

**PENNSYLVANIA STATE POLICE**

**SUBMISSION REQUIREMENTS**

**FOR**

**PENNSYLVANIA**

**INCIDENT-BASED REPORTING**  
**(IBR)**

**FILE UPLOADS**

**PREPARED BY:**  
**PENNSYLVANIA STATE POLICE**  
**AND**  
**ELECTRONIC DATA SYSTEMS (EDS)**

**Version 1.6**  
**March 9, 2007**

**PENNSYLVANIA STATE POLICE  
INCIDENT-BASED REPORTING**

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# **PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING**

## **INTRODUCTION**

This technical document was developed to provide the computer vendors of the Pennsylvania submitting agencies with simple guidelines to submit Pennsylvania Uniform Crime Reports (PAUCR) data for Incident-based reporting by uploading an ASCII file instead of entering the data using the web-based PAUCR data entry screens. It is designed to establish the criteria developed jointly by Electronic Data Systems and the Pennsylvania State Police, resulting in a technical document that will serve as a reference for the computer vendors.

Any computer vendor may use this document, since it is hardware and software independent.

This manual is used in conjunction with the U.S. Department of Justice Federal Bureau of Investigation Uniform Crime Reporting Handbook (The Slate-colored Book), and The Pennsylvania Supplemental Uniform Crime Reporting Manual.

## **DESCRIPTION OF THE UNIFORM CRIME REPORTING**

The Management Information/UCR Section of the Bureau of Research and Development of the Pennsylvania State Police provides the web-based Pennsylvania Uniform Crime Reporting (PAUCR) application that reporting agencies use to submit their Uniform Crime Report data. Reporting agencies submit their data using the PAUCR application by either completing the web-based data entry screens or creating an ASCII-formatted file and uploading the file using the web-based file upload screen. This document describes the file upload process in detail.

The UCR data submitted to the Pennsylvania State Police is validated by the PAUCR application and sent to the FBI. Our Management Information/UCR Section and the FBI use the data to prepare annual Uniform Crime Reports compiled in booklet form as well as for the preparation of special analysis reports throughout the year. Using the PAUCR application one can obtain customized (ad hoc) reports of Incident-based data. The PAUCR application also has a feature to save the report data on one's local drives in Microsoft Excel format.

Since many of the reporting agencies have computer systems, they requested the ability to report the Uniform Crime Reporting data electronically. Section 3 describes the file upload processing. The sections following section 3 contain the information necessary to accurately submit the monthly Incident-based Uniform Crime reporting data in ASCII format.

## **DESCRIPTION OF THE UNIFORM CRIME REPORTING BY FILE UPLOAD**

The process begins with each reporting agency entering all criminal activity occurring within its jurisdiction during the month on their automated record management system, and creating an ASCII-formatted file, instead of entering the data using the web-based PAUCR data entry screens. Reporting agencies then use the PAUCR application's Upload UCR Submission File screen to transmit their ASCII-formatted file for processing. The data in the uploaded ASCII-formatted file is processed by a scheduled task. The task validates the UCR data and if the data passes all edits, the data is made available for reports.

The ASCII-formatted file containing UCR data must be uploaded by the 10th of the month to be included in the FBI monthly submission.

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## **UPLOAD FILE NAMING CONVENTION**

Uploaded files must adhere to the following naming convention. The file name will be 12 characters. Position 1-5 will be the jurisdiction number, which consists of the 2-digit county code and the 3-digit township code. Position 6-7 will be a sequence number (00 – 99). Position 8 the letter I (I). Position 9 a period (.). Position 10-12 the File Extension UCR. Example: 05G0201I.UCR.

When a file is upload using the PAUCR web-based upload page the same-named file can be uploaded successive time. This is possible because the web-based transfer logic uniquely renames each uploaded file using the following Extended Filename Format.

### **Extended Filename Format**

UserId + Separator + System Date + Separator + System Time + Separator + Filename

### **Extended Filename Field Definitions**

#### **UserId**

A user id registered with the UCR system. Length is 10 (pad with trailing spaces, if needed).

#### **Separator**

The @ symbol.

#### **System Date**

The date obtained from the operating system. Format is YYYY-MM-DD (where YYYY is year, MM is month, DD is day).

#### **System Time**

The time obtained from the operating system. Format is HHMMSS (where HH is hours, MM is minutes, SS is seconds).

#### **Filename**

Uploaded file name.

### **Extended Filename Examples**

A file named **05G0201I.UCR** uploaded by a user with UserId **ucr05g0201** on **September 2, 2002** at **12:39:19** would be named **ucr05g0201@2002-09-02@123919@05G0201I.ucr**

A file named **0243308I.UCR** uploaded by a user with UserId **ronibr** (less than 10 characters so UserId padded with spaces) on **October 12, 2002** at **12:40:03** would be named **ronibr @2002-10-12@124003@0243308I.ucr**

## **FTP FILE UPLOAD SPECIFICATIONS**

See “Transmitted File Specifications” document for more information on this subject.

## **AUTHORIZED JURISDICTION SUBMISSION SPECIFICATIONS**

See “Authorized Jurisdiction Submission Specifications” document for more information on this subject.

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## **INPUT FIELDS**

For a description of the fields in the record layouts of Section 5 refer to the Data Dictionary using the “DATA FIELD NUM” specified in the record layout.

## **INPUT RECORD DESCRIPTIONS**

This section details the Incident records for monthly Incident-based file submissions.

Incident records are submitted in a comma-separated format. **The tables that depict the incident records omit the commas for conciseness.** Section 7 “EXAMPLES” has samples of actual data records that include the comma separators.

The shaded and bolded fields in the record layouts indicate the “unique key” of the record. Section 6 “INPUT RECORD RULES” has additional information about the “unique key”.

Refer to the Data Dictionary, for definitions and explanations of the fields. The values that each field may contain are described in the Data Dictionary. In some cases, the value(s) a field may contain is dependent upon the value(s) contained in another field or fields.

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**EMPLOYEE INFORMATION RECORD**

The EI Employee Information record provides Law Enforcement Employee information pertaining to the contributing agency. To be submitted by September 30 of each year.

**“EI”**

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                               |
|-----------------|----------------|---|
| 103             | 1              | RECORD IDENTIFIER = EI                    |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Code: M       |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                      |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                       |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                         |
| 132             | 6              | NUMBER OF FULL TIME SWORN MALE OFFICERS   |
| 133             | 7              | NUMBER OF FULL TIME SWORN FEMALE OFFICERS |
| 132P            | 8              | NUMBER OF PART TIME SWORN MALE OFFICERS   |
| 133P            | 9              | NUMBER OF PART TIME SWORN FEMALE OFFICERS |
| 134             | 10             | NUMBER OF FULL TIME MALE CIVILIANS        |
| 135             | 11             | NUMBER OF FULL TIME FEMALE CIVILIANS      |
| 134P            | 12             | NUMBER OF PART TIME MALE CIVILIANS        |
| 135P            | 13             | NUMBER OF PART TIME FEMALE CIVILIANS      |

# PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

## ADMINISTRATIVE RECORDS

The Administrative records provide base information for an incident, Time Window, or Group B Arrestee.

### “1A”

The 1A Administrative record provides the base information for an incident.

#### Notes

- If the Reported Date is the same as the Incident Date, enter Y for the Reported Date Indicator and do not supply the Reported Date on the input record.
- The 1A with record action type A is for reporting a new incident.
- The 1A with record action type D deletes the entire incident (the incident itself and all dependent records).
- The 1A with record action type M is only for reporting Exceptional Clearance or to add Arrestees for an existing (non-Time Window) incident.
- The 1A with record action type R is for a replacement of the entire incident. A replacement essentially deletes the existing incident and all dependent records and then adds the incident and all dependent records supplied in the replacement record group.
- See sections “FORMAT AND GENERAL RULES” and “NON-TIME WINDOW SPECIFIC RULES” for details on the proper use of record action types and the allowable dependent records allowed with the 1A record.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                                   |
|-----------------|----------------|---|
| 103             | 1              | RECORD IDENTIFIER = 1A                        |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Codes: A, D, M, R |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                          |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                           |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                             |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>                        |
| 003A            | 7              | INCIDENT DATE                                 |
| 003B            | 8              | INCIDENT TIME *                               |
| 003E            | 9              | REPORTED DATE                                 |
| 003F            | 10             | REPORT DATE INDICATOR                         |
| 142             | 11             | INCIDENT COUNTY                               |
| 143             | 12             | INCIDENT TOWNSHIP                             |
| 004             | 13             | CLEARED EXCEPTIONALLY                         |
| 005             | 14             | EXCEPTIONAL CLEARANCE DATE                    |

**\*The Incident Time for Data Field Number 003B needs to be in military time, as there is no data field to specify a.m. or p.m. The format is (HH:MM) where HH is hours and MM is minutes.**

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### “1B”

The 1B Administrative record provides the base information for a Group B Arrestee.

#### Notes

- The 1B with record action type A is for reporting a new incident.
- The 1B with record action type D deletes all the Group B Arrestees sharing the same Arrest Transaction Number.
- The 1B with record action type R is for a replacement of the Group B Arrestees sharing the same Arrest Transaction Number. A replacement essentially deletes the existing Group B Arrest and all dependent records and adds the Arrest record and all dependent records supplied in the replacement record group.
- See sections “FORMAT AND GENERAL RULES” and “NON-TIME WINDOW SPECIFIC RULES” for details on the proper use of record action types and the allowable dependent records allowed with the 1B record.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                                |
|-----------------|----------------|--|
| 103             | 1              | RECORD IDENTIFIER = 1B                     |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Codes: A, D, R |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                       |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                        |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                          |
| <b>041</b>      | <b>6</b>       | <b>ARREST TRANSACTION NUMBER</b>           |

# PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

## “1T”

The 1T Administrative record provides the base information for Time Window.

### Notes

- The 1T with record action type A is for reporting a new Exceptional Clearance, Property Recovered, or Arrestee.
- The 1T with record action type D deletes all the active Time Window incident data. To delete specific Property Recovered, Arrestee, or Exceptional Clearance Time Window data for a given incident, rather than all the active Time Window data for that incident, use record action type M with the 1T as explained in next bulleted item.
- The 1T with record action type M is used in combination with a Time Window Property Recovered (5T) with record action type D, Time Window Arrestee (6T) with record action type D, or Time Window Exceptional Clearance (7T) with record action type D to delete that specific Time Window data for a given incident.
- The 1T with record action type R is used in combination with a Time Window Property Recovered (5T) with record action type A, Time Window Arrestee (6T) with record action type A, or Time Window Exceptional Clearance (7T) with record action type A to replace that specific Time Window data for a given incident.
- See sections “FORMAT AND GENERAL RULES” and “TIME WINDOW SPECIFIC RULES” for details on the proper use of record action types and the allowable dependent records allowed with the 1T record.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                                   |
|-----------------|----------------|---|
| 103             | 1              | RECORD IDENTIFIER = 1T                        |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Codes: A, D, M, R |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                          |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                           |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                             |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>                        |

## PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

### OFFENSE RECORDS

The Offense records provide information about offense(s) associated to an incident.

#### “2A”

The 2A Offense record provides the base information about an offense.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                         |
|-----------------|----------------|-------------------------------------|
| 103             | 1              | RECORD IDENTIFIER = 2A              |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Code: A |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                 |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                   |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>              |
| <b>006A</b>     | <b>7</b>       | <b>STATUTE/SECTION</b>              |
| <b>006B</b>     | <b>8</b>       | <b>UCR OFFENSE CODE</b>             |
| 007             | 9              | OFFENSE ATTEMPTED/COMPLETED         |
| 009             | 10             | LOCATION TYPE                       |
| 010             | 11             | NUMBER OF PREMISES ENTERED          |
| 011             | 12             | METHOD OF ENTRY                     |
| 008A            | 13             | BIAS MOTIVATED CRIME                |

#### “2B”

The 2B Offense record provides the ancillary “suspected using” information about an offense.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                         |
|-----------------|----------------|-------------------------------------|
| 103             | 1              | RECORD IDENTIFIER = 2B              |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Code: A |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                 |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                   |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>              |
| <b>006A</b>     | <b>7</b>       | <b>STATUTE/SECTION</b>              |
| <b>006B</b>     | <b>8</b>       | <b>UCR OFFENSE CODE</b>             |
| 008             | 9              | OFFENDER(S) SUSPECTED OF USING      |

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### “2C”

The 2C Offense record provides the ancillary “criminal activity” information about an offense.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                         |
|-----------------|----------------|-------------------------------------|
| 103             | 1              | RECORD IDENTIFIER = 2C              |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Code: A |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                 |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                   |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>              |
| <b>006A</b>     | <b>7</b>       | <b>STATUTE/SECTION</b>              |
| <b>006B</b>     | <b>8</b>       | <b>UCR OFFENSE CODE</b>             |
| 012             | 9              | TYPE CRIMINAL ACTIVITY              |

### “2D”

The 2D Offense record provides the ancillary “weapon/force” information about an offense.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                         |
|-----------------|----------------|-------------------------------------|
| 103             | 1              | RECORD IDENTIFIER = 2D              |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Code: A |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                 |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                   |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>              |
| <b>006A</b>     | <b>7</b>       | <b>STATUTE/SECTION</b>              |
| <b>006B</b>     | <b>8</b>       | <b>UCR OFFENSE CODE</b>             |
| 013A            | 9              | TYPE WEAPON/FORCE INVOLVED          |
| 013B            | 10             | IS AUTOMATIC FIREARM                |

## PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

### TIME WINDOW OFFENSE RECORD

The 2T Time Window Offense record provides information about offense(s) associated to an Exceptional Clearance, Arrestee, or Property Recovered that is for Time Window.

#### “2T”

##### Notes

- At least one 2T add (record action type D) is required for Time Window add (1T with record action type A) or Time Window modify (1T with record action type M).
- Time Window Offense records can only be added. If a change or delete is needed for a Time Window Offense, a 5T, 6T, or 7T record with record action type M must be submitted along with adds for all the Time Window Offense records that are applicable to the 5T, 6T, or 7T.
- Refer to section “TIME WINDOW SPECIFIC RULES” for more information.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                         |
|-----------------|----------------|-------------------------------------|
| 103             | 1              | RECORD IDENTIFIER = 2T              |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Code: A |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                 |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                   |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>              |
| <b>006A</b>     | <b>7</b>       | <b>STATUTE/SECTION</b>              |
| <b>006B</b>     | <b>8</b>       | <b>UCR OFFENSE CODE</b>             |

## PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

### OFFENDER RECORD

The 3A Offender record provides information about the offender(s) associated to an incident.

**“3A”**

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                         |
|-----------------|----------------|-------------------------------------|
| 103             | 1              | RECORD IDENTIFIER = 3A              |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Code: A |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                 |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                   |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>              |
| <b>036</b>      | <b>7</b>       | <b>OFFENDER SEQUENCE NUMBER</b>     |
| 037             | 8              | AGE (1)                             |
| 037             | 9              | AGE (2)                             |
| 038             | 10             | SEX                                 |
| 039             | 11             | RACE                                |
| 147             | 12             | ETHNICITY                           |
| 148             | 13             | RELIGION                            |

## PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

### VICTIM RECORDS

The Victim records provide information about victim(s) associated to an incident.

#### “4A”

The 4A Victim record provides base information about a victim.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                         |
|-----------------|----------------|-------------------------------------|
| 103             | 1              | RECORD IDENTIFIER = 4A              |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Code: A |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                 |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                   |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>              |
| <b>023</b>      | <b>7</b>       | <b>VICTIM SEQUENCE NUMBER</b>       |
| 025             | 8              | TYPE OF VICTIM                      |
| 026             | 9              | AGE RANGE (1)                       |
| 026             | 10             | AGE RANGE (2)                       |
| 027             | 11             | SEX                                 |
| 028             | 12             | RACE                                |
| 029             | 13             | ETHNICITY                           |
| 030             | 14             | RESIDENT STATUS                     |
| 144             | 15             | RELIGION                            |
| 032             | 16             | JUSTIFIABLE HOMICIDE CIRCUMSTANCE   |
| 025A            | 17             | TYPE OF ACTIVITY                    |
| 025B            | 18             | ASSIGNMENT TYPE                     |
| 025C            | 19             | ORI OTHER JURISDICTION              |

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### “4B”

The 4B Victim record provides ancillary “aggravated assault/homicide circumstance” information associated to a victim.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                              |
|-----------------|----------------|--|
| 103             | 1              | RECORD IDENTIFIER = 4B                   |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Code: A      |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                     |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                      |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                        |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>                   |
| <b>023</b>      | <b>7</b>       | <b>VICTIM SEQUENCE NUMBER</b>            |
| 031             | 8              | AGGRAVATED ASSAULT/HOMICIDE CIRCUMSTANCE |

### “4C”

The 4C Victim record provides ancillary “injury” information associated to a victim.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                         |
|-----------------|----------------|-------------------------------------|
| 103             | 1              | RECORD IDENTIFIER = 4C              |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Code: A |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                 |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                   |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>              |
| <b>023</b>      | <b>7</b>       | <b>VICTIM SEQUENCE NUMBER</b>       |
| 033             | 8              | TYPE OF INJURY                      |

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### “4D”

The 4D Victim record provides ancillary “statute/section and offense” information associated to a victim.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                                 |
|-----------------|----------------|---|
| 103             | 1              | RECORD IDENTIFIER = 4D                      |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Code: A         |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                        |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                         |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                           |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>                      |
| <b>023</b>      | <b>7</b>       | <b>VICTIM SEQUENCE NUMBER</b>               |
| <b>024A</b>     | <b>8</b>       | <b>VICTIM CONNECTED TO STATUTE/SECTION</b>  |
| <b>024B</b>     | <b>9</b>       | <b>VICTIM CONNECTED TO UCR OFFENSE CODE</b> |

### “4E”

The 4E Victim record provides ancillary “offender” information associated to a victim.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION   |
|-----------------|----------------|---|
| 103             | 1              | RECORD IDENTIFIER = 4E                              |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Code: A                 |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                                |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                                 |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                                   |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>                              |
| <b>023</b>      | <b>7</b>       | <b>VICTIM SEQUENCE NUMBER</b>                       |
| <b>034</b>      | <b>8</b>       | <b>VICTIM CONNECTED TO OFFENDER SEQUENCE NUMBER</b> |
| <b>035</b>      | <b>9</b>       | <b>RELATIONSHIP OF VICTIM TO OFFENDER</b>           |

## PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

### PROPERTY RECORDS

The Property records provide information about property associated to an incident.

#### “5A”

The 5A Property record provides “property loss” information for one or more property items and “vehicle stolen/recovered” information associated to an incident.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                          |
|-----------------|----------------|--------------------------------------|
| 103             | 1              | RECORD IDENTIFIER = 5A               |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Codes: A |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                 |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                  |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                    |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>               |
| <b>014</b>      | <b>7</b>       | <b>PROPERTY LOSS TYPE</b>            |
| 018             | 8              | NUMBER OF STOLEN MOTOR VEHICLES      |
| 019             | 9              | NUMBER OF RECOVERED MOTOR VEHICLES   |

#### “5B”

The 5B Property record provides ancillary “drug” information for a property item associated to the loss indicated on a 5A Property record.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION   |
|-----------------|----------------|---|
| 103             | 1              | RECORD IDENTIFIER = 5B                              |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Codes: A                |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                                |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                                 |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                                   |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>                              |
| <b>014</b>      | <b>7</b>       | <b>PROPERTY LOSS TYPE</b>                           |
| 020             | 8              | SUSPECTED DRUG TYPE                                 |
| 021A            | 9              | ESTIMATED DRUG QUANTITY WHOLE UNITS OF MEASURE      |
| 021B            | 10             | ESTIMATED DRUG QUANTITY FRACTIONAL UNITS OF MEASURE |
| 022             | 11             | TYPE DRUG MEASUREMENT                               |

## PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

### “5C”

The 5C Property record provides detail information associated to the loss indicated on a 5A Property record.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                                   |
|-----------------|----------------|---|
| 103             | 1              | RECORD IDENTIFIER = 5C                        |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Codes: A          |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                          |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                           |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                             |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>                        |
| <b>014</b>      | <b>7</b>       | <b>PROPERTY LOSS TYPE</b>                     |
| <b>062A</b>     | <b>8</b>       | <b>PROPERTY CONNECTED TO STATUTE/SECTION</b>  |
| <b>062B</b>     | <b>9</b>       | <b>PROPERTY CONNECTED TO UCR OFFENSE CODE</b> |
| <b>023</b>      | <b>10</b>      | <b>VICTIM SEQUENCE NUMBER</b>                 |
| 015             | 11             | PROPERTY DESCRIPTION TYPE                     |
| 057             | 12             | PROPERTY QUANTITY                             |
| 016             | 13             | VALUE OF PROPERTY                             |
| 017             | 14             | DATE RECOVERED                                |

## PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

### TIME WINDOW PROPERTY RECORDS

The Time Window Property records provide information about property associated to Property Recovered for a Time Window incident.

#### “5T”

The 5T Time Window Property Recovered record provides “property recovered” information for one or more property items associated to a Time Window incident.

#### Notes

- A Time Window add (1T with record action type A) is required to precede a 5T add (record action type A).
- A Time Window modify (1T with record action type M) is required to precede a 5T delete (record action type D).
- The 5T delete removes all the dependent 5U and 2T records and its parent 1T record.
- Refer to section “TIME WINDOW SPECIFIC RULES” for more information.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                             |
|-----------------|----------------|---|
| 103             | 1              | RECORD IDENTIFIER = 5T                  |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Codes: A, D |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                    |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                     |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                       |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>                  |
| <b>014</b>      | <b>7</b>       | <b>PROPERTY LOSS TYPE</b>               |
| 019             | 8              | NUMBER OF RECOVERED MOTOR VEHICLES      |

## PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

### “5U”

The 5U Time Window Property Detail record provides detail information associated to the recovered property indicated on a 5T Time Window Property Recovered record.

#### Notes

- A Time Window add (5T with record action type A) must precede 5U records.
- 5U records must immediately follow their associated 5T record.
- Time Window Property Detail records can only be added. If a change or delete is needed for a Time Window Property Detail, two record groups must be submitted. The first group will be to delete the Property and the Property Detail records. The second group will be to add the Property and Property Detail records (omitting the detail records not needed, containing changes to ones that changed, and also containing the originals that did not change). See section “TIME WINDOW PROPERTY RECORDS” for more information.
- Refer to section “TIME WINDOW SPECIFIC RULES” for more information.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                          |
|-----------------|----------------|--------------------------------------|
| 103             | 1              | RECORD IDENTIFIER = 5U               |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Codes: A |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                 |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                  |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                    |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>               |
| <b>014</b>      | <b>7</b>       | <b>PROPERTY LOSS TYPE</b>            |
| 015             | 8              | PROPERTY DESCRIPTION TYPE            |
| 016             | 9              | VALUE OF PROPERTY                    |
| 017             | 10             | DATE RECOVERED                       |

## PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

### ARRESTEE RECORDS

The Arrestee records provide information about the individual(s) arrested.

#### “6A”

The 6A Arrestee record provides base information about a Group A arrestee.

#### Notes

- The ARREST TRANSACTION NUMBER can be different from or the same as the INCIDENT NUMBER.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                          |
|-----------------|----------------|--------------------------------------|
| 103             | 1              | RECORD IDENTIFIER = 6A               |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Codes: A |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                 |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                  |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                    |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>               |
| <b>041</b>      | <b>7</b>       | <b>ARREST TRANSACTION NUMBER</b>     |
| <b>040</b>      | <b>8</b>       | <b>ARRESTEE SEQUENCE NUMBER</b>      |
| 042             | 9              | ARREST DATE                          |
| 043             | 10             | TYPE OF ARREST                       |
| 044             | 11             | MULTIPLE ARREST SEGMENTS INDICATOR   |
| 045A            | 12             | UCR ARREST STATUTE/SECTION           |
| 045B            | 13             | UCR ARREST OFFENSE CODE              |
| 047             | 14             | AGE (1)                              |
| 047             | 15             | AGE (2)                              |
| 048             | 16             | SEX                                  |
| 049             | 17             | RACE                                 |
| 050             | 18             | ETHNICITY                            |
| 052             | 19             | DISPOSITION OF ARRESTEE UNDER 18     |
| 051             | 20             | RESIDENT STATUS                      |

## PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

### “6B”

The 6B Arrestee record provides base information about a Group B arrestee.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                          |
|-----------------|----------------|--------------------------------------|
| 103             | 1              | RECORD IDENTIFIER = 6B               |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Codes: A |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                 |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                  |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                    |
| <b>041</b>      | <b>6</b>       | <b>ARREST TRANSACTION NUMBER</b>     |
| <b>040</b>      | <b>7</b>       | <b>ARRESTEE SEQUENCE NUMBER</b>      |
| 042             | 8              | ARREST DATE                          |
| 043             | 9              | TYPE OF ARREST                       |
| 045A            | 10             | UCR ARREST STATUTE/SECTION           |
| 045B            | 11             | UCR ARREST OFFENSE CODE              |
| 047             | 12             | AGE (1)                              |
| 047             | 13             | AGE (2)                              |
| 048             | 14             | SEX                                  |
| 049             | 15             | RACE                                 |
| 050             | 16             | ETHNICITY                            |
| 052             | 17             | DISPOSITION OF ARRESTEE UNDER 18     |
| 051             | 18             | RESIDENT STATUS                      |

## PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

### “6C”

The 6C Arrestee record provides ancillary “drug” information associated to a Group A arrestee.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                          |
|-----------------|----------------|--------------------------------------|
| 103             | 1              | RECORD IDENTIFIER = 6C               |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Codes: A |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                 |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                  |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                    |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>               |
| <b>041</b>      | <b>7</b>       | <b>ARREST TRANSACTION NUMBER</b>     |
| <b>040</b>      | <b>8</b>       | <b>ARRESTEE SEQUENCE NUMBER</b>      |
| 059             | 9              | ARREST TYPE OF ACTIVITY              |
| 060             | 10             | ARREST TYPE OF DRUG                  |

### “6D”

The 6D Arrestee record provides ancillary “weapon” information associated to a Group A arrestee.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                          |
|-----------------|----------------|--------------------------------------|
| 103             | 1              | RECORD IDENTIFIER = 6D               |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Codes: A |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                 |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                  |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                    |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>               |
| <b>041</b>      | <b>7</b>       | <b>ARREST TRANSACTION NUMBER</b>     |
| <b>040</b>      | <b>8</b>       | <b>ARRESTEE SEQUENCE NUMBER</b>      |
| 046A            | 9              | ARMED WITH WEAPON TYPE               |
| 046B            | 10             | IS AUTOMATIC FIREARM                 |

## PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

### “6E”

The 6E Arrestee/Victim record provides ancillary “Group A arrestee” information associated to a victim.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION  |
|-----------------|----------------|--|
| 103             | 1              | RECORD IDENTIFIER = 6E                                 |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Code: A                    |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                                   |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                                    |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                                      |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>                                 |
| <b>023</b>      | <b>7</b>       | <b>VICTIM SEQUENCE NUMBER</b>                          |
| <b>061A</b>     | <b>8</b>       | <b>VICTIM CONNECTED TO ARRESTEE TRANSACTION NUMBER</b> |
| <b>061B</b>     | <b>9</b>       | <b>VICTIM CONNECTED TO ARRESTEE SEQUENCE NUMBER</b>    |

### “6F”

The 6F Arrestee record provides ancillary “weapon” information associated to a Group B arrestee.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                          |
|-----------------|----------------|--------------------------------------|
| 103             | 1              | RECORD IDENTIFIER = 6F               |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Codes: A |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                 |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                  |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                    |
| <b>041</b>      | <b>6</b>       | <b>ARREST TRANSACTION NUMBER</b>     |
| <b>040</b>      | <b>7</b>       | <b>ARRESTEE SEQUENCE NUMBER</b>      |
| 046A            | 8              | ARMED WITH WEAPON TYPE               |
| 046B            | 9              | IS AUTOMATIC FIREARM                 |

## PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

### TIME WINDOW ARRESTEE RECORD

The 6T Time Window Arrestee record provides information about an arrestee for a Time Window incident.

#### “6T”

##### Notes

- A Time Window add (1T with record action type A) is required to precede a 6T add (record action type A).
- A Time Window modify (1T with record action type M) is required to precede a 6T delete (record action type D).
- The 6T delete removes all the dependent 2T records and its parent 1T record.
- Refer to section “TIME WINDOW SPECIFIC RULES” for more information.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                             |
|-----------------|----------------|---|
| 103             | 1              | RECORD IDENTIFIER = 6T                  |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Codes: A, D |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                    |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                     |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                       |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>                  |
| <b>041</b>      | <b>7</b>       | <b>ARREST TRANSACTION NUMBER</b>        |
| <b>040</b>      | <b>8</b>       | <b>ARRESTEE SEQUENCE NUMBER</b>         |
| 042             | 9              | ARREST DATE                             |
| 043             | 10             | TYPE OF ARREST                          |
| 044             | 11             | MULTIPLE ARREST SEGMENTS INDICATOR      |
| 045A            | 12             | UCR ARREST STATUTE/SECTION              |
| 045B            | 13             | UCR ARREST OFFENSE CODE                 |
| 046A            | 14             | ARMED WITH WEAPON TYPE 1                |
| 046B            | 15             | IS AUTOMATIC FIREARM 1                  |
| 046A            | 16             | ARMED WITH WEAPON TYPE 2                |
| 046B            | 17             | IS AUTOMATIC FIREARM 2                  |
| 047             | 18             | AGE (1)                                 |
| 047             | 19             | AGE (2)                                 |
| 048             | 20             | SEX                                     |
| 049             | 21             | RACE                                    |
| 050             | 22             | ETHNICITY                               |
| 051             | 23             | RESIDENT STATUS                         |
| 052             | 24             | DISPOSITION OF ARRESTEE UNDER 18        |
| 058             | 25             | INCIDENT WAS CLEARED                    |

## PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

### TIME WINDOW EXCEPTIONAL CLEARANCE RECORD

The 7T Time Window Exceptional Clearance record provides information about the exceptional clearance for a Time Window incident.

#### “7T”

##### Notes

- A Time Window add (1T with record action type A) is required to precede a 7T add (record action type A).
- A Time Window modify (1T with record action type M) is required to precede a 7T delete (record action type D).
- The 7T delete removes all the dependent 2T records and its parent 1T record.
- Refer to section “TIME WINDOW SPECIFIC RULES” for more information.

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                              |
|-----------------|----------------|--|
| 103             | 1              | RECORD IDENTIFIER = 7T                   |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Code: A, D   |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                     |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                      |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                        |
| <b>002</b>      | <b>6</b>       | <b>INCIDENT NUMBER</b>                   |
| 003A            | 7              | INCIDENT DATE                            |
| 003B            | 8              | INCIDENT TIME *                          |
| 003F            | 9              | INCIDENT DATE IS REPORTED DATE INDICATOR |
| 004             | 10             | CLEARED EXCEPTIONALLY                    |
| 005             | 11             | EXCEPTIONAL CLEARANCE DATE               |

**\*The Incident Time for Data Field Number 003B needs to be in military time, as there is no data field to specify a.m. or p.m. The format is (HH:MM) where HH is hours and MM is minutes.**

## PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

### ZERO SUBMISSION RECORD

The ZS Zero Submission record is used to indicate no Incidents, Group B Arrests, Time Window occurred for a reporting period.

#### “ZS”

##### Notes

- Submitting a ZS record for a submission period that has incidents, Group B Arrests, or Time Window will result in an error. For a ZS record to process without errors for a submission period that has data, you must first submit delete records for the data in that submission period and then submit the ZS record. (See sections “FORMAT AND GENERAL RULES” and “NON-TIME WINDOW SPECIFIC RULES” for more information).

| DATA FIELD NUM. | FIELD POSITION | DESCRIPTION                          |
|-----------------|----------------|--------------------------------------|
| 103             | 1              | RECORD IDENTIFIER = ZS               |
| 104             | 2              | RECORD ACTION TYPE<br>Valid Codes: A |
| <b>105</b>      | <b>3</b>       | <b>MONTH OF FILE</b>                 |
| <b>106</b>      | <b>4</b>       | <b>YEAR OF FILE</b>                  |
| <b>001</b>      | <b>5</b>       | <b>ORI NUMBER</b>                    |

# PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

## INPUT RECORD RULES.

### FORMAT AND GENERAL RULES

The record layouts depicted in section 5. INPUT RECORD DESCRIPTIONS must adhere to the following rules.

1. The fields in each record must be comma-delimited.
2. A Record Group Terminator record – two right brackets ‘]]’ (Hexadecimal 5D5D) – must terminate a record group. This record group terminator must be a separate two-character record in the file (refer to sections “NON-TIME WINDOW SPECIFIC RULES” and “TIME WINDOW SPECIFIC RULES”).
3. Each record must end in a Carriage Control and Line Feed (Hexadecimal 0D0A), including the Record Group Terminator record (rule 2).
4. Records with a record action type A (add), M (modify), and R (Replace) require values for all fields.
5. Records with a record action type D (delete) require values for all key (gray shaded) fields.
6. An upload file may contain sets of record groups for Incidents, sets of record groups for Group B Arrestees, sets of record groups for Time Window, and an Employee Information record group. The order of Incident, Group B Arrestee, Time Window, and the Employee Information record sets within the upload file does not matter.
7. Within a record group (Incident, Group B Arrest, Time Window, Employee Information, Zero Submission) only records that are valid for that record group will be accepted. Refer to sections “NON-TIME WINDOW SPECIFIC RULES” and “TIME WINDOW SPECIFIC RULES” to determine the record types that are valid for a specific record group.
8. Only one Employee Information (EI) record should be included in a submission file and a Record Group Terminator record (rule 2) must follow it. If more than one is included, the last one takes precedence.
9. The Zero Submission (ZS) record is to acknowledge that the jurisdiction had no Incidents, Group B Arrestees, or Time Windows in a submission period and therefore a file with the ZS record should not contain any of these other record groups. A file with the ZS record may contain an EI record group.
10. File uploads subsequent to the first file upload for a given submission period should only contain record groups for Incidents, Group B Arrestees, or Time Window that require changes or to add or delete incidents, Group B Arrestees, or Time Window. Incidents, Group B Arrestees, or Time Window contained in a prior file upload for a given submission period that have no need to be changed should not be included in subsequent file uploads for the submission period.
11. An upload file may only contain record groups with records for the active Time Window. Records outside the active Time Window, regardless of type, will be rejected. See the FBI manuals for the definition of Time Window.
12. For a given record group the Month Of File and Year Of File fields of each record in the record group must be the same.
13. For an upload file that has more than one record group, the Month Of File and Year Of File fields for the different record groups do not have to be the same.
14. The Incident Time data field for 003B data needs to be specified in Military Time as there are no data fields to indicate a.m. or p.m. The format is HH:MM where HH is hours and MM is minutes.

# PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

## NON-TIME WINDOW SPECIFIC RULES

In addition to the general rules the following rules apply to non-Time Window submissions.

- To ensure an incident record group processes without errors a record group terminator record (section “FORMAT AND GENERAL RULES” rule 2) must follow the last record in the group of records. Additionally, the sequence of records (by Record Identifier) is important. The sequences are as follows:

### Group A Incident “Add” and “Replace” Record Set:

| Record Identifier | Name                        | Minimum Required | Maximum Allowed                  | Special Notes   |
|-------------------|-----------------------------|------------------|----------------------------------|---|
| 1A                | Administrative Segment      | 1                | 1                                | This record must be the first in the set.                                   |
| 2A                | Offense                     | 1                | 10                               |   |
| 2B                | Offense – Using             | 1                | 3 for each 2A                    |   |
| 2C                | Offense – Criminal Activity | 0                | 3 for each 2A                    |   |
| 2D                | Offense – Weapon/Force      | 0                | 3 for each 2A                    |   |
| 3A                | Offender                    | 1                | 99                               |   |
| 4A                | Victim                      | 1                | 999                              |   |
| 4B                | Victim – Assault/Homicide   | 0                | 2 for each 4A                    |   |
| 4C                | Victim – injury             | 0                | 5 for each 4A                    |   |
| 4D                | Victim – Statute            | 1                | Number of 2A records for each 4A |   |
| 4E                | Victim – Offender           | 0                | Number of 3A records for each 4A | Depending on the offense and type of victim, the Minimum Required may be 1. |
| 5A                | Property Loss               | 0                | 10                               |   |
| 5B                | Property – Drug             | 0                | 3 per each 5A                    |   |
| 5C                | Property – Detail           | 0                | 10 for each 5A                   | Not required for property loss type None or Unknown                         |
| 6A                | Arrestee                    | 0                | 99                               |   |
| 6C                | Arrestee – drug             | 0                | 6 for each 6A                    |   |
| 6D                | Arrestee – Weapon           | 0                | 2 for each 6A                    | If there is an arrestee and no weapon, then an unarmed entry is needed.     |
| 6E                | Arrestee – Victim           | 0                | Number of 4A records for each 6A | If there is an arrestee, then there must be a minimum of 1.                 |
| ]]                | Set Terminator              | 1                | 1                                | This must be the last record in the set.                                    |

### Group A Incident Add and Replace Notes

- o The 1A record Action Type must be an “A” (Add) or “R” (Replace). All other records’ Action Types must be an “A” (Add).
- When submitting a Group A Incident record group the Incident Date must agree with the Month Of File and Year Of File on the Administrative (1A) record.

# PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

## NON-TIME WINDOW SPECIFIC RULES (Continued)

### Group A Incident “Delete” Record Set:

| Record Identifier | Name                   | Minimum Required | Maximum Allowed | Special Notes   |
|-------------------|------------------------|------------------|-----------------|---|
| 1A                | Administrative Segment | 1                | 1               | This record must be the first in the set.<br>The action type must be a “D”. |
| ]]                | Set Terminator         | 1                | 1               | This must be the last record in the set.                                    |

### Group A Incident “Exceptional Clearance” Record Set:

| Record Identifier | Name                   | Minimum Required | Maximum Allowed | Special Notes  |
|-------------------|------------------------|------------------|-----------------|--|
| 1A                | Administrative Segment | 1                | 1               | This record must be the first in the set.<br>The action type must be an “M”. |
| ]]                | Set Terminator         | 1                | 1               | This must be the last record in the set.                                     |

### Group A Incident “Add Arrests” Record Set:

| Record Identifier | Name                   | Minimum Required | Maximum Allowed                  | Special Notes  |
|-------------------|------------------------|------------------|----------------------------------|--|
| 1A                | Administrative Segment | 1                | 1                                | This record must be the first in the set.<br>The action type must be an “M”. |
| 6A                | Arrestee               | 1                | 99                               | The maximum, 99, is inclusive of the all arrests for the incident.           |
| 6C                | Arrestee – drug        | 0                | 6 for each 6A                    |  |
| 6D                | Arrestee – Weapon      | 0                | 2 for each 6A                    | If there is an arrestee and no weapon, then an unarmed entry is needed.      |
| 6E                | Arrestee – Victim      | 0                | Number of 4A records for each 6A | If there is an arrestee, then there must be a minimum of 1.                  |
| ]]                | Set Terminator         | 1                | 1                                | This must be the last record in the set.                                     |

### Group A Arrest Add Notes

- The 1A record Action Type must be an “M” (Modify). All other records’ Action Types must be an “A” (Add).
3. When a change to incident involves modifications other than adding Arrests or Exceptional Clearance, you must supply an Administrative (1A) record with record action type R followed by the complete set of dependent records for that incident – all as adds (record action type A) the same as when submitting the incident for the first time. A replacement deletes the existing Administrative segment and all dependent records (incident, offense, offender, arrestee, property, victim) and then adds a new Administrative (1A) record and all the dependent records for that incident supplied in the record group.

# PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

## NON-TIME WINDOW SPECIFIC RULES (Continued)

4. To ensure a Group B record group processes without errors a record group terminator record (section “FORMAT AND GENERAL RULES” rule 2) must follow the last record in the group of records. Additionally, the sequence of records (by Record Identifier) is important. The sequences are as follows:

### Group B Arrestee “Add” and “Replace” Record Set:

| Record Identifier | Name                   | Minimum Required | Maximum Allowed | Special Notes  |
|-------------------|------------------------|------------------|-----------------|--|
| 1B                | Administrative Segment | 1                | 1               | This record must be the first in the set.  |
| 6B                | Arrestee               | 1                | -               | No maximum specified.  |
| 6F                | Arrestee – Weapon      | 1 for each 6B    | 2 for each 6B   | A 6F must follow the 6B to which it is associated. If there is an arrestee and no weapon, then an unarmed entry is needed. |
| ]]                | Set Terminator         | 1                | 1               | This must be the last record in the set.   |

### Group B Arrest Add and Replace Notes

- o The 1B record Action Type must be an “A” (Add) or “R” (Replace). All other records’ Action Types must be an “A” (Add).
5. When submitting a Group B Arrest record group the Arrest Date on the Arrestee (6B) record must agree with the Month Of File and Year Of File fields on the Administrative (1B) record.
6. When submitting a change for a Group B Arrestee, you must supply an Administrative (1B) record with record action type R followed by the complete set of dependent records for that arrest – all as adds (record action type A) the same as when submitting the arrests for the first time. A replacement deletes the Administrative segment and all dependent records (arrestee, weapon) and then adds a new Administrative (1B) record and the dependent records for that Group B Arrestee supplied in the record group.

### Group B Arrestee “Delete” Record Set:

| Record Identifier | Name                   | Minimum Required | Maximum Allowed | Special Notes   |
|-------------------|------------------------|------------------|-----------------|---|
| 1B                | Administrative Segment | 1                | 1               | This record must be the first in the set.<br>The action type must be a “D”. |
| ]]                | Set Terminator         | 1                | 1               | This must be the last record in the set.                                    |

## PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

### NON-TIME WINDOW SPECIFIC RULES (Continued)

7. To ensure an Employee Information record group processes without errors, a record group terminator record (section “FORMAT AND GENERAL RULES” rule 2) must follow the last record in the group of records. Additionally, the sequence of records (by Record Identifier) is important. The sequences are as follows:

#### Employee Information Record Set:

| Record Identifier | Name                 | Minimum Required | Maximum Allowed | Special Notes  |
|-------------------|----------------------|------------------|-----------------|--|
| EI                | Employee Information | 1                | 1               | This record must be the first in the set.<br>The action type must be an “M”. |
| ]]                | Set Terminator       | 1                | 1               | This must be the last record in the set.                                     |

8. To ensure a Zero Submission processes without errors a record group terminator record (section “FORMAT AND GENERAL RULES” rule 2) must follow the last record in the group of records. Additionally, the sequence of records (by Record Identifier) is important. The sequences are as follows:

#### Zero Submission Record Set:

| Record Identifier | Name            | Minimum Required | Maximum Allowed | Special Notes  |
|-------------------|-----------------|------------------|-----------------|--|
| ZS                | Zero Submission | 1                | 1               | This record must be the first in the set.<br>The action type must be an “A”. |
| ]]                | Set Terminator  | 1                | 1               | This must be the last record in the set.                                     |

# PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

## TIME WINDOW SPECIFIC RULES

In addition to the general rules, the following rules apply to Time Window submissions.

1. Time Window add and replace rules:

### Time Window Arrestee or Exceptional Clearance “Add” and “Replace” Record Set:

| Record Identifier | Name  | Minimum Required | Maximum Allowed | Special Notes   |
|-------------------|---|------------------|-----------------|---|
| 1T                | Administrative Segment                      | 1                | 1               | This record must be the first in the set.                   |
| 6T or 7T          | Arrestee (6T) or Exceptional Clearance (7T) | 1                | 1               |   |
| 2T                | Time Window Offense                         | 1                | 10              | These should be the same offenses as the original incident. |
| ]]                | Set Terminator                              | 1                | 1               | This must be the last record in the set.                    |

### Time Window Property Recovered “Add” and “Replace” Record Set:

| Record Identifier | Name                      | Minimum Required | Maximum Allowed | Special Notes   |
|-------------------|---------------------------|------------------|-----------------|---|
| 1T                | Administrative Segment    | 1                | 1               | This record must be the first in the set.                   |
| 5T                | Property Recovered        | 1                | 1               |   |
| 5U                | Property Recovered Detail | 1                | 10              |   |
| 2T                | Time Window Offense       | 1                | 10              | These should be the same offenses as the original incident. |
| ]]                | Set Terminator            | 1                | 1               | This must be the last record in the set.                    |

#### Time Window Add and Replace Notes

- The 1T record Action Type must be an “A” (Add) or “R” (Replace). All other records’ Action Types must be an “A” (Add).
2. When a change needs to be made for Time Window, you must supply an Administrative (1T) record with record action type R followed by the complete set of dependent records specific to the type of Time Window data being replaced, as noted in tables above. All dependent records in the replacement record set must be adds (record action type A) the same as when submitting a specific type of Time Window data for the first time. A replacement deletes the Administrative segment and all dependent records and then adds a new Administrative (1T) record and the dependent records for that Time Window supplied in the record group.
  3. When submitting Time Window Exceptional Clearance the Exceptional Clearance Date should, but does not have to, agree with the Month Of File and Year Of File on the Administrative (7T) record. Having the date agree with the month and year will facilitate auditing and research.
  4. When submitting Time Window Arrest the Arrest Date should, but does not have to, agree with the Month Of File and Year Of File on the Administrative (6T) record. Having the date agree with the month and year will facilitate auditing and research.

# PENNSYLVANIA STATE POLICE INCIDENT-BASED REPORTING

## TIME WINDOW SPECIFIC RULES (Continued)

5. When submitting Time Window Property Recovered the earliest Date Recovered on the Time Window Property Detail (5U) records should, but does not have to, agree with the Month Of File and Year Of File Administrative (5T) record. Having the date agree with the month and year will facilitate auditing and research.
6. When submitting Time Window Property Recovered the earliest Date Recovered on the Time Window Property Detail (5U) records determines the submission period for that record group.
7. Time Window delete rules to delete specific Time Window data for an incident:

### Time Window “Delete Single” Record Set:

| Record Identifier | Name   | Minimum Required | Maximum Allowed | Special Notes  |
|-------------------|--|------------------|-----------------|--|
| 1T                | Administrative Segment   | 1                | 1               | This record must be the first in the set.<br>The action type must be an “M”. |
| 5T or 6T or 7T    | Property Recovered (5T) or Arrestee (6T) or Exceptional Clearance (7T) | 1                | 1               | The action type must be a “D”.   |
| ]]                | Set Terminator   | 1                | 1               | This must be the last record in the set.                                     |

#### Time Window Delete Single Notes

- A 5T delete will delete the dependent 5U and 2T records and the parent 1T related to the 5T.
- A 6T delete will delete the dependent 2T records and the parent 1T related to the 6T.
- A 7T delete will delete the dependent 2T records and the parent 1T related to the 7T.

8. Time Window delete rules for deleting all active Time Window data for an incident:

### Time Window “Delete All” Record Set:

| Record Identifier | Name                   | Minimum Required | Maximum Allowed | Special Notes  |
|-------------------|------------------------|------------------|-----------------|--|
| 1T                | Administrative Segment | 1                | 1               | This record must be the first in the set.<br>The action type must be a “D” |
| ]]                | Set Terminator         | 1                | 1               | This must be the last record in the set.                                   |

#### Time Window Delete All Notes

- The 1T delete will delete all existing Time Window records (1T, 5T, 6T, 7T, 5U, 2T) from the database, for the applicable incident for the active Time Window.
- The 1T delete does not affect the original incident with its Offenses, Offenders, Victims, Property and Arrestees data or expired Time Window data for the original incident.
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