

## Data Elements and Data Values

### Administrative Segment

The Administrative segment is the master segment containing data that applies to the entire incident report.

The ORI Number and the Incident Number (DEs 1 and 2) appear in each segment of every report and are what makes it possible to differentiate one report from another report, either from other agencies' reports (ORI) or from other reports the agency has made. Every incident report requires an administrative segment.

#### **DE 1 ORI Number** - 9 characters (Mandatory)

The ORI is the NCIC **unique 9 character** Originating Agency Identifier **n**umber that has been assigned to each law enforcement agency. It must appear in each incident report segment.

For example, the ORI Number for the Helena Police Department is MT0250100.

#### **DE 2 Incident Number** - 12 characters (Mandatory)

This is the number assigned by the reporting agency to each incident report to **uniquely identify** it, i.e. the **LEA** case number. The number can be up to 12 characters in length and must be unique, so that incidents can be distinguished. The incident number must appear in each segment of the incident report.

#### **DE 2A Cargo Theft** - 1 character (Mandatory, Conditional)

This DE indicates whether or not the incident involved a cargo theft. Cargo Theft is defined as "the criminal taking of any cargo including, but not limited to, goods, chattels, money, or baggage that constitutes, in whole or in part, a commercial shipment of freight moving in commerce, from any pipeline system, railroad car, motor truck, or other vehicle, or from any tank or storage facility, station house, platform, or depot, or from any vessel or wharf, or from any aircraft, air terminal, airport, aircraft terminal or air freight station, warehouse, freight distribution facility, or freight consolidation facility. For purposes of this definition, cargo shall be deemed as moving in commerce at all points between the point of origin and the final destination, regardless of any temporary stop while awaiting transshipment or otherwise."

Two key phrases in the classification of cargo theft are "commercial shipment" and "in the supply chain." For law enforcement to classify an incident as a cargo theft, the items must be part of a commercial shipment and must be in the supply chain (i.e., moving in commerce). Law enforcement should consider thefts from United Parcel Service (UPS), Federal Express (FedEx), the U.S. mail, etc., to be cargo until the items arrive at a final distribution point. Once the business receives the items (i.e., personnel at the company sign for the goods), the goods are no longer considered cargo because they are outside of the supply chain. Therefore, law enforcement should not consider

deliveries from UPS, FedEx, to individuals or other businesses (e.g., flowers, pizza, electronics, appliances, etc.) to be cargo because they are outside of the supply chain.

Cargo Theft-related offenses are:

All Other Thefts	Motor Vehicle Theft
Bribery	Motor Vehicle Theft
Burglary	Robbery
Embezzlement	Theft from a Building
Extortion/Blackmail	Theft from a Motor Vehicle
Fraud Offenses (except MTIBRS codes 1151, 1152, 1153, 1154; see Appendices C – G)	

Valid Data Values: (enter only 1)

**N = No**

**Y = Yes**

If multiple Offenses occurred within an incident and one/several were associated with a cargo theft, then Y = Yes needs to be entered for each offense.

In the following examples, Y = Yes must be entered:

Example (1): A suspect was employed at a wholesale tobacco warehouse. After hours, the employee used his key to gain entry into the warehouse and removed 4,000 cartons of cigarettes. The inventory was slated for shipment to local retailers (MTIBRS code 1211, Embezzlement).

Example (2): A delivery driver stopped at a truck stop for a short break and exited, leaving the vehicle unattended. A short time later, the driver returned to the vehicle and discovered the cargo missing from the box truck (MTIBRS code 0641, Theft of belongings from motor vehicles).

Example (3): The owner/driver of a tractor trailer stopped at a post office to check his mail, leaving the truck running and unlocked. When he returned, both the rig and cargo were gone (MTIBRS code 0711, Motor vehicle theft).

Example (4): Five suspects entered a slow-moving freight train, which was transporting cargo from the freight yard to numerous destinations. The suspects used various tools to break into the shipping containers. The merchandise was then thrown off the train, and accomplices on the ground gathered the stolen merchandise (MTIBRS code 0521, Burglary).

Example (5): An armed suspect hijacked an 18-wheeler and kidnapped the driver. The suspect then transferred the stolen cargo to another trailer (MTIBRS code 0311, Robbery).

Example (6): An employee used the internet to gain unauthorized access to the shipping records for Company ABC. The employee then obtained corporate credit

card information and pre-paid the freight fees for a shipment of imported wines (MTIBRS code 1121, Credit card fraud). Via computer, the suspect illegally diverted the shipment to an alternate address (MTIBRS code 1162, Unlawful use of computer).

### **DE 3 Incident Date/Hour** - 11 characters (**Mandatory**)

DE 3 has to appear in the Administrative segment of every incident report. It is used to enter the month, day, and year of the incident. The hour is entered when the incident occurred or the beginning of the time period in which it occurred as appropriate. Two-digit 24-hour military time is to be used.

If the incident date is unknown, enter the date of the report (date the incident was reported to law enforcement). If the incident hour is unknown, leave the hour blank.

If the incident occurred on or between midnight and 0059, enter 00; if on or between 0100 and 0159, enter 01; if on or between 2300 and 2359, enter 23; etc. If the incident occurred at exactly midnight, it is to be considered to have occurred at the beginning of the next day, as if the crime occurred at one minute past midnight. Therefore, 00 should be entered for the hour, along with the next day's date.

If the victim is a Law Enforcement officer, the incident hour must be entered for the following offenses:

Aggravated Assault	Intimidation
Homicide, deliberate	Simple Assault
Homicide, negligent	

Example (1): If a robbery occurred at 9:30 p.m. on July 2, 2012, the entry should be 07/02/2012 at 21.

Example (2): If a kidnapping started at 11:30 p.m. on November 1, 2012, and ended at 6:00 p.m., on November 16, 2012, the entry should be 11/01/2012 at 23.

Example (3): If a burglary occurred sometime between 11:15 a.m. on June 24, 1998, and 4:30 p.m. on June 26, 1998, the entry should be 06/24/1998 at 11 am.

Example (4): If the incident occurred at midnight on December 31, 2003, the entry should be 01/01/2004 at 00.

Example (5): If the date and hour of the incident are unknown but the incident was reported on March 15, 2012, the entry should be 03/15/2012.

### **DE 4 Cleared Exceptionally** - 1 character (**Mandatory**)

DE 4 must appear in the Administrative segment of every incident report. It is used to indicate whether or not the incident was exceptionally cleared. If it was not, then N = Not Applicable is entered. An incident cannot be cleared exceptionally if an Arrestee segment was or is being submitted. In a multiple offense incident, the exceptional clearance of one offense clears the entire incident.

Valid Data Values: (enter only 1)

**A = Death of Offender**

**B = Prosecution Declined** (by the prosecutor for other than lack of probable cause)

**C = In Custody of Other Jurisdiction** (physical arrest made by other Jurisdiction, includes extradition denied)

**D = Victim Refused to Cooperate** (in the prosecution)

**E = Juvenile/No Custody** (the handling of a juvenile without taking him/her into custody, but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense, such as petty larceny)

**N = Not Applicable** (not cleared exceptionally)

According to the FBI, clearing an offense by exceptional means requires the following four conditions be met:

1. The LEA investigation must have clearly and definitely established the identity of at least one offender.
2. The LEA must have sufficient probable cause to support arresting, charging, and prosecuting of the offender.
3. The LEA must have the exact location of the offender so they could make an arrest if circumstances did not prevent it.
4. There must be a reason outside the control of the LEA preventing the arrest, charging, and turning over for prosecution.

Example (1): Agencies can use DV C = In Custody of Other Jurisdiction for cases in which extraditions are formally denied or in circumstances where an offender committed offenses in two jurisdictions and was arrested in one of the jurisdictions. Law enforcement in the jurisdiction not reporting the arrest should report this DV when they become aware of the arrest.

Example (2): A kidnapper, who was holding a hostage, killed himself when the building in which he barricaded himself was surrounded by police. The kidnapping should be reported and cleared exceptionally by A = Death of Offender.

### **DE 5 Exceptional Clearance Date** - 8 characters (Mandatory, Conditional)

If an incident was exceptionally cleared, i.e. DV A, Death of Offender; B, Prosecution Declined; C, In Custody of Other Jurisdiction; D, Victim Refused to Cooperate; or E, Juvenile/No Custody in DE 4 (Cleared Exceptionally), then the date the incident was cleared will be entered into DE 5. If the incident was NOT cleared exceptionally, i.e. DV N, Not Applicable in DE 4 (Cleared Exceptionally), then this DE is to be left blank.

Example: The incident was cleared on the books of the reporting agency on May 27, 2012. The date 05/27/2012 should be entered into DE 5.