

JUSTICE INFORMATION COMMISSION
ADMINISTRATIVE CODECHAPTER 265-X-3
ALABAMA UNIFORM CRIME REPORTING FORMS**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

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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.