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Fredericksburg Police Department Report Writing Guide

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Introduction

The purpose of a police report has evolved far beyond the traditional function of capturing the essential information needed to investigate and prosecute the offense at hand. Police reports have become the vehicle for gathering statistical data used to conduct crime analysis, develop crime prevention strategies, manage property and evidence, measure agency performance, and justify funding for police resources. Since the data gathered from police reports is utilized on the local, state and national level, a standardized system known as the IBR was developed.

The objective of this guide is to provide consistent direction across all squads, platoons and divisions for completing the IBR. It is intended to be a reference for supervisors and report writers whenever there are questions or dissenting opinions about what information should be entered into a given field. Since no guide can anticipate every eventuality, supervisors should use their best discretion if the guide does not provide clear direction for a particular question or circumstance.

Part I: Administrative Data

Skeleton Reports

Skeleton reports are created when COMSEC closes a call from CAD with an incident number. Creating a skeleton report automatically populates the location, and dates/times fields using the times and locations from the initial dispatch, so they usually need to be changed.

Case Number

Enter the assigned FPD incident number if this field has not already been auto populated by the creation of a skeleton report. It is not necessary to generate report numbers for written criminal warnings unless a report will also be written.

Report Date/Time

For dispatched calls and phone reports, use the date/time the call was received by COMSEC. For self-generated events, use the arrival date/time assigned by COMSEC.

Occurred Date/Time

Enter the date/time when the incident occurred, or use the beginning date/time if the offense occurred over a protracted period of time. If a beginning date/time is not known, use the date/time when scene was last known to be secure. If the last secured date/time cannot be determined, use the report date/time.

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At Found Date/Time

Enter the date/time the offense was actually discovered by the complainant, not the date/time it was reported to the police.

Self-Initiated Date/Time

The only instance in which the same report date/time, occurred date/time, and at found date/time should be used is when an officer encounters the offense in progress, (i.e. DIP, DUI, encountering a wanted person, etc).

Location

Enter the location where the offense occurred, which is not necessarily where the offense is being reported. This field will auto-populate in the skeleton report using the dispatch location and must be corrected as needed. For example, do not use the location of 2200 Cowan Blvd. when taking a report from a victim at headquarters for an offense that occurred elsewhere. This error also commonly occurs with reports taken at the hospital.

If the victim cannot provide at least a block range, intersection, or landmark that can be connected to a physical address as the offense location, use the last known location the victim can recall, (i.e. last place the victim remembers seeing her purse). If there are multiple locations for an ongoing offense such as child neglect, use the location of the first known offense which occurred in the City.

Weather

Select the weather conditions from the dropdown menu that best describes conditions during the time of the offense. If the offense occurred over a protracted period of time, select the conditions present when the offense started. If the conditions are unknown, select unknown

Gang Related

It is required to select "yes" or "no" in the gang-related box to indicate whether the event is gang-related. Select "yes" if the offense involves gang activity, if one of the involved parties is flagged as gang-involved in RMS or VCIN, or if there is reasonable suspicion to believe one of the involved parties is gang-involved, (i.e. self-admission, indicators of gang involvement such as wearing "colors", etc). Explain the basis for the reasonable suspicion in the narrative.

Status/Date, Disposition/Date, Supervisor Group, and Flag for Roll Call

Do not enter or change information into those fields.

Domestic Violence Field

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Select "DOM" in the domestic violence field on page 2 if the relationship between the victim and offender meets the definition of "family or household member" found in Code of Virginia §16.1-228. This applies to all offenses, not just assaults

Part II: Offense Data

Selecting the Offense

Select from the dropdown the offense that best fits the IBR definition of the circumstances. IBR offense definitions are used nationally, so sometimes the IBR definition does not correspond with the statutory definition under Virginia law. For example, a particular assault may not rise to the level of a felony under Virginia law, but it may meet the IBR definition of an aggravated assault. If there is a conflict between the definitions, always select the IBR definition that best fits the circumstances of the event. See the Appendix A: IBR Offense Definitions for detailed definitions of IBR offense titles.

The rest of the offense title and code fields will auto-populate once you select the offense from the dropdown menu. Except for information reports documenting SETT raids or K-9 use, do not change or overwrite the IBR offense title or code number.

If multiple offenses are involved, the computer will place them in IBR order. Rearranging the order of the IBR titles does not automatically link to the property associated with the various offenses, so the sequence and offense codes in the property section may need to be changed manually.

Note on damaged property related to larceny from vehicle and burglary/breaking and entering: Unless there is significant damage, it is not necessary to enter the additional offense of vandalism to events involving larceny from vehicle or burglary/breaking and entering. Significant damage is that which rises to the level of a felony vandalism (i.e. \$1000 or greater).

Information Report

This report title is used when documenting non-criminal events such as industrial accidents, unintentional damage to City property, unintentional property damage caused by City work crews, and other non-criminal events of interest.

Criminal Activity Report

This report title is used when documenting events that may be criminally involved, but no specific offense can be established. For example, a vehicle with an unusual load of scrap copper, or a subject using binoculars to watch children in a playground.

Other Offenses/Obstruction, etc.

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This report title is used when documenting criminal offenses which do not meet the definition of existing IBR offenses. Do not use this title for “police information” reports. Use either information report or criminal activity report as described above.

Attempted/Completed

Enter whether the offense was attempted or completed. If there was more than one occurrence of the same offense and one was completed and the other was attempted, select completed. For example, if the offender tried to steal two purses left on the back of chairs at a bar, but only got away with one of the purses, the larceny is listed as completed.

Some IBR offenses will not permit a status of attempted even though Virginia law treats an attempted offense as if it were completed. Those offenses include aggravated assault, simple assault, intimidation, manslaughter and homicide. Other offenses will not permit a status of completed if there is no property loss or damage. If you receive an error, first confirm the proper offense title was selected and if it was, list the offense as completed or attempted to fit the title rather than select a less appropriate title.

If a situation reasonably appears to have been an attempted to commit a crime (i.e. an attempt to force a lock on a business or someone rummaged through an unsecured vehicle but did not take anything), it should be considered an attempted burglary or larceny from vehicle, rather than a lesser offense like vandalism or trespassing. If someone makes entry into a structure, but it is clear there was no intent to steal or commit a felony, (i.e. a homeless person breaks into an empty shed to sleep, or an intoxicated person enters the wrong house), Unlawful Entry is the appropriate title.

Used

This field is to indicate whether the offender used drugs and/or alcohol shortly before the offense; or if the offender used a computer to perpetrate the crime. Select N for not applicable, A for alcohol, C for computer, and D for drugs/narcotics.

Cargo Theft

Select “yes” if the offense involves the theft of commercial cargo from a vehicle or train *during transport* between the point of origin and the point of sale. For example, the theft of bread from a bread truck stopped at a rest stop would be considered a cargo theft, but theft of bread from a bread truck parked in the lot of the bakery or store receiving the delivery would not be considered a cargo theft. Once the cargo is sold at market, it is no longer considered cargo, so theft of bread from a customer’s vehicle would not be considered cargo.

Location Type

Select from the dropdown menu the most applicable description of the location where the offense occurred, not where the offense was reported. If there were multiple location types for an ongoing offense, select the location type where the offense started.

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Number of Premises Entered

This field is only required when the offense is burglary/breaking and entering and the location is a hotel or rental storage facility. If a hotel is the location, each hotel room or office entered by the offender is considered an individual premise. If a storage facility is the location each storage unit or office is considered an individual premise.

Forced Entry

This field is only required when the offense is burglary/breaking and entering. The only type of entry that is not considered forced for IBR purposes, is when the offender enters through an open or unlocked door, window, or other unsecured access point. All other types of entry, including the unauthorized use of a key or the offender concealing himself inside a structure until after it has been secured, are considered forced entry. If both forced and non-forced entry is involved, report it as forced entry.

Entry/Exit

This field is only required when the offense is burglary/breaking and entering. Select from the dropdown menu the means by which the offender(s) entered and exited the structure. Up to two methods of entry/exit can be listed. If more than two points of entry/exit are known, enter those which appear to have been primarily used.

Security

This field should be filled for all offenses. Enter the type of security present at the offense location if known. Up to two types of security can be listed. If more than two types of security are present, enter those which appear to pose the greatest crime deterrent for the particular location.

How Left Scene

This field is not mandatory for any particular offense, but it can be useful for crime analysis.

Weapon/Auto

This field captures the type of weapon/force used and is only required for assaults, sex offenses, extortion/blackmail, and weapons violations. Enter up to three of the types of weapon/force used. For example, if the offender(s) displayed a pistol, punched the victim, and hit the victim with a lamp, the weapons entered would be handgun, personal weapons (hands, fists, etc), and blunt object. If more than three types of weapon/force were utilized, list those that caused the greatest degree of injury and/or fear.

The Auto field is only required if the firearm used was an automatic weapon. If the firearm used is fire more than one round with a single pull of the trigger, select A for automatic.

Activity

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This field is mandatory for crimes against persons, narcotics offenses, pornography offenses, gambling offenses, weapons offenses, counterfeiting offenses. The computer will generate an error message if it is left blank for an applicable offense. Select up to three types of activity that apply to the offense. If there are more than three, select the most frequent activities.

Bias Motivated

Do not enter anything into this field. If the event appears to be bias motivated, describe that in the narrative and the appropriate code will be assigned by D-Division during review.

Part III: Name Data

Selecting the Name Code

This field indicates whether the name to be entered is the victim, offender, witness, reporting person, driver, owner, or involved other. Use the following definitions;

- **Victim (VI)** is the party who was physically or materially harmed by the offense, or was the intended target of an attempted offense. A person, business, or society can be the victim. For example, in a commercial vandalism the business was harmed, not the employee reporting the vandalism.
- **Offender/Suspect (OF)** is the party who is believed by either the victim or the investigating officer to be the person who may have committed the offense. There must be some basis, however slight, for suspecting the person may be the offender.
- **Witness (WI)** is a person who can provide direct material information regarding the offense. This includes assisting officers who will be subpoenaed to court.
- **Reporting Party (RP)** is a person who reports the offense to the police, but is not the victim and cannot provide direct material information regarding the offense. They are usually those who were not directly involved in the event, but merely brought it to the attention of the police. For example, a CPS worker who received a report from a teacher that a student may be the victim of abuse.
- **Owner (OW)** is a party who does not fall into one of the above categories, but is included in a report due to a property connection. For example, the owner of a towed abandoned vehicle. **Note:** If the owner is listed in the vehicle or property section, it is not necessary to enter the name in this section of the report.
- **Driver (DR)** is the driver of a vehicle who does not fall within one of the above categories. It is most often used in field contacts.
- **Involved Other (IO)** is a person involved in the event, but does not fall into one of the above categories. For example, if a known gang member is

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arrested for a drug offense but his companions are not charged, they should be listed as involved others.

Sequence

This field is used to connect the involved names to the applicable offense. This field will auto populate as names are entered, but it may need to be changed manually. For example, if two different offenses were committed during a single event, the names must be connected to the correct offense.

Name Type

Name type choices are:

- **Individual (I)**
- **Business (B)**
- **Financial Institution (F)** (i.e. bank, credit union, etc).
- **Government (G)** (used when the City or Commonwealth is the victim of a property crime)
- **Law Enforcement (L)** (only used when the offense is homicide, assault, or intimidation)
- **Religious Organization (R)**
- **Society/Public (S)** (used for crimes against society such as drug & alcohol offenses, obstruction, prostitution, animal offenses, bribery, etc)
- **Other** (used when the above categories do not apply)
- **Unknown** (only offenders may be listed as unknown, see instructions below for entering unknown offenders).

Restricted/Prosecute

Do not check either box.

Entering the Name

Enter the name of a person as follows: Last, First, Middle (i.e. Smith, Mary, Elizabeth), and fill in or tab through the race, sex and date of birth. Note that filling in the race, sex and date of birth rather than tabbing through them will generate a shorter list of name candidates to review for possible matches.

Name suffixes such as Jr., Sr., II, etc. must be entered in the separate field provided. For example, John George Smith Jr. should be entered as Smith in the last name field, John in the first name field, George in the middle name field, and Jr. in the suffix field. Do not enter Smith Jr. in the last name field or John Jr. in the first name field. DMV does not use the same format as RMS for suffixes. When importing names from DMV returns into reports and e-summons, you must change edit the entry so that it fits the RMS format.

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Business names should be entered by the full official business name, for example, Norfleet Products Inc. as opposed to Norfleet, or University of Mary Washington as opposed to UMW.

Name Candidating

Once a name is entered into the module, the computer will automatically check to see if the name is already in RMS and suggest possible matches. Be careful when selecting from name candidates! Confirm identifiers match, i.e. the date of birth, social security number, race, sex, etc. If you are unsure if the names are a match, it is better to enter it as a new name. Creating two different name files for the same person poses far less serious problems than merging two different people into the same name file.

If you select a name candidate, you must update any information that has changed (i.e. address, phone, etc) using the edit function. You can also add missing information. Failing to update information is one of the most frequently encountered errors.

Entering the Address

There are only three kinds of address entries that should be used in the name file: a physical address, no fixed address, or address unknown.

Physical Address

The address number field should not contain the apartment number or letter; that goes in the field after the street name. If you enter a City street name that does not conform to the standardized format, the computer will prompt you to select the correct format (i.e. Princess Anne St. versus Pr. Anne Street), always select the standardized format for addresses in the City. Do not use P.O. Boxes even if that is on the person's ID; use the physical address where the person resides. For students or persons temporarily staying in the area, use the home residence address and add the temporary address in the notes field.

DMV does not use the same format as RMS for apartment numbers. When importing address information from DMV returns into reports and e-summonses, you must change edit the entry so that it fits the RMS format.

No Fixed Address

Do not use NFA when the address is simply unknown. NFA is to be used for persons who do not reside in a house, apartment, or trailer that has an actual mailing address. If a person has no fixed address, put NFA (no periods) in the street field, not the street number field. If a person is transient and is temporarily staying at a motel or stays at a semi-permanent place outdoors, add that information in the notes field, (i.e. "stays at campsite behind VRE Lot G" or "staying at Relax Inn Room 9 as of ...").

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Do not enter the address of the shelter or organization assisting the person as the address of the individual (i.e. the address of the Brisbane Shelter, Micah Ministries, Snowden, etc). Be sure to update the address information when selecting a name from the name candidate list.

Address Unknown

If person does not already have an address entry in RMS and refuses or is unable to provide address information, enter the word Unknown (not abbreviated) in the street field. Unknown should also be used when entering a new name into RMS from a warrant, summons, VCIN entry, DMV return, or BOL that contains no address information.

Contact Information

Enter the person's home and cell phone numbers if available. There is a field on page two of the name file to enter email. Be sure to update contact information when selecting a name from the name candidate list.

Resident/Non-Resident (only used for individuals)

Select R for resident if the person resides in the City of Fredericksburg or select N for non-resident if the person lives outside the City. If a person has no fixed address but usually resides within the City, select R for resident.

Citizenship (only used for individuals)

Select the applicable citizenship from the dropdown menu.

Employment/Occupation

Enter the person's employment address and occupation in the fields provided. If the person is currently unemployed, put "unemployed" in the employment address field and the person's usual occupation the occupation field, (i.e. waitress, truck driver, etc).

Race

Select from the dropdown one of the following descriptions that most closely applies to the person.

- **Asian or Pacific Islander (A)** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Island.
- **Black (B)** A person having origins in any of the black racial groups of Africa.
- **American Indian or Alaskan Native (I)** A person having origins in any of the original peoples of North America and who maintain cultural through tribal affiliation or community recognition.

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- **White (W)** A person having origins in any of the original people of Europe, North Africa, or the Middle East.
- **Unknown (U)** Select unknown only if the race is unknown.

For reporting purposes, race is an identifying characteristic much like weight and eye color. It is not intended to gather information about the person's social ideology. If a person of mixed race does not primarily identify him or herself with any specific race, select the race which best approximates the person's physical features.

Ethnicity

Regardless of race, select whether the person is of Hispanic origin (i.e. Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin).

Sex

Select whether the person is male, female or unknown. For reporting purposes, a person's sex is an identifying characteristic much like weight and eye color. It is not intended to gather information about the person's gender identification. Unknown should not be used for transgendered persons. If available, select the gender reflected on the most recent official source (i.e. state issued ID, CCH, other police record). If no source is available, select the birth gender and note that the person is transgendered in the notes field.

Date of Birth/Age

Enter the person's date of birth. If a date of birth is entered the age field will populate automatically. If a date of birth is not known, an age range can be entered by putting the lower age estimate in the first field and the greater estimate in the second field.

OLN

If known, enter the driver's license or ID customer number (without dashes) and state in the fields provided. It is not required for IBR reports to enter the license class or CDL status.

Height

Enter the person's height if known. If the exact height is not known, a height range can be entered by putting the lower height estimate in the first field and the greater height estimate in the second field.

Weight

Enter the person's weight if known. If the exact weight is not known, a weight range can be entered by putting the lower weight estimate in the first field and the greater weight estimate in the second field.

Marital Status

Select from M for married, S for single, D for divorced or O for Other.

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Hair/Eye Color

Select the most applicable hair and eye color description from the dropdown menu. DMV does not use the same format as RMS for eye/hair color. When importing description information from DMV returns into reports and e-summonses, you must change edit the entry so that it fits the RMS format.

Skin Tone

If known, select the dominant skin tone description from the dropdown menu.

Alias Entries

To enter alias or nickname information, first save the name record which will then allow access to the alias button. Click on the alias button and a module will open to enter alias information. Enter street names or nicknames in the first name field.

UNGC

Do not enter anything into this field.

Victim of Crime #

This field connects the victim(s) to the applicable crime(s). For example, if there is one person who was the victim of an assault (crime #1) and a vandalism (crime #2), the numbers 1 and 2 should be entered in the field separated by a comma; "1,2". If there are two victims, one the victim of the assault and the other the victim of the vandalism, the victim of the assault should be listed as victim of crime 1 and the victim of the vandalism should be listed as victim of crime 2. If the computer generates an error message stating that a victim is not linked to any crime, the error can probably be corrected in this field.

Injury

Select the type(s) of bodily injury suffered by the person who was the victim of the offense. Up to five types of injury can be selected, but selecting "none" automatically excludes entering any additional injury types. This field is only applies for the following offenses:

- Kidnapping/Abduction
- Forcible Rape
- Forcible Sodomy
- Sexual Assault With An Object
- Forcible Fondling
- Robbery
- Extortion/Blackmail
- Aggravated and Simple Assault (simple will only accept "none" or minor injuries")

Victim/Offender Relationship

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Select from the dropdown menu the relationship type that best describes the victim's relationship to the offender(s). If there are multiple offenders, a relationship type must be assigned to each one.

When there is an event during which a person is the victim and a perpetrator of an offense (i.e. mutual combat assaults, or the victim of an assault and perpetrator of a retaliatory vandalism), the person must be listed twice; once as the offender and once as the victim. Two victim-offender relationships must be entered as well: victim was offender (VO) and the relationship with the other victim/offender. The two relationship types must be placed in the proper in order to link the victims the offense, so if an error message is generated, the problem can usually be solved by switching the order of the victim-offender relationship descriptions.

Aggravated Assault/Homicide Circumstances

Select the applicable circumstances from the dropdown menu.

Justifiable Homicide Circumstances, LE Activity & LE Assignment

Leave these fields empty unless the victim is listed as name type L (law enforcement).

Scars/Marks/Tattoos Module

Using the dropdown menus, select the type and location of the persons scars/marks/tattoos. Enter a brief description of the characteristic in the notes field, (i.e. tattoo of teardrop under left eye, burn from wrist to elbow. etc).

Physical Characteristics Module

Using the dropdown menus, select the descriptors that apply to the person being entered. Use the notes field to provide further information if applicable.

Entering Unknown Offender(s)

If the identity of the offender(s) is not known, enter "OF" in the name code field and "U" in the name type field and save the record. Saving the record will activate access to the suspect button which will open up a module where suspect information can be entered. Use the dropdown menu to enter any known information about the suspect(s).

Part IV: Property Data

Selecting Property Code

Select from the dropdown the property type that best describes the item of property, (see Appendix B: IBR Property Definitions for detailed definitions of property types). Do not use 99: Special Property. That code is reserved for federal agencies. Do not default to 77: Other Property if a more appropriate type can be found.

Property Description

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Selecting the property code from the dropdown menu will automatically populate the property description field with a generic property description, (i.e. “building materials” or “computer hardware/software”). This is a write-over field and a more specific description should be entered if possible, (i.e. “drywall sheets” or “laptop computer”). Do not make the description so specific that it cannot be searched for in the system using general terms, (i.e. “laptop computer” as opposed to “Dell Inspiron R”). Specific descriptions can be added in the property notes field.

Property Status

Select the appropriate property status from the dropdown menu:

- **None** is typically used for attempted property crimes. For example, if the offender attempted to burn down a shed, but didn't actually cause any damage, the status of “none” is used.
- **Burned** is used for crimes involving arson. It applies to property damaged by both the fire and firefighting operations. For example, if the blankets on a bed were burned by the fire and the mattress was ruined by water damage from putting the fire out, both the blankets and the mattress would be listed as “burned”.
- **Counterfeited/Forged** is used for counterfeit or forged items such as counterfeit bills, checks, documents, etc.
- **Damaged/Destroyed/Vandalized** is used for property that has sustained at least some level of material damage or has been maliciously defaced. Defacing property includes acts that would permanently alter the appearance of the property, (i.e. throwing paint on a vehicle as opposed to splashing mud on a vehicle).
- **Stolen** is used for property that is believed to have been stolen. See description of Target status below for larceny from vehicles.
- **Recovered** is only used for the recovery of stolen property. The property does not necessarily have to be previously reported as stolen, but there must be reasonable suspicion that it is stolen.
- **Unknown** should not be used unless no other description applies.
- **Evidence** is used for items that have evidentiary value such as statements, fingerprints, DNA swabs, drug paraphernalia, photos, recordings, shell casings, DUI related blood samples, items taken for processing, etc. Drugs recovered in connection with a criminal offense should be listed as seized and not as evidence.
- **Seized** is used for drugs and non-evidentiary items seized for potential forfeiture (i.e. money, vehicles, etc).
- **Lost** is used when reporting lost property.
- **Found** is used for property which has been found, but ownership cannot be determined. Found illegal narcotics should be titled as a criminal activity report and the narcotics listed as seized. Found legal drugs (i.e. a found prescription) should be titled as found property and the drugs listed as found.

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- **Hold for Owner** is used for property taken into custody pending the release to the owner. This includes found property when the owner is known and firearms temporarily taken for safe-keeping.
- **Suspect** is used for vehicles suspected to be involved in a criminal event.
- **Target** is used for vehicles that have been the target of a crime, typically theft. For larcenies from vehicles, the stolen item(s) should be included in the property section with a status of stolen, and the vehicle should be included in the vehicle section with a status of target.

Status Date

This field will auto populate when a status is assigned.

Entering Stolen and Recovered Property

If the theft and recovery of property is being documented in the initial report, (i.e. a shoplifting report in which the offender was immediately caught), the property must first be entered in the property section with a status of stolen, and once that record is saved, it should be opened and the status changed to recovered. The system will ask if it is an error correction or status change; select status change. The system will then prompt you for recovery value (to note any depreciation since the theft) and the recovering officer's name if different from the reporting officer.

If the recovery of stolen property is being documented with a supplement report, do not reenter the property in the property section of the supplement, as this creates a duplicate property record. Note the recovery of the property in the narrative and the status will be changed during the IBR review.

Value

Use the following guidelines when determining the value of property:

- Allowing for depreciation for age and wear and tear, use the fair market cost of replacing the item of the same or similar quality.
- Use the retail price for items stolen from retail merchants. Use the wholesale price for items stolen from warehouses or cargo carriers.
- Although the victim's estimation of value can usually be accepted, some victims may exaggerate value for insurance purposes. A fair market value should be assigned if the victim grossly exaggerates the value of an item.
- No value should be assigned to non-negotiable instruments. Face value should be assigned to negotiable instruments.
- Use the estimated street value for drugs seized in connection with a drug offense. Use the out of pocket replacement prescription cost for lost or stolen medication.

Other Jurisdiction

Do not enter anything in this field.

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Quantity

The quantity should be 1 unless entering identical items of the same value. For example, if the offender stole 5 cans of the same brand and flavor of soda valued at \$1 each, then the quantity should be five. (Note that the value should be \$1, not \$5 because the computer will automatically multiply the value based on the quantity entered). Identical items with individual serial numbers should be entered as individual items.

Unit of Measurement

This field captures the estimated drug weight. With the exception of residue, drugs should be weighed in their innermost packaging prior to placement into an evidence bag or container. For example, if a baggie of powder cocaine is located inside a pack of cigars, the baggie should be weighed without the cigars. Or for example, if loose marijuana is found in a glass baby food jar, the marijuana should be weighed in the jar. A description of the innermost packaging should be noted in the narrative.

Enter the amount in the quantity field and then select from the dropdown menu the applicable unit of measurement. For example, to enter 3 grams of cocaine, enter “3” in the quantity field and select “GM” from the dropdown. Residue should be entered as 0.01 grams.

Make and Model

The make is usually the name of the manufacturer and the model is the name or number of the particular style, (i.e. Smith & Wesson is the make and Model 10 is the model, Schwinn is the make and Roadmaster is the model, Apple is the make and Ipad Nano is the model, etc).

Imported firearms are often stamped with multiple numbers and symbols; while many older firearms do not have readily visible stampings and the stock or grip must be removed to locate them. Consult a Department armorer for assistance with locating identifying information.

Caliber

For firearms, select the caliber from the dropdown.

Serial Number

Enter the serial number of the item if known. Note that on electronics and computers the model number may appear to be a serial number, so care must be taken to obtain the correct information. Leave this field empty if the serial number is unknown. Do not enter “unknown” into the field because that assigns the word “unknown” as the serial number in RMS.

Color

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Select the color of the item from the dropdown menu. If the item is two-tone or has multiple colors, select the two predominant colors.

Owner Applied Number (OAN)

An owner applied number typically includes the owner's social security number or driver's license number.

Officer

This field defaults to the reporting officer as the officer storing the property. Change as appropriate.

Tag #

Leave this field blank unless entering a stolen license plate. See vehicle section for entering stolen vehicles.

Owner

Enter the property owner if known. This field will also name candidate.

Evidence Box

Check this box if the item being stored in the Property & Evidence Section.

NIC# & State#

Note VCIN entry in the narrative and enter the NIC or VIC (state) numbers in the fields as applicable. Depending upon the type of item, it may be assigned either a NIC or VIC number, or both. The numbers can be found on the officer's copy of the VCIN worksheet provided by COMSEC. For vehicles entered NCIC/VCIN, enter the NIC/VIC number in the vehicle section.

Notes Field

This field should be used to provide a more detailed description of the property for quick reference during pawn searches and follow-up investigations. For example, if "diamond engagement ring" was entered in the write-over property description field, a more detailed description should be entered in the notes such as, "10 karat gold engagement ring with ½ karat princess cut diamond".

Part V: Vehicle Data

License, State & Year

Enter the vehicle license plate number, state of issue, and year the plates expire.

License Type

Select the license type from the dropdown menu. Note that this field applies to the license type, not the vehicle style. There are options for license types which do not apply to Virginia, but may apply to other states.

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VIN

Enter the vehicle identification number. VIN numbers do not utilize the letter O, so that will always be the number zero.

Vehicle Type

Select the vehicle type from the dropdown menu.

Style

Select the vehicle style from the dropdown menu.

Vehicle Year

Enter the year the vehicle was made. For restored or modified vehicles, enter the year of manufacture listed on the registration or VIN return.

Make/Model

Select the make from the dropdown menu and enter the model, (i.e. Ford is the make and Explorer is the model).

NIC# & State#

Note VCIN entry in the narrative and enter the NIC and VIC (state) numbers in the fields as applicable. Depending upon the type of entry, it may be assigned either a NIC or VIC number, or both. The numbers can be found on the officer's copy of the VCIN worksheet provided by COMSEC.

Trailer Tag

Do not enter anything into this field. Trailers should be entered as separate vehicles.

Vessel Registration

Enter the state issued boat registration number and expiration date..

Fuel, Prop & Type

Select the appropriate descriptions from the menu.

HP & Length

Enter the horsepower and length of the vessel.

Owner

Enter the property owner if known. This field will also name candidate.

Status

Select the appropriate status from the dropdown menu. The only valid options for vehicles are:

- **Burned**
- **Recovered**
- **Seized**

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- **Stolen**
- **Evidence**
- **Hold for Owner**
- **Left at Scene-Secured**
- **Stolen**
- **Suspect**
- **Target**
- **Damaged** (Should be selected when vehicle is the target of a vandalism or hit & run if applicable. The value should reflect the cost of the damage and not the entire value of the vehicle.)

Location

Enter the location where the vehicle was recovered if different from the reporting location.

Condition

Note the applicable description of the condition of the vehicle (ie, running, disabled, unknown).

Offense Code

This field is used to link the vehicle to the appropriate offense. If an error message is received that the vehicle is not linked to an applicable offense, the error can usually be corrected here.

Other Jurisdiction

Do not enter anything into this field.

Notes

Enter any pertinent notes about the vehicle, (i.e. significant preexisting damage prior to impound, unusual modifications, etc).

Circumstances & Tow/Impound

Do not enter anything into these fields.

Part VII: Supplement Reports

Administrative Data

Enter the related incident number in the designated field. The system will request confirmation that the correct number is being used.

Name, Property & Vehicle Fields

Add additional names, property, and/or vehicles as described above. Only add information in these fields that was not captured in the preliminary report, including the name(s) of previously listed unknown offender(s). Note that this will temporarily create

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two entries for the same offender in the original report; one as unknown and one as known. The unknown entry will be deleted during the IBR review.

DO NOT enter recovered vehicles or property which was previously reported stolen to the FPD, as that creates duplicate property records. Note the recovery of the property in the narrative and the status of the existing property record will be changed during the IBR review.

Supplement Type

Select the supplement type from the dropdown menu:

- Arrest Report
- Assist Report
- Evidence Collection
- Follow Up
- Title Change (for IBR review use only)
- Witness Statement

Time Spent

Do not enter anything into this field.

Contact Name

Do not enter anything into this field. The contact should be included in the name module.

Supplement Narrative

Add the narrative in the field provided.

Suggested Status

This field is optional. You may recommend a status by selecting it from the dropdown menu, but the CIC Coordinator will make the ultimate determination.

Field Contact Module

The field contact module is used to document suspicious activity that does not rise to the level of a criminal activity report. Do not generate incident numbers for field contact reports. If the field contact is likely to be connected to an existing investigation, enter the related case number.

Part VI: Narrative

Narrative Basics

It can be said that writing an effective police report is both a science and an art. The “science” of the report involves gathering complete and accurate data that can be analyzed to identify offender characteristics, crime trends, and crime prevention and suppression strategies. The “art” is composing a narrative that contains all of the

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required elements and communicates them in an organized and understandable manner. A narrative should be written in such a way that a person who was not present at the event can read the narrative and have a clear idea of how the event unfolded, who was involved, and what action was taken.

Common Narrative Errors

The following are the most common errors encountered in report narratives:

- Failure to sufficiently describe how the offender committed the element(s) of an offense.
- Failure to articulate how the officer developed probable cause to establish the elements(s) of an offense.
- Failure to identify witnesses/involved others referred to in the narrative and include them in the name module.
- Failure to separate ideas and events using paragraphs.
- Failure to describe follow-up actions.
- Inconsistent spelling between a person's name in the narrative and as it appears in the name file.

Narrative Checklist

- **Arrest:** A narrative involving an arrest should note that the offender was searched, handcuffed behind the back (unless exception authorized), and seated in the rear of the vehicle. The narrative should note whether the offender was released or incarcerated and the bond amount if applicable (for public information purposes). If the offender was incarcerated, note whether he was turned over to the van or transported to the jail by an FPD officer. It is not necessary to include the name of the receiving jail officer unless there are unusual circumstances.
- **Alcohol Violation:** A narrative involving an alcohol violation should note the officer's efforts to determine where the offender had been drinking. If the offender is underage, the narrative should note the officer's efforts to determine how the offender obtained the alcohol.
- **UMW Student:** By agreement with UWM, the PD reports offenses involving UMW students and it should be noted in the narrative if the offender is a UMW student.
- **City Employee:** Note in the narrative if a person charged with any criminal offense is a City employee, or a City volunteer if known. If a traffic offense is documented with an IBR report and the offender is a City employee or volunteer, note that in the narrative.
- **Law Enforcement Officer:** Note in the narrative if the person named as the offender in any criminal event is a law enforcement officer.
- **Public School Employee:** For mandatory reporting purposes under §19.2-83.1a, note in the narrative if the offender is a full or part time employee of a public school division anywhere in Virginia and is charged with a class 1 misdemeanor or felony. Also note which school division the person is employed by, (i.e. Prince William Public Schools).

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- **Adult Public School Students:** For mandatory reporting purposes under §19.2-83.1b, note in the narrative if the offender is charged with a class 1 misdemeanor or felony, and is an adult student enrolled in a public high school in Virginia. Also note the school division.
- **Domestic Violence, DUI, and Death Investigation** checklist can be found in FPD forms.

Locking Reports

At times it is appropriate to temporarily restrict access to a report because of the sensitive nature of the incident or investigation. In accordance with CALEA standards, reports involving certain vice, drug, and organized crime investigations are temporarily locked when authorized by the Vice-Narcotics supervisor. Those reports are unlocked at the conclusion of the investigation.

The Chief, Division Commander, Watch Commander, or a Detective Division supervisor may make the determination to lock other types of reports. Reports should be locked if they involve one of the following situations:

- A criminal allegation against an FPD employee,
- An FPD employee is the victim of domestic violence or a sex offense,
- The incident involves a police-involved shooting, or use of force causing death or life threatening injury,
- The incident involves an in-custody death,
- The incident is likely to generate an unusually high degree of media interest (i.e. the arrest of a high-ranking public official or employee, an incident involving a celebrity, etc).

To lock a report, the supervisor selects the “Lock” button on page 3, and then uses the “Employee” button to select other employees who will be granted access to the report. Editing rights are assigned by highlighting the employee’s name and selecting the “Allow Edit” button. Unless edit rights are granted, an employee allowed access to the report will only be able to view the report, but won’t be able to make IBR corrections, assign the case, change status, etc. The letter “M” appears next to the name of the employee who has been granted editing rights.

The supervisor then saves the changes and becomes the “owner” of the report and must then transfer ownership to the Detective Division Commander or the Chief of Police (see below). Ownership is transferred by highlighting the desired name and selecting the “Change Owner” button. The owner of the report is designated by an “O” next to his or her name. It is critical to reassign ownership because only the owner can grant additional access or unlock the report.

Unless a locked report involves an allegation of criminal conduct against an FPD employee, access to locked reports will be assigned as follows:

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- Viewing rights are to be assigned to the Chief of Police, Patrol Division Commander, and Public Information Officer.
- Editing rights are to be assigned to the CIC Coordinator and IBR manager.
- Ownership is to be assigned to the Detective Division Commander.

If a report involves an allegation of criminal conduct against an FPD employee, access to the locked report will be assigned as follows:

- A separate report number will be generated if the allegation stems from an arrest or other reported police action, (i.e. an arrestee accuses the arresting officer of sexual assault),
- Viewing rights are to be assigned to the Professional Standards supervisor.
- Ownership is to be assigned to the Chief of Police.

IBR reports or supplements shall not be used to document allegations of non-criminal police misconduct. The appropriate administrative forms are to be utilized.

APPENDIX A: IBR OFFENSE DEFINITIONS

The IBR offense titles are general categories used nationwide, so sometimes the elements of the offense under Virginia law doesn't exactly match the IBR definition. The most common crimes FPD officers encounter are available in the dropdown offense title field and are already assigned the correct IBR code. However, if the appropriate title is not available, select the IBR definition that most closely describes the offense.

IBR designates more serious or common offenses as Group A, and less serious or common offenses as Group B. Note that some IBR offenses definitions may not apply to Virginia law, (i.e. Virginia has no vagrancy laws).

DEFINITIONS OF GROUP A OFFENSES

ARSON: To unlawfully and intentionally damage or attempt to damage any real or personal property by fire or incendiary device. Note: The type of property burned is to be entered into Data Element 15 (Property Description). The value of property burned including incidental damage resulting from fighting the fire should be reported in Data Element 16 (Value of Property).

ASSAULT OFFENSES: An unlawful attack by one person upon another. Note: By definition there can be no *attempted* assaults, only *completed* assaults.

- **Aggravated Assault:** An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken

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bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- **Note:** Aggravated Assault also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.). This usually includes offenses such as Pointing and Presenting a Firearm, Brandishing a Firearm, etc. A severe laceration is one that should receive medical attention. A loss of consciousness must be the direct result of force inflicted on the victim by the offender. The type of weapon or force involved is to be entered into Data Element 13 (Type Weapon/Force Involved). For the purposes of the above definition, a weapon is a commonly known weapon (a gun, knife, club, etc.) or any other item which, although not usually thought of as a weapon, becomes one when used in a manner that could cause the types of severe bodily injury described in the above definition. For NIBRS purposes, mace and pepper spray are considered to be weapons.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack. **Note:** This offense includes stalking.

BRIBERY (Except Sports Bribery): The offering, giving, receiving, or soliciting of anything of value (i.e., a bribe, gratuity, or kickback) to sway the judgment or action of a person in a position of trust or influence. **Note:** If the bribery involves changing the outcome of a sporting contest or event, it should be reported under Gambling Offenses as Sports Tampering, not Bribery.

BURGLARY/BREAKING AND ENTERING: The unlawful entry into a building or other structure with the intent to commit a felony or a theft. *If the offender entered the place without the intent to commit a theft or felony, the report can usually be titled as Unlawful Entry.*

Note: The method of entry is to be reported in Data Element 11 (Method of Entry) as either F = Force or N = No Force. If both forced and unforced entries are involved, enter F = Force. A forced entry is where force of any degree or a mechanical contrivance of any kind (e.g., a passkey or skeleton key) is used to unlawfully enter a building or other structure. An unforced entry is one where the unlawful entry is achieved without force through an unlocked door or

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window. When a hotel, motel, inn, or other temporary lodging, or a rental storage facility is burglarized, the number of premises (e.g., rooms, suites, units, or storage compartments) entered is to be reported in Data Element 10 (Number of Premises Entered).

Incidental damage resulting from a burglary (e.g., a forced door, broken window, hole in wall, or dynamited safe) is to be reported only if the amount of damage is deemed substantial by the reporting agency. If deemed substantial, the damage is to be reported under the offense category Destruction/Damage/Vandalism of Property. For NIBRS purposes, Larceny-theft is an element of Burglary and, therefore, should not be reported as a separate offense if associated with the unlawful entry of a structure.

COUNTERFEITING/FORGERY: Definition: The altering, copying, or imitation of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud. Note: The type of property altered, counterfeited, or forged is to be entered into Data Element 15 (Property Description). The type of activity (namely, publishing, distributing, selling, buying, possessing, or transporting) is to be entered into Data Element 12 (Type Criminal Activity/Gang Information).

DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY (Except Arson): To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. Note: This offense is to be reported only if the reporting agency deems that substantial injury to property has occurred. The offense includes a broad range of injury to property, i.e., from deliberate, extensive destruction of property at one extreme to mischievous, less extensive damage at the other extreme. It does not include destruction or damage to property caused by the crime of Arson. Incidental damage resulting from another offense (e.g., Burglary or Robbery) is to be reported in this offense category only if the reporting agency deems the amount of damage to be substantial. For example, insubstantial damage, such as a broken window or forced door, should not be reported, but substantial damage, such as major structural damage caused by a truck backing into a storefront to gain admittance, should be reported. For the crime of Arson, however, incidental damage resulting from fighting the fire should be included as part of the loss caused by burning. The determination of whether the damage was substantial is left to the discretion of the reporting law enforcement agency and should not require burdensome damage assessments.

DRUG/NARCOTIC OFFENSES (Except Driving Under the Influence): The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. Note: The type of activity (namely, cultivating, manufacturing, distributing, selling, buying, using,

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possessing, transporting, or importing) is to be entered into Data Element 12 (Type Criminal Activity/Gang Involvement).

- **Drug/Narcotic Violations:** The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Note: The type of drug or narcotic is to be entered into Data Element 20 (Suspected Drug Type). However, their quantity should be reported in Data Element 21 (Estimated Drug Quantity) with the type of measurement (e.g., kilograms or liquid ounces) in Data Element 22 (Type Drug Measurement).
- **Drug Equipment Violations:** The unlawful manufacture, sale, purchase, possession, or transportation of equipment or devices utilized in preparing and/or using drugs or narcotics.

EMBEZZLEMENT: The unlawful misappropriation by an offender to his/her own use or purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control. Note: The type of victim is to be entered into Data Element 25 (Type of Victim). This

will allow the national UCR Program to derive breakdowns from a Financial Institution, an Other Type Business, a Governmental Entity, an Individual, a Religious Organization, Society/Public, and Other entities. In general an employer/employee or legal agent relationship must exist.

EXTORTION/BLACKMAIL: To unlawfully obtain money, property, or any other thing of value, either tangible or intangible, through the use or threat of force, misuse of authority, threat of criminal prosecution, threat of destruction of reputation or social standing, or through other coercive means. Note: If the thing gained from Extortion/Blackmail is intangible, it should be reported as 77 = Other in Data Element 15 (Property Description). Intangibles are anything which cannot be perceived by the sense of touch. They can be benefits such as a right or privilege, a promotion, or enhanced reputation or detriment like a loss of reputation or injured feelings.

FRAUD OFFENSES: The intentional perversion of the truth for the purpose of inducing another person or other entity in reliance upon it to part with something of value or to surrender a legal right. Note: The most specific subcategory of fraud should be reported whenever the circumstances fit the definition of more than one of the subcategories listed below. For example, most frauds would fit the definition of False Pretenses/Swindle/Confidence Game. But if a credit card was used to perpetrate the fraud, the offense would be classified as Credit Card/Automatic Teller Machine Fraud.

- **False Pretenses/Swindle/Confidence Game:** The intentional misrepresentation of existing fact or condition or the use of some other deceptive scheme or device to obtain money, goods, or other things of value.

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- **Credit Card/Automatic Teller Machine Fraud:** The unlawful use of a credit (or debit) card or automatic teller machine for fraudulent purposes.
- **Impersonation** Falsely representing one's identity or position and acting in the character or position thus unlawfully assumed to deceive others and thereby gain a profit or advantage, enjoy some right or privilege, or subject another person or entity to an expense, charge, or liability that would not have otherwise been incurred.
- **Welfare Fraud:** The use of deceitful statements, practices, or devices to unlawfully obtain welfare benefits.
- **Wire Fraud:** The use of an electric or electronic communications facility to intentionally transmit a false and/or deceptive message in furtherance of a fraudulent activity.

GAMBLING OFFENSES: To unlawfully bet or wager money or something else of value; assist, promote, or operate a game of chance for money or some other stake; possess or transmit wagering information; manufacture, sell, purchase, possess, or transport gambling equipment, devices, or goods; or tamper with the outcome of a sporting event or contest to gain a gambling advantage. Note: If a seizure is involved, enter the type of property seized (e.g., Money or Gambling Equipment) into Data Element 15 (Property Description) and its value into Data Element 16 (Value of Property).

- **Betting/Wagering:** To unlawfully stake money or something else of value on the happening of an uncertain event or on the ascertainment of a fact in dispute.
- **Operating/Promoting/Assisting Gambling:** To unlawfully operate, promote, or assist in the operation of a game of chance, lottery, or other gambling activity. Note: This offense includes bookmaking, numbers running, transmitting wagering information, etc.
- **Gambling Equipment Violations:** To unlawfully manufacture, sell, buy, possess, or transport equipment, devices, and/or goods used for gambling purposes. Note: The type of activity (namely, manufacturing, selling, buying, possessing, or transporting) is to be entered into Data Element 12 (Type Criminal Activity/Gang Information).
- **Sports Tampering:** To unlawfully alter, meddle in, or otherwise interfere with a sporting contest or event for the purpose of gaining a gambling advantage. Note: This offense includes engaging in bribery for gambling purposes. For example, if a jockey was bribed to lose a horse race, it would be reported as Sports Tampering not Bribery.

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HOMICIDE OFFENSES: The killing of one human being by another. Note: The circumstances of a homicide are to be reported in Data Element 31 (Aggravated Assault/Homicide Circumstances).

- **Murder and Non-negligent Manslaughter** Definition: The willful (non-negligent) killing of one human being by another. Note: Assault to Murder and Attempted Murder are to be reported as Aggravated Assault.
- **Negligent Manslaughter:** The killing of another person through negligence. Note: This offense does not include Vehicular Manslaughter which is reportable as 09A Murder and Non-negligent Manslaughter if not accidental or 90Z All Other Offenses if accidental.
- **Justifiable Homicide:** The killing of a perpetrator of a serious criminal offense by a peace officer in the line of duty, or the killing, during the commission of a serious criminal offense, of the perpetrator by a private individual. Note: A serious criminal offense is a felony or high misdemeanor. Additional circumstances regarding a Justifiable Homicide are to be reported in Data Element 32 (Additional Justifiable Homicide Circumstances). Justifiable Homicide often occurs in conjunction with other offenses. The crime that was being committed when the justifiable homicide took place must be reported as a separate incident. Therefore, justifiable homicide cases involve two incidents rather than one.

KIDNAPING/ABDUCTION: The unlawful seizure, transportation, and/or detention of a person against his/her will or of a minor without the consent of his/her custodial parent(s) or legal guardian. Note: Kidnapping/Abduction includes hostage-taking.

LARCENY/THEFT OFFENSES: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another person. Note: Enter the type of property that was the object of the theft into Data Element 15 (Property Description).

- **Pocket-picking:** The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.
- **Purse-snatching:** The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person. Note: If more force was used than actually necessary to wrench the purse from the grasp of the person, then a strong-arm Robbery occurred rather than Purse-snatching.

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- **Shoplifting:** The theft by someone other than an employee of the victim of goods or merchandise exposed for sale.
- **Theft From Building:** A theft from within a building which is either open to the general public or to which the offender has legal access.
- **Theft From Coin-Operated Machine or Device:** A theft from a machine or device that is operated or activated by the use of coins.
- **Theft From Motor Vehicle (Except Theft of Motor Vehicle Parts or Accessories):** The theft of articles from a motor vehicle, locked or unlocked.
- **Theft of Motor Vehicle Parts or Accessories:** The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle or necessary for its operation. Note: If a motor vehicle part or accessory was stolen, enter 38 = Vehicle Parts/Accessories into Data Element 15 (Property Description).
- **All Other Larceny:** All thefts that do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above. Note: This subcategory includes thefts from fenced enclosures, boats, and airplanes. Theft of animals, lawnmowers, lawn furniture, hand tools, and farm and construction equipment are also included where no break-in of a structure was involved.

MOTOR VEHICLE THEFT: The theft of a motor vehicle. Note: A motor vehicle is a self-propelled vehicle that runs on the surface of land and not on rails and that fits one of the following property descriptions:

- **Automobiles** - sedans, coupes, station wagons, convertibles, taxicabs, or other similar motor vehicles that serve the primary purpose of transporting people
- **Buses** - motor vehicles that are specifically designed (but not necessarily used) to transport groups of people on a commercial basis
- **Recreational Vehicles** - motor vehicles that are specifically designed (but not necessarily used) to transport people and also provide them temporary lodging for recreational purposes
- **Trucks** - motor vehicles that are specifically designed (but not necessarily used) to transport cargo
- **Other Motor Vehicles** - any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, or golf carts.

The type of motor vehicle is to be entered into Data Element 15 (Property Description) using the above property categories. Exclude farm equipment (tractors, combines, etc.), which are separate property descriptions.

PORNOGRAPHY/OBSCENE MATERIAL: The violation of laws or ordinances prohibiting the manufacture, publishing, sale, purchase, or possession of sexually

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explicit material, e.g., literature or photographs. Note: Enter the type of activity (namely, manufacturing, publishing, selling, buying, or possessing) into Data Element 12 (Type Criminal Activity/Gang Information).

PROSTITUTION OFFENSES: To unlawfully engage in or promote sexual activities for profit.

- **Prostitution:** To unlawfully engage in sexual relations for profit. Note: This offense involves prostitution by both males and females.
- **Assisting or Promoting Prostitution:** To solicit customers or transport persons for prostitution purposes; to own, manage, or operate a dwelling or other establishment for the purpose of providing a place where prostitution is performed; or to otherwise assist or promote prostitution.

ROBBERY: The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm. Note: The type of weapon/force used (or threatened) and the resulting injury are to be entered into Data Elements 13 (Type Weapon/Force Involved) and 33 (Type Injury), respectively. Because some type of assault is an element of the crime of Robbery, an assault should not be reported as a separate crime as long as it was performed in furtherance of the robbery. However, if the injury results in death, a Homicide Offense must also be reported. The victims of a robbery include not only those persons and other entities (businesses, financial institutions, etc.) from whom property was taken (or was attempted to be taken), but also those persons toward whom the robber(s) directed force or threat of force in perpetrating the offense. Therefore, although the primary victim in a bank robbery would be the Financial Institution, the teller toward whom the robber pointed a gun and made a demand should also be reported as a victim. Carjackings are Robbery offenses in which a motor vehicle is taken through force or threat of force. Report only a Robbery not a Motor Vehicle Theft.

SEX OFFENSES AND AGE OF CONSENT IN VIRGINIA: Under Virginia law, the age of consent applies in two ways: 1) a child under the age of 13 cannot consent to any type of sexual activity; and 2) a child older than 13 but less than 15 cannot consent to sexual activity with an adult or another child who is more than 3 years older than the victim. Different state statutes apply depending upon the nature of the sex act and ages of the involved parties, but the report should be titled according to the IBR definitions below.

SEX OFFENSES, FORCIBLE: Any sexual act directed against another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent.

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- **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity. Note: If force was used or threatened, the crime should be classified as Forcible Rape regardless of the age of the victim. If no force was used or threatened and the victim was under the statutory age of consent the crime should be classified as Statutory Rape (see above instruction on age of consent in Virginia).
- **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth (see above instruction on age of consent in Virginia), or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault With An Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth (see above instruction on age of consent in Virginia), or because of his/her temporary or permanent mental or physical incapacity. Note: An object or instrument is anything used by the offender other than the offender's genitalia. Examples include but are not limited to a finger, bottle, handgun, or a stick.
- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth (see above instruction on age of consent in Virginia), or because of his/her temporary or permanent mental or physical incapacity. Note: Forcible Fondling includes Indecent Liberties and Child Molesting. Because Forcible Fondling is an element of Forcible Rape, Forcible Sodomy, and Sexual Assault With An Object, it should be reported only if it is the sole Forcible Sex Offense committed against a victim.

SEX OFFENSES, NONFORCIBLE: Unlawful, non-forcible sexual intercourse.

- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent (see above instruction on age of consent in Virginia). Note: If force was used or threatened, the offense should be classified as Forcible Rape not Statutory Rape.

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STOLEN PROPERTY OFFENSES: Receiving, buying, selling, possessing, concealing, or transporting any property with the knowledge that it has been unlawfully taken, as by Burglary, Embezzlement, Fraud, Larceny, Robbery, etc. Note: The type of activity (namely, receiving, buying, selling, possessing, concealing, and/or transporting) is to be entered into Data Element 12 (Type Criminal Activity/Gang Information).

WEAPON LAW VIOLATIONS: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. Note: The type of weapon is to be entered into Data Element 13 (Type Weapon/Force Involved). The type of activity (namely, manufacturing, buying, selling, transporting, possessing, concealing, or using) is to be entered into Data Element 12 (Type Criminal Activity/Gang Information).

DEFINITIONS OF GROUP B OFFENSES

BAD CHECKS (Except Counterfeited Checks or Forged Checks): Knowingly and intentionally writing and/or negotiating checks drawn against insufficient or nonexistent funds. Note: This offense includes Fraudulent Checks and Insufficient Funds Checks but not Counterfeited Checks or Forged Checks.

CURFEW/LOITERING/VAGRANCY VIOLATIONS: The violation of a court order, regulation, ordinance, or law requiring the withdrawal of persons from the streets or other specified areas; prohibiting persons from remaining in an area or place in an idle or aimless manner; or prohibiting persons from going from place to place without visible means of support. Note: This offense includes Begging and Vagabondage. Persons prosecuted on charges of being a Suspicious Character, Suspicious Person, etc., are also to be included.

DISORDERLY CONDUCT: Any behavior that tends to disturb the public peace or decorum, scandalizes the community, or shock the public sense of morality. Note: This offense includes Affray, Blasphemy, Profanity, Obscene Language, Disturbing the Peace, and Public Nuisance.

DRIVING UNDER THE INFLUENCE: Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic. Note: This offense includes Driving While Intoxicated.

DRUNKENNESS: To drink alcoholic beverages to the extent that one's mental faculties and physical coordination are substantially impaired.

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FAMILY OFFENSES, NONVIOLENT: Unlawful, nonviolent acts by a family member (or legal guardian) that threaten the physical, mental, or economic well-being or morals of another family member and that are not classifiable as other offenses, such as Assault, Incest, Statutory Rape, etc. Note: This offense includes Abandonment, Desertion, Neglect, Nonsupport, Nonviolent Abuse, and Nonviolent Cruelty to other family members. It also includes the nonpayment of court-ordered alimony, as long as it is not considered to be Contempt of Court within the reporting jurisdiction. Do not include victims of these offenses who are taken into custody for their own protection.

LIQUOR LAW VIOLATIONS (Except Driving Under the Influence and Drunkenness): The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

PEEPING TOM: To secretly look through a window, doorway, keyhole, or other aperture for the purpose of voyeurism.

RUNAWAY : A person under 18 years of age who has left home without the permission of his/her parent(s) or legal guardian.

TRESPASS OF REAL PROPERTY: To unlawfully enter land, a dwelling, or other real property.

ALL OTHER OFFENSES: All crimes that are not Group “A” offenses and not included in one of the specifically named Group “B” crime categories listed previously.

APPENDIX B: IBR PROPERTY CODES & DEFINITIONS

01 = **Aircraft** (any machines or devices capable of atmospheric flight. Includes airplanes, helicopters, dirigibles, gliders, ultralights, hot air balloons, blimps, etc. This category does not include toy planes.)

02 = **Alcohol** (any intoxicating liquors containing alcohol used for human consumption. Includes alcoholic beverages, e.g., beer, wine, and liquor. Denatured alcohol should be classified under chemicals or fuel. Rubbing alcohol should be classified under consumable goods.)

03 = **Automobiles** (any passenger vehicles designed for operation on ordinary roads and typically having four wheels and a motor, with the primary purpose of transporting people other than public transportation. Includes sedans, taxicabs, minivans, sport utility vehicles, limousines, and other similar motor vehicles.)

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04 = **Bicycles** (vehicles usually propelled by pedals, connected to the wheel by a chain, and having handlebars for steering and a saddle-like seat. Includes tandem bicycles, unicycles, and tricycles.)

05 = **Buses**(motor vehicles that are specifically designed, but not necessarily used, to transport groups of people on a commercial basis. Includes school/coach/tourist/double-decker buses, trolleys, commercial vans, etc.)

06 = **Clothes/Furs** (garments for the body, articles of dress, wearing apparel for human use. Includes accessories such as belts, shoes, scarves, ties, etc.)

07 = **Computer Hardware/Software** (electrical components making up a computer system or written programs, procedures, or rules and associated documentation pertaining to the operation of a computer system and that are stored in read/write memory. Includes computers, printers, storage media, video games, video consoles such as Wii® , Game Boy® , PlayStation® , and Xbox® , and software packages.)

08 = **Consumable Goods** (expendable items used by humans for nutrition, enjoyment, or hygiene. Includes food, non-alcoholic beverages, grooming products, cigarettes, firewood, etc.)

09 = **Credit/Debit Cards** (plastic cards that function like a check and through which payments or credit for purchases or services are made electronically to the bank accounts of participating establishments directly from the cardholders' accounts. Includes automatic teller machine cards and electronic benefit transfer [EBT] cards. This category does not include gift cards.)

10 = **Drugs/Narcotics**(substances such as narcotics or hallucinogens that affect the central nervous system, causing changes in behavior and often addiction. Includes prescription, over the counter, legal, and illegal drugs.)

11 = **Drug/Narcotic Equipment** (articles, items, products, etc. used to prepare and consume drugs or narcotics. Includes glass pipes, bongos, pop cans, meth labs, etc.)

12 = **Farm Equipment** (any kind of machinery used on a farm to help with farming. Includes tractors, combines, etc.)

13 = **Firearms** (weapons that fire a projectile by force of an explosion. Includes handguns, rifles, shotguns, assault rifles, semiautomatics, homemade guns, etc. Does not include "BB," pellet, or gas-powered guns.)

14 = **Gambling Equipment** (any equipment or devices used to produce, manufacture, or perpetrate gambling. Includes slot machines, keno, card tables, poker chips, bingo, raffles, lottery tickets, etc.)

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15 = **Heavy Construction/Industrial Equipment** (large-scale equipment used in the construction of buildings, roads, etc. Includes cranes, bulldozers, steamrollers, oil-drilling rigs, backhoes, excavators, etc.)

16 = **Household Goods** (items which would normally be used to furnish a residence. Includes furniture, appliances, utensils, air conditioning/heating equipment, mailboxes, household lighting, etc. This category does not include radios, televisions, digital video discs [DVDs], compact disc [CD] players, etc.)

17 = **Jewelry/Precious Metals/Gems** (articles of gold, silver, precious stones, etc., for personal adornment. Includes bracelets, necklaces, rings, watches, gold, silver, platinum, loose gems, etc.)

18 = **Livestock** (domesticated animals raised for home use or profit. Includes cattle, chickens, hogs, horses, sheep, bees, etc. Includes household pets, such as dogs and cats, if commercially raised for profit.)

19 = **Merchandise** (items/goods which are exposed or held for sale. Use specific category if possible.)

20 = **Money** (any circulating medium of exchange, legal tender, currency. Includes coins, paper money, demand deposits, etc.)

21 = **Negotiable Instruments** (any documents, other than currency, that are payable without restriction. An unconditional promise or order of payment to a holder upon issue, possession, on demand, or at a specific time. Includes endorsed checks, [including forged checks that have been endorsed], endorsed money orders, endorsed traveler's checks, bearer checks, and bonds.)

22 = **Nonnegotiable Instruments** (documents requiring further action to become negotiable. Includes unendorsed checks, money orders, traveler's checks, stocks, bonds, blank checks, etc.)

23 = **Office-type Equipment** (items which would normally be used in an office/business setting. Includes calculators, cash registers, copying machines, facsimile machines, shredders, etc.)

24 = **Other Motor Vehicles** (motorized vehicles that do not fit the definition of automobile, bus, truck, or recreational vehicle. Includes motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, motorized golf carts, all-terrain vehicles, go-carts, Segways ® , etc.)

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25 = **Purses/Handbags/Wallets** (bags or pouches used for carrying articles such as money, cards, keys, photographs, and other miscellaneous items. Includes briefcases, fanny packs, and backpacks when used as a purse/wallet.)

26 = **Radios/TVs/VCRs** (items used to transmit audible signals and visual images of moving and stationary objects. Includes radios, televisions, videocassette recorders, high fidelity and stereo equipment, CD players, MP3 players, iPods ® , cable boxes, etc. This category does not include radios/stereos installed in vehicles; these are considered vehicle parts/accessories.)

27 = **Recordings–Audio/Visual** (phonograph records, magnetic tapes, or wires upon which sound and visual images have been recorded. Includes phonograph records, CDs, tape recordings, cassettes, VHS tapes, DVDs, magnetic media, audio/visual recording discs, etc.)

28 = **Recreational Vehicles** (motor vehicles that are specifically designed, but not necessarily used, to transport people and also provide them temporary lodging for recreational purposes)

29 = **Structures–Single Occupancy Dwellings** (buildings occupied by single families, individuals, or housemates, commonly referred to as houses, mobile homes, townhouses, duplexes, etc.)

30 = **Structures–Other Dwellings** (any other residential dwellings not meeting the definition of Single Occupancy Dwellings, e.g., apartments, tenements, flats, boarding houses, and dormitories, as well as temporary living quarters, such as hotels, motels, inns, and bed and breakfasts)

31 = **Structures–Other Commercial/Business** (buildings designated to or engaged in the buying and selling of commodities or services, commercial trade, or forms of gainful activity that have the objective of supplying commodities. Includes stores, office buildings, restaurants, etc.)

32 = **Structures–Industrial/Manufacturing** (buildings designated to or engaged in the production or distribution of goods, refined and unrefined, for use by industry. Includes factories, plants, assembly lines, etc.)

33 = **Structures–Public/Community** (buildings used by a group of people for social/cultural/group/recreational activities, common interests, classes, etc. Includes colleges, hospitals, jails, libraries, meeting halls, passenger terminals, religious buildings, schools, sports arenas, etc.)

34 = **Structures–Storage** (buildings used for storing goods, belongings, merchandise, etc. Includes barns, garages, storehouses, warehouses, sheds, etc.)

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35 = **Structures–Other** (any other types of structures not fitting the descriptions of Structures. Includes outbuildings, monuments, buildings under construction, etc.)

36 = **Tools** (hand-held implements that are used in accomplishing work. Includes hand and power tools.)

37 = **Trucks** (motor vehicles which are specifically designed, but not necessarily used, to transport cargo on a commercial basis, or vehicles designed for transporting loads.)

38 = **Vehicle Parts/Accessories** (items attached to the inside or outside of a vehicle. Includes motor vehicle batteries, engines, transmissions, heaters, hubcaps, tires, radios, CD/DVD players, and automotive global positioning system [GPS] navigation systems, etc.)

39 = **Watercraft** (vehicles used in the water, propelled by a motor, paddle, or sail. Includes motorboats, sailboats, canoes, fishing boats, jet skis, etc.)

41 = **Aircraft Parts/Accessories** (parts or accessories of an aircraft, whether inside or outside. This category does not include aircrafts that are intact or model/toy planes.)

42 = **Artistic Supplies/Accessories** (items or equipment used to create or maintain paintings, sculptures, crafts, etc.)

43 = **Building Materials** (items used to construct buildings. Includes lumber, concrete, gravel, drywall, bricks, plumbing supplies, uninstalled windows, uninstalled doors, etc. This category is not to be used when items are stolen from a completed building. This category does not include copper wire, aluminum, etc. See 71 = Metals, Non-Precious.)

44 = **Camping/Hunting/Fishing Equipment/Supplies** (items, tools, or objects used for recreational camping, hunting, or fishing. Includes tents, camp stoves, fishing poles, sleeping bags, etc. Rifles, pistols, and shotguns should be listed under 13 = Firearms.)

45 = **Chemicals** (substances with distinct molecular compositions that are produced by or used in chemical processes. Includes herbicides, insecticides, industrial or household products, solvents, fertilizers, lime, antifreeze, mineral oil, paint thinners, etc., except when used in conjunction with illegal drug activity, which would be classified as 10 = Drugs/Narcotics or 11 = Drug/Narcotic Equipment.)

46 = **Collections/Collectibles** (objects that are collected because they arouse interest due to being novel, rare, bizarre, or valuable. Includes art objects and stamp/baseball/comic book collections. Report a specific category, if possible. For example, the theft of a collection of old guns should be 13 = Firearms.)

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47 = **Crops** (cultivated plants or agricultural produce grown for commercial, human, or livestock consumption and use. Usually sold in bulk. Includes grains, fruits, vegetables, tobacco, and cotton. This category does not include crops that yield illegal substances. Crops of illegal substances should be classified as drugs.)

48 = **Documents/Personal or Business** (includes affidavits, applications, certificates, credit card documents, savings account books, titles, deposit slips, pawn shop slips, patents, blueprints, bids, proposals, personal files, and U.S. mail. This category does not include identity documents.)

49 = **Explosives** (devices that explode or cause an explosion. Includes bombs, dynamite, Molotov cocktails, fireworks, ammunition, etc.)

59 = **Firearm Accessories** (items used in conjunction with a firearm to improve ease of use or maintenance. Includes gun belts, cases, cleaning tools/equipment, targets, aftermarket stocks, laser sights, and rifle, spotting, and handgun scopes.)

64 = **Fuel** (products used to produce energy. Includes coal, gasoline, diesel, biodiesel, natural gas, and oil.)

65 = **Identity Documents** (formal documents that provide proof pertaining to a specific individual's identity. Includes passports, visas, driver's licenses, social security cards, alien registration cards, voter registration cards, etc.)

66 = **Identity-Intangible** (sets of characteristics or behavioral or personal traits by which an entity or person is recognized or known. Includes damaged reputations, disclosed confidential information, etc.)

67 = **Law Enforcement Equipment** (equipment specifically used by law enforcement personnel during the performance of their duties. Includes vests, handcuffs, flashlights, nightsticks, badges, etc. Does not include firearms.)

68 = **Lawn/Yard/Garden Equipment** (equipment used for maintaining and decorating lawns and yards. Includes mowers, line trimmers, tools, tillers, etc. Does not include plants, trees, fountains, bird baths, etc.)

69 = **Logging Equipment** (equipment specifically used by the logging industry personnel during the performance of their duties. Includes choker cables, binders, blocks, etc.)

70 = **Medical/Medical Lab Equipment** (equipment specifically used in the medical field. Includes X-ray machines, testing equipment, magnetic resonance imaging [MRI] machines, ultrasound machines, wheelchairs, etc.)

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71 = **Metals, Non-Precious** (base metals or alloys possessing luster, malleability, ductility, and conductivity of electricity and heat. Includes ferrous and non-ferrous metals such as iron, steel, tin, aluminum, copper, brass, copper wire, copper pipe, etc.)

72 = **Musical Instruments** (instruments relating to or capable of producing music. Includes percussion, brass, woodwind, and string instruments, etc.)

73 = **Pets** (animals kept for pleasure or companionship, other than livestock. Includes cats, dogs, household birds, fish, rodents, reptiles, and exotic animals raised as pets and not for profit.)

74 = **Photographic/Optical Equipment** (equipment used to take photographs and/or relating to the science of optics or optical equipment. Includes cameras, camcorders, telescopes, lenses, prisms, optical scanners, binoculars, monoculars, etc. Does not include camera phones.)

75 = **Portable Electronic Communications** (electronic devices used to communicate audible or visual messages. Includes cell phones, camera phones, pagers, personal digital assistants [PDAs], BlackBerrys ® , etc.)

76 = **Recreational/Sports Equipment** (equipment and materials used for recreational purposes or during sports activities. Includes skis, balls, gloves, weights, nets, bats, rackets, etc.)

77 = **Other** (all other property not fitting the specific descriptions identified.)

78 = **Trailers** (transportation devices designed to be hauled by a truck or tractor trailer. Includes truck trailers, semi-trailers, utility, etc.)

79 = **Watercraft Equipment/Parts/Accessories** (watercraft equipment or accessories that are used for the crafts' maintenance or operation. Includes buoys, life preservers, paddles, or sails. This category does not include accessories for water sports; these should be coded under 76 = Recreational/Sports Equipment.)

80 = **Weapons–Other** (weapons not classified under other categories. Includes knives, swords, nunchakus, brass knuckles, flare guns, crossbows, bows and arrows, sling shots, “BB” guns, pellet guns, gas-powered guns, paintball guns, etc.)

88 = **Pending Inventory** (property description unknown until an inventory is conducted.)

99 = **Special property category** to be used by the national UCR Program to compile statistics on certain designated types of property, which are the object of theft fads.)

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