CJIS Division Information Technology  
Uniform Crime Reporting (UCR) Program



Hate Crime Technical Specification

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Change DESCRIPTION Form

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| 1.0 | Applying CJIS Template and Formatting. | 08/15/2013 |
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# Overview

## Overview of a Hate Crime Electronic Data Submission

Hate crime statistical reporting data may be submitted to the FBI via: (1) the National Incident- Based Reporting System (NIBRS) e-mail attachment, (2) the Hate Crime Incident Report, and (3) the Hate Crime Electronic Data Submission. This manual addresses the Hate Crime Electronic Data Submission.

After processing the hate crime data, an error list is created and returned to the State UCR Program or law enforcement agency. For summary Reporting System submissions, a text file is created.

In the Hate Crime Electronic Data Submission, the "RECORD SOURCE" (Position 2 of the record) field must contain an F.

## Overview of Manual Sections

Section 1 is a general overview of a Hate Crime Electronic Data Submission.

Section 2 is the general record layout specification for a Hate Crime Electronic Data Submission. Section 3 is a detailed record layout specification for a Hate Crime Electronic Data Submission, which includes field formats, data validation rules, and error messages for each field.

Section 4 describes error reporting for a Hate Crime Electronic Data Submission.

Section 5 is a numerically ordered listing of all possible error messages for a Hate Crime Electronic Data Submission along with the name of the field in error.

# General Record Layout

## Record Layout for a Hate Crime Electronic Data Submission

Hate crime records must have the file layout as specified below. The submission must be a standard ASCII text file.

Table ‑ Hate Crime Electronic Data Submission General Record Layout

| Record Position | Type/Field Length | Description |
| --- | --- | --- |
| 1 | A1 | Record Indicator–must be H |
| 2 | A1 | Record Source |
| 3 | A1 | Record Type |
| 4-11 | A8 | Date of Unload |
| 12-20 | A9 | Originating Agency Identifier (ORI) Code |
| 21-32 | A12 | Incident Number |
| 33 | A1 | Zero Reporting Indicator |
| 34 | A1 | Zero Reporting Quarter Indicator |
| 35-38 | A4 | Zero Reporting Year Indicator |
| 39-46 | A8 | Incident Date |
| 47-49 | A3 | Total Individual Victims |
| 50-51 | A2 | Total Number of Offenders |
| 52 | A1 | Race of Offender or Offender Group |
| **Offense Data Group (53–68) occurs ten times** | | |
| 53-54 | A2 | Offense Code (#1) |
| 55-57 | A3 | Number of Victims (#1) |
| 58-59 | A2 | Location Code (#1) |
| 60-61 | A2 | Bias Motivation (#1) (Offense #1) |
| 62-68 | A7 | All Applicable Victim Type(s) (Offense #1) |
| 69-84 | A16 | Offense Data Group (#2) |
| 85-100 | A16 | Offense Data Group (#3) |
| 101-116 | A16 | Offense Data Group (#4) |
| 117-132 | A16 | Offense Data Group (#5) |
| 133-148 | A16 | Offense Data Group (#6) |
| 149-164 | A16 | Offense Data Group (#7) |
| 165-180 | A16 | Offense Data Group (#8) |
| 181-196 | A16 | Offense Data Group (#9) |
| 197-212 | A16 | Offense Data Group (#10) |
| **Bias Motivation Groups-By Offense – occurs ten times** | | |
| 213-220 | A8 | Bias Motivation #2-#5 (Offense #1) |
| 221-228 | A8 | Bias Motivation #2-#5 (Offense #2) |
| 229-236 | A8 | Bias Motivation #2-#5 (Offense #3) |
| 237-244 | A8 | Bias Motivation #2-#5 (Offense #4) |
| 245-252 | A8 | Bias Motivation #2-#5 (Offense #5) |
| 253-260 | A8 | Bias Motivation #2-#5 (Offense #6) |
| 261-268 | A8 | Bias Motivation #2-#5 (Offense #7) |
| 269-276 | A8 | Bias Motivation #2-#5 (Offense #8) |
| 277-284 | A8 | Bias Motivation #2-#5 (Offense #9) |
| 285-292 | A8 | Bias Motivation #2-#5 (Offense #10) |
| 293-295 | A3 | Total # of Adult Victim(s) |
| 296-298 | A3 | Total # of Victim(s) under 18 |
| 299-300 | A2 | Total # of Adult Offender(s) |
| 301-302 | A2 | Total # of Offender(s) under 18 |
| 303 | A1 | Ethnicity of Offender or Offender Group |

# Detailed Record Layout

Detailed Record Layout, Valid Values, Error Messages, Warning Messages, and Minor Warning Messages for a Hate Crime Electronic Data Submission.

Table ‑ Hate Crime Incident-Detailed Record Layout

| Record Position | Type/Field Length | Data Elements | Data Values and Descriptions | Error # | Error Message |
| --- | --- | --- | --- | --- | --- |
| 1 | A1 | Record Indicator | H = Hate Crime | 001 | INVALID CODE = ? (The ? in the error messages indicates where the data in error would be placed.) |
| 2 | A1 | Record Source | Record Source must be  F = Internet e-mail | 002 | THE RECORD SOURCE IS NOT VALID |
| 003 | ALL RECORDS MUST HAVE THE SAME RECORD SOURCE CODE OF ? NOT ? |
| 053 | MUST BE AN ONLINE TERMINAL TO UPLOAD RECORDS (\*DEVICE = ?)  (**Note:** Must be F and submitted as e-mail attachment.) |
| 3 | A1 | Record Type | Record Type must be:  A = Add  D = Delete  M = Modify  (**Note**: This will delete the information already on file and add all the information in this record.) | 004 | THE RECORD TYPE IS INVALID. MUST BE A, D, OR M. |
| 4-11 | A8 | Date of Unload | This is the date the submission file was created. Must be formatted YYYYMMDD. (e.g., 20140321) | 005 | THE DATE OF UNLOAD IS INVALID. MUST BE FORMATTED YYYYMMDD. |
| The date the FBI processes the file cannot be earlier than the date the submission file was created. | 006 | THE DATE OF FBI PROCESSING DATE CANNOT BE EARLIER THAN THE UNLOAD DATE |
| 12-20 | A9 | Originating Agency Identifier (ORI) Code | For state/local submissions, the last two positions (19-20) must be 00. | 007 | MUST BE A VALID UCR ORI = ? |
| ORI’s entered in this submission must be from the same state. | 008 | ALL ORIS ON THIS SUBMISSION MUST BE FROM STATE = ? |
|  | 055 | ALL ORIS ON FEDERAL SUBMISSIONS MUST HAVE SAME  DEPARTMENT OF ? NOT ?  (**Note**: Character Position 8 of the ORI uniquely identifies the federal department.) |
|  | 056 | ALL ORI SUBMISSIONS MUST BE STATE OR FEDERAL, NOT MIXED (ORI = ?) |
|  | 057 | MUST BE A VALID FEDERAL CODE = ?  **(Note:** Character Positions 8-9 of the ORI are the federal agency code.) |
|  | 061 | ORI IS IN THE COVERED-BY STATUS |
|  | 062 | ORI IS IN DELETE STATUS |
| 21-32 | A12 | Incident Number | The Incident Number must be left-justified with blank right-fill. | 009 | INCIDENT NUMBER MUST BE LEFT-JUSTIFIED |
| The Incident Number submitted contained a character that was not A-Z, 0-9, or a hyphen. | 010 | INVALID INCIDENT NUMBER. VALID CHARACTERS ARE A-Z, 0-9, HYPHEN |
| The Incident Number in a zero report must be blank. | 012 | INCIDENT NUMBER MUST BE BLANK WHEN SENDING A ZERO REPORTING RECORD |
| 33 | A1 | Zero Reporting Indicator | The Zero Reporting Indicator must be Z = This is a Zero Reporting Record NULL = Hate Crime Incident Record | 011 | ZERO REPORTING INDICATOR–INVALID CODE |
| The Zero Reporting Indicator must be blank if deleting a Hate Crime Incident. | 058 | MUST BE BLANK IF DELETING A HATE CRIME INCIDENT |
| 34 | A1 | Zero Reporting Quarter Indicator | The Zero Reporting Quarter Indicator must be one of the following:  1 = January–March  2 = April–June  3 = July–September  4 = October–December | 014 | INVALID CODE |
| The Zero Reporting Quarter Indicator (1, 2, 3, or 4) must be entered if the Zero Reporting Indicator is a Z. | 015 | MUST BE ENTERED WHEN ZERO REPORTING INDICATOR IS A Z |
| If the Zero Reporting Indicator is blank, the Zero Reporting Quarter Indicator cannot be entered. | 016 | CANNOT BE ENTERED WHEN ZERO REPORTING INDICATOR IS A BLANK |
| 35-38 | A4 | Zero Reporting Year Indicator | This is the year in which the quarter indicator falls (e.g., 2017). The Zero Reporting Year Indicator must be entered if the Zero Reporting Indicator is Z. | 017 | MUST BE ENTERED WHEN ZERO REPORTING INDICATOR IS Z |
| If the Zero Reporting Indicator is blank, the Zero Reporting Year Indicator cannot be entered. | 018 | CANNOT BE ENTERED WHEN ZERO REPORTING INDICATOR IS A BLANK |
| The Zero Reporting Year Indicator must be a valid year (1991–current year). | 019 | INVALID YEAR |
| The Zero Reporting Quarter and Year Indicators cannot be after the unload date (the date this submission was created). | 020 | QUARTER/YEAR PROVIDED CANNOT BE AFTER UNLOAD DATE |
| 39-46 | A8 | Incident Date | The Incident Date entered cannot be before 01/01/1991. | 021 | INCIDENT DATE CANNOT BE BEFORE 01/01/1991 |
| The Incident Data must be entered in the format YYYYMMDD and must be a valid date (e.g., 20170301). | 022 | MUST BE A VALID INCIDENT DATE |
| The Incident Date entered cannot be before the unload date, the date the submission was created. | 023 | INCIDENT DATE PROVIDED CANNOT BE AFTER UNLOAD DATE |
| 47-49 | A3 | Total Individual Victims for the entire incident. | This is the Total Number of Individual Victims for the entire incident. When the Victim Type is Individual, the Total Number of Individual Victims within the incident must be entered. | 024 | MUST BE ENTERED WHEN A VICTIM TYPE IS I (INDIVIDUAL) |
| The Individual Victim Total must be a numeric entry between 001-999, or bbb=Blank if no individual victims were reported. | 025 | INDIVIDUAL VICTIM TOTAL MUST BE A NUMERIC OR bbb = BLANK |
| This refers to the Total Number of Individual Victims for the entire incident. The breakdowns for the Number of Adult and Juvenile Victims must equal the total Number of Individual Victims. | 070 | IF NUMERICAL FIGURES ARE IN POSITIONS 293-295 AND 296-298, THE TOTAL OF THESE POSITIONS SHOULD EQUAL THE COUNT IN POSITIONS 47-49. |
| The Total Number of Individual Victims is greater than the sum of the offenses containing Individual Victims. | 045 | GREATER THAN THE SUM OF OFFENSES WITH THE INDIVIDUAL VICTIMS |
| The Individual Victim Total must be bbb = Blank if no individual victims were reported (this message is listed in the second part of error 25). | 048 | CANNOT BE ENTERED WHEN THERE ARE NO INDIVIDUAL VICTIMS |
| 50-51 | A2 | Total Number of Offenders | The Total Number of Offenders must be a numeric entry between 00–99. | 026 | TOTAL NUMBER OF OFFENDERS MUST BE NUMERIC ENTRY BETWEEN 00-99 (00=UNKNOWN). |
| This refers to the Total Number of Offenders. The breakdown for the Number of Adult and Juvenile Offenders must equal the Total Number of Offenders. | 071 | IF NUMERICAL FIGURES ARE IN POSITIONS 299-300 AND 301-302, THE TOTAL OF THESE POSITIONS SHOULD EQUAL THE COUNT IN POSITIONS 50-51. |
| 52 | A1 | Race of Offender or Offender Group | A Race of Offender or Offender Group code must be:  W = White  B = Black or African American  I = American Indian or Alaska Native  A = Asian  P = Native Hawaiian or Other Pacific  Islander  M = Group of Multiple Races  U = Unknown | 027 | INVALID OFFENDER RACE CODE |
| When the Number of Offenders entered is 00, the Offender Race Code must be U = Unknown. | 060 | OFFENDER RACE MUST BE U WHEN THE NUMBER OF OFFENDERS IS 00 |
| 53-54 | A2 | Offense Code | The Offense Code must be a numeric entry between 01–13:  01 = Murder  02 = Rape  03 = Robbery  04 = Aggravated Assault  05 = Burglary  06 = Larceny-Theft  07 = Motor Vehicle Theft  08 = Arson  09 = Simple Assault  10 = Intimidation  11 = Destruction/Damage/Vandalism  12 = Human Trafficking, Commercial Sex  Acts  13 = Human Trafficking, Involuntary  Servitude | 028 | INVALID OFFENSE CODE |
| At least one valid Offense Code must be entered for a Hate Crime Incident Report. | 029 | MUST CONTAIN AT LEAST ONE OFFENSE CODE FOR AN INCIDENT REPORT |
| An Offense Code cannot be duplicated in the same incident report. | 030 | CANNOT HAVE A DUPLICATE OFFENSE CODE ENTERED |
| 55-57 | A3 | Number of Victims | This includes the number of all Victim Types for the offense entered. | 031 | NUMBER OF VICTIMS MUST BE ENTERED WHEN THE OFFENSE CODE IS ENTERED |
| The Number of Victims cannot be entered if the Offense Code is blank. | 032 | VICTIM CANNOT BE ENTERED WHEN OFFENSE CODE IS BLANK |
| The Number of Victims must be a numeric entry between 01–99. | 033 | NUMBER OF VICTIMS MUST BE NUMERIC |
| If an Offense Code has been entered, the Number of Victims entered cannot be zero. | 034 | NUMBER OF VICTIMS CANNOT BE ZERO |
| 58-59 | A2 | Location Code | A valid Location Code must be a numeric entry between 01–25, 37–42, or 44–57.  01 = Air/Bus/Train Terminal  02 = Bank/Savings and Loan  03 = Bar/Night Club  04 = Church/Synagogue/Temple/Mosque  05 = Commercial/Office Building  06 = Construction Site  07 = Convenience Store  08 = Department/Discount Store  09 = Drug Store/Dr.’s Office/Hospital  10 = Field/Woods  11 = Government/Public Building  12 = Grocery/Supermarket  13 = Highway/Road/Alley/Street  14 = Hotel/Motel/etc.  15 = Jail/Prison  16=Lake/Waterway  17 = Liquor Store  18 = Parking Lot/Garage  19 = Rental Storage Facility  20 = Residence/Home  21 = Restaurant  22 = School  23 = Service/Gas Station  24 = Specialty Store (TV, Fur, etc.)  25 = Other/Unknown  37 = Abandoned/Condemned Structure  38 = Amusement Park  39 = Arena/Stadium/Fairgrounds/  Coliseum  40 = ATM Separate from Bank  41 = Auto Dealership New/Used  42 = Camp/Campground  44 = Daycare Facility  45 = Dock/Warf/Freight/Modal Terminal  46 = Farm Facility  47 = Gambling Facility/Casino | 035 | INVALID LOCATION CODE |
|  |  |  | 48 = Industrial Site  49 = Military Installation  50 = Park/Playground  51 = Rest Area  52 = School–College/University  53 = School–Elementary/Secondary  54 = Shelter–Mission/Homeless  55 = Shopping Mall  56 = Tribal Lands  57 = Community Center |  |  |
| A Location Code must be entered if an Offense Code is entered. | 036 | LOCATION CODE MUST BE ENTERED WHEN THE OFFENSE CODE IS ENTERED |
| A Location Code cannot be entered if the Offense Code is blank. | 037 | LOCATION CODE CANNOT BE ENTERED WHEN OFFENSE CODE IS BLANK |
| 60-61 | A2 | Bias Motivation | A Bias Motivation Code must be a numeric entry between 11–16, 21–29, 31–33, 41–45, 51–52, 61–62, 71–72, and 81–85.  **Race/Ethnicity/Ancestry**  11 = Anti-White  12 = Anti-Black or African American  13 = Anti-American Indian/Alaska Native  14 = Anti-Asian  15 = Anti-Multiple Races, Group  16 = Anti-Native Hawaiian or Other Pacific  Islander  31 = Anti-Arab  32 = Anti-Hispanic or Latino  33 = Anti-Other Race/Ethnicity/Ancestry | 038 | INVALID BIAS MOTIVATION CODE |
| 60-61 | A2 | Bias Motivation (cont.) | **Religion**  21 = Anti-Jewish  22 = Anti-Catholic  23 = Anti-Protestant  24 = Anti-Islamic (Muslim)  25 = Anti-Other Religion  26 = Anti-Multiple Religions, Group  27 = Anti-Atheism/Agnosticism  28 = Anti-Mormon  29 = Anti-Jehovah’s Witness  81 = Anti-Eastern Orthodox (Russian,  Greek, Other)  82 = Anti-Other Christian  83 = Anti-Buddhist  84 = Anti-Hindu  85 = Anti-Sikh  **Sexual Orientation**  41 = Anti-Gay (Male)  42 = Anti-Lesbian  43 = Anti-Lesbian, Gay, Bisexual, or  Transgender (Mixed Group)  44 = Anti-Heterosexual  45 = Anti-Bisexual  **Disability**  51 = Anti-Physical Disability  52 = Anti-Mental Disability  **Gender**  61 = Anti-Male  62 = Anti-Female  **Gender Nonconforming**  71 = Anti-Transgender  72 = Anti-Gender Nonconforming | 038 | INVALID BIAS MOTIVATION CODE |
| A Bias Motivation Code must be entered if an Offense Code is entered. | 039 | BIAS CODE MUST BE ENTERED WHEN THE OFFENSE CODE IS ENTERED |
| A Bias Motivation Code cannot be entered if the Offense Code is blank. | 040 | BIAS CODE CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK |
| 62-68 | A7 | All Applicable Victim Type(s) | A Victim Type Code must be:  I = Individual  B = Business  F = Financial Institution  G = Government  R = Religious Organization  O = Other; or  U = Unknown | 041 | INVALID VICTIM CODE |
| A Victim Type Code must be entered if an Offense Code is entered. | 042 | VICTIM TYPE CODE MUST BE ENTERED WHEN THE OFFENSE CODE IS ENTERED |
| A Victim Type Code cannot be entered if an Offense Code is blank. | 043 | VICTIM TYPE CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK |
| A Victim Type must be I = Individual when the following Offense Codes have been entered: 01, 02, 04, 09, 10, 12, and 13. | 044 | VICTIM TYPE MUST BE I WITH OFFENSE CODES – 01, 02, 04, 09, 10, 12, AND 13 |
| A Victim Type Code cannot be duplicated for the same offense. | 046 | CANNOT HAVE A DUPLICATE VICTIM TYPE ENTERED |
| If the Victim Type of U = Unknown is entered, no other Victim Type can be entered. | 047 | WITH THE VICTIM TYPE U (UNKNOWN), NO OTHER ENTRY IS ALLOWED |
| 69-84 | A16 | Offense Data Group (#2) |  | | |
| 85-100 | A16 | Offense Data Group (#3) |  | | |
| 101-116 | A16 | Offense Data Group (#4) |  | | |
| 117-132 | A16 | Offense Data Group (#5) |  | | |
| 133-148 | A16 | Offense Data Group (#6) |  | | |
| 149-164 | A16 | Offense Data Group (#7) |  | | |
| 165-180 | A16 | Offense Data Group (#8) |  | | |
| 181-196 | A16 | Offense Data Group (#9) |  | | |
| 197-212 | A16 | Offense Data Group (#10) |  | | |
| 213-220 | A8 | Bias Motivation #2-#5 (Offense #1) | This refers to Bias Motivation Codes #2 - #5. A Bias Motivation Code must be a numeric entry between 11–16, 21–29, 31–33, 41–45, 51–52, 61–62, 71–72, and 81–85. | 073 | INVALID BIAS CODE |
| A Bias Motivation Code cannot be entered if the Offense Code is blank. | 075 | ADDITIONAL BIAS CODES CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK |
| 221-228 | A8 | Bias Motivation #2-#5 (Offense #2) | This refers to Bias Motivation Codes #2 - #5. A Bias Motivation Code must be a numeric entry between 11–16, 21–29, 31–33, 41–45, 51–52, 61–62, 71–72, and 81–85. | 073 | INVALID BIAS CODE |
| A Bias Motivation Code cannot be entered if the Offense Code is blank. | 075 | ADDITIONAL BIAS CODES CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK |
| 229-236 | A8 | Bias Motivation #2-#5 (Offense #3) | This refers to Bias Motivation Codes #2 - #5. A Bias Motivation Code must be a numeric entry between 11–16, 21–29, 31–33, 41–45, 51–52, 61–62, 71–72, and 81–85. | 073 | INVALID BIAS CODE |
| A Bias Motivation Code cannot be entered if the Offense Code is blank. | 075 | ADDITIONAL BIAS CODES CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK |
| 237-244 | A8 | Bias Motivation #2-#5 (Offense #4) | This refers to Bias Motivation Codes #2 - #5. A Bias Motivation Code must be a numeric entry between 11–16, 21–29, 31–33, 41–45, 51–52, 61–62, 71–72, and 81–85. | 073 | INVALID BIAS CODE |
| A Bias Motivation Code cannot be entered if the Offense Code is blank. | 075 | ADDITIONAL BIAS CODES CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK |
| 245-252 | A8 | Bias Motivation #2-#5 (Offense #5) | This refers to Bias Motivation Codes #2 - #5. A Bias Motivation Code must be a numeric entry between 11–16, 21–29, 31–33, 41–45, 51–52, 61–62, 71–72, and 81–85. | 073 | INVALID BIAS CODE |
| A Bias Motivation Code cannot be entered if the Offense Code is blank. | 075 | ADDITIONAL BIAS CODES CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK |
| 253-260 | A8 | Bias Motivation #2-#5 (Offense #6) | This refers to Bias Motivation Codes  #2–#5. A Bias Motivation Code must be a numeric entry between 11–16, 21–29, 31–33, 41–45, 51–52, 61–62, 71–72, and 81–85. | 073 | INVALID BIAS CODE |
| A Bias Motivation Code cannot be entered if the Offense Code is blank. | 075 | ADDITIONAL BIAS CODES CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK |
| 261-268 | A8 | Bias Motivation #2-#5 (Offense #7) | This refers to Bias Motivation Codes  #2–#5. A Bias Motivation Code must be a numeric entry between 11–16, 21–29, 31–33, 41–45, 51–52, 61–62, 71–72, and 81–85. | 073 | INVALID BIAS CODE |
| A Bias Motivation Code cannot be entered if the Offense Code is blank. | 075 | ADDITIONAL BIAS CODES CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK |
| 269-276 | A8 | Bias Motivation #2-#5 (Offense #8) | This refers to Bias Motivation Codes  #2–#5. A Bias Motivation Code must be a numeric entry between 11–16, 21–29, 31–33, 41–45, 51–52, 61–62, 71–72, and 81–85. | 073 | INVALID BIAS CODE |
| A Bias Motivation Code cannot be entered if the Offense Code is blank. | 075 | ADDITIONAL BIAS CODES CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK |
| 277-284 | A8 | Bias Motivation #2-#5 (Offense #9) | This refers to Bias Motivation Codes  #2–#5. A Bias Motivation Code must be a numeric entry between 11–16, 21–29, 31–33, 41–45, 51–52, 61–62, 71–72, and 81–85. | 073 | INVALID BIAS CODE |
| A Bias Motivation Code cannot be entered if the Offense Code is blank. | 075 | ADDITIONAL BIAS CODES CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK |
| 285-292 | A8 | Bias Motivation #2-#5 (Offense #10) | This refers to Bias Motivation Codes  #2–#5. A Bias Motivation Code must be a numeric entry between 11–16, 21–29, 31–33, 41–45, 51–52, 61–62, 71–72, and 81–85. | 073 | INVALID BIAS CODE |
| A Bias Motivation Code cannot be entered if the Offense Code is blank. | 075 | ADDITIONAL BIAS CODES CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK |
| 293-295 | A3 | Total # of Adult Victim(s) | This refers to the Total Number of Adult Victim(s). A numeric entry of 001–999 must be entered or bbb = Blank if no individual victims are reported. | 077 | MUST BE NUMERIC OR bbb = BLANK |
| This refers to the Total Number of Adult Victim(s). Cannot be entered if no individual victims were reported. | 078 | CANNOT BE ENTERED WHEN THERE ARE NO INDIVIDUAL VICTIMS |
| 296-298 | A3 | Total # of Victim(s) under 18 | This refers to the Total Number of Victim(s) under 18. A numeric entry of 001–999 must be entered or bbb = Blank if no individual victims are reported. | 080 | MUST BE NUMERIC OR bbb = BLANK |
|  | This refers to the Total Number of Victim(s) under 18. Cannot be entered if no individual victims were reported. | 081 | CANNOT BE ENTERED WHEN THERE ARE NO INDIVIDUAL VICTIMS |
| 299-300 | A2 | Total # of Adult Offender(s) | This refers to the Total Number of Adult Offender(s). A numeric entry of 01 – 99 must be entered or bb = Blank if no offender breakdowns were reported. | 082 | MUST BE A NUMERIC OR bb = BLANK |
| 301-302 | A2 | Total # of Offenders under 18 | This refers to the Total Number of Offender(s) under 18. A numeric entry of 01–99 must be entered or bb – Blank if no offender breakdowns were reported. | 083 | MUST BE A NUMERIC OR bb = BLANK |
| 303 | A1 | Ethnicity of Offender or Offender Group | This refers to the Ethnicity of Offender or Offender Group. A valid code of:  H = Hispanic or Latino  N = Not Hispanic or Latino  M = Group of Multiple Ethnicities  U = Unknown  b = BLANK  must be entered. | 084 | INVALID OFFENDER ETHNICITY CODE |
| When the Number of Offenders entered is 00, the Offender Ethnicity Code must be U = Unknown. | 085 | OFFENDER ETHNICITY MUST BE U WHEN THE NUMBER OF OFFENDERS IS 00 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Record Position | Type/Field Length | Data Elements | Description | Warnings | Message |
| 213-220 | A8 | Bias Motivation #2-#5 (Offense #1) | A Bias Motivation Code cannot be duplicated for the same offense. | 074 | CANNOT CONTAIN DUPLICATED DATA VALUES IN BIAS MOTIVATIONS #1–#5. |
| 221-228 | A8 | Bias Motivation #2-#5 (Offense #2) | A Bias Motivation Code cannot be duplicated for the same offense. | 074 | CANNOT CONTAIN DUPLICATED DATA VALUES IN BIAS MOTIVATIONS #1–#5. |
| 229-236 | A8 | Bias Motivation #2-#5 (Offense #3) | A Bias Motivation Code cannot be duplicated for the same offense. | 074 | CANNOT CONTAIN DUPLICATED DATA VALUES IN BIAS MOTIVATIONS #1–#5. |
| 237-244 | A8 | Bias Motivation #2-#5 (Offense #4) | A Bias Motivation Code cannot be duplicated for the same offense. | 074 | CANNOT CONTAIN DUPLICATED DATA VALUES IN BIAS MOTIVATIONS #1–#5. |
| 245-252 | A8 | Bias Motivation #2-#5 (Offense #5) | A Bias Motivation Code cannot be duplicated for the same offense. | 074 | CANNOT CONTAIN DUPLICATED DATA VALUES IN BIAS MOTIVATIONS #1–#5. |
| 253-260 | A8 | Bias Motivation #2-#5 (Offense #6) | A Bias Motivation Code cannot be duplicated for the same offense. | 074 | CANNOT CONTAIN DUPLICATED DATA VALUES IN BIAS MOTIVATIONS #1–#5. |
| 261-268 | A8 | Bias Motivation #2-#5 (Offense #7) | A Bias Motivation Code cannot be duplicated for the same offense. | 074 | CANNOT CONTAIN DUPLICATED DATA VALUES IN BIAS MOTIVATIONS #1–#5. |
| 269-276 | A8 | Bias Motivation #2-#5 (Offense #8) | A Bias Motivation Code cannot be duplicated for the same offense. | 074 | CANNOT CONTAIN DUPLICATED DATA VALUES IN BIAS MOTIVATIONS #1–#5. |
| 277-284 | A8 | Bias Motivation #2-#5 (Offense #9) | A Bias Motivation Code cannot be duplicated for the same offense. | 074 | CANNOT CONTAIN DUPLICATED DATA VALUES IN BIAS MOTIVATIONS #1–#5. |
| 285-292 | A8 | Bias Motivation #2-#5 (Offense #10) | A Bias Motivation Code cannot be duplicated for the same offense. | 074 | CANNOT CONTAIN DUPLICATED DATA VALUES IN BIAS MOTIVATIONS #1–#5. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Record Position | Type/Field Length | Data Elements | Description | Minor Warnings | Message |
| 293-295 | A3 | Total # of Adult Victim(s) | This refers to the Total Number of Adult Victim(s). A numeric value must be entered if the Victim Type is I = Individual. | 076 | MUST BE ENTERED WHEN A VICTIM TYPE IS I (INDIVIDUAL) |
| 296-298 | A3 | Total # of Victim(s) under 18 | This refers to the Total Number of Victim(s) under 18. A numeric value must be entered if the Victim Type is I = Individual. | 079 | MUST BE ENTERED WHEN A VICTIM TYPE IS I (INDIVIDUAL) |

## Other Error Messages

Table ‑ Other Error Messages

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Record Position | Type/Field Length | Description | Error | Message |
| 1 |  | If a Zero Reporting record already exists for the quarter, an error will result. | 049 | ZERO REPORTING RECORD ALREADY ON FILE |
| 2 |  | If a Zero Reporting record does not exist, then it cannot be deleted. | 050 | ZERO REPORTING RECORD IS NOT ON FILE–UNABLE TO DELETE. |
| 3 |  | There cannot be incident related information reported on a zero report. | 013 | ALL INCIDENT RELATED FIELDS MUST BE BLANK WHEN SENDING A ZERO REPORTING RECORD. |
| 4 |  | If a Hate Crime Offense from an ORI is already on file for the quarter, an error will result when trying to submit a Zero Reporting Record for that ORI and quarter. | 051 | HATE CRIME OFFENSE ALREADY EXISTS |
| 5 |  | If a Hate Crime Incident is already on file, an error will result when attempting an Add. | 052 | INCIDENT ALREADY EXISTS FOR ORI |
| 6 |  | When deleting a Hate Crime Incident, there should be no data in the Incident-related fields (e.g., Incident Date, Total Individual Victims, Number of Offenders or Positions 39-271). | 059 | UNNECESSARY INCIDENT FIELDS MUST BE BLANK IF DELETING A HATE CRIME INCIDENT. |

## 

## Not in Error

If a Hate Crime Incident is sent that would fall within the quarter of a previously submitted Zero Reporting record, the existing Zero Reporting record would be automatically deleted by the FBI.

# Error Reporting

## Overview of Hate Crime Error Reporting

As previously mentioned, hate crime data submissions are validated during the upload process, and any data in error are rejected. Data in error for Internet submissions receive a text report of all errors detected.

## Error Report for a Hate Crime Electronic Data Submission

The following is a listing of any and all errors detected within each record as shown below.

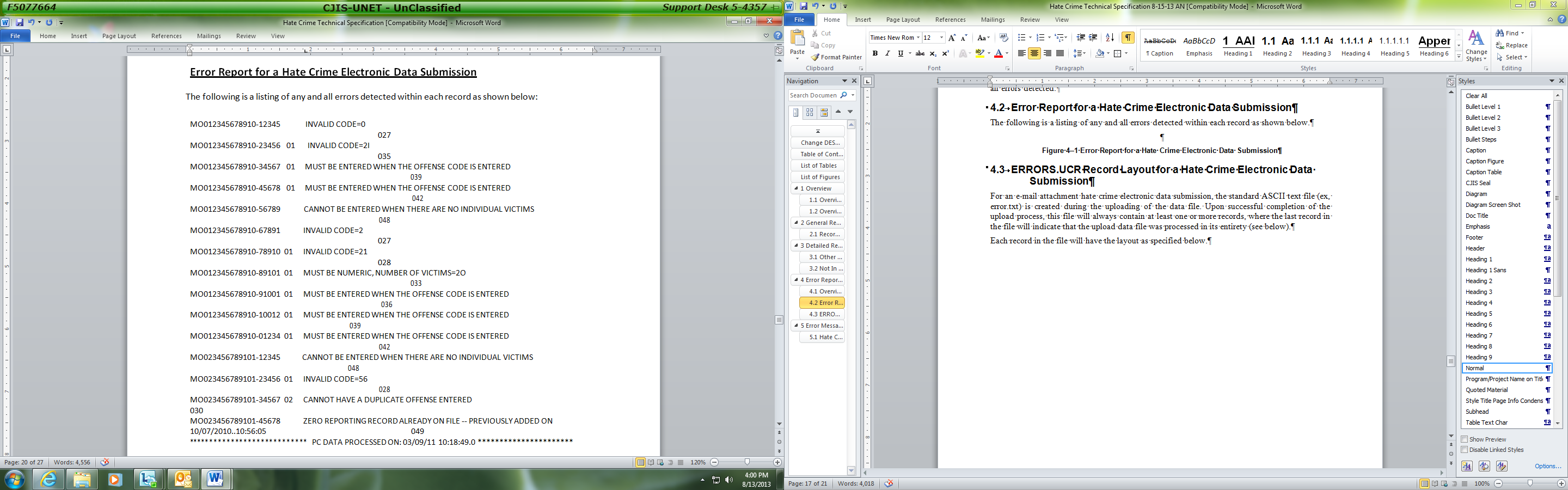


Figure ‑ Error Report for a Hate Crime Electronic Data Submission

## Record Layout for a Hate Crime Electronic Data Submission

For an e-mail attachment hate crime electronic data submission, the standard ASCII text file (ex, error.txt) is created during the uploading of the data file. Upon successful completion of the upload process, this file will always contain at least one or more records, where the last record in the file will indicate that the upload data file was processed in its entirety (see below).

Each record in the file will have the layout as specified below.

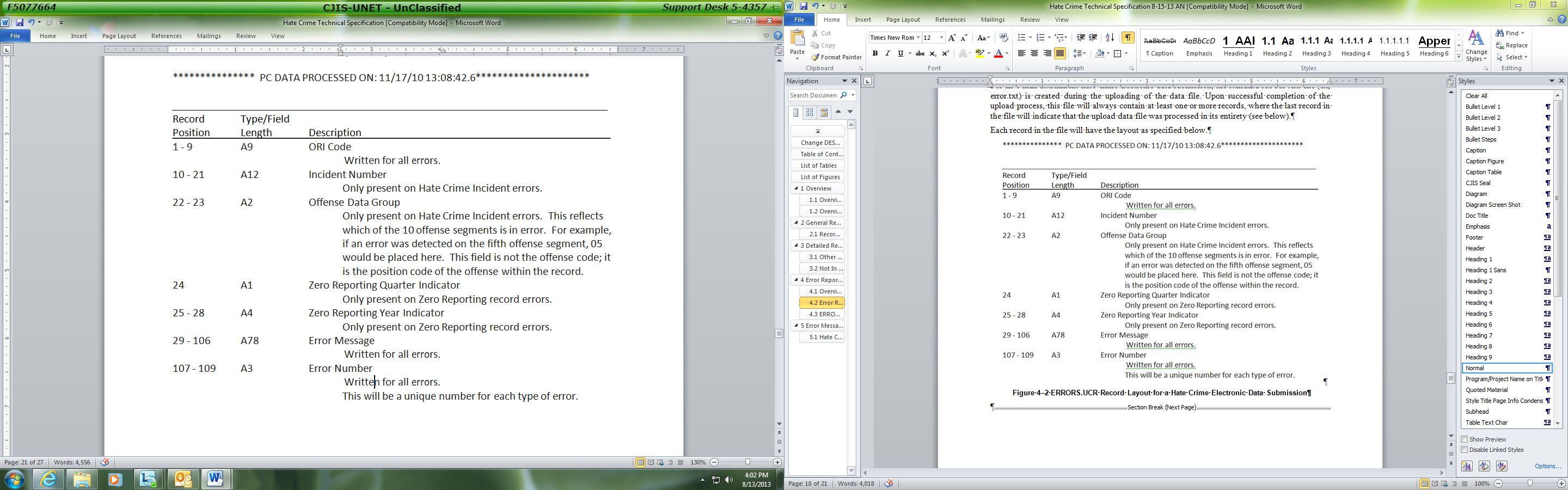


Figure ‑ Record Layout for a Hate Crime Electronic Data Submission

# Error Messages

## Hate Crime Electronic Data Submission Error Messages in Numerical Order

Table ‑ Hate Crime Error Messages

| Error # | Description of Message | Message Text |
| --- | --- | --- |
| 001 | Record Indicator | INVALID CODE |
| 002 | Record Source | THE RECORD SOURCE IS NOT VALID |
| 003 | Record Source | ALL RECORDS MUST HAVE THE SAME RECORD SOURCE CODE |
| 004 | Record Type | THE RECORD TYPE IS INVALID. MUST BE A, D, OR M |
| 005 | Date of Unload | THE DATE OF UNLOAD IS INVALID, MUST BE FORMATTED YYYYMMDD |
| 006 | Date of Unload | THE DATE OF FBI PROCESSING DATE CANNONT BE EARLIER THAN THE UNLOAD DATE |
| 007 | ORI Code | MUST BE A VALID UCR ORI |
| 008 | ORI Code | ORI CODE – ALL ORIS ON THIS SUBMISSION MUST BE FROM STATE |
| 009 | Incident Number | INCIDENT NUMBER MUST BE LEFT-JUSTIFIED |
| 010 | Incident Number | INVALID INCIDENT NUMBER. VALID CHARACTERS ARE A-Z, 0-9, HYPHEN |
| 011 | Zero Reporting Indicator | INVALID CODE |
| 012 | Incident Number | INCIDENT NUMBER MUST BE BLANK WHEN SENDING A ZERO REPORTING RECORD |
| 013 | Refers to Positions 39-271 (i.e., Incident-related data) | ALL INCIDENT-RELATED FIELDS MUST BE BLANK WHEN SENDING A ZERO REPORTING RECORD |
| 014 | Zero Reporting Quarter Indicator | INVALID CODE |
| 015 | Zero Reporting Quarter Indicator | MUST BE ENTERED WHEN ZERO REPORTING INDICATOR IS A Z |
| 016 | Zero Reporting Quarter Indicator | CANNOT BE ENTERED WHEN ZERO REPORTING INDICATOR IS A BLANK |
| 017 | Zero Reporting Year Indicator | MUST BE ENTERED WHEN ZERO REPORTING INDICATOR IS A Z |
| 018 | Zero Reporting Year Indicator | CANNOT BE ENTERED WHEN ZERO REPORTING INDICATOR IS A BLANK |
| 019 | Zero Reporting Year Indicator | INVALID YEAR |
| 020 | Zero Reporting Year Indicator | QUARTER/YEAR PROVIDED CANNOT BE AFTER UNLOAD DATE |
| 021 | Incident Date | INCIDENT DATE CANNOT BE EARLIER THAN 01/01/1991, INCIDENT DATE |
| 022 | Incident Date | MUST BE A VALID INCIDENT DATE |
| 023 | Incident Date | INCIDENT DATE PROVIDED CANNOT BE AFTER UNLOAD DATE |
| 024 | Total Individual Victims | MUST BE ENTERED WHEN A VICTIM TYPE IS I (INDIVIDUAL) |
| 025 | Total Individual Victims | INDIVIDUAL VICTIM TOTAL MUST BE NUMERIC OR bbb = BLANK |
| 026 | Total Number of Offenders | MUST BE A NUMERIC ENTRY BETWEEN 00-99 |
| 027 | Race of Offender or Offender Group | INVALID OFFENDER RACECODE |
| 028 | Offense Code | INVALID OFFENSE CODE |
| 029 | Offense Code | MUST CONTAIN AT LEAST ONE OFFENSE CODE FOR AN INCIDENT REPORT |
| 030 | Offense Code | CANNOT HAVE A DUPLICATE OFFENSE CODE ENTERED |
| 031 | Number of Victims | TOTAL NUMBER OF VICTIMS MUST BE ENTERED WHEN THE OFFENSE CODE IS ENTERED |
| 032 | Number of Victims | VICTIM CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK |
| 033 | Number of Victims | NUMBER OF VICTIMS MUST BE NUMERIC? |
| 034 | Number of Victims | NUMBER OF VICTIMS CANNOT BE ZERO |
| 035 | Location Code | INVALID LOCATION CODE |
| 036 | Location Code | LOCATION CODE MUST BE ENTERED WHEN THE OFFENSE CODE IS ENTERED |
| 037 | Location Code | LOCATION CODE CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK |
| 038 | Bias Motivation | INVALID BIAS MOTIVATION CODE |
| 039 | Bias Motivation | BIAS CODE MUST BE ENTERED WHEN THE OFFENSE CODE IS ENTERED |
| 040 | Bias Motivation | BIAS CODE CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK |
| 041 | All Applicable Victim Type(s) | INVALID VICTIM CODE |
| 042 | All Applicable Victim Type(s) | VICTIM TYPE CODE MUST BE ENTERED WHEN THE OFFENSE CODE IS ENTERED |
| 043 | Victim Type | VICTIM TYPE CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK |
| 044 | Victim Type | VICTIM TYPE MUST BE I WITH OFFENSE CODES–01, 02, 04, 09, 10, 12 AND 13 |
| 046 | All Applicable Victim Type(s) | CANNOT HAVE A DUPLICATE VICTIM TYPE ENTERED |
| 047 | Victim Type | WITH THE VICTIM TYPE U (UNKNOWN), NO OTHER ENTRY IS ALLOWED |
| 048 | Total Victims, Victim Type, Total Individual Victims | CANNOT BE ENTERED WHEN THERE ARE NO INDIVIDUAL VICTIMS |
| 049 | Record Type, Zero Reporting Indicator | ZERO REPORTING RECORD ALREADY ON FILE |
| 050 | Record Type, Zero Reporting Indicator | ZERO REPORTING RECORD IS NOT ON FILE–UNABLE TO DELETE |
| 051 | Record Type, Zero Reporting Indicator (attempting a Zero add) | HATE CRIME OFFENSE ALREADY EXISTS |
| 052 | Record Type, ORI Code, Incident Number | INCIDENT ALREADY EXISTS FOR ORI |
| 053 | Record Source (must be F and submitted as e-mail attachment) | MUST BE AN ONLINE TERMINAL TO UPLOAD RECORDS (\*DEVICE = ?) |
| 055 | ORI Code (character Position 8-9 of the ORI contains the federal department) | ALL ORIS ON FEDERAL SUBMISSIONS MUST HAVE SAME DEPARTMENT OF ? NOT ? |
| 056 | ORI Code | ALL ORI SUBMISSIONS MUST BE STATE OR FEDERAL, NOT MIXED (ORI = ?) |
| 057 | ORI Code (character Positions 8-9 of the ORI are the federal agency code) | MUST BE A VALID FEDERAL CODE = ? |
| 058 | Zero Reporting Indicator | MUST BE BLANK IF DELETING A HATE CRIME INCIDENT |
| 059 | Refers to Positions 39-271 (i.e., Incident-related data) | UNNECESSARY INCIDENT FIELDS MUST BE BLANK IF DELETING A HATE CRIME INCIDENT |
| 060 |  | OFFENDER RACE MUST BE U WHEN THE NUMBER OF OFFENDERS IS 00 |
| 061 |  | ORI IS IN THE COVERED-BY STATUS |
| 062 |  | ORI IS IN DELETE STATUS |
| 070 | Total Individual Victims, Total Number Victims over 18, and Total Number of Victims under 18 | IF NUMERICAL FIGURES ARE IN POSITIONS 293-295 AND 296-298, THE TOTAL OF THESE POSITIONS SHOULD EQUAL THE COUNT IN POSITIONS 47-49 |
| 071 | Total Number of Offenders, Total Number of Offenders 18 and over, and Total Number of Offenders under 18 | IF NUMERICAL FIGURES ARE IN POSTIONS 299-300 AND 301-302, THE TOTAL OF THESE POSITIONS SHOULD EQUAL THE COUNT IN POSITIONS 50-51 |
| 073 | Bias Motivation Groups #2-#5 by Offense | INVALID BIAS MOTIVATION CODE |
| 075 | Bias Motivation Groups #2-#5 by Offense | CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK |
| 074-W | Bias Motivations #1–#5 | CANNOT CONTAIN DUPLICATED DATA VALUES IN BIAS MOTIVATIONS #1–#5. |
| 076-MW | Total Number of Adult Victim(s) | MUST BE ENTERED WHEN A VICTIM TYPE IS I (INDIVIDUAL) |
| 077 | Total Number of Adult Victim(s) | MUST BE NUMERIC OR bbb = BLANK |
| 078 | Total Number of Adult Victim(s) | CANNOT BE ENTERED WHEN THERE ARE NO INDIVIDUAL VICTIMS |
| 079-MW | Total Number of Victim(s) Under 18 | MUST BE ENTERED WHEN A VICTIM TYPE IS I (INDIVIDUAL) |
| 080 | Total Number of Victim(s) Under 18 | MUST BE NUMERIC OR bbb = BLANK |
| 081 | Total Number of Victim(s) Under 18 | CANNOT BE ENTERED WHEN THERE ARE NO INDIVIDUAL VICTIMS |
| 082 | Total Number of Adult Offender(s) | MUST BE A NUMERIC OR bb = BLANK |
| 083 | Total Number of Offenders Under 18 | MUST BE A NUMERIC OR bb = BLANK |
| 084 | Ethnicity of Offender or Offender Group | INVALID OFFENDER ETHNICITYCODE |
| 085 | Ethnicity of Offender or Offender Group | OFFENDER ETHNICITY MUST BE U WHEN THE NUMBER OF OFFENDERS IS 00 |