (SELECT UP TO 3)				TYPE OF CRIMINAL ACTIVITY (SELECT UP TO 3)		LOCAL CODE		LOCAL CODE		LOCAL CODE			
	T. <input type="checkbox"/> TRANS / TRANSMIT / IMPORT U. <input type="checkbox"/> USING / CONSUMING J. <input type="checkbox"/> JUVENILE GANG G. <input type="checkbox"/> OTHER GANG N. <input type="checkbox"/> NO GANG INVOLVEMENT				T. <input type="checkbox"/> TRANS / TRANSMIT / IMPORT U. <input type="checkbox"/> USING / CONSUMING J. <input type="checkbox"/> JUVENILE GANG G. <input type="checkbox"/> OTHER GANG N. <input type="checkbox"/> NO GANG INVOLVEMENT		96. <input type="checkbox"/> UNKNOWN 99. <input type="checkbox"/> NONE		96. <input type="checkbox"/> UNKNOWN 99. <input type="checkbox"/> NONE		96. <input type="checkbox"/> UNKNOWN 99. <input type="checkbox"/> NONE			
	LOCAL CODE				LOCAL CODE		LOCAL CODE		LOCAL CODE		LOCAL CODE			
	VICTIM #	TYPE OF VICTIM				VICTIM OF OFFENSE NUMBER (CIRCLE ALL THAT APPLY)				1. 2. 3. 4. 5. 6. 7. 8. 9. 10.				
I. <input type="checkbox"/> INDIVIDUAL    S. <input type="checkbox"/> SOCIETY / PUBLIC B. <input type="checkbox"/> BUSINESS    F. <input type="checkbox"/> FINANCIAL INSTITUTION R. <input type="checkbox"/> RELIGIOUS ORGANIZATION    O. <input type="checkbox"/> OTHER G. <input type="checkbox"/> GOVERNMENT    U. <input type="checkbox"/> UNKNOWN														
NAME: LAST    FIRST    MIDDLE				NAME: LAST    FIRST    MIDDLE				NAME: LAST    FIRST    MIDDLE		NAME: LAST    FIRST    MIDDLE				
ADDRESS: STREET    CITY    STATE    ZIP				ADDRESS: STREET    CITY    STATE    ZIP				ADDRESS: STREET    CITY    STATE    ZIP		ADDRESS: STREET    CITY    STATE    ZIP				
TELEPHONE NUMBER (HOME)				TELEPHONE NUMBER (HOME)				TELEPHONE NUMBER (HOME)		TELEPHONE NUMBER (HOME)				
DRIVERS LICENSE NUMBER				DRIVERS LICENSE NUMBER				DRIVERS LICENSE NUMBER		DRIVERS LICENSE NUMBER				
TELEPHONE NUMBER (WORK / SCHOOL)				TELEPHONE NUMBER (WORK / SCHOOL)				TELEPHONE NUMBER (WORK / SCHOOL)		TELEPHONE NUMBER (WORK / SCHOOL)				
CIRCUM. ADD ASLT / BATTERY (MAX 2)				VICTIM RELATIONSHIP TO CORRESPONDING SUSPECT NUMBER (INDICATE ALL SUSPECTS)				TYPE OF INJURY (MAX 5)		TYPE OF INJURY (MAX 5)				
1. 2. 3. 4. 5. 6. 7. 8. 9. 10.				1. 2. 3. 4. 5. 6. 7. 8. 9. 10.				1. 2. 3. 4. 5.		1. 2. 3. 4. 5.				
PROP. DESCRIPTION		TYPE PROPERTY LOSS    1 = NONE    2 = BURNED    3 = COUNTERFEIT / FORGERY    4 = DESTROYED / DAMAGED / VANDALIZED    5 = RECOVERED    6 = SEIZED    7 = STOLEN    8 = UNKNOWN												
	TYPE LOSS		PROPERTY / DRUG CODE		DESCRIPTION / SUSPECTED DRUG TYPE				ESTIMATED QUANTITY		DATE RECOVERED			
REPORTING OFFICER			BADGE / ID		DATE		COPIES TO:			PROPERTY TOTAL				

CRIMINAL INVESTIGATION RECORD / NOT AN OPEN PUBLIC RECORD												
AGENCY ORJ NUMBER				CASE NUMBER				DATE OF REPORT (MMDDYYYY)		PAGE OF		
METHOD OF OPERATION	INSTRUMENT USED FOR ENTRY			POINT OF ENTRY			POINT OF EXIT			PREMISE NEIGHBORHOOD		
	1. <input type="checkbox"/> KEY	5. <input type="checkbox"/> BOLT CUTTER	9. <input type="checkbox"/> THROWN OBJECT	9. <input type="checkbox"/> NOT APPLICABLE	9. <input type="checkbox"/> NOT APPLICABLE	9. <input type="checkbox"/> NOT APPLICABLE	R. <input type="checkbox"/> RURAL / FARM / AGRICULTURE	S. <input type="checkbox"/> SUBURBAN / RESIDENCE	B. <input type="checkbox"/> URBAN / BUSINESS / COMMERCIAL	U. <input type="checkbox"/> UNINHABITED		
SAFE ENTERED			INCIDENT ACTIVITY									
1. <input type="checkbox"/> YES 3. <input type="checkbox"/> ATTEMPTED 5. <input type="checkbox"/> PEELED 7. <input type="checkbox"/> COMBINATION KNOWN			0. <input type="checkbox"/> GANG RELATED S. <input type="checkbox"/> DRIVE BY SHOOTING									
2. <input type="checkbox"/> NO 4. <input type="checkbox"/> REMOVED 6. <input type="checkbox"/> EXPLODED 9. <input type="checkbox"/> NOT APPLICABLE			C. <input type="checkbox"/> DOMESTIC VIOLENCE CHILDREN PRESENT J. <input type="checkbox"/> CAR JACKING									
			D. <input type="checkbox"/> DOMESTIC VIOLENCE N. <input type="checkbox"/> NOT APPLICABLE									
SUSPECT #	NAME: LAST FIRST MIDDLE											
	ADDRESS: STREET CITY STATE ZIP											
	TELEPHONE NUMBER (HOME)	RACE	SEX	ETHNICITY	RES / N RES	AGE	DATE OF BIRTH (MMDDYYYY)	HEIGHT	WEIGHT	HAIR	EYES	
	EMPLOYER / SCHOOL				ADDRESS (EMPLOYER / SCHOOL)				TELEPHONE NUMBER			
	MONICKERS / ALIAS											
	ADDITIONAL SUSPECT DESCRIPTORS											
	SUSPECT VEHICLE: MAKE			YEAR	MODEL			COLOR	VEHICLE STYLE			
	VEHICLE PLATE NUMBER		YEAR	STATE	VEHICLE IDENTIFICATION NUMBER			OTHER				
	NOT AN OPEN PUBLIC RECORD											
	SUSPECT #	NAME: LAST FIRST MIDDLE										
ADDRESS: STREET CITY STATE ZIP												
TELEPHONE NUMBER (HOME)		RACE	SEX	ETHNICITY	RES / N RES	AGE	DATE OF BIRTH (MMDDYYYY)	HEIGHT	WEIGHT	HAIR	EYES	
EMPLOYER / SCHOOL				ADDRESS (WORK / SCHOOL)				TELEPHONE NUMBER (WORK / SCHOOL)				
MONICKERS / ALIAS												
ADDITIONAL SUSPECT DESCRIPTORS												
SUSPECT VEHICLE: MAKE			YEAR	MODEL			COLOR	VEHICLE STYLE				
VEHICLE LICENSE NUMBER		YEAR	STATE	VEHICLE IDENTIFICATION NUMBER			OTHER					
EVIDENCE INFORMATION												
<input type="checkbox"/> NONE <input type="checkbox"/> SUBMITTED <input type="checkbox"/> RETAINED <input type="checkbox"/> RETAINED BY OFFICER <input type="checkbox"/> RETAINED BY INVESTIGATIVE AGENCY <input type="checkbox"/> TRANSFER TO OTHER AGENCY												
<input type="checkbox"/> OTHER:												
EVIDENCE OBTAINED												
<input type="checkbox"/> LATENT PRINTS		<input type="checkbox"/> WEAPONS / TOOLS		<input type="checkbox"/> SEXUAL ASSAULT KIT		<input type="checkbox"/> STAINS		<input type="checkbox"/> SEMEN		<input type="checkbox"/> DRUGS		
<input type="checkbox"/> OTHER PRINTS		<input type="checkbox"/> PHOTOS		<input type="checkbox"/> HAIR		<input type="checkbox"/> BLOOD		<input type="checkbox"/> DOCUMENTS		<input type="checkbox"/> ALCOHOL		
<input type="checkbox"/> OTHER:												
EVIDENCE COLLECTOR						LOCATION STORED						
BRIEFLY DESCRIBE HOW OFFENSE WAS COMMITTED.												

A Kansas Standard Offense Report (KSOR) is submitted to the IBR Unit for **ALL** violations of KIBRS Group A Offenses and **ALL** Domestic Violence violations of either Group A and/or Group B offenses.

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

## ADMINISTRATIVE SECTION

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

**INITIAL:** This is a new report being submitted for the first time.

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

**ADD:** Data is being added to the report. For example, the case is being cleared by Exceptional Means or additional stolen property has been identified. This includes information on a newly discovered suspect(s) and arrestee(s).

**DELETE:** This action is used when a case is unfounded and needs to be removed from the database. **A case cannot be deleted because prosecution refuses to charge the offender.**

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

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

**PAGE NUMBER:** Indicates the number of pages in the report and what page is currently being viewed.

**HOW CALL WAS RECEIVED:** Indicates how the officer was made aware of the incident.

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

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

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

## INCIDENT SECTION

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



**CASE NUMBER:** The number assigned by the reporting agency to uniquely identify a specific incident being reported. **Please do not re-use case numbers** once they have been assigned to a particular or individual case. Case numbers are limited to twelve (12) characters. **STATE REQUIRED.**

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

**DATE/TIME OFFENSE STARTED:** Indicates the date and time of the offense. If the incident occurred at an unknown time, use the first date/time of the approximate time frame. **Use military time. Note: 2400 is not a valid time in KIBRS.** For example, use 2359 and 0001. Use 0000 for an unknown time. **STATE REQUIRED.**

**DATE/TIME OFFENSE ENDED:** Indicates the last date/time of the approximate time frame that an incident may have occurred. **Use military time. Note: 2400 is not a valid time in KIBRS.** For example, use 2359 and 0001. Use 0000 for an unknown time. **STATE REQUIRED.**

**DATE OF REPORT:** Is the date the incident was reported to law enforcement. **Cannot be prior to the date of incident. STATE REQUIRED.**

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

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

In KIBRS, the submission of an arrest report in connection with the incident automatically clears all offenses within that incident. Incidents can likewise be cleared by exceptional means when some element beyond law enforcement control precludes a physical arrest. Any exceptional clearance in an incident clears all related offenses.

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

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

Exceptional clearances should be reported under one of the following five circumstances:

**"A" (Death of the Offender):** The offender dies before an arrest was made.

**"B" (Prosecution Declined):** The prosecutor, **for other than lack of probable cause**, declines to file charges.

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

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

**"E" (Juvenile/No Custody):** The decision by a law enforcement agency to provide notification to a juvenile's parents or legal guardians, rather than taking the juvenile into custody or seeking prosecution against the juvenile. Kansas does not allow arrest or prosecution for individuals under 10 years old. This code would be used for those juveniles.

**“N” (Not Applicable):** Case is not being cleared by exceptional means. In a multiple-offense incident, the exceptional clearance of one offense clears the entire incident. **An incident cannot be cleared exceptionally if anyone was arrested in connection with the incident,** because the incident has already been “cleared by arrest.”

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

It is recognized that internal policy in various law enforcement agencies permits the discontinuance of an investigation and the administrative closing of cases when all productive investigation has been completed. **The administrative closing of a case or the “clearing” of it by departmental policy does not permit exceptionally clearing an offense unless all four criteria listed above have been met.** Note: For KIBRS purposes, the recovery of property does not clear a case.

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

Name \*\* Sex \*\* Race \*\* Date of Birth

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

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

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

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

To report an address of 217 ½ N Broadway St W, Apt. 21, Topeka KS 66614:

Use the following format:

Address	Dir	Street	Type	Dir	Occupancy Code	Occupancy Number	
217	1/2	N	BROADWAY	ST	W	APT	21
City	State	Zip Code					
TOPEKA	KS	66612					

The full address is preferred. However, the IBR Unit understands that full addresses are not always possible.

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

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

Direction of Travel (in the Street Direction field)

Nearest mile marker (in the Street Name field)

Highway or Interstate Number (in the Street Name field)

**City, State, Zip Code: STATE REQUIRED**

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

**VALID STREET TYPES:**

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

**REPORT AREA:** The beat, territory, district, grid, etc. where the incident took place.

**TIME REPORTED:** The time the incident was reported to the local law enforcement agency.

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

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

## OFFENSE SECTION

The following information and requirements apply to each offense within every incident. Since all Group A offenses occurring in an incident are to be reported, ensure that each and every offense committed in an incident is identified. Information on at least one offense must be included in each Kansas Standard Offense Report (KSOR) submitted.

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

The KSOR provides space for entering data for two statute violations. If more than two statute violations are reported, additional KSOR (page one) or Supplemental KSOR forms must be completed. Offenses are numbered sequentially beginning with one (1).

**STATUTE NUMBER (Chapter, Section, Sub1, Sub2, Sub3):** Uniquely identifies the Kansas statute reported as a violation in a specific incident. At least one statute violation is required for each offense report. When a statute is violated, report the Chapter, Section, and the applicable sub-sections. To ensure you are using a valid statute, please reference the current Statute File (see instructions on page 73). **STATE REQUIRED.**

**ATTEMPTED/COMPLETED:** Indicates whether the statute violation being reported was Attempted or Completed. An attempted crime is a violation of [K.S.A. 21-5301](#) but is reported through the use of this data element. **STATE REQUIRED.**

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

**AID or ABETTING/CONSPIRACY/SOLICITATION:** Is used to indicate whether an offense is prefixed by “Aiding or Abetting,” “Conspiracy to Commit,” or “Solicitation to Commit.” An Aid/Abetting, Conspiracy, or Solicitation crime is a violation of [K.S.A. 21-5303\(a\)](#), [21-5302](#), and [21-5303](#) respectively. However, it is reported through the use of this data element. One selection is allowed for each state statute violation cited. It is not necessary to



add the Aid or Abetting/Conspiracy/Solicitation statute in a second offense section. If the offense does not include one of these elements, leave this section blank.

**DESCRIPTION:** The Kansas Statutes Annotated (K.S.A.) description of the offense listed. **STATE REQUIRED.**

#### STATUTE FILE RELEASES

The KCJIS Statute File is released at least twice annually through the KBI. The latest version may be downloaded from the [KCJIS web portal](#). The download is found on the Information Tab entitled Statute Downloads – KIBRS (Not CJIS Law statute updates). The file may also be obtained by contacting a Program Consultant with the IBR Unit by calling (785) 296-4373. **Note:** This is not the file used to update the KBI software, CJIS Law.

Typically, these updates are released in July and January. CJIS Law users must manually update the system with the help of a Program Consultant within the IBR Unit.

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

**PREMISE CODES:** Records the type of location or premise where the offense took place. **STATE REQUIRED.**

**Valid Premise codes are:**

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

**HINTS TO AVOID COMMON ERRORS:**

- An assault started in a bar, continued into an adjoining parking lot, and ended in the street. As the bar was the location where the offense was initiated and best describes the circumstances of the crime, “30” – (Tavern/Nightclub/Bar) should be reported.
- **Parking Lot should be used ONLY when the premise’s sole purpose is parking.** For example, a city lot used for downtown parking. However, if a parking lot is connected to a structure with its own premise code that premise should be reported.

- If a business can be classified as more than one premise, use the premise code that most accurately reflects its primary purpose. For example, Wal-Mart should be listed as “25” (Department/Discount Store) and NOT (Grocery/Supermarket). A gas drive off from a convenience store should be reported as “24” (Convenience Store) and NOT “23” (Service/Gas Station).
- Vehicles are no longer a valid premise code. Report where the vehicle was located. For example, if a car is broken into while parked in an apartment complex parking lot you should report “10” (Apartment/Complex).

### **HATE/BIAS MOTIVATION CODES:**

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

#### **Valid Hate/Bias codes to be reported are:**

##### **Race/Ancestry Bias**

“11”	(Anti – White)
“12”	(Anti – Black/African American)
“13”	(Anti – American Indian/Alaskan Native)
“14”	(Anti – Asian)
“15”	(Anti – Multi-Racial Group)
“16”	(Anti – Native Hawaiian or Other Pacific Islander)
“31”	(Anti – Arab)

##### **Sexual Orientation Bias**

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

##### **Religious Bias**

“21”	(Anti – Jewish)
“22”	(Anti – Catholic)
“23”	(Anti – Protestant)
“24”	(Anti – Islamic) Muslim
“25”	(Anti – Other Religion)
“26”	(Anti – Multi-Religious Group)
“27”	(Anti – Atheism/Agnosticism)
“28”	(Anti – Mormon)
“29”	(Anti – Jehovah’s Witness)
“81”	(Anti – Eastern Orthodox – Greek, Russian, etc.)
“82”	(Anti – Other Christian)
“83”	(Anti – Buddhist)
“84”	(Anti – Hindu)
“85”	(Anti – Sikh)

##### **Ethnicity/National Origin Bias**

“32”	(Anti – Hispanic)
“33”	(Anti – Other Ethnicity/National Origin)

##### **Disability Bias**

“51”	(Anti – Physical Disability)
“52”	(Anti – Mental Disability)

##### **Gender Bias**

“61”	(Anti – Male)
“62”	(Anti – Female)

##### **Gender Identity Bias**

“71”	(Anti – Transgender)
“72”	(Anti – Gender Non-Conforming)

##### **None/Unknown**

“88”	(None) No bias
“99”	(Unknown) Officer believes a hate bias was involved but the type is unknown. <b>This would be VERY rare.</b>

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

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

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

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

**CAMPUS CODES:** Identifies a college, university, community college, junior college, or vocational school where an incident has occurred. High schools do not have a campus code. **STATE REQUIRED.**

This data field is completed if the incident occurred:

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

Valid codes are:

#### UNIVERSITIES/COLLEGES

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

#### COMMUNITY COLLEGES

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

#### TECHNICAL SCHOOLS

FHAVTS Flint Hills Tech College - Emporia  
 KCAVTS KC Area Vo-tech School - KCK  
 KWAVTS Washburn Univ. Tech School-Topeka  
 MAAVTS Manhattan Area Vo-tech College -Manhattan  
 NCAVTS North Central Ks Tech College - Beloit  
 NEAVTS North East Ks Area Vo-tech - Atchison  
 NWA VTS North West KS Area Vo Tech-Goodland  
 SAAVTS Salina Area Vo-tech School - Salina  
 SWTS Southwest Ks Tech School - Liberal

TC Tabor College-Hillsboro  
WU Washburn University - Topeka

WIAVTS Wichita Area Tech School – Wichita  
WITS Wichita Technical Institute – Wichita

**NUMBER OF PREMISES ENTERED:** *This information is recorded only if the offense is Burglary and the location is a “Hotel/Motel/Inn” or “Rental Storage Facility.”* In such cases, the number of structures (premises) entered is to be reported. Include the total number of individual rooms, units, suites, storage compartments, etc., entered. (See page 49 for more details.) **This is a state required field when reporting a Burglary to a Hotel/Motel/Inn/Rental Storage Facility.**

**HINTS TO AVOID COMMON ERRORS:**

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

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

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

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

**An unforced entry (“N” No Force)** involves unlawful entry through an unlocked door or window. The element of trespass to the structure is essential in this classification, which includes thefts from open garages and warehouses, open or unlocked dwellings, and open or unlocked common basement areas in apartment houses (where entry is by someone other than by the tenant who has lawful access). If the structures entered were ones of open access, thefts from the premises would not involve an unlawful trespass and would be reported as larceny.

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

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

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

**Valid Type of Theft codes are:**

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

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

**Valid Offender Suspected of Using codes are:**

- “A” (Alcohol)
- “C” (Computer Equipment)
- “D” (Drugs)

**Any crime committed through the use of a computer (including handheld electronic devices) should indicate “Computer Equipment” in this field.**

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

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

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

**TYPE OF CRIMINAL ACTIVITY:** Indicates the criminal activity/gang involvement of the offenders for certain offenses.

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

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

**Valid Type of Criminal Activity codes for these offenses are:**

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

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

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

<b>Aggravated Assault/Battery</b>	<b>Kidnapping/Abduction</b>
<b>Forcible Fondling</b>	<b>Murder and Non-negligent Manslaughter</b>
<b>Forcible Rape</b>	<b>Negligent Homicide</b>
<b>Forcible Sodomy</b>	<b>Robbery</b>
<b>Intimidation</b>	<b>Simple Assault/Battery</b>

**Valid Type of Criminal Activity codes for gang involvement are:**

- “G” (Other Gang)
- “J” (Juvenile Gang)
- “N” (None/Unknown)

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

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

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

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

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

**TYPE OF FORCE/WEAPON** is required for the offense categories of:

**Aggravated Assault/Battery**  
**Extortion/Blackmail**  
**Forcible Fondling**  
**Forcible Sodomy**  
**Forcible Rape**  
**Justifiable Homicide**  
**Kidnapping/Abduction**

**Murder and Non-negligent Manslaughter**  
**Negligent Homicide**  
**Robbery**  
**Simple Assault/Battery**  
**Intimidation**  
**Weapon Law Violations**

**Valid Type of Force/Weapon codes are:**

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

**HINTS TO AVOID COMMON ERRORS:**

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



## VICTIM SECTION

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

**VICTIM SEQUENCE NUMBER:** Each victim in an incident is to be assigned a sequence number from 001 to 999.

A separate set of victim data is to be submitted for each numbered victim. The sequence numbers provide uniqueness when there are multiple victims. **STATE REQUIRED.**

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

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

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

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

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

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

**Note:** In this scenario, if the officer is assaulted or battered, the type of victim must be listed as “I” (Individual) with the officer’s name and identifiers listed. The law enforcement agency’s address may be used as the victim’s address.

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

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

Each incident reported must have a victim and each victim must be related to an offense. Every victim may not be a victim of each offense within an incident. *Associate each victim with only those offenses affecting him/her.*

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

### VICTIM INFORMATION REQUIREMENTS:

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

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

**VICTIM NAME:** If the victim is a person (“I” Individual), enter the full name of the victim, last name followed by the first name and full middle name. **DO NOT USE A MIDDLE INITIAL. STATE REQUIRED.**

- When using a surname suffix, such as Jr. or III, place this information in the “Last Name” field.

- If the victim is a Business, Financial Institution, Religious Organization, Government Agency, or Other, list the name of the business, the agency, or the organization; not the owner or the person reporting the crime.
- If the victim is Society, list the city, county, or the State of Kansas.
- Alpha or alphanumerical characters must be placed in both the first and last name fields of the victim information. **To capture Business, Government, and Society, etc., place “N/A” in the First Name field.**

Use the following format:

**Society Example:**

First name: N/A      Last Name: State of Kansas

**Business Example:**

First name: N/A      Last Name: Walmart

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

**VICTIM ADDRESS:** Enter the victim’s address. **STATE REQUIRED.**

Use the following format:

Address	Dir	Street	Type	Dir	Occupancy Code	Number
217	1/2	N	BROADWAY	ST	W	APT 21
City	State	Zip Code				
TOPEKA	KS	66612				

**VICTIM TELEPHONE NUMBER:** Enter a telephone number where the victim may be contacted.

**VICTIM RACE:** If the victim is a person (“I” Individual), his/her race is to be reported. **STATE REQUIRED.**

Use one of the following:

- “A” **Asian or Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.
- “B” **Black:** A person having origins in any of the black racial groups of Africa.
- “I” **American Indian or Alaskan Native:** A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- “W” **White:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- “U” **Unknown:** This should not be used when the victim is known.

**VICTIM SEX:** If the victim is a person (“I” Individual), his/her gender is to be reported. **STATE REQUIRED.**

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

**VICTIM ETHNICITY:** If the victim is a person (“I” Individual), his/her ethnic origin is to be reported. **STATE REQUIRED.**

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



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

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

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

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

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

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

**This category is not intended to reflect immigration residency status.**

**Example 1:** The victim of a forgery that occurred in Manhattan is a resident of Topeka. His residency status would be “N” (Non-Resident).

**Example 2:** The victim of a rape that occurred in Bonner Springs is also a resident of Bonner Springs. Therefore, her residency status is “R” (Resident).

**Example 3:** The victim of a homicide that occurred in rural Leavenworth County (Easton) is a resident of the City of Leavenworth. The Leavenworth County Sheriff’s Office is investigating the homicide and should report the residency status of the victim as “N” (Non-Resident) since the city the crime occurred in is not the same as the city where the victim lives (Leavenworth).

**VICTIM AGE:** If the victim is a person (“I” Individual), his/her age (at the time of the incident) is to be reported either as an exact age, a range of years, or on a very rare occasion as unknown. **An age is required for each “Individual” victim associated with a crime. STATE REQUIRED.**

If an exact age is not known, a range of 5-10 years may be used. However, in most cases the victim is present and this information should be readily available.

Valid codes are:

- “NN” (Under 24 hours (neonate)) **Do not report “00”**
- “NB” (1-6 days old) **Do not report “00”**
- “BB” (7-364 days old) **Do not report “00”**
- “01-  
-98” (Report the exact age)
- “99” (Over 98 years old)
- “00” (Unknown)

**Example 1:** If the victim is 23 years old, report “23.”

**Example 2:** If a deceased female victim appeared to be a teenager, report “1319” as the age range.

**Example 3:** If a victim is over 100 years old, report “99.”

**Example 4:** A two-day-old baby is kidnapped from the hospital, report “NB” for age.

**VICTIM DATE OF BIRTH:** If the victim is a person (“I” Individual), his/her date of birth is to be reported. **STATE REQUIRED.**

**VICTIM HEIGHT:** If the victim is a person (“I” Individual), his/her height is entered using three (3) characters and **expressed in feet and inches. Example:** Five feet three inches should be reported “503.” Fractions of an inch should be rounded to the nearest inch. **STATE REQUIRED.**

**VICTIM WEIGHT:** If the victim is a person (“I” Individual), his/her weight is entered using three (3) characters and expressed to the nearest pound. **Example:** Suspect weighs 95 pounds report it as “095.” **STATE REQUIRED.**

**VICTIM HAIR COLOR:** If the victim is a person (“I” Individual), his/her hair color is to be reported. **STATE REQUIRED.**

Valid codes are:

“BLK” (Black)	“PNK” (Pink)
“BLN” (Blonde)	“PLE” (Purple)
“BLU” (Blue)	“RED” (Red)
“BRO” (Brown)	“SDY” (Sandy)
“GRY” (Gray)	“WHI” (White)
“GRN” (Green)	“BLD” (Bald)
“MUL” (Multicolored)	“XXX” (Unknown)
“ONG” (Orange)	

**VICTIM EYES:** If the victim is a person (“I” Individual), his/her eye color is to be reported. **STATE REQUIRED.**

Valid codes are:

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

**VICTIM DRIVER’S LICENSE NUMBER:** If the victim is a person (“I” Individual) and has a valid driver’s license, the number is entered.

**VICTIM DRIVER’S LICENSE STATE:** If the victim is a person (“I” Individual) and has a valid driver’s license, the state of issue is entered.

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

**TELEPHONE NUMBER (WORK/SCHOOL):** If the victim is a person (“I” Individual), list the number where they can be contacted when at work or school.

**WORK/SCHOOL ADDRESS:** If the victim is a person (“I” Individual), list the address of their place of employment or school.

#### **UNKNOWN IDENTIFIERS:**

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

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

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

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

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

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

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

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

- “30” (Child Playing with Weapon)
- “31” (Gun-cleaning Accident)
- “32” (Hunting Accident)
- “33” (Other Negligent Weapon Handling) Includes arrests associated with DUI, distracted driving (using a cell/smartphone), and reckless driving traffic fatalities
- “34” (Other Negligent Killings)

Not included are deaths of persons due to their own negligence; accidental deaths not resulting from gross negligence; and accidental traffic fatalities.

Information is to be reported regarding all other negligent manslaughter regardless of prosecution action.

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

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

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

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

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

**VICTIM'S RELATIONSHIP TO CORRESPONDING SUSPECT NUMBER (INDICATE ALL SUSPECTS):**

Along with Relationship of Victim to Suspect, the sequence number is used to link victims to suspects who have perpetrated a Crime against Person (Assault, Homicide, Kidnapping/Abduction, Forcible Sex Offense and Non-forcible Sex Offense) and/or a Robbery.

These same sequence numbers must be used to identify the same suspects in the Suspect Section of the KSOR. There must be as many relationship codes as there are victims to suspects.

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

**Within the Family:**

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

**Outside of Family but Known to Victim:**

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

**Not Known By Victim:**

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

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

When reporting the relationship, keep in mind that the code requested reflects the **victim’s relationship to the suspect**.

**Example of Mutual Battery:**

A husband and wife were arguing when they started hitting each other. Both husband and wife are considered victims and suspects.

	<b>Suspect 1 named “A”</b>	<b>Suspect 2 named “B”</b>
<i>Victim 1 named “A”</i>	VO – Victim is Offender	SE – Victim is Spouse
<i>Victim 2 named “B”</i>	SE – Victim is Spouse	VO – Victim is Offender

**TYPE OF INJURY:** If the victim is a person (“I” Individual), describe the type(s) of bodily injury suffered as a result of reported offenses.

Report up to five (5) of the following:

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

**TYPE OF INJURY** is required for the offense categories of:

- Aggravated Assault/Battery**
- Non-forcible Sex Offenses**
- Forcible Sex Offenses**
- Intimidation**
- Extortion/Blackmail**
- Robbery**
- Simple Assault/Battery**
- Kidnapping/Abduction**

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

**REPORTING PARTY/WITNESS (RP/W):** This section should be completed by the agency regarding the necessary information pertaining to individuals reporting, witnessing, or discovering a crime. Use the same guidelines as required for reporting victim identifiers.

## PROPERTY SECTION

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

<b>Arson</b>	<b>Extortion/Blackmail</b>
<b>Bribery</b>	<b>Fraud Offenses</b>
<b>Burglary</b>	<b>Gambling Offenses</b>
<b>Counterfeiting/Forgery</b>	<b>Kidnapping/Abduction</b>
<b>Criminal Damage to Property</b>	<b>Larceny/Theft Offenses</b>
<b>Drug/Narcotic Offenses</b>	<b>Motor Vehicle Theft</b>
<b>Embezzlement</b>	<b>Stolen Property Offenses</b>

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

**TYPE PROPERTY LOSS:** Indicates the Type of Loss, Recovery, etc., which occurred in an incident. A Type Property Loss must be submitted with each line of property loss, recovery, etc., reported in the incident. **STATE REQUIRED FOR OFFENSES REQUIRING PROPERTY.**

Valid codes are:

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

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

**PROPERTY/DRUG CODES:** Are used to identify the property which was burned, counterfeited/forged, destroyed, damaged, recovered, seized, or stolen. For KIBRS purposes, the property must be described in the property description. **STATE REQUIRED FOR OFFENSES REQUIRING PROPERTY.**

Properties with a **border** - have a value reported of Zero (0) to KIBRS.

### Currency

- 0101 U.S. Currency
- 0103 Antique Coins
- 0104 Coin Collection
- 0108 Foreign Currency

### Credit/Bank/ID Cards

- 0105 Credit Cards
- 0152 Bank Cards (ATM, Debit)
- 0153 Membership Cards (Union, Library, movie rental, shopper, etc.)
- 0154 Insurance Cards
- 0155 Social Security Cards
- 0156 Drivers Licenses
- 0157 Savings Account Books/Check Registers
- 0158 Miscellaneous Identification

### Non-Endorsed/Non-Negotiable

- 0106 Securities/Bonds
- 0121 Government Checks
- 0122 Payroll Checks
- 0123 Personal Checks
- 0124 Travelers Checks
- 0125 Money Orders/Money Grams
- 0126 Business Checks
- 0132 Vision Card/WIC Vouchers
- 0133 Lottery Tickets
- 0134 In-Store Account Slip
- 0135 Prescription (Paper, not the medication)

### Endorsed/Negotiable Instruments

- 0128 Payroll Checks
- 0129 Personal Checks
- 0130 Travelers Checks
- 0131 Stamps
- 0136 Vision Card/WIC Vouchers
- 0151 Money Orders/Money Grams
- 0159 Business Checks
- 0160 Gift Cards/Gift Certificates
- 0161 Phone Cards (Prepaid)
- 0162 Event Tickets (Airline, Movie, Concerts, etc.)

### Office Equipment

- 0501 Calculators/Adding Machines
- 0502 Cash Register/Cash Boxes/Money Bag
- 0503 Check Protectors
- 0504 Computer Hardware (include printer
- 0505 Copiers
- 0506 Office Furniture
- 0507 Typewriters
- 0508 Safes/Lockboxes
- 0509 Office Supplies (day planners, pens, pencils, etc.)

### Jewelry

- 0201 Antique/Collectible Jewelry
- 0202 Bracelets
- 0203 Pins/Brooches/Tie Tacks
- 0204 Cufflinks
- 0205 Earrings
- 0206 Necklaces
- 0207 Rings
- 0208 Body Piercing Jewelry
- 0209 Watches
- 0211 Costume Jewelry
- 0212 Belt Buckles
- 0213 Jewelry Boxes
- 0250 Miscellaneous Jewelry

### Metals

- 0220 Aluminum
- 0221 Brass
- 0222 Copper
- 0223 Gold
- 0224 Iron
- 0225 Platinum
- 0226 Silver
- 0227 Tin
- 0228 Lead
- 0229 Bronze
- 0230 Other Precious Metals
- 0231 Pewter
- 0232 Scrap Metal

### Clothing

- 0301 Children's/Infant's
- 0302 Men's
- 0303 Women's
- 0304 Pelts/Furs
- 0305 Purses/Wallets
- 0306 Accessories (hats, belts, gloves, shoes)
- 0307 Eyeglasses/Sunglasses/Contact Lenses
- 0350 Miscellaneous Clothing

### Vehicles

- 0401 Aircraft
- 0402 Automobiles/SUV/Vans
- 0403 Watercrafts
- 0404 Buses
- 0405 Motorcycles/Moped/Dirt bikes
- 0406 Trucks (Pickup)
- 0407 Recreational Vehicles (Motor Home, Custom Van)
- 0408 Semi Tractor
- 0450 Misc. Vehicle (ATV, Golf Cart, Snowmobile, Go Cart)

- 0510 Fax Machines
- 0511 Computer Software
- 0550 Miscellaneous Office Equipment

#### **Electronic Equipment\***

- 0601 Binoculars/Telescopes/Range Finder
- 0602 Cameras/Film/Accessories
- 0603 Cassette Tapes/Compact Discs/Vinyl
- 0604 CB Radios/Two Way Radios
- 0605 Radios (AM/FM, Clock, Portable)
- 0607 Stereo Component Systems
- 0608 Tape Recorders/Tape Players
- 0609 Turntables
- 0610 Speakers (not vehicle speakers)
- 0611 Telephones/Cell Phones (incl. chargers)
- 0612 Televisions
- 0613 Video/Sound Production Equip. (incl. security cameras)
- 0614 Video Tapes/DVDs
- 0615 Scanners
- 0616 Medical/Lab Equipment (does not include non-electronic equipment i.e. syringes, bandages)
- 0617 Radar Detector
- 0618 Video Cassette Recorders (VCR/DVD Players/Recorders)
- 0619 Camcorders
- 0620 Cable Equipment/Satellite Dishes
- 0621 Answering Machines/Pagers
- 0622 Compact Disk Players (not vehicle units)
- 0623 Equalizers/Boosters/Amps (Do Not Include Vehicle Audio Equipment)
- 0624 Vehicles Radio and Audio Equipment
- 0627 MP3 Player/IPOD/Zune
- 0628 I Pad/PDA/E-readers (Kindle, Nook etc.)
- 0629 Game Systems/Video Games (Play Station Station, X-Box, Wii, controllers, etc.)
- 0630 GPS Global Positioning Device (Garmin, Tom Tom)
- 0631 Rechargeable Batteries/Packs
- 0650 Miscellaneous Electronic Equipment (incl. memory cards, projectors, headphones)

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

#### **Drugs/Narcotics**

- 0915 Drug Paraphernalia (requires value)  
Seized drugs/narcotics are 0 value
- 0920 Crack Cocaine
- 0921 Cocaine
- 0922 Hashish
- 0923 Heroin
- 0924 Marijuana
- 0925 Morphine
- 0926 Opium
- 0927 Other Narcotics (incl. Hydrocodone, Vicodin, Lortab)
- 0928 LSD
- 0929 PCP
- 0930 Other Hallucinogens (incl. Peyote)

#### **Firearms/Weapons**

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

#### **Household Goods**

- 0801 Air Conditioners/Furnaces/Heaters
- 0802 Antiques/Collections (cards, stamps, figurines, etc.)
- 0803 Bed/Mattresses/Box springs
- 0804 Bookcases/Entertainment Centers
- 0805 Carpeting/Rugs
- 0806 Chairs
- 0807 Dishwashers
- 0808 Drapes/Curtains
- 0809 Dressers/Chests/Cabinets/Hutches
- 0810 Washers/Dryers
- 0811 Freezers
- 0812 Luggage/Briefcases/Backpack/Bookbags
- 0814 Refrigerators
- 0815 Sewing Machines
- 0816 Dishes/Silverware/Pottery
- 0817 Small Appliances (include vacuums)
- 0818 Sofas/Loveseats
- 0819 Ranges/Stoves
- 0820 Tables
- 0821 Nursery and Infant Furniture
- 0822 Flashlights/Light bulbs
- 0823 Fire Extinguishers
- 0824 Toys
- 0850 Misc. household goods (linens, cooking utensils, candles, mirrors, frames, lamps, bath scales, etc.)

#### **Agricultural Equipment**

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

#### **Grains/Fertilizer/Pesticides**

- 1131 Corn
- 1132 Milo
- 1133 Soybean
- 1134 Wheat

- 0931 Other Stimulants/Ephedrine
- 0932 Barbiturates
- 0933 Depressants (incl. Xanax, Ativan, GHB)
- 0934 Amphetamines/Methamphetamines (incl. Ritalin, Seroquel)
- 0935 Other Drugs (incl. abused vapors, does not include over the counter medication)
- 0936 Methamphetamines Liquid
- 0937 Methamphetamines Solid
- 0938 Mushrooms
- 0941 Ecstasy/MDMA

#### **Livestock/Pets**

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

#### **Building Materials/Construction Equipment**

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

#### **Structures**

##### **(Only Used When Reporting Arson or Criminal Damage)**

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

- 1135 Other Grain Products
- 1136 Hay/Feed
- 1137 Herbicides/Insecticides
- 1138 Anhydrous Ammonia

#### **Lawn Equipment/Garden Supplies**

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

#### **Miscellaneous**

- 1149 Keys/Key chains
- 1150 Mailboxes
- 1151 Auto Parts and Accessories
- 1152 Boat Parts and Accessories
- 1153 Agricultural Parts and Accessories
- 1154 Construction Equip Parts and Accessories
- 1155 Bicycles/Bicycle Parts and Accessories
- 1156 Paperwork (mail, photos, titles, etc.)
- 1159 License Plates/Registration Decals/Handicap Placards
- 1161 Musical Instruments/Equipment
- 1165 Oil Field Equipment
- 1170 Gambling Equipment
- 1175 Crude Oil
- 1180 Sports/Recreational Equipment (incl. coolers)
- 1181 Pet Supplies
- 1182 Signs (street, realty, etc.)
- 1185 Saddles/Tack (Bits, Spurs, Blankets, etc.)
- 1189 Medical Supplies (Syringes, Bandages, etc.)
- 1190 Vending Machine
- 1194 Portable Shelters (bus stop, three sided barn, manger)
- 1195 Trailers
- 1196 Books/Magazines/Newspapers
- 1197 Utilities/Utility Meters
- 1198 Services (meals, lodging, fare)
- 1199 Miscellaneous (**do not overuse**, includes Lighters, Garage Door Openers, Tattoo Equip, Bridges, Curbs, Roads)

**Example 1:** The following property was reported stolen as the result of a burglary to a single residence: (1) a \$600 Nikon camera; (2) a Samsung tablet worth \$200; and (3) an iPhone worth \$900. A double door was torn from its hinges and crushed during the entry; damage to the door was \$400.



- Item (1) the Nikon camera would have a property code of “0602” (Cameras); item (2) the Samsung tablet would have a property code of “0628” (iPad), and item (3) the iPhone would have a property code of “0611” (Telephone/Cell Phone).
- The code for the damage to the door would be listed as “1201” (Single Occupancy Dwelling). The property description should read “entry door.”

**Example 2:** Over \$800 worth of copper wire was stolen from someone’s window air conditioner. In the process of retrieving the copper, the air conditioner was damaged. The wire should be listed as “0222” (Copper) since the primary purpose of the theft was the value of copper and not the wire itself. The code for the damage to the air conditioner would be listed as “0801” (Air Conditioners).

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

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

**PROPERTY DESCRIPTION/SUSPECTED DRUG TYPE:** Is used to describe the property item(s) reported burned, counterfeited/forged, destroyed/damaged/vandalized, recovered, seized or stolen. **STATE REQUIRED FOR OFFENSES REQUIRING PROPERTY.**

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

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

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

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

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

**FRACTION:** Indicates a fraction measurement of an estimated quantity of a drug seized.

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

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

**TYPE DRUG MEASUREMENT:** Indicates the drug quantity measurement.

Measurements can be made in the following categories:

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

**PROPERTY VALUE:**

The total dollar value of the property which was reported burned, stolen, destroyed, etc., as a result of the incident is reported in this field. All values are rounded to the nearest dollar. Refer back to the property code list on page 94 to see which properties have a reported value of 0. For property requiring value, it must be at least \$1. It is understood that items can be valued under \$1. **STATE REQUIRED FOR OFFENSES REQUIRING PROPERTY.**

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

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

**GUIDELINES FOR PROPERTY VALUATION**

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

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

**HINTS TO AVOID COMMON ERRORS:**

- The theft of non-negotiable instruments such as traveler's checks, personal checks, money orders, stocks, bonds, food stamps, etc., should be reported with a value of \$0.
- Negotiable instruments such as bonds payable to the bearer, etc., are valued at the current market price at the time of the theft, seizure, etc.
- Values should be rounded to the nearest whole dollar.
- Often the condition of the property is different at recovery than it was when stolen. The market value at the time of recovery should be used even though it is less than the value reported at the time of theft.
- **An agency should only report the value of property stolen in its jurisdiction.** Likewise, the value of property recovered will include only property originally stolen in its own jurisdiction. It does not matter who recovers the stolen property; the jurisdiction from which the property was stolen would report the value of the recovery. This procedure applies to all stolen property, including motor vehicles. However, there may be situations where property may be reported twice due to the requirement of reporting property for Possession of Stolen Property.

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

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

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

## METHOD OF OPERATION SECTION

This section records the method used to enter a structure, the type of neighborhood where the offense occurred, if a safe was involved, and if the offense was the result of domestic violence or a carjacking. This information can be of assistance in determining unique activities associated with a particular offender or group of offenders. **This entire section is State Required FOR EVERY OFFENSE REPORT.**

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

Valid codes are:

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

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

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

Valid codes are:

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

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

Valid codes are:

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

**PREMISE NEIGHBORHOOD:** Is used to record the type of general surroundings of the vicinity where the offense occurred. Identifies the main purpose of the surrounding area. **STATE REQUIRED**

Valid codes are:

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

### DO NOT CONFUSE PREMISE NEIGHBORHOOD WITH PREMISE CODE.

Uninhabited means the area surrounding the crime has vacant land that is all natural and is **not** used for residential, farming, raising livestock, or commercial purposes.

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

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

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

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

Valid codes are:

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

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

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

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

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

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

Valid codes are:

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

#### **HINTS TO AVOID COMMON ERRORS:**

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

## **SUSPECT SECTION**

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

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

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

**SUSPECT ADDRESS:** Is used to list the address or possible address of a suspect. **REQUIRED WHEN SUSPECT IS KNOWN.**

Use the following format:

Address	Dir	Street	Type	Dir	Occupancy Code	Number
217	1/2	N	BROADWAY	ST	W	APT 21
City	State	Zip Code				
TOPEKA	KS	66612				

**SUSPECT HOME PHONE NUMBER:** Is used to list the suspect's home phone number if known.

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

- “A” **Asian or Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes: China, India, Japan, Korea, the Philippine Islands, and Samoa.
- “B” **Black:** A person having origins in any of the black racial groups of Africa.
- “T” **American Indian or Alaskan Native:** A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- “W” **White:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- “U” **Unknown** (cannot be used if the suspect is known)

- Suspect race is required in order to take an exceptional clearance.
- “Hispanic” should be reported as an ethnicity and not as a race.
- Unknown is not allowed if suspect is known.

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

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

- **Suspect sex is required in order to take an exceptional clearance.**
- **Unknown is not allowed if suspect is known.**

**SUSPECT ETHNICITY:** The ethnic origin of each numbered suspect is to be reported as: **REQUIRED WHEN SUSPECT IS KNOWN.**

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

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

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

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

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

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

**This category is not intended to reflect immigration residency status.**

**AGE OF SUSPECT:** The age of each numbered suspect is to be reported either as an exact number of years, a range of years, or as unknown. Record one of the following:

“01- (Report the exact age)  
-98”  
“99” (Over 98 years old)  
“00” (Unknown)

Should the exact age be unknown, an age range can be reported. Any range in years is acceptable, however it is recommended to keep it within 5 to 10 years. **Example:** for a teenager the report could be “1319.”

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

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

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

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

**SUSPECT HAIR COLOR:** The suspect’s hair color is entered if known. **REQUIRED WHEN SUSPECT IS KNOWN.**

Valid codes are:

“BLK” (Black)	“PNK” (Pink)
“BLN” (Blonde)	“PLE” (Purple)
“BLU” (Blue)	“RED” (Red)
“BRO” (Brown)	“SDY” (Sandy)
“GRY” (Gray)	“WHI” (White)
“GRN” (Green)	“BLD” (Bald)
“MUL” (Multicolored)	“XXX” (Unknown)
“ONG” (Orange)	

**SUSPECT EYES:** The suspect’s eye color is entered, if known. **REQUIRED WHEN SUSPECT IS KNOWN.**

Valid codes are:

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

**SUSPECT’S EMPLOYER/SCHOOL:** The suspect’s employer/school is listed if known. If the suspect is a student, list the name of the suspect’s school.

**SUSPECT’S WORK/SCHOOL ADDRESS:** The suspect’s address of their place of employment or school is listed, if known.

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

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

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

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

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

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

## **EVIDENCE SECTION**

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

## **DESCRIPTION OF INCIDENT SECTION/NARRATIVE**

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

### ***HINTS TO AVOID COMMON ERRORS:***

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







KANSAS STANDARD ARREST REPORT			PAGE	OF
ARREST	PARENT / GUARDIAN NAME		ADDRESS (HOME):	
	EMPLOYER		ADDRESS (EMPLOYER):	
	TELEPHONE NUMBER (HOME)	TELEPHONE NUMBER (EMPLOYER)	TELEPHONE (OTHER)	
	PARENT / GUARDIAN NAME		ADDRESS (HOME):	
	EMPLOYER		ADDRESS (EMPLOYER):	
	TELEPHONE NUMBER (HOME)	TELEPHONE NUMBER (EMPLOYER)	TELEPHONE (OTHER)	
NARRATIVE / AFFIDAVIT	State of Kansas, _____ County, ss:			
	I, _____ of lawful age, after first being duly sworn on oath, on information and belief states:			
	SAMPLE FORM			
	NOT OPEN PUBLIC RECORD			
I VERIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.				
Executed _____ Day Of _____, 20 ____				
X _____ (Signature)				
OTHER	EVIDENCE:			
	<input type="checkbox"/> LATENT PRINTS <input type="checkbox"/> OTHER PRINTS <input type="checkbox"/> HAIR	<input type="checkbox"/> STAINS <input type="checkbox"/> BLOOD <input type="checkbox"/> SEMEN	<input type="checkbox"/> WEAPONS / TOOLS <input type="checkbox"/> DOCUMENTS <input type="checkbox"/> PHOTOS	<input type="checkbox"/> DRUGS <input type="checkbox"/> ALCOHOL <input type="checkbox"/> SEXUAL ASSAULT KIT
SUPPORTING DOCUMENTS:				
<input type="checkbox"/> COMMITMENT ORDER <input type="checkbox"/> COPY OF BOND	<input type="checkbox"/> MEDICAL RELEASE <input type="checkbox"/> JUDGE'S NOTES <input type="checkbox"/> BODY RECEIPT	<input type="checkbox"/> CUSTODY SLIP <input type="checkbox"/> SIX-HOUR HOLD <input type="checkbox"/> NTAS	<input type="checkbox"/> INCIDENT REPORT <input type="checkbox"/> EVIDENCE STORED <input type="checkbox"/> PRINTS-PHOTOS TAKEN	<input type="checkbox"/> NONE <input type="checkbox"/> OTHER:
RELEASE	TYPE OF RELEASE:			
	<input type="checkbox"/> PAROLE <input type="checkbox"/> BOND <input type="checkbox"/> COURT ORDER <input type="checkbox"/> NOTICE TO APPEAR <input type="checkbox"/> NO CHARGE FILED <input type="checkbox"/> OTHER:			
	RELEASING OFFICIAL / AUTHORITY			
	RAIL BOND AGENT			BOND AMOUNT POSTED
	DATE AND TIME OF RELEASE		AUTHORITY	
COMMENTS:				

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

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

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

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

- Those persons arrested and released without a formal charge being placed against them.
  - An arrest has occurred when a law enforcement officer detains an individual with the intention of seeking charges against the persons for specific offense (s).
- Juveniles not taken into custody or arrested but merely warned and released without being charged.

**Note:** All arrestees must first be listed as suspects on the corresponding KSOR, if one is available. This is needed for all Group A offenses and any Group B offenses reported under the same case number as any Group A offenses.

#### **ARRESTS BY OUTSIDE AGENCY**

Arrest data should be reported by the same agency that reported the offense. If any other agency makes the arrest, the KSAR information should be forwarded to the originating agency who in turn should submit the KSAR to KIBRS. This is to avoid any duplication in reporting and allows the Repository to match the arrest report with the applicable offense report.

Warrant arrests should also be reported by the agency that reported the initial offense; **NOT NECESSARILY BY THE AGENCY EXECUTING THE WARRANT.** (See page 72 for more on warrant arrests.)

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

#### **GROUP B ARREST REPORTS:**

Because of the different nature of Group A and Group B offenses, not all the details required for Group A reports are requested for Group B reports. **Group B Offenses are listed on page 68.**

## **ADMINISTRATIVE SECTION**

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

**INITIAL:** This is a new report being submitted for the first time.

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

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

**DELETE:** This action is used only when a KSAR is submitted incorrectly and no arrest of any kind was made. This is merely a request to delete the report. Final determination will be made by the KBI after assessing the information. An agency **must** also submit a delete request form.

## ARREST SECTION

**REPORT ONLY ONE** using the following hierarchy:

- 1) If the arrest stems from a domestic violence incident, “Domestic Violence” should be reported.
  - 2) If the arrest **DOES NOT** include domestic violence offenses, “Adult” or “Juvenile” should be reported based on the age of the arrestee at the time of arrest (not the incident).
- Remember, it is the entire incident that is considered domestic. **Example:** If in the midst of a domestic violence investigation, an offender is arrested for Assault on a LEO, **this a domestic violence arrest.**
  - Runaways are no longer submitted as of January 1, 2011.

**PAGE NUMBER:** Indicates the number of pages in the report and what page is currently being viewed.

**NAME OF AGENCY:** The name of the agency submitting the report. **STATE REQUIRED.**

**AGENCY ORI NUMBER:** The nine-character NCIC Originating Agency Identifier (ORI) number that is assigned to the reporting agency. **STATE REQUIRED.**

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

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

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

## ARREST TRANSACTION NUMBER

**KSAR’s without a transaction number may be returned to the agency.**

The Arrest Transaction Number (ATN) is a number that is assigned to an arrest to identify it uniquely. The ATN is assigned by the state on a preprinted Kansas Disposition Report (KDR) or by the livescan machine when an individual is fingerprinted. The ATN is unique per arrestee, per arrest action, and cannot be reused. **STATE REQUIRED.**

- The ATN is used to tie together several databases at the KBI:
  - Central Repository – Automated Fingerprint Identification System (AFIS)
  - Computerized Criminal History (CCH)
  - Incident Based Reporting (IBR)
- To assist the Central Repository in successfully tying these systems together, the correct ATN should be used on the fingerprint card, KDR, and the Kansas Standard Arrest Report (KSAR).

### HOW TO OBTAIN AN ARREST TRANSACTION NUMBER:

When an individual is fingerprinted, please make sure the booking station uses the correct ORI for the arresting agency. If the correct ORI is used, your agency will receive an electronic response from the KBI when the fingerprint card is processed letting you know the transaction number that was assigned. **If the wrong ORI is used, then the wrong agency will receive the electronic message.**

The correct ATN should be provided to the Incident Based Reporting Section on the KSAR. If agencies are not providing the correct ATN, the agency will be receiving a request from the KBI asking for the report to be corrected and resubmitted for processing. If your agency has a KSAR returned requesting the ATN, you can retrieve that number by accessing the rap sheet for that particular arrest.

**If an individual is not fingerprinted:** The arresting agency must prepare a KSAR displaying an arrest transaction number that should be assigned by using the Kansas Adult Disposition Report or the Kansas Juvenile Disposition Report. This transaction number should be documented on future fingerprint cards if the arrestee is fingerprinted at a later time.

For additional information, please reference Appendix B on page 145.

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

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

**CAMPUS CODES:** Identifies a college, university, community college, junior college, or vocational school where an arrest has occurred. **STATE REQUIRED.**

Valid Campus Codes are:

**UNIVERSITIES/COLLEGES**

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

**COMMUNITY COLLEGES**

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

**TECHNICAL SCHOOLS**

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

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

Report **one (1)** of the following:

- **On-View Arrest:** Offender is placed into custody without a warrant or previous incident. It may be easier to think of this as an **On-Scene** arrest.
- **Taken Into Custody:** Based on a warrant and/or a previous incident.
- **Summoned/Cited/NTA:** Not taken into custody. Notice to appear is given to an offender. **This includes a summons served by a process server. AN ARREST REPORT IS REQUIRED.**
- Runaway: Runaways are no longer reported as of January 1, 2011.

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

**Example 2:** If the suspect in the previous example leaves the scene prior to officer’s arrival and is located across the street at his friend’s house, the arrest would be “Taken-into-Custody.” This is because he was not still “On-Scene” of the incident. In addition, an arrest that is the result of a complaint being filed, an investigation being conducted, and a warrant being issued should show the arrest as “Taken-into-Custody.”

**DISPOSITION OF JUVENILE ARREST:** The information reported in this category relates to law enforcement disposition of juveniles (aged 10 to <18 years of age) who are taken into custody or arrested. A juvenile may be warned by the police and released to parents, relatives, friends, or guardians. Juveniles may also be referred to the probation department or some other branch of the juvenile court; to welfare agencies; to other law enforcement agencies; or in the case of serious offenders, to criminal or adult court by waiver of juvenile court. **KSAR is required no matter how the juvenile is disposed, unless they are under 10 years of age. STATE REQUIRED.**

The word “arrest” as it applies to juveniles is intended to mean the law enforcement handling of all juveniles (aged 10 to <18 years of age) who have committed a crime and are taken into custody under such circumstances that, if the juvenile were an adult, an arrest would have been reported. Police “contacts” with juveniles where no offense has been committed and instances where juveniles are taken into custody for their own protection should not be recorded as arrests.

One of the following dispositions is to be reported for arrestees between the ages of 10 to less than 18 years of age:

- **Handled In Department:** e.g., released to parents; released with warning regardless of intent to seek prosecution of the incident.
- **Referred to Other Authorities:** e.g., turned over to court, prosecuting attorney, probation department, welfare agency, or other police or court agency.

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

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

**ARREST/CONTACT LOCATION:** Where the arrest occurred. **STATE REQUIRED.**

Use the following format:

Address	Dir	Street	Type	Dir	Occupancy Code	Number
217	1/2 N	BROADWAY	ST	W	APT	21
City	State	Zip Code				
TOPEKA	KS	66612				

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

Direction of travel; Highway or Interstate number; nearest mile marker

**City, State, Zip Code: STATE REQUIRED.**

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

**WARRANT NUMBER/DATE:** The warrant number and date the warrant was issued, if the arrest was based on a warrant.

**Note:** The only time statute 22-2401a should be used on an arrest report is when the suspect is being arrested on an Out-of-State warrant. Please provide the statute that defines the offense that was committed for example an FTA, PV, etc. Please see page 72.

**EXAMPLES FOR REPORTING WARRANT ARRESTS:**

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

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

**ARRESTEE SECTION:**

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

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



**ARRESTEE ALIASES/MONIKERS:** If the arrestee is known by a moniker or alias, it is recorded in this field. Multiple monikers and alias may be listed.

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

**ARRESTEE TELEPHONE NUMBER (HOME):** This field is used to list the arrestee’s home phone number, if known.

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

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

**ARRESTEE HAIR COLOR:** The arrestee’s hair color is entered. **STATE REQUIRED.**

Valid codes are:

“BLK” (Black)	“PNK” (Pink)
“BLN” (Blonde)	“PLE” (Purple)
“BLU” (Blue)	“RED” (Red)
“BRO” (Brown)	“SDY” (Sandy)
“GRY” (Gray)	“WHI” (White)
“GRN” (Green)	“BLD” (Bald)
“MUL” (Multicolored)	“XXX” (Unknown)
“ONG” (Orange)	

**ARRESTEE EYES:** The arrestee’s eye color is entered. **STATE REQUIRED.**

Valid codes are:

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

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

- “A” **Asian or Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.
- “B” **Black:** A person having origins in any of the black racial groups of Africa.
- “I” **American Indian or Alaskan Native:** A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- “W” **White:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

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

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

“F” (Female)	“M” (Male)
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**ARRESTEE ETHNICITY:** The ethnic origin of each arrestee is to be reported as: **STATE REQUIRED.**

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

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

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

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

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

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

**This category is not intended to reflect immigration residency status.**

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

Record one of the following:

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

**ARRESTEE DATE OF BIRTH:** Formatted MMDDYYYY. **A KSAR CANNOT BE SUBMITTED OR PROCESSED WITHOUT A DOB**

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

**HAIR LENGTH:** The hair length of the arrestee is listed.

**HAIRSTYLE:** The hairstyle of the arrestee is listed.

**FACIAL HAIR:** Is used to indicate if the arrestee has facial hair.

**GLASSES:** Is used to indicate if the arrestee wears glasses and the style of the glasses.

**TEETH:** Is used to indicate if the arrestee has distinguishing characteristics in regards to their teeth.

**EYE APPEARANCE:** Is used to indicate if the arrestee has distinguishing characteristics in regards to their eyes.

**COMPLEXION:** Is used to indicate if the arrestee has distinguishing characteristics in regards to their complexion.

**BUILD:** Is used to indicate unique characteristics about the arrestee’s build.

**RIGHT–LEFT HANDED:** Records whether an arrestee is left or right handed.

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

**TATTOOS:** Is used to list any tattoos that appear on the arrestee using standard NCIC codes.

**ARRESTEE WORE:** Is used to list distinguishing characteristics of the attire of the arrestee.



**APPEARANCE:** Is used to indicate any unique distinguishing characteristics of the arrestee's general appearance.

**DRIVER'S LICENSE NUMBER:** Is used to list the driver's license number of the arrestee.

**DL STATE:** Is used to list the state issuing the driver's license of the arrestee.

**SOCIAL SECURITY NUMBER:** Is used to list the social security number of the arrestee.

**EMPLOYER/SCHOOL:** Is used to list the arrestee employer/school.

**TELEPHONE NUMBER (WORK/SCHOOL):** Is used to list the arrestee's employer/school phone number.

**WORK/SCHOOL ADDRESS:** Is used to list the arrestee's address of their place of employment or school.

**ARRESTEE INJURIES:** Is used to list any injuries that may have occurred to the arrestee prior to or during the apprehension.

**MIRANDA DATE/TIME:** Is used to record the date and time that the arrestee was given the Miranda warning and who gave the warning.

**ARREST APPROVED BY:** Is used to list the name of the supervisor who approved the arrest.

**ARRESTEE ARMED WITH:** Indicates whether the arrestee was armed with a commonly known weapon at the time of his/her apprehension. Up to two weapons can be reported. **STATE REQUIRED.**

If the weapon was an automatic firearm, an "AUTO" is to be marked beside the appropriate weapon type. An "automatic firearm" is defined as any firearm that shoots, or is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading.

Up to two of the following weapon types can be recorded:

Unarmed: Do not report with any other type of code

Firearm: Type unknown

Handgun

Rifle

Shotgun

Other Firearm: Type known, but not covered by allowed categories, e.g. machine gun.

Lethal Cutting Instrument – e.g., switchblade, knife.

Club/Blackjack/Brass Knuckles

**Example 1:** When apprehended, an arrestee had in his possession a .357 magnum handgun and a penknife. The handgun should be reported. Because the small pocketknife is not generally considered a "weapon," it does not qualify for reporting.

**Example 2:** A suspect resisted arrest using a liquor bottle and a chair as weapons before being subdued. The report should be "unarmed." Although the arrestee used items as weapons, they were not commonly known weapons.

**ARRESTEE BEHAVIOR:** Is used to list observations about any peculiar behavior of the arrestee.

## **ADDITIONAL INCIDENTS/CHARGES**

This section is used to list charges and/or incidents being cleared by this arrest. All Group B charges for which no incident report has been submitted must also be listed in this section. If more than three (3) cases are cleared by this arrest, use an additional arrest report to list those cases.

Only the Name of Agency, Agency ORI Number, Case Number, Date of Arrest, and Arrestee's name need to be listed on the additional arrest pages in addition to the completed Additional Incidents/Charges section.

**Example 1:** The arrestee is apprehended by police for DUI. The same case number listed in the arrest section would be listed as well as the Date of Incident, Description “DUI,” Offense was “Completed,” and Clearance Indicator of “Count.”

**Example 2:** The arrestee is apprehended at the scene of a burglary. After further investigation, it is discovered that the arrestee also committed two other burglaries in the same jurisdiction. All three-burglary incidents would be listed in this section. The case for which he was apprehended at the scene would be listed as “Count” while the remaining two cases would be listed as “Multiple.”

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

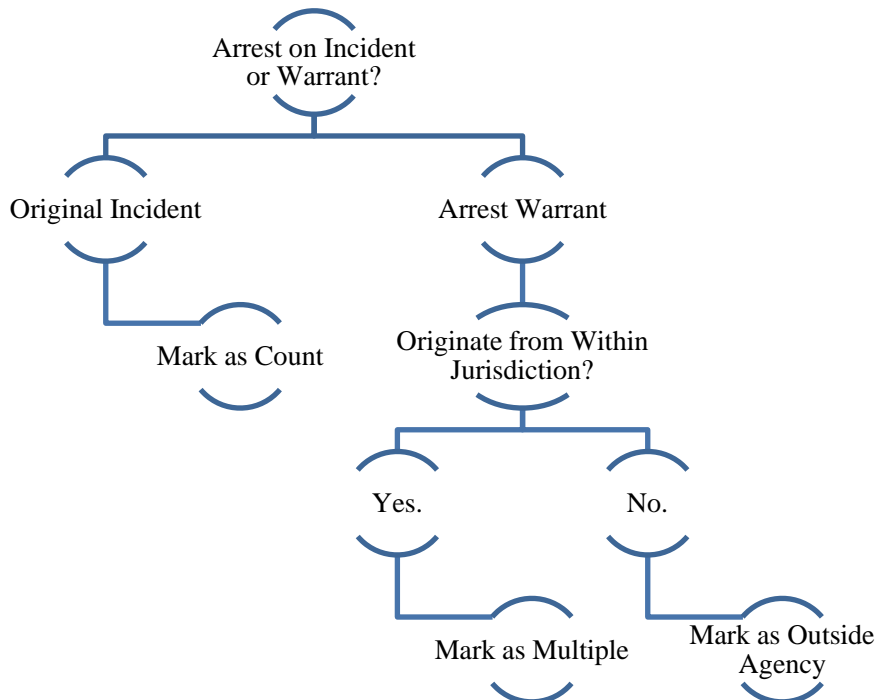
**DATE OF INCIDENT:** Indicates the date of the incident (if the incident occurred during an unknown time frame, such as sometimes is the case in burglary, the beginning date of the approximate time frame is used). Do not use the date of arrest or the warrant date. **STATE REQUIRED.**

**STATE STATUTE VIOLATION (Chapter, Section, Sub1, Sub2, Sub3):** Uniquely identifies the Kansas statute reported as a violation in a specific incident. At least one statute violation is required for each arrest report. The minimum information reported is the Chapter and Section. Some Kansas statutes are identified with sub-sections. **STATE REQUIRED.**

**OFFENSE WAS ATTEMPTED/COMPLETED:** Indicates whether the statute violation was Attempted or Completed. An attempted crime is a violation of [K.S.A. 21-5301](#) and is reported through the use of this data element. **STATE REQUIRED.**

**AID or ABETTING/CONSPIRACY/SOLICITATION:** Is used to indicate whether an offense is prefixed by “Aiding or Abetting,” “Conspiracy to Commit,” or “Solicitation to Commit.” An Aid/Abetting, Conspiracy, or Solicitation crime is a violation of [K.S.A. 21-5303\(a\)](#), [21-5302](#), and [21-5303](#) respectively. However, it is reported through the use of this data element. One selection is allowed for each state statute violation cited.

**CLEARANCE INDICATOR:** This information helps ensure that an arrestee is counted only once when a single apprehension results in the submission of arrestee data for more than one offense report for your jurisdiction. **STATE REQUIRED.**





**Report this arrest as shown here:**

<b>ADDITIONAL INCIDENTS / CHARGES</b>	CASE NUMBER <b>18-001</b>	DATE OF INCIDENT <b>01/01/2018</b>	STATE STATUTE VIOLATION <b>21-6304(a)(2)</b>	OFFENSE WAS: <input type="checkbox"/> ATTEMPTED <input checked="" type="checkbox"/> COMPLETED	CLEARANCE INDICATOR: <input checked="" type="checkbox"/> COUNT <input type="checkbox"/> MULTIPLE <input type="checkbox"/> OUTSIDE AGENCY
	DESCRIPTION <b>Criminal Possession of Firearm</b>			LOCAL CODE	<input type="checkbox"/> AID / ABET <input type="checkbox"/> CONSPIRACY <input type="checkbox"/> SOLICITATION
	TYPE OF THEFT: M. <input type="checkbox"/> COIN MACHINE B. <input type="checkbox"/> FROM BUILDING A. <input type="checkbox"/> M V PARTS & ACC. L. <input type="checkbox"/> SHOPLIFTING P. <input type="checkbox"/> POCKET-PICKING S. <input type="checkbox"/> PURSE SNATCHING E. <input type="checkbox"/> EMBEZZLEMENT T. <input type="checkbox"/> POSS. STOLEN PROP. V. <input type="checkbox"/> MOTOR VEHICLE F. <input type="checkbox"/> THEFT FROM M V O. <input type="checkbox"/> ALL OTHER N. <input type="checkbox"/> NOT APPLICABLE			ADDITIONAL CHARGES <b>DUI</b>	
	CASE NUMBER	DATE OF INCIDENT	STATE STATUTE VIOLATION	OFFENSE WAS: <input type="checkbox"/> ATTEMPTED <input type="checkbox"/> COMPLETED	CLEARANCE INDICATOR: <input type="checkbox"/> COUNT <input type="checkbox"/> MULTIPLE <input type="checkbox"/> OUTSIDE AGENCY
DESCRIPTION			LOCAL CODE	<input type="checkbox"/> AID / ABET <input type="checkbox"/> CONSPIRACY <input type="checkbox"/> SOLICITATION	
TYPE OF THEFT: M. <input type="checkbox"/> COIN MACHINE B. <input type="checkbox"/> FROM BUILDING A. <input type="checkbox"/> M V PARTS & ACC. L. <input type="checkbox"/> SHOPLIFTING P. <input type="checkbox"/> POCKET-PICKING S. <input type="checkbox"/> PURSE SNATCHING E. <input type="checkbox"/> EMBEZZLEMENT T. <input type="checkbox"/> POSS. STOLEN PROP. V. <input type="checkbox"/> MOTOR VEHICLE F. <input type="checkbox"/> THEFT FROM M V O. <input type="checkbox"/> ALL OTHER N. <input type="checkbox"/> NOT APPLICABLE			ADDITIONAL CHARGES		
CASE NUMBER	DATE OF INCIDENT	STATE STATUTE VIOLATION	OFFENSE WAS: <input type="checkbox"/> ATTEMPTED <input type="checkbox"/> COMPLETED	CLEARANCE INDICATOR: <input type="checkbox"/> COUNT <input type="checkbox"/> MULTIPLE <input type="checkbox"/> OUTSIDE AGENCY	
DESCRIPTION			LOCAL CODE	<input type="checkbox"/> AID / ABET <input type="checkbox"/> CONSPIRACY <input type="checkbox"/> SOLICITATION	
TYPE OF THEFT: M. <input type="checkbox"/> COIN MACHINE B. <input type="checkbox"/> FROM BUILDING A. <input type="checkbox"/> M V PARTS & ACC. L. <input type="checkbox"/> SHOPLIFTING P. <input type="checkbox"/> POCKET-PICKING S. <input type="checkbox"/> PURSE SNATCHING E. <input type="checkbox"/> EMBEZZLEMENT T. <input type="checkbox"/> POSS. STOLEN PROP. V. <input type="checkbox"/> MOTOR VEHICLE F. <input type="checkbox"/> THEFT FROM M V O. <input type="checkbox"/> ALL OTHER N. <input type="checkbox"/> NOT APPLICABLE			ADDITIONAL CHARGES		

**DESCRIPTION:** Is the Kansas State Statutes Annotated Description of the offense reported in the State Statute Violation field.

**LOCAL CODE:** For local law enforcement agency to record any local code, city, or county ordinance number pertaining to the apprehension.

**TYPE OF THEFT:** Identifies the type of theft that the arrestee is being charged with and must match the Type of Theft from the offense report. This data element is specific to KIBRS because the Kansas Statutes for theft cannot be used to determine the NIBRS larceny/theft offense categories. **This is a state required field when reporting larceny/theft.**

**Valid Type of Theft codes are:**

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

See offense definitions for more information on page 38.

**ADDITIONAL CHARGES:** Any additional charges for this incident being lodged against the arrestee may be listed in this field.

**Example 1:** The arrestee is charged with burglary and criminal damage to property. The “burglary” would be listed in the State Statute Violation field and the “criminal damage” would be listed in the Additional Charges field.

**VEHICLE SECTION**

This section is used to list a vehicle that the arrestee was driving at the time of apprehension.

**VEHICLE YEAR:** The model year of the vehicle.

**MAKE:** The make of the vehicle is listed in this field using standard NCIC codes.

**MODEL:** The model of the vehicle is listed in this field using standard NCIC codes.

**STYLE:** The style of the vehicle is listed in this field using standard NCIC codes.

**COLOR:** The style of the vehicle is listed in this field using standard NCIC codes.

**VIN NUMBER/LICENSE #/STATE/YEAR:** Is used to list the VIN number of the vehicle along with the license tag number, state of issue, and year of issue.

**TOWED BY:** Is used to list the company or agency that towed the vehicle.

**DRIVER:** Is used to list the driver of the tow truck.

**LOCATION OF KEYS:** Is used to indicate where the keys of the vehicle are stored.

**LOCATION OF VEHICLE:** Is used to indicate where the vehicle is being stored.

**CONDITION:** Is used to indicate the condition of the vehicle at the time it is towed.

**OWNER:** Is used to list the owner of the vehicle.

**ADDRESS:** Is used to list the address of the owner of the vehicle.

**RELEASED TO:** Is used to list the individual to whom the vehicle is released.

**ADDRESS:** Is used to list the address of the individual to whom the vehicle is released.

**DATE/TIME:** Is used to indicate the date and time the vehicle is released.

**REPORTING OFFICER SECTION:** The last line on the first page of the KSAR is used to indicate which officer completed the form, along with the officer's badge, identification number, or unique identifier as assigned by the agency, the date the report was written, and where copies need to be distributed. The name and identification number of the supervisor that approved the KSAR is listed in the last field of this section.

**PARENT/GUARDIAN SECTION:** To be used to list the names of the parents or guardians of a juvenile that is being apprehended. If an arrestee is an adult under the supervision of a guardian, the name and descriptors for their guardian can also be listed in this section.

**PARENT/GUARDIAN NAME:** Enter the full name of the parent/guardian; last name first, followed by the first name and middle name.

**PARENT/GUARDIAN ADDRESS HOME:** Enter the parent/guardian's address, city, state, and postal zip code.

**PARENT/ GUARDIAN EMPLOYER:** List the employer of the parent/guardian in addition to their address, city, state, and postal zip code.

**TELEPHONE NUMBER (HOME):** List the home phone number of the parent/guardian.

**TELEPHONE NUMBER (WORK):** List the work phone number of the parent/guardian.

**TELEPHONE NUMBER (OTHER):** List any additional phone numbers where the parent/guardian can be contacted.

## **NARRATIVE/AFFIDAVIT SECTION**

This section can be used to support a probable cause determination (under the 48-hour rule) by an independent magistrate concerning all warrantless arrests where the arrestee remains incarcerated. The narrative allows the officer to describe the events giving them their probable cause for the arrest. The narrative is then sworn to before a notary

public. In some counties, this satisfies the requirement of the officer making a sworn statement to the court supporting their probable cause when applying for an Arrest Warrant.

## **OTHER SECTION**

This section is used by the local agency to trace the type of evidence obtained during the arrest and any type of supporting documents.

## **RELEASE SECTION**

This section of the report is used to indicate the circumstances of the release of the arrestee.

**TYPE OF RELEASE:** Indicates if the arrestee was released on parole, bond, or by court order. It can also be used to indicate if the arrestee was issued a notice to appear or no charges were filed.

**RELEASING OFFICIAL/AUTHORITY:** The name of official authorizing release of the arrestee would be listed in this field.

**BAIL BOND AGENT:** If the arrestee is placed on bond the bail bond agent's name would be listed in this field.

**BOND AMOUNT:** The amount of the bail bond is listed in this field.

**DATE AND TIME OF RELEASE:** The date and time of release of the arrestee is listed in this field.

**AUTHORITY:** The name of the person supervising the release is listed in this field.

**COMMENTS:** Any comments about the release or the arrestee at the time of release may be listed in this field.



# KANSAS SUPPLEMENTAL PROPERTY REPORT (KSPR)

\*Blank Kansas Supplemental Property Reports may be requested from the IBR Unit.

NAME OF AGENCY			ORI (KS)			CASE NUMBER			
DATE OF OFFENSE		ORI OF AGENCY REPORTING PROPERTY STOLEN			ORI CASE NUMBER		DATE OF REPORT		
VICTIM NAME	LAST		FIRST		MIDDLE				
VICTIM ADDRESS: STREET		CITY			STATE		ZIP		VICTIM TELEPHONE NUMBER
INSURANCE COMPANY			ADDRESS				TELEPHONE NUMBER		
<p>THIS REPORT PROVIDES A METHOD OF REPORTING DETAILED INFORMATION ON STOLEN PROPERTY TO THE KANSAS INCIDENT BASED REPORTING SYSTEM (KBIRS). IT CAN BE USED AS A SUPPLEMENT TO THE KANSAS STANDARD OFFENSE REPORT. BY PROVIDING DETAILED INFORMATION ON STOLEN PROPERTY AGENCIES WILL BE ABLE TO QUERY THE KIBRS DATABASE AND IDENTIFY PROPERTY THAT HAS BEEN RECOVERED BY THEIR AGENCY BUT HAS NOT BEEN ENTERED INTO NCIC OR A LOCAL PROPERTY FILE. USE OF THIS FORM IS NOT MANDATORY. THIS FORM MAY ALSO BE USED LOCALLY FOR LOST, ABANDONED, TOWED OR IMPOUNDED PROPERTY.</p>									
<p><b>TYPE OF PROPERTY LOSS CODES:</b>    1 = NONE    2 = BURNED    3 = COUNTERFEITED / FORGERY    4 = DESTROYED / DAMAGED / VANDALIZED    5 = RECOVERED          6 = SEIZED    7 = STOLEN    8 = UNKNOWN    9 = FOUND    10 = LOST    11 = ABANDONED    12 = TOWED    13 = IMPOUNDED</p>									
TYPE	CODE	QUANTITY	CATEGORY	BRAND / MAKE / TITLE / BREED / DESCRIPTION				YMF / AGE	MODEL
COLOR	STYLE	CALIBER	SIZE	WEIGHT	GENDER	VIN / SERIAL NUMBER / CREDIT CARD NUMBER			
MODEL NUMBER			OWNER APPLIED NUMBER		LIC TAG/ DRIVERS LICENSE NUMBER		LIC STATE	LIC YEAR	
LIVESTOCK BRAND / TAG			VALUE		RECOVERY DATE		NCIC		
TYPE	CODE	QUANTITY	CATEGORY	BRAND / MAKE / TITLE / BREED / DESCRIPTION				YMF / AGE	MODEL
COLOR	STYLE	CALIBER	SIZE	WEIGHT	GENDER	VIN / SERIAL NUMBER / CREDIT CARD NUMBER			
MODEL NUMBER			OWNER APPLIED NUMBER		LIC TAG/ DRIVERS LICENSE NUMBER		LIC STATE	LIC YEAR	
LIVESTOCK BRAND / TAG			VALUE		RECOVERY DATE		NCIC		
TYPE	CODE	QUANTITY	CATEGORY	BRAND / MAKE / TITLE / BREED / DESCRIPTION				YMF / AGE	MODEL
COLOR	STYLE	CALIBER	SIZE	WEIGHT	GENDER	VIN / SERIAL NUMBER / CREDIT CARD NUMBER			
MODEL NUMBER			OWNER APPLIED NUMBER		LIC TAG/ DRIVERS LICENSE NUMBER		LIC STATE	LIC YEAR	
LIVESTOCK BRAND / TAG			VALUE		RECOVERY DATE		NCIC		
TYPE	CODE	QUANTITY	CATEGORY	BRAND / MAKE / TITLE / BREED / DESCRIPTION				YMF / AGE	MODEL
COLOR	STYLE	CALIBER	SIZE	WEIGHT	GENDER	VIN / SERIAL NUMBER / CREDIT CARD NUMBER			
MODEL NUMBER			OWNER APPLIED NUMBER		LIC TAG/ DRIVERS LICENSE NUMBER		LIC STATE	LIC YEAR	
LIVESTOCK BRAND / TAG			VALUE		RECOVERY DATE		NCIC		

SAMPLE FORM  
NOT OPEN PUBLIC RECORD

TYPE	CODE	QUANTITY	CATEGORY	BRAND / MAKE / TITLE / BREED / DESCRIPTION			YMF / AGE	MODEL
COLOR	STYLE	CALIBER	SIZE	WEIGHT	GENDER	VIN / SERIAL NUMBER / CREDIT CARD NUMBER		
MODEL NUMBER			OWNER APPLIED NUMBER			LIC TAG/ DRIVERS LICENSE NUMBER	LIC STATE	LIC YEAR
LIVESTOCK BRAND / TAG			VALUE	RECOVERY DATE		NCIC		
TYPE	CODE	QUANTITY	CATEGORY	BRAND / MAKE / TITLE / BREED / DESCRIPTION			YMF / AGE	MODEL
COLOR	STYLE	CALIBER	SIZE	WEIGHT	GENDER	VIN / SERIAL NUMBER / CREDIT CARD NUMBER		
MODEL NUMBER			OWNER APPLIED NUMBER			LIC TAG/ DRIVERS LICENSE NUMBER	LIC STATE	LIC YEAR
LIVESTOCK BRAND / TAG			VALUE	RECOVERY DATE		NCIC		
TYPE	CODE	QUANTITY	CATEGORY	BRAND / MAKE / TITLE / BREED / DESCRIPTION			YMF / AGE	MODEL
COLOR	STYLE	CALIBER	SIZE	WEIGHT	GENDER	VIN / SERIAL NUMBER / CREDIT CARD NUMBER		
MODEL NUMBER			OWNER APPLIED NUMBER			LIC TAG/ DRIVERS LICENSE NUMBER	LIC STATE	LIC YEAR
LIVESTOCK BRAND / TAG			VALUE	RECOVERY DATE		NCIC		
TYPE	CODE	QUANTITY	CATEGORY	BRAND / MAKE / TITLE / BREED / DESCRIPTION			YMF / AGE	MODEL
COLOR	STYLE	CALIBER	SIZE	WEIGHT	GENDER	VIN / SERIAL NUMBER / CREDIT CARD NUMBER		
MODEL NUMBER			OWNER APPLIED NUMBER			LIC TAG/ DRIVERS LICENSE NUMBER	LIC STATE	LIC YEAR
LIVESTOCK BRAND / TAG			VALUE	RECOVERY DATE		NCIC		
TYPE	CODE	QUANTITY	CATEGORY	BRAND / MAKE / TITLE / BREED / DESCRIPTION			YMF / AGE	MODEL
COLOR	STYLE	CALIBER	SIZE	WEIGHT	GENDER	VIN / SERIAL NUMBER / CREDIT CARD NUMBER		
MODEL NUMBER			OWNER APPLIED NUMBER			LIC TAG/ DRIVERS LICENSE NUMBER	LIC STATE	LIC YEAR
LIVESTOCK BRAND / TAG			VALUE	RECOVERY DATE		NCIC		
TYPE	CODE	QUANTITY	CATEGORY	BRAND / MAKE / TITLE / BREED / DESCRIPTION			YMF / AGE	MODEL
COLOR	STYLE	CALIBER	SIZE	WEIGHT	GENDER	VIN / SERIAL NUMBER / CREDIT CARD NUMBER		
MODEL NUMBER			OWNER APPLIED NUMBER			LIC TAG/ DRIVERS LICENSE NUMBER	LIC STATE	LIC YEAR
LIVESTOCK BRAND / TAG			VALUE	RECOVERY DATE		NCIC		
TYPE	CODE	QUANTITY	CATEGORY	BRAND / MAKE / TITLE / BREED / DESCRIPTION			YMF / AGE	MODEL
COLOR	STYLE	CALIBER	SIZE	WEIGHT	GENDER	VIN / SERIAL NUMBER / CREDIT CARD NUMBER		
MODEL NUMBER			OWNER APPLIED NUMBER			LIC TAG/ DRIVERS LICENSE NUMBER	LIC STATE	LIC YEAR
LIVESTOCK BRAND / TAG			VALUE	RECOVERY DATE		NCIC		
TYPE	CODE	QUANTITY	CATEGORY	BRAND / MAKE / TITLE / BREED / DESCRIPTION			YMF / AGE	MODEL
COLOR	STYLE	CALIBER	SIZE	WEIGHT	GENDER	VIN / SERIAL NUMBER / CREDIT CARD NUMBER		
MODEL NUMBER			OWNER APPLIED NUMBER			LIC TAG/ DRIVERS LICENSE NUMBER	LIC STATE	LIC YEAR
LIVESTOCK BRAND / TAG			VALUE	RECOVERY DATE		NCIC		
TYPE	CODE	QUANTITY	CATEGORY	BRAND / MAKE / TITLE / BREED / DESCRIPTION			YMF / AGE	MODEL
COLOR	STYLE	CALIBER	SIZE	WEIGHT	GENDER	VIN / SERIAL NUMBER / CREDIT CARD NUMBER		
MODEL NUMBER			OWNER APPLIED NUMBER			LIC TAG/ DRIVERS LICENSE NUMBER	LIC STATE	LIC YEAR
LIVESTOCK BRAND / TAG			VALUE	RECOVERY DATE		NCIC		

SAMPLE FORM

NOT OPEN PUBLIC RECORD



The Kansas Supplemental Property Report (KSPR) provides a method of reporting detailed information on stolen property to KIBRS. It can be used as a supplement to the Kansas Standard Offense Report (KSOR). By providing detailed information on stolen property, agencies will be able to query the KIBRS database and identify property that has been recovered by their agency but has not been entered into NCIC or a local property file. Use of this form is not mandatory.

The KSPR is not considered an Open Public Record under the Kansas Open Records Act; however, local agencies may release this form at their discretion.

When completing this form, not all fields will apply to the item being reported. Only those fields that are applicable and/or state required need completed. Fields not applicable should be left blank.

**NAME OF AGENCY:** The name of the agency submitting the report. **STATE REQUIRED.**

**AGENCY ORI NUMBER:** The nine-character NCIC Originating Agency Identifier (ORI) number that is assigned to the reporting agency. **STATE REQUIRED.**

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

**DATE OF OFFENSE:** Indicates the date of the offense or if the incident occurred during an unknown time frame, such as sometimes is the case in burglary, the first date of a the approximate time frame. **STATE REQUIRED.**

**ORI OF AGENCY REPORTING PROPERTY STOLEN:** If another agency originated the KSOR for this property, indicate that agency's ORI number to report any recovered, seized, found, lost, abandoned, towed, or impounded property.

**CASE NUMBER:** Indicates the originating agency's case number if the report is made for another agency.

**DATE OF REPORT:** The date the KSPR is prepared by personnel of the reporting agency.

**VICTIM NAME:** If the victim was a person ("I" Individual), enter the full name of the victim, last name first, followed by the first name and middle name. If the victim is a Business, Financial Institution, Religious Organization, Government Agency or Other, list the name of the business, the agency, or the organization not the owner or the person reporting the crime.

**VICTIM ADDRESS:** Enter the victim's address. Use the format found on page 88.

**VICTIM TELEPHONE NUMBER:** If the victim was a person ("I" Individual), enter the telephone number where he/her may be contacted.

**INSURANCE COMPANY:** The name of the victim's insurance company.

**ADDRESS:** The address of the victim's insurance company.

**TELEPHONE NUMBER:** The telephone number of the victim's insurance company.

**TYPE PROPERTY LOSS:** Indicates the Type of Loss, recovery, etc., which occurred in an incident. A Type Property Loss must be submitted with each line of property loss, recovery, etc. reported in the incident. **STATE REQUIRED.**

Valid codes are:

"1"	(None)	"8"	(Unknown)
"2"	(Burned)	"9"	(Found) Property that is located by an agency but no record of theft or owner can be located.
"3"	(Counterfeited/Forgery)	"10"	(Lost) Property reported lost by owner.
"4"	(Destroyed/Damaged/Vandalized)	"11"	(Abandoned)
"5"	(Recovered)		

“6” (Seized)  
 “7” (Stolen)

“12” (Towed)  
 “13” (Impounded)

**PROPERTY CODE:** Is used to identify the property which was burned, counterfeited/forged, destroyed/damaged, recovered, seized, or stolen. (Field length – 4 characters) **STATE REQUIRED.**

Valid codes are listed on page 94.

**QUANTITY:** Is used to indicate when multiple items are being listed under one property code. **STATE REQUIRED.**

**CATEGORY:** Identifies the category of property when more than one type of property can be listed for a code. The first three letters of the property type are used to indicate this data element. (Field length – 3 characters)

**Example 1:** A calculator is reported stolen; the code for this item is “0501” which also lists Adding Machines. The category for the calculator would be listed as “CAL.”

**Example 2:** A holster is reported stolen; the code for this item is “0711” which also lists Gun Cases. The category would be listed as “HOL” for the Holster.

**BRAND/MAKE/TITLE/BREED/DESCRIPTION:** Indicates the brand name of an item, the make of the vehicle, the title of a book or other document, the breed of animal or, if none of these are available, the description of the item is listed in this field. NCIC brand codes may also be used to identify a specific brand. (Field length – 25 characters)

**YMF (year of manufacture)/AGE:** Is the year of manufacture or the age of the item or animal being listed. (Field length – 4 characters)

**Example 1:** A 1976 Chevy Nova is reported stolen. The year of manufacture “1976” would be listed.

**Example 2:** A ten year old German Shepherd dog is reported stolen. The age of the dog “10” is listed.

**Example 3:** A Sony television is reported stolen. The owners advise they brought the set new 8 to 10 years ago but are not sure of the date of manufacture; “8” would be listed.

**MODEL:** Indicates the model of the make of item being reported. If the model name is more than 11 characters, list only the first eleven characters. (Field length – 11 characters)

**Example 1:** A Sony TECHII color television is reported stolen. The model name “TECHII” would be listed.

**Example 2:** A 1976 Chevy Nova is reported stolen. The model name “NOVA” would be listed.

**COLOR:** The color of the item being reported is listed in this field. (Field length – 7 characters using standard NCIC Codes.)

**STYLE:** Indicates the style of a vehicle. (Field length – 2 characters using standard NCIC Codes.)

**CALIBER:** Indicates the caliber or gauge of a firearm. NCIC caliber codes should be used in this field. (Field length – 4 characters)

**SIZE:** Is the measurement most commonly associated with the item. This could include the height or length of the item. (Field length – 7 characters)

**WEIGHT:** Indicates the weight measurement commonly associated with the item. This could include pounds, ounces, karats, etc. (Field length – 7 characters)

**Example 1:** A German shepherd dog weighing 110 pounds is reported stolen; “110” would be listed.

**Example 2:** A ladies engagement ring with a diamond weighing 2.5 karats is reported stolen; “2.5” would be listed.

**GENDER:** Indicates the gender of the individual that uses the reported item or the sex of an animal. (Field length – 1 character)

Valid Codes:

“F” (Female) “M” (Male)

**Example 1:** A men’s bicycle is reported stolen; “M” would be listed.

**Example 2:** A female parrot is reported stolen; “F” would be listed.

**LICENSE STATE:** Indicates the state issuing the tag or driver's license listed in the previous field. (Field length – 2 characters)

**LICENSE YEAR:** Indicates the year that the tag or driver's license listed in the previous field was issued. (Field length – 4 characters)

**LIVESTOCK BRAND/LIVESTOCK TAG:** Indicates the brand or tag number placed on livestock. (Field length – 12 characters)

**Example 1:** A branded bull is reported stolen; "BAR-S" would be listed.

**Example 2:** A heifer with a livestock tag is reported stolen; the tag number "12386A" is listed.

**VALUE:** Indicates the value of the item. (Field length – 9 characters, rounded to the nearest dollar)

**RECOVERY DATE:** Indicates the date an item reported stolen is recovered. If a recovery is not reported the item will remain active in the stolen property file.

**NCIC:** Indicates the number generated by NCIC when an item is entered.



The Kansas Supplemental Homicide Report (KSHR) is completed and submitted monthly if any incidents of Murder, Manslaughter, or Justifiable Homicide are reported by an agency on a Kansas Standard Offense Report (KSOR). Much of the information provided on this form is also on the KSOR. However, since the front page of the KSOR is an open public record many agencies have expressed a concern about listing the circumstances of a homicide on the front page. The KSHR satisfies this reporting requirement. **ALL FIELDS ON THIS FORM ARE STATE REQUIRED.**

**AGENCY NAME:** The name of the agency submitting the report.

**AGENCY ORI NUMBER:** The nine-character NCIC Originating Agency Identifier (ORI) number that is assigned to the reporting agency.

**REPORT MONTH/YEAR:** The month and year the submitted report represents.

**CASE NUMBER:** The number assigned by the reporting agency to uniquely identify a specific incident being reported.

**DATE OF OFFENSE:** The date of offense as listed in the field "Date Offense Started" on the KSOR.

**STATUTE VIOLATION:** The state statute number as reported on the KSOR.

**VICTIM:** Identifies the victim(s) of the homicide by their physical characteristics: race, sex, and ethnicity, resident/non-resident status, age, date of birth. If there are multiple victims, list all victims using one line for each victim.

**SUSPECT:** Identifies the suspect(s) of the homicide by their physical characteristics: race, sex, and ethnicity, resident/non-resident status, age, date of birth. If there are multiple suspects, list all suspects using one line for each suspect.

**RELATIONSHIP:** Is the relationship of the victim to the offender. Valid codes are listed on the lower portion of the KSHR.

**WEAPON:** Indicates the weapon used to perpetrate the murder. Valid codes are listed on the lower portion of the KSHR.

**CIRCUMSTANCES:** Indicates the circumstances of the murder. If the offense being reported is Murder/Non-Negligent Manslaughter, two entries are allowed. When the offense being reported is Negligent Manslaughter or Justifiable Homicide, only one entry is allowed. Valid codes are listed on the lower portion of the KSHR.

**ADDITIONAL CIRCUMSTANCES:** Identifies the additional circumstances of a Justifiable Homicide. If circumstance entry of "20" (Criminal Killed by Private Citizen) or "21" (Criminal Killed by Police Officer) is listed in the first circumstances field, then describing the Additional Circumstances field is also required. Valid codes are listed on the lower portion of the KSHR.

**PERSON COMPLETING REPORT:** The name of the individual completing the KSHR.

**DATE:** The date the KSHR was completed.

**SUPERVISOR:** Indicates the name of the supervisor that reviewed the completed KSHR.

# LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED (LEOKA) REPORT

\*Blank LEOKA Reports may be requested from the IBR Unit.

LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED														
updated 2/12/2018														
										KS0000000				
										Agency ORI				
<b>OFFICERS KILLED</b> Number of your law enforcement officers killed in the line of duty this month.										By felonious act				
										By accident or negligence				
OFFICERS ASSAULTED (Do not include officers killed)														
Type of activity	Total assaults by weapon	Type of weapon				Type of Assignment						Officer assaults cleared		
		Firearm	Knife cutting	Other	Hands fists feet	Two officer vehicle		One-officer vehicle		Detective or special assign.			Other	
						Alone	Assiste	Alone	Assiste	Alone	Assiste			
A	B	C	D	E	F	G	H	I	J	K	L	M		
1 Responding to disturbance calls (family quarrels, person with firearm, etc.)	1	1						1					1	
2 Burglaries in progress or pursuing burglary suspect	1				1							1	1	
3 Robberies in progress or pursuing robbery suspect	0													
4 Attempting other arrests	0													
5 Civil disorder (not mass disobedience, etc)	0													
6 Handling, transporting custody of prisoners	1				1						1		1	
7 Investigating suspicious persons or circumstances	0													
8 Ambush - no warning	0													
9 Handling persons with mental illness	0													
10 Traffic pursuits and stops	3			3		2	1						3	
11 All other	0													
12 <b>TOTAL (1-11)</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>6</b>	
13 Number with personal injury	3			2	1	The type of weapon and type of assignment rows should have equal numbers. Also, make sure you follow the column from the type of weapon down and fill out whether the assault was with or without injury.								
14 Number without personal injury	3	1		1	1									
15 Time of assaults		12:01	2:00	4:00	6:00	8:00	10:00	12:00	Please indicate the number of incidents that occurred during the specified time frame. Do not use an X. We do not need the actual time the incident occurred.					
	AM	1		3										PM

# SAMPLE FORM

# NOT OPEN PUBLIC RECORD

The form entitled “Law Enforcement Officers Killed or Assaulted” (LEOKA) is to be used by agencies to report line-of-duty felonious or accidental killings and assaults of sworn law enforcement officers. Do not include K-9 dogs. **ALL FIELDS ON THIS FORM ARE STATE REQUIRED.**

- **If no officers are killed or assaulted during a given month, a zero report should be submitted in lieu of this form.** (See page 130 for details on the Zero Report.)

## OFFICERS KILLED

This relates to sworn officers with full arrest powers killed in the line of duty.

- The number of officers slain by felonious acts and those killed by accident or negligence should be entered.
- Do not include nonfatal assaults on officers in this portion of the form.

Once notified of an officer’s death, the FBI will contact the victim officer’s agency for additional details concerning the circumstances pertaining to the incident. The FBI will also furnish information on two Federal programs – a compensation program for non-Federal law enforcement officers overseen by the U.S. Department of Labor and the Public Safety Officers’ Benefits Program administered by the U.S. Department of Justice. These programs provide benefits to survivors of law enforcement officers killed in the line of duty, as well as disability benefits for officers suffering duty-related injuries. Either can be contacted directly for information. The addresses and telephone numbers are:

Office of Workers’ Compensation Programs  
United States Department of Labor  
200 Constitution Avenue, NW, Suite S-3524  
Washington, DC 20210

Public Safety Officer’s Benefits Program  
United States Department of Justice  
Bureau of Justice Assistance  
810 Seventh Street, NW  
Washington, D.C. 20531

## OFFICERS ASSAULTED

This is used for reporting assaults on sworn officers with full arrest powers. Count all assaults on officers, with or without injury. **DO NOT INCLUDE OFFICERS KILLED** under this heading.

**The importance of the LEOKA data cannot be overemphasized. The data is used to analyze assaults on police officers. The more data collected, the more valid the conclusions. These results are used to prevent future LEO deaths.**

**AGENCY ORI:** The nine-character NCIC Originating Agency Identifier (ORI) number that is assigned to the reporting agency.

**TYPE OF ACTIVITY (Rows 1-11):** This is the type of activity in which the officer was engaged in at the time of assault. Each of the following entries should be made for each assault.

**Agencies should show the number of officers assaulted using numeric data rather than tally marks.**

- The assault is recorded on the appropriate Type of Activity row with entries to show:
  - The type of weapon used (columns B-E)
  - The type of assignment (columns F-L)
  - If the assault has been cleared by arrest (column M)
  - Whether injury resulted from the attack (rows 13-14)
    - NOTE: The numbers indicated should reflect the totals for each individual column listed in row 12.
  - The time of occurrence (row 15)
    - List the number of incidents occurring during the specified timeframe. Please do not place an “X” or the actual time the incident occurred.

**TOTAL ASSAULTS BY WEAPON (Column A):** The total number of assaults by weapon being reported for each Type of Activity (rows 1-11) and personal injury information (rows 13-14).



**TYPE OF WEAPON (Columns B-E):** The type of weapon(s) used to commit the assault(s). If more than one type of weapon is used to commit a single assault, select the weapon first encountered from column B (most severe) to column E (least severe).

**TYPE OF ASSIGNMENT (Columns F-L):**

For Uniformed Law Enforcement Officers:

- Column F = Two-Officer Vehicle
  - Each officer counts as one incident. For example, if both officers had a gun pointed at them, it would be counted as two (2). If only one officer had a gun pointed at them, it would be counted as one (1).
- Column G = One-Officer Vehicle (Alone)
- Column H = One-Officer Vehicle (Assisted)

For Non-Uniformed Officers:

- Column I = Detective or Special Assignment (Alone)
- Column J = Detective or Special Assignment (Assisted)

For Law Enforcement Officers Serving in Other Capacities (Foot patrol, Off duty, etc.):

- Column K = Other (Alone)
- Column L = Other (Assisted)

**NOTE:** The term “assisted” refers to law enforcement assistance only.

**POLICE ASSAULTS CLEARED (Column M):** The number of assaults cleared by arrest, also including exceptional clearances. Do not count the number of persons arrested for such offenses.

**TOTAL (Row 12):** The total of rows 1 through 11 for columns A through M.

**NUMBER WITH PERSONAL INJURY (Row 13):** The total number of officers injured by the Type of Weapon(s) reported in columns B through E. Each column must be totaled.

**NUMBER WITHOUT PERSONAL INJURY (Row 14):** The total number of officers not injured by the Type of Weapon(s) reported in columns B through E. Each column must be totaled.

**TIME OF ASSAULTS (Row 15):** The total number of officers assaulted during the specified time frames. List the number of incidents occurring during each timeframe. Please do not place an “X” or the actual time the incident occurred.

**NOTE: It is important that all assaults be recorded in Rows 13, 14, and 15. The total number of entries in these sections should equal the total number of assaults on officers for the month.**

**AGENCY NAME:** The name of the agency submitting the report.

**CHIEF OR SHERIFF:** The name of the Chief of Police or Sheriff.

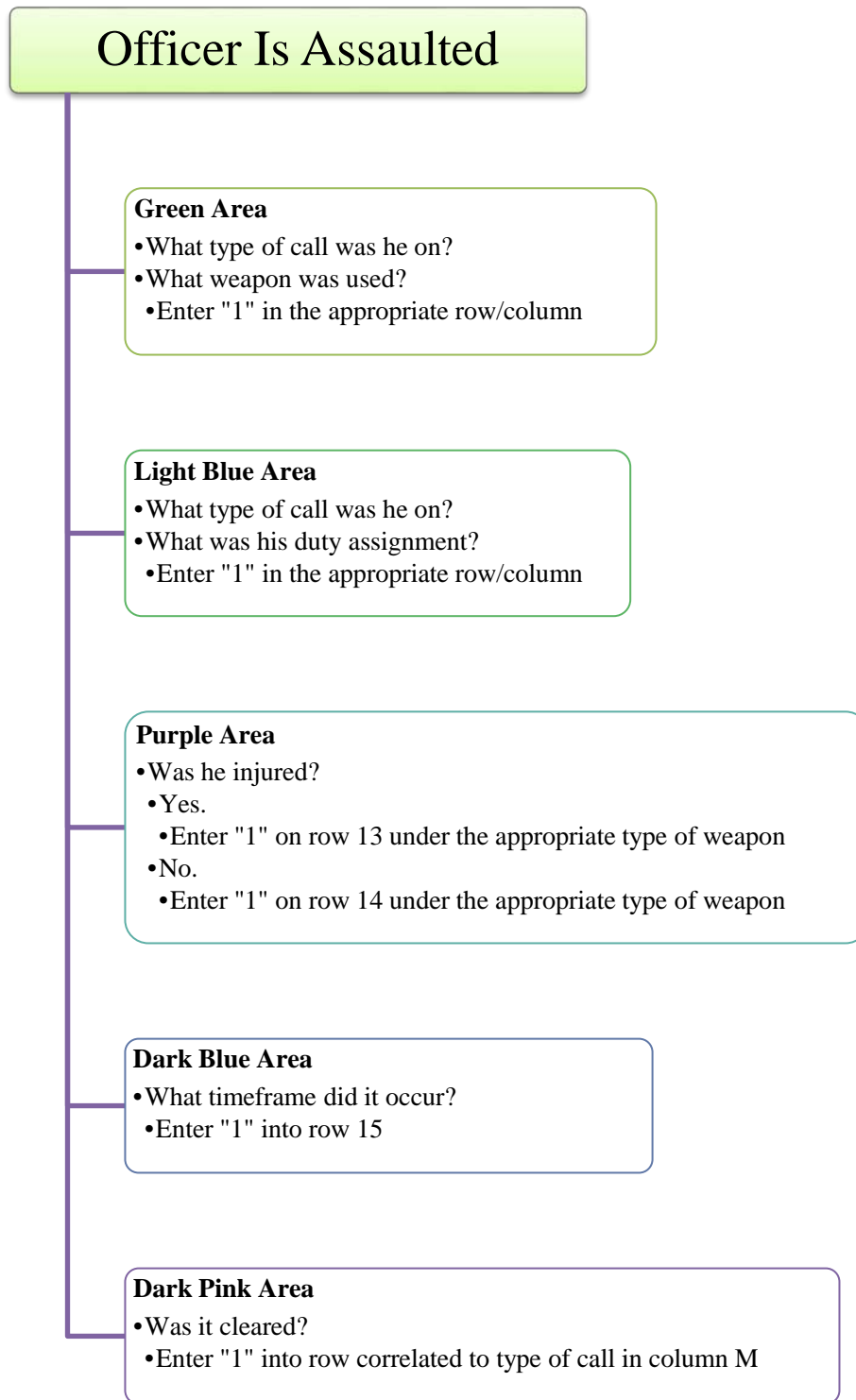
**PREPARED BY:** The name and email of the individual completing the report.

**DATE LEOKA SUBMITTED:** The date the report was completed.

**MONTH/YEAR BEING REPORTED:** Indicates the month and year being reported.




Follow this chart to assist in completing the LEOKA report.



# ZERO REPORT FORM

\*Blank ZERO Reports may be requested from the IBR Unit.

MONTHLY ZERO REPORTS



\_\_\_\_\_

Agency Name

\_\_\_\_\_

Agency ORI

\_\_\_\_\_

Name and Title of Preparer

\_\_\_\_\_

Month/Year Being Reported

\_\_\_\_\_

Email of Preparer

**Instructions:**  
 This form must be submitted by the 5<sup>th</sup> day of each month regarding the prior month's reports.  
 Example: The zero report for January 2018 is DUE from February 1-5, 2018.

Please respond to each question below by checking YES or NO:

Did your agency have any Kansas Standard <b>Offense Reports</b> last month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did your agency have any Kansas Standard <b>Arrest Reports</b> last month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did your agency have any <b>LEOKA*</b> reports last month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did your agency have any <b>Supplemental Homicide Forms</b> last month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did your agency have any <b>Hate/Bias Crime</b> reports last month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did your agency have any <b>Human Trafficking</b> reports last month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Once complete:

- If you answered **NO** to **ANY** of these questions, this form **IS REQUIRED**. Please fax this form to (785) 296-6781 or email to the IBR Unit.
- If you answered **YES** to **ALL** of these questions, this form is not needed.

SAMPLE FORM

\*Law Enforcement Officer Killed or Assaulted Forms

NOT OPEN PUBLIC RECORD

\*Please note this is the updated version of the Zero Report; however, the original Zero Report is available and can still be used for reporting purposes. If you would prefer this updated version of the Zero Report, please contact the IBR Unit by calling (785) 296-4373.

To be able to compute valid crime rates and trends, it is necessary that the Kansas Bureau of Investigation (KBI) and Federal Bureau of Investigation (FBI) are able to identify months during which no criminal activity occurred. The computation of valid statistics requires the KBI and FBI to differentiate between no crime occurring and no crime information being submitted.

The Zero Report is used to report when an agency DOES NOT have at least one of the following type of reportable offenses:

- KIBRS reportable offenses
- KIBRS reportable arrests
- Law enforcement officers killed or assaulted
- Homicides
- Hate/Bias motivated crimes
- Human trafficking crimes

Simply check the correct answer (YES or NO) to each question. DO NOT GIVE NUMBERS OR TALLY MARKS. Any answer of “NO” means that the report must be provided to the IBR Unit.

This report is to be submitted by the 5<sup>th</sup> day of each month for the prior month’s reports.

**Example:** No crime occurred for an agency in January 2017. The zero report for January would be submitted anytime from February 1st through February 5th.

**DO NOT SUBMIT A ZERO REPORT PRIOR TO THE END OF THE REPORTED MONTH.  
These reports will not be entered due to the chance for incorrect submissions.**

# DELETION REQUEST FORM

\*Blank Deletion Request Forms may be requested from the IBR Unit.

## Kansas Incident Based Reporting System Request for Deletion

Agency \_\_\_\_\_

ORI # \_\_\_\_\_

Date \_\_\_\_\_

The FBI does not allow agencies using the KIBRS Gateway to delete incident or arrest information from the KIBRS database at the central repository. Agencies can make a request for deletion by submitting this form or by using the "Request for Deletion" KIBRS Form located on the KOJIS Website at [www.kojis.state.ks.us](http://www.kojis.state.ks.us). However, in order to use the interactive form at KOJIS website the user must have a SecurID.

An agency can request a deletion for cases that have been classified as "unfounded" or for administrative reasons such as changing a case number after the case has been submitted to the FBI. A case is considered "unfounded" if the investigation shows that no offense occurred nor was attempted. Cases can not be deleted based on the final disposition of the offender or expungement; both of these conditions are considered part of the offender's criminal history.

This report should be submitted based on the frequency of electronic submissions and the size of the agency, example Kearny County Sheriff's Office may do a daily electronic submission but based on the size of their agency they would submit the form once a month. However, agencies should note when determining how often to request deletions that NIBRS submissions to the FBI are made by the 15th of each month for the preceding month.

TYPE	CASE NUMBER	DATE OF OFFENSE	DATE OF REPORT	REASON FOR DELETION (Explanation for Administrative Deletion Required)
<input type="checkbox"/> KSOR <input type="checkbox"/> KSAR				Unfounded <input type="checkbox"/> Administrative _____
<input type="checkbox"/> KSOR <input type="checkbox"/> KSAR				Unfounded <input type="checkbox"/> Administrative _____
<input type="checkbox"/> KSOR <input type="checkbox"/> KSAR				Unfounded <input type="checkbox"/> Administrative _____
<input type="checkbox"/> KSOR <input type="checkbox"/> KSAR				Unfounded <input type="checkbox"/> Administrative _____
<input type="checkbox"/> KSOR <input type="checkbox"/> KSAR				Unfounded <input type="checkbox"/> Administrative _____
<input type="checkbox"/> KSOR <input type="checkbox"/> KSAR				Unfounded <input type="checkbox"/> Administrative _____
<input type="checkbox"/> KSOR <input type="checkbox"/> KSAR				Unfounded <input type="checkbox"/> Administrative _____
<input type="checkbox"/> KSOR <input type="checkbox"/> KSAR				Unfounded <input type="checkbox"/> Administrative _____
<input type="checkbox"/> KSOR <input type="checkbox"/> KSAR				Unfounded <input type="checkbox"/> Administrative _____
<input type="checkbox"/> KSOR <input type="checkbox"/> KSAR				Unfounded <input type="checkbox"/> Administrative _____

DELETION REQUEST / P65-10-2000

Agencies submitting data electronically may delete cases from their local record management system or software; however, the case will remain in the Central Repository unless a request is received by the IBR Unit staff. Please provide the type(s) of reports that need to be deleted, an accurate date of offense or arrest, and a reason as to why the case needs to be removed from the Central Repository.

The Deletion Request Form should be submitted when an agency determines that a previously submitted case is considered to be “unfounded.” In other words, there is evidence that no crime occurred and the report is not accurate. Upon receipt of this request, a deletion from the Central Repository will be made.

## APPENDIX A: CODE CATALOG

### STREET TYPES:

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

### PREMISE CODES:

01	Parking Lot/Parking Garage	25	Department/Discount Store
02	City Street	26	Grocery/Supermarket
03	Alley	27	Specialty Store
04	Highway	28	Mall Commons
05	Rural Road	29	Liquor Store
06	Vacant City Lot	30	Tavern/Nightclub/Bar
07	Abandoned Residential Structure	32	Restaurant
08	Single Residence, includes attached garage	33	Hotel/Motel/Inn
09	Duplex/Individual Multiple Housing Units	34	Air/Bus or Train Terminal
10	Apartment/Complex	35	Rental Storage Facility/Warehouse
11	Nursing Home/Intermediate Care Facility	36	Park Buildings or Shelters
12	Dormitory/Sorority/Fraternity	37	Park Trails/Outdoor Recreational Areas
13	College/University/Proprietary School	38	Fields/Woods
14	Public/Private Primary or Secondary School	39	Oil Fields
15	Church/Synagogue/Temple	40	Lake/Waterway/River
16	Government/Tax Payer Funded Building	41	Construction Site
17	Jail/Prison/Attention Centers	43	Temporary Structures i.e., barn, storage shed
18	Hospital	44	Casinos
19	Drug Store/Doctors Office incl. Veterinarian	45	Recreational Facility i.e. gym, health club
20	Bank/Savings & Loan/Credit Union	46	Car Wash
21	Automatic Teller Machine-ATM	99	Other
22	Commercial Business/Office Building		
23	Service/Gas Station		
24	Convenience Store		

### HATE/BIAS CODES:

RACE/ANCESTRY BIAS		SEXUAL ORIENTATION BIAS	
11	Anti-White	41	Anti-Male Homosexual; Gay
12	Anti-Black/African American	42	Anti-Female Homosexual; Lesbian
13	Anti-American Indian/Alaskan Native	43	Anti-Homosexual; Gays and Lesbians
14	Anti-Asian	44	Anti-Heterosexual
15	Anti-Multi-Racial Group	45	Anti-Bisexual
16	Anti-Native Hawaiian or Other Pacific Islander	ETHNICITY/NATIONAL ORIGIN BIAS	
31	Anti-Arab	32	Anti-Hispanic
RELIGIOUS BIAS		33	Anti-Other Ethnicity/National Origin

21	Anti-Jewish		<b>DIABILITY BIAS</b>
22	Anti-Catholic	51	Anti-Physical Disability
23	Anti-Protestant	52	Anti-Mental Disability
24	Anti-Islamic; Muslim		<b>GENDER BIAS</b>
25	Anti-Other Religion	61	Anti-Male
26	Anti-Multi-Religious Group	62	Anti-Female
27	Anti-Atheism/Agnosticism		<b>GENDER IDENTITY BIAS</b>
28	Anti-Mormon	71	Anti-Transgender
29	Anti-Jehovah's Witness	72	Anti-Gender Non-Conforming
81	Anti-Eastern Orthodox-Greek, Russian, etc.		<b>NO BIAS</b>
82	Anti-Other Christian	88	None
83	Anti-Buddhist	99	Unknown
84	Anti-Hindu		
85	Anti-Sikh		

**CAMPUS CODES:**

<b>UNIVERSITIES/COLLEGES</b>		<b>COMMUNITY COLLEGES</b>	
KU	University of Kansas – Lawrence	ACCC	Allen Co Community College - Iola
KUMK	University of Kansas – KCK	BCCC	Barton Co Community College – Great Bend
KUO	University of Kansas - Overland Park	BTCC	Butler Co Community College - El Dorado
KSU	Kansas State University – Manhattan	CCCC	Cloud Co Community College - Concordia
KSUS	Kansas State University – Salina	COCC	Coffeyville Community College Coffeyville
WSU	Wichita State University – Wichita	CLCC	Colby Community College - Colby
ESU	Emporia State University – Emporia	CWCC	Cowley Co Community College - Arkansas City
FHSU	Fort Hays State University – Hays	DCCC	Dodge City Community College – Dodge City
PSU	Pittsburg State University – Pittsburg	FSCC	Fort Scott Community College - Fort Scott
BU	Baker University - Baldwin City	GCCC	Garden City Community College – Garden City
BUO	Baker University - Overland Park	HLCC	Highland Community College - Highland
BUT	Baker University – Topeka	HUCC	Hutchinson Community College - Hutchinson
BR	Barclay College – Haviland	INCC	Independence Community College - Independence
BDC	Benedictine College – Atchison	JCCC	Johnson Co Community College – Overland Park
BNC	Bethany College – Lindsborg	KCCC	Kansas City Community College - KCK
BLC	Bethel College - North Newton	LACC	Labette Co Community College - Parsons
CB	Central Baptist Theological Seminary- KCK	NCCC	Neosho Co Community College - Chanute
CC	Central Christian College – McPherson	PRCC	Pratt Co Community College - Pratt
DC	Donnelly College – KCK	SCCC	Seward Co Community College - Liberal
EB	Evangelical Bible Seminary – KCK		
FRU	Friends University – Wichita		<b>TECHNICAL SCHOOLS</b>
HIU	Haskell Indian Nations University – Lawrence	FHAVTS	Flint Hills Tech College - Emporia
HC	Hesston College – Hesston	KCAVTS	KC Area Vo-tech School - KCK
KCB	Kansas City College & Bible School - Overland Park	KWAVTS	Washburn Univ. Tech School-Topeka
KNC	Newman University (KS Newman College) – Wichita	MAAVTS	Manhattan Area Vo-tech College - Manhattan
KWC	Kansas Wesleyan University – Salina	NCAVTS	North Central Ks Tech College - Beloit
KWCO	Kansas Wesleyan University - Overland Park	NEAVTS	North East Ks Area Vo-tech - Atchison
MCC	Manhattan Christian College – Manhattan	NWAVTS	North West KS Area Vo Tech-Goodland
MPC	McPherson College – McPherson	SAAVTS	Salina Area Vo-tech School - Salina

MANC	Midamerican Nazarene University – Olathe	SWTS	Southwest Ks Tech School - Liberal
OU	Ottawa University – Ottawa	WIAVTS	Wichita Area Tech School – Wichita
OUK	Ottawa University - Overland Park	WITS	Wichita Technical Institute – Wichita
SMC	University of Saint Mary – Leavenworth		
SWC	Southwestern College – Winfield		
SC	Sterling College – Sterling		
TC	Tabor College-Hillsboro		
WU	Washburn University - Topeka		

**TYPE OF THEFT CODES:**

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

**OFFENDER SUSPECTED OF USING CODES:**

A	Alcohol
C	Computer Equipment
D	Drugs

**TYPE OF CRIMINAL ACTIVITY CODES:**

B	Buying and Receiving	N	None/Unknown
C	Cultivating/Manufacturing/Publishing/Producing	O	Operating/Promoting/Assisting
D	Distributing/Selling	P	Possessing/Concealing
E	Exploiting Children	T	Transporting/Transmitting/Importing
G	Other Gang	U	Using/Consuming
J	Juvenile Gang		

**TYPE OF FORCE/WEAPON CODES:**

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

**TYPE OF VICTIM CODES:**

B	Business	O	Other/Non-profit
F	Financial Institution	R	Religious Organization
G	Government	S	Society
I	Individual	U	Unknown

**VICTIM/SUSPECT/ARRESTEE RACE:**

A	Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.
B	Black: A person having origins in any of the black racial groups of Africa.
I	American Indian or Alaskan Native: A person having origins in any of the original peoples of



	North America and who maintains cultural identification through tribal affiliation or community recognition.
W	White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
U	Unknown: This should not be used when the victim is known.

**VICTIM/SUSPECT/ARRESTEE SEX:**

F	Female
M	Male
U	Unknown

**VICTIM/SUSPECT/ARRESTEE ETHNICITY:**

H	Hispanic Origin: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, <b>regardless of race</b> .
N	Not of Hispanic Origin
U	Unknown

**RESIDENT/NON-RESIDENT STATUS:**

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

**VICTIM/SUSPECT/ARRESTEE AGE CODES:**

NN	Under 24 hours (neonate)	01-98	Report the exact age
NB	1-6 days old	99	Over 98 years old
BB	7-364 days old	00	Unknown

**VICTIM/SUSPECT/ARRESTEE HAIR CODES:**

BLK	Black	PNK	Pink
BLN	Blonde	PLE	Purple
BLU	Blue	RED	Red
BRO	Brown	SDY	Sandy
GRY	Gray	WHI	White
GRN	Green	BLD	Bald
MUL	Multicolored	XXX	Unknown
ONG	Orangey		

**VICTIM/SUSPECT/ARRESTEE EYE COLOR CODES:**

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

**CIRCUMSTANCE CODES:**

Select two (2) for each **AGGRAVATED ASSAULT** and/or **MURDER/NON-NEGLIGENT MANSLAUGHTER** victim:

01	Argument
02	Assault on Law Enforcement Officer(s)
03	Drug Dealing
04	Gangland
05	Juvenile Gang
06	Domestic Violence
07	Mercy Killing - Not applicable to Aggravated Assault/Battery
08	Other Felony Involved - Requires the victim be linked to more than one statute or offense.

09	Other Circumstances
10	Unknown Circumstances

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

30	Child Playing with Weapon
31	Gun-cleaning Accident
32	Hunting Accident
33	Other Negligent Weapon Handling - Includes arrests associated with DUI, distracted driving (using a cell/smartphone), and reckless driving traffic fatalities
34	Other Negligent Killings

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

20	Criminal Killed by Private Citizen
21	Criminal Killed by Law Enforcement Officer

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

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

#### **VICTIM TO SUSPECT RELATIONSHIP CODES:**

<b>WITHIN THE FAMILY</b>		<b>OUTSIDE OF FAMILY BUT KNOWN TO VICTIM</b>	
SE	Victim is Spouse	AQ	Victim is Acquaintance
CS	Victim is Common-Law Spouse	FR	Victim is Friend
PA	Victim is Parent	NE	Victim is Neighbor
SB	Victim is Sibling	BE	Victim is Babysittee (the Child)
CH	Victim is Child	BG	Victim is Boyfriend/Girlfriend
GP	Victim is Grandparent	XF	Victim is Ex-Boyfriend/Girlfriend
GC	Victim is Grandchild	CF	Victim is Child of Boyfriend/Girlfriend
IL	Victim is In-Law	DP	Victim is BF/GF of Suspect's Parent
SP	Victim is Stepparent	HR	Homosexual Relationship
SC	Victim is Stepchild	XS	Victim is Ex-spouse
SS	Victim is Stepsibling (stepbrother or stepsister)	EE	Victim is Employee
FP	Victim is Foster Parent	ER	Victim is Employer
FC	Victim is Foster Child	CW	Victim is Co-Worker
FS	Victim is Foster Sibling	OK	Victim is Otherwise Known
OF	Victim is Other Family Member	VO	Victim is Offender
	<b>NOT KNOWN BY VICTIM</b>	RM	Victim is Roommate
RU	Relationship Unknown		
ST	Victim is Stranger		

#### **TYPE OF INJURY CODES:**

B	Apparent Broken Bones	N	None
I	Possible Internal Injury	O	Other Major Injury
L	Severe Laceration	T	Loss of Teeth
M	Apparent Minor Injury	U	Unconsciousness

#### **TYPE PROPERTY LOSS CODES:**

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

**PROPERTY CODES:**

Properties with a   have a value reported of Zero (0) to KIBRS.

**Currency**

- 0101 U.S. Currency
- 0103 Antique Coins
- 0104 Coin Collection
- 0108 Foreign Currency

**Credit/Bank/ID Cards**

- 0105 Credit Cards
- 0152 Bank Cards (ATM, Debit)
- 0153 Membership Cards (Union, Library, movie rental, shopper, etc.)
- 0154 Insurance Cards
- 0155 Social Security Cards
- 0156 Drivers Licenses
- 0157 Savings Account Books/Check Registers
- 0158 Miscellaneous Identification

**Non-Endorsed/Non-Negotiable**

- 0106 Securities/Bonds
- 0121 Government Checks
- 0122 Payroll Checks
- 0123 Personal Checks
- 0124 Travelers Checks
- 0125 Money Orders/Money Grams
- 0126 Business Checks
- 0132 Vision Card/WIC Vouchers
- 0133 Lottery Tickets
- 0134 In-Store Account Slip
- 0135 Prescription (Paper, not the medication)

**Endorsed/Negotiable Instruments**

- 0128 Payroll Checks
- 0129 Personal Checks
- 0130 Travelers Checks
- 0131 Stamps
- 0136 Vision Card/WIC Vouchers
- 0151 Money Orders/Money Grams
- 0159 Business Checks
- 0160 Gift Cards/Gift Certificates
- 0161 Phone Cards (Prepaid)
- 0162 Event Tickets (Airline, Movie, Concerts, etc.)

**Office Equipment**

- 0501 Calculators/Adding Machines
- 0502 Cash Register/Cash Boxes/Money Bag
- 0503 Check Protectors
- 0504 Computer Hardware (include printer)
- 0505 Copiers
- 0506 Office Furniture
- 0507 Typewriters
- 0508 Safes/Lockboxes

**Jewelry**

- 0201 Antique/Collectible Jewelry
- 0202 Bracelets
- 0203 Pins/Brooches/Tie Tacks
- 0204 Cufflinks
- 0205 Earrings
- 0206 Necklaces
- 0207 Rings
- 0208 Body Piercing Jewelry
- 0209 Watches
- 0211 Costume Jewelry
- 0212 Belt Buckles
- 0213 Jewelry Boxes
- 0250 Miscellaneous Jewelry

**Metals**

- 0220 Aluminum
- 0221 Brass
- 0222 Copper
- 0223 Gold
- 0224 Iron
- 0225 Platinum
- 0226 Silver
- 0227 Tin
- 0228 Lead
- 0229 Bronze
- 0230 Other Precious Metals
- 0231 Pewter
- 0232 Scrap Metal

**Clothing**

- 0301 Children's/Infant's
- 0302 Men's
- 0303 Women's
- 0304 Pelts/Furs
- 0305 Purses/Wallets
- 0306 Accessories (hats, belts, gloves, shoes)
- 0307 Eyeglasses/Sunglasses/Contact Lenses
- 0350 Miscellaneous Clothing

**Vehicles**

- 0401 Aircraft
- 0402 Automobiles/SUV/Vans
- 0403 Watercrafts
- 0404 Buses
- 0405 Motorcycles/Moped/Dirt bikes
- 0406 Trucks (Pickup)
- 0407 Recreational Vehicles (Motor Home, Custom Van)
- 0408 Semi Tractor
- 0450 Misc. Vehicle (ATV, Golf Cart, Snowmobile, Go Cart)

- 0509 Office Supplies (day planners, pens, pencils, etc.)
- 0510 Fax Machines
- 0511 Computer Software
- 0550 Miscellaneous Office Equipment

#### **Electronic Equipment\***

- 0601 Binoculars/Telescopes/Range Finder
- 0602 Cameras/Film/Accessories
- 0603 Cassette Tapes/Compact Discs/Vinyl
- 0604 CB Radios/Two Way Radios
- 0605 Radios (AM/FM, Clock, Portable)
- 0607 Stereo Component Systems
- 0608 Tape Recorders/Tape Players
- 0609 Turntables
- 0610 Speakers (not vehicle speakers)
- 0611 Telephones/Cell Phones (incl. chargers)
- 0612 Televisions
- 0613 Video/Sound Production Equip. (incl. security cameras)
- 0614 Video Tapes/DVDs
- 0615 Scanners
- 0616 Medical/Lab Equipment (does not include non-electronic equipment i.e. syringes, bandages)
- 0617 Radar Detector
- 0618 Video Cassette Recorders (VCR/DVD Players/Recorders)
- 0619 Camcorders
- 0620 Cable Equipment/Satellite Dishes
- 0621 Answering Machines/Pagers
- 0622 Compact Disk Players (not vehicle units)
- 0623 Equalizers/Boosters/Amps (Do Not Include Vehicle Audio Equipment)
- 0624 Vehicles Radio and Audio Equipment
- 0627 MP3 Player/IPOD/Zune
- 0628 I Pad/PDA/E-readers (Kindle, Nook etc.)
- 0629 Game Systems/Video Games (Play Station Station, X-Box, Wii, controllers, etc.)
- 0630 GPS Global Positioning Device (Garmin, Tom Tom)
- 0631 Rechargeable Batteries/Packs
- 0650 Miscellaneous Electronic Equipment (incl. memory cards, projectors, headphones)

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

#### **Drugs/Narcotics**

- 0915 Drug Paraphernalia (requires value)  
Seized drugs/narcotics are 0 value
- 0920 Crack Cocaine
- 0921 Cocaine
- 0922 Hashish
- 0923 Heroin
- 0924 Marijuana
- 0925 Morphine
- 0926 Opium
- 0927 Other Narcotics (incl. Hydrocodone, Vicodin, Lortab)
- 0928 LSD
- 0929 PCP
- 0930 Other Hallucinogens (incl. Peyote)

#### **Firearms/Weapons**

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

#### **Household Goods**

- 0801 Air Conditioners/Furnaces/Heaters
- 0802 Antiques/Collections (cards, stamps, figurines, etc.)
- 0803 Bed/Mattresses/Box springs
- 0804 Bookcases/Entertainment Centers
- 0805 Carpeting/Rugs
- 0806 Chairs
- 0807 Dishwashers
- 0808 Drapes/Curtains
- 0809 Dressers/Chests/Cabinets/Hutches
- 0810 Washers/Dryers
- 0811 Freezers
- 0812 Luggage/Briefcases/Backpack/Bookbags
- 0814 Refrigerators
- 0815 Sewing Machines
- 0816 Dishes/Silverware/Pottery
- 0817 Small Appliances (include vacuums)
- 0818 Sofas/Loveseats
- 0819 Ranges/Stoves
- 0820 Tables
- 0821 Nursery and Infant Furniture
- 0822 Flashlights/Light bulbs
- 0823 Fire Extinguishers
- 0824 Toys
- 0850 Misc. household goods (linens, cooking utensils, candles, mirrors, frames, lamps, bath scales, etc.)

#### **Agricultural Equipment**

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

#### **Grains/Fertilizer/Pesticides**

- 1131 Corn
- 1132 Milo
- 1133 Soybean
- 1134 Wheat

- 0931 Other Stimulants/Ephedrine
- 0932 Barbiturates
- 0933 Depressants (incl. Xanax, Ativan, GHB)
- 0934 Amphetamines/Methamphetamines (incl. Ritalin, Seroquel)
- 0935 Other Drugs (incl. abused vapors, does not include over the counter medication)
- 0936 Methamphetamines Liquid
- 0937 Methamphetamines Solid
- 0938 Mushrooms
- 0941 Ecstasy/MDMA

**Livestock/Pets**

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

**Building Materials/Construction Equipment**

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

**Structures**

**(Only Used When Reporting Arson or Criminal Damage)**

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

- 1135 Other Grain Products
- 1136 Hay/Feed
- 1137 Herbicides/Insecticides
- 1138 Anhydrous Ammonia

**Lawn Equipment/Garden Supplies**

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

**Miscellaneous**

- 1149 Keys/Key chains
- 1150 Mailboxes
- 1151 Auto Parts and Accessories
- 1152 Boat Parts and Accessories
- 1153 Agricultural Parts and Accessories
- 1154 Construction Equip Parts and Accessories
- 1155 Bicycles/Bicycle Parts and Accessories
- 1156 Paperwork (mail, photos, titles, etc.)
- 1159 License Plates/Registration Decals/ Handicap Placards
- 1161 Musical Instruments/Equipment
- 1165 Oil Field Equipment
- 1170 Gambling Equipment
- 1175 Crude Oil
- 1180 Sports/Recreational Equipment (incl. coolers)
- 1181 Pet Supplies
- 1182 Signs (street, realty, etc.)
- 1185 Saddles/Tack (Bits, Spurs, Blankets, etc.)
- 1189 Medical Supplies (Syringes, Bandages, etc.)
- 1190 Vending Machine
- 1194 Portable Shelters (bus stop, three sided barn, manger)
- 1195 Trailers
- 1196 Books/Magazines/Newspapers
- 1197 Utilities/Utility Meters
- 1198 Services (meals, lodging, fare)
- 1199 Miscellaneous (**do not overuse**, includes Lighters, Garage Door Openers, Tattoo Equip, Bridges, Curbs, Roads)

**TYPE DRUG MEASUREMENT CODES:**

GM	Gram	NP	Number of Plants
KG	Kilogram	ML	Milliliter
OZ	Ounce	LT	Liter

LB	Pound	FO	Fluid Ounce
DU	Dosage Unit	GL	Gallon

**INSTRUMENT USED FOR ENTRY CODES:**

1	Used a Key	7	Used Vise Grips
2	Used a Pry Tool	8	Used Physical Force
3	Used a Saw or Drill	9	Used a Thrown Object
4	Used a Hammer	10	Other Instrument
5	Used a Bolt Cutter	11	Not Applicable
6	Used a Chopping Tool		

**POINT OF ENTRY/EXIT CODES:**

1	Entry/Exit from Front	4	Entry/ Exit from Roof
2	Entry/Exit from Rear	9	Not Applicable
3	Entry/Exit from Side		

**PREMISE NEIGHBORHOOD CODES:**

R	Rural/Farm/Agriculture	B	Urban/Business/Industrial/Commercial
S	Suburban/Residential	U	Uninhabited

**SAFE ENTERED CODES:**

1	Safe Entered	5	Safe Peeled
2	Safe Not Entered	6	Safe Exploded
3	Safe Entry was Attempted	7	Combination Known
4	Safe Removed From Premise	9	Not Applicable

**INCIDENT ACTIVITY CODES:**

C	Domestic Violence with Children Present	G	Gang Related
D	Domestic Violence without Children Present	S	Drive by Shooting
J	Carjacking	N	Not Applicable



KANSAS INCIDENT BASED REPORTING SYSTEM CODES-2018

<p><b>PROPERTY / DRUG CODES:</b></p> <p><b>CURRENCY</b> 0101 U.S. CURRENCY 0103 ANTIQUE COINS 0104 COIN COLLECTION 0108 FOREIGN CURRENCY</p>	<p><b>VEHICLES</b> 0401 AIRCRAFT 0402 AUTOMOBILES / SUVs / VANS 0403 WATERCRAFT 0404 BUSES 0405 MOTORCYCLES/ DIRTBIKES 0406 TRUCKS (PICK-UPS) 0407 RECREATIONAL VEHICLES (RV) 0408 SEMI TRACTORS 0450 MISCELLANEOUS VEHICLES (ATV, GOLF-CARTS / SNOWMOBILES / GO-CARTS)</p>	<p>0812 LUGGAGE/BRIEFCASE/ BOOKBAG 0813 MICROWAVES 0814 REFRIGERATORS 0815 SEWING MACHINES 0816 DISHES/SILVERWARE/POTTERY 0817 SMALL APPLIANCES (EX. VACUUMS) 0818 SOFAS / LOVESEATS 0819 RANGES / STOVES 0820 TABLES 0821 NURSERY FURNITURE 0822 FLASHLIGHTS / LIGHTBULBS 0823 FIRE EXTINGUISHERS 0824 TOYS 0850 MISCELLANEOUS HOUSEHOLD GOODS (LINENS, COOKING UTENSILS, CANDLES, MIRRORS, FRAMES, ETC.)</p>	<p><b>AGRICULTURAL EQUIPMENT</b> 1121 BALERS 1122 COMBINS 1123 CULTIVATORS 1124 PLOWS 1125 TRACTORS 1126 OTHER FARM EQUIPMENT 1127 PORTABLE CORRALS</p>
<p><b>CREDIT / BANK / I.D. CARDS</b> 0105 CREDIT CARDS 0152 BANK CARDS (ATM, DEBIT) 0153 MEMBERSHIP CARDS 0154 INSURANCE CARDS 0155 SOCIAL SECURITY CARDS 0156 DRIVERS LICENSES 0157 SAVINGS ACCOUNT BOOKS / CHECK REGISTERS 0158 MISCELLANEOUS ID</p>	<p><b>OFFICE EQUIPMENT</b> 0501 CALCULATORS/ ADDING MACHINES 0502 CASH REGISTERS / CASH BOXES / MONEY BAGS 0503 CHECK PROTECTORS 0504 COMPUTER HARDWARE (INC PRINTER, TOWER, MONITOR, KEYBOARD) 0505 COPIERS 0506 OFFICE FURNITURE 0507 TYPEWRITERS 0508 SAFES / LOCKBOXES 0509 OFFICE SUPPLIES ( PENS, PENCILS, STAPLERS, ETC.) 0510 FAX MACHINES 0511 COMPUTER SOFTWARE 0550 MISCELLANEOUS OFFICE EQUIPMENT</p>	<p><b>CONSUMABLE GOODS</b> 0901 ALCOHOL / LIQUOR PRODUCTS 0902 BEVERAGES 0903 FOOD 0904 MEAT 0905 TOBACCO PRODUCTS 0906 HEALTH AND BEAUTY PRODUCTS 0907 CLEANING PRODUCTS 0908 FIREWOOD / CHARCOAL 0910 GASOLINE / OIL/ PROPANE 0911 ALKALINE BATTERIES 0950 OVER THE COUNTER MEDS</p>	<p><b>GRAINS / FERTILIZER / PESTICIDES</b> 1131 CORN 1132 MILO 1133 SOYBEAN 1134 WHEAT 1135 OTHER GRAIN PRODUCTS 1136 HAY / FEED 1137 HERBICIDES / INSECTICIDES 1138 ANHYDROUS AMMONIA</p>
<p><b>NON-ENDORSED / NON NEGOTIABLE INSTRUMENTS</b> 0106 SECURITIES / BONDS 0121 GOVERNMENT CHECKS 0122 PAYROLL CHECKS 0123 PERSONAL CHECKS 0124 TRAVELERS CHECKS 0125 MONEY ORDERS / MONEY GRAM 0126 BUSINESS CHECKS 0132 VISION CARDS / WIC VOUCHERS 0133 LOTTERY TICKETS 0134 IN STORE ACCOUNT SLIP 0135 PRESCRIPTION PAPER</p>	<p><b>ELECTRONIC EQUIPMENT</b> 0601 BINOCULARS/TELESCOPES/RANGE FINDERS 0602 CAMERAS / FILM / ACCESSORIES 0603 CASSETTE TAPES / COMPACT DISC 0604 CB RADIOS / TWO-WAY RADIOS 0605 RADIOS (AM/FM, CLOCK, PORTABLE) 0607 STEREO COMPONENT SYSTEMS 0608 TAPE RECORDERS / TAPE PLAYERS 0609 TURNTABLES 0610 SPEAKERS 0611 TELEPHONE / CELL PHONES (INC CHARGER) 0612 TELEVISIONS 0613 VIDEO EQUIPMENT 0614 VIDEO TAPES / DVDS 0615 SCANNERS 0616 MEDICAL / LAB EQUIPMENT 0617 RADAR DETECTORS 0618 VIDEO CASSETTE RECORDERS (VCR) / DVD PLAYER / DVD RECORDER 0619 CAMCORDERS 0620 CABLE EQUIPMENT DISHES 0621 ANSWERING MACHINES / PAGERS 0622 COMPACT DISK PLAYERS 0623 EQUALIZERS / BOOSTERS / AMPS 0624 VEHICLE RADIO AND AUDIO EQUIPMENT 0627 MP3 PLAYER / I-POD / ZUNE 0628 IPAD / PDA / E-READERS (EX. NOOK) 0629 GAME SYSTEM / VIDEO GAMES 0630 GPS GLOBAL POSITIONING DEVICE 0631 RECHARGEABLE BATTERIES / PACKS 0650 MISCELLANEOUS ELECTRONIC EQUIP (INC HEADPHONES, MEMORY CARDS)</p>	<p><b>DRUGS / NARCOTICS</b> 0915 DRUG PARAPHERNALIA 0920 CRACK COCAINE 0921 COCAINE 0922 HASHISH 0923 HEROIN 0924 MARIJUANA 0925 MORPHINE 0926 OPIUM 0927 OTHER NARCOTICS 0928 LSD 0929 PCP 0930 OTHER HALLUCINOGENS 0931 OTHER STIMULANTS 0932 BARBITURATES 0933 DEPRESSANTS 0934 AMPHETAMINES / METHAMPHETAMINES 0935 OTHER DRUGS 0936 METHAMPHETAMINE LIQUID 0937 METHAMPHETAMINE SOLID 0938 MUSHROOMS 0941 ECSTASY / MDMA *SEIZED DRUGS /NARCOTICS ARE 0 VALUE</p>	<p><b>LAWN EQUIPMENT / GARDEN SUPPLIES</b> 1141 PUSH LAWN MOWER 1142 RIDING LAWN MOWER 1143 ROTO-TILLERS 1144 SNOWBLOWERS 1145 OTHER LAWN EQUIPMENT (RAKES, GARDEN HOSES, SHOVELS, ETC) 1146 WEEDEATERS / LEAF BLOWERS / TRIMMERS 1147 OUTDOOR FURNITURE / GRILLS 1148 LANDSCAPING SUPPLIES / YARD ART 1168 VEGETATION AND PLANTS (LAWN)</p>
<p><b>ENDORSED / NEGOTIABLE INSTRUMENTS</b> 0127 GOVERNMENT CHECKS 0128 PAYROLL CHECKS 0129 PERSONAL CHECKS 0130 TRAVELERS CHECKS 0131 STAMPS 0136 VISION CARDS / WIC VOUCHERS 0151 MONEY ORDERS / MONEY GRAM 0159 BUSINESS CHECKS 0160 GIFT CARDS / GIFT CERT. 0161 PHONE CARDS (PREPAID) 0162 EVENT TICKETS (AIRLINE, MOVIE, CONCERT, ETC)</p>	<p><b>FIREARMS / WEAPONS</b> 0701 ANTIQUE GUNS AND WEAPONS 0702 HANDGUNS 0703 RIFLES 0704 SHOTGUNS 0705 OTHER FIREARMS (BB, PELLET) 0706 AUTOMATIC WEAPONS 0710 AMMUNITION 0711 HOLSTERS / GUN CASES / GUN LOCKS 0750 MISC. WEAPONS (KNIVES, SWORDS)</p>	<p><b>LIVESTOCK / PETS</b> 1001 CATTLE 1002 FOWL 1003 HORSES 1004 SHEEP 1005 SWINE 1010 PETS 1011 GOATS 1015 MISCELLANEOUS ANIMALS</p>	<p><b>MISCELLANEOUS</b> 1149 KEYS / KEYCHAINS 1150 MAILBOXES 1151 AUTO PARTS / ACCESSORIES 1152 BOAT PARTS / ACCESSORIES 1153 AGRICULTURAL PARTS / ACCESSORIES 1154 CONSTRUCTION EQUIP PARTS / ACCESSORIES 1155 BICYCLES/PARTS / ACCESSORIES 1156 PAPERWORK (MAIL, PHOTOS, ETC.) 1159 LICENSE PLATES / REGISTRATION DECALS / HANDICAP PLACARDS 1161 MUSICAL INSTRUMENTS/EQUIPMENT 1165 OIL FIELD EQUIPMENT 1170 GAMBLING EQUIPMENT 1175 CRUDE OIL 1180 SPORTS/RECREATIONAL EQUIPMENT/COOLERS 1181 PET SUPPLIES 1182 SIGNS (STREET, REALTY, ETC.) 1185 SADDLES / TACK 1189 MEDICAL SUPPLIES (NOT ELECTRONIC) 1190 VENDING MACHINE 1194 PORTABLE SHELTER (BUS STOP, THREE SIDED BARN, MANGER) 1195 TRAILERS 1196 BOOKS/MAGAZINES/NEWSPAPERS 1197 UTILITIES / UTILITY METERS 1198 SERVICES (MEALS, LODGING, FARE) 1199 MISCELLANEOUS (DO NOT OVERUSE)</p>
<p><b>JEWELRY</b> 0201 ANTIQUE/COLLECTIBLE 0202 BRACELETS 0203 PINS/BROOCHES/TIE TACKS 0204 CUFFLINKS 0205 EARRINGS 0206 NECKLACES 0207 RINGS 0208 BODY PIERCING JEWELRY 0209 WATCHES 0211 COSTUME JEWELRY 0212 BELT BUCKLES 0213 JEWELRY BOXES 0250 MISCELLANEOUS JEWELRY</p>	<p><b>HOUSEHOLD GOODS</b> 0801 AIR CONDITIONERS / FURNACES / HEATERS 0802 ANTIQUES / COLLECTIONS (CARDS, STAMPS, FIGURINES, ETC) 0803 BEDS / MATTRESSES / BOXSPRINGS 0804 BOOKCASES / ENTERTAINMENT CENTER 0805 CARPETING / RUGS 0806 CHAIRS 0807 DISHWASHERS 0808 DRAPES / CURTAINS 0809 DRESSER / CHESTS / HUTCHES 0810 WASHERS / DRYERS 0811 FREEZERS</p>	<p><b>BUILDING MATERIAL/CONSTRUCTION EQUIPMENT</b> 1101 CONSTRUCTION EQUIP (BACKHOES, BULLDOZERS, ETC.) 1106 LUMBER 1107 PIPE 1108 PORTABLE STRUCTURES 1109 WIRE 1110 ELECTRICAL SUPPLIES 1111 EXPLOSIVES / FIREWORKS 1112 OTHER CONSTRUCTION SUPP. 1113 FENCE 1114 PLUMBING SUPPLIES (SINKS, TOILETS, BATHS, FIXTURES, ETC.) 1115 BUILDING SUPPLIES (PAINT &amp; SUPPLIES, LADDER, DOORS, ETC.) 1116 HARDWARE (SCREWS, NUTS,) 1191 HAND TOOLS (INC TOOLBOXES) 1192 POWER TOOLS (GENERATORS, AIR COMPRESSORS, ETC) 1193 CHAINSAWS / POWERED SAWS</p>	<p><b>STRUCTURES (USE ONLY WHEN REPORTING ARSON OR CRIMINAL DAMAGE)</b> 1201 SINGLE OCCUPANCY DWELLING 1202 OTHER DWELLING 1203 OTHER COMMERCIAL BUSINESS 1204 INDUSTRIAL / MANUFACTURING BUSINESS 1205 PUBLIC / COMMUNITY BUILDING 1206 COMMERCIAL STORAGE FACILITY 1207 OTHER STRUCTURES</p>
<p><b>METALS</b> 0220 ALUMINUM 0221 BRASS 0222 COPPER 0223 GOLD 0224 IRON 0225 PLATINUM 0226 SILVER 0227 TIN 0228 LEAD 0229 BRONZE 0230 OTHER PRECIOUS METALS 0231 PEWTER 0232 SCRAP METAL</p>	<p><b>HOUSEHOLD GOODS</b> 0801 AIR CONDITIONERS / FURNACES / HEATERS 0802 ANTIQUES / COLLECTIONS (CARDS, STAMPS, FIGURINES, ETC) 0803 BEDS / MATTRESSES / BOXSPRINGS 0804 BOOKCASES / ENTERTAINMENT CENTER 0805 CARPETING / RUGS 0806 CHAIRS 0807 DISHWASHERS 0808 DRAPES / CURTAINS 0809 DRESSER / CHESTS / HUTCHES 0810 WASHERS / DRYERS 0811 FREEZERS</p>	<p><b>VEHICLE STYLE CODES</b> AMBULANCE AM BUS BU CONVERTIBLE CV HATCHBACK 2 DOOR 2H HATCHBACK 4 DOOR 4H LIMOUSINE LM MOPED MD MOTORCYCLE MC MOTOR HOME MH MULTI-WHEEL MV</p>	<p><b>VEHICLE STYLE CODES</b> AMBULANCE AM BUS BU CONVERTIBLE CV HATCHBACK 2 DOOR 2H HATCHBACK 4 DOOR 4H LIMOUSINE LM MOPED MD MOTORCYCLE MC MOTOR HOME MH MULTI-WHEEL MV</p>
<p><b>CLOTHING</b> 0301 CHILDRENS / INFANTS 0302 MENS 0303 WOMENS 0304 PELTS / FURS 0305 PURSES / WALLETS 0306 ACCESSORIES (HATS, BELTS, GLOVES, SHOES) 0307 EYE/SUNGLASSES/CONTACTS 0350 MISCELLANEOUS CLOTHING</p>			



<p>PICKUP PK PICKUP W/CAMPER PM SEDAN, 2 DOOR 2D SEDAN, 4 DOOR 4D SUV SP STATION WAGON SW TRACTOR TRUCK, DIESEL DS TRACTOR TRUCK GASOLINE TR VAN CAMPER VC MINI VAN VT VAN VN</p>	<p>33 - HOTEL / MOTEL / INN 34 - AIRBUS TERMINAL 35 - RENTAL STORAGE FACILITY 36 - PARK BUILDINGS OR SHELTERS 37 - PARK TRAILS / OUTDOOR REC AREAS 38 - FIELDS / WOODS 39 - OILD FIELDS 40 - LAKE/WATERWAY/RIVER 41 - CONSTRUCTION SITE 43 - TEMPORARY STRUCTURE (BARN, SHED) 44 - CASINOS 45 - RECREATIONAL FACILITY (GYM, HEALTH CLUB, COUNTRY CLUB) 46 - CAR WASH 99 - OTHER</p>	<p>SELECT ONE OF THE FOLLOWING FOR EACH NEGLIGENT MANSLAUGHTER VICTIM: 30 - CHILD PLAYING WITH WEAPON 31 - GUN-CLEANING ACCIDENT 32 - HUNTING ACCIDENT 33 - OTHER NEGLIGENT WEAPON HANDLING 34 - OTHER NEGLIGENT KILLINGS</p> <p>SELECT ONE OF THE FOLLOWING FOR EACH JUSTIFIABLE HOMICIDE VICTIM 20 - CRIMINAL KILLED BY PRIVATE CITIZEN 21 - CRIMINAL KILLED BY LAW ENFORCEMENT OFFICER</p>																																																																
<p><b>TYPE DRUG MEASUREMENT</b> GM - GRAM KG - KILOGRAM OZ - OUNCE LB - POUND DU - DOSAGE UNIT (PILLS) ML - MILLILITER LT - LITER FO - FLUID OUNCE GL - GALLON NP - NUMBER OF PLANTS</p>	<p><b>VICTIM / SUSPECT ETHNICITY CODES:</b> H - HISPANIC ORIGIN N - NOT OF HISPANIC ORIGIN U - UNKNOWN</p> <p><b>VICTIM / SUSPECT AGE CODES:</b> NN - UNDER 24 HOURS (NEONATE) NB - 1 - 5 DAYS OLD BB - 7 - 364 DAYS OLD D1 - 98 YEARS OLD - (REPORT THE EXACT AGE) 99 - OVER 98 YEARS OLD 00 - UNKNOWN</p>	<p>TO FURTHER DESCRIBE CIRCUMSTANCES OF A JUSTIFIABLE HOMICIDE REPORT ONE OF THE FOLLOWING A - CRIMINAL ATTACKED LAW ENFORCEMENT OFFICER AND THAT OFFICER KILLED CRIMINAL B - CRIMINAL ATTACKED LAW ENFORCEMENT OFFICER AND CRIMINAL KILLED BY ANOTHER OFFICER C - CRIMINAL ATTACKED A CIVILIAN D - CRIMINAL ATTEMPTED FLIGHT FROM A CRIME E - CRIMINAL KILLED IN COMMISSION OF A CRIME F - CRIMINAL RESISTED ARREST G - UNABLE TO DETERMINE</p>																																																																
<p><b>VALID STREET TYPE</b>      PARK      PK CODES:                      PARKWAY PKY / PKWY AVENUE      AVE      PLACE      PL BOULEVARD      BLVD      PLAZA      PLZ CIRCLE      CIR      POINT      PT COURT      CT      RAMP      RAMP CROSSING      XING      ROAD      RD DRIVE      DR      SQUARE      SQ ESTATE      EST      STREET      ST EXPRESSWAY      EXPY      TERRACE TERR / TER FREWAY      FWY      TOLL      TRL HIGHWAY      HWY      TRAFFICWAY TRFY JUNCTION      JCT      TURNPIKE TPKE / TNPK LANDING      LNDG      VIEW      VW LANE      LN      WAY      WAY</p>	<p><b>HATE / BIAS MOTIVATION CODES:</b> IF FIELD IS NOT APPLICABLE USE CODE = "88"</p> <p><b>RACIAL BIAS</b> 11 - ANTI-WHITE 12 - ANTI-BLACK 13 - ANTI-AMERICAN INDIAN / ALASKAN NATIVE 14 - ANTI-ASIAN 15 - ANTI-MULTI-RACIAL GROUP 16 - ANTI-NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER</p> <p><b>RELIGIOUS BIAS</b> 21 - ANTI-JEWISH 22 - ANTI-CATHOLIC 23 - ANTI-PROTESTANT 24 - ANTI-ISLAMIC (MUSLIM) 25 - ANTI-OTHER RELIGION 26 - ANTI-MULTI-RELIGIOUS GROUP 27 - ANTI-ATHEIST / AGNOSTICISM 28 - ANTI-MORMON 29 - ANTI-JAHOVA'S WITNESS 82 - ANTI-OTHER CHRISTIAN 83 - ANTI-BUDDHIST 84 - ANTI-HINDU 85 - ANTI-SIKH 81 - ANTI-EASTERN ORTHODOX (GREEK, RUSSIAN, ETC.)</p> <p><b>ETHNICITY / NATIONAL ORIGIN BIAS</b> 31 - ANTI-ARAB 32 - ANTI-HISPANIC 33 - ANTI-OTHER ETHNICITY / NATIONAL ORIGIN</p> <p><b>SEXUAL ORIENTATION BIAS</b> 41 - ANTI-MALE HOMOSEXUAL (GAY) 42 - ANTI-FEMALE HOMOSEXUAL (LESBIAN) 43 - ANTI-HOMOSEXUAL (GAYS AND LESBIAN) 44 - ANTI-HETEROSEXUAL 45 - ANTI-BISEXUAL</p> <p><b>DISABILITY BIAS</b> 51 - ANTI-PHYSICAL DISABILITY 52 - ANTI-MENTAL DISABILITY</p> <p><b>GENDER BIAS</b> 61 - ANTI-MALE 62 - ANTI-FEMALE 72 - ANTI-GENDER NON-CONFORMING</p> <p><b>NONE / UNKNOWN</b> 88 - NONE (NO BIAS) 99 - UNKNOWN</p>	<p><b>VICTIMS RELATIONSHIP TO CORRESPONDING SUSPECT:</b> <b>WITHIN THE FAMILY</b> SE - VICTIM WAS SPOUSE CS - VICTIM WAS COMMON-LAW SPOUSE PA - VICTIM WAS PARENT SB - VICTIM WAS SIBLING CH - VICTIM WAS CHILD GP - VICTIM WAS GRANDPARENT IL - VICTIM WAS IN-LAW SP - VICTIM WAS STEPPARENT SC - VICTIM WAS STEPCHILD SS - VICTIM WAS STEPSIBLING FP - VICTIM WAS FOSTER PARENT FC - VICTIM WAS FOSTER CHILD FS - VICTIM WAS FOSTER SIBLING OF - VICTIM WAS OTHER FAMILY MEMBER</p> <p><b>OUTSIDE OF FAMILY BUT KNOWN TO VICTIM</b> AQ - VICTIM WAS ACQUAINTANCE FR - VICTIM WAS FRIEND NE - VICTIM WAS NEIGHBOR BE - VICTIM WAS BABYSITTEE (THE BABY) BG - VICTIM WAS BOYFRIEND / GIRLFRIEND XF - VICTIM WAS EX-BOYFRIEND / GIRLFRIEND CF - VICTIM WAS CHILD OF BOYFRIEND/GIRLFRIEND DP - VICTIM WAS BF/GF OF SUSPECT'S PARENT HR - HOMOSEXUAL RELATIONSHIP XS - VICTIM WAS EX-SPOUSE EE - VICTIM WAS EMPLOYEE ER - VICTIM WAS EMPLOYER CW - VICTIM WAS COWORKER OK - VICTIM WAS OTHERWISE KNOWN VO - VICTIM WAS OFFENDER RM - VICTIM WAS ROOMMATE</p> <p><b>NOT KNOWN BY VICTIM</b> RU - RELATIONSHIP UNKNOWN ST - VICTIM WAS STRANGER</p>																																																																
<p><b>PREMISE CODES:</b> 01 - PARKING LOT / PARKING GARAGE 02 - CITY STREET 03 - ALLEY 04 - HIGHWAY 05 - RURAL ROAD 06 - VACANT CITY LOT 07 - ABANDONED STRUCTURE 08 - SINGLE RESIDENCE (INCLUDES ATTACHED GARAGE) 09 - DUPLEX / INDIVIDUAL MULTIPLE HOUSING UNITS 10 - APARTMENT COMPLEX 11 - NURSING HOME / INTERMEDIATE CARE FACILITY 12 - DORMITORY / SORORITY / FRATERNITY 13 - COLLEGE / UNIVERSITY / PROPRIETARY SCHOOL 14 - PUBLIC / PRIVATE PRIMARY OR SECONDARY SCHOOL 15 - CHURCH / SYNAGOGUE / TEMPLE 16 - GOVERNMENT / TAXPAYER FUNDED BUILDING 17 - JAIL / PRISON / ATTENTION CENTERS 18 - HOSPITAL 19 - DRUG STORE / DOCTOR'S OFFICE INC VETERINARIAN 20 - BANK / SAVINGS &amp; LOAN / CREDIT UNION 21 - AUTOMATIC TELLER MACHINE (ATM) 22 - COMMERCIAL BUSINESS / OFFICE BUILDING 23 - SERVICE / GAS STATION (DO NOT INCLUDE CONVENIENCE STORES) 24 - CONVENIENCE STORE 25 - DEPARTMENT / DISCOUNT STORE 26 - GROCERY / SUPERMARKET 27 - SPECIALTY STORE 28 - MALL COMMONS 29 - LIQUOR STORE 30 - TAVERN / NIGHTCLUB / BAR 32 - RESTAURANT</p>	<p><b>CIRCUMSTANCES OF A REPORTED AGGRAVATED ASSAULT / BATTERY / HOMICIDE OR JUSTIFIABLE HOMICIDE CODES:</b> 01 - ARGUMENT 02 - ASSAULT ON LAW ENFORCEMENT OFFICER 03 - DRUG DEALING 04 - GANGLAND 05 - JUVENILE GANG 06 - LOVER'S QUARREL 07 - MERCY KILLING (NOT APPLICABLE TO AGGRAVATED ASSAULT / BATTERY) 08 - OTHER FELONY INVOLVED 09 - OTHER CIRCUMSTANCES 10 - UNKNOWN CIRCUMSTANCES</p>	<p><b>PROPERTY COLOR</b></p> <table border="0"> <tr> <td>ALUMINUM</td> <td>SIL</td> <td>GRAY</td> <td>GRY</td> </tr> <tr> <td>BEIGE</td> <td>BGE</td> <td>IVORY</td> <td>CRM</td> </tr> <tr> <td>BLACK</td> <td>BLK</td> <td>LAVENDER</td> <td>LAV</td> </tr> <tr> <td>BLUE</td> <td>BLU</td> <td>MAROON</td> <td>MAR</td> </tr> <tr> <td>BLUE, DARK</td> <td>BL</td> <td>ORANGE</td> <td>ONG</td> </tr> <tr> <td>BLUE, LIGHT</td> <td>LBL</td> <td>PINK</td> <td>PNK</td> </tr> <tr> <td>BRONZE</td> <td>BRZ</td> <td>PURPLE</td> <td>PLE</td> </tr> <tr> <td>BROWN</td> <td>BRO</td> <td>RED</td> <td>RED</td> </tr> <tr> <td>BURGUNDY</td> <td>BUR</td> <td>SILVER</td> <td>SIL</td> </tr> <tr> <td>CHROME</td> <td>COM</td> <td>STAINLESS STEEL</td> <td>SS</td> </tr> <tr> <td>COPPER</td> <td>CPR</td> <td>TAN</td> <td>TAN</td> </tr> <tr> <td>CREAM</td> <td>CRM</td> <td>TURQUOISE</td> <td>TRQ</td> </tr> <tr> <td>GOLD</td> <td>GLD</td> <td>WHITE</td> <td>WHI</td> </tr> <tr> <td>GREEN</td> <td>GRN</td> <td>YELLOW</td> <td>YEL</td> </tr> <tr> <td>GREEN, DARK</td> <td>DGR</td> <td>MULTICOLORED</td> <td>MUL</td> </tr> <tr> <td>GREEN, LIGHT</td> <td>LGR</td> <td>MUL/COL</td> <td></td> </tr> </table>	ALUMINUM	SIL	GRAY	GRY	BEIGE	BGE	IVORY	CRM	BLACK	BLK	LAVENDER	LAV	BLUE	BLU	MAROON	MAR	BLUE, DARK	BL	ORANGE	ONG	BLUE, LIGHT	LBL	PINK	PNK	BRONZE	BRZ	PURPLE	PLE	BROWN	BRO	RED	RED	BURGUNDY	BUR	SILVER	SIL	CHROME	COM	STAINLESS STEEL	SS	COPPER	CPR	TAN	TAN	CREAM	CRM	TURQUOISE	TRQ	GOLD	GLD	WHITE	WHI	GREEN	GRN	YELLOW	YEL	GREEN, DARK	DGR	MULTICOLORED	MUL	GREEN, LIGHT	LGR	MUL/COL	
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## APPENDIX B: ARREST TRANSACTION NUMBERS

### FORMAT

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

Digit 1	Type of Event	1 = DOC confinement 2 = Civil submissions 3 = Adult arrest 4 = Juvenile arrest 5 = Wanted requests from FBI 6 = Personal request for identification 7 = Not assigned 8 = Not assigned 9 = Not assigned
Digits 2-4	County Identifier	000 for KBI; 001-105 for counties
Digit 5	Device Identifier	A number or letter denoting the device (RMS or livescan) that generated the ATN. This number is assigned to a given device by the KBI. KBI issued ATN's use the number one (1) in this place.
Digits 6-7	Calendar Year	The last two digits of the year. Example: 2018 would be reflected as 18.
Digits 8-12	Sequential Number	Allows for 99,999 numbers to be issued per generating device in a given year.

An example of a livescan or RMS transaction number is 3046A1804523.

3 = Adult arrest  
046 = Johnson County  
A = Device A  
18 = the year 2018  
04523 = Sequential Number of the arrest

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

An example of a preprinted KDR transaction number is 300010054829.

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

### ASSIGNMENT OF TRANSACTION NUMBERS

- A Transaction Number is assigned:
  - When an individual is arrested for a felony, class A or B misdemeanor, or a class C assault (Criminal Records requirement per statute);
  - When reporting an KSAR through KIBRS; or
  - Upon fingerprinting for an event in which the subject was issued a summons or notice to appear.
- Transaction Numbers are assigned by:
  - Preprinted KDR (KADR and KJDR) forms;
  - RMS generation of the number using an approved format; or
  - Livescan generation of the number using an approved format.

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

Preprinted KDR (Kansas Disposition Report: KADR and KJDR) forms are used when neither a livescan nor records management system are used to generate the ATN.

Preprinted KDR or records management system should also be used to generate an ATN when:

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

#### ***HINTS TO AVOID COMMON ERRORS:***

- A Failure to Appear arrest is considered to be a new and separate event from the original offense and fingerprints must be submitted regardless of prior submission for the original offense. A new ATN should be used for the fingerprint card and arrest report, along with a new case number.
- A probation violation is different for KIBRS and criminal history records. For criminal history records, probation violations are considered a continuation of the original offense resulting in the ordered probation period. It does not require the assignment of a new transaction number or an additional fingerprint submission. For KIBRS, probation violation is considered to be a new event that needs a new transaction number and a new case number.
- **When issuing a NTA or Summons to a Municipal Court**, the agency issuing the NTA or serving the Summons must prepare a Kansas Standard Arrest Report (KSAR) displaying a ATN that may be assigned using a KDR. If the final disposition results in a conviction in a Municipal Court, the disposition is documented on the fingerprint card displaying the ATN already assigned using the KDR, but no KDR is required to be submitted. The information for conviction is included on the fingerprint card.
- If the fingerprint submission is prepared via livescan, the formerly issued ATN must be reported as an “alternate transaction number” *or* the generated ATN should be overwritten with the formerly issued ATN so it can be matched up to the arrest report. If actions within Municipal Court ***do not*** result in the final disposition of charges, no further action is required until that final disposition.
- If the defendant was issued a NTA or summons for DUI they must be fingerprinted upon first appearance using the same steps as a NTA or summons. **This is a STATE REQUIREMENT as per state statute.** The final disposition will then be reported on the KDR.
- **When issuing an NTA or Summons to a District Court**, the agency issuing the NTA must prepare a KSAR and may assign a ATN by using a KDR. The defendant is fingerprinted upon first appearance. If the fingerprint submission is prepared via livescan, the formerly issued ATN must be reported as an “alternate transaction number” *or* the generated ATN should be overwritten with the formerly issued ATN so it can be matched up to the arrest report. Final disposition is documented on a KDR.

#### **USE OF TRANSACTION NUMBERS**

- **Transaction Numbers are used:**
  - On the KDR (KADR and KJDR).
  - On **ALL** criminal fingerprint cards submitted.
  - On **ALL** KSAR's submitted to KIBRS regardless of whether the offense is reported to CCH.
  - On any documents that an agency maintains locally and chooses to index using the ATN, such as arrest documentation that is not reportable to CCH or KIBRS.
- The field reserved for the ATN in the fingerprint card is titled “State Usage” on the front of the fingerprint card to the left of the Name field (Not the “State Usage” field on the back of the card).

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

### **REPORTING ARRESTS**

Any subsequent charges filed after the initial arrest, regardless of whether the defendant remains in custody, should be handled as a new arrest with the defendant being fingerprinted and a new ATN assigned. An ATN is used for only one arrest event and for only one person. Numerous charges may be under one ATN and the charges may pertain to numerous jurisdictions. If the charges pertain to more than one jurisdiction, to include Municipal versus District Court, the arresting agency should ensure that a copy of the KDR is forwarded to all pertinent entities.

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

When a Notice to Appear in Municipal Court is given to an offender, the agency must prepare a KSAR displaying an arrest transaction number using a pre-numbered disposition report. If final disposition results in a conviction in the Municipal Court, the arrest transaction number is documented on the fingerprint card and submitted to the KBI. This same number will be submitted on the KDR.

When a Notice to Appear or a Summons is to a District Court, the agency must prepare a KSAR displaying an arrest transaction number using a pre-numbered disposition report. When the defendant is fingerprinted upon first appearance, the original transaction number assigned is documented on the fingerprint card and this same number will be submitted on the KDR upon final disposition.

## APPENDIX C: PROCEDURAL LAWS/OPINIONS

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**A.G. Opinion 87-25:**

<http://ksag.washburnlaw.edu/opinions/1987/1987-025.pdf>

**A.G. Opinion 92-149:**

<http://ksag.washburnlaw.edu/opinions/1992/1992-149.pdf>

**A.G. Opinion 98-38:**

<http://ksag.washburnlaw.edu/opinions/1998/1998-038.htm>

**A.G. Opinion 93-9:**

<http://ksag.washburnlaw.edu/opinions/1993/1993-009.htm>

**K.S.A. 21-2501a:**

[http://kslegislature.org/li/b2017\\_18/statute/021\\_000\\_0000\\_chapter/021\\_025\\_0000\\_article/021\\_025\\_0001a\\_section/021\\_025\\_0001a\\_k/](http://kslegislature.org/li/b2017_18/statute/021_000_0000_chapter/021_025_0000_article/021_025_0001a_section/021_025_0001a_k/)

**K.S.A. 21-2504:**

[http://kslegislature.org/li/b2017\\_18/statute/021\\_000\\_0000\\_chapter/021\\_025\\_0000\\_article/021\\_025\\_0004\\_section/021\\_025\\_0004\\_k/](http://kslegislature.org/li/b2017_18/statute/021_000_0000_chapter/021_025_0000_article/021_025_0004_section/021_025_0004_k/)

**K.S.A. 21-5111:**

[http://kslegislature.org/li/b2017\\_18/statute/021\\_000\\_0000\\_chapter/021\\_051\\_0000\\_article/021\\_051\\_0011\\_section/021\\_051\\_0011\\_k/](http://kslegislature.org/li/b2017_18/statute/021_000_0000_chapter/021_051_0000_article/021_051_0011_section/021_051_0011_k/)

**K.S.A. 22-2307:**

[http://kslegislature.org/li/b2017\\_18/statute/022\\_000\\_0000\\_chapter/022\\_023\\_0000\\_article/022\\_023\\_0007\\_section/022\\_023\\_0007\\_k/](http://kslegislature.org/li/b2017_18/statute/022_000_0000_chapter/022_023_0000_article/022_023_0007_section/022_023_0007_k/)

**K.S.A. 22-2308:**

[http://kslegislature.org/li/b2017\\_18/statute/022\\_000\\_0000\\_chapter/022\\_023\\_0000\\_article/022\\_023\\_0008\\_section/022\\_023\\_0008\\_k/](http://kslegislature.org/li/b2017_18/statute/022_000_0000_chapter/022_023_0000_article/022_023_0008_section/022_023_0008_k/)

**K.S.A. 38-2209 through 38-2213:**

[http://kslegislature.org/li/b2017\\_18/statute/038\\_000\\_0000/038\\_022\\_0000\\_article/](http://kslegislature.org/li/b2017_18/statute/038_000_0000/038_022_0000_article/)

**K.S.A. 45-215 *et seq.*:**

[http://kslegislature.org/li/b2017\\_18/statute/045\\_000\\_0000\\_chapter/045\\_002\\_0000\\_article/](http://kslegislature.org/li/b2017_18/statute/045_000_0000_chapter/045_002_0000_article/)

**K.S.A. 53-601:**

[http://kslegislature.org/li/b2017\\_18/statute/053\\_000\\_0000\\_chapter/053\\_006\\_0000\\_article/053\\_006\\_0001\\_section/053\\_006\\_0001\\_k/](http://kslegislature.org/li/b2017_18/statute/053_000_0000_chapter/053_006_0000_article/053_006_0001_section/053_006_0001_k/)

## APPENDIX D: GLOSSARY

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**Acting in Concert** - the offenders actually commit or assist in the commission of the crimes.

**Add** - new data is being added to the report.

**Aggravated Assault/Battery** - an attack by one person upon another wherein the offender either uses a weapon or displays a weapon in a threatening manner or the victim suffers severe or aggravated bodily injury.

**Arson** - intentional damage or attempt to damage any real or personal property by fire, explosion, or incendiary device.

**Arrest Transaction Number (ATN)** – a number that is assigned to an arrest to uniquely identify it. The ATN is assigned by the state on a preprinted Kansas Disposition Report or by the livescan machine. The ATN is unique per arrestee, per arrest action and cannot be reused. This is referred to as transaction control number (TCN) on a fingerprint card.

**Associated Individuals** - spouses and former spouses, whether residing together or not, persons involved in a dating relationship, persons who were formerly involved in a dating relationship, and persons who are blood or step related to one another.

**Bad Checks** - knowingly and intentionally writing and/or negotiating checks drawn against insufficient or nonexistent funds.

**Betting/Wagering** - to unlawfully stake money or something else of value on the happening of an uncertain event or on the ascertainment of a fact of dispute.

**Blue E** – this is a repository error when submitting electronically. If this error occurs for your agency, please call the KBI immediately.

**Bribery** - the offering, giving, receiving, or soliciting of anything of value to sway the judgment or actions of a person in a position of trust or influence.

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

**Clearance Indicator, Count** - the case which the arrestee is being apprehended for at this time.

**Clearance Indicator, Multiple** - any additional cases being cleared by this arrest.

**Clearance Indicator, Outside Agency** - arrestee is taken into custody for another jurisdiction.

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

**Credit Card Fraud** - the use of a credit or debit card or automatic teller machine for fraudulent purposes.

**Crimes Against Persons** - crimes whose victims are always Individuals.

**Crimes Against Property** - crimes committed to obtain money, property, or some other benefit.

**Crimes Against Society** - represent society's prohibition against engaging in certain types of activity.



**Criminal Damage to Property** - to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Dating Relationship** - a social relationship of a romantic nature.

**Delete** - used when a case is unfounded and needs to be removed from the database.

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

**Domestic Violence** - any harmful physical contact or threat thereof, or destruction of property between associated individuals or formerly associated individuals, used as a method of coercion, control, revenge, or punishment.

**Domestic Violence with Children Present** - a child under the age of 18, and not the victim or suspect, was present during this incident.

**Driving Under the Influence** - driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming alcoholic beverages or using a drug or narcotic.

**Drug Equipment Violations** - the unlawful manufacture, sale, purchase, possession, or transportation of equipment or devices utilized in preparing and/or using drugs or narcotics.

**Drug/Narcotic Violations** - the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

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

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

**Endorse** - to sign one's name as payee on the back of (a check) in order to obtain the cash or credit represented on the face. This is any document, other than currency, which is payable without restriction, e.g., endorsed checks, endorsed money orders, and endorsed traveler's checks

**Exceptional Clearance, Death of Offender** - suicide of the offender, double murder, deathbed confession, offender killed by police or citizen, or the offender is accidentally killed or dies of natural causes after a warrant is obtained.

**Exceptional Clearance, Extradition Denied** - the offender is prosecuted by authorities in another city. An attempt must be made to return the offender for prosecution, but the other jurisdiction will not allow the release.

**Exceptional Clearance, Juvenile-No Custody** - the handling of a juvenile without taking him/her into custody or seeking prosecution in any manner but rather by giving notification to the parents or legal guardian.

**Exceptional Clearance, Prosecution Declined** - the prosecutor, for other than lack of probable cause, declines to file charges, e.g., offense falls outside prosecution guidelines by virtue of value of loss, first time offender, etc.

**Exceptional Clearance, Victim Refuses to Testify** - the prosecution refuses to file charges because the victim refuses to cooperate. This does not include victim refusing to cooperate with law enforcement.

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



**False Pretenses** - the intentional misrepresentation of existing fact or condition, or use of some other deceptive scheme or device, to obtain money, goods, or other things of value.

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

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

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

**Gambling Equipment Violations** - to unlawfully manufacture, sell, buy, possess, or transport equipment, devices, and/or goods used for gambling purposes.

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

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

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

**Impersonation** - requires the offender to be representing oneself as a public officer, public employee, or a person engaged in any profession or vocation for which a license is required by the laws of the State of Kansas, with knowledge that such representation is false. If the impersonation is used during a criminal proceeding of any type there does not need to be a licensing requirement. However, the classification would then be AGGRAVATED False Impersonation

**Incest** - marriage to; or non-forcible sexual intercourse, sodomy, or fondling between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Initial** - this is a new report being submitted for the first time.

**Intangible Property** - anything that cannot be perceived by the sense of touch. They can be benefits or detriments.

**Intimidation/Harassment** - to place another person in reasonable fear of bodily harm through the use threatening words and/or conduct, but without displaying a weapon or subjecting the victim to an actual physical attack. This includes stalking.

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

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

**LEEP** – the Law Enforcement Enterprise Portal is an electronic gateway that provides law enforcement agencies, intelligence partners, and criminal justice entities with centralized access to many different resources and services via a single sign-on.

**LEOKA** – the Law Enforcement Officers Killed or Assaulted report used to report line-of-duty felonious or accidental killings and assaults of sworn law enforcement officers.

**Liquor Law Violations** - the violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

**Master Search** - a token accessed process accessed via the [KCJIS web portal](#) to search multiple databases with one search.

**Modify** - some of the data reported in the initial submission is being changed.

**Murder** - the willful non-negligent killing of a human being by another.

**N-DEx** – the National Data Exchange is an unclassified national information-sharing system that enables criminal justice agencies to search, link, analyze, and share local, state, tribal, and federal records.

**Negligent Manslaughter** - the killing of another person through negligence. This does not include vehicle accidents.

**Non-Resident** - a person who does NOT maintain his/her permanent home in the town, city, or community where the crime occurred. This is not intended to reflect immigration residency status.

**Offender Suspected of Using** - indicates whether any of the offenders in the incident were suspected of consuming alcohol or using drugs during or shortly before the incident. It also reflects any use of computer equipment to assist in perpetrating the crime.

**On-View Arrest** - offender is placed into custody without a warrant or previous incident report. It may be easier to think of this as an On-Scene arrest.

**Operating/Promoting Gambling** - to unlawfully operate, promote, or assist in the operation of a game of chance, lottery, or other gambling activity.

**Originating Agency** - the agency that initiated the original offense report.

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

**Purse Snatching** - the grabbing of a purse or handbag from the physical possession of another person.

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

**Rape, Statutory** - consensual sexual activity involving a victim 14 or 15 years of age and a suspect less than 19 years of age but less than four years older than the victim.

**Resident** - a person who maintains his/her permanent home in the town, city, or community where the crime occurred. This is not intended to reflect immigration residency status.

**Robbery** - the taking, or attempting to take, anything of value under confrontational circumstances by force or threat of force or violence while putting the victim in fear of immediate harm.

**Same Time and Place** - the time interval between the offenses and the distance between where they occurred were insignificant. Normally, the offenses must have occurred during an unbroken time duration and at same or adjoining locations.

**Severe Laceration** - one which, even if declined, should receive emergency medical attention. Does not include cuts and scrapes.

**Simple Assault/Battery** - an unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers severe bodily injury.

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

**Sports Tampering** - to unlawfully alter, meddle in, or otherwise interfere with a sporting contest or event for the purpose of gaining a gambling advantage.

**Structure** - consists of four walls, a door, and a roof.

**Summoned/Cited** - not taken into custody but notice to appear is given to offender. This includes a summons served by a process server and an arrest report is required.

**Taken Into Custody** - based on a warrant and/or a previous incident.

**Trespassing** - to unlawfully enter land, a dwelling, or other real property with no intent to commit a felony, theft, or sexual battery.

**Vehicular Homicide** - the unintentional killing of a human being committed by the operation of an automobile, airplane, motor boat, or other motor vehicle in a manner which creates an unreasonable risk of injury.

**Zero Report** - form submitted by agencies that had no reportable offenses, arrests, LEOKA data, and/or homicides. This form differentiates between no crime occurred and no crime information was submitted.

## APPENDIX E: ACRONYMS

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**AFIS** – Automated Fingerprint Identification System

**AG** – Attorney General

**ATM** – Automatic Teller Machine

**ATN** – Arrest Transaction Number

**CCH** – Computerized Criminal History

**CINC** – Child in Need of Care

**DCF** – Department of Children and Families

**DOB** – Date of Birth

**DUI** – Driving Under the Influence

**DV** – Domestic Violence

**FBI** – Federal Bureau of Investigation

**FTA** – Failure to Appear

**IBR** – Incident Based Reporting

**KADR** – Kansas Adult Disposition Report

**KBI** – Kansas Bureau of Investigation

**KCJIS** – Kansas Criminal Justice Information System

**KDR** – Kansas Disposition Report

**KIBRS** – Kansas Incident Based Reporting System

**KJDR** – Kansas Juvenile Disposition Report

**KSA** – Kansas Statutes Annotated

**KSAR** – Kansas Standard Arrest Report

**KSHR** – Kansas Supplemental Homicide Report

**KSOR** – Kansas Standard Offense Report

**KSPR** – Kansas Supplemental Property Report

**LEEP** – Law Enforcement Exchange Portal

**LEO** – Law Enforcement Officer

**LEOKA** – Law Enforcement Officers Killed or Assaulted

**NCIC** – National Crime Information Center

**N-DEx** – National Data Exchange

**NIBRS** – National Incident Based Reporting System

**NTA** – Notice to Appear

**ORI** – NCIC Originating Agency Identifier

**PV** – Probation or Parole Violation

**QAR** – Quality Assurance Review

**RMS** – Record Management System

**UCR** – Uniform Crime Reporting

# APPENDIX F: KIBRS HANDBOOK REVISIONS

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## SEVENTH EDITION, JANUARY 2019

### Homicide Offenses - Negligent Manslaughter:

As of January 1, 2019, the NIBRS definition of Negligent Manslaughter will be modified to include those deaths that occur as the result of an attempt to evade or elude the police (a.k.a. police chase). Previously, this type of incident was classified as a Vehicular Homicide.

As of January 1, 2019, any fatalities resulting from DUI, distracted driving, or reckless driving will also be considered Negligent Manslaughter. (page 19)

### Theft Offenses - Theft from Motor Vehicle:

The Kansas statute for Burglary to a Motor Vehicle may now be reported to KIBRS. When reported, the statute will be classified as a Theft from Motor Vehicle offense under NIBRS Offense Code 23F. (page 42)

### Fraud Offenses - Identity Theft/Fraud:

FBI NIBRS code 26F is a new code that is not yet available in KIBRS. Until the new KIBRS is completed, this offense is currently classified as NIBRS code 26A. (page 58)

### Animal Cruelty:

FBI NIBRS code 720 is a new code that is not yet available in KIBRS. Until the new KIBRS is completed, this offense is currently classified as NIBRS code 90Z (Group B). (page 67)

### Other Modifications:

- Sections were added for the following NIBRS Codes that are currently non-reportable in Kansas:
  - Wire Fraud, 26E (page 58)
  - Hacking/Computer Invasion, 26G (page 59)
  - Purchasing Prostitution, 40C (page 65)
- Added a new section for other Non-Reportable Offenses. (page 73)
- Additional Hate/Bias codes were added. (page 82)
- Deleted the Drug/Narcotic Offense Cheat Sheet. (previously on pages 126-127)
- Added the Appendix A: Code Catalog (page 134)
- Added the Revisions section. (page 156)

### Editor's Notes:

The Handbook's formatting received an extensive overhaul:

- The Table of Contents was modified to allow users to click on a specific heading and be taken directly to that section of the handbook.
- Charts and diagrams were added to specific sections for quick reference.
- Offenses were organized in a more logical manner.
- Where available, hyperlinks were added so users could access valuable and pertinent online information.
- Statute tables were added throughout, allowing users to "Find" a specific section relating to a specific statute.
- An index was added to help users locate desired information.

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