# UCR HELPFUL REMINDERS

Reporting incidents and arrests can become tricky and sometimes confusing. Below are some common warning messages to review and helpful reminders to ensure fidelity in data.

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## WARNING MESSAGES

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### 1607: OFFENDER SEQUENCE NUMBER WITH UNKNOWN INFORMATION

If nothing is known about the offender or offenders, enter 00 = Unknown in Data Element 36 (Offender Sequence Number) and Data Elements 37 through 39 should be blank.

*Example*: An individual came home from work to find his/her residence broken into and items were stolen. It is unknown who committed the burglary. Since nothing is known about the offender (s), the correct submission should have an Offender Sequence Number of 33; all information referencing the offender's age, sex and race should be blank. This indicates that nothing is known about the offender (s), including how many offenders there were.

If anything is known about an offender, use 01, 02, etc. for each offender identified, in Data Element 36 (Offender Sequence Number) and include any applicable information in Data Elements 37 through 39 associated with that individual.

*Example*: An individual came home from work to find his/her residence was broken into and items were stolen. The neighbors witnessed three individuals running from the residence. The neighbor could not ascertain the age, sex, or race of any of the offenders. In this situation, you should indicate 01, 02 and 03 for offender sequence numbers in Data Element 36 (Offender Sequence Number), 00 = Unknown in Data Element 37 (Age of Offender) for each of the three offenders, U = Unknown for Data Element 38 (Sex of Offender), and U = Unknown for Data Element 39 (Race of Offender) for each offender. This denotes that there were three offenders with all demographic data unknown.

### 1407: UNKNOWN VICTIM INFORMATION

Generally, the victim information should be known. If the victim type in Data Element 25 (Type of Victim) is I – Individual, generally, the victim information should be known. You should make every effort to ascertain the victim's age, sex and race. At a minimum, you should enter an age range for each individual victim of an incident.

If nothing is known about the victim (I = Individual), you should report U = Unknown in Data Element 25 (Type of Victim) and leave Data Elements 26 through 28 blank.

**VALID VICTIM TYPES ARE:**

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| B =Business | F = Financial Institution |
| G = Government | L = Law Enforcement |
| I = Individual | O = Other |
| S = Society/Public | R = Religious Organization |
| U = Unknown | |