

JUSTICE INFORMATION COMMISSION  
ADMINISTRATIVE CODE

CHAPTER 265-X-3  
ALABAMA UNIFORM CRIME REPORTING FORMS

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265-X-3-.01	<u>Alabama Criminal Justice Information Center Radio Communication Codes.</u>

(1) The following numeric codes may be used by law enforcement officers, dispatchers and other emergency personnel when communicating by radio with other units or dispatchers. The number stated is followed by the literal interpretation in the following subsections.

- (a) "00" that is to be stated as "double zero" means "Officer needs all possible assistance."
- (b) "10-0" means "Use caution. Details are not known."
- (c) "10-1" means "Unable to copy - change location."
- (d) "10-2" means "Signal is good."

- (e) "10-3" means "Stop transmitting."
- (f) "10-4" means "Acknowledgement" or "Okay."
- (g) "10-5" means "Relay" and the following alphanumeric codes indicate what is being relayed.
  - 1. "J1" means "Personnel."
  - 2. "J2" means "Property."
  - 3. "J3" means "Prisoner."
  - 4. "J4" means "Papers."
- (h) "10-6" means "Officer or unit is busy unless call is urgent."
- (i) "10-7" means "Officer or unit is out of service and not subject to call."
- (j) "10-8" means "Officer or unit is in service."
- (k) "10-9" means "Repeat transmission."
- (l) "10-10" means "Officer or unit is out of service and is subject to call."
- (m) "10-11" means "Officer or unit is instructed to remain in service."
- (n) "10-12" means "Stand by (stop) and remain alert for further details."
- (o) "10-13" means "Weather and road conditions."
- (p) "10-14" means "Request for correct time."
- (q) "10-15" means "Officer or unit has in possession one of the following."
  - 1. "J1" means "Personnel."
  - 2. "J2" means "Property."
  - 4. "J4" means "Papers."
- (r) "10-16" means "Pick up one of the following."
  - 1. "J1" means "Personnel."
  - 2. "J2" means "Property."

3. "J3 means "Prisoner."
  4. "J4 means "Papers."
- (s) "10-17" means "Urgent. Rush present detail."
  - (t) "10-18" means "Is there any traffic for this unit to station?"
  - (u) "10-19" means "No traffic for this unit to station."
  - (v) "10-20" means "What is the location?"
  - (w) "10-21" means "Call by telephone."
  - (x) "10-22" means "Report in person to ."
  - (y) "10-23" means "Arrived at scene."
  - (z) "10-24" means "Assignment completed."
  - (aa) "10-25" means "Disregard last information or assignment."
  - (bb) "10-26" means "Detaining person or vehicle. Expedite."
  - (cc) "10-27" means "Driver's license information."
  - (dd) "10-28" means "Vehicle registration information."
  - (ee) "10-29" means "Check to see if person or vehicle is wanted."
  - (ff) "10-30" means "Illegal use of radio."
  - (gg) "10-31" means "Hit and run." The following alphanumeric codes indicate the subject of the hit and run incident.
    1. "J1" means "Person."
    2. "J2" means "Property."
  - (hh) "10-32" means "Person with gun."
  - (ii) "10-33" means "Emergency. Maximum priority. All units and stations not involved - maintain radio silence."
  - (jj) "10-34" means "Tower lights."
  - (kk) "10-35" means "Major crime alert."
  - (ll) "10-36" means "Urgent call. Use lights and siren."

(mm) "10-37" means "Urgent. Silent run without lights and siren."

(nn) "10-38" means "Investigate suspicious vehicle." The following alphanumeric codes indicate the status of the suspicious vehicle.

1. "J1" means "Occupied."

2. "J2" means "Unoccupied."

(oo) "10-39" means "Stopping suspicious vehicle." Officer should give all information before stopping.

(pp) "10-40" means "Stolen vehicle."

(qq) "10-41" means "Beginning tour of duty."

(rr) "10-42" means "Ending tour of duty."

(ss) "10-43" means "Complete present assignment quickly."

(tt) "10-44" means "Requesting permission to leave assigned patrol area."

(uu) "10-45" means "Off day."

(vv) "10-46" means "Assist motorist."

(ww) "10-47" means "Emergency road repairs needed."

(xx) "10-48" means "Need assistance." This code is used if request is not an emergency.

(yy) "10-49" means "Traffic light out at ."

(zz) "10-50" means "Accident." The following alpha codes are used to indicate the status of the vehicle or passengers involved.

1. "F" means "Fatal."

2. "PI" means "Personal Injury."

3. "PD" means "Property Damage."

4. " S" means "State Vehicle."

(aaa) "10-51" means "Wrecker needed."

(bbb) "10-52" means "Ambulance needed."

(ccc) "10-53" means "Road blocked."

(ddd) "10-54" means "Livestock on highway." The following alphanumeric codes are used to indicate the status of the livestock.

1. "J1" means "Livestock."
2. "J2" means "Carcass."

(eee) "10-55" means "Intoxicated driver."

(fff) "10-56" means "Intoxicated pedestrian."

(ggg) "10-57" means "Crime in progress."

(hhh) "10-58" means "Direct traffic."

(iii) "10-59" means "Convoy to escort."

(jjj) "10-60" means "Attempt to contact."

(kkk) "10-61" means "Return to ."

(lll) "10-62" means "Reply to message."

(mmm) "10-63" means "Prepare to make written copy."

(nnn) "10-64" means "Message for local delivery."

(ooo) "10-65" means "Radio log number."

(ppp) "10-66" means "Message, dispatch or assignment cancellation."

(qqq) "10-67" means "Prowler report."

(rrr) "10-68" means "Dispatch information."

(sss) "10-69" means "Car-to-car clearance."

(ttt) "10-70" means "Fire alarm." The following alpha codes are used to indicate the type of location where fire is in progress.

1. "F" means "Forest."
2. "H" means "House."
3. "V" means "Vehicle."

(uuu) "10-71" means "Report progress on fire."

(vvv) "10-72" means "Meet complainant."

(www) "10-73" means "Supervisor is needed."  
(xxx) "10-74" means "Intoximeter operator is needed."  
(yyy) "10-75" means "A photographer is needed."  
(zzz) "10-76" means "An investigator is needed."  
(aaaa) "10-77" means "A narcotics agent is needed."  
(bbbb) "10-78" means "Notify coroner."  
(cccc) "10-79" means "In contact with ."  
(dddd) "10-80" means "Disaster Control Group."  
(eeee) "10-81" means "Squad in vicinity."  
(ffff) "10-82" means "Reserve lodging."  
(gggg) "10-83" means "Cancel reservations."  
(hhhh) "10-84" means "En route."  
(iiii) "10-85" means "Will be late."  
(jjjj) "10-86" means "Missing person."  
(kkkk) "10-87" means "ETA (Estimated time of arrival.)"  
(llll) "10-88" means "Present telephone number of ."  
(mmmm) "10-89" means "Dead person."  
(nnnn) "10-90" means "Bank alarm."  
(oooo) "10-91" means "Unnecessary use of radio."  
(pppp) "10-92" means "Murder."  
(qqqq) "10-93" means "Blockade or Road Block."  
(rrrr) "10-94" means "Drag racing."  
(ssss) "10-95" means "Reckless driving."  
(tttt) "10-96" means "Mentally ill or mentally retarded person."  
(uuuu) "10-97" means "Civil disturbance." The following alpha codes are used to indicate the type of civil disturbance.

1. "A" means "Racial."

2. "B" means "Teenagers."
  3. "C" means "Crowd gathering."
  4. "D" means "Fighting."
- (vvvv) "10-98" means "Prison or jail break."
- (wwww) "10-99" means "Records indicate wanted or stolen."
- (xxxx) "10-100" means "Hot pursuit."
- (yyyyy) "10-100A" means "Attempting to outrun patrol car."

**Author:** Becki R. Goggins

**Statutory Authority:** Code of Ala. 1975, Section 41-9-621.

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#### **265-X-3-.02      Inquiries And Off-Line Searches.**

(1) Definition of the Law Enforcement Data System. The Law Enforcement Data System (LEDS) is a component of the Alabama Criminal Justice Information Center. LEDS is a computer network that allows law enforcement agencies to enter stolen property, missing persons, wanted persons, etc. into the ACJIC and National Crime Information Center (NCIC) computer networks. Various inquiries can be made on this network in the course of an investigation.

(2) The following subparagraphs explain what information is required to make inquiries through the ACJIC/NCIC networks.

(a) To run a driver's license check, for in-state (Alabama) records only, the requestor must be able to provide the following information:

1. The subject's name, date of birth (DOB), race and sex; or
2. The subject's Operator License Number (OLN); or
3. The subject's Social Security Number (SOC).

(b) To run a driver's license check for out-of-state records, the requestor must be able to provide the following information:

1. The subject's name, date of birth (DOB), race, sex and state where license was issued; or

2. The subject's Operator License Number (OLN) and state where license was issued.

(c) When conducting an out-of-state driver's license check by OLN only, the check will provide out-of-state license status and a wanted check from Alabama only.

(d) To check for information about a vehicle's registration for in-state (Alabama) records only, the requestor must be able to provide the following information:

1. Vehicle Identification Number (VIN); or
2. VIN and state where license was issued; or
3. Name; or
4. License number when using Radio Code 10-28 only; or
5. License number and state where license was issued when using Radio Codes 10-28 and 10-29 only; or
6. Name and county number when using Radio Code 10-28 only.

(e) To check for information about a vehicle's registration for out-of-state records only, the requestor must be able to provide the following information:

1. VIN, vehicle year, vehicle make and state issuing license for up to five license states or regions - or a combination of both); or
2. License number, state issuing license, license type and license year for up to five license states.

(f) To check for information about wanted vehicles, the requestor must be able to provide the following information:

1. License number and license state; or
2. License number, license state, VIN and vehicle make; or
3. VIN; or
4. VIN and vehicle make.

(g) To check for information about wanted boats, the requestor must be able to provide the following information:

1. Boat Registration Number; or

2. Boat Hull Number.

(h) To check for information about stolen articles, the requestor must be able to provide the following information:

1. Type article and serial number; or
2. Type article, serial number and Owner Applied Number (OAN).

(i) To check for information about stolen or recovered guns, the requestor must be able to provide the following information:

1. Type gun, serial number and make; or
2. Type gun, serial number, make and caliber.

(j) To check for information about wanted or missing persons, the requestor must be able to provide the following information:

1. Name, sex, race and date of birth; or
2. Name and Social Security Number; or
3. Name and Operator License Number.

(k) To check for criminal history information, the requestor must be able to provide the following information:

1. Name, sex, race and date of birth; or
2. Name and Social Security Number; or
3. Name and State Identification Number; or
4. Name and FBI Number.

(l) Criminal history information cannot routinely be given out over the radio and should not be transmitted. Obtain criminal history information only upon return to base.

(m) To conduct an offline search for vehicle data, the requestor must be able to provide the following information:

1. By Partial Tag; or
2. Partial VIN with vehicle make; or
3. Vehicle owner's name; or

4. Vehicle description including as much information about vehicle as possible to assist in searching such as vehicle's make, model, year, or year range; or

5. County of registration including as much information about vehicle as possible to assist in searching.

(n) Requests for searches by vehicle description and county may be used only after the first three options have been exhausted. Vehicle data searches may be obtained by calling ACJIC Technical Assistance at 1.800.392.8025 or 334.832.4930. All vehicle data searches are limited to law enforcement criminal investigations.

(o) Systems logs may be searched. The dissemination of system logs as defined herein shall be limited to the following:

1. ACJIC staff as authorized by the Director when necessary for the performance of their duties;
2. The Director (chief, sheriff or chief executive officer) of the department, agency or other entity whose activity the report concerns;
3. Any other person or entity upon order of a court of competent jurisdiction; and
4. Upon formal, written request to the ACJIC Director, to a criminal justice agency conducting an official investigation of alleged or suspected criminal activity in which said records may be useful to the investigating authority.

**Author:** Becki R. Goggins

**Statutory Authority:** Code of Ala. 1975, Section 41-9-621.

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### 265-X-3-.03

### Alabama Uniform Incident/Offense Report Instructions.

(a) The proposed revisions to the Alabama Uniform Incident/Offense Report (IO Report) are intended to go into effect during January 2006. Previous versions are valid until January 1, 2008. A copy of the proposed new form can be found at Appendix A at the end of this chapter.

(b) General instructions for completing forms include the following. Paper forms are for local use only effective January 1, 2010. Effective January 1, 2010, all local law enforcement agencies in Alabama shall submit data from Alabama Uniform

Incident/Offense, Arrest and Supplemental Reports to ACJIC in an electronic file format as determined by the Director.

1. Print legibly or type.
2. Use black ink (for copying purposes).
3. When putting check marks in boxes, be sure your choice is obvious. If using a paper report for field reporting, put the point of your pen inside the box that corresponds to the correct choice when making a check or make an "X" inside the box.
4. Shaded areas on these reports are to be completed by the Uniform Crime Reporting (UCR) clerk in your agency. UCR clerks have been provided with the listings of various codes.
5. Located on the back of the Incident/Offense report, following the narrative, is a signature line. You must have the victim/complainant sign this report if any information on this crime report is entered in the NCIC computer network. The signature is necessary to protect you and your department from possible lawsuits. It is also required for monthly validations.

(c) The information contained on the front page of the 2006 version of the Alabama Uniform Incident/Offense Report is generally considered to be a public record.

(d) The only time a local law enforcement agency may deny a member of the public information contained on the front page of an IO Report is when one or more of the following reasons apply:

1. When disclosure of the information would compromise criminal investigations, result in potential harm to innocent persons or infringe upon the constitutional rights of the accused;
2. When keeping all or a portion of a report confidential is necessary to protect witnesses and/or victims;
3. To protect the identities of law enforcement officers currently working undercover with their agencies;
4. When disclosure would reveal the identity of informants;
5. When disclosure of the information would impede an agency's enforcement or detection efforts;
6. When disclosure would reveal investigatory techniques; or
7. When disclosure would deprive a person of a right to a fair trial or an impartial adjudication.

(e) Agency heads shall not establish any policies or procedures that would routinely prevent access to information contained on the front page of the incident offense report.

(f) Any decision to deny the public access to data contained on the front page of the IO report should be made on a case by case basis.

(g) Local law enforcement officials are not required to release the second page of an IO report. However, local agencies may release any information contained within the second page of the IO report at the discretion of the chief executive officer provided the information would not be otherwise exempted from release as described within this chapter.

(h) In the event an agency head determines information from the second page of the IO report will be routinely provided to the public, the same exceptions cited above may be used to deny access to information on a case by case basis.

(i) When establishing local policies concerning the release of information, law enforcement officials should establish policies and procedures to ensure the following information is redacted from all IO reports prior to being released to members of the public and/or media:

1. Social security numbers, unlisted telephone numbers and any medical information; and
2. Identifying information concerning juveniles.

(j) For the purposes of this chapter, identifying information shall include: name, telephone number, street address and exact date of birth. (Age, sex, race, city, state and zip code data will not be considered identifying information.)

(k) Given the exemptions listed above, law enforcement agencies shall comply with the following policies governing the dissemination of information:

1. No request to inspect, copy, or obtain copies of IO reports shall be denied on the ground that information exempt from disclosure is commingled with nonexempt information;
2. Any reasonably segregable portion of a record shall be provided after deletion of the exempt information; and
3. If it is necessary to separate exempt from nonexempt information in order to permit a citizen to inspect, copy, or obtain copies of public records, the custodian shall bear the cost of the separation.

(l) Nothing in this chapter shall be construed to prevent any and all public bodies from having among them a free flow of information for the purpose of achieving a coordinated and effective detection, investigation and prosecution of unlawful activity.

(m) In general, I/O Reports are completed for the following reasons:

1. To provide a record of a police officer's activities and findings;
2. To establish a permanent record of a case;
3. To serve as a basis for prosecution;
4. To explain how and where police officers and their equipment are used;
5. To provide a basis for budget planning;
6. To identify training needs; and
7. To facilitate information exchanges between agencies.

(n) A report should be generated whenever police service or action is requested. Examples of when to complete a report include:

1. Whenever an incident or offense is reported and/or investigated by an assigned officer;
2. Whenever an officer obtains additional information about a case;
3. Whenever an arrest is made for your jurisdiction even if the arrestee is not taken into custody;
4. Whenever a complaint involves the commission or attempted commission of a felony or misdemeanor;
5. Whenever a hit and run automobile accident is reported; or
6. Whenever there is any other situation so designated by the head of the department.

(o) ACJIC reporting forms are designed for simplicity and ease of recording. Forms are composed of:

1. Identifiable sections;
2. Separate fill-in blocks for each data element (in the case of paper forms); and

3. Check off boxes or options to be circled (or drop down boxes in the case of electronic forms) to save time.

(p) The blocks are self-explanatory, and each block (or data element) is fully described in this section. Numbers in parentheses indicate block numbers on paper reporting forms.

(q) In this rule, an asterisk (\*) indicates a data element. Two asterisks (\*\*) indicate a data element that may be required based on the type of offense.

(r) The numbers in parentheses refer to the block numbers on the paper report.

(s) The following data elements are included in the event section on page one of the I/O Report.

1. \*ORI (1) - Nine spaces are allowed for your Agency Identification Number (ORI). (Required data element.)
2. \*Date (2) - Dates on paper reports should be entered using a MMDDYY format. (Example: March 17, 2005 = 03/17/05.) (Required data element.)
3. \*Time of Report (3) - Times on may be entered as AM, PM or Military (24 hour clock). Put the time in the blocks provided and check the correct time type. (Required data element.)
4. \*Type of Report (4) - Select Incident, Offense or Supplement. (Required data element.) Each report type is defined below.

(i) Incident - Any non-criminal activity for which an officer is called. Examples include dog bites and home alarm system calls.

(ii) Offense - Any criminal offense for which an officer is called.

(iii) Supplement - Supplement reports generally are used to: clear cases, add stolen/recovered property to a previously submitted offense and change previously reported UCR codes. Supplement reports must include 1) the original case number, 2) the date of the original I/O report and 3) the date of the supplement. If a supplement is being used to clear a case, at a minimum the offender's sex, race and age (DOB) must be reported. When supplied electronically, supplemental information typically is entered on the original I/O report and resubmitted.

5. Supplement Date (5) - Dates on paper reports should be entered using a MMDDYY format. Only complete this block if this report is a supplement.

6. \*Agency Case Number (6) - A case number may be up to twelve digits and must be unique for each IO report completed within an agency. Case numbers are assigned by the Communications Officer. If the report does not originate from a dispatched call, the investigation officer must call his or her agency to have an agency case number assigned. (Required data element.)

7. Suffix (7) - When used, the suffix block becomes part of the original case number. Up to two alpha or numeric characters may be entered, and the intended use is to associate multiple cases. (Optional data element.) For instance, there is a double homicide (two victims), so two I/O reports must be completed. The case number suffix is used to tie these two cases together. An example of how these case numbers should be assigned is provided below:

(i) The first victim should appear on the IO Report with case number 050317010-01.

(ii) The second victim should appear on the IO Report with case number 050317010-02.

8. Agency Name (8) - Enter the name of your law enforcement agency.

9. Sector (9) - Indicate the sector (beat, district, road code, census tract, etc.) your agency uses to identify the geographical area in which the offense occurred. Leave blank if your department does not use such codes. Keep in mind that sector codes can be beneficial in breaking out criminal activity by area in your jurisdiction. (Optional data element.)

10. \*Type Incident or Offense (10, 14) - Select the appropriate box to indicate if the offense is a 1) felony or 2) misdemeanor. Also select whether the offense was 1) attempted or 2) completed. List the nature of the offense or incident being investigated. When more than one offense is involved, list each offense beginning with the most serious. (Required data element.)

11. Degree (11, 15) - Select 1st, 2nd or 3rd. If you are unsure about the degree or no degree is associated with the offense, leave blank. (Optional data element.)

12. \*UCR Code (12, 16) - May be filled in by your agency's UCR clerk or reporting officer. (Required data element.)

13. State Code/Local Ordinance (13, 17) - Cite Alabama's state code or the local ordinance that was violated.
14. Place of Occurrence (18) - This is the location that is generally considered to be public information. If the place of occurrence is the victim's residence, the reporting officer shall list the approximate location where the incident or offense occurred, and check the appropriate box on the form to indicate the exact event location was the victim's residence. Examples of an "approximate location" include block number or the street name if the street does not have multiple blocks. In these cases, the exact location of the incident should be listed on the second page in the section where victim/complainant information is collected. If an incident occurs at a business or any other public place - e.g. store, restaurant, park, parking lot or garage, shopping mall, government building, etc. - then the exact street address should be listed.
15. Sex of Victim (19) - Select M for Male or F for female. (Select both if there were one or more victims of both sexes.)
16. Race of Victim (20) - Select W for White, B for Black, A for Asian or I for Indian. (More than one option may be selected if multiple victims were present.)
17. Ethnicity of Victim (21) - Select Hispanic if this applies. Other or additional entries can be made by checking the Other box and entering the correct response in the space provided. (This space may also be used to indicate the victim's national origin which may be important in reporting and investigating hate crimes.)
18. Age of Victim (22) - Enter the exact age (if known) of the first victim listed in the Victim Section of the Report.
19. Multiple Victims/LE Officer (23) - Check the Multiple Victims box if more than victim was reported. Check the LE Officer box if one or more victims of the offense was a law enforcement officer. (Both boxes may be selected if both apply.)
20. \*Offender Suspected of Using (24) - This block is used to indicate whether any of the offenders/suspects listed in the incident/offense report were suspected of consuming alcohol or using drugs/narcotics during or shortly after before the incident/offense; or of using a computer, computer terminal, or any other computer equipment to perpetrate the crime. If the offenders/suspects were not suspected using alcohol, drugs or computer equipment - or if it is unknown - mark N/A on the form. Any or all of the following three categories can be used for each offense:

- (i) Alcohol;
- (ii) Drugs/Narcotics; and/or
- (iii) Computer Equipment.

21. \*Gang Activity (25) - This box is to be used to indicate whether any of the offenders/suspects listed in the incident/offense report were involved in adult or juvenile gang activity. If the offenders/suspects were not suspected or being involved in gang activity - or if it is unknown - mark N/A on the form.

22. \*Hate Bias (26) - This box is to be used to indicate whether the offense being reported was motivated by the victim's race, religion, ethnicity/national origin, sexual orientation or physical/mental disability. If the answer is "yes," then a separate Hate Crime Incident Report should be completed for the offense. (Even though Alabama's sentence enhancement for Hate Crimes [Section 13A-5-13] does not apply to crimes motivated by the victim's sexual orientation, for UCR reporting purposes these crimes are still considered as hate crimes according to the FBI's definition.)

23. \*\*Bias Code (27) - This box is to be completed by the UCR clerk in cases where "yes" is checked in the previous block. This code denotes the bias motivation of the offender. Bias codes used by Alabama's UCR Program are listed below by category of hate crime.

(i) Codes used to indicate crimes motivated by the victim's race are as follows.

- (I) 11 - Anti-White;
- (II) 12 - Anti-Black;
- (III) 13 - Anti-American Indian/Alaska Native;
- (III) 14 - Anti-Asian/Pacific Islander; or
- (IV) 15 - Anti-Multi-Racial Group.

(ii) Codes used to indicate crimes motivated by the victim's religion are as follows:

- (I) 21 - Anti-Jewish;
- (II) 22 - Anti-Catholic;
- (III) 23 - Anti-Protestant;
- (IV) 24 - Anti-Islamic;

(V) 25 - Anti-Other Religious Group (Buddhism, Hinduism, Shintoism, Scientology);

(VI) 26 - Anti-Multi-Religious Group; or

(VII) 27 - Anti-Atheist/Agnostic.

(iii) Codes used to indicate crimes motivated by the victim's ethnicity/national origin are as follows:

(I) 32 - Anti-Arab;

(II) 33 - Anti-Hispanic; or

(III) 34 - Anti-Other Ethnicity/National Origin.

(iv) Codes used to indicate crimes motivated by the victim's sexual orientation are as follows:

(I) 41 - Anti-Male Homosexual (Gay);

(II) 42 - Anti-Female Homosexual (Lesbian);

(III) 43 - Anti-Homosexual (Gay and Lesbian);

(IV) 44 - Anti-Heterosexual; or

(V) 45 - Anti-Bisexual.

(v) Codes used to indicate crimes motivated by the victim's disability are as follows:

(I) 51 - Anti-Physical Disability; or

(II) 52 - Anti-Mental Disability.

24. Domestic Violence (28) - Check this box (next to the vertical text on right hand side of form) if the case being reported involved domestic violence.

25. \*\*Point of Entry (29) - Select the appropriate response from: door, window, roof or other. (Required for all burglaries and unlawful entries.)

26. \*\*Method of Entry (30) - Select the appropriate response from: forcible, no force or attempted forcible. (Required for all burglaries and unlawful entries.)

27. Local Use (31) - This area is provided for local agency use. Your department may determine how this data element is used. For instance, local use codes can be used to keep track of certain types of offenses for further study. For instance, a department might require officers to enter a "D" in this

block to indicate a drug related offense. Entries may be alpha or numeric.

28. \*Lighting (32) - Select the option that best describes the light available in the area at the time of occurrence. (Required data element.)

29. \*Weather (33) - Select the option that best describes the weather during which the incident/offense occurred. (Required data element.)

30. \*Location Type (34) - Select the option that best describes the type of location where the incident/offense occurred. (Required data element.)

31. \*Occurred on or between (35-37, 38-40) - This data element is designed for you to be able to record a specific time or time interval. If you know the exact time of the incident/offense, enter this time in the first set of time/date blocks. If you only know that the incident/offense occurred between two known times, complete both sets of time/date blocks. Select whether the reported time was AM, PM or Military (24-hour clock). (Required data element.)

32. \*\*Number of Premises Entered (41) - For all burglaries, enter the total number of premises entered here. (Required data element for burglaries.)

33. \*\*Type Criminal Activity (42) - This should be reported for the following offenses: Counterfeiting/Forgery; Stolen Property Offenses; Drug/Narcotic Violations; Drug Equipment Violations; Pornography/Obscene Material; and Weapon Law Violations. Up to three activities may be selected from the following:

- (i) B - Buying/Receiving;
- (ii) C - Cultivating/Manufacturing/Publishing/Producing;
- (iii) D - Distributing/Selling;
- (iv) E - Exploiting Children;
- (v) O- Operating/Promoting/Assisting;
- (vi) P - Possessing/Concealing;
- (vii) T - Transporting/Transmitting/Importing; and/or
- (viii) U - Using/Consuming.

34. \*Victim Type (43) - The type of victim is to be reported for each numbered victim. Only one of the following types is to be reported for each victim:

- (i) I - Individual;
- (ii) B - Business;
- (iii) F - Financial Institution;
- (iv) G - Government;
- (v) R - Religious Organization; or
- (vi) S - Society/Public.

(t) The property section of the IO Report is designed to record information concerning property stolen or recovered during an incident or offense. It is important that the investigator obtain as much information as possible about any reported property, because this information will be a key factor in court testimony and in returning property to its rightful owner.

(u) The following data elements are included in the property section on page one of the I/O Report.

1. Loss Code (44) - Enter the numeric code that indicates the type of loss incurred by the victim for each type of property entered from the following choices:

- (i) 01 - None;
- (ii) 02 - Burned;
- (iii) 03 - Conterfeited/Forged;
- (iv) 04 - Destroyed/Damaged;
- (v) 05 - Recovered;
- (vi) 06 - Seized; or
- (vii) 07 - Stolen.

2. Property Code (45) - Enter the numeric code that indicates the type of property being reported from the following choices:

- (i) 01 - Aircraft - airplanes, dirigibles, gliders, etc.;
- (ii) 02 Alcohol - alcoholic beverages such as beer, wine and liquor;

- (iii) 03 - Autos - sedans, coupes, station wagons, convertibles, taxicabs, and other similar motor vehicles which serve the primary purpose of transporting people;
- (iv) 04 - Bicycles - includes tandem bicycles, unicycles and tricycles;
- (v) 05 - Buses motor vehicles which are specifically designed, but not necessarily used to transport groups of people on a commercial basis;
- (vi) 06 - Clothes/Furs - wearing apparel for human use including accessories such as belts, shoes, scarves, ties, etc;
- (vii) 07 - Computer Hardware/Software - computers, computer peripherals, printers and storage media;
- (viii) 08 - Consumables - expendable items used by humans for nutrition, enjoyment or hygiene such as food, beverages, grooming products, cigarettes, gasoline and firewood;
- (ix) 09 - Credit/Debit Cards - includes automatic teller machine cards;
- (x) 10 - Drugs/Narcotics;
- (xi) 11 - Drugs/Narcotics Equipment;
- (xii) 12 - Farm Equipment - includes tractors, combines, etc;
- (xiii) 13 - Firearms - weapons that fire a shot by force of an explosion such as handguns, shotguns, rifles, etc. (Does not include "BB," pellet, paint-ball or other gas powered guns);
- (xiv) 14 - Gambling Equipment;
- (xv) 15 - Heavy Construction/Industrial Equipment - cranes, bulldozers, steamrollers, oil drilling rigs, etc;
- (xvi) 16 - Household Goods - beds, chairs, desks, sofas, tables, refrigerators, stoves, washers, dryers, air conditioners and heating equipment;
- (xvii) 17 - Jewelry/Precious Metals - bracelets, necklaces, rings, watchers, silver, gold, platinum, etc;
- (xviii) 18 - Livestock - living farm animals such as cattle, chickens, hogs, horses and sheep; (Does not include household pets);

- (xix) 19 - Merchandise - items held for sale;
- (xx) 20 - Money - legal tender such as coins and currency;
- (xxi) 21 - Negotiable Instruments - any document other than currency which is payable without restriction such as endorsed checks, endorsed money orders and bearer bonds;
- (xxii) 22 - Non-negotiable Instrument - documents requiring further action to become negotiable such as unendorsed checks, food stamps, stocks and bonds;
- (xxiii) 23 - Office Equipment - typewriters, adding machines, calculators, cash registers, copying machines, etc;
- (xxiv) 24 - Other Motor Vehicle - any motor vehicle other than automobiles, buses, trucks or SUV's such as motorcycles, motor scooters, mopeds, snowmobiles, golf carts and four wheelers;
- (xxv) 25 - Purses/Handbags/Wallets;
- (xxvi) 26 - Radios/TV/VCR includes radios, televisions, videotape recorders, stereo equipment, compact disk players, etc;
- (xxvii) 27 - Recordings - Audio/Visual - records, tapes, compact disks, etc;
- (xxviii) 28 - Recreational Vehicles - motor vehicles which are specifically designed, but not necessarily used, to transport people and also provide them with temporary lodging for recreational purposes.
- (xxix) 29 - Structure - Single Occupancy Dwelling - houses, townhouses, duplexes, mobile homes or other private dwellings;
- (xxx) 30 - Structure - Other Dwelling - apartments, tenements, hotels, motels and inns;
- (xxxi) 31- Structure - Other Commercial - stores, offices, restaurants, etc;
- (xxxii) 32 - Structure - Industrial/ Manufacturing - factories, plants, assembly lines, etc;
- (xxxiii) 33 - Structure - Public/Community - colleges, hospitals, jails, libraries, meeting halls, passenger

terminals, religious buildings, schools, sports arenas, etc;

(xxxiv) 34 - Structure - Storage - barns, garages, storehouse, warehouses, etc;

(xxxv) 35 - Structure - Other - any other structure not fitting the other structure descriptions;

(xxxvi) 36 - Tools - Hand tools and power tools;

(xxxvii) 37 - Trucks - motor vehicles which are specifically designed, but not necessarily used, to transport cargo on a commercial basis;

(xxxviii) 38 - Vehicle Parts/Accessories - motor vehicle batteries, engines, transmissions, heaters, hubcaps, tires, manufacturer's emblems, license plates, side mirrors, etc.;

(xxxix) 39 - Watercraft - motorboats, sailboats, houseboats, etc; or

(xl) 77 - Other - all other property not fitting the above descriptions.

3. Quantity (46) - Enter the number of each item stolen or recovered.

4. Property Description (47) - Enter a complete description of the property stolen or recovered including the year, make, model, style, serial number, etc. (For paper reporting agencies requiring additional space, continue listing property in the narrative section or use an Incident/Offense Report Supplement. If the property description is continued in the narrative, please check the box to indicate this.)

5. Value Stolen/Damaged (48) - Place the estimated value of each item stolen or damaged opposite its description in Block 60 using the following guidelines:

(i) Use fair market value for articles which are subject to depreciation because of wear and tear, age, etc.

(ii) Use wholesale cost of goods stolen from retail establishments, warehouses, etc.

(iii) Use victim's evaluation of items such as jewelry, watches, etc., which decrease slightly in value or not at all with use or age.

(iv) Use replacement cost or actual cash cost to victim for new or almost new clothes, auto, accessories, bicycles, etc.

(v) Non-negotiable instruments such as travelers' checks, personal checks, money orders, stocks and bonds, etc. should be described but no value recorded. Negotiable instruments such as bonds payable to bearer are valued as the current market price at the time of the theft.

6. Recovered Date/Value (49) - Enter the date (MMDDYY) the property was recovered. In the value block, indicate the estimated market value of the item(s) at the time of recovery.

(v) If a vehicle is involved in an Incident/Offense, complete the vehicle section of the I/O report. Following is a description of each data element contained within the vehicle section of the IO Report.

1. Area Stolen (50) - Select one of the following 1) business, 2) residence or 3) rural.

2. Ownership Verified By (51) - Enter one of the following choices: 1) Tag Receipt, 2) Bill of Sale, 3) Title or 4) Other. (Applies to stolen vehicles only.)

3. Vehicle Involved (52) - Select the appropriate category of the vehicle involved: 1) Stolen, 2) Recovered, 3) Suspect's Vehicle, 4) Victim's Vehicle, 5) Unauthorized Use of a Vehicle, or 6) Abandoned Vehicle.

4. Vehicle Year (53) - Enter the last two digits of the year to indicate the year the vehicle was manufactured.

5. Vehicle Make (54) - Enter the make of the vehicle. (Ford, Chevrolet, Toyota, etc.)

6. Vehicle Model (55) - Enter the model of the Vehicle. (Explorer, Corvette, Camry, etc.)

7. Number Vehicles Stolen (56) - Enter the number of vehicles stolen in the particular incident/offense. If several vehicles are stolen at one time, use a suffix number on subsequent IO reports to link the case numbers.

8. Vehicle Description (57) - List any other identifiable descriptors such as decals, bumper stickers, dents, missing wheel covers, etc.

9. Vehicle Style (58) - Enter the style of the vehicle. (2-door sedan, 4-door sedan, etc.)

10. Vehicle Color (59) - Enter the color of the vehicle. If the vehicle is two colors, you may enter the top color and the bottom color on the paper report.

11. License (60) - Enter the license tag number of the vehicle in this block. If only part of the tag number is obtained, put the numbers in the block and indicate which letters or numbers are missing. It is possible for ACJIC to run a tag search on a partial number.

12. LST - License State (61) - Enter the state where the tag was issued.

13. LIY - License Year (62) - Enter the year the tag was issued or expires as displayed on the tag.

14. Tag Color (63) - Enter the color of the letters/numbers first, then the color of the background.

15. Vehicle Identification Number (64) - Enter the complete VIN number.

16. Warrant Signed (65) - If no warrant has been signed, select "no." If a warrant has been signed, select "yes" and enter the warrant number in the space provided. (Applies to stolen vehicles only.)

17. \*\*Stolen in Your Jurisdiction (66) - If the recovered vehicle was stolen in your jurisdiction, select "yes." If the recovered vehicle was not stolen in your jurisdiction, select "no" and list where it was stolen. (Required for all recovered vehicles.)

18. \*\*Recovered in Your Jurisdiction (67) - If the recovered vehicle was recovered in your jurisdiction, select "yes." If the recovery was made outside your jurisdiction, select "no" and explain where it was recovered. (Required for all recovered vehicles.)

19. Additional Cases Closed (68-73) - Up to three additional case numbers and suffixes may be listed here. If four or more additional cases are closed, these should be listed on a supplemental report.

(w) The administrative section of the IO Report contains information about the reporting/ assisting officer in the case, case status and dispositional information. Following is a description of the data elements contained within the administrative section.

1. Case Status (74) - A case status should be indicated for all cases including non-criminal incidents. The officer completing the report should select one of the following.

(i) Pending - The case is considered pending if any additional information is required by follow-up investigation or if the case is under active investigation.

(ii) Inactive - The case is unsolved and every reasonable avenue of investigation has been pursued and exhausted. No arrests have been made, and all active investigation has been terminated.

(iii) Closed - The case is declared closed for UCR purposes when the entire matter has been completed and no additional police action is required. If a case is closed, disposition information must be provided.

2. Multiple Cases Closed Check Box (75) - Check the appropriate box(es) to indicate whether or not additional cases closed are listed in the administrative section and/or on a supplement report.

3. Entered ACIC/NCIC (76) - If you have entered any information from the report into the ACIC/NCIC network, indicate yes and provide the date entered.

4. Case Disposition (77) - Indicates how and why a case was closed. The officer should select one of the following.

(i) Cleared by Arrest (Adult/Juvenile) - An offense is "cleared by arrest" or solved for crime reporting purposes when at least one person is arrested, charged with the commission of the offense and turned over to the court for prosecution. If an arrest was made, indicate whether the defendant was under 18 (juvenile) or 18 years of age or older (adult).

(ii) Unfounded - If a complaint is found to be false or baseless after investigation, then this category should be selected. Do not classify a case as unfounded if there are no leads available, stolen property was recovered, victim refuses to prosecute or the incident seems insignificant.

5. Exceptional Clearance (78) - For a case to be exceptionally cleared, all of the following criteria must be met:

(i) The identity of the offender must be determined. (You must know his or her name).

(ii) The exact location of the offender must be known.

(iii) The grounds of the criminal charges must be sufficient for prosecution.

(iv) There is some reason(s) beyond your control that prevents you from arresting and prosecuting the offender. Examples include the following. The offender you are seeking is serving a life without parole sentence for a separate conviction.

(v) The offender is in another state/country and extradition is refused.

(vi) In order to exceptionally clear an offense, you must select one of the following reasons:

(I) The suspect/offender is dead;

(II) Prosecution is declined;

(III) Extradition is denied;

(IV) The victim refuses to prosecute; or

(V) Offender is a juvenile and the case is not referred for prosecution.

(vii) In order for an exceptional clearance to count for UCR purposes, the following information concerning the offender must be provided:

(I) Offender's sex;

(II) Offender's race; and

(III) Offender's age or date of birth.

(viii) Cases submitted to the UCR program that do not meet the above criteria will not be counted as cleared by ACJIC.

6. Reporting Officer and Assisting Officer (79,80) - The officer(s) taking the report should enter their full names and shield/identification numbers in this space.

7. Supervisor Approval (81) - The reporting officer's supervisor should sign his or her last name in this section to indicate he or she has reviewed and approved the report for accuracy and completeness.

8. Watch Commander (82) - The watch commander is to sign his or her name in this space to indicate he or she has reviewed and approved the report for accuracy and completeness.

(x) Following is a description of the data elements found in the administrative section of the second page of the IO Report.

1. Date of Report (83) - This date should correspond with the date on the front side of the report.
2. Time of Report (84) - This time should correspond with the time on the front side of the report.
3. Agency Case Number (85) - This should be the same case number as listed on side one.
4. SFX (86) - If a suffix is used, put the same suffix as it appears on side one of this report.
5. Person(s) Involved in Report (87) - Select one of the following to indicate who the information in blocks 133-175 is about: 1) Offender, 2) Suspect, 3) Missing Person or 4) Multiple.

(y) Law enforcement officials in Alabama have historically released victim names and telephone numbers to credentialed members of the news media. Placement of this information in this area of the report is not intended to alter that practice. The Chief Law Enforcement Officer retains the discretion to withhold such information but is not required to do so.

(z) Following is a description of the data elements found in the victim section of the second page of the IO Report.

1. Reported by Victim or (88) - List the name of the person who reported the incident or offense. If the person making the report is the victim, put a check mark in the box and drop down to the Victim Section to fill in information. If the person reporting the incident/offense is someone other than the victim, put that person's name in the space provided. (Required for ULTRA submissions.)
2. Suffix (89) - Enter any suffix - Sr., Jr., III, IV, etc. - associated with the name of the complainant.
3. Resident (90) - Check the correct box to indicate whether the victim was a resident or non-resident of the jurisdiction where the incident/offense was reported.
4. Home Phone (91) - Enter the home phone number of the complainant including area code. If the complainant has no phone, enter the word "none" or leave blank. Keep in mind that phone numbers are important investigative tools.
5. Work Phone (92) - Enter the work phone number of the complainant including area code.
6. Other Phone (93) - Enter any other phone or pager number of the complainant including area code.

7. \*Victim Number (94) - Each victim in an offense is to be assigned a sequence number from 001 to 999. A separate set of victim data is to be submitted for each numbered victim. The sequence numbers provide uniqueness when there are multiple victims. For example, if three victims were involved in one offense, one victim would be assigned the number 001, the next victim would be designate 002, and the last victim would be 003.
8. Victim (95) - List the name of the victim here if different from the person who reported the incident or offense.
9. Suffix (96) - Enter any suffix - Sr., Jr., III, IV, etc. - associated with the name of the victim if different from the complainant.
10. Address (97) - Enter the actual physical address where the victim can be reached. Be sure to include the street number and name, city, state and zip code. DO NOT give a Post Office Box or General Delivery as an address. Rural route numbers designate a geographic area and are acceptable.
11. Home Phone (98) - Enter the home phone number of the victim (if different from complainant) including area code. If the victim has no phone, enter the word "none" or leave blank. Keep in mind that phone numbers are important investigative tools.
12. Work Phone (99) - Enter the work phone number of the victim (if different from complainant) including area code.
13. Other Phone (100) - Enter any other phone or pager number of the victim (if different from complainant) including area code.
14. Employer/School (101) - If the victim is a person, list the employer's name or school he or she is attending. If the victim is unemployed, enter "None" or leave blank. In cases where the victim is a business or organization, list the name of the person in charge. (Optional data element.)
15. Occupation (102) - Print the victim's usual occupation such as student, bricklayer, clerk, etc. (Optional data element.)
16. Address (103) - If the victim is a person, list the victim's complete business address. If the victim is a business or organization, list the home address of the person in charge. (Optional data element.)
17. Work Phone (104) - If the victim is a person, list his or her business phone. If the victim is an organization, list the

home phone of the person in charge. Be sure to include area codes. (Optional data element.)

18. Other Work Phone (105) - Enter any other business cellular phone or pager number of the complainant including area code.

19. \*\*Sex (106) - Select Male (M) or Female (F). (Required data element for victims of Homicide, Rape, Robbery and Assault.)

20. \*\*Race (107) - This is a required data element for Homicide, Rape, Robbery and Assault. Enter the race of the victim by selecting one of the following codes:

(i) W = White

(ii) B = Black

(iii) A = Asian or Pacific Islander

(iv) I = American Indian or Alaskan Native

21. Language (108) - Select the primary language spoken by the victim/complainant. (Optional data element.)

22. Height (109) - Enter the approximate height of the victim in feet and inches. Do not use fractional inches. (Optional data element.)

23. Weight (110) - Enter the approximate weight of the victim. Do not use fractional pounds. (Optional data element.)

24. \*\*Date of Birth (111) - Enter the victim's date of birth if known. Enter this in a MMDDYY format. For instance March 17, 2005 - 03/17/05. If the date of birth is unknown or refused, you may estimate the person's age and enter the person's estimated year of birth in the space allotted for the year. (Required data element for Homicide, Rape, Robbery and Assault if victim's age is not entered.)

25. \*\*Age (112) - Enter the victim's age in this block. (Required data element for Homicide, Rape, Robbery and Assault if victim's date of birth is not entered.)

26. Victim SSN (113) - A space is provided to capture the victim's social security number on the I/O report. (Optional data element.) It shall be up to the local agency head to determine whether or not officers should include social security number on I/O reports. Even though entering social security numbers is optional and the information is confidential (limited to law enforcement use only), social security numbers can be very helpful in locating individuals at a later date.

27. Complainant SSN (114) - A space is provided to capture the victim's social security number on the I/O report. (Optional data element.) It shall be up to the local agency head to determine whether or not officers should include social security number on I/O reports.

28. Multiple Victims/Law Enforcement (LE) Officer (115) - If there are multiple victims and/or LE officer(s) involved, check the appropriate box.

29. Ethnicity (116) - If the victim was Hispanic, please indicate this in the appropriate box. There is also a blank to allow officers to enter other ethnicities. (Optional data element.)

30. \*\*Injury (117) - Check block "y" if there was injury to the victim; check block "n" if there was no injury. For ULTRA, select "no," "physical injury," "serious physical injury," or "fatal injury." (Required data element for Homicide, Rape, Robbery and Assault.)

31. \*\*Offender Known to Victim? (118) - Check "y" if offender is known to victim, and check "n" if offender was a stranger. (Required data element for Homicide, Rape, Robbery and Assault.)

32. \*\*Victim Was? (119) - Enter the relationship of the victim to the offender. This response should answer the question, "Victim was \_\_\_\_\_?" (Required data element for Homicide, Rape, Robbery and Assault.)

33. Relationship Code (120) - Enter the two digit relationship code in the shaded area.

34. Weapon Used (121) - Select the weapon used. In cases involving pretended weapons, or those in which the weapon is not seen by the victim but the offender claims to have a weapon, check the weapon he or she pretends to have or use. (Required data element for criminal homicide, forcible rape, robbery and assault.) "Hands, fists, voice, etc." pertains to any part of the body used to inflict injury. "Other dangerous weapons" include a baseball bat, crowbar, bottle, candlestick, brass knuckles, etc.

35. Description of Weapons/Firearms/Tools Used in Offense (122) - You may make a selection from those listed on the printed/electronic form. Additional information may be added to further describe the weapon or device used during the commission of the offense in the space provided. (Optional data element.)

36. Place of Occurrence (123) - Enter address where event occurred.

37. Type Injury (124) - For victims of forcible rape, robbery and assault, you may select one of the following:

- (i) N - None
- (ii) B - Broken Bones
- (iii) I - Internal Injury
- (iv) L - Severe Laceration
- (v) M - Minor Injury
- (vi) O - Other Major Injury
- (vii) T - Loss of Teeth
- (viii) U - Unconsciousness

38. Sector (125) - Local use block.

39. \*\*Homicide and Assault Circumstance Code (126) - Enter the code for the circumstance that best describes the Homicide or Assault. (Required data element for homicides and assaults.)

40. \*\*Rape Location Code (127) - Enter the code for the circumstance that best describes the offense. (Required data element for rapes.)

41. Simple or Aggravated Assault (128) - Select simple or aggravated depending on the severity of the assault. (Complete only for assaults.) Following is a description of the types of assaults:

(i) Simple Assault = No physical injuries or injuries are so minor as to require no more than basic first aid procedures.

(ii) Aggravated Assault = Any assault in which a weapon was involved OR any assault where the injuries sustained required treatment by a physician for missing teeth, broken bones, stitches, etc. (Note: Any offense involving a weapon or dangerous instrument other than the offender's hands, fist, feet, voice, etc. is an aggravated assault for UCR reporting purposes.)

42. Treatment for Assault Injury (129) - If the victim required medical attention for injuries, select "y," otherwise select "n." (Complete only for assaults.)

43. \*\*Verification Exam for Rape (130) - Select "y" if victim had an exam, and select "n" did not have an exam. (Required data element for rapes only.)

44. \*\*Treatment for Rape Injury (131) - Select "y" if victim received medical attention for injuries, and select "n" if victim did not require medical attention. (Required data element for rapes only.)

(aa) The following subsections describe the data elements collected on page two of the IO Report in the Suspect/Offender Information section. If the "Missing Person" block is checked, this section also may be used to report characteristics of the missing person.

1. Offender # (132, 154) - List the sequence number of this offender in association with the offense(s) being reported. For instance, if there are three suspects in a robbery, then you would report offender numbers 1, 2 and 3.

2. Name (133, 155) - Enter the last, first and middle name of the offender, suspect or missing person.

3. Suffix (134, 156) - Enter Sr., Jr., III, IV, etc.

4. Alias (135, 157) - Enter all nicknames and aliases by which the person is known.

5. SSN (136, 158) - A space is provided to capture the suspect/complainant/ missing person's social security number on the I/O report. (Optional data element.) It shall be up to the local agency head to determine whether or not officers should include social security number on I/O reports.

6. Race (137, 159) - Enter the race of the offender/suspect/missing person. Following are the codes that shall be used:

(i) W = White;

(ii) B = Black;

(iii) A = Asian or Pacific Islander; or

(iv) I = American Indian or Alaskan Native.

7. Sex (138, 160) - Select "M" for male or "F" for female.

8. Date of Birth (139, 161) - Enter date of birth of the suspect/offender/missing person if known.

9. Age (140, 162) - Enter the age of the suspect/offender/missing person.

10. Address (141, 163) - Enter the suspect's/offender's/missing person's physical address. Be sure to include street number and name, city, state and zip. Do not list a Post

Office Box or General Delivery as an address. Rural route numbers designate a geographic area and are acceptable.

11. HGT (142, 164) - Enter the suspect's/offender's/missing person's height in feet and inches. Do not use fractions or decimals.

12. WGT (143, 165) - Enter the suspect's/offender's/missing person's weight in pounds. Do not use fractions or decimals.

13. Ethnicity (144, 166) - If the suspect/offender/missing person was Hispanic, please indicate this in the appropriate box. There is also a blank to allow officers to enter other ethnicities. (Optional data element.)

14. Language (145, 167) - Select the primary language spoken by the suspect/offender/missing person. (Optional data element.)

15. Probable Destination (146, 168) - Enter the probable destination of the suspect/offender/missing person if known.

16. Eye (147, 169) - Enter the eye color of the suspect/offender/missing person.

17. Hair (148, 170) - Enter the hair color of the suspect/offender/missing person.

18. Complexion (149, 171) - Enter the suspect's/offender's/missing person's complexion type. (E.g. Light, medium, dark, etc.)

19. Armed/Weapon (150, 172) - Select "Yes" if the suspect/offender/missing person is armed, or if he or she may be armed. Select "No" if you are positive the suspect/offender/missing person is not armed. Select "Unknown/UNK" if it is not known whether the person is armed. If "Yes" is selected for "Armed," enter the type of suspected weapon here. (E.g. Pistol, rifle, knife, etc.)

20. Clothing (151, 173) - If known, enter a brief description of the clothing worn by the suspect/offender/missing person when he or she was last seen.

21. Scars, Marks, Tattoos, Amputations (152, 174) - Enter any and all known scars, marks, tattoos and clothing which may be used to identify the suspect/offender/missing person.

22. Arrested/Wanted/Dual Arrest (153, 175) - Select "Yes" or "No" to indicate whether the suspect/offender/missing person has been arrested or if they are wanted.

23. Dual Arrest - This box only applies to domestic violence cases. Check this box in the event both the primary aggressor and victim are arrested.

(bb) The witness section of the paper I/O report allows you to enter up to four names, addresses, dates of birth, sex, race, phone numbers and social security numbers.

(cc) Following are instructions for completing the data elements contained on page two of the IO Report in the Witness Information section.

1. Name (176, 184, 192) - Enter the last, first and middle name of the witness.

2. Sex (177, 185, 193) - Select the witness's sex.

3. Race (178, 186, 194) - Select the witness's race.

4. Date of Birth (179, 187, 195) - Enter the witness's date of birth.

5. Address (180, 188, 196) - Enter the witness's physical address including street number, street name, city, state and zip code. Do not list a Post Office Box or General Delivery as an address. Rural route numbers designate a geographical area and are acceptable.

6. Home Phone (181, 189, 197) - Enter the witness's home telephone number including area code. If the witness does not have a home telephone, enter none or leave blank.

7. Work Phone (182, 190, 198) - Enter the witness's business telephone number including area code. If the witness does not have a business telephone, enter none (for paper reports) or leave blank (for electronic reports).

8. Other Phone (183, 191, 199) - Enter any other cellular phone or pager number of the witness including area code.

9. SSN's (200, 201, 202) - You may enter social security numbers. While this information is not required, it may be helpful in locating witnesses in the future. It shall be up to the local agency head to determine whether or not officers should include social security number on I/O reports.

(dd) Narrative (203) - The primary purpose of this section of the I/O report is to inform others about the event being reported. Officers should strive to answer the following questions when writing a narrative. Who was involved? What happened? When did it happen? Where did it happen? How did it happen? Why did it happen? This section should tell the story of the officer's actions and all other involved persons' actions as they relate to the event

being reported. Remember, when writing the narrative, you are telling the story to someone who does not know any of the facts surrounding the event. The narrative should give the reader a clear picture of the event as observed by the reporting officer. The narrative section is also used to expand upon or continue any items on the rest of the report where additional space or explanation is needed. If the narrative section of the paper report is not large enough to allow you to give all of the details that need to be included, use an I/O supplement as a continuation sheet. When using a supplement, remember to indicate this on the appropriate box on the form.

(ee) Following are instructions for the other data elements contained within the narrative section.

1. Continued on Supplement (204) - Check this box to indicate more information is contained on a supplemental form.
2. Assisting Agency ORI (205) - Enter the ORI of any agency providing assistance with the case.
3. Assisting Agency Case Number (206) - If an assisting agency has assigned its own case number to the incident/offense enter this number here.
4. Suffix (207) - If the assisting agency's case number uses a suffix, enter it here.
5. Warrant Signed (208) - Check yes if a warrant has been signed in the case. If a warrant has been signed, the warrant number should be entered here.
6. Additional Cases Closed in Narrative (209) - Select "yes" or "no." You can list up to 18 additional cases in the narrative section.
7. Signature (210) - The signature line is provided for the complainant to enter his or her signature attesting that the information contained in the report is true and correct. A signature is required if any information obtained by the report is to be entered into the ACIC/NCIC computer network. This signature will protect you and your department from civil liability in the event the complainant/victim fails to notify your department when property has been recovered or has misrepresented the events that occurred.
8. Local Use (211) - This area is provided for local agency use. Your department may determine how this data element is used. For instance, local use codes can be used to keep track of certain types of offenses for further study. For instance, a department might require officers to enter a "D" in this block to indicate a drug related offense. Entries may be alpha or numeric.

9. State Use (212) - This is for ACJIC use only.

(ff) In agencies where electronic reporting is used, the form (or similar form developed by your agency) found at Appendix D may be completed by the officer and signed by the complainant in lieu of the traditional paper I/O form.

**Author:** Becki R. Goggins

**Statutory Authority:** Code of Ala. 1975, Section 41-9-621.

**History: New Rule:** Filed March 22, 2006' effective April 26, 2006. **Amended:** Filed August 12, 2009; effective September 16, 2009.

#### **265-X-3-.04      Alabama Uniform Supplemental Report Instructions.**

(1) The Alabama Uniform Supplement Report (supplement report) is used to record information or action taken on a case after the submission of the I/O report. The proposed revisions to the supplement report are intended to go into effect during January 2006. Previous versions are valid until January 1, 2008. A copy of the form can be found at Appendix B at the end of this chapter. The new form will contain a 12 digit agency case number and a nine digit ORI number and will include areas to enter all property types that are allowable entries on the revised IO Report. Throughout this section, asterisks are used to indicate required data elements. Supplements are used:

- (a) As continuation sheets for the I/O report when there is insufficient narrative space on the I/O report and additional reporting space is needed;
- (b) To report recovered property;
- (c) To report additional stolen property;
- (d) To change stolen or recovered property values;
- (e) To change an offense code; and/or
- (f) To indicate the disposition of a case.

(2) There is no limit to the number of supplements that may be completed during the investigation of a single case. However, the only reports sent to ACJIC are supplements:

- (a) For additional stolen property;
- (b) For recovered property;
- (c) To change an offense;
- (d) To unfound a case; and/or

(e) To clear a case.

(3) The supplement form is designed to aid the investigating officer. It is made up of identifiable sections and numbered blocks providing a place for recording elements which link the supplement to the original I/O report.

(a) Following are instructions for the data elements contained in the top section on page one of the supplement report.

1. \*ORI Number (1) - There is space for nine digits in this box. (Required data element.)

2. Agency Name (2) - Enter the name of your law enforcement agency.

3. \*Date and Time of This Report (3) - Enter the date this report was written using numbers to indicate the month ("M"), day ("D") and year ("Y") of the report. Enter the time of the report (minutes followed by hours) and check AM, PM or Mil (military or 24-hour clock). (Required data element.)

4. \*Case Number (4) - Always enter the Agency Case Number that appears on the original I/O report. (Required data element.)

5. Suffix (5) - If a suffix was used on the original I/O report, use the exact same case number on the supplement.

(b) Following are instructions for the data elements contained in the event section on page one of the supplement report.

1. Victim's Name (6) - Enter the victim's name in this block. In order to prevent confusion, enter the exact name as it appears on the original report.

2. \*Date of Original Report (7) - Enter the date by month ("M"), day ("D") and year ("Y") that appears on the original I/O report. (This is a required data element.)

3. Type Report (8) - Select the appropriate choice to indicate the purpose of the supplement. Following are definitions of each purpose type.

(i) Continuation - Check this if you are completing the supplement because you ran out of room on the narrative section of the original I/O report.

(ii) Follow up - Check this if you have additional information to report on a case.

4. \*Original Incident/Offense (9) - Enter the original incident or offense as it appears on the I/O report. (This is a required data element for prior year cases, or if you are changing an incident/offense code.)
5. \*UCR Code (10) - Required data element.
6. State Code (11) - Enter the state code citation for the offense.
7. New Incident/Offense (12) - Complete this block only if there is a change in the incident/offense originally reported. If you are making a change in this block, explain the reason for the change in the narrative.
8. \*UCR Code (13) - Enter correct UCR Code. Required data element.
9. State Code (14) - Enter the state code citation for the offense.
10. Has an Arrest Been Made (15) - Check "Yes" if an arrest has been made, and check "No" if an arrest has not been made.
11. Date of Arrest (16) - If an arrest was made, indicate the month ("M"), day ("D") and year ("Y") in this block.
12. Has a Warrant Been Obtained (17) - If no warrant has been obtained, check "No." If a warrant has been obtained, check "Yes" and enter the warrant number.
13. Date of Warrant (18) - If a warrant has been obtained, indicate the month ("M"), day ("D") and year ("Y") in this block.
14. Prior Year (19) - This is a shaded block. Leave it blank.
15. Defendant's Name (20, 21) - If the offender(s) is known, enter his or her full name.

(c) In general, the narrative section of the supplement report should be used to record your activity and all developments in the case subsequent to the last report. Check the appropriate box if the narrative is continued on the back of the supplement. Examples of items to be placed in the narrative include the following:

1. A description and value of each item of additional property stolen or recovered;
2. Names of persons arrested;

3. An explanation of any changes to the incident/offense from what was indicated on the original I/O report;
4. Disposition of recovered property;
5. Case status and case disposition; and
6. The section and item numbers continued from the I/O report.

(d) Following are instructions for completing the narrative section of the supplement report.

1. Local Use (22) - This is an optional data element. It is designed for your agency's local use. Either alpha or numeric characters may be entered here.
2. State Use (23) - This area is designated for use by ACJIC.

(e) After each article and its respective value is listed in the narrative, the totals of each property category must be entered in the appropriate block or blocks in this section. Please note you may only enter one dollar value in each line, so the amount entered on each line should represent the total value of the articles stolen, recovered, damaged or destroyed. For instance, three gold watches each worth \$1,000 are stolen in a burglary. Each watch should be listed individually (along with a description and any identifying numbers) in the narrative section. In the value section, you should enter \$3,000 in the "S" line under the "jewelry" category.

(f) Following is a description of information concerning stolen and recovered motor vehicles that may be entered on the supplemental report

1. Motor Vehicle Stolen in Your Jurisdiction (63) - If the motor vehicle was stolen in your jurisdiction, select "Y." If the motor vehicle was not stolen in your jurisdiction, check "N" and indicate where it was recovered.
2. Recovered in Your Jurisdiction (64) - If the motor vehicle was recovered in your jurisdiction, check "Y." If the motor vehicle was not recovered in your jurisdiction, check "N" and list where it was recovered.

(g) Following is a description of information to be entered on the supplement report in the event multiple cases are closed by a single report.

1. Multiple Cases Closed (65-70) - These blocks allow for reporting agencies to close additional cases at the same

time as long as they are all cleared by the same disposition type. If suffixes were included on the original report, they need to be reported here.

2. Additional Cases Closed in Narrative (71) - Select "yes" or "no" to indicate whether additional cases are closed in the narrative. You may indicate additional closed cases in the narrative.

(h) The administrative section contains information about the reporting/ assisting officer in the case, case status and dispositional information.

(i) Following is a description of information to be entered in the administrative section of the supplement report.

1. Case Status/Entered ACJIC/NCIC (72) - A case status should be indicated for all cases including non-criminal incidents. Following are definitions of each case status.

(i) Pending - The case is considered pending if any additional information is required by follow-up investigation or if the case is under active investigation.

(ii) Inactive - The case is unsolved and every reasonable avenue of investigation has been pursued and exhausted. No arrests have been made, and all active investigation has been terminated.

(iii) Closed - The case is declared closed for UCR purposes when the entire matter has been completed and no additional police action is required. If a case is closed, disposition information must be provided.

(iv) Entered ACJIC/NCIC - If you have entered any information from the report into the ACJIC/NCIC network, indicate yes and provide the date entered.

2. Case Disposition (73) - Indicates how and why a case was closed. Following are definitions of each type of case disposition recognized for UCR reporting purposes.

(i) Cleared by Arrest (Adult/Juvenile) - An offense is "cleared by arrest" or solved for crime reporting purposes when at least one person is arrested, charged with the commission of the offense and turned over to the court for prosecution. If an arrest was made, indicate whether the defendant was under 18 (juvenile) or 18 years of age or older (adult).

(ii) Unfounded - If a complaint is found to be false or baseless after investigation, then this category should be selected. Do not classify a case as unfounded if there are no leads available, stolen property was recovered, victim refuses to prosecute or the incident seems insignificant.

(iii) Exceptional Clearance - For a case to be exceptionally cleared, all of the following criteria must be met.

(I) The identity of the offender must be determined. (You must know his or her name).

(II) The exact location of the offender must be known.

(III) The grounds of the criminal charges must be sufficient for prosecution.

(IV) There is some reason(s) beyond your control that prevents you from arresting and prosecuting the offender.

(V) The offender you are seeking is serving a life without parole sentence for a separate conviction.

(VI) The offender is in another state/country and extradition is refused.

(iv) In order to exceptionally clear an offense, you must select one of the following reasons:

(I) Suspect/offender is dead;

(II) Other prosecution;

(III) Extradition denied;

(IV) Lack of prosecution (on the part of the victim);

(V) The offender is a juvenile and the case is not referred for prosecution; or

(VI) The victim is dead.

(v) In order for an exceptional clearance to count for UCR purposes, the following information concerning the offender must be provided:

(I) Offender's sex;

(II) Offender's race;

(III) Offender's age or date of birth.

(vi) Cases submitted to the UCR program that do not meet the above criteria will not be counted as cleared by ACJIC.

3. Reporting Officer and Assisting Officer (74, 75) - The officer(s) taking the report should enter their full names and shield/identification numbers in this space.

4. Supervisor Approval (76) - The reporting officer's supervisor should sign his or her last name in this section to indicate he or she has reviewed and approved the report for accuracy and completeness.

5. Watch Commander (77) - The watch commander is to sign his or her name in this space to indicate he or she has reviewed and approved the report for accuracy and completeness.

(I) Following is a description of the data elements to be completed on side two of the supplement report.

1. Date and Time of This Report (78) - Enter the date this report was written using numbers to indicate the month ("M"), day ("D") and year ("Y") of the report. Enter the time of the report (minutes followed by hours) and check AM, PM or Mil (military or 24-hour clock).

2. Case Number (79) - Always enter the Agency Case Number that appears on the original I/O report.

3. Suffix (80) - If a suffix was used on the original I/O report, use the exact same case number on the supplement.

4. Narrative (81) - The back of the supplement provides additional space for narrative. If more space is needed, check the box and continue on and an additional supplement form.

**Author:** Becki R. Goggins

**Statutory Authority:** Code of Ala. 1975, Section 41-9-621.

**History: New Rule:** Filed March 22, 2006' effective April 26, 2006. **Amended:** Filed August 12, 2009; effective September 16, 2009.

**265-X-3-.05      Alabama Uniform Arrest Report Instructions.**

(1) The arrest form is composed of five basic sections which provide a complete record on all persons arrested. The proposed revisions to the Alabama Uniform Arrest Report (arrest report) are intended to go into effect during January 2006. Previous versions are valid until January 1, 2008. A copy of this form can be found at Appendix C at the end of this chapter. The new form will contain a 12 digit agency case number and a nine digit ORI number. The sections of an arrest report include:

- (a) Identification of the person arrested;
- (b) Details of the arrest;
- (c) Details on vehicles and items seized at the time of arrest;
- (d) Juvenile arrestee information; and
- (e) Release information.

(2) The arrest report is designed to allow for up to four charges per person arrested. ULTRA users may enter an unlimited number of charges on the summary section of the report.

(3) An arrest report is required every time every time an officer makes a criminal arrest. Arrest reports provide a complete arrest history record and are a source of information for locating persons at a later date.

(4) In cases involving juveniles, complete an arrest report if:

- (a) The juvenile is processed for judicial action;
- (b) The juvenile is handled by the department and released to another agency; and/or
- (c) The juvenile is handled by the department and released to his or her parents for disciplinary action.

(5) Following are instructions for each of the sections contained on the Alabama Uniform Arrest Report (hereinafter called the "arrest report"). Required data elements are indicated by asterisks in this rule. Numbers in parentheses correspond with the block numbers on the arrest report.

- (a) In the upper right hand corner of the paper report, check "yes" or "no" to indicate whether or not the arrestee was fingerprinted. Also indicate whether or not the green R84

Disposition Form was completed and forwarded to the court clerk.

(b) Following are instructions for the identification section.

1. \*ORI Number (1) - Enter the seven digit agency identification number in this block. Do not put the AL in this block. (This is a required data element.)

2. Agency Name (2) - The name of your law enforcement agency. (Optional data element - as this is indicated by the ORI.)

3. \*Case Number (3) - A case number may be up to twelve digits and must be a unique number. Whenever possible, enter the case number of the related I/O report as this will ensure you agency can clear the case and get credit for the arrest. (Required data element.)

4. Suffix (4) - If a suffix was used on the original I/O report, make sure you include the same suffix in this field. The suffix can also be used to indicate multiple offenders associated with a single offense. (Optional data element.)

5. Name (5) - Enter the last, first and middle name of the arrestee.

6. Alias/AKA (6) - Enter any and all aliases and/or nicknames used by the arrestee.

7. \*Sex (7) - Select male or female. (Required data element.)

8. \*Race (8) - Enter the race of the arrestee by selecting one of the following codes. (Required data element.) The following alpha characters should be used to indicate race.

(i) W = White

(ii) B = Black

(iii) A = Asian or Pacific Islander

(iv) I = American Indian or Alaskan Native

9. HGT (9) - Enter the arrestee's height in feet and inches. Do not use fractions or decimals.

10. WGT (10) - Enter the arrestee's weight in pounds. Do not use fractions or decimals.

11. Eye (11) - Enter the arrestee's eye color.
12. Hair (12) - Enter the arrestee's hair color.
13. Skin (13) - Enter the arrestee's complexion type.  
(E.g. Light, medium, dark, etc.)
14. Scars, Marks, Tattoos, Amputations (14) - Enter any and all known scars, marks, tattoos and amputations which may be used to identify the arrestee.
15. Place of Birth (15) - Enter the city, county, state and country where the arrestee was born.
16. Social Security Number (16) - Enter the arrestee's Social Security Number. If this number cannot be obtained voluntarily, leave blank.
17. Date of Birth (17) - Enter the arrestee's date of birth. Enter this in a MMDDYY format. For instance March 17, 2005 - 03/17/05. If the date of birth is unknown or refused, you may estimate the person's age and enter the person's estimated year of birth in the space allotted for the year.
18. Age (18) - Enter the arrestee's actual or estimated age.
19. Miscellaneous ID Number (19) - Enter any other identification number assigned to the arrestee and indicate the type of number. Examples include: student ID #'s, military ID #'s, hunting license #'s, etc.)
20. SID Number (20) - This is the number assigned to the arrestee after the fingerprint card is sent the Alabama Bureau of Investigation (ABI).
21. Fingerprint Class (21) - This block will be completed at a later date once the fingerprints have been classified.
22. Driver's License Number (22) - If available, enter the arrestee's driver's license number.
23. State (23) - Enter the state where the driver's license was issued.
24. FBI Number (24) - This number is assigned after the felony fingerprint card is sent to the FBI.
25. Identification Comments (25) - Enter any additional descriptive information about the arrestee. Examples

include: wears glasses, has a moustache, walks with a limp, etc.

26. Resident/Nonresident (26) - If the arrestee lives in your jurisdiction, select "resident." If the person lives outside of your jurisdiction, select "nonresident."

27. Home Address (27) - Enter the actual physical address where the arrestee lives. Be sure to include the street number and name, city, state and zip code. DO NOT give a Post Office Box or General Delivery as an address. Rural route numbers designate a geographic area and are acceptable.

28. Residence Phone (28) - Enter the arrestee's home telephone number including area code.

29. Occupation (29) - Enter the arrestee's usual occupation.

30. Employer (30) - Enter the name of the arrestee's employer (boss or business name) or the school he or she attends. If the arrestee is unemployed, leave blank or enter "unemployed."

31. Business Address (31) - Enter the business address of the arrestee's employer including street, city, state and zip code.

32. Business Phone (32) - Enter the business telephone number of the arrestee's employer including area code.

(c) Following are instructions for completing each data element contained in the arrest section of the arrest report.

1. Location of Arrest (33) - Enter the complete address or geographic location of the place where the arrest occurred.

2. Sector (34) - Enter the sector (beat, district, census tract, etc) used by your agency to identify the geographical area where the arrest occurred. Entries may be alpha or numeric. If you agency does not use sector identifiers, leave this data element blank.

3. Arrested for Your Jurisdiction (35) - Indicate whether the arrest was made for an offense committed in your jurisdiction, another jurisdiction within Alabama or out of state by selecting the appropriate box. If the person was arrested for another jurisdiction, enter the agency's name in the appropriate box.

4. Condition of Arrestee (36) - Indicate whether the arrestee was drunk, drinking, sober or on drugs.
5. Resist Arrest (37) - Indicate if the arrestee resisted arrest. If "yes" is selected, be sure to document the circumstance in the narrative/remarks section.
6. Injuries (38) - If no injuries occurred during the course of the arrest, select "none." If injuries were involved, indicate if the arrestee and/or the officer(s) were injured. If injuries occurred, be sure you document the circumstances and the extent of the injuries.
7. Armed (39) - Indicate if the person arrested was armed at the time of arrest by selecting "yes" or "no."
8. Description of Weapon (40) - If the arrestee was armed, describe the weapon in his or her possession by selecting the appropriate category. If the weapon is something other than a firearm, select other weapon and enter descriptive information in the space provided.
9. \*Date of Arrest (41) - Enter the date of arrest in a MMDDYY format. ULTRA users should use a MMDDYYYY format. (Required Data Element.)
10. Time of Arrest (42) - Times may be entered as AM, PM or Military (24 hour clock). Put the time in the blocks provided and check the correct time type.
11. Day of the Week (43) - Indicate the day of the week on which the arrest occurred.
12. Type of Arrest (44) - Indicate whether the arrest was: 1) on view, 2) on call or 3) result of a warrant.
13. Arrested Before (45) - Select "yes," "no," or "unknown" to indicate the person's previous arrest history.
14. Charge (46, 48, 56, 58) -List each offense the person is charged with committing. Be sure to check the appropriate box to indicate if the offense is a felony or misdemeanor.
15. UCR Code (47, 49, 57, 59) - The UCR clerk should enter the code(s) corresponding to each offense committed.
16. State Code (50, 53, 60, 63) - Enter the state statute(s) the arrestee is charged with committing.

17. Warrant Number (51, 54, 61, 64) - If the arrest is made on the basis of a warrant, enter the warrant number in this block.

18. Date Issued (52, 55, 62, 65) - Enter the date the warrant was issued using a MMDDYY formation.

19. Arrest Disposition (66) - Indicate how the arrest was disposed by selecting the appropriate choice. Following are definitions of the choices listed in this block.

(i) Held - Held in custody

(ii) Bail - Released on bail or own recognizance

(iii) Released - Release with no formal charges filed

(iv) TOT-LE - Turned over to another law enforcement agency

(v) Other - Indicate disposition in the "Additional Arrest Information Section" or "Remarks" section (for ULTRA users)

20. If out on release, what type (67) - If released on bail, indicate the type and amount of bond posted. If out on work release, pre-trial diversion, etc. indicate which program.

21. Arrested With (68) - Enter the full name(s) of any person(s) arrested with the subject in connection with the alleged offense.

(d) Following are instructions for completing the data elements contained in the vehicle section of the arrest report.

1. VYR - Vehicle Year (70) - Enter the last two digits of the year to indicate the year the vehicle was manufactured.

2. VMA - Vehicle Make (71) - Enter the make of the vehicle. (Ford, Chevrolet, Toyota, etc.)

3. VMO - Vehicle Model (72) - Enter the model of the Vehicle. (Explorer, Corvette, Camry, etc.)

4. VST - Vehicle Style (73) - Enter the style of the vehicle. (2-door sedan, 4-door sedan, etc.)

5. VCO - Vehicle Color (74) - Enter the color of the vehicle. If the vehicle is two colors, you may enter the top color and the bottom color on the paper report. ULTRA

users should enter multiple colors in the narrative section of the vehicle screen.

6. Tag Number (75) - Enter the complete license tag number.

7. LIS (76) - Enter the state that issued the license tag.

8. LIY - License Year (77) - Enter the year the tag was issued or expires as displayed on the tag.

9. VIN - Vehicle Identification Number (78) - Enter the complete VIN number.

10. Impounded (79) - Indicate if the vehicle was impounded.

11. Storage Location/Impound (80) - Enter the exact physical address where the vehicle is stored or enter the impound number assigned to this vehicle.

12. Other Evidence Seized (81) - List any and all evidence seized by your department during the arrest. If inadequate space is provided, continue listing property on the back side of report. Also include any ACIC/NCIC responses on vehicle and/or property.

(e) Following is a description of the data elements contained in the juvenile arrest section of the arrest report. Complete this section only if the person arrested is under 18 years of age.

1. Juvenile Disposition (82) - Select one of the following responses to indicate how the juvenile was handled. (Required data element for all juvenile arrests.)

(i) Handled and released (no charges)

(ii) Referred to juvenile court

(iii) Referred to welfare agency (Department of Human Resources)

(iv) Referred to other police agency

(v) Referred to adult court

2. Released to (83) - If the juvenile was released, enter the name of the person or agency to whom the juvenile was released.

3. Parent or Guardian (84) - Enter the last, first and middle name of the parent or legal guardian.

4. Address (85) - Enter the actual physical address of the parent or guardian. Be sure to include the street number and name, city, state and zip code. DO NOT give a Post Office Box or General Delivery as an address. Rural route numbers designate a geographic area and are acceptable.

5. Phone (86) - Enter the parent or guardian's home telephone number including area code.

6. Employer (87) - Enter the name of the parent or guardian's employer (boss or business name) or the school he or she attends. If the parent or guardian is unemployed, leave blank or enter "unemployed."

7. Occupation (88) - Enter the parent or guardian's usual occupation.

8. Address (89) - Enter the business address of the parent or guardian's employer including street, city, state and zip code.

9. Phone (90) - Enter the business telephone number of the parent or guardian's employer including area code.

(f) Following is a description of the data elements contained in the release section of the arrest report. This section is to be completed when an arrestee is released or turned over to another law enforcement agency.

1. Date and Time of Release (91) - Dates on reports should be entered using a MMDDYY format. (Example: March 17, 2005 = 03/17/05.)

2. Releasing Officer (92) - Enter the name of the releasing officer.

3. Agency/Division (93) - Enter the releasing authority's name or division.

4. ID Number (94) - Enter the ID number or shield number of the releasing officer.

5. Released to (95) - Enter the name of the person to whose custody the arrestee was released.

6. Agency/Division (96) - Enter the police agency or division, bail bondsman, etc. to whom the arrestee was released.

7. Agency Address (97) - Enter the city and state of the receiving agency.

8. Personal Property Released to Arrestee (98) - If all personal property was released to the arrestee, select "yes." If no personal property was released to the arrestee, check "no." If part of the arrestee's personal property was released, select "partial."

9. Property Not Released Held At (99) - If any personal property was not released to the arrestee, enter the location of said property.

10. Property Number (100) - Enter the identification number assigned to the arrestee's property.

11. Remarks (101) - Make any other additional comments concerning the arrestee or his personal property at the time of arrest.

12. Signature of Receiving Officer (102) - Have the receiving officer or person receiving the arrestee sign this space.

13. Signature of Releasing Officer (103) - Have the releasing officer sign his or her name in this space.

14. Local Use Block - The shaded local use block is provided for local agency use. Information put in this block should be determined by your local agency. Entries may be alpha or numeric.

(g) Following is a description of the data elements contained in the multiple cases closed section of the arrest report.

1. Multiple Case Closed (104-109) - This section allows agencies to close additional cases with one reported disposition. All cases closed in this section, must have a disposition of arrest (either adult or juvenile).

2. Additional Cases Closed in Narrative (110) - Select "yes" or "no." You can list up to 18 additional cases in the narrative section.

3. Arresting Officer (111, 113) - Enter the name of the officer(s) making the arrest.

4. ID Number (112, 114) - Enter the ID number or badge number of the officer(s) making the arrest.

5. Supervisor ID Number (115) - The supervisor should initial the report and include his or her badge number in this section.

6. Watch Commander ID Number (116) - The supervisor should initial the report and include his or her badge number in this section.

(h) Following is a description of the data elements contained on page two of the arrest report.

1. Date and Time of Arrest (117) - Dates on reports should be entered using a MMDDYY format. (Example: March 17, 2005 = 03/17/05.) Times may be entered as AM, PM or Military (24 hour clock). Put the time in the blocks provided and check the correct time type.

2. Case Number (118) - Enter the case number from the front of page.

3. SFX (119) - If a suffix is used on the front page, enter the same suffix year.

4. Additional Arrest Information (120) - In the space provided, list any additional information related to this arrest. Multiple pages may be used for this purpose, just be sure to check the block at the bottom of the narrative section to indicated that a report is continued.

#### Justice Information Commission

**Author:** Becki R. Goggins

**Statutory Authority:** Code of Ala. 1975, Section 41-9-621.

**History: New Rule:** Filed March 22, 2006' effective April 26, 2006. **Amended:** Filed August 12, 2009; effective September 16, 2009.

#### 265-X-3-.06 Electronic Submissions Of Uniform Crime Reporting (UCR) Data.

(1) Effective January 1, 2010, all local law enforcement agencies in Alabama shall submit data from Alabama Uniform Incident/Offense, Arrest and Supplemental Reports to ACJIC in an electronic file format as determined by the Director. Electronic submission specifications may be obtained by contacting Director, Alabama Criminal Justice Information Center, 201 South Union Street (Suite 300) Montgomery, Alabama 36130.

(2) Paper versions of Alabama Uniform Incident/Offense, Arrest and Supplemental Reports created on or before December 31, 2009 will be received by ACJIC through January 31, 2010. Information from Alabama Uniform Incident/Offense, Arrest and Supplemental Reports created on or after January 1, 2010 must be submitted electronically.

(3) Electronic file submissions shall be sent to ACJIC at least monthly. All submissions for the previous month shall be submitted to ACJIC no later than the 15th day of the current month.

(4) The Director may grant an extension of time, not to exceed ninety (90) days, for submitting reports electronically if there exist conditions beyond the control of the local law enforcement agency, such as severe damage to the department's physical premises by a natural or man-made disaster; severe financial hardship that would be incurred by local law enforcement agency; or some other reason of similar gravity and severity.

**Author:** Becki R. Goggins

**Statutory Authority:** Code of Ala. 1975, Section 41-9-620.

**History: New Rule:** Filed August 12, 2009; effective September 16, 2009.

265-X-3-.07

**Electronic Submission Of Civil Forfeiture Reporting Data By Law Enforcement.**

(1) Effective July 12, 2021, all law enforcement agencies in Alabama shall submit the following information on all property seized for forfeiture into the state crime reporting system provided through ALEA or through a commission-approved reporting system that transmits incident and offense information to ALEA:

- (a) The date of the seizure.
- (b) The address of the seizure.
- (c) The name of the law enforcement agency that conducted the seizure.
- (d) The type of property seized.
- (e) The general description of the property seized.
- (f) The name of the person or entity, if known, from whom the property was seized.
- (g) A description of the suspected underlying criminal activity that led to the seizure.
- (h) Any known arrest, including the date and charge, related to the seizure, and if known, the transaction control number from AFIS.

(2) This submission shall occur when the rest of the offense report is submitted. In no case, however, shall it be submitted more than 90 days past the seizure event.

{3) Effective July 12, 2021, a state, county, or municipal law enforcement agency that receives property or proceeds from the sale of property seized in a criminal event and is forfeited in federal court shall report through electronic submission to ALEA the following information:

- (a) The date of the seizure.
- (b) The address of the seizure.
- (c) The name of the law enforcement agency that conducted the seizure.
- (d) The type of the property received from the forfeiture, or the amount of proceeds received from the sale of such forfeited property.
- (e) A general description of the property received.
- (f) The name of the person or entity, if known, from whom the property was seized.
- (g) A description of the suspected underlying criminal activity that led to the seizure.
- (h) Any known arrest, including the date and charge, related to the seizure which occurred prior to a forfeiture final judgement of the seized property.
- (i) Any and all civil case action numbers assigned in federal court.
- (j) Any known claimants, including title holders of record or lien holders of record.
- (k) The disposition of the property, including the date of any order.

**Author:** Maury Mitchell

**Statutory Authority:** Code of Ala. 1975, §41-9-620.

**History: New Rule:** Published May 28, 2021; effective July 12, 2021.

**265-X-3-.08**

**Electronic Submission Of Civil Forfeiture  
Reporting Data By District Attorney.**

(1) Effective July 12, 2021, every state, county, or municipal prosecutor in Alabama that files for forfeiture of property seized in connection to a criminal activity shall submit the following information related to the seizure and forfeiture into the state civil forfeiture reporting system provided through ALEA:

- (a) The date of the seizure.
- (b) The address of the seizure.
- (c) The name of the law enforcement agency that conducted the seizure.
- (d) The type of property seized.
- (e) A general description of the property seized.
- (f) The name of the person or entity, if known, from whom the property was seized.
- (g) A description of the suspected underlying criminal activity that led to the seizure.
- (h) Any known arrest, including the date and charge, related to the seizure which occurred prior to a forfeiture final judgment of the seized property.
- (i) Any and all civil case action numbers assigned in state court.
- (j) Any known claimants, including title holders of record or lien holders of record.
- (k) The disposition of the property, including the date of any order.
- (l) The name of each entity receiving all or any portion of the seized property subject to the forfeiture disposition. If the forfeiture order requires the selling of the property, all proceeds from the sale shall be accounted for by the recipient.

(2) This record shall be entered into system for electronic submission to ALEA within 90 days of the final order determining forfeiture disposition by the court, provided no appeal is taken or there are no post-trial judgments. Otherwise, submission shall be within 60 days after case is final after all post-trial remedies are exhausted.

(3) Property confiscated as a result of a criminal event that would otherwise be illegal to possess and is not subject to forfeiture shall not be entered into the state forfeiture reporting system.

**Author:** Maury Mitchell

**Statutory Authority:** Code of Ala. 1975, §41-9-620.

**History: New Rule:** Published May 28, 2021; effective July 12, 2021.

**265-X-3-.09      Sex Offender Registration Reporting.**

(1) OffenderWatch is the State of Alabama official system of record for all registration and reporting of sex offenders as defined in the Alabama Sex Offender Registration and Community Notification Act (see §15-20A-1). This system shall be administered by the Criminal Justice Information Services Division (CJIS) within ALEA.

(2) All law enforcement agencies within Alabama with reporting or registration requirements of sex offenders per the Alabama Sex Offender Registration and Community Notification Act shall use OffenderWatch system provided by ALEA CJIS. ALEA CJIS shall be responsible for ensuring the compliance of reporting agencies.

**Author:** Maury Mitchell

**Statutory Authority:** Code of Ala. 1975, §41-9-620.

**History: New Rule:** Published May 28, 2021; effective July 12, 2021.

**265-X-3-.10      Allegations Of Excessive Force Reporting.**

(1) The ALEA SBI Criminal Justice Information Services Division (SBI CJIS) shall provide a uniform reporting form to all state, county, and municipal law enforcement agencies for the reporting of allegations of excessive force.

(2) Upon an allegation of excessive force by the public, the agency shall provide this form to complainant. SBI CJIS shall also make this form available on its public website (or the AJIC website when established).

(3) The report will be submitted by the complainant directly to SBI CJIS.

(4) SBI CJIS will notify the agency employing the officer named in the complaint within 5 business days of receipt of the complaint.

(5) SBI CJIS will attempt to determine whether the alleged incident was litigated, and if so, the disposition of the court action. SBI CJIS will also contact the agency for determination, if any, of any local review of the incident.

(6) By March 1 of each year, SBI CJIS will create a report of all incidents occurring in the previous calendar year, including the race of the officer and the victim or victims, specific facts relating to the incident as provided by the complainant, whether the incident was subject to court action and final disposition of the court action, and the final determination of any local review

of the incident and present such compilation to the House Public Safety and Homeland Security Committee and the Senate Judiciary Committee.

**Author:** Maury Mitchell

**Statutory Authority:** Code of Ala. 1975, §41-9-620.

**History: New Rule:** Published May 28, 2021; effective July 12, 2021.

### **265-X-3-.11      Use Of Force Reporting.**

(1) Beginning July 12, 2021, all state, county and municipal law enforcement agencies shall report incidents of use of force by sworn law enforcement officers within its respective agency to the ALEA State Bureau of Investigations (SBI) Criminal Justice Information Services Division (CJIS).

(2) SBI CJIS shall provide a uniform method of collecting use of force information that complies with federal use of force reporting standards.

(3) The following types of use of force shall be reported:

(a) Fatality occurred in connection to Use-of-force by a law enforcement officer.

(b) Serious bodily injury occurred in connection to Use- of-force by a law enforcement officer.

(c) Firearm discharged toward a person by a law enforcement officer (no fatality nor bodily injury).

(4) The information collected for Use of Force reporting shall include the following:

(a) Information related to the date and time of the incident to include:

1. Total number of officers who applied actual force during the incident.

2. Number of officers from the reporting agency who applied actual force during the incident.

3. Location of the incident (address or latitude/ longitude).

4. Location type of the incident (street, business, residence, restaurant, school, etc.)

5. Did the officer(s) approach the subject(s)?

6. Was it an ambush incident?
  7. Was a supervisor or a senior officer acting in a supervisory capacity present or consulted at any point during the incident?
  8. What was the reason for the initial contact between the subject and the officer (response to unlawful or suspicious activity, routine patrol, traffic stop, etc.)?
  9. If the initial contact was due to "unlawful or criminal activity," what were the most serious reported offenses committed by the subject prior to or at the time of the incident?
  10. If applicable, the reporting agency will enter the National Incident-Based Reporting System or local incident number of the report detailing the criminal incident information on the subject and/or assault or homicide of a law enforcement officer.
  11. If the incident involved multiple law enforcement agencies, the agency will include case numbers for the local use-of-force reports at the other agencies.
- (b)1. Injury/death of subject(s) (gunshot wound, apparent broken bones, unconsciousness, etc.)
2. Information on the Subject will include the following: Age, sex, race, ethnicity, height, and weight.
  3. Type(s) of force use connected to serious bodily injury or death (firearm, electronic control weapon, explosive device, blunt instrument, etc.)
  4. Did the subject(s) resist?
  5. Was the threat by the subject(s) directed to the officer or to another party?
  6. Type(s) of subject resistance/weapon involvement (threatened officer, threatened others, threatened self, active aggression, firearm, attempt to flee, etc.)
  7. Was there an apparent or known impairment in the physical condition of subject? If yes, indicate which (mental health/alcohol/drugs/unknown).
  8. At any time during the incident, was the subject(s) armed or believed to be armed with a weapon?

(c) Information regarding the Officer shall include the following:

1. Age, sex, race, ethnicity, height, and weight
2. Years of service as a law enforcement officer (total tenure, number of years)
3. At the time of the incident, was the officer a full-time employee?
4. Was the officer readily identifiable?
5. Was the officer on duty at the time of the incident?
6. Did the officer discharge a firearm?
7. Was the officer injured?
8. What was the officer's injury type {gunshot wound, apparent broken bones, severe laceration, unconsciousness, etc.)

{5) SBI CJIS will collect this information through eCrime once this reporting is added to eCrime. For agencies that do not use the eCrime UOF reporting capability, they shall report via a form provide by SBI CJIS.

{6) The information collected by SBI CJIS will not be made public by ALEA. Any inquiry regarding a reported incident shall be only be provided by the reporting agency.

(7) SBI CJIS shall submit use of force data to the FBI per federal rules.

(8) SBI CJIS shall create an annual use of force report that will not contain personal information regarding any particular report, but a general report for the Commission. The Commission, upon a majority vote, may release the report to the public.

**Author:** Maury Mitchell

**Statutory Authority:** Code of Ala. 1975, §41-9-620.

**History: New Rule:** Published May 28, 2021; effective July 12, 2021.

265-X-3-AA

Appendix A.

Draft # 12

Alabama Uniform Incident/Offense Report

NIBRS Version 12, November 15, 2005

1 ORI #		2 Date of Report		3 Time of Report		4 Type of Report		5 Supplement Date		6 Agency Case Number		7 Suffix															
8 Agency Name												9 Sector															
10 Type of Incident or Offense										11 Degree (Circle)		12 UCR Code		13 State Code/Local Ordinance													
14 Type of Incident or Offense										15 Degree (Circle)		16 UCR Code		17 State Code/Local Ordinance													
18 Place of Occurrence										Victim Demographics (Where victim is an individual)																	
19 Sex										20 Race		21 Ethnicity		22 Multiple Victims		23 Age											
24 Offender Suspected of Using										25 Juvenile Gang		26 Hate Bias		27 Bias Code													
29 Point of Entry										30 Method of Entry		31 Local Use															
32 Lighting										33 Weather		34 Location Type (Circle)															
35 Occurred on MM/DD/YYYY										36 Time of Event		37 Day of Week															
38 Occurred to MM/DD/YYYY										39 Time of Event		40 Day of Week															
41 # Premises Entered (Burglary)										42 Type Criminal Activity		43 Victim Type															
44 Loss Code										45 Property Code		46 Qty		47 Property Description		48 Dollar Value		49 Recovered									
50 Stolen Vehicle Only										51 Ownership verified by		52 Veh. Categories		53 Veh. Year		54 Vehicle Make		55 Vehicle Model		56 Number Veh. Stolen		57 Vehicle Description					
58 Vehicle Style										59 Vehicle Color		60 License		61 LST		62 LIY		63 Tag Color									
64 Vehicle VIN Number										65 Warrant Signed		66 Stolen in your jurisdiction?		67 Recovered in your jurisdiction?		68 Case #		69 SFX		70 Case #		71 SFX		72 Case #		73 SFX	
74 Case Status										75 Multiple Cases Closed Listed Above		76 Entered AC/JC/NCIC		77 Case Disposition		78 Exceptional Clearance (Circle One)		79 Reporting Officer		80 Assisting Officer		81 Supervisor Approval		82 Watch Commander			

Author: Becki R. Goggins

Statutory Authority: Code of Ala. 1975, Section 41-9-621.

**History:** New Form: Filed March 22, 2006' effective April 26, 2006.





**Author:** Becki R. Goggins

**Statutory Authority:** Code of Ala. 1975, Section 41-9-621.

**History:** New Form: Filed March 22, 2006' effective April 26, 2006.

Appendix C

<b>DOMESTIC VIOLENCE DUAL ARREST</b> <input type="checkbox"/>		<b>ALABAMA UNIFORM ARREST REPORT</b>				<b>Fingerprinted</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>R84 Completed</b> <input type="checkbox"/> Yes <input type="checkbox"/> No																	
OFFICER'S WORK PRODUCT MAY NOT BE PUBLIC INFORMATION																									
1 ORI #		2 AGENCY NAME			3 CASE #		4 SFX																		
5 LAST, FIRST, MIDDLE NAME					6 ALIAS AKA																				
IDENTIFICATION	7 SEX <input type="checkbox"/> M <input type="checkbox"/> F	8 RACE <input type="checkbox"/> W <input type="checkbox"/> A <input type="checkbox"/> H <input type="checkbox"/> B <input type="checkbox"/> I <input type="checkbox"/> O	9 HGT.	10 WGT.	11 EYE	12 HAIR	13 SKIN	14 SCARS	MARKS	TATTOOS	AMPUTATIONS														
	15 PLACE OF BIRTH (CITY, COUNTY STATE)				16 SSN	17 DATE OF BIRTH M D Y		18 AGE	19 MISCELLANEOUS ID #																
	20 SID #	21 FINGERPRINT CLASS KEY MAJOR PRIMARY SCOV SUB-SECONDARY FINAL				22 DL #	23 BT																		
	24 FBI #	HENRY CLASS				25 IDENTIFICATION COMMENTS																			
	26 <input type="checkbox"/> RESIDENT <input type="checkbox"/> NON-RESIDENT				27 HOME ADDRESS (STREET, CITY, STATE, ZIP)		28 RESIDENCE PHONE ( )		29 OCCUPATION (BE SPECIFIC)																
30 EMPLOYER (NAME OF COMPANY/SCHOOL)				31 BUSINESS ADDRESS (STREET, CITY, STATE, ZIP)				32 BUSINESS PHONE ( )																	
33 LOCATION OF ARREST (STREET, CITY, STATE, ZIP)				34 SECTOR #		35 ARRESTED FOR YOUR JURISDICTION? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> IN STATE <input type="checkbox"/> OUT OF STATE AGENCY																			
36 CONDITION OF ARRESTEE: <input type="checkbox"/> DRUNK <input type="checkbox"/> SOBER <input type="checkbox"/> DRINKING <input type="checkbox"/> DRUGS		37 RESIST ARREST? <input type="checkbox"/> YES <input type="checkbox"/> NO		38 INJURIES? <input type="checkbox"/> NONE		39 ARMED? <input type="checkbox"/> Y <input type="checkbox"/> N		40 DESCRIPTION OF WEAPON <input type="checkbox"/> HANDGUN <input type="checkbox"/> OTHER FIREARM <input type="checkbox"/> RIFLE <input type="checkbox"/> OTHER WEAPON <input type="checkbox"/> SHOTGUN																	
41 DATE OF ARREST M D Y		42 TIME OF ARREST <input type="checkbox"/> AM <input type="checkbox"/> MIL <input type="checkbox"/> PM		43 DAY OF ARREST S M T W T F S		44 TYPE OF ARREST <input type="checkbox"/> ON VIEW <input type="checkbox"/> YES <input type="checkbox"/> CALL <input type="checkbox"/> NO <input type="checkbox"/> WARRANT <input type="checkbox"/> UNKNOWN		45 ARRESTED BEFORE?																	
46 CHARGE - 1 <input type="checkbox"/> FEL <input type="checkbox"/> MISD		47 UCR CODE		48 CHARGE - 2 <input type="checkbox"/> FEL <input type="checkbox"/> MISD		49 UCR CODE		50 DATE ISSUED M D Y																	
50 STATE CODE/LOCAL ORDINANCE		51 WARRANT #		52 DATE ISSUED M D Y		53 STATE CODE/LOCAL ORDINANCE		54 WARRANT #																	
56 CHARGE - 3 <input type="checkbox"/> FEL <input type="checkbox"/> MISD		57 UCR CODE		58 CHARGE - 4 <input type="checkbox"/> FEL <input type="checkbox"/> MISD		59 UCR CODE		60 DATE ISSUED M D Y																	
60 STATE CODE/LOCAL ORDINANCE		61 WARRANT #		62 DATE ISSUED M D Y		63 STATE CODE/LOCAL ORDINANCE		64 WARRANT #																	
66 ARREST DISPOSITION <input type="checkbox"/> HELD <input type="checkbox"/> TOT-LE <input type="checkbox"/> BAIL <input type="checkbox"/> OTHER <input type="checkbox"/> RELEASED		67 IF OUT ON RELEASE WHAT TYPE?		68 ARRESTED WITH (1) ACCOMPLICE (FULL NAME)				69 ARRESTED WITH (2) ACCOMPLICE (FULL NAME)																	
70 YVR	71 YMA	72 YMD	73 YST	74 VCD TOP BOTTOM		75 TAG #	76 LIB	77 LIY																	
78 VIN		79 IMPOUNDED? <input type="checkbox"/> YES <input type="checkbox"/> NO		80 STORAGE LOCATION/IMPOUND #																					
81 OTHER EVIDENCE SEIZED/PROPERTY SEIZED																									
<input type="checkbox"/> CONTINUED IN NARRATIVE																									
82 JUVENILE DISPOSITION: <input type="checkbox"/> HANDLED AND RELEASED <input type="checkbox"/> REF. TO JUVENILE COURT				83 REF. TO WELFARE AGENCY		84 REF. TO ADULT COURT		85 RELEASED TO																	
84 PARENT OR GUARDIAN (LAST, FIRST, MIDDLE NAME)				85 ADDRESS (STREET, CITY, STATE, ZIP)				86 PHONE ( )																	
87 PARENTS EMPLOYER		88 OCCUPATION		89 ADDRESS (STREET, CITY, STATE, ZIP)				90 PHONE ( )																	
91 DATE AND TIME OF RELEASE M D Y : <input type="checkbox"/> AM <input type="checkbox"/> MIL <input type="checkbox"/> PM			92 RELEASING OFFICER NAME			93 AGENCY/DIVISION		94 ID #																	
95 RELEASED TO			96 AGENCY/DIVISION			97 AGENCY ADDRESS																			
98 PERSONAL PROPERTY RELEASED TO ARRESTEE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIAL			99 PROPERTY NOT RELEASED/HELD AT:			100 PROPERTY #																			
101 REMARKS (NOTE ANY INJURIES AT TIME OF RELEASE)																									
102 SIGNATURE OF RECEIVING OFFICER					103 SIGNATURE OF RELEASING OFFICER																				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>MULTIPLE CASES CLOSED</td> <td>104 CASE #</td> <td>105 SFX</td> <td>106 CASE #</td> <td>107 SFX</td> <td>108 CASE #</td> <td>109 SFX</td> <td>110 ADDITIONAL CASES CLOSED NARRATIVE <input type="checkbox"/> Y <input type="checkbox"/> N</td> </tr> <tr> <td>111 ARRESTING OFFICER (LAST, FIRST, M.)</td> <td>112 ID #</td> <td>113 ARRESTING OFFICER (LAST, FIRST, M.)</td> <td>114 ID #</td> <td>115 SUPERVISOR</td> <td>116 WATCH CMDR.</td> <td>ID #</td> <td>ID #</td> </tr> </table>										MULTIPLE CASES CLOSED	104 CASE #	105 SFX	106 CASE #	107 SFX	108 CASE #	109 SFX	110 ADDITIONAL CASES CLOSED NARRATIVE <input type="checkbox"/> Y <input type="checkbox"/> N	111 ARRESTING OFFICER (LAST, FIRST, M.)	112 ID #	113 ARRESTING OFFICER (LAST, FIRST, M.)	114 ID #	115 SUPERVISOR	116 WATCH CMDR.	ID #	ID #
MULTIPLE CASES CLOSED	104 CASE #	105 SFX	106 CASE #	107 SFX	108 CASE #	109 SFX	110 ADDITIONAL CASES CLOSED NARRATIVE <input type="checkbox"/> Y <input type="checkbox"/> N																		
111 ARRESTING OFFICER (LAST, FIRST, M.)	112 ID #	113 ARRESTING OFFICER (LAST, FIRST, M.)	114 ID #	115 SUPERVISOR	116 WATCH CMDR.	ID #	ID #																		

TYPE OR PRINT IN BLACK INK ONLY

OFFICER'S WORK PRODUCT MAY NOT BE PUBLIC INFORMATION

<b>ADDITIONAL ARREST NARRATIVE CONTINUED</b>	117 DATE AND TIME OF ARREST			:	<input type="checkbox"/> AM	118 CASE #				119 SFX	
	M	D	Y		<input type="checkbox"/> PM						
20 ADDITIONAL ARREST INFORMATION											
NARRATIVE											
NARRATIVE											
NARRATIVE											

CONTINUED ON ADDITIONAL SUPPLEMENT

TYPE OR PRINT IN BLACK INK ONLY

**Author:** Becki R. Goggins

**Statutory Authority:** Code of Ala. 1975, Section 41-9-621.

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