

# ZUERCHER

## MTIBRS User Manual

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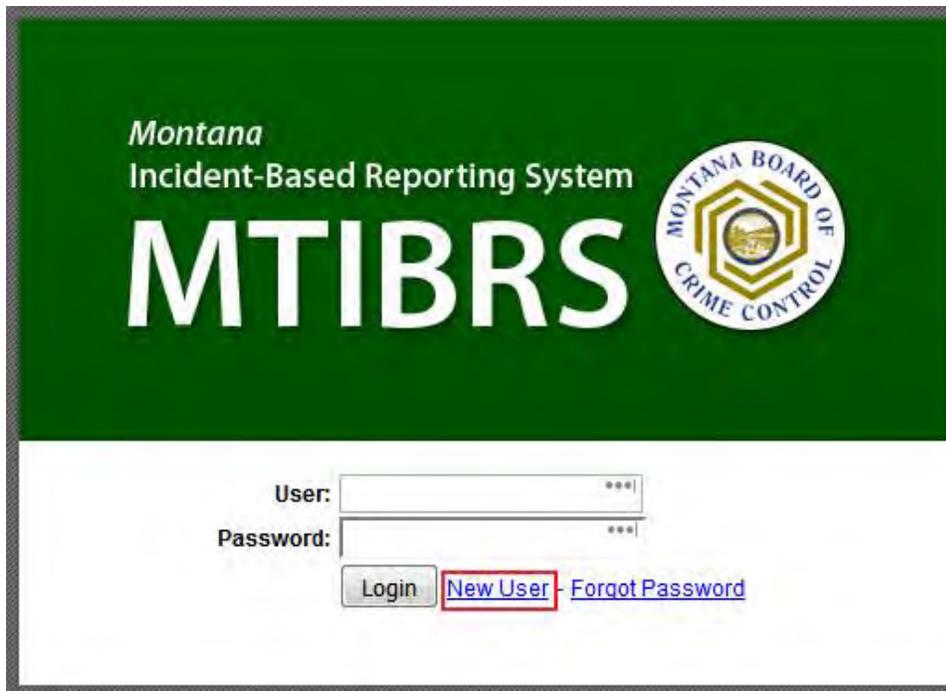
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## Montana State Reporting

This is an instructional manual on how to use the web portal for state reporting.

### Signing into the web portal

When first using the system, you will need to create a new user or use the ORI as the username. This will be determined by the System Administrator



Montana  
Incident-Based Reporting System  
**MTIBRS**

MONTANA BOARD OF  
CRIME CONTROL

User:

Password:

Login [New User](#) [Forgot Password](#)

### Creating New User:

- On the main page of the web portal click on the New User link
- This will bring you to the New User page. You will have to fill out all of the following information
  - Username
  - First Name
  - Last Name
  - Select the ORI that you work for
  - Phone Number
  - Email and verify email

The screenshot shows the 'New User' registration page in the MTIBRS system. The page has a green header with 'MTIBRS' on the left and 'Logout' on the right. Below the header is a green bar with 'New User' in white text. The registration form contains the following fields: Username (jane.doe), First Name (Jane), Last Name (Doe), ORI (MT0390000 - Powell), Phone Number (5551234567), Email (jane.doe@anywhere.com), and Retype Email (jane.doe@anywhere.com). A 'Create User' button is located at the bottom of the form.

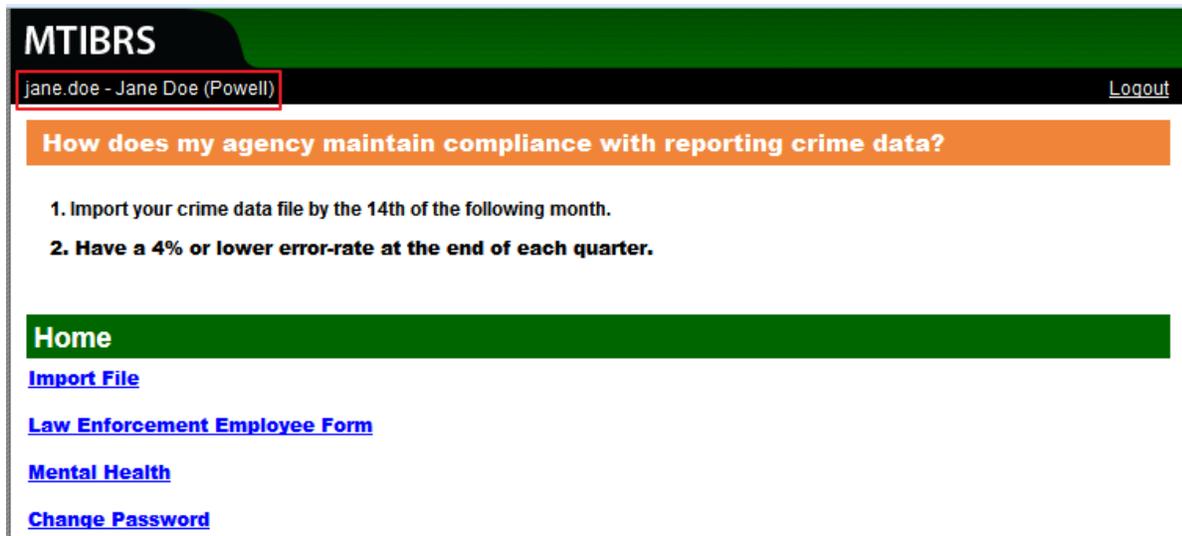
- Once you create the user, you will receive a message advising that your password will be sent to you. The system is sending verification to the System Administrator that you are authorized to use the web portal. Once your information has been verified, the System Administrator will send you a temporary password.

The screenshot shows the 'Account Created' confirmation page in the MTIBRS system. The page has a green header with 'MTIBRS' on the left and 'Logout' on the right. Below the header is a green bar with 'Account Created' in white text. The main content area contains the message: 'Your password will be emailed to you.'

- Once you receive your temporary password, return to the Login In page and enter the username that you have created along with the temporary password.

The screenshot shows the login page for the Montana Incident-Based Reporting System (MTIBRS). The page has a green header with 'Montana Incident-Based Reporting System' and 'MTIBRS' in large white letters. To the right is the Montana Board of Crime Control logo. Below the header is a white login form with the following fields: User (jane.doe) and Password (represented by dots). Below the password field are two buttons: 'Login' and 'New User - Forgot Password'.

- Verify at the top the screen that it is displaying the correct username and agency that you work for



- You will want to change your password as soon as you are able to sign into the system. Click on the Change Password link.
- This will bring you to the screen where you are able to change your password. You will have to enter the temporary password along with your new password. Click Save and Close. When you receive the message that you have successfully changed your password, sign out and sign back into the web portal using your new secure password.



## Home Screen

When the user signs into the system, they will be automatically brought to the home page. This is where they can navigate through several functionalities.

- Importing files
- Law Enforcement Employee Form
- Mental Health Form
- Change Password
- New Incidents
- Show All Errors
- Offense Grid for Group A and Group B offenses by Month and Year
- Search bar

## Home

[Import File](#)

[Law Enforcement Employee Form](#)

[Mental Health](#)

[Change Password](#)

## Incidents

[New Incident](#)

[Show All Errors](#)

### Search

Any Year

Enter an incident number (e.g. '06-2341') and that incident will be opened.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>2016</b>	186 34	0 0										
<b>2015</b>	172 37	143 35	176 35	168 39	188 46	205 32	210 35	206 52	238 51	252 63	207 44	227 43
<b>2014</b>	232 47	139 44	167 53	181 51	224 41	179 35	227 46	236 33	222 43	217 60	164 47	179 55
<b>2013</b>	199 35	162 49	219 47	221 51	222 44	207 69	177 48	195 40	192 70	242 48	198 43	202 35
<b>2012</b>	160 53	153 33	213 62	191 54	183 51	198 68	181 67	194 63	216 64	194 49	172 43	164 40
<b>2011</b>	112 52	125 40	159 66	147 48	179 59	189 46	197 59	209 63	165 53	190 51	139 54	171 48

## Import File

To upload the txt file from your RMS system, click on the Import File link.

The screen will give you access to attach the file that you would like to import with the Browse link.

- Click on the Browse button. Here is where you will be able to attach the txt file
- Select the file that you would like to import and click open.
- This will load the file on the web application.
- Click the Import Button to start the upload process. You will receive a message to verify that you would like to proceed

**MTIBRS**

jane.doe - Jane Doe (Powell) [Logout](#)

[Home](#)

## Imports

### Pending Imports

Currently Processing:

- None

Pending:

- None

Corrupt File or Importer Bugs:

- 2014-08-07\_16-07-29\_-\_Billings\_(MT0560100)\_-\_0560100.714.pdf

To import a file click "Browse" to select your file and then click "Import".  
You can only import files from your agency.

No file selected.

**MTIBRS**

jane.doe - Jane Doe (Powell) [Logout](#)

[Home](#)

## Imports

### Pending Imports

Currently Processing:

- None

Pending:

- None

Corrupt File or Importer Bugs:

- 2014-08-07\_16-07-29\_-\_Billings\_(MT0560100)\_-\_0560100.714.pdf

To import a file click "Browse" to select your file and then click "Import".  
You can only import files from your agency.

MT03900.046

Are you sure?

### Previous Imports

- When you click OK, the file will then move into the Pending Queue. Depending on the size of the file, it may automatically move to the Currently Processing Queue or sit in the Pending queue for a short while
- After the file has been imported, the file will drop down to the Previous Imports section.

**MTIBRS**  
jane.doe - Jane Doe (Powell) [Logout](#)

[Home](#)

## Imports

### Pending Imports

Currently Processing:

- None

Pending:

- None

Corrupt File or Importer Bugs:

- 2014-08-07\_16-07-29\_-\_Billings\_(MT0560100)\_-\_0560100.714.pdf

To import a file click "Browse" to select your file and then click "Import".  
You can only import files from your agency.

No file selected.

### Previous Imports

- [4/4/16 3:55 PM - Powell \(MT0390000\) - MT03900.046](#)
- [1/15/15 12:42 PM - Powell \(MT0390000\) - MT03900.124](#)

- After the import has been done, it will create a PDF document. The agency will immediately be able to see how many cases passed and how many cases failed. At the bottom of the PDF there are the cases numbers that failed along with the error check of what failed on the case. If the case fails, it should not be imported into the system. The agency would have to make the corrections needed and re-import the cases that failed.

**MTIBRS**  
Import Results Report Created April 4, 2016

---

**Powell (MT0390000)**  
Imported: 4/4/16 16:02  
Filename: MT03900.046

Total Accepted: 4  
Total Failed: 1

**Successful Incidents**

Incident Number	Incident Date
PSO201600136	4/4/16
PSO201600137	4/4/16
PSO201600139	4/4/16
PSO201600140	4/4/16

Total Accepted: 4

**Failed Incidents**

**PSO201600138**  
Segment: 5 (Offender) Element: 39A (Ethnicity (of Offender))  
501. MUST BE PRESENT - MANDATORY FIELD  
The data field must be entered, it is required.

Segment: 6 (Arrestee) Element: 50 (Ethnicity (of Arrestee))  
601. MUST BE PRESENT - MANDATORY FIELD  
The data field must be entered, it is required.

Total Failed: 1

## Law Enforcement Employee Form

This form is to be filled out by the agency in November. The System Administrator is able to unlock the year and after the form is due, they are then able to lock the form so agencies cannot change the data.

The agency would need to fill out the form by the date deemed due by the System Administrator. It will ask the following questions.

- Full Time Employees
  - Male
  - Female
- Full Time Civilian Employees
  - Male
  - Female
- Reserve Officers
- Part Time Sworn Officers
- School Resource Officers
- Officers' Average Annual Starting Salary

### MTIBRS

jane.doe - Jane Doe (Powell) [Logout](#)

[Home](#)

## Law Enforcement Employee Form

Survey Year

This survey has been successfully saved and submitted.

Requirements:

- Full-time Law Enforcement Officers: Total of male and female must be greater than zero.

<b>Full-time Law Enforcement Officers</b>	
Male	<input type="text" value="6"/>
Female	<input type="text" value="2"/>
<b>Full-time Civilian Employees</b>	
Male	<input type="text" value="1"/>
Female	<input type="text" value="5"/>
Reserve Officers	<input type="text" value="20"/>
Part Time Sworn Officers	<input type="text" value="3"/>
School Resource Officers	<input type="text" value="0"/>
Officers' Average Annual Starting Salary	<input type="text" value="\$25,000"/>
Comments	<input type="text"/>

## Change Password



The screenshot shows the MTIBRS user interface. At the top, there is a green header with 'MTIBRS' and a user profile bar for 'jane.doe - Jane Doe (Powell)' with a 'Logout' link. Below this is a 'Change Password' section with three input fields: 'Old Password', 'New Password', and 'Confirm Password'. The 'New Password' and 'Confirm Password' fields have eye icons for toggling visibility. At the bottom of the form are two buttons: 'Save & Close' and 'Close'.

## Password Requirements

At this time there are not password requirements.

## New Incident

If an agency needs to create a manual incident, then they would be able to click on the “New Incident” link where it will start a new incident. See the Creating Manual Incident Section on how to create a new incident.

## Show All Errors

This link will show all cases that have been manually entered with errors on them.

## Incident Grid

The agency will be able to track all incidents that were submitted on their Incident Grid. It will display a year/month grid of all incidents submitted. The top number represents the Group A Offenses. The bottom number represents the Group B Offenses

Dec	
9	Group A
2	Group B

## Creating a manual incident

When creating a manual Incident, click on the New Incident link to launch the Incident Wizard.



## Administrative Screen and Navigation Tools

The Administrative screen is the main screen for an incident, displaying basic information such as the Incident Number, Date as well as an overview of the Offenses, Victims, Offenders/Arrestees, Property and Drugs that have been added to the incident. This screen provides links for adding sections as you build an incident.

## General Incident Information

The gray box in the upper left hand corner of the Administrative Segment displays the Date, Time, Entry Method (Portal or Import) and when the date/time it was last changed. If for whatever reason an incident need to be deleted, there is a trash can icon that can be clicked to delete it. If the incident has already been reported to the FBI, this would create a delete segment to be sent in the next Export. If the incident has not been reported to the FBI, it would simply delete the incident. This area also provides a link to the Home Screen and to create a new incident.

## Navigation Screen

The yellow box at the top and the bottom of the Incident provides links to help the user navigate through the process of building an incident. Using these links you are able to do the following:

- Return to Incident – using this link does not save any changes that have been made to the incident
- Save and return to Incident – using this link will save the information that was added to the specific screen and bring you back to the Administrative Segment

- Save and add a new Offense, Victim, Offender/Arrestee, Property, Drugs – Using this link will save the current screen that the user is on and add additional segments.

## [Return to incident](#)

Save and return to [Incident](#)

Save and add a new [Offense](#), [Victim](#), [Offender/Arrestee](#), [Property](#), [Drugs](#) 

At the bottom of your Incident, you will see the forms under the appropriate links when building out your form. If you need to access a previous form, make sure to click on the View/Edit link to go the appropriate form. Do not use the yellow box as this will create additional forms for you.

<b>Offenses</b>	<a href="#">New Offense</a>
1812 - Possession of dangerous drugs and/or Provider/marijuana-infused provider use of medical marijuana	<a href="#">View / Edit</a> 
<b>Victims</b>	<a href="#">New Victim</a>
Society	
<b>Offenders/Arrestees</b>	<a href="#">New Offender/Arrestee</a>
No offenders have been added for this incident. An unknown offender ('00') will be automatically added.	
<b>Property</b>	<a href="#">New Property</a>
Seized Drugs/Narcotics	<a href="#">View / Edit</a> 
<b>Drugs</b>	<a href="#">New Drug</a>
2 Grams of Marijuana	<a href="#">View / Edit</a> 
<a href="#">Save Incident</a>	
Save and add a new <a href="#">Offense</a> , <a href="#">Victim</a> , <a href="#">Offender/Arrestee</a> , <a href="#">Property</a> , <a href="#">Drugs</a> 	

## Error Check Screen

There is a pink box under the General Incident Information that is created as soon as any information is typed on the Incident. This error check screen will add additional error check information when each screen has been accessed. Clicking on the Show Error link takes the user directly to the screen where the error has occurred and the relevant field flashes in red to draw the user's attention to that section of the screen.

## To Do / Errors

This incident must have an offense. [Show Errors](#)

**MTIBRS**  
jane.doe - Jane Doe (Powell) [Logout](#)

**MT040420161**  
Date: 4/4/2016  
Time: 16:18  
Entry Method: Portal  
Last Change: 4/4/16 16:25  
[Home](#)  
[New Incident](#)

**To Do / Errors**  
Blank Offense is not allowed. [Show Errors](#)  
Offense does not have a victim attached to it. [Show Errors](#)  
Blank location is not allowed. [Show Errors](#)

**Offense**

[Return to incident](#)  
Save and return to [Incident](#)  
Save and add a new [Offense](#), [Victim](#), [Offender/Arrestee](#), [Property](#), [Drugs](#)

Offense Code

Offense Completed

Offender Suspected of Using  
 None  
 Alcohol  
 Computer Equipment  
 Drugs/Narcotics

## Helpful Hints

Throughout the software, you will see helpful hints that are listed as a blue question mark. When the user clicks on those, it tells the user when or how to use the field.

**MTIBRS**  
jane.doe - Jane Doe (Powell) [Logout](#)

**MT040420161**  
Date: 4/4/2016  
Time: 16:18  
Entry Method: Portal  
Last Change: 4/4/16 16:28  
[Home](#)  
[New Incident](#)

**Administrative**

[Save Incident](#)  
Save and add a new [Offense](#), [Victim](#), [Offender/Arrestee](#), [Property](#), [Drugs](#)

Incident #

Incident Date

Exceptional Clearance

Enter the Date of the incident in the following format: mm/dd/yyyy. If you do not know the exact date, click on "Between" and enter a date range. You may click on the calendar icon to help you find the date. If you click on the appropriate date using the calendar, it will automatically fill in the date field for you.  
Enter the time in military (24 hour time) format. If

## Administration Segment

Fill out the appropriate blanks on the screen. You must have the following information filled out.

- Incident Number – It must be no longer than 12 characters long
- Incident Date
  - If the Incident Date is specific, use the At button
  - If the Incident Date is a range, use the Between Button
- Reported Date
- Reported Time

When entering the date and time, no dashes or other symbols are needed. The system will automatically convert the date from 12172014 to 12/17/14 and 2300 to 23:00. The date/time field will also accept “Now” and “Today” which will convert into the current date. The calendar icon can also be used to select a specific date.

- Exceptional Clearance – This field will automatically default to N – Not Applicable however if there is an exceptional clearance circumstance, then this will need to be filled out along with the date.
  - A – Death of Offender
  - B – Prosecution Declined (by the prosecutor for other than lack of probable cause)
  - C – In Custody of Other Jurisdiction
  - 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)
- Cargo Theft – This will flag if there is an offense that requires this information.
  - ❖ Robbery
  - ❖ Theft From A Building
  - ❖ Theft From A Motor Vehicle
  - ❖ All Other Thefts
  - ❖ Motor Vehicle Theft
  - ❖ Bribery
  - ❖ Extortion/Blackmail
  - ❖ Embezzlement
  - ❖ Burglary
  - ❖ Fraud Offenses (Except MTIBRS codes 1151, 1152, 1153 and 1154)

## MTIBRS

jane.doe - Jane Doe (Powell) [Logout](#)

**MT040520161**

Date: 4/5/2016  
Time: 11:43

Entry Method: Portal  
Last Change: 4/5/16 12:00

[Home](#)  
[New Incident](#)

### Administrative

[Save Incident](#)

Save and add a new [Offense](#), [Victim](#), [Offender/Arrestee](#), [Property](#), [Drugs](#)

Incident #

Incident Date

At Date  Time

Between

Reported Date  Time

Exceptional Clearance

Not Applicable  On

Cargo Theft

## Offense Segment

The offense segment contains fields for inputting offenses involved on an incident. Depending on which Offense Code is chosen, will drive certain dialog boxes.

- **Offense Code**
- **Offense Completed** checkbox - Check this if the offense was completed
- **Offender Suspected of Using** – Select all that apply. The default value will be None
- **Bias Motivation** – If Bias Motivation was used, select the applicable motivation. The default will be None
- **Domestic Related** – Indicates whether the offense involved was related to a domestic violence incident.
- **Gang Related** - Indicates whether the offense involved was related to gang activity.
- **Gambling Related** – Indicates whether the offense involved was related gambling.
- **Mental Health Related** - Indicates whether the offense involved was related to a mental health issue.
- **Drug Task Force Related** - Indicates whether the offense involved was related to a drug task force involvement.
  - **Investigated** – This is used when an officer affiliated with the MJDTF spends time investigating an incident/case
  - **Referred** – This is used when a local law enforcement agency refers the incident to the MJDTF in their area.

- **Not Applicable** – This is used when an MJDTF is not involved in the incident
- **Location Type** – Select where the crime occurred
- **Forced Entry** - If a Burglary Offense is chosen, then the checkbox becomes available to check
- **# of Premises Entered** - Only to be used for 0521 – Burglary, Non-residence and includes the Hotel Rule
- **Gang Involvement** – If this crime was a gang involvement, select the appropriate involvement
- **Forces Types Used** – Depending on the offense code this may be shown. Check all that apply.

**MT040520161**

Date: 4/5/2016  
Time: 04:05

Entry Method: Portal  
Last Change: 4/15/16 13:38

[Home](#)  
[New Incident](#)

## Offense

[Return to incident](#)

Save and return to [Incident](#)

Save and add a new [Offense](#), [Victim](#), [Offender/Arrestee](#), [Property](#), [Drugs](#)

**Offense Code** 0411 - Assault, aggravated - permanent or life threatening injury

Offense Completed

**Offender Suspected of Using**

None  
 Alcohol  
 Computer Equipment  
 Drugs/Narcotics

**Bias Motivations**

<input checked="" type="checkbox"/> None <input type="checkbox"/> Anti-American Indian or Alaskan Native <input type="checkbox"/> Anti-Arab <input type="checkbox"/> Anti-Asian <input type="checkbox"/> Anti-Atheism/Agnosticism <input type="checkbox"/> Anti-Bisexual <input type="checkbox"/> Anti-Black or African American <input type="checkbox"/> Anti-Buddhist <input type="checkbox"/> Anti-Catholic <input type="checkbox"/> Anti-Eastern Orthodox (Greek, Russian, etc.) <input type="checkbox"/> Anti-Female <input type="checkbox"/> Anti-Gay <input type="checkbox"/> Anti-Gender Non-Conforming <input type="checkbox"/> Anti-Heterosexual <input type="checkbox"/> Anti-Hindu <input type="checkbox"/> Anti-Hispanic or Latino <input type="checkbox"/> Anti-Islamic (Moslem) <input type="checkbox"/> Anti-Jehovah's Witness	<input type="checkbox"/> Anti-Jewish <input type="checkbox"/> Anti-Lesbian <input type="checkbox"/> Anti-Lesbian, Gay, Bisexual, or Transgender (Mixed Group) <input type="checkbox"/> Anti-Male <input type="checkbox"/> Anti-Mental Disability <input type="checkbox"/> Anti-Mormon <input type="checkbox"/> Anti-Multiple Races, Group <input type="checkbox"/> Anti-Multiple Religions, Group <input type="checkbox"/> Anti-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Anti-Other Christian <input type="checkbox"/> Anti-Other Race/Ethnicity/Ancestry <input type="checkbox"/> Anti-Other Religion <input type="checkbox"/> Anti-Physical Disability <input type="checkbox"/> Anti-Protestant <input type="checkbox"/> Anti-Sikh <input type="checkbox"/> Anti-Transgender <input type="checkbox"/> Anti-White <input type="checkbox"/> Unknown
---	--

**Domestic Related** No

**Gang Related** No

**Gambling Related** No

**Mental Health Related** No

**Drug Task Force** Not applicable

**Location Type** Residence/Home

## Victim Segment

The Victim Segment contains fields for inputting information about the victims involved in an incident. Depending on the Type of Victim will drive different fields to be shown. (Example; if Adult is chosen, it will ask for fields such as Age, Sex, Race however if Business is chosen, it will blank out the Age, Sex, Race)

- Type
- Age
  - Date of Birth
  - Age
  - Age Range (Between)
  - Unknown
- Sex
- Race
- Ethnicity
- Resident Status
- Assault Circumstances – If certain Offense Codes are chosen (Aggravated Assault, Homicide, etc) choose the appropriate circumstance
- Injury Type – Select which injury is appropriate to the offense code

**MTIBRS**  
jane.doe - Jane Doe (Powell) [Logout](#)

**MT040520161**  
Date: 4/5/2016  
Time: 04:05  
Entry Method: Portal  
Last Change: 4/15/16 13:41  
[Home](#)  
[New Incident](#)

**Victim**

[Return to incident](#)

Save and return to [incident](#)

Save and add a new [Offense](#), [Victim](#), [Offender/Arrestee](#), [Property](#), [Drugs](#)

Type: Individual

Age

Date of Birth: 10/10/1980

Age

Between: \_\_\_\_\_ and \_\_\_\_\_

Unknown

Sex: Female

Race: White

Ethnicity: Not Hispanic or Latino

Resident: Resident

Assault Circumstances

None

**Argument**

Assault on Law Enforcement Officer(s)

Drug Dealing

Gangland (Organized Crime Involvement)

Juvenile Gang

Lovers' Quarrel

Mercy Killing

Other Circumstances

Other Felony Involved

Unknown Circumstances

Injury Types

None

**Apparent Broken Bones**

Apparent Minor Injury

Loss of Teeth

Other Major Injury

Possible Internal Injury

Severe Laceration

Unconsciousness

## Offender/Arrestee Segment

The Offender/Arrestee Segment contains fields for inputting information about the offender/arrestees involved in an incident.

- Age
  - Date of Birth
  - Age
  - Age Range (Between)
  - Unknown
- Sex
- Race
- Ethnicity

If the subject was arrested, then further down the screen you will see the Arrest Information.

- Check the Arrested box
- Arrest Date
- Arrest Type
  - O – On-view Arrest (apprehension without a warrant or previous incident)
  - S – Summon/Cited ( not taken into custody)
  - T- Taken Into Custody (based on a warrant and/or previously submitted incident report)
- Arrest # - This should be a unique number
- Resident Status
- Multiple Arrestee Indicator – This should be selected if the subject is being arrested and was responsible for other offenses. The agency should enter C = Count Arrestee for one arrest and M = Multiple for the other arrests
- Juvenile Handled Internally – This should be only be used if the arrestee was under 18 to report the nature of the arrestee’s detention when the arrestee was 17 old or younger at the time of the arrest.
- Relationship to victim – This defaults to Relationship Unknown however if there is a relationship it should be notated as how the offender is related to the victim
- Arrestee Armed With – This is to be used to indicate whether the arrestee was in possession of a commonly known weapon at the time of his/her apprehension.

## MTIBRS

jane.doe - Jane Doe (Powell)

[Logout](#)

[MT040520161](#)

Date: 4/5/2016  
Time: 04:05

Entry Method: Portal  
Last Change: 4/15/16 13:45

[Home](#)  
[New Incident](#)

### Offender/Arrestee

[Return to incident](#)

Save and return to [Incident](#)

Save and add a new [Offense](#), [Victim](#), [Offender/Arrestee](#), [Property](#), [Drugs](#)

Age

Date of Birth   
 Age   
 Between  and   
 Unknown

Sex

Race

Ethnicity

Arrested

Arrest Date

Arrest Type

Arrest #

Resident Status

Multiple Arrestee Indicator

Juvenile Handled Internally

- Arrestee Armed With
- None
  - Automatic Firearm (type not stated)
  - Automatic Handgun
  - Automatic Other Firearm
  - Automatic Rifle
  - Automatic Shotgun
  - Club/Blackjack/Brass Knuckles
  - Firearm (type not stated)
  - Handgun
  - Lethal Cutting Instrument
  - Other Firearm
  - Rifle
  - Shotgun

### Offenses

0411 - Assault, aggravated - permanent or life threatening injury

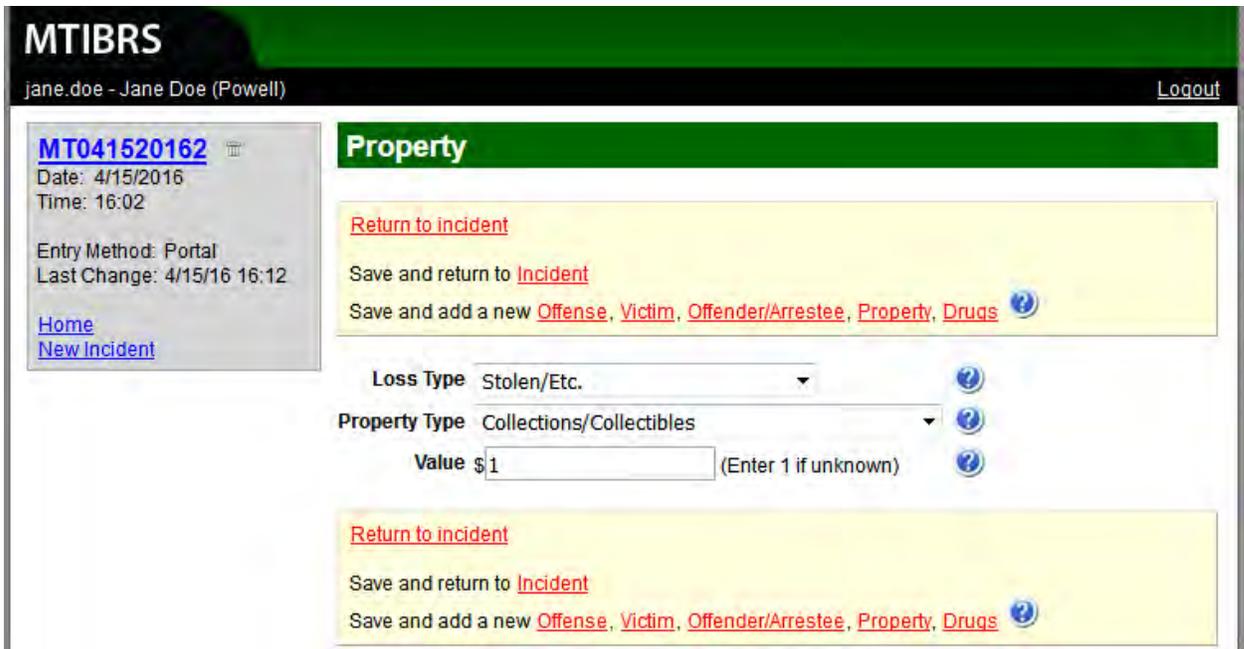
### Victims

Victim 1 is this offender's

## Property Segment

Property segments are used to describe the type and value of property involved in the incident and the quantity for drugs/narcotics seized in drug cases. A Property Segment is mandatory for the following offense categories: all Crimes Against Property and certain Crimes against Society, i.e. drugs and gambling offenses. The error check requirements will also change if the offense has been completed or attempted.

- ❖ Robbery
  - ❖ Kidnapping/Abduction
  - ❖ Arson
  - ❖ Burglary
  - ❖ Larceny/Theft Offenses
  - ❖ Counterfeiting/Forgery
  - ❖ Drug Offenses
  - ❖ Motor Vehicle Theft
  - ❖ Extortion/Blackmail
  - ❖ Bribery
  - ❖ Fraud Offenses
  - ❖ Vandalism
  - ❖ Embezzlement
  - ❖ Gambling
  - ❖ Stolen Property
  - ❖ Issuing a Bad Check
- 
- Loss Type – Choose the appropriate Loss Type to describe the type of property loss, recovery, seizure, etc., which occurred in an incident. Type of property loss is mandatory for all offenses noted above.
  - Property Type – Choose the appropriate Property Description that describes what was taken.
  - Value – The value field is used to enter the total dollar value of the property burned (includes damage caused in fighting the fire), counterfeited, destroyed/damaged/vandalized, seized, stolen, etc., as a result of the incident. An agency should report on the value (whole dollar amounts) of the property stolen in its jurisdiction. Likewise, the agency who originally reported the property stolen should report the value of property as recovered, regardless of whether another agency recovered the property. If the Value Amount is unknown, then enter 1.00 as the value. This will report that the dollar amount is unknown.
  - Note that Drugs has its own section so the Property Type of 10 – Drugs should not be entered into this section.
  - MTIBRS will report up to 10 items of property starting with the most valuable.

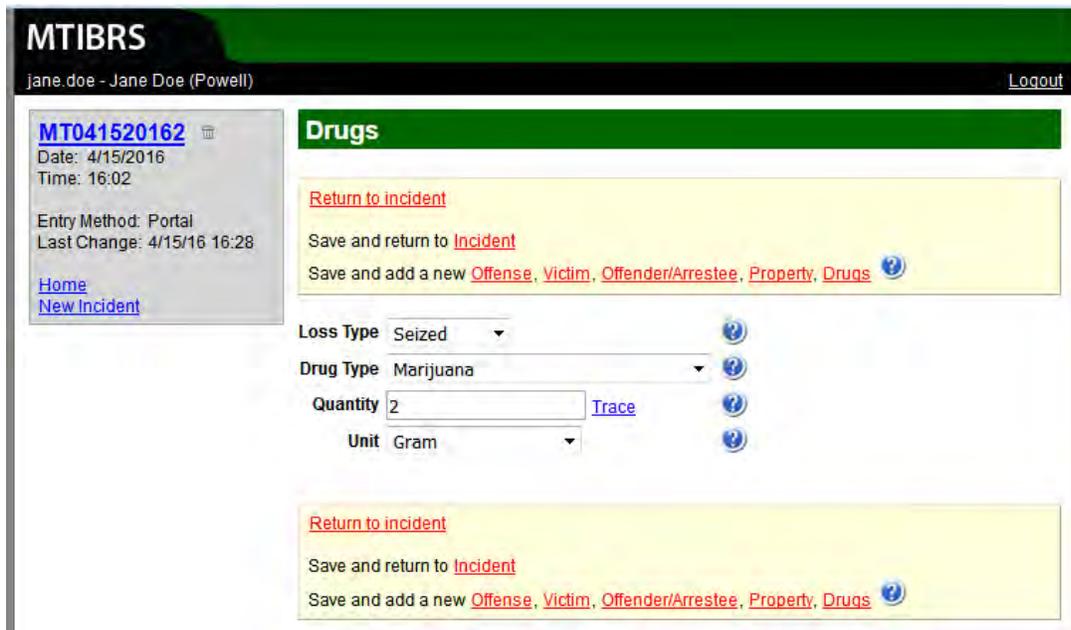


The screenshot shows the MTIBRS interface for a 'Property' incident. The header includes the user 'jane.doe - Jane Doe (Powell)' and a 'Logout' link. A sidebar on the left displays the incident ID 'MT041520162', date '4/15/2016', time '16:02', entry method 'Portal', and last change '4/15/16 16:12'. The main form area has a green header 'Property'. Below it are two yellow boxes, each containing a 'Return to incident' link and options to 'Save and return to Incident' or 'Save and add a new Offense, Victim, Offender/Arrestee, Property, Drugs'. The form fields include 'Loss Type' (Stolen/Etc.), 'Property Type' (Collections/Collectibles), and 'Value' (\$1). Each field has a help icon.

## Drug Segment

If a drug offense has been selected, then drugs will have to be entered. Depending on if the Offense was Attempted or Completed will show different error checks in the pink box.

- Loss Type – Choose the appropriate Loss Type on what the offense code that was entered.
- Drug Type – Enter what Drug Type was taken into custody
- Quantity – Enter the quantity of the drugs



The screenshot shows the MTIBRS interface for a 'Drugs' incident. The header includes the user 'jane.doe - Jane Doe (Powell)' and a 'Logout' link. A sidebar on the left displays the incident ID 'MT041520162', date '4/15/2016', time '16:02', entry method 'Portal', and last change '4/15/16 16:28'. The main form area has a green header 'Drugs'. Below it are two yellow boxes, each containing a 'Return to incident' link and options to 'Save and return to Incident' or 'Save and add a new Offense, Victim, Offender/Arrestee, Property, Drugs'. The form fields include 'Loss Type' (Seized), 'Drug Type' (Marijuana), 'Quantity' (2), and 'Unit' (Gram). There is a 'Trace' link next to the quantity field. Each field has a help icon.

Things to note with Drugs:

# ZUERCHER

- You are able to only submit 3 drug amounts. The first two drugs would be the most important that need to be reported. The third drug would be all other drugs combined and reported as X – Over 3 Drug Types
- The Drug Measurements have to be in the same measurement in the smallest measurement. (example; you have 2 ounces of marijuana and 3 grams of marijuana, they would have to be listed together as 59.699 grams)
- Trace amount would be listed as .001 GM