APPENDIX C

NAVY UNIFORM CRIME REPORTING SYSTEM

1. Purpose

The law enforcement agencies nationwide have periodically reviewed uniformed crime reporting resulting in the Uniform Crime Reporting Act of 1988 and the development of the National Incident-Based Reporting System (NIBRS). The revised OPNAV 5580/1 represents the Navy and Marine Corps collection platform for NIBRS data. The Department of Justice receives statistical data based on NIBRS guidelines, compiles the data, and publishes a "National Crime Report." Law enforcement agencies and other organizations having legitimate interest use the Nation Crime Report for planning and policy.

Naval Security Force (NSF) and Marine Corps Military Police (MP) personnel use this form as a means of collecting information, compiling it in a systematic fashion, and articulating the facts and circumstances of criminal and significant incidents. The nature of our society requires reporting only facts with direct bearing on the incident in question excluding personal opinions, biases, and vague statements (I think... or I believe...). The form helps eliminate the sometimes ambiguous nature of the who, what, where, why, and how approach to preliminary/initial investigation. This guidebook is a block by block "How to.." instruction to assist the first responder in collecting and articulating the appropriate information and to insure consistent language required by NIBRS is used Navy/Marine Corps wide. Sections which are not-applicable or unknown should be left blank on the form.

2. Incident Report (OPNAV 5580/1)

The revised Incident Report (IR) OPNAV 55801/1 consists of four basic pages broken into Eleven (11) Sections: Administrative, Complainant, Offense, Property, Victim, Witness/Sponsor, Suspect /Arrestee, Additional Police Officers, Narrative, Reporting and Approving Official, and Administrative Disposition. The IR also consists of a series of OPNAV 5580/1 forms considered addenda:

*OPNAV 5580/1A:	Traffic Accident Report
OPNAV 5580/1B:	Narrative
OPNAV 5580/1C:	Witness/Complainant/Sponsor
OPNAV 5580/1D:	Victim
OPNAV 5580/1E:	Suspect/Arrestee
OPNAV 5580/1F:	Offense
OPNAV 5580/1G:	Property and Narcotics information
*OPNAV 5580/1H:	Domestic Violence / Dispute Report

(*****) Currently being revised but not available at this time.

a. **ADMINISTRATIVE SECTION** - This section is to be used for the recording of information that is applicable to the entire report (e.g., incident number, date of incident). An **incident** is defined as one or more offenses committed by the same offender (or group of offenders **acting in concert** at the **same time and place**. Although multiple offender, victim, etc. sections can be submitted for each report, only one Administrative Section should be completed for each Incident Report.

(1) **Incident Number** -   This 12 character (alpha/numeric) number is assigned to each Incident Report to identify it uniquely. The Incident Number shall begin with the last two (2) digits of the year followed by the five (5) digit Unit Identification Code (UIC) or Reporting Unit Code (RUC) of the Installation Security Department or Provost Marshal Office followed by the five (5) digit sequential number.

Example (1): *"970021500013"* ("97"=year, "00215"=UIC NAS Dallas and "00013" 13th report of the year).

Example(2): *"980014600013"* ("98"=year, "00146"=RUC MCAS Cherry Point, PMO and "00013" 13th report of the year).

(2) **Originating Agency Identifier or ORI Number** - This number appears on the electronic IR, not on the 5580/1, and is generated as a site-defined default, entered by the system administrator. Only IRs generated CONUS need an ORI. It is, in essence, the ORI number of the nearest civilian law enforcement department, using their 7-digit ORI with a two letter suffix, DN (for Department of the Navy). *The ORI used on electronically generated IRs is separate from the ORI used on fingerprint cards which is a Navy-specific number.*

(3) **Report Type** - Check the appropriate block to indicate the type of report being submitted.

Authorized entries: (select one)

Initial Report **-** Self-explanatory.

Supplemental - Select if report being submitted is to add and/or change information to a previously submitted report. The *Incident Number* will remain the same as the *Incident Number* assigned to the Initial Report.

(4) **Date Received** - Enter the Year, Month, Day (YYYY/MM/DD) the incident was first brought to the attention of the military police.

Example: If the incident was reported to the military police on July 04, 1994, the entry should be *"1994/07/04"*.

(5) **Time Received** - Enter the local <u>military</u> time the report was received by the security department.

Example: Format for time is HHMM *"1330"*.

(6) **Incident Received -** Check the appropriate block designating how the incident was received by the security department/provost marshals office not how the individual patrolman/MP was notified of the incident.

Authorized entries: (select one)

In Person - Walk-ins to MP/Security Desk, PMO, NCIS or CID
By Telephone - Telephone located at Security Department, PMO, NCIS or CID

By Radio - Patrolman, or MP on patrol reports incident to Security Department/PMO Dispatcher

By Alarm - Self-explanatory

By Crime Stop Call/911 - Self-explanatory

Other - Message, Letter, Computer, E-mail, CB, etc.

b. **COMPLAINANT SECTION** - This section is used for the recording of information describing the complainant for an incident/offense **only when the complainant is not the victim or witness.** If there is no complainant leave section blank. Additional Complainants should be listed on the "Incident Report Addendum - Complainant/Witness/Sponsor" (OPNAV 5580/1C).

(1) **Last Name, First, Middle -** Enter individual's full name. If no middle name enter "NMN" or if initial only, enter the initial in quotation marks, i.e., **"L."** Include Jr., Sr., II, III, etc.

(2) **SSN/Alien Registration Number** - Enter the individual's social security number. In the case of foreign nationals, local policy may direct that the employee's service number or host country identification number may be entered. If individual does not have a SSN or other identifying number, leave blank. DO NOT HYPHENATE THESE NUMBERS.

(3) **Grade/Rank** - For military personnel (including foreign military members) enter the individual's rank or grade (**not MOS, Navy rating, or job speciality**). For government civilian employees enter the individual's pay grade, i.e., GS-12, GM-13, WG-7, etc. If the individual's status is a civilian with no government affiliation, military retiree or foreign national, leave blank**.**

Example 1: The individual in the Navy is a rated GMG2, *"E-5″* should be entered vice GMG2. If the individual is a Staff Sergeant in the U.S. Air Force, enter *"E-5"*.

Example 2: Individual is a Police Officer for Department of the Navy, if the individual is a *"GS-5″,* GS-5 should be entered, **not private or corporal.**

(4) **Branch of Service** - Select the individual's branch of service. If the individual is a service member from a foreign country, select Other and enter the individual's branch of service as reflected on passport or identification card, if available. If individual has no service affiliation leave blank.

Authorized entries: (select one)

Army -   U.S. Army

Navy -   U.S. Navy

Air Force - U.S. Air Force
Marine Corps - U.S. Marine Corps

Coast Guard - U.S. Coast Guard

Other: - National Guard, RN - British Royal Navy, RAF - British Royal Air Force, SARAF - Saudi Arabian Royal Air Force, etc.

(5) **Status** - Select the individual's personnel status. Complete this section for all individuals.

Authorized entries: (select one)

Regular (Active) - Military service member. Self-explanatory

Reserve - Military service member. Self-explanatory

Retired - Military service members only. Self-explanatory

National Guard - Self - explanatory

Family Member - Military service member, i.e., Spouse, Son, Daughter, etc.

Civilian Employee - Individual employed by the U.S. Government

Civilian - No government affiliation or foreign nationals

(6) **Duty Station/Employer (include Department/Command/Division/Unit, etc)** - Enter the name of the individual's duty station or employer, including department/command/division/unit, etc. if active duty military or government employee. **If the individual is TAD/TDY from his/her permanent duty station, enter their permanent duty station in this block.** If the individual is not active duty or a government employee, enter the individual's current employer, i.e., McDonalds Restaurant. If unemployed or employer unknown, leave blank**.**

Example: If the individual is permanently assigned to the USS George Washington (CVN-73) TAD to Naval Station Norfolk for training, *"USS GEORGE WASHINGTON (CVN-73)/Air Department/V-1 Division"* will be entered in this block.

(7) **UIC/RUC (Unit Identification Code/Reporting Unit Code)** - If active duty military or government employee, enter the individual's permanent duty station unit identification code. If the individual **does not** have a UIC/RUC leave blank, e.g., civilian with no affiliation to the government.

(8) **Work Phone** - Enter the individual's work phone number. If unknown, leave blank.

(9) **Address** - Enter the individual's (military) duty station address or (civilian's) home address. If unknown, leave blank.

(10) **City** - Self-explanatory. If unknown, leave blank.

(11) **State** - Self - explanatory. If unknown, leave blank.
(12) **Zip Code** - Self-explanatory. If unknown, leave blank.

c. **OFFENSE SECTION** - This section is used for the recording of information describing each offense committed in an incident and/or complaint. Only one Offense Section is to be submitted for each

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Offense Description being reported.

       (1) **Date(s) of Incident** - Enter the Year, Month, Day (YYYY/MM/DD) when the incident occurred or started, or the beginning of the time period in which it occurred (as appropriate). If the "Incident Date" is unknown, enter an approximate date the incident occurred.

       Example (1): If a robbery occurred on July 2, 1989, the entry should be ***"1989/07/02".***

       Example (2): If a kidnaping started on November 1, 1989, and ended on November 16, 1989, the entry should be From: ***"1989/11/01"*** To: ***"1989/11/16".***

       (2) **Time of Incident** - Enter the time (24-hour clock) when the incident occurred or started, or the beginning of the time period in which it occurred (as appropriate). If the "Time of Incident" is unknown, enter an approximate time the incident occurred.

       Example (1): If a robbery occurred on at 9:00 a.m., the entry should be ***"0900".***

       Example (2): If the time of the incident are unknown but the time of the incident was between 10:00 a.m. and 1:00 p.m., the entry should be From: ***"1000"*** To: ***"1300".***

       (3) **Offense Status -** Used to indicate whether each offense in the incident was completed or merely attempted. If there was more than one occurrence of the same offense within an incident and one was completed, then "Completed" will be selected. Enter **only one per offense**.

       Example: It should be noted that "Attempted Murder" is to be reported as Aggravated Assault, and all Assault Offenses should be marked as "Completed."

       Example: During the same incident, Suspect/Arrestee -01 raped Victim -01 and Suspect/Arrestee -02 attempted to rape Victim-02, but left the scene before the act was consummated. Since one rape was completed, ***"Completed"*** should be selected for offense #1 "Forcible Rape".

       (4) **Offense Data**.

(a) **Statutory Basis** - Enter the code that describes the legal statutory basis for the offense an individual is suspected of committing. In situations were more than one statutory basis may apply select the statutory basis with jurisdiction over the offense.

Authorized entries: (enter only one)

U - <u>UCMJ</u> - Uniform Code of Military Justice

F - <u>Federal</u> - Federal U.S. Code

S - <u>State</u> - State Laws, i.e., Traffic Laws, etc.

L - <u>Local</u> - Local Laws, i.e., Traffic Laws, Curfew Violations, etc.

X - <u>Foreign</u> - Foreign Laws, i.e., violations of Status of Forces Agreement, Customs Violations, etc.

Example: If the suspect is suspected of Unauthorized Absence, *"U"* should be entered as no other agency provides a statutory basis for this offense.

(b) **Offense Description** - Offense blocks are used to identify and describe the types of offenses involved in the incident (e.g., Arson, Prostitution, etc.). **ALWAYS** enter the **MOST SEVERE OFFENSE FIRST**. After the offenses have been classified, the Table of Offenses, located in Appendix D, is to be used to enter the appropriate Offense Description. Care should be taken to identify all of the offenses involved in a particular criminal incident.

Example: Generally "Traffic Offenses" are excluded from this offense category. The vehicle related offenses of "Hit and Run," (of a person) and "Vehicular Manslaughter" are, however, included; but "Driving Under the Influence" is not as it is a separate offense.

Example (1): In the same incident, the Suspect/Arrestee assaulted two persons by threatening them with a handgun. Only one Offense block should be identified as *Aggravated Assault*.

Example (2): Care must also be taken to ensure that each offense which is reported is a separate, distinct crime and not just a part (element) of another offense. For example, every robbery include some type of assault; but, because the assault is an element of the crime of Robbery, only *"Robbery"* is reported. However, if during a robbery the victim was forced to engage in sexual relations, both *"Robbery"* and *"Forcible Rape"* are reported, as forced sexual intercourse is not an element of the crime of Robbery.

(c) **Location/Address** - Enter the appropriate location of the incident. The location/address should be entered in the same format each time that location is used.

Example (1): *"Desert Dome, Bldg.. 34, Petty Officers Club, ASU SWA"*

Example (2): "*3430 Bay View Court, Virginia Beach, Va*"

(d) **On Board Military Installation -** If the incident occurred while on government owned/leased property, i.e., base, station, leased government building, military aircraft, or military ship, enter "**YES**", otherwise enter "**NO**".

Example (1): A burglary takes place in base housing located on government leased property, *"YES"* should be entered.

Example (2): An individual is arrested by civilian authorities for reckless driving while operating a government-owned pick-up truck in downtown San Diego. Since this incident did not take place on a government installation, enter *"NO"*.

(5) **Weather Conditions** - The weather conditions at the time of the offense should be entered. If the weather conditions are unknown at the time of the offense, select **Unknown**.

Authorized entries: (select most applicable)

Clear - sunny, clear sky

Cloudy - include partly cloudy skies

Rain - self-explanatory

Foggy - smokey

Ice - self-explanatory

Snow - self-explanatory

Unknown - self-explanatory

Other - sleet, hail, etc.

Example: If the weather at the time the offense took place was rainy and foggy both *"Rain"* and "*Foggy"* should be selected.

(6) **Lighting** - Select the lighting conditions at the time the offense took place. If lighting conditions are not known at the time of the offense, select **Unknown**.

Authorized entries: (select only one)

Daylight - self-explanatory

Dusk - time between daylight and dark

Dawn - time between dark and daylight

Dark (Lighted) - use of artificial light, street light, etc.

Dark (Not Lighted) - self-explanatory

Unknown - self-explanatory

(7) **Offender(s) Used** - Indicate whether any of the offenders in the incident were suspected of consuming alcohol or using drugs/ narcotics during or shortly before the incident; or of using a computer, computer terminal, or other computer equipment to perpetrate the crime. Up to three (3) entries can be made.

While there is no requirement to indicate the offender(s) was suspected of using alcohol, computer equipment, or drugs/narcotics, if the reporting officer did not indicate otherwise, Not Applicable is to be selected.

Authorized entries: (enter up to 3)

Alcohol

Computer Equipment

Drugs/Narcotics

Not Applicable

Example (1): Witnesses to an assault reported that the victim and offender were in a bar drinking beer when an argument broke out and the offender attacked the victim with a knife. *"Alcohol"* should be selected.

Example (2): A rape victim advised that her attacker bragged that he had been "free basing" cocaine just prior to the incident. "*Drugs/Narcotics"* should be selected.

Example (3): A medical supply warehouse was burglarized and large quantities of Methadone, Morphine, Benzedrine, and Valium were stolen. *"Drugs/Narcotics"* should not be entered because, while the drugs were the object of the crime, there was no indication that the offenders used drugs or narcotics before or during the incident.

Example (4): A computer "hacker" used his personal computer and a telephone modem to gain access to a company's computer and steal proprietary data. *"Computer Equipment"* should be selected.

Example (5): A private residence was burglarized and a personal computer was stolen, along with other items. "*Computer Equipment"* should not be entered because, while the computer was one of the fruits of the crime, it was not used to commit the crime.

(8) **Type Weapon/Force Used -** Check the box listing the type(s) of weapon(s) or force used by the offender(s) in committing the crime. Up to three (3) types of weapons/force can be entered for each of the offenses.

If the weapon was a fully "automatic" firearm, an "A" is to be placed in the appropriate box, Automatic Rifle. A fully "Automatic Firearm" is defined as any firearm which shoots, or is designed to

shoot, more than one shot at a time by a single pull of the trigger without manual reloading.

Authorized entries:

Firearm (type not stated)

Handgun

Rifle

Shotgun

Other Firearm

Knife/Cutting Tool (e.g., ax, ice pick, screwdriver, switchblade, etc.)

Blunt Object (e.g., club, hammer, etc.)

Motor Vehicle (when used as a weapon)

Bodily Force (i.e., hands, feet, teeth, etc.)

Poison (includes gas)

Explosives

Fire/Incendiary Device

Drugs/Narcotics/Sleeping Pills

Other

Unknown

None

Example (1): Three robbers held up a bank. One was armed with a revolver, the second had a sawed-off shotgun, and the third had an automatic machine gun. All of the following should be selected: *"Handgun"; "Shotgun"; and "Automatic Other Firearm".*

Example (2): If a bottle was used in the commission of a murder, select *"Blunt Object"*, if the victim was beaten; or *"Knife/Cutting Tool"*, if the victim was cut or stabbed.

(9) **Location of Offense** - Enter the incident number from the *Incident Data* box in the appropriate box indicating the type of location/premises where each offense took place. Only one location can be entered for each offense.

(a) **U.S. & Possessions/Outside U.S. & Possessions** - Select the global location where the offense took place.

Authorized entries: (select only one)

U.S. & Possessions - continental United States, Alaska, Hawaii, Puerto Rico, Guam, U.S. Virgin Islands, etc.

Outside U.S. & Possessions - all areas not part of the United States or its possessions, i.e., Europe, South America, Southeast Asia, etc.

Example: An assault and larceny take place at Naval Station Pearl Harbor, the *"U.S. & Possessions"* block should be selected. The assault (offense #1) started in a bar, continued into an adjoining parking lot, and ended in the street. As the bar was the location where the offense was initiated and best describes the circumstances of the crime, number *"1"* should be entered into the *Bar/Night Club* box. A larceny of a radio (offense #2) from a vehicle parked in the parking lot outside the bar, number *"2"* should be entered in the box next to *Motor Pool/Parking Lot/Garage* as it best describes the location of the vehicle when the radio was taken.

(10) **Type of Criminal Activity** - This section is to be used to provide additional information on the criminal activity of the offender(s) in incidents involving. The following offenses:

Counterfeiting/ Forgery
Stolen Property Offenses
Drugs/Narcotics Violations
Drug Equipment Violations
Gambling Equipment Violations
Pornography/Obscene Material
Weapon Law Violations

Up to three (3) types of activity can be entered for each of the offenses listed above.

Authorized entries:

Buying/Receiving

Cultivating/Manufacturing/Publishing (i.e., production of any type)

Distributing/Selling

Exploiting Children

Operating/Promoting/Assisting

Possessing/Concealing
Transporting/Transmitting/Importing

Using/Consuming

Destruction/Vandalism

Harassment/Stalking

Other: (Specify)

Example: The offenders published and sold pornographic photographs of children. Because up to three types of activity can be entered, *"Cultivating/Manufacturing/ Publishing"*, *"Distributing/Selling"*, and *"Exploiting Children"* should be selected.

(11) **Vehicle Description** - Enter a description of the vehicle involved in the incident. If a vehicle was involved in the commission of a crime but details concerning the vehicle are unknown enter only that information which is known in the *Vehicle Description* section.

(a) **Vehicle Status** - Select the status of the vehicle as related to the offense reported.

Authorized entries (select only one)

Suspect - description of the suspect vehicle used to commit the offense

Stolen - description of the stolen vehicle

Recovered - description of vehicle recovered after being previously reported stolen

Target - description of vehicle that is the subject of the crime Example may be the vehicle that was vandalized or in which the victim was sitting.

(b) **Year** - Enter the year (YYYY) the vehicle was manufactured

(c) **Make** - Enter the manufacturer of the vehicle, i.e., Chevrolets, Ford, Nissan, Toyota, etc.

(d) **Model** - Enter the model of the vehicle related to the offense, i.e., Maxima, S-10, F-250, Corvette, Camry, etc.

(e) **Style** - Select the body style of the vehicle relate to the incident

Authorized entries: (select only one)

Sedan - (2DR/4DR) - circle either two or four door

Pickup - self-explanatory

Motorcycle - self-explanatory

R/V/Camper - All Recreation vehicles

Tractor Trailer - includes all tractors, either with or without trailer

<u>Van</u> - includes all passenger and/or cargo type vans

<u>Boat</u> - includes all boats with or without engines

<u>Other</u> - All-train vehicles (ATV), bicycle, airplane, etc.

(f) **Color** - Enter the predominant color of the vehicle, i.e., red, green, black, etc.

Authorized entries:

BLU = <u>Blue</u>
BRN = <u>Brown</u>
GRN = <u>Green</u>
BLK = <u>Black</u>
WHT = <u>White</u>
GRY = <u>Gray</u>
YEL = <u>Yellow</u>
RED = <u>Red</u>
PUR = <u>Purple</u>
SIL = <u>Silver</u>
GOL = <u>Gold</u>
TAN = <u>Tan</u>
ORG = <u>Orange</u>

(g) **License Plate Number** - Self-explanatory

(h) **State** - Enter the two letter abbreviation of the state where the vehicle is registered.

Example: If the vehicle was registered in the state of Texas, enter **"TX"**.

(i) **Vehicle Identification Number (VIN)** - This number is normally located on the vehicle registration, title, or on the vehicle body, i.e., door jam, drivers side dashboard, etc.

(j) **Owner's Name** - Enter the name of the owner of the vehicle. If unknown, leave blank.

Example: It is discovered during a traffic stop that the driver (John Adam Doe) is operating a stolen vehicle, the registered owner of the vehicle is determined to be Jack Abraham Smith, enter **"Jack Abraham Smith"** in this block.

(k) **Other Identifying Marks** - Enter other identifying characteristics of the vehicle, i.e., missing rear bumper, dent left rear door, DoD decal number, etc.

(12) **Burglary/B&E Only**

(a) **Method of Entry** - Complete this section <u>only if</u> the offense is **Burglary/B&E**. It is used to indicate whether "Force" or "No Force" was used by the burglar(s) to enter the structure. Check only one entry.

Authorized entries: (enter only one)

Force - A forced entry is where force of any degree, or a mechanical contrivance of any kind (including a passkey or skeleton key), was used to unlawfully enter a building or other structure.

No Force - An unforced entry is one where the unlawful entry was achieved without force through an unlocked door or window.

NOTE: If both forced and unforced entries were involved in the crime, the entry should be reported as having been accomplished through "*Force*".

Example: Investigation of a burglary complaint disclosed that the offender(s) entered the building through an unlocked street door and then forced a locked door to an office and stole a typewriter. Since one door was forced, *"Force"* should be entered.

(b) **Number of Premises Entered** - This block is to be used only if the crime is **Burglary/B&E** and the "Hotel Rule" is applicable. In such cases, the number of structures (premises) entered is to be reported.

Hotel Rule is applied to only temporary lodgings. It states: If a number of dwelling units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants, the burglary should be scored as one offense.

Hotel Rule has been expanded to include rental storage facilities, i.e., "Mini-Storage" and "Self-Storage" buildings. Therefore, this data element is to be used if the offense is **Burglary/B&E** and either BOQ/CBQ/Lodge/Hotel or Rental Storage Facility is entered into *Location of Offense*. The total number (up to 99) of individual rooms, units, suites, storage compartments, etc., entered is to be reported in this section.

Example (1): A "Self-Storage" building was burglarized and 11 rented storage compartments were forcibly entered. The owner/manager of the building reported the incident to the police. **Burglary/B&E** should be entered into *Offense Description* and Rental/Storage Facility should be entered into *Location of Offense* and the number *"11"* (for 11 compartments) should be entered into *Number of Premises Entered*.

Example (2): A private residence was burglarized. **Burglary/B&E** should be entered into *Offense Description* and Quarters/Barracks/Berthing/Residence/Home should be entered into *Location of Offense*. However, because the "*Location of Offense*" was not BOQ/BEQ/Navy Lodge/Hotel or Rental/Storage Facility, no entry should be made into *Number of Premises Entered*. It should be left blank.

(c) **Method of Entry** - Select the method of entry used to gain access to the premises. Up to three methods of entry may be selected.

(d) **Condition of Premise** - Enter the occupancy status of the premises.

Authorized entries: (select only one)

Occupied - premises rented, mortgaged, assigned barracks rooms, etc. and person was physically occupying the structure when the incident occurred.

Unoccupied - premises rented, mortgaged, assigned barracks rooms, etc., but no person was physically occupying the structure when the incident occurred.

Vacant (Temp. Unoccupied) - premises for sale, vacant hotel rooms, unassigned barracks rooms, rental/storage facility, etc.

Vacant - premises that do not qualify as one of the above.

(e) **Tools Used** - Select the suspected tools used to gain access to a premises.

Authorized entries: (select up to 3)

Bar/Pipe - self-explanatory

Bodily Force - foot, fist, any part of the body

Bolt Cutters - self-explanatory

Chopping Tool - ax, hatchet, machete, etc.

Explosive - dynamite, home made bomb, etc.

Gripping Tool - pipe wrench, pliers, etc.

Hammer - claw hammer, sledge hammer, etc.

Pry Bar - crow bar, etc.

Saw/Drill - circular saw, hack saw, hand drill, electric drill, etc.

Wire - coat hanger, etc.

Screwdriver - self-explanatory

Missile - rock, brick, anything thrown to gain access to premises.

Unknown - self-explanatory

Other - slim jim, lock picks, glass cutter, file, etc.

Example: Small metal filings are observed on the floor below a broken padlock to a storage facility, the lock appears to have been cut with a hack saw, the "*Saw/Drill*" box should be selected.

(13) **Bias Motivation** - If an offense being reported is the result of expressed hate or bias due to the victim's race, sexual orientation, religion or ethnicity, the appropriate box indicating the type of bias

or hate should be selected. The incident must have occurred as a result of hate or bias. If the incident was not a result of hate or bias motivation "NONE" should be marked.

All offenses considered to be a result of hate or bias will be reported to the Naval Criminal Investigative Service (NCIS).

Example: If a white male assaults a black male because of a dispute over a parking place, there in no hate or bias crime, even if the white male harbors a hatred for black people. If, however, the white male assaulted the black male solely because of his hatred or bias (not as a result of the parking space dispute) then a hate or bias crime has been committed and the ***"Anti-Black"*** block should be selected.

d. **PROPERTY SECTION** - The Property Section is used for the recording of information describing property that is lost, stolen, recovered, seized, etc. as a result of an incident. Property information should be submitted only for crimes against property and/or Kidnaping/Abduction. A Property Section must be submitted for each *Type of Property Loss, Etc.* (e.g., Burned, Counterfeited/Forged, etc.). Additional Property should be listed on the "Incident Report Addendum - Property" (OPNAV 5580/1G). Refer to paragraph **i. NARRATIVE SECTION** regarding evidence submissions when submitting Incident Reports.

> Kidnaping/Abduction
> Robbery
> Arson
> Extortion/Blackmail
> Burglary/B&E
> Pocket-Picking
> Purse-Snatching
> Shoplifting
> Theft From Building
> Theft From Coin-Operated Machine or Device
> Theft From Motor Vehicle
> Theft of Motor Vehicle Parts or Accessories
> All Other Larceny
> Motor Vehicle Theft
> Counterfeiting/Forgery
> False Pretenses/Swindle/Confidence Game
> Credit Card/Automatic Teller Machine Fraud
> Impersonation
> Welfare Fraud
> Wire Fraud
> Embezzlement
> Stolen Property Offenses (Receiving, etc.)
> Destruction/Damage/Vandalism of Property
> Drug/Narcotic Violations
> Drug Equipment Violations
> Betting/Wagering
> Operating/Promoting/Assisting Gambling

Gambling Equipment Violations
Sports Tampering
Bribery

(1) **Property Description Code** - Used to enter descriptions of the property which was burned, counterfeited, destroyed/damaged/vandalized, etc., as a result of the incident.

Up to 10 items of property may be entered into the Property Section. Property descriptions codes can be entered for each Property Section (i.e., each *type of property loss/etc.)* involved in the incident. If more than 10 types of property are involved, the nine most valuable specifically coded types of property are to be entered and the remaining types of property are to be combined and entered as *"77"* = Other.   Additional property should be documented on the "Incident Report Addendum - Property" (OPNAV 5580/1G).

Authorized entries: (enter up to 10 per Property Section)

01 = Aircraft (airplanes, dirigibles, gliders, etc.)

02 = Alcohol (alcoholic beverages, e.g., beer, wine, liquor, etc.)

03 = Automobiles (sedans, coupes, station wagons, convertibles, taxicabs, and other similar motor vehicles which serve the primary purpose of transporting people)

04 = Bicycles (includes tandem bicycles, unicycles, and tricycles)

05 = Buses (motor vehicles which are specifically designed, but not necessarily used, to transport groups of people on a commercial basis)

06 = Clothes/Furs (wearing apparel for human use, including accessories such as belts, shoes, scarves, ties, etc.)

07 = Computer Hardware/Software (computers, computer peripherals [e.g., tape and disk drives, printers, etc.], and storage media [e.g., magnetic tapes, magnetic and optical disks, etc.])

08 = Consumable Goods (expendable items used by humans for nutrition, enjoyment, or hygiene, e.g., food, beverages, grooming products, cigarettes, gasoline, firewood, etc.)

09 = Credit/Debit Cards (includes Automatic Teller Machine cards)

10 = Drugs/Narcotics

11 = Drug/Narcotic Equipment

12 = Farm Equipment (tractors, combines, etc.)

13 = Firearms (weapons that fire a shot by force of an explosion, i.e., handguns, rifles, shotguns, etc., but not "BB," pellet, or gas-powered guns)

14 = Gambling Equipment (gambling paraphernalia)

15 = Heavy Construction/Industrial Equipment (cranes, bulldozers, steamrollers, oil-drilling rigs, etc.)

16 = Household Goods (beds, chairs, desks, sofas, tables, refrigerators, stoves, washer/dryers, air conditioning and heating equipment, etc.)

17 = Jewelry/Precious Metals (bracelets, necklaces, rings, watches, etc., and gold, silver, platinum, etc.)

18 = Livestock (living farm-type animals, e.g., cattle, chickens, hogs, horses, sheep, etc., but not household pets, such as dogs and cats)

19 = Merchandise (items held for sale)

20 = Money (legal tender, i.e., coins and paper currency)

21 = Negotiable Instruments (any document, other than currency, which is payable without restriction, e.g., endorsed checks, endorsed money orders, and endorsed traveler's checks; "bearer" checks

and bonds; etc.)

      22 = <u>Non-negotiable Instruments</u> (documents requiring further action to become negotiable, e.g., unendorsed checks, unendorsed money orders, etc.; food stamps; stocks and bonds; etc.)

      23 = <u>Office-type Equipment</u> (typewriters, adding machines, calculators, cash registers, copying machines, etc.) For Computer Equipment, refer to code "07".

      24 = <u>Other Motor Vehicles</u> (any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, golf carts, etc.)

      25 = <u>Purses/Handbags/Wallets</u>

      26 = <u>Radios/TVS/VCRs</u> (includes radios, televisions, videotape recorders, high fidelity and stereo equipment, compact disk players, etc.)

      27 = <u>Recordings-Audio/Visual</u> (phonograph records, compact disks, tape recordings, cassettes, etc.)

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

      29 = <u>Structures-Single Occupancy Dwellings</u> (houses, townhouses, duplexes, mobile homes, or other private dwellings which are occupied by a single person, family, house mates, or other group)

      30 = <u>Structures-Other Dwellings</u> (any other residential dwellings not meeting the definition of "Single Occupancy Dwellings," e.g., apartments, tenements, flats, boarding houses, dormitories, as well as temporary living quarters, such as hotels, motels, inns, etc.)

      31 = <u>Structures-Other Commercial/Business</u> (stores, office buildings, restaurants, etc.)

      32 = <u>Structures-Industrial/Manufacturing</u> (factories, plants, assembly lines, etc.)

      33 = <u>Structures-Public/Community</u> (colleges, hospitals, jails, libraries, meeting halls, passenger terminals, religious buildings, schools, sports arenas, etc.)

      34 = <u>Structures-Storage</u> (barns, garages, storehouses, warehouses, etc.)

      35 = <u>Structures-Other</u> (any other structures not fitting the other "Structures" descriptions, e.g., outbuildings, monuments, buildings under construction, etc.)

      36 = <u>Tools</u> (hand tools and power tools)

   37 = <u>Trucks</u> (motor vehicles which are specifically designed, but not necessarily used, to transport cargo on a commercial basis)

38 = <u>Vehicle Parts/Accessories</u> (motor vehicle batteries, engines, transmissions, heaters, hubcaps, tires, manufacturers' emblems, license plates, side view mirrors, radios, antennas, tape decks, etc.)

39 = <u>Watercraft</u> (motorboats, sailboats, houseboats, etc.)

77 = <u>Other</u> (all other property not fitting the above specific descriptions, including intangibles)

88 = <u>Pending Inventory</u> (property description unknown until an inventory is conducted)

99 = <u>Special Category</u> to be used by the National Uniform Crime Report Program to compile statistics on certain designated types of property, e.g., "CB" radios, which are the object of theft fads)

Example (1): The following property was stolen as the result of a burglary: (1) a $10,000 stamp collection; (2) jewelry worth $5,000; (3) an $1,800 personal computer; (4) clothes worth $1,500; (5) silverware worth $800; (6) a $650 TV; (7) a $450 VCR; (8) a $400 microwave oven; (9) $350 in cash; (10) a $250 typewriter; (11) a $150 shotgun; (12) a $100 bicycle; (13) two credit cards (no value); and (14) 10 blank personal checks (no value).

Item (1), the stamp collection, was the most expensive property; however, because it does not fit into any of the specifically coded property descriptions, it should be included in **"77"** = <u>Other</u>. Items (2) through (12) then become the nine most valuable coded properties as follows: the jewelry and silverware should be entered as code **"17"**; the personal computer as **"07"**; the clothes as **"06"**; the TV and VCR as **"26"**; the microwave oven as **"16"**; the cash as **"20"**; the typewriter as **"23"**; the shotgun as **"13"**; and the bicycle as **"04"**.   Items (13) and (14), i.e., the two credit cards and 10 blank bank checks, should be combined with Item (1), the stamp collection, and entered as **"77"**.

Example (2): If a house was destroyed by arson and the homeowners are away on an overseas trip making it impossible to determine the property loss until they return, enter **"88"** = <u>Pending Inventory</u>. [Note: An updated Property Section with entries describing the type(s) of burned property should be submitted when the results of the inventory are subsequently learned.]

(2) **Type Property Loss/Etc.** - This section is to be used to describe the type(s) of property loss, recovery, seizure, etc., which occurred in an incident.

Authorized entries: (enter one per Property Section)

1 = <u>None</u>
2 = <u>Burned</u> (includes damage caused in fighting the fire)
3 = <u>Counterfeited/Forged</u>
4 = <u>Destroyed/Damaged/Vandalized</u>
5 = <u>Recovered</u> (to impound property which was previously stolen)
6 = <u>Seized/Impound</u> (to impound property which was <u>not</u> previously stolen)
7 = <u>Stolen</u> (includes bribed, defrauded, embezzled, extorted, ransomed, robbed, etc.)
8 = Unknown
9 = <u>Lost& Found</u> - includes property which was turned in as lost & found.

Example (1): For Arson, the entries might be *"1"* = <u>None</u> (an attempt with no property burned), *"2"* = <u>Burned</u> (property burned), or *"8"* = <u>Unknown</u> (not known whether property burned).

Example (2): For Burglary, the entries might be *"1"* = <u>None</u> (an attempted burglary, or the structure was entered but no property was taken), *"7"* = <u>Stolen</u> (property was taken), *"5"* = <u>Recovered</u> (stolen property was recovered), *"8"* = <u>Unknown</u> (it is not known whether property was taken).

Example (3): If the same incident involved both Arson and Burglary, the choices of property loss/etc. codes shown in Examples (1) and (2) would be applicable, depending on the circumstances.

(3) **Quantity (QTY)** - Self-explanatory

If several items of property have the same description they may be listed on the same property line. The quantity of these similar items should be entered. If unknown, leave blank.

Example: Two victims had their bicycles stolen at the same time and place - one was worth $300 and the other $150. *"04"* = <u>Bicycles</u> should be entered into *Property Description Code,* *"7"* = <u>Stolen</u> is entered in to the *Type Code* and their total value *"450"* ($300 + $150 = $450) into *Value*.

(4) **Description -** Enter a brief description of item

Example: Computer; Video Camera, Wedding Ring, Dining Table, etc.

(5) **Make/Model** - List the make/model of the item

Example: IBM Select III, Canon AE-1, Seiko, Motorola, etc.

(6) **Size** - Enter the approximate size of item

Example: Ring - "10", Shoe - "12D", Clothing - "Small", etc.

(7) **Serial #** - Self-explanatory

If unknown, leave blank

(8) **Color** - Enter the most predominant color

If unknown, leave blank

(9) **Value** - Used to enter the total dollar values of the property which was burned (includes damage caused in fighting the fire), counterfeited, destroyed/damaged/vandalized, recovered, seized, stolen, etc., as a result of the incident.

The value should be reported in <u>whole</u> dollars. The value entered for each property description should be the total value of the property loss/etc. for all of the **victims in** the incident. If the value is unknown, enter one dollar ($1.00) which means unknown, i.e., *"1"* = <u>Unknown</u>.

If drugs or narcotics were seized in a drug case, no value is to be entered, but the estimated quantity of the drugs/narcotics is to be reported. Therefore, when the offense is **Drug/Narcotic Violations**, "6" = Seized/Impounded was entered into *Type of Loss, Etc.*, and "10" = Drugs/Narcotics was entered into *Property Description Code*, **no value** is to be entered the *Drug Type*, *Est. Quantity*, and *Measurement* are to be used instead.

However, when drugs or narcotics are involved in **other types of crime** (e.g., they were stolen through burglary, robbery, theft, etc., or destroyed by arson) their value is to be entered and *Drug Type*, *Est. Quantity*, and *Measurement* are to be left blank.

Example (1): In Example (1) given under the *Property Description Code* (4.,a.) above, the values for each specifically coded property should be entered as follows: **"5,800"** for code "17" (the jewelry and silverware); **"1,800"** for code "07" (the personal computer); **"1,500"** for code "06" (the clothes); **"1,100"** for code "26" (the TV and VCR); **"400"** for code "16" (the microwave oven); **"350"** for code "20" (the cash); **"250"** for code "23" (the typewriter); **"150"** for code "13" (the shotgun); **"100"** for code "04" (the bicycle); and **"10,000"** for code "77" (the stamp collection, the two credit cards, and the ten blank checks).

Example (2): In Example (1) given for *Property Description Code*, above, since a determination of the property loss must await an inventory, **"1"** ($1.00) = Unknown should be entered into *Value*. [Note: An updated Property Section with appropriate property loss values should be submitted after the results of the inventory are learned.]

(10) **Secured/Unsecured** - Used to identify if property was secured or unsecured. If unknown, leave blank.

Authorized entries: (select only one)

S = Secured
U = Unsecured

(11) **Owner** - Enter the owner of the property code for all property.

Authorized entries: (select only one)

A = Federal Government
B = State Government
C = City Government
D = County Government
E = Foreign Government
F = Private or Personnel Owner

Example: Property is seized as evidence from a suspect listed as Suspect-02, which belongs to Victim-01, the **"F"** code should be entered as the property belongs to a private or personal owner.

(12) **Disposition of Property** - Used to describe the disposition of the property held by the security department or provost marshall.

Authorized entries: (select only one)

E = <u>Evidence</u> - self-explanatory
S = <u>Safekeeping</u> - property listed as lost and found
R = <u>Return to Owner</u> - property listed as stolen or recovered and not required as
evidence

(13) **#Veh. Recovered** - Enter only if incident involves a stolen auto(s) and enter only the number of vehicles recovered in this report.

(14) **Date Recovered** - If previously stolen property is recovered, the Year, Month and Day (YYYY/MM/DD) of recovery is to be entered into this block. Accordingly, this block is to be used only if "5" - Recovered is entered into *Type Property Loss/Etc.).*

If there is more than one date of recovery for the same *Property Description Code*, enter the earliest date. If the recovery date is unknown, enter the date of the report.

Example: On March 28, 1989, three cars were stolen from a used car lot. One of the cars was recovered on July 1, 1989. On July 24, 1989, a second car was recovered. The date entered should be ***"1989/07/01"***.

(15) **Suspected Drug Involvement** - Complete these blocks only if one of the offenses in an incident was **Drug/Narcotic Violations**, "6" = Seized was entered *into type Property Loss/Etc.*, and "10" = Drugs/Narcotics was entered into *Property Description Code*. Do not complete when drugs or narcotics were **burned, stolen, etc.,** in connection with other offenses, such as Arson, Burglary/B&E, Larceny/Theft, etc.

Up to three types of drugs/narcotics can be entered. If more than three are involved, the two most important (as determined by the reporting agency taking into account the quantity, value, and toxicity of the drugs/narcotics) are to be reported under their applicable drug types and the remaining drugs/narcotics are to be entered as a single ***"X"*** = Over 3 Drug Types entry.

(a) **Drug Type** - Enter the suspected types of drugs or narcotics that were seized in a drug case. Therefore, it is used only if one of the offenses in the incident was **Drug/Narcotic Violations**, "6" = Seized was entered into *Type Property Loss/Etc*., and "10" = Drugs/Narcotics was entered into *Property Description Code*.

Authorized entries: (enter up to 3)

A = "Crack" Cocaine
B = Cocaine (all forms except "Crack")
C = Hashish
D = Heroin
E = Marijuana
F = Morphine
G = Opium
H = Other Narcotics: Codeine; Demerol; Dihydromorphinone or Dilaudid; Hydrocodone or Percodan; Methadone; etc.
I = LSD
J = PCP
K = Other Hallucinogens: BMDA or "White Acid"; DMT; MDA; MDMA; Mescaline or Peyote; Psilocybin; STP; etc.
L = Amphetamines/Methamphetamine
M = Other Stimulants: Adipex, Fastine, and Ionamin (Derivatives of Phentermine); Benzedrine; Didrex; Methylphenidate or Ritalin; Phenmetrazine or Preludin; Tenuate; etc.
N = Barbiturates
O = Other Depressants: Glutethimide or Doriden; Methaqualone or Quaalude; Pentazocine or Talwin; etc.
P = Other Drugs: Antidepressants (Elavil, Triavil, Tofranil, etc.); Aromatic

Hydrocarbons; Propoxyphene or Darvon; Tranquilizers (Chlordiazepoxide or Librium, Diazepam or Valium, etc.); etc.

U = <u>Unknown Type Drug</u>
X = <u>Over 3 Drug Types</u>

Example: In a drug case, the following drugs were seized: (1) 1.5 kilograms of "Crack"; (2) 2.125 pounds of Marijuana; (3) 2.0 liquid ounces of Morphine; and (4) 500 Valium capsules. The "Crack" was entered as **"A"** and the Marijuana as **"E"**. The Morphine and Valium were coded as a single **"X"** entry because more than three types of drugs were seized.

(b) **Estimated Drug Quantity** - Used to indicate the quantity of drugs or narcotics seized in a drug case.

Enter the number of whole pounds, ounces, grams, etc., and three more characters are available to enter the decimal amount. A decimal point must be entered to separate the whole and decimal amounts.

Example: In the example given above, the entries should be **"1.5"** for the "Crack" and **"2.125"** for the Marijuana. No "quantity" entries should be made for the Morphine or Valium because it is entered beyond the three drug types. If within the three drug types, the quantity would be entered.

(c) **Measurement** - Enter the type of measurement used in quantifying drugs or narcotics seized in a drug case.

Authorized entries: (enter up to 3)

WEIGHT CAPACITY UNITS

GM = <u>Gram</u>
ML = <u>Milliliter</u>
DU = <u>Dosage Units/Items</u>*
KG = <u>Kilogram</u>
LT = <u>Liter</u>
NP = <u>Number of Plants</u>**
OZ = <u>Ounce</u>
FO = <u>Fluid Ounce</u>
LB = <u>Pound</u>
GL = <u>Gallon</u>

*Number of capsules, pills, tablets, etc.
**E.g., Marijuana plants (bushes), etc.

Example: In the example give above, the entries should be **"KG"** for the "Crack" and **"LB"** for the Marijuana. No entries should be made for the Morphine or Valium.

    d. **VICTIM SECTION** - is to be used for the recording of information describing the victim(s) of an offense. A victim section should be completed for each victim associated with an offense. Additional victims should be listed on the "Incident Report Addendum - Victim" (OPNAV 5580/1D).

       (1) **Victim Number (Sequence)**- Each victim in an incident is to be assigned a sequence number from "001" to "999." A separate "Victim Section" is to be submitted for each numbered victim.

       Example: If there were three victims in the incident, three Victim Sections should be submitted -- one with Victim Number *"001"*, another with *"002"*, and the last with *"003"*. Victims 002 and 003 will be listed on the "Incident Report Addendum - Victim" form.

       (2) **DD 2701 Issued -** Select either Yes or No, if the Victim/Witness Assistance Rights Pamphlet (Form DD 2701) is issued to victim.

       (3) **Victim Related to Offense #:** - Select the appropriate boxes to indicate specific offense(s) associated with this victim. More than one box may be selected if victim is related to additional offenses. Up to 10 offenses boxes may be selected per victim.

       Example: Victim 001 is related to *Offense No.* 1, Simple Assault, however not related to *Offense No.* 2, only box number *"1"* should be selected. However, if Victim 001 is related to both offenses, both boxes *"1"* and *"2"* should be selected.

       (4) **Victim Related to Suspect#** - Select the appropriate boxes to indicate the victims association with which suspect(s) number. More than one box may be selected if victim is related to additional suspect. Up to 10 suspect number boxes may be selected per victim.

       Example: Victim 001 is related to *Suspect No.* 1, Simple Assault, however not related to *Suspect No.* 2, only box number *"1"* should be selected. However, if Victim 001 is related to both suspects, boxes *"1"* and *"2"* should be selected.

       (5) **Last Name, First, Middle -** Refer to Complainant Section

       (6) **SSN/Alien Registration Number** - Refer to Complainant Section

       (7) **Grade/Rank** - Refer to Complainant Section

       (8) **Branch of Service** - Refer to Complainant Section

       (9) **Status** - Refer to Complainant Section

       (10) **Duty Station/Employer (include Department/Command/Division/Unit, etc.)** - Refer to Complainant Section

       (11) **UIC/RUC (Unit Identification Code/Reporting Unit Code)** - Refer to Complainant Section

       (12) **Work Phone** - Refer to Complainant Section

       (13) **Address** - Refer to Complainant Section

(14) **City** - Refer to Complainant Section

(15) **State** - Refer to Complainant Section

(16) **Zip Code** - Refer to Complainant Section

(17) **DOB (Date of Birth)** - If the victim was a person (i.e., "I" = <u>Individual</u> was entered into *Type of Victim*), enter the individual's date of birth, (Year, Month, Day) (YYYY, MM, DD). If unknown, enter **"UNK"**.

Example: If the victim was born on April 11, 1965, the entry should be ***"1965/04/11"***.

(18) **POB (Place of Birth)** - If the victim was a person (i.e., <u>Individual</u> was selected in the *Type of Victim* block), enter the victim's place of birth (City, State or City, Country). If unknown, leave blank.

Example 1: If the victim was born in San Antonio, Texas, the entry should be ***"San Antonio, TX"***.

Example 2: If the victim was born in Naples, Italy, the entry should be ***"Naples, Italy"***.

(19) **Sex** - If the victim was a person (i.e., <u>Individual</u> was select in the *Type of Victim* block), select the box that indicated the victim's sex.

Authorized entries: (enter only one)

<u>Male</u>
<u>Female</u>
<u>Unknown</u>

Example: If the victim was a male, select ***"Male"***.

(20) **Race** - If the victim was a person (i.e., Individual was selected in the *Type of victim* block), select the box that indicates the victim's race.

Authorized entries: (enter only one)

White
Black
American Indian/Alaskan Native
Asian/Pacific Islander
Unknown

Example: If the victim was a white person, select *"White"*.

(21) **Ethnicity** - If the victim was a person (i.e., Individual was selected in the *Type of Victim* block), select the appropriate box that indicates the victim's ethnic origin.

Authorized entries: (enter only one)

Hispanic Origin
Not of Hispanic Origin
Unknown

Example: If the victim was not of Hispanic origin, select *"Not of Hispanic Origin"*.

(22) **Resident Status** - If the victim was a person (i.e., Individual was selected in the *Type of Victim* block), select the appropriate box indicating the victim's residency status.

A "Resident" is a person who maintains his/her permanent home for legal purposes in the locality (i.e., town, city, or community) where the crime took place. [Note: State and county law enforcement agencies should base their determinations of residency on the town, city, or community where the crime occurred rather than their broader geographical jurisdictions.]

Authorized entries: (enter only one)

Resident
Nonresident
Unknown

Example (1): If the victim was robbed on Naval Base San Diego, California, where he is assigned to the Admin Department, select *"Resident"*.

Example (2): If the victim was a business (i.e., Business was selected in the *Type of Victim* block), leave block blank.

(23) **Type of Victim** - Select the appropriate block to indicate the type of victim. Select only one entry per victim.

Authorized entries: (enter only one)

Individual
Business
Financial Institution
Government
Religious Organization
Society/Public
Other
Unknown

Example: During a credit union robbery, the offender pointed a gun at a teller and demanded and received money. The robber also pistol whipped a customer who stood in his way as he made his getaway from the credit union. There were three (3) victims, i.e., the credit union (Financial Institution), the teller (Individual), and the pistol-whipped customer (Individual). Therefore, their codes should be entered into their respective Victim Sections.

(24) **Aggravated Assault Circumstances** - Select the appropriate box(es) that describes the circumstances of either an aggravated assault or a homicide. Complete this box only if an Aggravated Assault.

Authorized entries: (enter up to 2)

Argument
Assault on Law Enforcement Officer(s)
Drug Dealing
Gangland
Juvenile Gang
Lovers' Quarrel/Domestic
Other Felony Involved
Other Circumstances
Unknown Circumstances

Example: Two rival juvenile street gangs rumble over "turf" rights to sell drugs and one of the gang members was beaten and stabbed with a knife. Possible selections are *"Argument", "Drug Dealing"*, and *"Juvenile Gang"*. While all three would apply, there is a limit of two entries. Therefore, the two most descriptive codes should be used. In this case, *"Drug Dealing"* and *"Juvenile Gang"*.

(25) **Injury Type** - Select the box(es) that describe the type(s) of bodily injury suffered by a person (i.e., "I" = Individual was entered into *Type of Victim*) who was the victim of one or more of the following offenses:

Kidnaping/Abduction
Forcible Rape
Forcible Sodomy
Sexual Assault With An Object
Forcible Fondling

Robbery
Aggravated Assault
Simple Assault
Extortion/Blackmail

Authorized entries: (enter up to 5)

<u>None</u>
<u>Broken Bones</u>
<u>Possible Internal Injury</u>
<u>Severe Laceration</u>
<u>Minor Injury</u>
<u>Major Injury</u>
<u>Loss of Teeth</u>
<u>Unconsciousness</u>

Example (1): The offender assaulted the victim with a tire iron, breaking the victim's arm and opening up a cut about 3 inches long and 1-inch deep on his back. The entries should be *Apparent Broken Bones* and *Severe Laceration*.

Example (2): The victim, a respected religious figure, is blackmailed regarding his sexual activities. As he suffered no physical injury, the entry should be *None*.

(26) **Relationship(s) of Victim to Suspect(s)** -This section is used to report the relationship between the victim and the suspect who committed a "Crime Against Person". Therefore, this section is to be used <u>only if</u> one or more of the following offenses:

Murder and Non-negligent Manslaughter
Negligent Homicide
Justifiable Homicide
Kidnaping/Abduction
Forcible Rape
Forcible Sodomy
Sexual Assault With An Object
Forcible Fondling
Robbery
Aggravated Assault
Simple Assault
Intimidation
Incest
Statutory Rape

This section is to be used to indicate the victim's relationship with up to 10 suspects involved in the incident. If multiple suspects are involved in a offense the *Suspect/Arrestee Number* should be entered into the box next to the *Relationship of Victim to Suspect*.

Authorized entries: (enter up to 10)

WITHIN FAMILY:

<u>Victim Was Spouse</u>
<u>Victim Was Common-Law Spouse</u>
<u>Victim Was Parent</u>
<u>Victim Was Sibling</u> (brother or sister)

<u>Victim Was Child</u>
<u>Victim Was Grandparent</u>
<u>Victim Was Grandchild</u>
<u>Victim Was In-law</u>
<u>Victim Was Stepparent</u>
<u>Victim Was Stepchild</u>
<u>Victim Was Step Sibling</u> (stepbrother or stepsister)
<u>Victim Was Other Family Member</u>

OUTSIDE FAMILY BUT KNOWN TO VICTIM:

<u>Victim was Acquaintance</u>
<u>Victim was Friend</u>
<u>Victim was Neighbor</u>
<u>Victim was Babysittee</u> (the baby)
<u>Victim was Boyfriend/Girlfriend</u>
<u>Victim was Child of Boyfriend or Girlfriend</u>
<u>Homosexual Relationship</u>
<u>Victim was Ex-Spouse</u>
<u>Victim was Employee</u>
<u>Victim was Employer</u>
<u>Victim was Otherwise Known</u>

NOT KNOWN BY VICTIM:

<u>Relationship Unknown</u>
<u>Victim was Stranger</u>

Example (1): An employee assaulted his employer (a person) with his fists. ***Victim Was Employer*** should be selected.

Example (2): Two unknown suspects rob a male and female couple. ***Victim Was Stranger*** should be entered to indicate the relationship of each victim to each offender.

Example (3): The victim is assaulted by two suspects, Suspect #1 is the victim's brother and Suspect #2 was the victim's friend. In the box next to ***Sibling***, enter "***01***", in the box next to ***Friend***, enter "***02***"

f. **WITNESS/SPONSOR SECTION** - This section is used for the recording of information describing a witness(es) or sponsor(s) of an incident/offense **only when the witness(es)/sponsor(s) is not the victim or complainant.** A witness/sponsor section should be completed for **each witness or sponsor associated with an offense**. If there is no witness(es) or sponsor(s) leave section blank. Additional witnesses/sponsors will be listed on the "Incident Report Addendum- Complainant/Witness/Sponsor" (OPNAV 5580/1C).

(1) **Type/Sequence Number -** Select either Witness or Sponsor to identify the individual as related to the incident report. Each witness or sponsor in an incident is to be

assigned a sequence number from "01" to "99." This number will be entered in the dashed box. A separate "Witness/Sponsor Section" is to be submitted for each numbered witness.

(2) **DD 2701 Issued -** Refer to Victim Section

(3) **Last Name, First, Middle -** Refer to Complainant Section

(4) **SSN/Alien Registration Number** - Refer to Complainant Section

(5) **Grade/Rank** - Refer to Complainant Section

(6) **Branch of Service** - Refer to Complainant Section

(7) **Status** - Refer to Complainant Section

(8) **Duty Station/Employer (include Department/Command/Division/Unit, etc.)** - Refer to Complainant Section

(9) **UIC/RUC (Unit Identification Code/Reporting Unit Code)** - Refer to Complainant Section

(10) **Work Phone** - Refer to Complainant Section

(11) **Address** - Refer to Complainant Section

(12) **City** - Refer to Complainant Section

(13) **State** - Refer to Complainant Section

(14) **Zip Code** - Refer to Complainant Section

g. **SUSPECT/ARRESTEE SECTION** - This section is used for the recording of information describing suspects and arrestees of an incident/offense. When an arrest is made, Suspect and Arrestee information must be completed. As much of the information is the same for both Suspect and Arrestee, these sections have been merged into one. Additional Suspects/Arrestees should be listed on the "Incident Report Addendum - Suspect/Arrestee" (OPNAV 5580/1E).

(1) **Suspect/Arrestee Situations.**

(a) **Incident Report - No Arrest** - If an incident/offense is reported but no arrest is completed complete all information in the Suspect/Arrestee Section with the exception of the Arrestee Only section (i.e., shaded area located on page 4 of the IR or the Suspect/Arrestee Addendum Sheet). The following additional blocks must be completed: *Sex, Race, DOB*. If additional suspects are involved complete additional Suspect/Arrestee Sections. If suspect is unknown, an "Suspect/Arrestee Sequence Number" must be entered in the *Suspect/Arrestee #:* block (e.g., **01**) and the value for "**Unknown**"checked or entered in the *Sex, Race,* and *DOB* blocks. If the exact number of suspects is unknown, "**00"** must be entered into the *Suspect/Arrestee #*: block.

(b) **On-View Arrest** - If an arrest is made on view before an incident report is submitted complete all information in the Suspect/Arrestee Section for all Arrestees.

(c) **Arrest after Report** - If arrest is made after the incident report has been submitted submit a supplemental report and complete only those blocks not completed on the initial report. The same case number will be used for all supplemental reports. Complete all information in the Suspect/Arrestee Section not listed in the initial incident report (i.e., Arrestee Only section, name, grade/rank, etc.).

(2) **Section Completion.**

(a) **Suspect/Arrestee** - Select the appropriate box(es) to identify the individual listed in this section as either a suspect or an arrestee. If the individual is a suspect and is also arrested <u>both blocks</u> should be checked. See explanations above for various situations.

Example: An individual is observed by security patrolman breaking into a parked vehicle, the suspect is arrested by the patrolman, both the *Suspect* and *Arrestee* blocks should be checked.

(b) **Type/Sequence Number** - Select either Suspect or Arrestee to identify the individual as related to the incident report. Each suspect/arrestee in the incident is to be assigned a sequence number from "01" to "99." A separate "Suspect/Arrestee Section" is to be submitted for each numbered offender. If nothing is known about the suspect(s), enter *"00"* and leave the remaining information in this section blank.

Example (1): A corpse was found in an abandoned warehouse. There were no witnesses to the crime or suspects. A single "Suspect/Arrestee section" should be submitted with *"00"* entered into *Suspect/Arrestee #:* and the rest of the section is left blank.

Example (2): Two offenders were seen fleeing the scene of a burglary, but because they were wearing ski masks, their age, sex and race could not be determined. Two "Suspect/Arrestee sections" should be submitted -- one with *Suspect/Arrestee #: "01"* and the other with *"02"*. *"Unknown"* should be selected or entered into *Sex, Race*, and *DOB* blocks.

(c) **Suspect/Arrestee Related to Offense #** - Fill in the appropriate boxes to indicate specific offense(s) associated with the suspect or arrestee. More than one box may be selected if suspect/arrestee is related to additional offenses. Up to 10 offense boxes may be selected per suspect/arrestee.

Example: Suspect 01 is related to *Offense No.* 1, Simple Assault, however not related to *Offense No.* 2, only box number *"1"* should be selected. However, if Suspect 01 is related to both *offenses*, boxes *"1"* and *"2"* should be selected.

(d) **Involvement** - Select the appropriate box to indicate the suspect/arrestee involvement in the commission of the offense.

Authorized entries: (select only one)

<u>Principal</u> - selected if the suspect/arrestee acted alone in the commission of the offense

Conspirator - selected if the suspect's/arrestee's only involvement was as a conspirator in this crime

Accessory - selected if the suspect/arrestee is not considered the chief actor in the offense, nor was he present at its performance, but he is considered as contributing or aiding in the commission of the offense

Solicitor - select if the suspect/arrestee solicited or advised another person or persons to commit a offense

(e) **Last Name, First, Middle -** Refer to Complainant Section

(f) **SSN/Alien Registration Number** - Refer to Complainant Section

(g) **Grade/Rank** - Refer to Complainant Section

(h) **Branch of Service** - Refer to Complainant Section

(i) **Status** - Refer to Complainant Section

(j) **Duty Station/Employer (include Department/Command/Division/Unit, etc.)** - Refer to Complainant Section

(k) **UIC/RUC (Unit Identification Code/Reporting Unit Code)** - Refer to Complainant Section

(l) **Work Phone** - Refer to Complainant Section

(m) **Address** - Refer to Complainant Section

(n) **City** - Refer to Complainant Section

(o) **State** - Refer to Complainant Section

(p) **Zip Code** - Refer to Complainant Section

(q) **Hair Color** - Enter the predominant natural hair color. The color observed should be checked against the color shown on the individual's identification card or drivers license. If the hair has been dyed, make an appropriate entry, such as "brown-dyed red". If the person is completely bald (be alert for wigs and toupees), enter *"Bald"*. In the case of partial baldness, the color of the hair is entered and a remark is made in the *Identifying Marks* block on the extent of baldness.

(r) **Eye Color** - Enter the color of the iris of the eye. It is incorrect to enter the condition, such as "bloodshot". If unknown, leave blank.

Authorized entries:

BRN - Brown
BLU - Blue
HAZ - Hazel
GRN - Green
GRY - Gray

(s) **Height** - Enter the Suspect's/Arrestee's height in feet and inches (e.g., *6′2″*). If unknown, leave blank

(t) **Weight** - Enter the Suspect's/Arrestee's weight in pounds (e.g., *180*). If unknown, leave blank

(u) **DOB (Date of Birth)** -Refer to Victim Section

(v) **POB (Place of Birth)** - Refer to Victim Section

(w) **Alias (AKA)** - Enter known alias used by Suspect/Arrestee. If none or unknown leave blank

Example: Individual's real name is "Joseph Doe" however he has also gone by the name "John Doe". *"JOHN DOE"* should be entered in the *Alias* block.

(x) **Sex** - Refer to Victim Section

(y) **Race** - Refer to Victim Section

(z) **Ethnicity** - Refer to Victim Section

(aa) **Resident Status** - Refer to Victim Section

(bb) **Description** - Select all appropriate box(es) as they apply to the description of the suspect/arrestee

(cc) **Identifying Marks** - Enter any identifying marks, such as partial baldness, scars and tattoos together with their location on the body and a brief description. Give a word description rather than a diagram or picture. If there are no identifying marks leave blank.

Example (1): ***Partially bald, 2″ diameter back of head***

Example (2): ***Tattoo, Heart, right bicep***

Example (3): ***Scar, 3″ left inner wrist***

(dd) **Type of Arrest** - Indicate how the Arrestee was arrested.

Authorized entries: (enter only one)

<u>On-View</u> (taken into custody without a warrant or previous incident report)

<u>Summoned/Cited</u> (not taken into custody)
<u>Taken Into Custody</u> (based on warrant and/or previously submitted incident report)

Example (1): The subject was arrested while in the act of soliciting for prostitution on a street corner. The entry should be "***On-View Arrest***".

Example (2): The suspect was served with a traffic summons to appear in court. The entry should be ***"Summoned/Cited"***.

Example (3): The subject was taken into custody as the result of a complaint being filed. The entry should be ***"Taken Into Custody"***.

(ee) **Date Arrested** - Enter the Year, Month, Day (YYYY/MM/DD) when the arrest took place.

Example: If the subject was arrested on July 23, 1989, the entry should be ***"1989/07/23"***.

(ff) **Multiple Clearance** - Indicate whether or not the arrest of the Arrestee resulted in the clearance of more than one previously reported incident/offense within the jurisdiction served by the security department. If so, it is important to indicate that there was only one Arrestee responsible for the Multiple clearances of previously reported incident/offense.

This is done by entering <u>Multiple</u> into all but one of the *Arrestee Only* section used to update the affected Incident Reports, and by entering <u>Count Arrestee</u> into the remaining *Arrestee Only* sections. If the arrest did not result in multiple clearances, enter <u>Not Applicable</u>.

Authorized entries: (enter one per Arrestee Only Section)

<u>Multiple</u>
<u>Count Arrestee</u>
<u>Not Applicable</u>

Example (1): After the suspect's arrest for robbery, it was learned that he was also responsible for five additional robberies within the jurisdiction of Naval Base Norfolk. One *Arrestee Only* section was marked ***"Count Arrestee"***. The other Five robberies the suspect was responsible for are marked ***"Multiple"***.

Example (2): If the suspect's arrest did not clear additional incidents, the entry should be ***"Not Applicable"***.

(gg) **Arrestee Was Armed With** - Indicate whether the Arrestee was armed with a <u>commonly known</u> weapon at the time of his/her arrest. Up to two entries may be made.

If the weapon was an "automatic" firearm, an "**A**" will be entered into the block next to the appropriate weapon. Refer to the "Offense Section" for definition of "Automatic Firearm".

Authorized entries: (enter up to 2)

<u>Unarmed</u>
<u>Handgun</u>
<u>Rifle</u>
<u>Shotgun</u>
<u>Lethal Cutting Instrument</u> (e.g., switchblade knife, martial arts "stars," etc.)
<u>Club/Blackjack/Brass Knuckles</u>

<u>Other</u>

Example (l): When the suspect was Arrested, he had in his possession a .357 Magnum handgun and a penknife. The entry should be ***"Handgun"***. Because a small pocket knife is not generally considered to be a "weapon," it does not qualify for reporting.

Example (2): The suspect resisted arrest using a liquor bottle and a chair as weapons before being subdued. The entry should be ***"Unarmed"***. Although the subject used items as weapons, they were not commonly known weapons. This information should be entered into the Narrative Section of the Incident Report.

　　　　　(hh) **Disposition of Juvenile**- Complete this block <u>only if</u> the arrestee was 17 years of age or younger at the time of the arrest.

　　　　　Authorized entries: (enter only one)

　　　　　<u>Handled Within Department</u> (e.g., released to parents, released with warning etc.)

　　　　　<u>Referred to Other Authority</u> (e.g., turned over to juvenile court, probation department, welfare agency, other police agency, criminal or adult court, etc.)

　　　　　Example (1): The suspect, age 13, who was arrested for vandalizing a school, was released to his parents with a warning. ***"Handled Within Department"*** would be selected.

　　　　　Example (2): The suspect, age 17, who was arrested for murder, was turned over to civilian authorities to be tried as an adult. ***"Referred to Other Authorities"*** would be selected..

　　h. **<u>SECURITY POLICE SECTION</u>** - This section is used for the recording of information describing the responding/reporting security police officer's/ Military Polices to the incident/offense. List additional security police personnel in the Narrative Section of Incident Report.

　　　　(1) **Last Name, First, Middle -** Refer to Complainant Section

　　　　(2) **Grade/Rank** - Refer to Complaint Section

　　　　(3) **Duty Station/Employer (include Department/Command/Division/Unit, etc.)** - Refer to Complainant Section

　　　　(4) **Badge #: -** Enter the individual security police officer's badge number, if assigned. If no badge number is assigned leave blank.

　　i. **<u>NARRATIVE SECTION</u>** - This section is for the recording of additional information not listed elsewhere in the Incident Report. This section should list the chronology of events including the specific elements of the offenses reported in the *Offense Section* of the same Incident Report. Use "Incident Report Addendum - Narrative Section" (OPNAV 5580/1B) if additional space is needed. Also note any evidence that was collected in this investigation with a brief description of articles that are listed on the Evidence/ Property Custody Receipt (OPNAV 5580/22).

　　　　Example: The victim was unconscious face down in the grass with her head to the north and her feet towards the south. The contents of her purse were dumped on the ground, approximately 15' west of her left shoulder.

Evidence Example: ***Item (1)   One 12" X 12" Blue Bandana***

(1) **Enclosure(s).**

(a) **Enclosure #: -** Enter the enclosure number of attached supporting documents (i.e., 01).

(b) **Description** - Enter a brief description of attached supporting documents, (i.e., statements, photographs, sketches, etc.).

Example: ***(01) Statement of Williamson (witness)***

(02) Rough Sketch of Crime Scene

j. **REPORTING/APPROVING OFFICIALS** - This section is used to record information concerning the individual preparing and approving the Incident Report.

(1) **Reporting Official** - Enter the typed or printed name, rank, title and signature of the individual who prepared the Incident Report.

Example: ***John A. Adams, E-5, Patrolman***

(2) **Approving Official** - Enter the typed or printed name, rank, title, and signature of the supervisor who reviewed and approved the contents of the Incident Report.

Example: ***John A. Adams, E-8, Asst. Security Officer***

k. **ADMINISTRATIVE DISPOSITION SECTION** - This section is used to record administrative information concerning the distribution and referral of Incident Reports to other departments or commands for further investigation, administrative processing (i.e., non-judicial punishment, Article 15) or judicial proceedings (i.e., Court-Martial, civilian judicial system). This section should **only** be completed by the security department Admin Division or the Approving Official.

(1) **Incident Status** - Select the block that best describes the status of the incident

Authorized entries: (enter one only)

Unfounded
Cleared by Arrest
Cleared Exceptionally - if selected, the Cleared Exceptionally section must be completed.

(2) **Cleared Exceptionally** - It is used to indicate whether or not the incident was cleared exceptionally. If not, Not Applicable is to be entered. In a multiple-offense incident, the exceptional clearance of one offense, clears the entire incident. An incident cannot be cleared exceptionally if it was previously or at the same time cleared by an arrest, i.e., if an Arrestee Section was or is being submitted. In order to clear an offense by exceptional means, the following four conditions must be met: (1) the investigation must have clearly and definitely established the identity of at least one offender; (2) sufficient probable cause must have been developed to support the arrest, charging, and prosecution of the offender; (3) the exact location of the offender must be known so that an arrest could be made; and (4) there must be a reason outside the control of law enforcement which prevents the arrest, i.e., one of the authorized entries below with the exception of Not Applicable below:

Authorized entries: (enter only one)

Death of Offender
Prosecution Declined (by the prosecutor for other than lack of probable cause)
Extradition Denied
Victim Refused to Cooperate (in the prosecution)
Juvenile/No Custody (the handling of a juvenile without taking him/her into custody, but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense)
Not Applicable (not cleared exceptionally)

Example (1): If an incident was not cleared by either an arrest or exceptional means by the time an initial Incident Report was submitted, then *"Not Applicable"* should be entered.

Example (2): If, after an Incident Report was submitted, an offender was arrested, the previously submitted report should be updated with an Arrestee Section. The incident will be automatically cleared when the Arrestee Section is received at the FBI . This data element should still contain *"Not Applicable"*.

Example (3): Suppose an Incident Report was submitted and the offender was later arrested, but the victim refused to testify and there were no other witnesses. The previously submitted Incident Report should be updated, by submitting a Supplemental Incident Report, to change the contents of this block from *"Not Applicable"* to *"Cleared Exceptionally"* and check the block *"Victim Refused to Cooperate"*.

(3) **Date Cleared** - If an incident was cleared by exceptional means (i.e., a entry other than Not Applicable was entered into the *Cleared Exceptionally* block), the Year, Month, Day (YYYY/MM/DD) when the incident was cleared is to be entered.

Example: The incident was cleared on May 27, 1989. It was entered into the computer system on April 6, 1989. The date *"1989/05/27"* should be entered.

(4) **Referred To/Assumed By:** - Select the appropriate box that describes the organization the Incident Report was referred to and/or assumed by. If known, enter the organization's *Case #:*. If unknown, leave blank.

Authorized entries: (select only one)

NCIS - Naval Criminal Investigative Service

INVESTIGATIONS **-** Security Department's/Provost Marshall Offices investigations division (i.e., command investigations, Military Police Investigator).

LOCAL POLICE - Local police (i.e., local, state, sheriff). Include Foreign local police organizations.

Other (Specify) - Army CID, Air Force OSI, Marine Corps CID, FBI, ATF, U.S. Customs Service, etc.

(5) **Distribution:** - Select the appropriate box(es) that identify the organizations/departments, etc. the Incident Report was distributed.

Authorized entries: (select all that apply)

Commanding Officer/Officer-in-charge
Legal Officer/Staff Judge Advocate
Family Advocacy
Equal Opportunity
Medical/Mental Health
Drug & Alcohol (DAPA)
Other