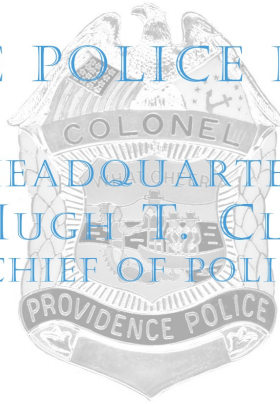


PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS
COLONEL HUGH T. CLEMENTS, JR.
CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
Training Bulletin	#01 Series 2012	6/13/2012	6/17/2012
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
NIBRS Reporting Errors			
REFERENCE		RE-EVALUATION DATE	
SUBJECT AREA		DISTRIBUTION	
Reporting		All Personnel	

The Providence Police Department is committed to providing accurate and concise statistical crime data. Information is collected and reported to the National Incident Based Reporting System (NIBRS) which is an incident-based reporting system for crimes known to the police. For each crime incident, a variety of data are collected about the incident and entered into the AEGIS records system. These data include the nature and types of specific offenses in the incident, characteristics of the victim(s) and offender(s), types and value of property stolen and recovered, and characteristics of persons arrested in connection with a crime incident.

The department regularly conducts audits of its AEGIS records system and makes corrections to reports when necessary. These audits have revealed common errors when filing police reports.

The purpose of this training bulletin is to reiterate some important factors when completing police reports in order to eliminate the most common NIBRS errors.

- When completing the offense portion of the report, the bias motivation section **must** be completed.
 - If there is no bias select “no bias”.
 - You should **never** select “unknown”.
- Any report that would constitute a crime under federal, state, or local law **must** have a victim listed.

- For instances such as prostitution, narcotics, or possession of a firearm or other weapon the victim should be listed as “society”.
 - Reporting person shall only be used for non-criminal offenses or if the person reporting is different than the victim.
 - Any assault on a Police Officer **must** have the Officer listed as a victim. The Officer should be listed as “other” in the victim type, which will allow the Law Enforcement Officers Killed in Action (LEOKA) field to be completed.
- Any report that would constitute a property crime under federal, state, or local law **must** have the property tab completed.
 - For example, for a report of a breaking and entering where no property was taken, the property tab must be completed with “none” selected.
 - An attempted larceny, attempted breaking and entering, etc. also requires the property tab to be completed with “none”.
- Any violent crime including robbery or assault, (simple/felony), **must** have the weapons tab completed.
 - If the weapon is not known select “unknown”, if the weapons are personal select “hands/fist/feet”.

APPROVED:

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