

## Montana Data Submission Specifications and Data Format

Montana Incident-Based Reporting System (MTIBRS) Data Submission Specifications is based on [National Incident-Based Reporting System \(NIBRS\) Technical Specification, Version 2.1, November 2015](#) and customized to Montana specific data collection.

These specifications have been prepared for the local systems personnel, i.e. computer programmers and analysts, who are responsible for preparing data for submission to MBCC. Included are designations of mandatory and mandatory/conditional DEs.

### A. Submittal Specifications

Each record must end with a carriage return. Field delimiters between fields are not allowed.

The agency's monthly crime data file naming convention should be as follows:

- First seven digits of the Originating Agency Identifier (ORI), i.e. Billings PD = MT05601
- Two digit month following a (.), i.e. .01 for January.
- One digit year, i.e. 1 for 2011.
- File name = MT05601.011

### B. Creation of Monthly Submittal

To standardize these submittals, MBCC requests that monthly submissions contain new incidents and deleted incidents if they have previously been submitted. If there has been a modification made to any segment of an incident, the entire incident needs to be reimported into MTIBRS. If there were no incidents entered in a month, a Zero-Reporting segment should be submitted.

Each monthly crime data file must be imported to the [MTIBRS](#) by the 14<sup>th</sup> of the following month, i.e. January 2013's file must be imported by February 10, 2013. MBCC should receive 12 monthly files each year.

### C. Overview of Segments

The DVs representing the MTIBRS data structure have been grouped into six distinct segment levels identified as Level 1, Level 2, etc. Segment Level 0 is used for Zero-Reporting. That is, there was no crime reported during that month of submission.

Each incident report is to be submitted using up to six distinct records, each of which is referred to as a segment.

An incident report may consist of many possible combinations of circumstances ranging from a simple one offense, victim, and offender situation, to a complex set of multiple offenses, property losses, victims, offenders, and arrestees. In addition, each of the victims may not be connected to each of the offenses. In other words, one,

some, or all of the victims may be connected to each applicable offense.

#### **D. Incident Report Segment Levels**

There are six segment levels within an incident report. Position 5 of each record segment will contain one of the following segment level codes (1-6) to indicate what kind of segment is being submitted. A brief description of each segment level follows:

##### **LEVEL DESCRIPTION**

- 1 ADMINISTRATIVE SEGMENT** is the master segment. There is one Administrative Segment per incident report. All other incident data relating to offenses, property, victims, offenders, and arrestees are contained in the other segments that are linked to the Administrative segment by DE 1 (ORI) and DE 2 (Incident Number).
- 2 OFFENSE SEGMENT** is used to identify and describe the types of offenses involved in the incident.
- 3 PROPERTY SEGMENT** provides information about the type, value, and (for drugs and narcotics seized in drug cases) quantity of property involved in the incident.
- 4 VICTIM SEGMENT** provides information about the victim(s) involved in the incident (e.g., their age, sex, race, and ethnicity).
- 5 OFFENDER SEGMENT** describes the offender involved in the incident (e.g., their age, sex, race, and ethnicity).
- 6 ARRESTEE SEGMENT** is used to report arrests involving offenses and describe the arrestees and circumstances of their arrests.
- 0 ZERO-REPORTING SEGMENT** is used when no crimes occurred in a law enforcement's jurisdiction for the reporting month.

#### **E. Linkages and Sequence of Segments**

Each incident report has one master segment, called the Administrative segment. Connected to this segment are one or more Offense, Property (if applicable), Victim, Offender, and Arrestee (if applicable) segments.

Victim segments contain pointers, i.e., links to the applicable Offense segment(s). For example, if there are two offenses, three victims, and four offenders, and one of the offenders was arrested, Victim 001 could be linked to Offense 02, Victim 002 could be linked to Offense 01, and Victim 003 might be linked to Offense 01 and 02. In a Crime against Person, each Victim segment additionally contains relationship pointers to each of the Offender segments. This sequence of segments reflects the linkage example below. The numbers 1 through 6 refer to segment levels:

## LEVEL SEGMENT

1	ADMINISTRATIVE
2	OFFENSE 01
2	OFFENSE 02
3	PROPERTY, if applicable.
4	VICTIM 001 (pointer to Offense 02)
4	VICTIM 002 (pointer to Offense 01)
4	VICTIM 003 (pointers to Offenses 01 and 02)
5	OFFENDER 01
5	OFFENDER 02
5	OFFENDER 03
5	OFFENDER 04
6	ARRESTEE 01

### **F. Segment Action Types**

Segment action type determines the kind of database activity that is to be performed. The following segment action types must be used when submitting incident reports that are maintained within the participant's database. Except where specified below, if a previously submitted incident report is being adjusted, the complete incident report would be resubmitted.

#### **I = INCIDENT REPORT** (Levels 1-6):

Use I to add new incident data. Submit all known data at the time the incident is initially reported, including the appropriate segment levels within the incident report. Use this segment action type also to resubmit an entire incident report previously reported to MBCC, that had modifications entered in to the original incident report.

#### **D = DELETE** (Level 1):

Use D to delete a previously submitted incident report. This will delete all data from the database that is associated with this incident report. i.e., after a law enforcement investigation and an incident was determined unfounded, or an incident was initially reported in error.

Send the Administrative segment as a D = Delete and all the descendant or dependent segments of that linkage will be deleted for segment levels 1 through 6.

#### **A = ADD** (Level 1):

Use A to submit a Zero-reporting segment.

## Level 1 - Administrative Segment

This is the master segment. There is one Administrative segment for each incident. All other incident data relating to offenses, property, victims, offenders, and arrestees are contained in segments that are linked to the Administrative segment by DEs 1 (ORI Number) and 2 (Incident Number).

**DE** = Data Element

**RP** = Record Position

**DL** = Data Length

<b>DE</b>	<b>RP</b>	<b>DL</b>	<b>Description</b>
	1-4	4	<b>Leave Blank</b>
	5	1	Segment Level  Designates this as an Administrative segment.  Valid Code: 1
	6	1	<b>Segment Action Type</b>  Valid Codes: I, Incident report and D, Delete  Instructs as to what kind of database activity is to be performed. Every record/incident transmitted to the MBCC will be treated as a new record. It is required that if any part of an incident (including all related segments), is modified a full set of incident segments will be submitted and will replace the corresponding segments in the state database.  Valid Codes: I = Incident report D = Delete (to be used only when a record/incident was entered in error or was unfounded after being reported to MBCC).
	7-8	2	<b>Month of Submission</b>  Month of data being processed (MM / i.e. 01-12).
	9-12	4	<b>Year of Submission</b>  Year of data being processed (YYYY / i.e. 2011)
	13-16	4	<b>Leave Blank</b>

1	17-25	9	<p><b>ORI Number</b></p> <p>Valid NCIC ORI number. Example: MT0250100 = Helena P.D.</p>
2	26-37	12	<p><b>Incident Number</b></p> <p>Left-justified with blank right-fill.</p> <p>Example: 97-13456</p>
3	38-45	8	<p><b>Incident Date</b></p> <p>In the format of YYYYMMDD, i.e. 19970308. If incident date is unknown, enter report date.</p>
	46	1	<p><b>Report Date Indicator</b></p> <p>Must be R= Report, only if incident date is unknown and the reported date was entered as the incident date; else blank.</p>
	47-48	2	<p><b>Incident Hour</b></p> <p>Enter time in military hours only, i.e. HH/00-23; Do not enter minutes. If hour is unknown leave blank.</p>
4	49	1	<p><b>Cleared Exceptionally</b></p> <p>Valid Codes:  A = Death of Offender  B = Prosecution Declined  C = In Custody of Other Jurisdiction  D = Victim Refused to Cooperate  E = Juvenile/No Custody  N = Not Applicable (not cleared exceptionally)</p> <p><b>Note:</b> Submit a N for incidents that have been cleared by any code other than A – E. For incidents that were previously submitted to the state and were since unfounded, submit them with a D, Delete in the segment action type (Record Position 6) in the Administrative segment in the next download to MBCC. If an incident is unfounded before it is submitted to MBCC, then do not submit it with the download.</p>
5	50-57	8	<p><b>Exceptional Clearance Date</b></p>

			In the format of YYYYMMDD. The date the incident was cleared by exception.
	58-87	30	<p><b>Leave Blank</b></p> <p>Commercial products may have programmed this to contain Offense codes for W submissions. Montana will collect all segments of an incident even if only one segment changes.</p>
	88	1	<p><b>Cargo Theft</b></p> <p>Valid codes: Y = Yes N = No</p>
	89-96	8	<p><b>Activity Date</b></p> <p>Date of entry for new incident, or date of last change/update activity for any segment in this incident. In the format of YYYYMMDD.</p>

## Level 2 - Offense Segment

There must be one Offense segment for each different MTIBRS offense code (up to 10) associated with each incident.

**DE** = Data Element

**RP** = Record Position

**DL** = Data Length

<b>DE</b>	<b>RP</b>	<b>DL</b>	<b>Description</b>
	1-4	4	<b>Leave Blank</b>
	5	1	<b>Segment Level</b> Designates this as an Offense segment. Valid Code: 2
	6	1	<b>Segment Action Type</b> Valid Code: I, Incident report only
	7-8	2	<b>Month of Submission</b> Month of data being processed. (MM / i.e. 01-12)
	9-12	4	<b>Year of Submission</b> Year of data being processed. (YYYY / i.e. 2011)
	13-16	4	<b>Leave Blank</b>
1	17-25	9	<b>ORI Number</b> Valid NCIC ORI number. Example: MT0250100 = Helena P.D.
2	26-37	12	<b>Incident Number</b> Left-justified with blank right-fill. Example: 97-13456
	38-40	3	<b>Leave Blank</b>
7	41	1	<b>Offense Attempted/Completed</b>

			Valid Codes: A = Attempted C = Completed
8	42	1	<b>Offender Suspected of Using #1</b>  Valid Codes: A = Alcohol C = Computer Equipment D = Drugs/Narcotics N = Not Applicable
8	43	1	<b>Offender Suspected of Using #2</b>  Valid codes: A, C, D or N Same as above.
8	44	1	<b>Offender Suspected of Using #3</b>  Valid codes: A, C, D or N Same as above.
9	45-46	2	<b>Location Type</b>  Valid Codes: 01-58 (Refer to Data Elements and Data Values).
10	47-48	2	<b>Number of Premises Entered</b>  Valid Codes: 01-99. Enter data into this field only if the offense is a (burglary, non-residence); and DE 9 (Location Type) contains 14 (Hotel/Motel/Etc.) or 19 (Rental Storage Facility.)
11	49	1	<b>Method of Entry</b>  Valid Codes: F = Force N = No Force  Enter data into this field only if the offense is a burglary.
12	50	1	<b>Type Criminal Activity #1</b>  Valid Codes: A = Simple/Gross Neglect B = Buying/Receiving C = Cultivating/Manufacturing/Publishing

			<p>E = Exploiting children  <b>F = Organized Abuse</b>  <b>I = Intentional Abuse and Torture</b>  O = Operating/Promoting/Assisting  P = Possessing/Concealing  <b>S = Animal Sexual Abuse</b>  T = Transporting/Transmitting/Importing  U = Using/Consuming</p> <p>G = Other Gang  J = Juvenile Gang  N = None/Unknown</p>
12	51	1	<p><b>Type Criminal Activity #2</b></p> <p>Same as above for valid codes.  (N, G, and J are not valid in this space)</p>
12	52	1	<p><b>Type Criminal Activity #3</b></p> <p>Same as above for valid codes.  (N, G, and J are not valid in this space)</p>
13	53-54	2	<p><b>Type Weapon/Force Involved #1</b></p> <p>Valid Codes:  11 = Firearm (type not stated)  12 = Handgun  13 = Rifle  14 = Shotgun  15 = Other Firearm  20 = Knife/Cutting Instrument  30 = Blunt Object  35 = Motor Vehicle  40 = Personal Weapon (hands, feet, etc.)  50 = Poison  60 = Explosives  65 = Fire/Incendiary Device  70 = Drugs/Narcotics/Sleeping Pills  85 = Asphyxiation (drowning, strangulation, etc.)  90 = Other  95 = Unknown  99 = None</p>
	55	1	<p><b>Automatic Weapon Indicator #1</b></p> <p>Enter A if the weapon above is automatic.</p>
13	56-57	2	<p><b>Type Weapon/Force Involved #2</b></p> <p>Valid Codes = 11-99 as in DE 13 above.</p>

	58	1	<b>Automatic Weapon Indicator #2</b> Enter A if the weapon above is automatic.
13	59-60	2	<b>Type Weapon/Force Involved #3</b> Valid Codes = 11-99 as in DE 13 above.
	61	1	<b>Automatic Weapon Indicator #3</b> Enter A if the weapon above is automatic.
8A	62-63	2	<b>Bias Motivation</b> Valid Codes: (Refer to Data Elements and Data Values for details). Race/Ethnicity/Ancestry: 11-6; 31-33 Religion: 21-29; 81-85 Sexual Orientation: 41-45 Disability: 51-52 Gender: 61-62 Gender Identity: 71-72 None/Unknown: 88 = None 99 = Unknown
6	64-67	4	<b>MTIBRS Offense Code</b> Four digit MTIBRS code from offense code table. Computer software should place this four digit code in this position automatically based on the corresponding

			MCA code and description selected by the data entry operator (Refer to Data Elements and Data Values for details).
	<b>Note:</b>		The following four fields should be filled with a Y if the offense in this offense record is related to Domestic Abuse, Gang, Gambling, Mental Health, or Drug Task Force. Otherwise enter N if not applicable to this offense.
8B	68	1	<b>Domestic Abuse Related</b>  Valid Codes: Y = Yes N = No
8C	69	1	<b>Gang Related</b>  Valid Codes: Y = Yes N = No
8D	70	1	<b>Gambling Related</b>  Valid Codes: Y = Yes N = No
8E	71	1	<b>Mental Health Related</b>  Valid Codes: Y = Yes N = No
8F	72	1	<b>Drug Task Force Related</b>  Valid Codes: I = Investigated R = Referred N = Not Applicable

### Level 3 - Property Segment

The Property Segment is used to describe the type, value, and (for drugs and narcotics seized in drug cases) quantity of property involved in the incident and is only submitted for Kidnapping/Abduction, Crimes against Property, Drug/Narcotic offenses, and Gambling offenses. A separate Property segment must be submitted for each type of property loss, recovery, seizure, etc., that occurred in the incident.

It is recommended that a user warning be displayed when property values are entered above \$250,000. The MBCC does not have an upper limit when reporting property values. However, we will question any property values above \$250,000 depending on the corresponding property description.

**DE** = Data Element

**RP** = Record Position

**DL** = Data Length

<b>DE</b>	<b>RP</b>	<b>DL</b>	<b>Description</b>
	1-4	4	<b>Leave Blank</b>
	5	1	<b>Segment Level</b> Designates this as a Property segment. Valid Code: 3
	6	1	<b>Segment Action Type</b> Valid Code: I, Incident report only
	7-8	2	<b>Month of Submission</b> Month of data being processed. (MM / i.e. 01-12)
	9-12	4	<b>Year of Submission</b> Year of data being processed. (YYYY / i.e. 2011)
	13-16	4	<b>Leave Blank</b>
1	17-25	9	<b>ORI Number</b> Valid NCIC ORI number. Example: MT0250100 = Helena P.D.
2	26-37	12	<b>Incident Number</b> Left-justified with blank right-fill.

			Example: 97-13456
14	38	1	<p><b>Type of Property Loss/Etc.</b></p> <p>Valid Codes:  1 = None  2 = Burned  3 = Counterfeited/Forged  4 = Destroyed/Damaged/Vandalized  5 = Recovered  6 = Seized  7 = Stolen  8 = Unknown</p>
	<b>Note:</b>		<p>For reporting more than one piece of property</p> <p>DEs 15-17 are a group occurring 10 times.</p> <p>Up to 10 different Property Description codes can be entered for each type of loss/etc. selected under 14 (Type Property Loss/etc). Enter into DE 15 (Property Description), the numeric codes which best describe the types of property involved.</p> <p>If more than 10 types of property are involved, enter the codes and values for the nine most valuable; next, enter 77 = Other for the remaining combined properties, along with their total loss Value and/or Date Recovered. Also complete DEs 18 and/or 19, as applicable to reflect the Number of Vehicles involved.</p>
15	39-40	2	<p><b>Property Description #1</b></p> <p>Valid Codes: 01-99 (Refer to Data Elements and Data Values for details).</p>
16	41-49	9	<p><b>Value of Property #1</b></p> <p>Right-justified with zero left-fill (in whole dollars). If the Value of property is unknown, enter one dollar.</p>
17	50-57	8	<p><b>Date Recovered #1</b></p> <p>In the format of YYYYMMDD. Enter only if DE 14 (Type of Loss) is 5= Recovered.</p>
	58-76	19	<b>Repeat 15-16-17 / Occurrence #2</b>

	77-95	19	<b>Repeat 15-16-17 / Occurrence #3</b>
	96-114	19	<b>Repeat 15-16-17 / Occurrence #4</b>
	115-133	19	<b>Repeat 15-16-17 / Occurrence #5</b>
	134-152	19	<b>Repeat 15-16-17 / Occurrence #6</b>
	153-171	19	<b>Repeat 15-16-17 / Occurrence #7</b>
	172-190	19	<b>Repeat 15-16-17 / Occurrence #8</b>
	191-209	19	<b>Repeat 15-16-17 / Occurrence #9</b>
	210-228	19	<b>Repeat 15-16-17 / Occurrence #10</b>
18	229-230	2	<p><b>Number of Stolen Motor Vehicles</b></p> <p>If DE 14 (Type Property Loss/etc.) Is 7 = Stolen and DE 15 (Property Description is 03, 05, 24, 28, or 37 (Refer to Data Elements and Data Values); enter number of known stolen vehicles. If number stolen is unknown, enter 00.</p>
19	231-232	2	<p><b>Number of Recovered Motor Vehicles</b></p> <p>If DE 14 (Type Property Loss/etc.) is 5 = Recovered and DE 15 (Property Description) is 03, 05, 24, 28, or 37 (Refer to Data Elements and Data Values); enter number of known recovered vehicles. If number recovered is unknown or no vehicle code present, enter 00.</p>
20	233	1	<p><b>Suspected Drug Type</b></p> <p>Valid Codes: A-P, U, and X (Refer to Data Elements and Data Values).</p> <p>If DE 14 (Type Property Loss/Etc.) is 1 = None and the Offense code is a drug/narcotic violation, only enter DE 20; otherwise enter only if one of the DE 15 (Property Description) codes is 10 = Drugs/Narcotics, and 6 = Seized was entered into DE 14 (Type Property Loss/etc.). If there is a mixture of drugs that are split between two offenses, only enter the drug type(s) applicable to the drug/narcotic violation.</p>

21	234-242	9	<p><b>Estimated Drug Quantity</b></p> <p>Right-justified with zero left-fill, i.e. number of pounds, grams, etc. involved.</p>
21	243-245	3	<p><b>Estimated Drug Quantity Fraction</b></p> <p>Fraction of pounds, grams, etc. entered into Type Measurement below, represented in thousandths. Must be three numeric digits.</p> <p>Example: 1/2 ounce = 500, 1/4 gram = 250</p>
22	246-247	2	<p><b>Type Drug Measurement</b></p> <p>Valid Codes: GM, KG, OZ, LB, ML, LT, FO, GL, DU, NP, and XX (Refer to Data Elements and Data Values for details).</p>
	248-262	15	<b>Repeat 20-21-22 / Occurrence #2</b>
	263-277	15	<b>Repeat 20-21-22 / Occurrence #3</b>
	278-307	30	<b>Leave Blank</b>

## Level 4 - Victim Segment

The Victim segment is used to describe the victims involved in the incident (e.g. their age, sex, race, and ethnicity). A separate Victim Segment should be submitted for each victim (up to 999) involved in the incident and there must be at least one Victim segment submitted for each incident.

**DE** = Data Element

**RP** = Record Position

**DL** = Data Length

<b>DE</b>	<b>RP</b>	<b>DL</b>	<b>Description</b>
	1-4	4	<b>Leave Blank</b>
	5	1	<b>Segment Level</b> Designates this as a Victim segment. Valid Code: 4
	6	1	<b>Segment Action Type</b> Valid Code: I, Incident report only
	7-8	2	<b>Month of Submission</b> Month of data being processed. (MM / i.e. 01-12)
	9-12	4	<b>Year of Submission</b> Year of data being processed. (YYYY / i.e. 2011)
	13-16	4	<b>Leave Blank</b>
1	17-25	9	<b>ORI Number</b> Valid NCIC ORI number. Example: MT0250100 = Helena P.D.
2	26-37	12	<b>Incident Number</b> Left-justified with blank right-fill. Example: 97-13456
23	38-40	3	<b>Victim Sequence Number</b> Valid Codes: 001-999

	41-70		<p><b>Leave Blank</b></p> <p>Montana codes are four digits in length. Submit MTIBRS offense codes in DE 24 at the end of this record.</p>
25	71	1	<p><b>Type of Victim</b></p> <p>L = Law Enforcement Officer is for reporting Law Enforcement Officers Killed or Assaulted (LEOKA).</p> <p>Valid Codes:  I = Individual  B = Business  F = Financial institution  G = Government  R = Religious organization  S = Society/Public  L = Law Enforcement Officer (for LEOKA reporting)  O = Other  U = Unknown</p> <p><b>Note:</b> If L is entered then DE 25A Type of Activity, DE 25B Type of Assignment, and DE 25C ORI - Other Jurisdiction at the end of the Victim segment must be completed.</p>
26	72-75	4	<p><b>Age of Victim</b></p> <p>Only enter if Type of Victim is I, Individual or L, Law Enforcement Officer.</p> <p>For an exact age use only positions 72-73 (leave 74-75 blank) and enter age in years as 01-98, NN = Under 24 hrs. old, NB = 1-6 days, BB = 7-364 days, 99 = over 98, or 00 = Unknown; or use positions 72-75 for an age range such as 25 to 30 years, i.e. 2530.</p>
27	76	1	<p><b>Sex of Victim</b></p> <p>Only enter if Type of Victim is I, Individual or L, Law Enforcement Officer</p> <p>Valid Codes:  M = Male  F = Female  U = Unknown</p>

28	77	1	<p><b>Race of Victim</b></p> <p>Only enter if Type of Victim is I, Individual or L, Law Enforcement Officer.</p> <p>Valid Codes:  W = White  B = Black or African American  I = American Indian or Alaskan Native  A = Asian  P = Native Hawaiian or Other Pacific Islander  U = Unknown</p>
29	78	1	<p><b>Ethnicity of Victim</b></p> <p>Only enter if Type of Victim is I or L.</p> <p>Valid Codes:  H = Hispanic or Latino  N = Not Hispanic or Latino  U = Unknown</p>
30	79	1	<p><b>Resident Status of Victim</b></p> <p>Only enter if Type of Victim is I, Individual or L, Law Enforcement Officer.</p> <p>Valid Codes:  R = Resident  N = Nonresident  U = Unknown</p>
31	80-81	2	<p><b>Aggravated Assault/Homicide Circumstance (#1)</b></p> <p>Valid Codes: 01-10, 20-21, and 30-34 (Refer to Data Elements and Data Values for details).</p>
31	82-83	2	<p><b>Aggravated Assault/Homicide Circumstance (#2)</b></p> <p>Valid Codes: 01-10, 20-21, and 30-34 (Refer to Data Elements and Data Values for details).</p>
32	84	1	<p><b>Additional Justifiable Homicide Circumstances</b></p> <p>Valid Codes:  A = Criminal Attacked Police Officer and That Officer Killed Criminal  B = Criminal Attacked Police Officer and Criminal Killed</p>

			by Another Police Officer C = Criminal Attacked a Civilian D = Criminal Attempted Flight from a Crime E = Criminal Killed in Commission of Crime F = Criminal Resisted Arrest G = Unable to Determine/Not Enough Information
33	85	1	<b>Type Injury (#1)</b>  Valid Codes: N = None B = Apparent Broken Bones I = Possible Internal Injury L = Severe Laceration M = Apparent Minor Injury O = Other Major Injury T = Loss of Teeth U = Unconsciousness
33	86	1	Type Injury (#2) Blank if Injury #1 = N (None)
33	87	1	Type Injury (#3) Blank if Injury #1 = N (None)
33	88	1	Type Injury (#4) Blank if Injury #1 = N (None)
33	89	1	Type Injury (#5) Blank if Injury #1 = N (None)
	<b>Note:</b>		Relationship(s) of victim to offender(s).  Enter DEs 34 and 35 only if one or more of the offenses entered into DE 24 (Victim connected to MTIBRS offense code) is a Crime against Person, i.e. an assault, homicide, kidnapping/abduction, forcible sex, or non-forcible sex offense. Robbery offenses also require relationships. Enter the relationship of the victim with up to 10 offenders involved in the incident. Enter each offender's (Offender Sequence Number) into DE 34 (Offender Numbers to be related). Then enter the appropriate relationship code into DE 35 (Relationship of Victim to Offenders).
34	90-91	2	<b>Offender Sequence Number to be related:</b>  Enter a number contained in DE 36 of the Offense segment (Offender Sequence Number).  Valid values: 01-99; or 00 if nothing is known about the offender. Refer to DE 36.

35	92-93	2	<p><b>Relationships Victim to Offenders</b></p> <p>Valid Codes: SE, CS, PA, SB, CH, GP, GC, IL, SP, SC, SS, OF, VO, AQ, FR, NE, BE, BG, CF, HR, XS, EE, ER, OK, RU, AND ST (Refer to Data Elements and Data Values for details).</p>
	94-97	4	<b>Repeat 34-35 / Occurrence #2</b>
	98-101	4	<b>Repeat 34-35 / Occurrence #3</b>
	102-105	4	<b>Repeat 34-35 / Occurrence #4</b>
	106-109	4	<b>Repeat 34-35 / Occurrence #5</b>
	110-113	4	<b>Repeat 34-35 / Occurrence #6</b>
	114-117	4	<b>Repeat 34-35 / Occurrence #7</b>
	118-121	4	<b>Repeat 34-35 / Occurrence #8</b>
	122-125	4	<b>Repeat 34-35 / Occurrence #9</b>
	126-129	4	<b>Repeat 34-35 / Occurrence #10</b>
	<b>Note:</b>		<p>Enter only offenses that affected the victim.</p> <p>If an offense did <u>not</u> affect this victim, do not enter the offense within DE 24. Every offense <u>must</u> have a victim or victims, but every victim may not be affected by all offenses within an incident.</p>
24	130-133	4	<p><b>MTIBRS Offense Code to which the victim was connected. (#1)</b></p> <p>Valid Codes: (Refer to Data Elements and Data Values for details).</p>
24	134-137	4	<b>MTIBRS Offense Code to which the victim was connected. (#2)</b>

			Valid Codes: (Refer to Data Elements and Data Values).
24	138-141	4	<b>MTIBRS Offense Code to which the victim was connected. (#3)</b> Valid Codes: (Refer to Data Elements and Data Values).
24	142-145	4	<b>MTIBRS Offense Code to which the victim was connected. (#4)</b> Valid Codes: (Refer to Data Elements and Data Values).
24	146-149	4	<b>MTIBRS Offense Code to which the victim was connected. (#5)</b> Valid Codes: (Refer to Data Elements and Data Values).
24	150-153	4	<b>MTIBRS Offense Code to which the victim was connected. (#6)</b> Valid Codes: (Refer to Data Elements and Data Values).
24	154-157	4	<b>MTIBRS Offense Code to which the victim was connected. (#7)</b> Valid Codes: (Refer to Data Elements and Data Values).
24	158-161	4	<b>MTIBRS Offense Code to which the victim was connected. (#8)</b> Valid Codes: (Refer to Data Elements and Data Values).
24	162-165	4	<b>MTIBRS Offense Code to which the victim was connected. (#9)</b> Valid Codes: (Refer to Data Elements and Data Values).
24	166-169	4	<b>MTIBRS Offense Code to which the victim was connected. (#10)</b> Valid Codes: (Refer to Data Elements and Data Values).
	<b>Note:</b>		If the victim was a law enforcement officer who was killed or assaulted, the following three DEs must be completed.
25A	170 –	2	<b>Type of Officer Activity/Circumstance</b>

	171		Valid Codes: (01-11) (Refer to Data Elements and Data Values).
25B	172	1	<b>Officer Assignment Type</b> Valid Codes: (F-L) (Data Elements and Data Values).
25C	173 - 181	9	<b>Officer - ORI Other Jurisdiction</b> Valid ORI Codes Data Elements and Data Values).

## Level 5 - Offender Segment

The Offender Segment is used to describe the offenders in the incident (e.g., their age, sex, race, and ethnicity). An Offender segment should be submitted for each of the offenders (up to 99) involved in the incident. There must be at least one Offender segment in each incident report.

When nothing is known about the offender, then 00 = Unknown Offender should be entered in DE 36 (Offender Sequence Number) and DEs 37 through 39A should be left blank.

However, when witnesses report five offenders were running from the scene, and their age, sex, or race are not known, five Offender segments should be submitted indicating the appropriate DEs are unknown.

**DE** = Data Element

**RP** = Record Position

**DL** = Data Length

DE	RP	DL	Description
	1-4	4	<b>Leave Blank</b>
	5	1	<b>Segment Level</b> Designates this as an Offender segment. Valid Code: 5
	6	1	<b>Segment Action Type</b> Valid Code: I, Incident report only
	7-8	2	<b>Month of Submission</b> Month of data being processed. (MM / i.e. 01-12)
	9-12	4	<b>Year of Submission</b> Year of data being processed. (YYYY / i.e. 2011)
	13-16	4	<b>Leave Blank</b>
1	17-25	9	<b>ORI Number</b> Valid NCIC ORI number. Example: MT0250100 = Helena P.D.
2	26-37	12	<b>Incident Number</b>

			<p>Left-justified with blank right-fill.</p> <p>Example: 97-13456</p>
36	38-39	2	<p><b>Offender Sequence Number</b></p> <p>Valid Values: 01-99; or 00 if nothing is known about the offender. This would be entered in the situation where there were no suspects or witnesses. 00 would not be entered in the case where someone was seen running from the crime scene but Age, Sex, Race, and Ethnicity were all unknown. If 00 is entered, it would then have to be updated in the event of an arrest for the incident.</p>
37	40-43	4	<p><b>Age of Offender</b></p> <p>For an exact age use only positions 40-41 (leave 42-43 blank) and enter age in years as 01-98, 99, 00; or use positions 40-43 for an age range such as 25 to 30 years, i.e. 2530.</p>
38	44	1	<p><b>Sex of Offender</b></p> <p>Valid Codes:  M = Male  F = Female  U = Unknown</p>
39	45	1	<p><b>Race of Offender</b></p> <p>Valid Codes:  W = White  B = Black or African American  I = American Indian or Alaskan Native  A = Asian  P = Native Hawaiian or Other Pacific Islander  U = Unknown</p>
39A	46	1	<p><b>Ethnicity of Arrestee</b></p> <p>Valid Codes:  H = Hispanic or Latino  N = Not Hispanic or Latino  U = Unknown</p>

## Level 6 - Arrestee Segment

The Arrestee segment is used to report the apprehension of the persons who committed crimes (up to 99) reported offenses, to describe the arrestee (e.g., age, sex, race, and ethnicity), and to indicate the circumstances of the arrest. There is one Arrestee segment per arrestee.

**DE** = Data Element

**RP** = Record Position

**DL** = Data Length

DE	RP	DL	Description
	1-4	4	<b>Leave Blank</b>
	5	1	<b>Segment Level</b> Designates this as an Arrestee segment. Valid Code: 6
	6	1	<b>Segment Action Type</b> Valid Code: I, Incident report only
	7-8	2	<b>Month of Submission</b> Month of data being processed. (MM / i.e. 01-12)
	9-12	4	<b>Year of Submission</b> Year of data being processed. (YYYY / i.e. 2011)
	13-16	4	<b>Leave Blank</b>
1	17-25	9	<b>ORI Number</b> Valid NCIC ORI number. Example: MT0250100 = Helena P.D.
2	26-37	12	<b>Incident Number</b> Left-justified with blank right-fill. Example: 97-13456
40	38-39	2	<b>Arrestee (Sequence) Number</b> Valid values: 01-99

41	40-51	12	<p><b>Arrest Transaction Number</b></p> <p>We prefer that this number be unique to each arrest, i.e. MANS number, citation number or a RMS auto-generated number (left-justified with blank right-fill).</p>
42	52-59	8	<p><b>Arrest Date</b></p> <p>In the format of YYYYMMDD.</p>
43	60	1	<p><b>Type of Arrest</b></p> <p>Valid Codes:  O = On-View Arrest  S = Summoned/Cited  T = Taken in on Warrant</p>
	<b>Note:</b>		<p>For Multiple Clearance Arrest</p> <p>If the apprehension of this arrestee will result in the submission of Arrestee segments for more than one incident within the jurisdiction, enter C = Count Arrestee into DE 44 (Multiple Arrest Segment Indicator) for the most recent arrest that cleared other incidents. Then enter a M = Multiple into DE 44 (Multiple Arrestee Segments Indicator) on all previous incidents being cleared by this arrest. If multiple Arrestee segments are not involved, enter N = Not Applicable.</p>
44	61	1	<p><b>Multiple Arrestee Segments Indicator</b></p> <p>Valid Codes:  C = Count Arrestee  M = Multiple  N = Not Applicable</p>
	62-64	3	<p><b>Leave Blank</b></p> <p>(See DE 45 at end of this record to enter the Offense code of the arrestees).</p>
46	65-66	2	<p><b>Arrestee was armed with (#1)</b></p> <p>Valid Codes: 01 and 11-17 - (Refer to Data Elements and Data Values).</p>
	67	1	<p><b>Automatic weapon (#1)</b></p>

			Enter A if the weapon entered above is an automatic weapon.
46	68-69	2	<b>Arrestee Was Armed With (#2)</b>  Valid Codes: 01 and 11-17 - (Refer to Data Elements and Data Values). Leave blank if Arrestee was 01, Unarmed.
	70	1	<b>Automatic weapon (#2)</b>  Enter A if the weapon entered above is an automatic weapon
47	71-74	4	<b>Age of Arrestee</b>  For an exact Age use only positions 71-72 (leave 73-74 blank) and enter Age in years as 01-98, or 99, or 00; or use positions 71-74 for an Age range such as 25 to 30 years, i.e. 2530.  If an Age range is entered and the low age is juvenile and the high range is adult and the averaged Age (rounded down) is juvenile, it should be in agreement with DE 52 (Disposition of Arrestee Under 18).
48	75	1	<b>Sex of Arrestee</b>  Valid Codes: M = Male F = Female
49	76	1	<b>Race of Arrestee</b>  Valid Codes: W = White B = Black or African American I = American Indian or Alaskan Native A = Asian P = Native Hawaiian or Other Pacific Islander U = Unknown
50	77	1	<b>Ethnicity of Arrestee</b>  Valid Codes: H = Hispanic or Latino N = Not Hispanic or Latino

			U = Unknown
51	78	1	<b>Resident Status of Arrestee</b>  Valid Codes: R = Resident N = Nonresident U = Unknown
52	79	1	<b>Disposition of Arrestee Under 18</b>  Valid Codes: H = Handled within Department R = Referred to Other Authorities
	80-110		<b>Leave Blank</b>
	<b>Note:</b>		If a past incident is cleared by an arrest in a more recent incident, a separate Arrestee segment must be completed for each incident. The former incident will also be coded with a M for the Multiple Arrestee Segments Indicator whereas the current arrest would be coded as a C. See DE 44 (Multiple Arrestee Segments Indicator).
45	111-114	4	<b>Arrest MTIBRS Offense Code (#1)</b>  Valid Codes: (Refer Data Elements and Data Values for details).
45	115-118	4	<b>Arrest MTIBRS Offense Code (#2)</b>  Valid Codes: (Refer to Data Elements and Data Values).
45	119-122	4	<b>Arrest MTIBRS Offense Code (#3)</b>  Valid Codes: (Refer to Data Elements and Data Values).
45	123-126	4	<b>Arrest MTIBRS Offense Code (#4)</b>  Valid Codes: (Refer to Data Elements and Data Values).
45	127-130	4	<b>Arrest MTIBRS Offense Code (#5)</b>  Valid Codes: (Refer to Data Elements and Data Values).
45	131-134	4	<b>Arrest MTIBRS Offense Code (#6)</b>

			Valid Codes: (Refer to Data Elements and Data Values).
45	135-138	4	<b>Arrest MTIBRS Offense Code (#7)</b> Valid Codes: (Refer to Data Elements and Data Values).
45	139-142	4	<b>Arrest MTIBRS Offense Code (#8)</b> Valid Codes: (Refer to Data Elements and Data Values).
45	143-146	4	<b>Arrest MTIBRS Offense Code (#9)</b> Valid Codes: (Refer to Data Elements and Data Values).
45	147-150	4	<b>Arrest MTIBRS Offense Code (#10)</b> Valid Codes: (Refer to Data Elements and Data Values).

## **Group B Arrests**

Montana will collect all segments (1-6) for Group B incidents only when a Group B arrest is involved. **Group B incidents include only Group B offenses and a Group B arrest.** Group B incidents, as defined above, that do not include a Group B arrest should not be sent to MBCC. Therefore, Group B incidents should be treated like a Group A for reporting to MBCC including all segments (1-6).

There will be no Level 7 segment submitted to MBCC. Local law enforcement software should require all segments to be completed rather than just an arrest segment for all Group B incidents.

## Level 0 - Zero-Reporting Segment

One record is to be submitted for each month that a reporting agency has no crime or arrests to report for a given month.

**DE** = Data Element

**RP** = Record Position

**DL** = Data Length

DE	RP	DL	Description
	1-4	4	<b>Leave Blank</b>
	5	1	<b>Segment Level</b> Designates this as a Zero-reporting segment. Valid Code: 0
	6	1	<b>Segment Action Type</b>  Valid Codes: A = Add D = Delete (to be used only when a record/incident was entered in error or was unfounded after being reported to MBCC).
	7-8	2	<b>Month of Submission</b>  Month of data being processed. (MM / 01-12 )
	9-12	4	<b>Year of Submission</b>  Year of data being processed. (YYYY / i.e. 2011)
	13-16	4	<b>Leave Blank</b>
1	17-25	9	<b>ORI Number</b>  Valid NCIC ORI number. Example: MT0250100=Helena PD
2	26-37	12	<b>Incident Number</b>  Zero fill.
	38-39	2	<b>Zero-report Month</b>  This is the month in which there was no reported crime.

			(MM / i.e. 01-12 )
	40-43	4	<p><b>Zero-report Year</b></p> <p>This is the year in which there was no reported crime. (YYYY / i.e., 2011)</p>
	44-51	8	<p><b>Activity Date</b></p> <p>Date this record was created or date of last change/update activity for this record. In the format of YYYYMMDD.</p>

Sources Cited

[National Incident-Based Reporting System \(NIBRS\) User Manual, Version 1.0](#)

[National Incident-Based Reporting System NIBRS Technical Specification, Version 2.1](#)