

# COPLINK NIBRS: Individual Incident Entry (IIE) Quick Reference Guide

Welcome to the new COPLINK NIBRS repository.

The link to the production database is: <https://coplink.forensiclogic.com:20043/login.html#/>

This database can also be accessed through a link on the WASPC CJIS webpage: <http://www.waspc.org/crime-statistics-nibrs->

Once you log into the repository database, you will see the following screen. This is the **Home Screen**. From here you will be able to select the type of activity you wish to begin. For manually entering a new incident, arrest, or zero report, select the appropriate link.



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# Manual Entry of a New Group A Incident

In these guidelines, mandatory fields are indicated with an orange explanation box and an arrow; optional or offense-dependent fields are indicated with a yellow explanation box and arrow, and; informational notations are indicated in green. For a Group A Incident entry, please remember that Cargo Theft is mandatory for only certain offenses. See page 70 of the FBI NIBRS User Manual for a list of those offenses.

The manual can be found at the following website: <https://ucr.fbi.gov/nibrs/nibrs-user-manual>

## Administrative Segment

The screenshot shows the 'Administrative Details' form in the COPLINK NIBRS Repository. The form is titled 'Administrative Details' and includes a warning icon. The 'Basics' section contains the following fields and instructions:

- Case number:** An orange box with an arrow pointing to the field says 'Enter the case or incident number.'
- Did the incident involve a cargo theft?:** A yellow box with an arrow pointing to the dropdown menu says 'Select Y (Yes) or N (No)'. A green arrow points to the 'Validate' button in the 'Continue...' dropdown menu.
- Date type:** Radio buttons for 'Incident Date (I)' and 'Report Date (R)'. An orange box with an arrow pointing to the 'Incident Date (I)' radio button says 'Select Incident Date if the date of occurrence is known. Select Report Date if incident date is unknown.'
- Date:** A text field with a date format 'mm/dd/yyyy'. An orange box with an arrow pointing to the field says 'Enter incident or report date'.
- Hour (0 = Midnight):** A text field. An orange box with an arrow pointing to the field says 'Enter the two-digit hour of the incident. If the incident occurs at exactly midnight, it is considered to have occurred at the beginning of the following day.'
- Cleared Exceptionally?:** Radio buttons for 'Yes' and 'No'. An orange box with an arrow pointing to the 'Yes' radio button says 'Select Yes or No for Exceptional Clearance. If Exceptional Clearance is **Yes**, then the Exception Code and Exception Date fields are mandatory.'
- Exception code:** Radio buttons for 'Death of Offender (A)', 'Prosecution Declined (B)', 'In Custody of Other Jurisdiction (C)', and 'Victim Refused to Cooperate (D)'. This field is only visible when 'Cleared Exceptionally?' is set to 'Yes'.
- Exception date:** A text field with a date format 'mm/dd/yyyy'. This field is only visible when 'Cleared Exceptionally?' is set to 'Yes'.

## Saving Your Entry

To save and view any validation errors select **Validate** in the Continue drop down menu.

To save and continue without viewing validation errors select **Save and Continue** in the Continue drop down menu in the upper right area.

## Offense Segment

From the Offense List screen, you can begin to enter new offenses. Start by clicking on **New Offense**. There can be up to ten (10) offenses per incident.

The screenshot displays the COPLINK NIBRS Repository interface. The top navigation bar shows 'COPLINK NIBRS Repository' on the left and 'WASPC0000 - CJIS Admin' on the right. The main content area is titled 'Agency Reports' and 'Offense List'. A breadcrumb trail indicates the current location: 'Home > Reports > Incident Report 18-1234'. Below the breadcrumb, the text states: 'According to NIBRS incident reporting standards, an incident can involve up to 10 offenses.' A search bar is present with the text '0 items found'. At the bottom, there are navigation links: '< Previous' and 'Next >'. Two callout boxes are overlaid on the image: a green box pointing to the incident number '18-1234' in the breadcrumb, and an orange box pointing to the 'New Offense' button.

The incident number is a link to the incident's Main Overview page. Additional details on this feature can be found on page 8.

Click here to begin entering Offense information.

After selecting **New Offense**, you will be directed to the Offense 1 screen (displayed on the next page). The image below highlights the mandatory fields when entering an offense. Please remember that the Domestic Violence indicator is mandatory for the all offenses except Crimes Against Society.

COPLINK NIBRS Repository WASPC0000 - CJIS Admin

## Agency Reports

Home > Reports > Incident Report 18-1234 > Offense List

# Offense 1

Describe the offense. Continue...

**Basics**

Offense code  Attempted or Completed?  Domestic violence

**Offender**

Offender suspected of using  A - Alcohol  C - Computer Equipment  D - Drugs/Narcotics  N - Not Applicable

Bias motivation (select up to 5)

- 85 - Religion - Anti-Sikh
- 71 - Gender Identity - Anti-Transgender
- 11 - Race/Ethnicity/Ancestry - Anti-White
- 88 - None (no bias)

**Location**

Location type  Method of entry  F - Force  N - No Force

**Criminal Activity**

Criminal activity (select up to 3)

- A - Simple/Gross Neglect (unintentionally, i
- B - Buying/Receiving
- C - Cultivating/Manufacturing/Publishing (i
- D - Distributing/Selling

Gang Information

**Weapon**

Weapon or force involved  99 - None  95 - Unknown  Known (specify)

Type

- 11 - Firearm
- 11A - Automatic Firearm
- 12 - Handgun
- 12A - Automatic Handgun

Select the offense from the drop down list.

Select Attempted or Completed.

Select Y (Yes) or N (No). Domestic Violence field is mandatory for all Crimes Against Persons and Crimes Against Property.

Select the appropriate option.

Select the appropriate option from the list.

Select the appropriate option. **User Hint:** Your selection must turn blue when you click on it to indicate it has been properly selected. Use the Ctrl button on your keyboard to make multiple selections.

If applicable, select the type of forced involved and the appropriate weapon type. **User Hint:** Your selection must turn blue when you click on it, to indicate it has been properly selected.

If applicable, select the appropriate Criminal Activity. Use the Ctrl button on your keyboard to make multiple selections. **User Hint:** If Criminal Activity does not apply, make the appropriate selection in the Gang Information drop down menu. See the following page for mandatory requirements.

<b>Location</b>	Location type ☺	Method of entry ☺ <input type="radio"/> F - Force <input type="radio"/> N - No Force	Number of premises entered ☺
-----------------	-----------------	--	------------------------------

The Method of Entry field should be used **only** if the offense is 220 = Burglary/ Breaking & Entering. Use it to report whether the burglar used Force or No Force to enter the structure.

Number of Premises Entered field is used **only** if the crime is Burglary/ Breaking & Entering and the Hotel Rule applies. Please see page 24 of the FBI NIBRS User Manual for more information on the Hotel Rule.

Please remember:

**Criminal Activity is mandatory** for the following offenses:

- 250 Counterfeiting/Forgery
- 280 Stolen Property Offenses
- 35A Drug/Narcotic Violations
- 35B Drug Equipment Violations
- 370 Pornography/Obscene Material
- 39C Gambling Equipment Violations
- 520 Weapon Law Violations
- 720 Animal Cruelty

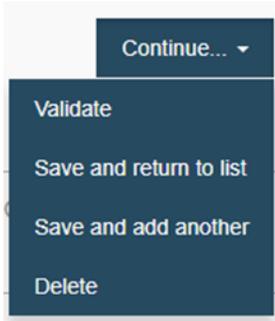
**Gang Activity is mandatory** for the following offenses:

- 09A = Murder and Non-Negligent Manslaughter
- 09B = Negligent Manslaughter
- 100 = Kidnapping/Abduction
- 120 = Robbery
- 11A = Rape
- 11B = Sodomy
- 11C = Sexual Assault with an Object
- 11D = Fondling
- 13A = Aggravated Assault
- 13B = Simple Assault
- 13C = Intimidation

**Weapon Type/Force Involved is mandatory** for the following offenses:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>09A = Murder and Non-Negligent Manslaughter</li> <li>09B = Negligent Manslaughter</li> <li>09C = Justifiable Homicide</li> <li>100 = Kidnapping/Abduction</li> <li>11A = Rape</li> <li>11B = Sodomy</li> <li>11C = Sexual Assault With An Object</li> <li>11D = Fondling</li> </ul> | <ul style="list-style-type: none"> <li>120 = Robbery</li> <li>13A = Aggravated Assault</li> <li>13B = Simple Assault</li> <li>210 = Extortion/Blackmail</li> <li>520 = Weapon Law Violations</li> <li>64A = Human Trafficking, Commercial Sex Acts</li> <li>64B = Human Trafficking, Involuntary Servitude</li> </ul> |
|--|---|

When you are ready to save your entry, the Continue button will provide you with these options:



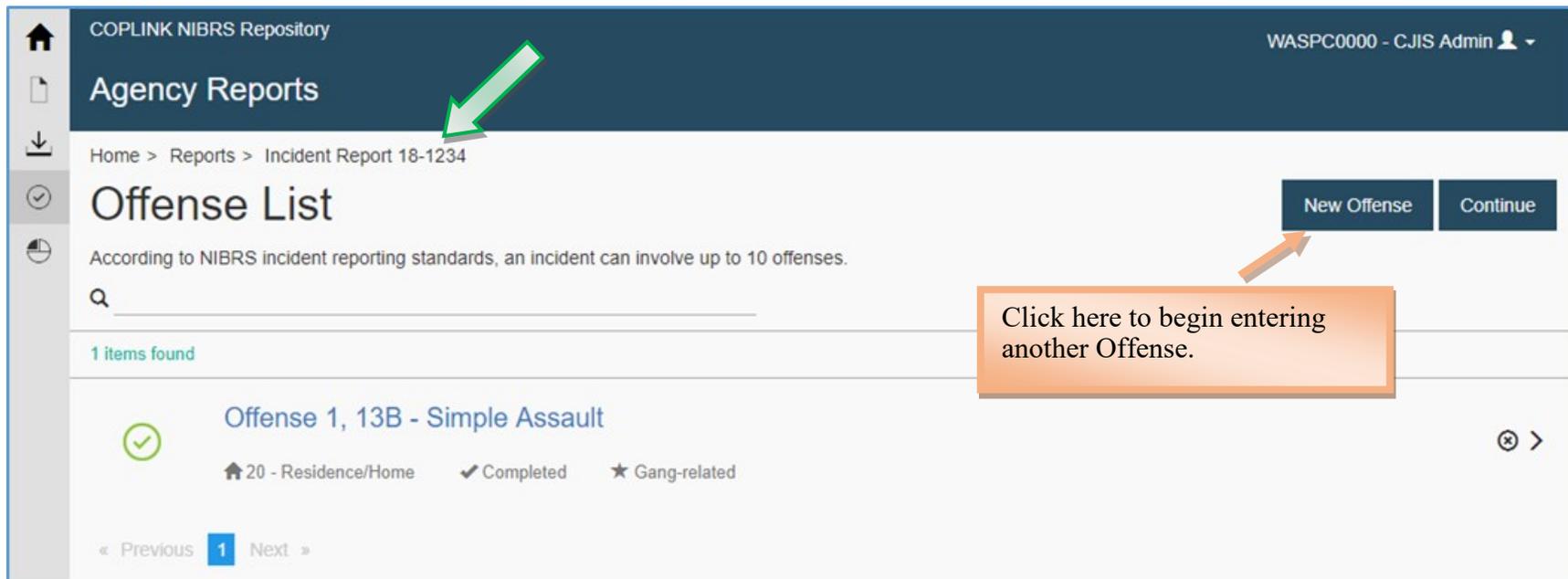
**Validate** will save and validate your entry, so you can review any errors immediately.

**Save and Return to List** will save your entry and return you to the Offense List page. (Image on page 4)

**Save and Add Another** will save your entry and take you to blank Offense 2 page to add another offense.

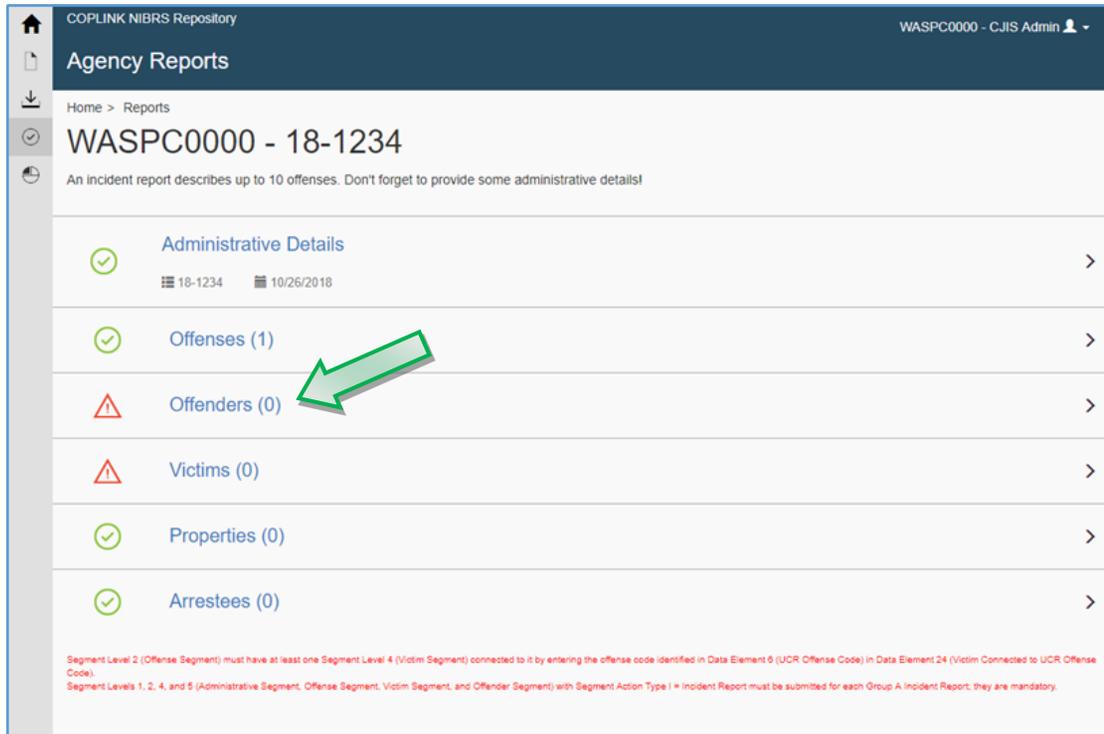
**Delete** will delete the entire Offense entry.

**Save and Return to List** will return you to the Offense List page where you can add another offense or select the **Incident Report Number** in the menu at the top of the screen to return to the incident's main overview page.



The following image is the incident's main overview page. COPLINK NIBRS is designed to indicate which areas are mandatory-based on the information you have already provided. From this page, you will be able to see if the information you've provided has validated (green circle with a check mark in it), where any warnings are appearing (orange triangle with an exclamation point in it), and where information is missing or in error (red triangle with an exclamation point in it).

In the example screen, COPLINK NIBRS is advising the user to add or correct information on the Offenders and the Victims. Select **Offenders (0)** on the incident's main overview page to access the Offender List page.



Select **New Offender** to continue.



# Offender Segment

After selecting **New Offender**, you will be directed to the Offender 1 screen for data entry.

COPLINK NIBRS Repository WASPC0000 - CJIS Admin

## Agency Reports

Home > Reports > Incident Report 18-1234 > Offender List

# Offender 1 ⚠

Describe the offender Continue... ▾

**Basics** Number (0 = Unknown) ⊗  
1

**Demographics**

**Age** ⊗

- Unknown (00)
- Older than 98 years (99)
- Age range: \_\_\_\_\_
- Exact age: \_\_\_\_\_

**Sex** ⊗

- Female (F)
- Male (M)
- Unknown (U)

**Race** ⊗

- White (W)
- Black or African American (B)
- American Indian or Alaska Native (I)
- Asian (A)
- Native Hawaiian or Other Pacific Islander (P)
- Unknown (U)

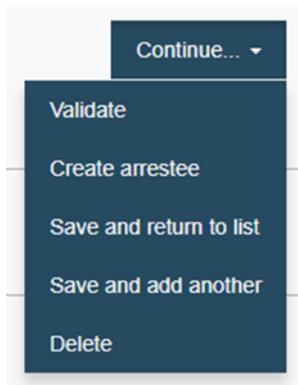
**Ethnicity** ⊗

- Hispanic or Latino (H)
- Not Hispanic or Latino (N)
- Unknown (U)

Ethnicity is optional.

**NOTE:** When the offender is unknown, the Offender Number must be changed to 0. The default setting for the Offender Number is 1. Changing the Offender Number to 0 automatically sets the Age, Sex, and Race to unknown and you will not be able to mark those fields differently.

When you are ready to save your work, the Continue button will provide the following list of options:



**Validate** will save and validate your entry so you can review any errors immediately.

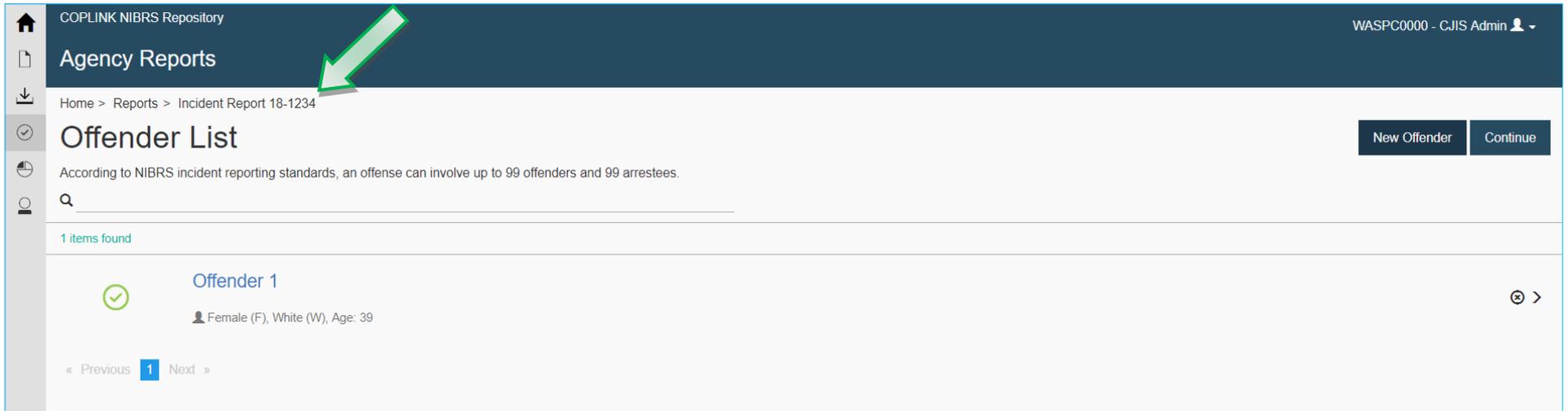
**Create Arrestee** will save your entry and copy the demographic information into an arrest entry that you will be able to finish later.

**Save and Return to List** will save your entry and return you to the Offender List page.

**Save and Add Another** will save your entry and take you to blank Offender 2 page to add another offender.

**Delete** will delete the entire Offender entry.

Select **Save and Return to List** to return to the Offender List page or select the **Incident Report Number** in the menu at the top of the screen to return to the incident's main overview page.



In the incident's main overview page, you will see the areas of your entry that still need to be entered. If you selected **Create Arrestee** option from the Continue dropdown menu on the Offender entry page, you will see a red triangle with an exclamation point in it next to the **Arrestees (1)** section. Page 18 of this document details the mandatory fields in entering arrestee information.

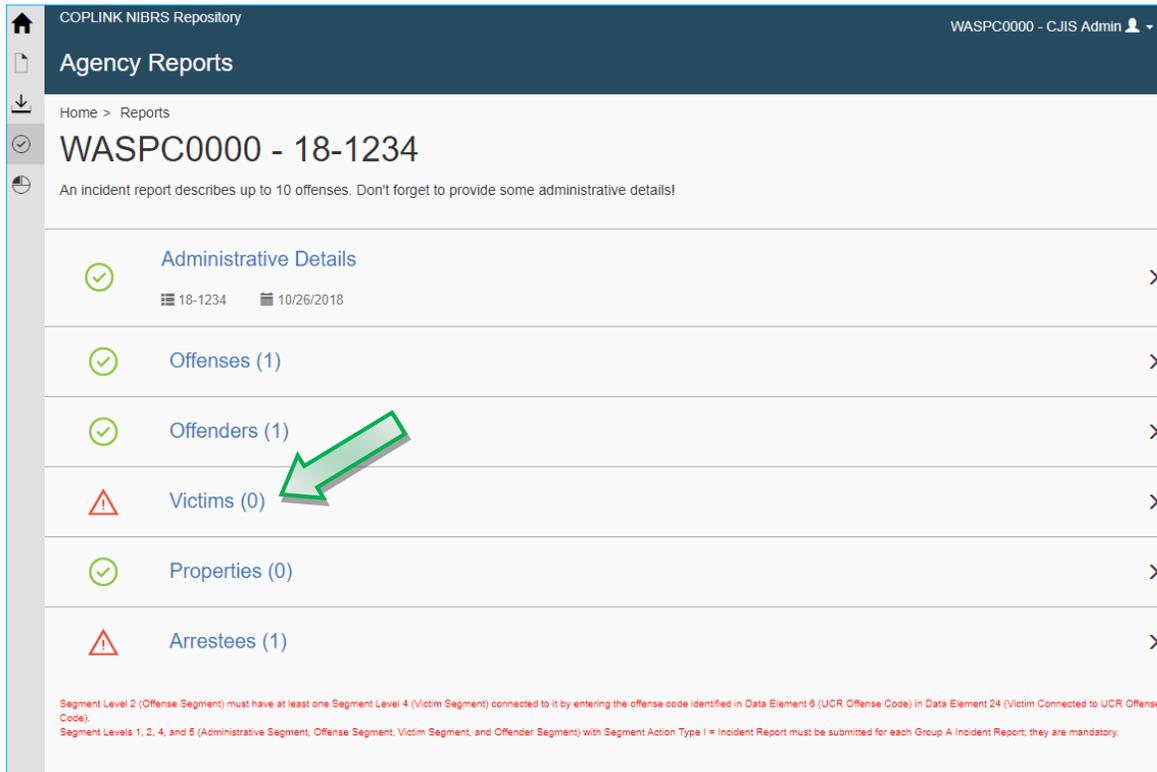
The screenshot displays the 'Agency Reports' interface. At the top, there is a dark blue header with the text 'Agency Reports'. Below the header, a breadcrumb trail shows 'Home > Reports'. The main title of the report is 'WASPC0000 - 18-1234'. A sub-header indicates that an incident report describes up to 10 offenses and prompts the user to provide administrative details. The main content area consists of a list of report sections, each with a status icon (green checkmark or red warning triangle) and a right-pointing chevron:

- Administrative Details**: Green checkmark icon. Includes sub-headers '18-1234' and '10/26/2018'.
- Offenses (1)**: Green checkmark icon.
- Offenders (1)**: Green checkmark icon.
- Victims (0)**: Red warning triangle icon.
- Properties (0)**: Green checkmark icon.
- Arrestees (1)**: Red warning triangle icon. A green arrow points to this section.

At the bottom of the interface, there is a red text warning: 'Segment Level 2 (Offense Segment) must have at least one Segment Level 4 (Victim Segment) connected to it by entering the offense code identified in Data Element 6 (UCR Offense Code) in Data Element 24 (Victim Connected to UCR Offense Code). Segment Levels 1, 2, 4, and 5 (Administrative Segment, Offense Segment, Victim Segment, and Offender Segment) with Segment Action Type I = Incident Report must be submitted for each Group A Incident Report; they are mandatory.'

# Victim Segment

From the incident's main overview page, select **Victims (0)** to begin a victim entry .



You will be directed to the Victim List page. Select **New Victim**.



Due to the number of data fields, this screen example is displayed on two pages. Please see page 15 for an example of entering LEOKA data if the victim is a Law Enforcement Officer.

**Agency Reports**  
Home > Reports > Incident Report 18-1234 > Victim List

# Victim 1

Describe the victim.

**Basics**

Connected to UCR offense code(s) (select up to 10)

Offense 1, 13B - Simple Assault

Victim type

**Age**

- Unknown (00)
- Under 24 Hours (NN)
- Newborn (1 to 6 days) (NB)
- Baby (7 to 364 days) (BB)
- Older than 98 years (99)
- Age range: \_\_\_\_\_
- Exact age: \_\_\_\_\_

**Race**

- White (W)
- Black or African American (B)
- American Indian or Alaska Native (I)
- Asian (A)
- Native Hawaiian or Other Pacific Islander (P)
- Unknown (U)

**Sex**

- Female (F)
- Male (M)
- Unknown (U)

**Ethnicity**

- Hispanic or Latino (H)
- Not Hispanic or Latino (N)
- Unknown (U)

**Resident status**

- Nonresident (N)
- Resident (R)
- Unknown (U)

**Injuries**

Was the victim injured?

- Yes
- No

Select up to five injuries suffered by the victim

- B - Apparent Broken Bones
- I - Possible Internal Injury
- L - Severe Laceration
- M - Apparent Minor Injury
- O - Other Major Injury

**Buttons:** Continue...   
Validate  
Save and return to list  
Save and add another

**Callout 1:** Select the Victim Type from the drop down list provided.

**Callout 2:** Select the offense associated with the victim. **Hint:** Your selection must turn blue when you click on it to show it has been properly selected. Use the Ctrl button on your keyboard to make multiple offense selections.

**Callout 3:** If Victim Type is "Individual" or "Law Enforcement Officer", the Age, Race, and Sex are mandatory fields. Ethnicity and Resident Status are optional.

**Callout 4:** Injury information is mandatory for the offenses of:  
Kidnapping/Abduction  
Rape  
Sodomy  
Sexual Assault w/Object  
Fondling  
Robbery  
Aggravated Assault  
Simple Assault  
Human Trafficking Offenses  
Extortion/Blackmail  
You may select up to five (5) types of injury per victim.

The Victim entry screen below is continued from the previous page.

The screenshot shows the 'Victim entry screen' with two main sections: 'Circumstances' and 'Victim to Offender Relationship'. The 'Circumstances' section includes a dropdown for 'Aggravated assault or homicide circumstance(s) (select up to 2)' with options: 01 - Argument, 02 - Assault on Law Enforcement Officer, 03 - Drug Dealing, and 04 - Gangland (Organized Crime Involvement). There is also a text field for 'Additional circumstances'. The 'Victim to Offender Relationship' section includes a dropdown for 'Select an offender', a dropdown for 'Specify the victim's relationship to the offender', and a dropdown for 'Domestic violence'. Three callout boxes provide additional information: 1. A box pointing to the 'Circumstances' section states: 'The Circumstances section is mandatory for the offenses of: Murder, Negligent Manslaughter, Aggravated Assault, Justifiable Homicide. You may use the Ctrl key to indicate up to two (2) types of circumstances.' 2. A box pointing to the 'Select an offender' and 'Specify the victim's relationship to the offender' dropdowns states: 'Each offense must be associated with the appropriate victim(s) and the Offender to Victim Relationship is mandatory. Select the appropriate option from the drop down lists.' 3. A box pointing to the 'Domestic violence' dropdown states: 'This field will populate automatically when the Domestic Violence field is indicated on the Offense page.'

When you are ready to save your entry, the Continue button will provide you with the **Validate, Save and Return to List, Save and Add Another,** and **Delete** options.

Select **Save and Return to List** to be directed to the Victim List page or select the **Incident Report Number** in the menu at the top of the screen to return to the incident's main overview page.



# Victim Segment - Law Enforcement Officer Killed or Assaulted (LEOKA)

Agency Reports

Home > Reports > Incident Report 18-1234 > Victim List

## Victim 1

Describe the victim.

Continue... ▾

Validate

Save and return to list

Save and add another

Delete

**Basics**

Connected to UCR offense code(s) (select up to 10) ⊗

Offense 1, 13B - Simple Assault ▾

Victim type ⊗

Age ⊗

- Unknown (00)
- Under 24 Hours (NN)
- Newborn (1 to 6 days) (NB)
- Baby (7 to 364 days) (BB)
- Older than 98 years (99)
- Age range: \_\_\_\_\_
- Exact age: \_\_\_\_\_

Race ⊗

- White (W)
- Black or African American (B)
- American Indian or Alaska Native (I)
- Asian (A)
- Native Hawaiian or Other Pacific Islander (P)
- Unknown (U)

Sex ⊗

- Female (F)
- Male (M)
- Unknown (U)

Ethnicity ⊗

- Hispanic or Latino (H)
- Not Hispanic or Latino (N)
- Unknown (U)

Resident status ⊗

- Nonresident (N)
- Resident (R)
- Unknown (U)

**Injuries**

Was the victim injured? ⊗

- Yes
- No

Select up to five injuries suffered by the victim ⊗

- B - Apparent Broken Bones
- I - Possible Internal Injury
- L - Severe Laceration
- M - Apparent Minor Injury
- O - Other Major Injury
- T - Loss of Teeth

## Property Segment

Select **Properties (0)** from the incident's main overview page to access the Property List page. The Type of Property Loss code and the Property Description are mandatory fields for Crimes Against Property, Kidnapping/Abduction, Drug/Narcotic Offenses, and Gambling Offenses. Click on **New Property** to begin a property entry.

The screenshot shows the 'Property 1' entry form in the COPLINK NIBRS Repository. The form includes the following fields and callouts:

- Type of property loss**: A dropdown menu. Callout: "Select the appropriate Type of Property Loss code and Property Description from the drop down lists. **User Hint:** Up to ten (10) entries can be made. If there are more than 10 types, the nine (9) higher value types should be listed separately and the rest should be compiled as property type 'Other'."
- Property description**: A dropdown menu.
- Value**: A text input field. Callout: "Value is mandatory for all Crimes Against Property offenses."
- Number of stolen vehicles (0 = Unknown)**: A text input field.
- Number of recovered vehicles (0 = Unknown)**: A text input field. Callout: "Number of Vehicles stolen or recovered for **Motor Vehicle Theft** Offenses. Up to 99 vehicles can be entered for per incident."
- Substances** section with fields:
  - Suspected drug type**: A dropdown menu.
  - Estimated quantity (1 = None)**: A text input field.
  - Drug measurement**: A dropdown menu.Callout: "The Suspected Drug Type, Estimated Quantity, and Drug Measurement fields are used for **Seized** drugs only."

A "Continue..." button is located in the top right corner of the form.

When you are ready to save your work, the Continue button will provide the following list of options:

The dropdown menu for the Continue button contains the following options:

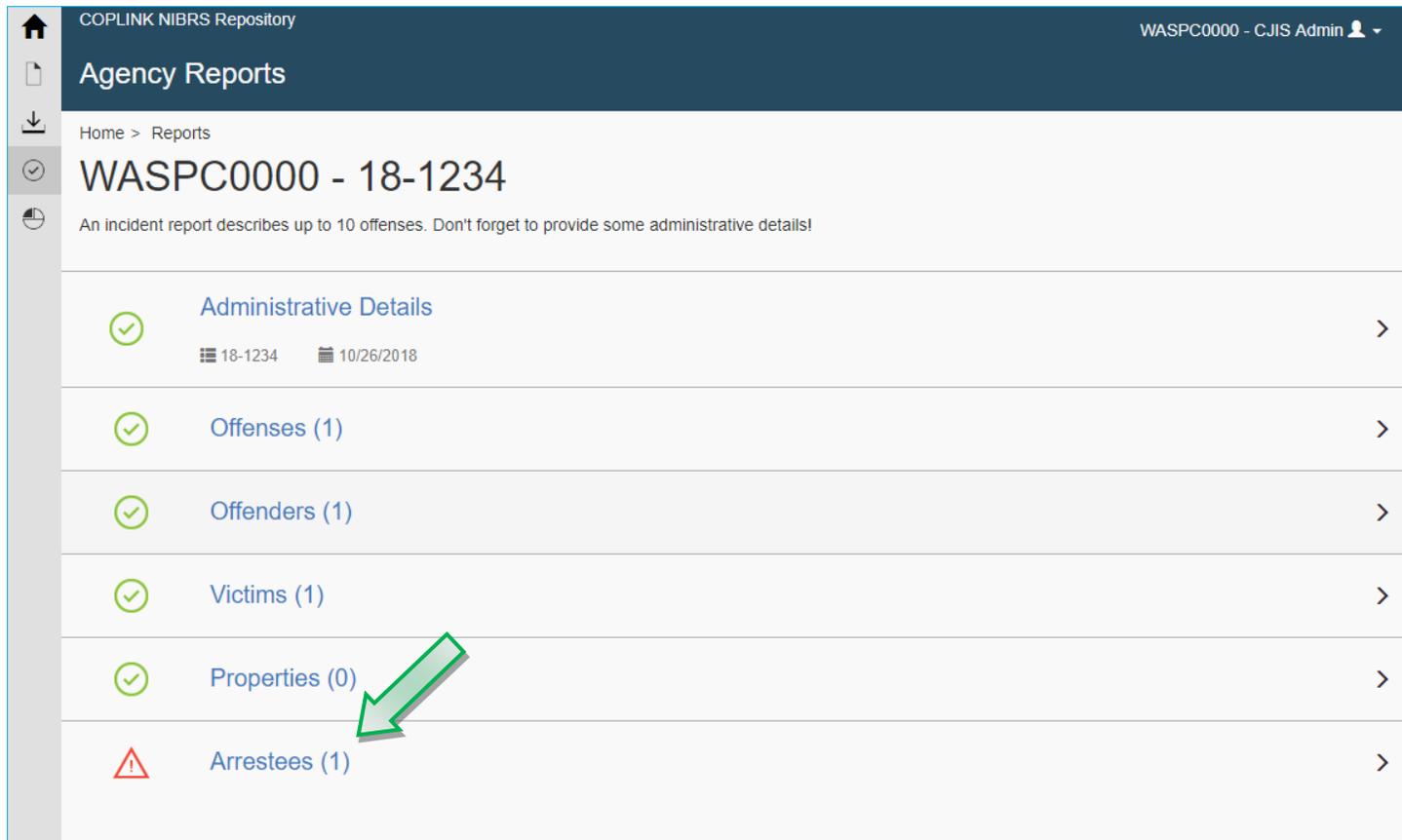
- Validate
- Save and return to list
- Save and add another
- Delete

- Validate** will save and validate your entry, so you can review any errors immediately.
- Save and Return to List** will save your entry and return you to the Property List page.
- Save and Add Another** will save your entry and take you to blank Property page for an additional entry.
- Delete** will delete the entire Property entry.

# Arrestee Segment

From the incident's main overview page select **Arrestee (0)** to begin an arrestee entry.

If you selected **Create Arrestee** when saving your Offender entry, you will see an arrestee entry already started (as indicated by the arrestee count). The image below was created by selecting Create Arrestee option. Click on **Arrestee 1** to complete the entry. If you need to create a new entry, click on **Arrestee (0)** and then click on the **New Arrestee** button.



If you selected **Create Arrestee** when saving your Offender entry, you will see several fields with red error explanations under them. These fields are mandatory and will need to be completed. A new arrestee entry will not have the errors listed and will look like the screen below.

Due to the number of data fields, this screen example is displayed on two pages.

COPLINK NIBRS Repository

WASPC0000 - CJIS Admin

## Agency Reports

Home > Reports > Incident Report 18-1234 > Arrestee List

### Arrestee 1

Describe the arrestee.

Continue...

**Basics**

Number ⑩  
1

Offense code ⑩

Transaction number ⑩

Multiple arrestees? ⑩

- Count Arrestee (C)
- Multiple (M)
- Not Applicable (N)

**Date**

Arrest date ⑩  
mm/dd/yyyy

Arrest type ⑩

- On-View Arrest (O)
- Summoned/Cited (S)
- Taken Into Custody (T)

Select the Offense Code from the drop down list. **Hint:** Your selection must turn blue when you click on it to show it has been properly selected.

The Transaction Number can be either the incident number or the arrest number.

The Multiple Arrestee field is used only when one arrestee clears multiple incidents.

Arrest Date and Arrest Type are mandatory. Select the date from the pop up calendar or type the arrest date in the data field. Select the Arrest Type from the options provided.

**Weapon**

Arrestee armed with  Unarmed (01)  
 Known (specify)

Specify the weapon or force used  11 - Firearm (type not stated)  
 11A - Automatic Firearm (type not stated)  
 12 - Handgun  
 12A - Automatic Handgun

**Demographics**

Age  Unknown (00)  
 Older than 38 years (99)  
 Age range: \_\_\_\_\_  
 Exact age: \_\_\_\_\_

Race  White (W)  
 Black or African American (B)  
 American Indian or Alaska Native (I)  
 Asian (A)  
 Native Hawaiian or Other Pacific Islander (P)  
 Unknown (U)

Disposition if under age 18  Handled Within Department (H)  
 Referred to Other Authorities (R)

Ethnicity  Hispanic or Latino (H)  
 Not Hispanic or Latino (N)  
 Unknown (U)

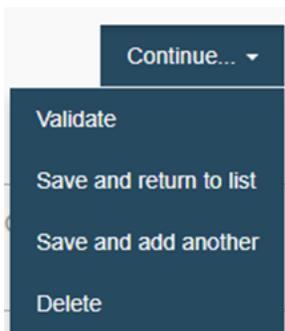
Sex  Female (F)  
 Male (M)

Resident status  Nonresident (N)  
 Resident (R)  
 Unknown (U)

The Arrestee Armed With and the Type of Weapon/Force Used fields are mandatory. Select the appropriate option from the list provided.  
**Hint:** Your selection must turn blue when you click on it to show it has been properly selected. You may use the Ctrl button on your keyboard to indicate up to two (2) selections.

If you selected **Create Arrestee** when saving your Offender entry, the demographic information is auto-filled. If you did not, the Age, Sex, and Race fields are mandatory. The Ethnicity field is optional. Disposition if Under Age 18 field is mandatory if the arrestee is a juvenile (17 years or under).

When you are ready to save your work, the Continue button will provide the following list of options:



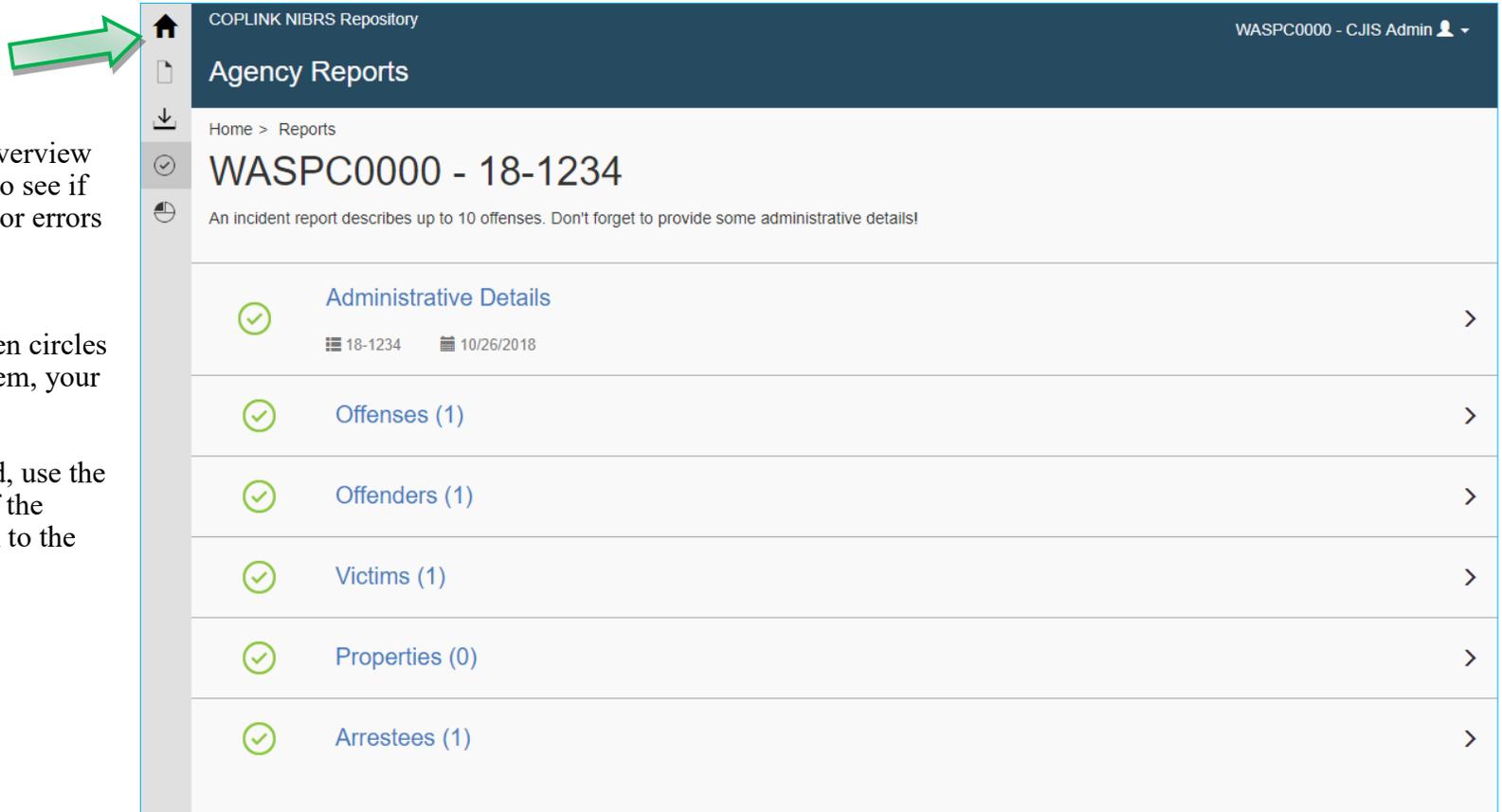
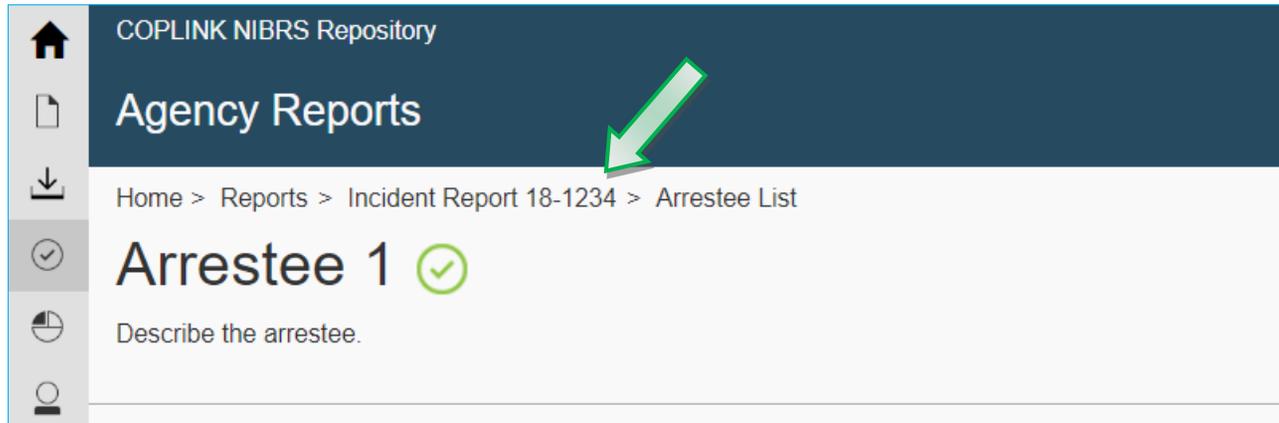
**Validate** will save and validate your entry so you can review any errors immediately.

**Save and Return to List** will save your entry and return you to the Arrestee List page.

**Save and Add Another** will save your entry and take you to blank Arrestee 2 page to add another arrestee.

**Delete** will delete the entire Arrestee entry.

Use the menu at the top of the page to navigate to the incident's main overview page.



On the incident main overview page, you will be able to see if there are any warnings or errors that need to be address.

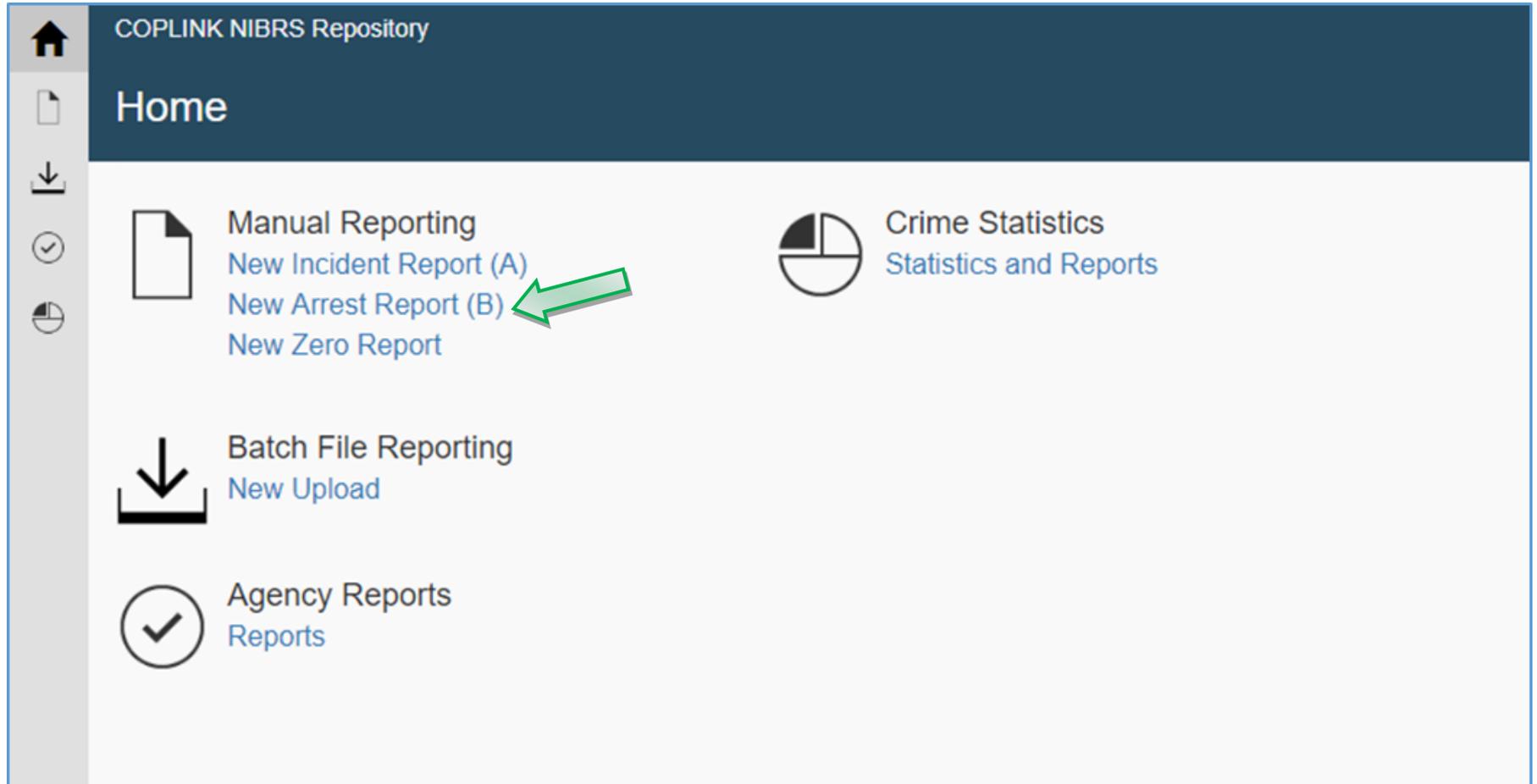
If all of the incident's subcategories have green circles with check marks in them, your case is validated.

If your case is validated, use the Home link at the top of the screen to navigate back to the home screen.

# Manual Entry of a New Group B Arrest

In these guidelines, mandatory fields are indicated with a orange explanation box and an arrow. Optional or offense dependent fields are indicated with a yellow explanation box and arrow, and informational notations are indicated in green.

To begin a new Group B entry, click on **New Arrest Report (B)**.



Due to the number of data fields, this screen example is displayed on two pages.

**COPLINK NIBRS Repository** WASPC0000 - CJIS Admin

## Agency Reports

Home > Reports

# New Arrest Report ⚠

[Continue...](#)

Describe the arrest.

**Number**  **Transaction number**

**Offense code**

**Date**

**Arrest date**  **Arrest type**

- On-View Arrest (O)
- Summoned/Cited (S)
- Taken Into Custody (T)

**Weapon**

**Arrestee armed with**

- Unarmed (01)
- Known (specify)

**Specify the weapon or force used**

- 11 - Firearm (type not stated)
- 11A - Automatic Firearm (type not stated)
- 12 - Handgun
- 12A - Automatic Handgun

**Callout Boxes:**

- Green:** The Arrestee Number is a sequential count (i.e., 1, 2, 3, etc.) of the arrestees. Use the arrows or type in the number.
- Orange (top right):** The Transaction Number can be either the incident number or the arrest number.
- Orange (middle right):** Use the pop-up calendar or type in the arrest date; then select the arrest type from the options provided.
- Orange (bottom):** The Arrestee Armed With and the Type of Weapon/Force Used fields are mandatory. Select the appropriate option from the lists provided. **Hint:** Your selection must turn blue when you click on it to show it has been properly selected. You may use the Ctrl button on your keyboard to enter up to two (2) selections.

**Demographics**

Age ⓘ

- Unknown (00)
- Older than 98 years (99)
- Age range: \_\_\_\_\_
- Exact age: \_\_\_\_\_

Race ⓘ

- White (W)
- Black or African American (B)
- American Indian or Alaska Native (I)
- Asian (A)
- Native Hawaiian or Other Pacific Islander (P)
- Unknown (U)

Disposition if under age 18 ⓘ

- Handled Within Department (H)
- Referred to Other Authorities (R)

Ethnicity ⓘ

- Hispanic or Latino (H)
- Not Hispanic or Latino (N)
- Unknown (U)

Sex ⓘ

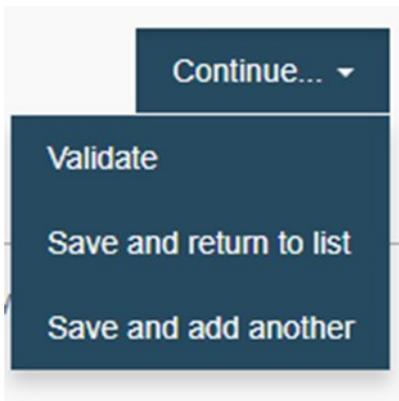
- Female (F)
- Male (M)

Resident status ⓘ

- Nonresident (N)
- Resident (R)
- Unknown (U)

The Age, Sex, and Race fields are mandatory. The Ethnicity and Resident fields are optional. The Disposition if Under Age 18 field is mandatory if the arrestee is a juvenile (17 years or under).

When you are ready to save your entry, the Continue button will provide the following options:



**Validate** will save and validate your entry, so you can review any errors immediately.  
**Save and Return to List** will save your entry and take you to the Arrestee List page.  
**Save and Add Another** will save your entry and take you to blank Arrestee 2 page to add another arrestee.

Select **Save and Return to List** to be directed to the Arrestee List page. Review the Arrestee List to ensure the entry has a validated icon (green circle with check mark in it).

If your entry is validated, use the Home link at the top of the screen to navigate back to the home screen.

# Manual Entry of Zero Report

In these guidelines, mandatory fields are indicated with a orange explanation box and an arrow. Optional or offense dependent fields are indicated with a yellow explanation box and arrow, and informational notations are indicated in green.

To begin a new Zero Incidents or Arrests entry, click on **New Zero Report**.



You will be directed to the following screen.

The screenshot shows the 'Zero Reports' page in the COPLINK NIBRS Repository. The page header includes 'COPLINK NIBRS Repository' and 'WASPC0000 - C.JIS Admin'. The main heading is 'Zero Reports'. A sidebar on the left contains navigation icons for Home, Zero Reports, and a search icon. A search bar contains the text 'July 2018' and a 'New Zero Report' button. A message states 'Report successfully created.' Below this, it says '1 items found'. A single report entry is displayed: 'WASPC0000 - July 2018'. At the bottom, there are navigation links: '< Previous 1 Next >'. Annotations include a green arrow pointing to the home icon, an orange box with text 'Type or select the month and year from the pop-up calendar; then click on New Zero Report.' with arrows pointing to the search bar and the 'New Zero Report' button, and a green box with text 'Example of completed report.' with an arrow pointing to the report entry.

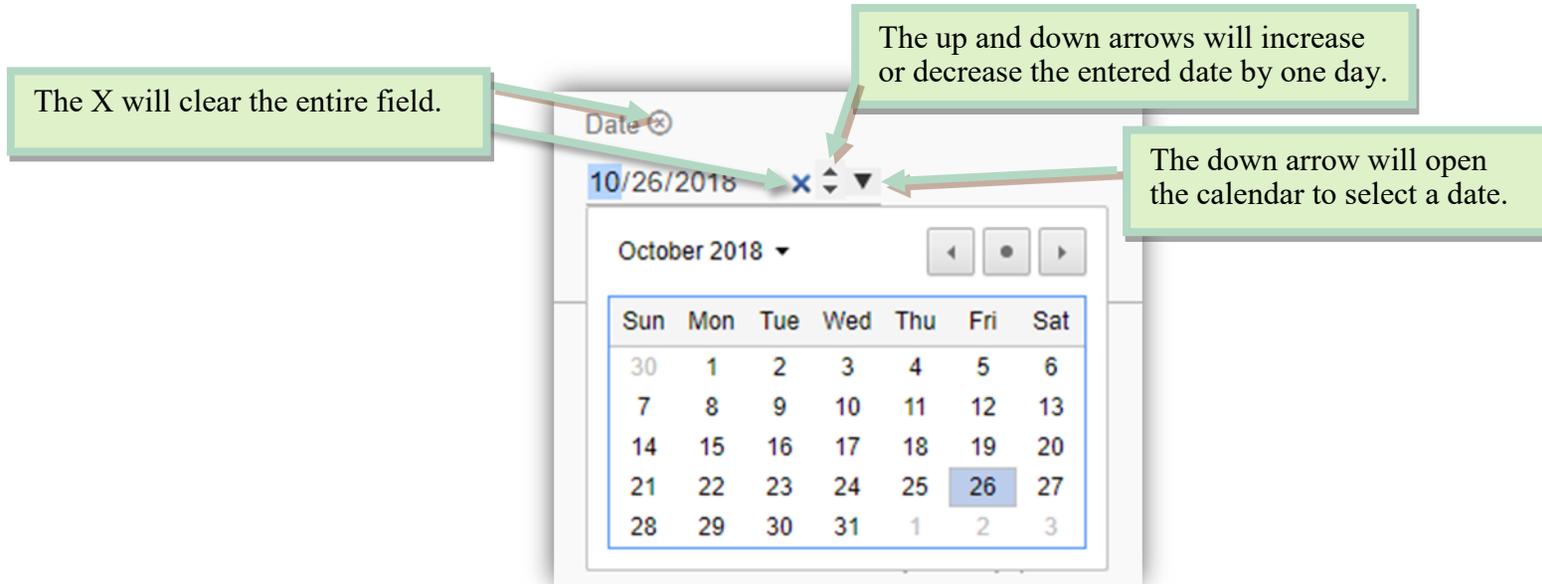
When your zero report is complete, an entry will appear.

Use the Home link at the top of the page to navigate back to the home page.

# User Tips

## User Tip 1

When selecting a date within the COPLINK NIBRS system you will get a pop-up calendar like the one below. Here are some tips for using these calendars.



## User Tip 2

When selecting an option from a scrolling field such as the images below, your selection will turn blue when it is properly selected. Use the Ctrl button on your keyboard to make multiple selections. To delete all the items chosen or entered in any field, click the small circled X = ⊗

