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.

Table of Contents

Manual Entry of a New Group A Incident

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. 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

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 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

Offense 1 ⚠

Describe the offense.

Continue... ▾

Select the offense from the drop down list.

Select Attempted or Completed.

Basics

Offense code ⊗

Attempted or Completed? ⊗

Domestic violence ⊗

▾

▾

▾

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

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)

Select the appropriate option.

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.

Location

Location type ⊗

▾

Method of entry ⊗

◯ F - Force
◯ N - No Force

Select the appropriate option from the list.

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

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.

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.

Location	Location type ⊗	Method of entry ⊗	Number of premises entered ⊗
	▼	○ F - Force	
		○ N - No Force	

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:	**Gang Activity** is **mandatory** for the following offenses:
250 Counterfeiting/Forgery	09A = Murder and Non-Negligent Manslaughter
280 Stolen Property Offenses	09B = Negligent Manslaughter
35A Drug/Narcotic Violations	100 = Kidnapping/Abduction
35B Drug Equipment Violations	120 = Robbery
370 Pornography/Obscene Material	11A = Rape
39C Gambling Equipment Violations	11B = Sodomy
520 Weapon Law Violations	11C = Sexual Assault with an Object
720 Animal Cruelty	11D = Fondling
	13A = Aggravated Assault
	13B = Simple Assault
	13C = Intimidation

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

09A = Murder and Non-Negligent Manslaughter	120 = Robbery
09B = Negligent Manslaughter	13A = Aggravated Assault
09C = Justifiable Homicide	13B = Simple Assault
100 = Kidnapping/Abduction	210 = Extortion/Blackmail
11A = Rape	520 = Weapon Law Violations
11B = Sodomy	64A = Human Trafficking, Commercial Sex Acts
11C = Sexual Assault With An Object	64B = Human Trafficking, Involuntary Servitude
11D = Fondling	

When you are ready to save your entry, the Continue button will provide you with these options:
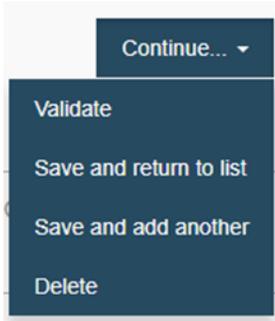
Validate will save and validate your entry, so you can review any errors immediately.

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.
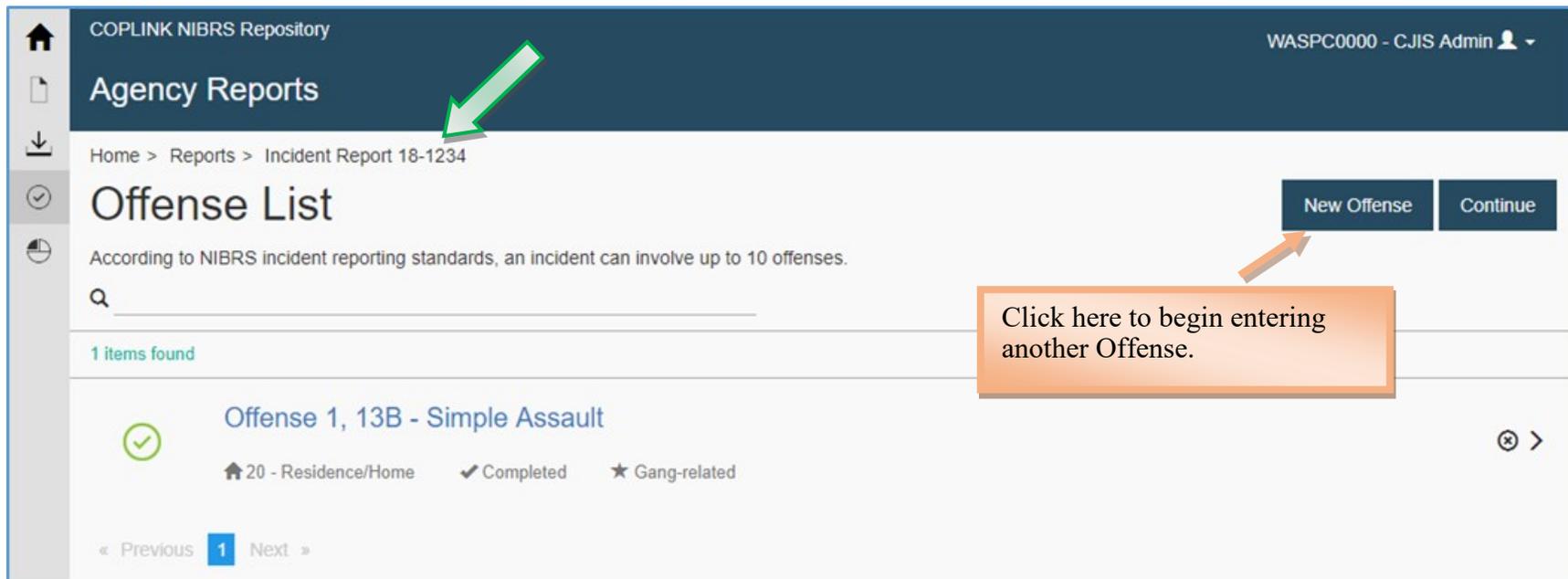
The following image is the incident's main overview page. COPLINK NIBRS is designed to indicate which areas are mandatory-based on the information you have already provided. From this page, you will be able to see if the information you've provided has validated (green circle with a check mark in it), 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.
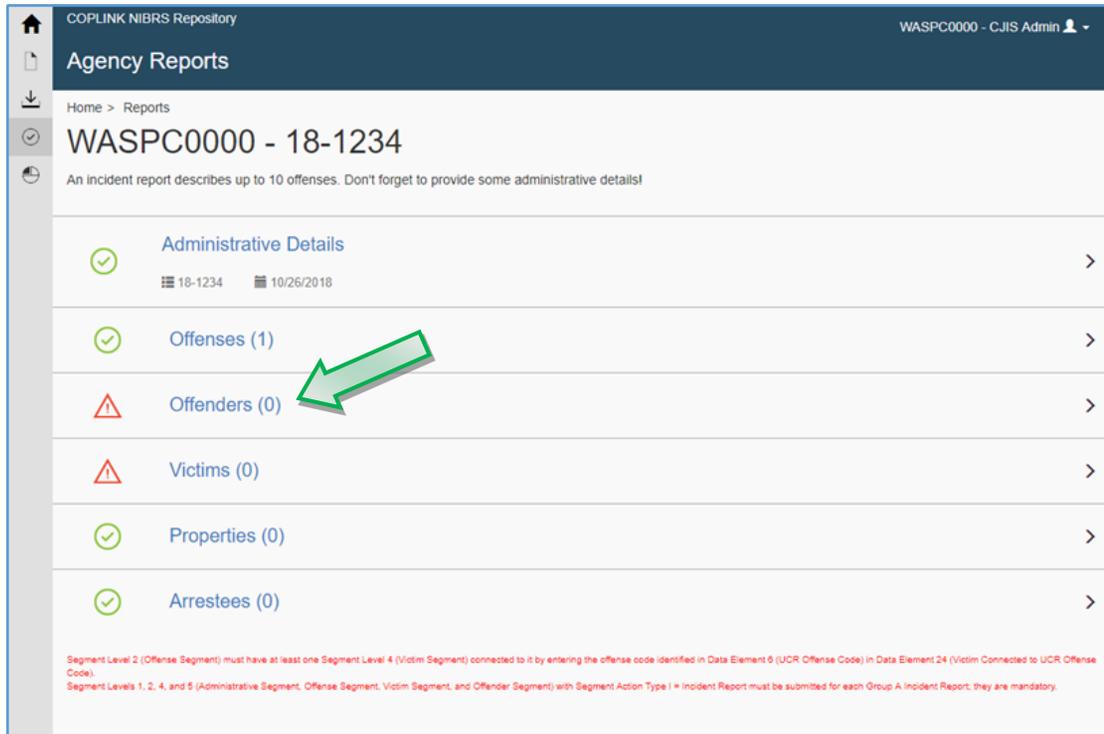
Select New Offender to continue.

Offender Segment

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

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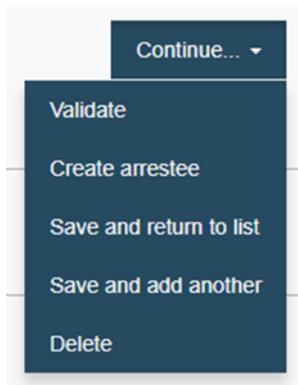
Validate will save and validate your entry so you can review any errors immediately.

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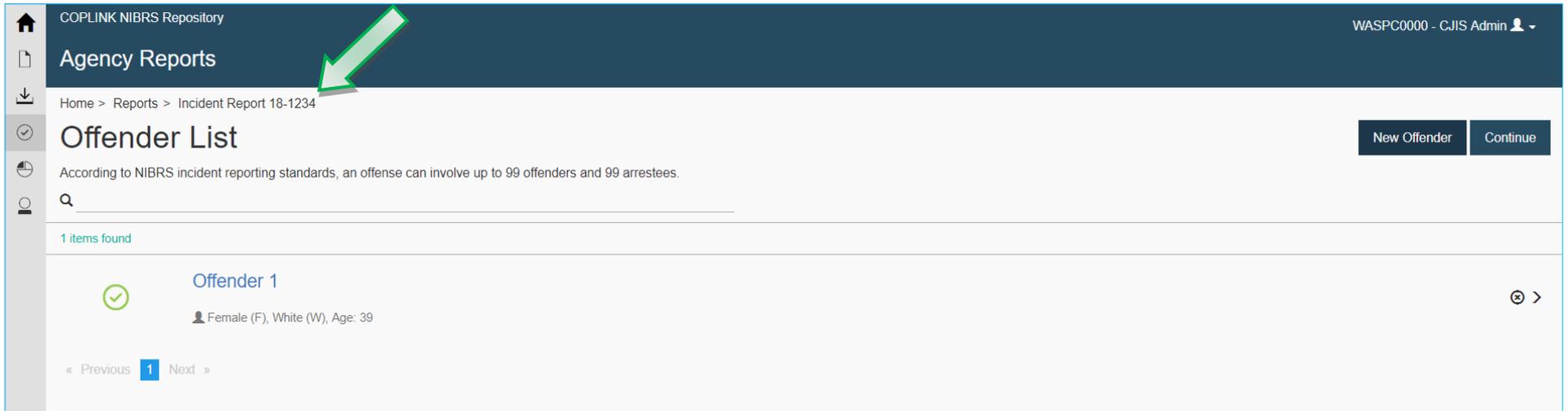
In the incident's main overview page, you will see the areas of your entry that still need to be entered. If you selected **Create Arrestee** option from the Continue dropdown menu on the Offender entry page, you will see a red triangle with an exclamation point in it next to the **Arrestees (1)** section.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

Victim Segment

From the incident's main overview page, select **Victims (0)** to begin a victim entry .
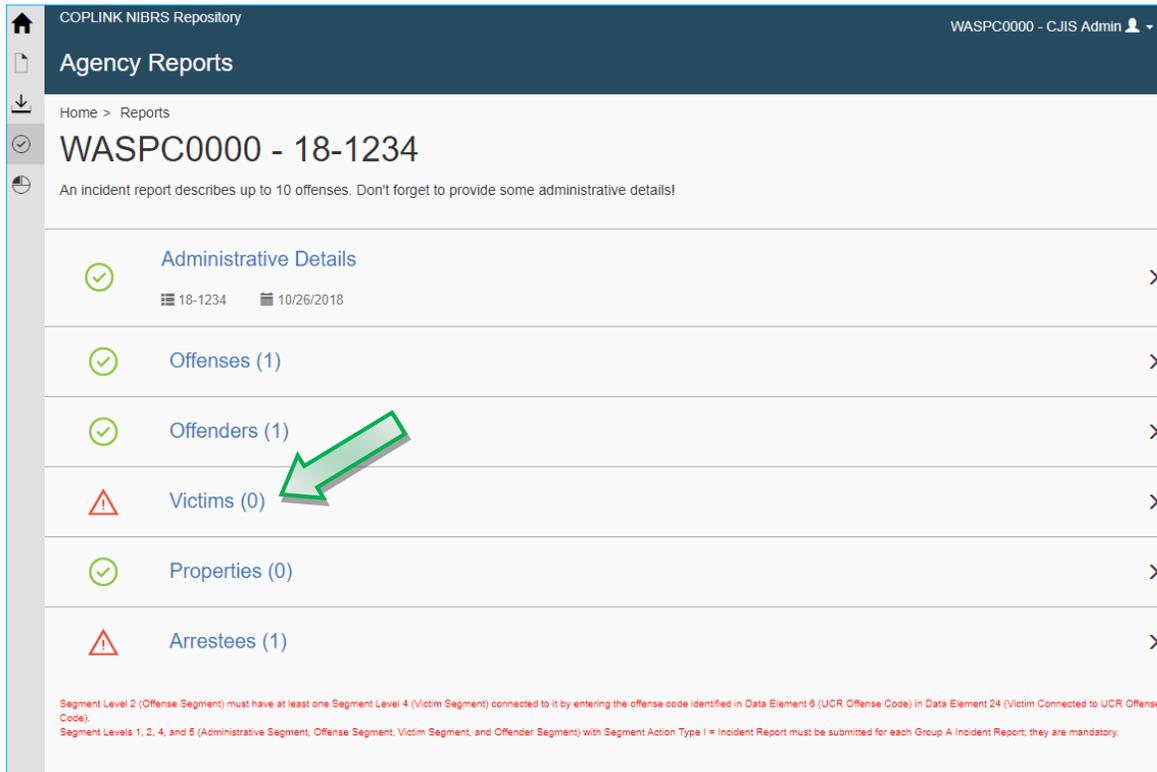
You will be directed to the Victim List page. Select **New Victim**.

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.

Select the Victim Type from the drop down list provided.

Continue... ▾

Validate

Save and return to list

Save and add another

Basics

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

Offense 1, 13B - Simple Assault

Victim type ⊗

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.

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

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)

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

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

You may select up to five (5) types of injury per victim.

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

Circumstances

Aggravated assault or homicide circumstance(s) (select up to 2) ⊗

Additional circumstances ⊗

01 - Argument
02 - Assault on Law Enforcement Officer
03 - Drug Dealing
04 - Gangland (Organized Crime Involven ▼

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.

Victim to Offender Relationship

Select an offender ⊗

Specify the victim's relationship to the offender ⊗

Domestic violence ⊗

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.

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.

Agency Reports

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

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

Agency Reports

Victim 1 ⚠️

Describe the victim.

> Select the Law Enforcement Officer Victim Type from the drop down list.

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 ⊗
▼

> 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.

> Age, Race, and Sex are mandatory fields. Ethnicity and Resident Status are optional.

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)

> For a LEOKA victim entry, injury information is mandatory. Click Yes in the "Was the victim injured?" field.
> Select the appropriate option from the list provided.
> You may select up to five (5) types of injury per victim.

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.

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Agency Reports

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

Property 1 ✓

Continue... ▾

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".

Type of property loss ⊗

Property description ⊗

Value ⊗

Number of stolen vehicles (0 = Unknown) ⊗

Number of recovered vehicles (0 = Unknown) ⊗

Substances

Suspected drug type ⊗

Estimated quantity (1 = None) ⊗

Drug measurement ⊗

Value is mandatory for all Crimes Against Property offenses.

Number of Vehicles stolen or recovered for **Motor Vehicle Theft** Offenses. Up to 99 vehicles can be entered for per incident.

The Suspected Drug Type, Estimated Quantity, and Drug Measurement fields are used for **Seized** drugs only.

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

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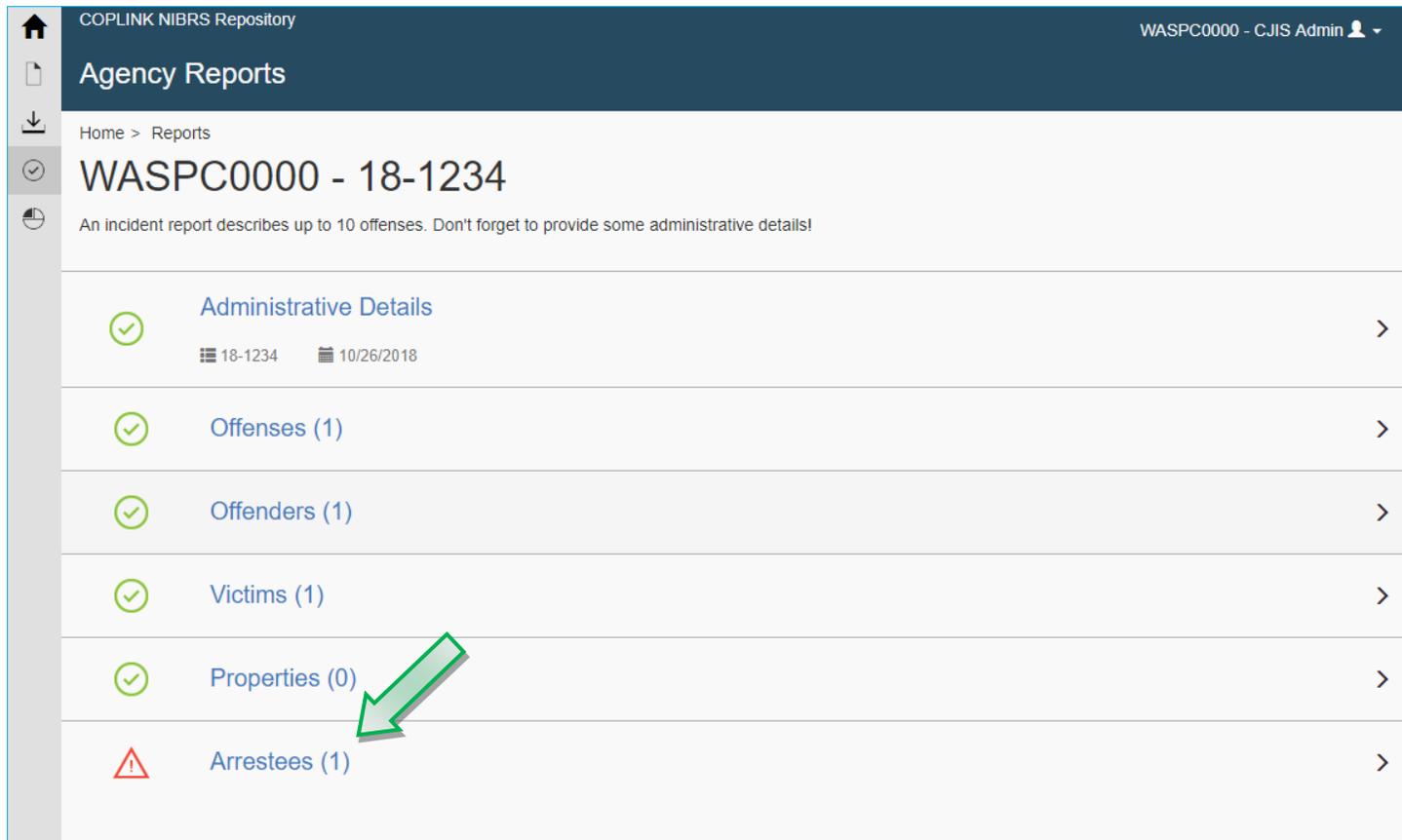
If you selected **Create Arrestee** when saving your Offender entry, you will see several fields with red error explanations under them. These fields are mandatory and will need to be completed. A new arrestee entry will not have the errors listed and will look like the screen below.

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

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Agency Reports

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

Arrestee 1 ⊘   Continue... ▾

Describe the arrestee.

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

Basics

Number ⊗
1

Transaction number ⊗

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.

Offense code ⊗   ▾

Multiple arrestees? ⊗
○ Count Arrestee (C)
○ Multiple (M)
◉ Not Applicable (N)

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

Date

Arrest date ⊗
mm/dd/yyyy

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

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 ⊗	Specify the weapon or force used ⊗	
	○ Unarmed (01)	11 - Firearm (type not stated)	
	○ Known (specify)	11A - Automatic Firearm (type not stated)	
		12 - Handgun	
		12A - Automatic Handgun	

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.

Demographics	Age ⊗	Disposition if under age 18 ⊗	Sex ⊗
	○ Unknown (00)	○ Handled Within Department (H)	○ Female (F)
	○ Older than 18 years (99)	○ Referred to Other Authorities (R)	○ Male (M)
	○ Age range: _____ _____		
	○ Exact age: _____		
	Race ⊗	Ethnicity ⊗	Resident status ⊗
	○ White (W)	○ Hispanic or Latino (H)	○ Nonresident (N)
	○ Black or African American (B)	○ Not Hispanic or Latino (N)	○ Resident (R)
	○ American Indian or Alaska Native (I)	○ Unknown (U)	○ Unknown (U)
	○ Asian (A)		
	○ Native Hawaiian or Other Pacific Islander (P)		
	○ Unknown (U)		

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 be provide the following list of options:

Continue... ▾
- Validate
- Save and return to list
- Save and add another
- Delete
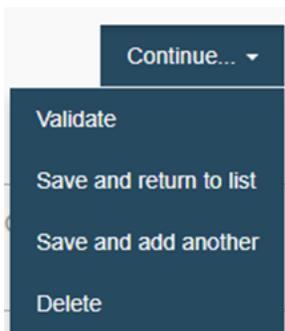
Validate will save and validate your entry so you can review any errors immediately.

Save and Return to List will save your entry and return you to the 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.
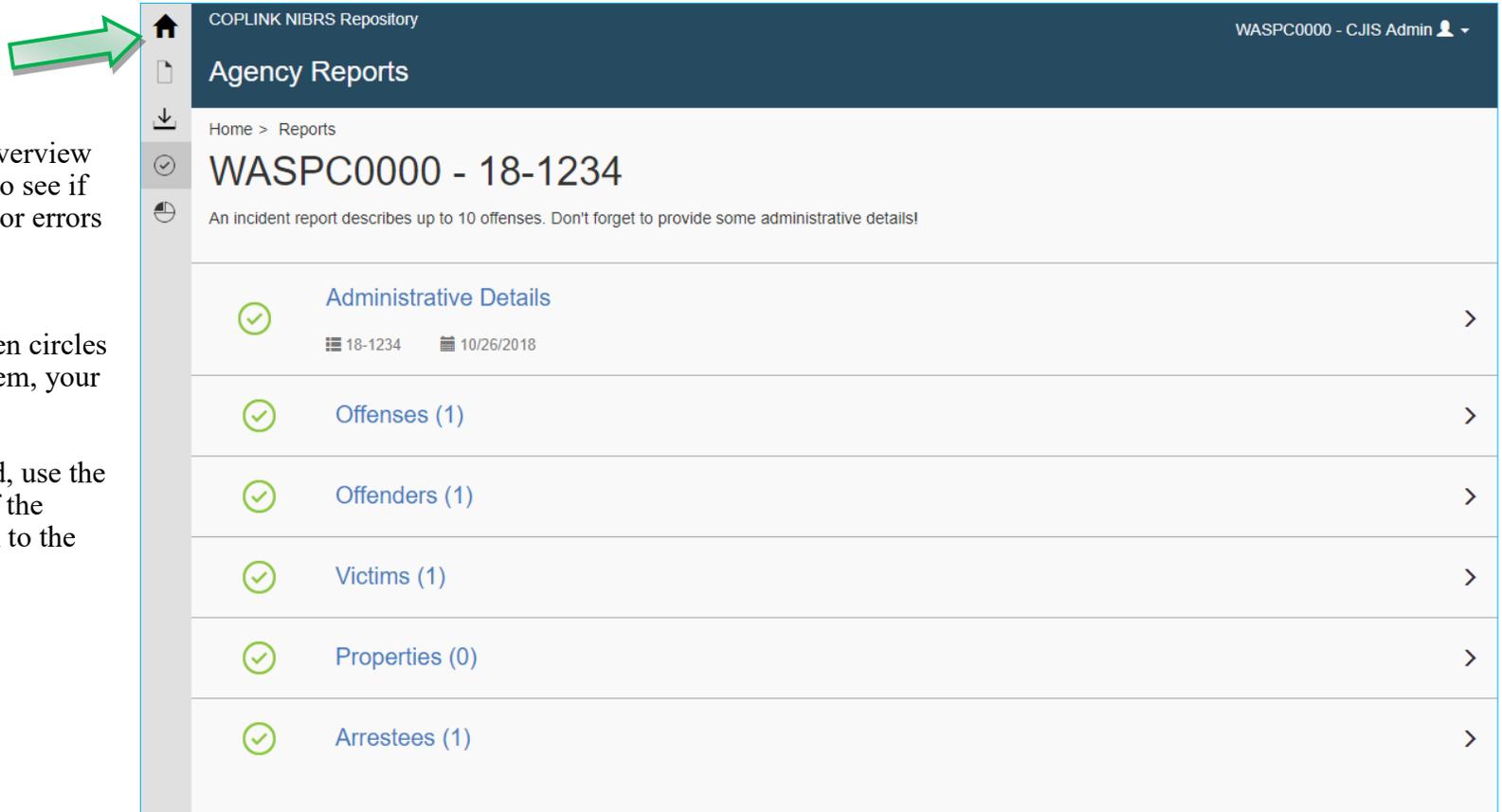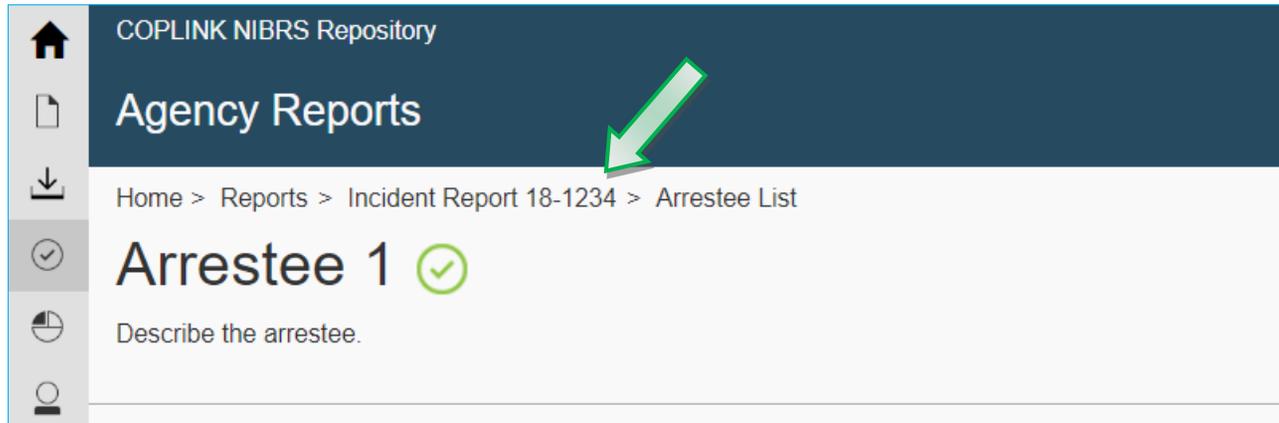
On the incident main overview page, you will be able to see if there are any warnings or errors that need to be address.

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.

The Arrestee Number is a sequential count (i.e., 1, 2, 3, etc.) of the arrestees. Use the arrows or type in the number.

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

Use the pop-up calendar or type in the arrest date; then select the arrest type from the options provided.

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:
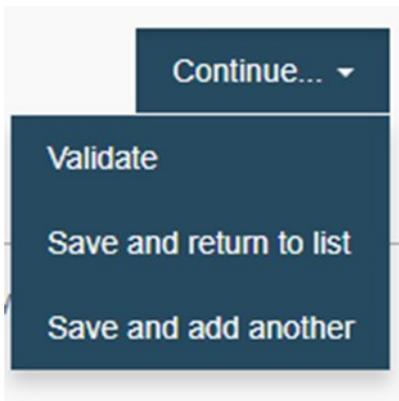
Continue... ▾
- Validate
- Save and return to list
- Save and add another

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.

Type or select the month and year from the pop-up calendar; then click on New Zero Report.

Example of completed report.

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.

The up and down arrows will increase or decrease the entered date by one day.

The X will clear the entire field.

The down arrow will open the calendar to select a date.

Date ⊗

10/26/2018   × ↕ ▼

October 2018 ▼   ◄   •   ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
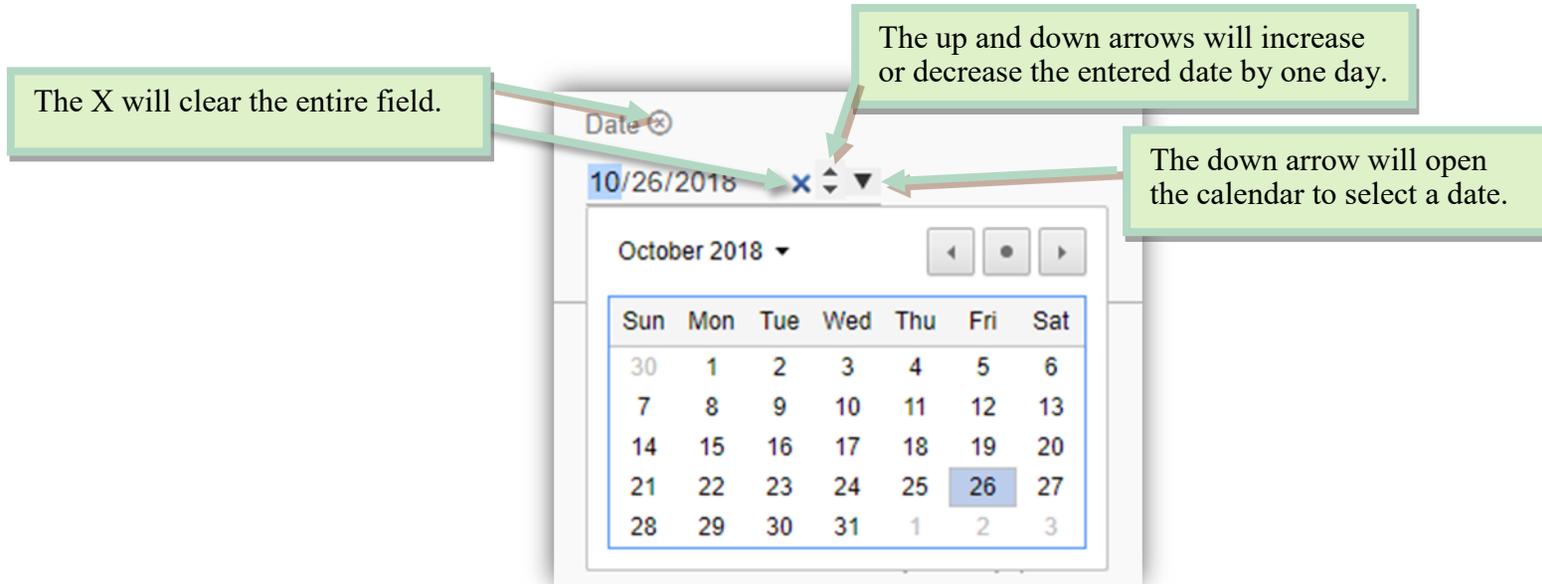
User Tip 2

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 = ⊗

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

Offense 1, 13B - Simple Assault ▲

▼

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)   ▼