



## MURDER CODING MANUAL

This manual was written to assist in the coding of murder case files. It provides important information on how to properly fill out the Murder form. It also provides instructions on the correct way to respond to particular items and definitions of words or phrases.

### GENERAL INSTRUCTIONS

For all items that are dates, use 8 digits, e.g., June 8, 1999 is reported as 06-08-1999. Use military time for all times, e.g., 8:45 pm is properly reported as 2045 hrs.

Some items are followed by a blank line. Whenever a category with a blank line is checked, write a brief description/explanation on the line provided.

If the information for a question is not present in the case file, please leave the question blank.

# MURDER CODING MANUAL

## ADMINISTRATIVE

- Q1. Date Received or completed: The date the form was completed.
- Q2. HITS Report ID#: Leave blank. Entry will determine the ID #.
- Q3. Reporting agency ORI#: Agency ORI Number and agency name.
- Q4. Officer/Det Last Name: Last name of the Officer/Detective responsible for the investigation.
- Q5. Officer/Det First Name: First name of the Officer/Detective responsible for the investigation.
- Q6. Phone: Phone number of the Officer/Detective responsible for the investigation.
- Q7. Agency's case number: Case number of incident. HITS uses a format of YY-##### (six numerals after the two-digit year). Any agency case number that is not already in that format will be converted to the format by adding leading zeros, by adding a hyphen, by removing letters, etc. The format for Pierce County & Tacoma PD is YY-##### (7 or 8 numerals after the two-digit year)..
- Q8. Case status: Check the status that applies to this incident.
- Q9. Evidence suggests... Check the status of series. If a series, please list series name. If no official name, use offender Last Name, First Name.
- Q10. Motive/Crime Classification: Check all motives/classifications that apply. If other, describe.

**ARSON:** Any homicide where fire or an explosive device was the cause of death or where the victim was burned or blown-up to conceal evidence.

**BURGLARY:** Any homicide that occurs during the commission of, or flight from, a burglary or where burglary is an element of the homicide. Burglary should be the number 1 classification only when the primary motive of the burglary was to commit a theft.

## MURDER CODING MANUAL

**CHILD ABUSE MURDER:** Homicide committed by an adult family member or friend against a child under 18 years of age. The abuse can consist of physical and/or sexual assaults.

**CONSPIRACY:** Any homicide committed in accordance with the premeditated plan of two or more persons to cause the death of the victim.

**CULT (RITUALISTIC):** Any homicide where the victim is killed as part of a cult's religious ritual or to further the purposes of a cult.

**DOMESTIC VIOLENCE:** Homicide committed by one member of a family or cohabiting group against another member of the same family or cohabiting group. This can include wives killing husbands, husbands killing wives, cohabiting lovers killing one another, roommates killing one another, children killing their parents (natural or otherwise). In addition, this can include extended family members such as aunts, uncles, cousins, nieces, nephews, etc. who aren't occupying the same domicile. This category should always be checked when a murder occurs between an estranged couple.

**DRUG RELATED:** Homicide in which drugs play a significant role. Examples are a murder committed during a drug transaction or a "controlled substance homicide" in which the victim overdoses and the person supplying the drugs is charged as the offender.

**FINANCIAL GAIN:** Any homicide committed to obtain financial rewards or settle a debt. This does not include rewards obtained by a theft or robbery.

**FOR HIRE:** Any homicide committed by a third party in exchange for financial or property remuneration or to repay a debt or favor.

**FUN/AMUSEMENT:** Any homicide committed for the amusement of the offender.

**GANG:** Any homicide committed between gang members as part of a gang rivalry, in retaliation for other gang-related incidents, or as part of a gang initiation.

**HATE:** A homicide committed because the offender dislikes the group of people the victim belongs to (e.g. race, sexual orientation, religious affiliation).

**HEAT OF ANGER:** Homicide committed when one party is angry with the other. This category is used for many kinds of fights and arguments (e.g. bar fight in which one party dies).

**HOMOSEXUAL:** Any homicide in which the victim's and/or offender's homosexuality was an issue in the case (e.g. homosexual lovers' quarrel, etc.).

**JUSTIFIABLE HOMICIDE:** Homicide in which the offender is justified in killing the victim (e.g. in protection of the offender's person or property).

## MURDER CODING MANUAL

**KIDNAP:** Any homicide that occurs during the commission of, or flight from, a kidnapping (this isn't limited to victim of kidnap), or whenever a kidnapping is an element of the homicide (e.g. prostitute is kidnapped from street, raped and murdered).

**LOVE TRIANGLE:** A homicide committed by one member of a 3- (or more) person romantic and/or sexual relationship against another person of the triangle.

**MASS:** Any single incident wherein two or more victims are murdered.

**MENTAL/INSANE:** Any homicide committed by an individual for whom consistent evidence supports the fact that he/she was insane or any homicide committed during a psychotic episode.

**MERCY KILLING:** Any homicide where the offender's motive is to benefit the victim (mercy killing, send victim to heaven, etc).

**MISSING PERSON PRESUMED DEAD:** Any missing persons case in which foul play is suspected or in which the victim is presumed to be the victim of a homicide.

**MURDER TO CONCEAL ANOTHER CRIME:** Any homicide committed to prevent the victim from offering evidence against the offender or providing eyewitness ID of the offender for some action taken by the offender contemporaneous to the murder (e.g. offender rapes victim, then kills her to prevent prosecution on rape charges).

**MURDER TO PREVENT TESTIMONY/IDENTITY:** Any homicide committed to prevent someone from offering evidence to authorities about some past illegal activity.

**OFFICER KILLED:** Any homicide in which a law enforcement officer is killed in the line of duty.

**PSYCHOPATHIC:** Any homicide committed by an individual for whom consistent evidence supports the face that he/she is a psychopath/sociopath.

**RAPE:** Any homicide where any of the victim's orifices and/or sexual organs were assaulted either before or after death.

**RECKLESS/NEGLIGENT:** Any homicide in which the victim's death is caused by the negligence or recklessness of another person.

**REVENGE:** A homicide committed to avenge a real or perceived wrong or affront; or committed in retaliation for some real or imagined injury suffered, where there is some degree of planning involved. It is the time frame that separates this from heat of anger.

**ROBBERY:** Any homicide that occurs during the commission of, or flight from, a robbery or whenever property is taken from the murder victim(s).

## MURDER CODING MANUAL

**SELF-DEFENSE:** "Self defense" refers to situations where the evidence indicates that the victim was an aggressor or that the victim lost in a mutual combat situation (e.g. wife kills husband who was going to hit her, a bar fight occurs and victim is shot as he moves to hit offender with a pool cue, etc.). Self-defense should also be identified as a salient characteristic whenever the offender(s) give a statement in which they claim that they killed (or injured) the victim in self-defense.

**SERIAL/POSSIBLE SERIAL:** Any homicide that is believed to be part of a series of cases. Any time a single victim is killed and it is clear that the offender(s) killed other individual(s) in a similar manner/circumstance, the victim is a confirmed series victim. If there is evidence to suggest that the offender(s) may have killed other individuals in a similar manner/circumstance the victim is a possible series victim.

**SEX RELATED (OTHER):** Any homicide where a sexual assault was directed against any portion of victim's body not listed above under "RAPE" (e.g. offender cuts a hole in victim's abdomen and inserts his penis, offender forces victim to masturbate him, etc.), or there is evidence of other assaultive behavior of a sexual nature (e.g. offender removes victim's breasts, sexual language is carved on victim's body, etc.), or there is evidence that some other sexually related aspect to the case (e.g. offender masturbates at the crime scene, pornographic literature is found at crime scene depicting a particular pose that- the victim was left in, etc.), or where the offender confesses that he/she derived sexual arousal and/or pleasure from committing the crime (e.g. offender states that he ejaculated in his pants when he shot victim) or where the victim is murdered after engaging in consensual sexual activity, or when a prostitute rip-off occurs (either johns ripping off prostitutes or prostitutes ripping off johns).

**SNIPER:** Any homicide where the offender kills other(s) in a random fashion with premeditated intent and from a position of concealment.

**TORTURE:** Any homicide in which the offender purposely inflicted pain which was not necessary to kill the victim (e.g. offender ties up victim, shoots her in the legs, waits a couple of minutes, then shoots victim in the head, killing her).

### VICTIM

- Q11. Number of victims: This victim is what number of how many in this case? (e.g. victim 2 of 3)
- Q12. Status of victim: Indicate whether the victim is identified and deceased, an unidentified dead body, a missing person with evidence of foul play, or the surviving victim of an attempted murder.
- Q13. L. Name: Victim last name. If the victim's name is not known, enter "Doe, John" for male victims, "Doe, Jane" for

## MURDER CODING MANUAL

- female victims, and “Doe, Unknown” if the sex is unknown (e.g. skeletal remains).
- Q14. F. Name: Victim’s first name. For unknown victims, see instructions above.
- Q15. M. Name: Victim’s middle name. For unknown victims, see instructions above.
- Q16. AKAs and alias DOBs: Any victim alias names or dates of birth.
- Q17. DOB: Victim’s date of birth.
- Q18. Age: Victim’s age at the time of the incident.
- Q19. Race: Victim’s race. HITS race categories follow NCIC standards. Basic categories available are: Black, White, Hispanic (Latino), Asian, Indian (Native American). For other variations, use “Other” and describe.
- Q20. Sex: Victim’s sex.
- Q21. Height: Victim’s height in inches.
- Q22. Weight: Victim’s weight or best estimate.
- Q23. Hair color: Victim’s approximate hair color.
- Q24. Hair length: Victim’s approximate hair length.
- Q25. Eye color: Victim’s eye color.
- Q26. Scars or birthmarks: Did the victim have scars or birthmarks?
- Q27. Tattoos: Did the victim have tattoos?
- Q28. Scars/Marks/Tattoos: Check the type of mark; describe the mark and its location on victim’s body.
- Q29. Distinguishing features: List any distinguishing physical features (e.g. blind, walks with a limp).
- Q30. Street: Victim’s current street address at the time of this incident.

## MURDER CODING MANUAL

- Q31. City: City of victim's residence.
- Q32. County: County of victim's residence.
- Q33. State: State of victim's residence.
- Q34. Zip: Zip code of victim's residence.
- Q35. Previous street: Victim's previous street address, if known.
- Q36. Prev. city: City of victim's previous residence.
- Q37. Prev. county: County of victim's previous residence.
- Q38. Prev. state: State of victim's previous residence.
- Q39. Prev. zip: Zip code of victim's previous residence.
- Q40. Social security number: Victim's social security number.
- SID number: Victim's State Identification Number, if any.
- FBI number: Victim's Federal Identification Number, if any.
- Q41. Marital Status: Check the victim's marital status, if known.
- Q42. Occupation: List victim's occupation, if known.
- Q43. Employer/City/State: List victim's employer, the city, and the state.
- Q44. Relationship to Offender: This question relates to the relationship between the offender(s) and the victim(s). Check all that apply.
- Q45. General Lifestyle: Check all categories that best describe the victim's lifestyle. If other, describe.
- |                   |  |
|-------------------|--|
| Average Citizen   | Most people would describe the victim as "average"                     |
| Party Animal      | A frequent party-goer  |
| Criminal Activity | A person who engages in illegal activity (other than current incident) |
| Reclusive         | A person who normally will not mix with others                         |
| Transient         | A person with no permanent home  |
| Alcohol Abuser    | A person who uses alcohol to the point of abuse                        |
| Drug User/Abuser  | A person who uses drugs on a regular basis                             |
| Drug Dealer       | A person who engages in the sale of illegal drugs                      |
| Gang Member       | A person who engages in gang activity                                  |

## MURDER CODING MANUAL

- |             |  |
|-------------|--|
| Homosexual  | A person who lives a homosexual lifestyle  |
| Bisexual    | A person who lives a bisexual lifestyle    |
| Bondage     | A person who engages in bondage            |
| Promiscuous | A person who lives a promiscuous lifestyle |
| Prostitute  | A person who engages in prostitution       |
| Other       | Any other lifestyle that is not covered.   |
- Q46. Gang member: Was the victim a gang member or possible member? If so, list the gang type and gang name (e.g. Street and Hoover Crip).
- Questions 47-55 should be answered only in cases of missing persons or unidentified dead bodies.
- Q47. NCIC number: Tracking number assigned by NCIC for this missing person or unidentified body.
- Q48. Abnormalities of the teeth: Characteristics of the victim's teeth that may aid in identification.
- Q49. Glasses: Type of glasses normally worn by missing or unidentified victim. Check all that apply. If other, describe.
- Q50-51. Clothing items: List items of clothing missing person was last seen wearing or unidentified body was found wearing. List corresponding colors for each item.
- Q52. Dental records submitted: Were dental records of missing person or unidentified body submitted for analysis?
- Q53. DNA submitted: Were DNA samples of missing person or unidentified body submitted for analysis?
- Q54. Doctor or medical facility: List name, address, and phone number for the doctor or medical facility that has medical records for the missing person.
- Q55. Dentist or dental facility: List name, address, and phone number for the dentist or dental facility that has medical records for the missing person.

### METHOD OF OPERATION

- Q56. Victim last seen: The date & time that any witness, other than the offender, reports that the victim was last alive. For

## MURDER CODING MANUAL

example, this may include visual sightings, telephone conversations, official documents (like traffic citations), etc. (MM/DD/YYYY, military time)

- Q57. Death/Major assault: The date & time of the victim's death or, for surviving victims, date & time of the assault on the victim. (MM/DD/YYYY, military time)
- Q58. Victim/Body found: The date & time the victim's body was found. This applies to surviving victims also (i.e. the body does not have to be dead to be "found"). (MM/DD/YYYY, military time)
- Q59-63. Last known location: Address of location victim was last known to be (while still alive).
- Q64. What was victim doing? When last seen or upon initial contact with the offender, what was the victim doing? Use as few words as necessary to convey the answer (e.g. prostitution, arguing with suspect).
- Q65-69. Body find location: Address of site where victim was found. The victim/body recovery site is the location where police, medics, or witnesses find the victim dead or alive, prior to transportation to a medical facility or morgue. For example, if a living victim is found shot outside a bar and transported to a hospital for treatment but dies en route to or at the hospital, the body recovery site is the bar, not the hospital.
- Q70. Last seen site: Describe the location where victim was last seen alive assaulted (e.g., bar, apartment, bus stop, restaurant).
- Q71. Death/Assault site: Describe the location where victim was killed or assaulted (e.g., bar, apartment, bus stop, restaurant). If the victim dies after being transported alive to a hospital, the death site is not "hospital" but is the site where the fatal blow was struck.
- Q72. Body recovery site: Describe the location where victim's body (dead or alive) was found assaulted (e.g., bar, apartment, bus stop, restaurant). If the victim is transported by medics, police, witnesses, etc., to a hospital, the

## MURDER CODING MANUAL

body recovery site is not “hospital” but is the site where the live victim was found prior to transport.

Q73. Body recovery is victim’s residence: Check yes or no. Check “Yes” if the location is near enough to the victim’s residence to be considered the same location (e.g. apartment complex even if not inside victim’s apartment, yard of victim’s house).

Q74. Victim’s work place: If any of the events occurred at the victim’s work place, check the appropriate boxes.

### BODY DISPOSITION

Q75. How did offender dispose of body: "Openly displayed" means that the offender purposely left the body in a location that would likely result in its discovery (e.g. suspect kidnaps and kills victim, then at 0300 hours dumps the body in the parking lot of a business that he knows will open at 0800 hours). “Concealed” means that the offender deliberately covered or concealed the body to prevent its discovery. “Unconcerned whether or not the body was discovered” is checked when the offender does not purposely display the body but does not conceal the body, either.

Q76. Body staged or posed: Check “Yes” only if evidence suggests that the body was placed in a position that a dead body would not normally end up in as a result of death or being dumped (e.g. legs spread and knees to chest, hanging upside-down from ligature on feet) or when the body is left in a position to communicate a message to authorities or others (e.g. in a serial murder situation all victims positioned with head pointing north).  
A body found in a position due to concealment efforts is not staged or posed.

Q77. Writing/carving on body: Refers to any type of writing or carving apparently done by the offender or at his command. Thus, tattoos do not apply. The writing or carving does not have to be readily recognized as symbolic. Thus, a line of lipstick from the wrist to elbow should be reported here.  
Carvings do not include stabbing or cutting wounds inflicted as part of the assault, unless the evidence

## MURDER CODING MANUAL

indicates that such stabbing or cutting was clearly beyond that usually involved in a knife attack. (e.g. Offender puts knife in above victim's knee and pulls it up to mid-thigh while victim is lying on back).

- Q78. Instrument used to write/carve: If there was writing or carving on the body as described above, what instrument was used?
- Q79. Did offender move body? Is there reason to believe the offender moved the victim's body from the assault/death site to the body recovery site?
- Q80. Body was discovered: When the body was discovered, how was it concealed? Mark the item or items that best describes the body. (e.g. buried, in a building, bagged, etc.).
- Q81. Condition of body: Mark the degree of decomposition or skeletonization of the body when found.
- Q82. How was body weighted if in water? Applies only if the body had been put in a body of water. Indicate the method of weighing the body down.

### RESTRAINTS

- Q83. Was victim bound? Check whether victim was restrained at any time during the incident.
- Q84. What was used to bind victim? Check all items that were used to restrain the victim.
- Q85. Parts of victim bound: Check all body parts that were restrained at any time during the incident.
- Q86. Bindings brought/found: Were the restraining devices brought to the scene by the offender or did the offender use items already at the scene?
- Q87. Body tied to an object: This item refers to any type of binding of the victim to another person or object (e.g. victim's legs are tied to a log).
- Q88. Victim gagged? Was there evidence of an object or a gag having been placed in or over the victim's mouth? If yes, described the type of gag used.

## MURDER CODING MANUAL

- Q89. Victim blindfolded? Was there evidence that the victim was blindfolded during the incident? If yes, described the type of blindfold used.
- Q90. Victim's face covered/turned away: Is there evidence that the victim's face was covered or turned away in a manner that would indicate that the offender was uncomfortable with the victim's eyes staring at him?

### CLOTHING

- Q91. Clothing on victim: When victim's body was found, was he/she dressed, partially undressed, or nude?
- Q92. Victim re-dressed: Is there evidence that offender re-dressed the victim? Indicate whether the victim was re-dressed in the same clothing, different clothing, or was not re-dressed.
- Q93. Clothing ripped, torn, cut: Indicate which items of the victim's clothing were ripped/torn by the offender or which were cut by the offender. This does not apply to cuts and rips that occurred due to knife or gunshot wounds or to cuts made by medical personnel.
- Q94. Clothing found at site: This applies to any items of the victim's clothing that were found at the body recovery site but were not on the victim's body. Indicate how the clothing was left (e.g. piled neatly, scattered, hidden).
- Q95. Clothing missing from site: List any items of victim's clothing not found on the body or at the body recovery site.
- Q96. Trophies/souvenirs: Did the offender take small personal items from the victim? This question focuses on trophies and souvenirs which may not be valuable (e.g. bra, panties, photos, driver's license, etc.).

### UNUSUAL ASSAULT

- Q97. Disfigurement: Did the offender disfigure the body in order to delay identification of the victim? (e.g. burned the body, destroyed or removed body parts) If yes, give a brief description.

## MURDER CODING MANUAL

- Q98. Dismemberment: Did the offender remove any of the victim's body parts? This refers to apparently intentional dismemberment other than that incidental to assault.
- Q99. Dismemberment method: How were body parts removed by the offender? (e.g. bitten off, hacked off)
- Q100. Part removed: Check all the parts of the victim's body removed by the offender.
- Q101. Unusual assault: Did the offender commit acts of torture or unusual assault beyond what was necessary to kill the victim? (e.g. skinning the body, cannibalism, mutilation)

### SEXUAL ASSAULT

- Q102. Sexual assault: Is there evidence of sexual assault to the victim or any of the victim's organs of body cavities?
- Q103. Ante/Post mortem sexual assault: Does the evidence suggest the sexual assault was before, after, or both before and after the victim died?
- Q104. Type of sexual assault: Indicate which sexual acts were performed on or by the victim.
- Q105. Semen found: Indicate in which of the victim's body cavities semen was found. (Semen found outside of victim's body cavities is reported in Q106 Other ejaculation.)
- Q106. Other ejaculation: Was there evidence of other ejaculation at the scene? This includes on the body of the victim (but outside of body cavities) as well as elsewhere at the scene.
- Q107. Foreign objects present: If there is evidence that foreign objects (any non-human objects) were inserted into openings of the victim's body and were still present when the victim was discovered, indicate the type of object that was used and which of the victim's body openings it was inserted into.
- Q108. Foreign objects removed: If there is evidence that foreign objects (any non-human objects) were inserted into openings of the

## MURDER CODING MANUAL

victim's body but were removed before the victim was discovered, indicate the type of object that was used and which of the victim's body openings it was inserted into.

Q109. Bite marks:

Did the offender bite the victim?

Q110. Location of bite marks:

Which of the victim's body parts did the offender bite? Check all that apply.

### CAUSE OF DEATH

Q111. Cause of death:

List the medical examiner's/coroner's officially listed cause of death.

**ASPHYXIA:** substance breathed by the victim causes death (e.g. smoke, carbon monoxide); use this for cases of arson in which smoke inhalation kills the victim

**AIRWAY OCCLUSION- INTERNAL:** an object put into the victim's airway causes victim to suffocate; the object is inside the victim's body

**STRANGULATION, MANUAL:** the offender uses his/her hands or feet to press on the victim's neck

**STRANGULATION, LIGATURE:** the offender uses an object to press on the victim's neck

**SMOTHERING:** the offender places an object over the victim's nose/mouth, causing suffocation; the object is outside the victim's body

**TORSO COMPRESSION:** victim suffocates due to his/her chest being compressed by a large object or other means (e.g. the offender pins the victim to a wall with a vehicle so that victim is unable to breathe)

**BLUNT FORCE INJURY:** in addition to cases of typical bludgeoning, this answer should be used in cases of "shaken baby syndrome." It may also be used in cases in which the victim is killed by a vehicle (e.g. the offender deliberately runs over the victim), though those cases may also use **CRUSHING INJURIES** as the cause of death

**POISON/CHEMICAL/DRUG:** this includes cases in which a lethal dose of a recreational drug is administered to the victim

The remaining causes of death should be self-explanatory:

|                   |                          |
|-------------------|--------------------------|
| BURNS-CHEMICAL    | EXPLOSIVE TRAUMA         |
| BURNS-FIRE        | FIREARMS                 |
| BURNS-SCALDING    | HANGING                  |
| CRUSHING INJURIES | HYPOTHERMIA/EXPOSURE     |
| CUTTING/INCISING  | MALNUTRITION/DEHYDRATION |
| DROWNING          | STAB WOUNDS              |

## MURDER CODING MANUAL

### ELECTROCUTION

- Q112-115. Number of wounds: Indicate how many wounds of each type—stab, cutting, blunt force, gunshot—were inflicted on the victim. Do not count exit wounds.
- Q116-117. Wound locations: Indicate which of the victim's body parts wounds were inflicted and how many wounds were in each of those body parts.
- Q118. Range: If a firearm was used, indicate the range from which it was fired at the victim.  
DISTANT (no stippling/tattooing present)  
INTERMEDIATE (stippling/tattooing present)  
CLOSE (powder residue/tattooing present)  
CONTACT
- Q119. Caliber: If a firearm was used, indicate the caliber/gauge.
- Q120. Weapon recovery: Indicate whether the weapon was recovered at the scene, elsewhere, or not recovered.
- Q121. Type of weapon: Indicate the major categories of weapons used. Weapons typically are objects that are handled by the offender. They do not include such things as smoke, fire, or vehicles. For cases in which victims are killed by smoke inhalation, burning, malnutrition, or being hit by a vehicle, the weapon type is NONE. Note that ligatures checked here are used to strangle victims, not merely to restrain them (i.e. if the victim's hands were bound with a belt, do not list the belt as a ligature here).
- Q122. Weapon description: Indicate the specific weapon used from the four major categories—stabbing/cutting, firearm, bludgeoning, ligature.
- Q123. Weapons found/brought: Were the weapons brought to the scene by the offender or did the offender use weapons already at the scene?
- Q124. Entry: If the initial contact or assault on the victim was in a building, how did the offender gain entry? Note that if the victim answers the door and offender pushes his/her way inside, it is a FORCED ENTRY.

## MURDER CODING MANUAL

- Q125. Disable Utilities: Did the offender disable the telephone, security system, or other utilities?
- Q126. Disturbance of property: Indicate whether the property at the crime scene was undisturbed, disturbed, ransacked, vandalized, or burned.
- Q127. Destroy evidence: Destroying or attempting to destroy evidence is wiping up blood, burning down the building in which the assault took place, etc. This does not include hiding victim's body.
- Q128. Writing/drawing at scene: This refers to any type of writing or carving not on the victim's body, apparently done by the offender or at his command at any of the crime scenes. This does not refer to suicide notes left by the offender or to pre-existing writing such as graffiti.
- Q129. Writing/drawing instrument: Indicate what was used by the offender to write or draw at the crime scene.
- Q130. Ritual: If any evidence points to a deliberate or unusual ritual, act or thing that was performed on the body, mark yes and provide a brief description (e.g. orderly formation of rocks, burnt candles, dead animals, defecation, etc.).
- Q131. Items taken: Were significant items taken from the victim of the crime scene? These are item usually taken in burglaries and robberies and should be differentiated from items taken as trophies or souvenirs.
- Q132-133. Evidence: List all evidence of import to this case and/or evidence that could possibly link this case with other similar cases (e.g. blood, weapons, ammunition). List the agencies evidence item if known. Briefly describe the items.
- Q134. Fingerprints: Were comparable latent fingerprints obtained in this case?
- Q135. DNA: List any items preserved for DNA testing (e.g. blood, fluids). If additional DNA details are known, such as DNA labels, list them under "details."

**OFFENDER**

“Offender” is defined as and includes arrestee(s), perpetrator(s), or any person the investigator has reasonable cause to believe is responsible for or participates in the commission of the murder.

Types of individuals to be reported as offenders include, but are not limited to, those who actively participate in the murder, look-outs, "get-away car" drivers, the "employer" in a murder-for-hire scheme, and co-conspirators.

If there are multiple offenders, complete an Additional Suspect form for each additional offender.

- Q136. Number of offenders: This offender is what number of how many in the case (e.g. offender 2 of 3).
- Q137. Offender status: Mark whether this offender is Unknown--Not seen, Unknown—Seen, Identified (named) but not yet arrested or charged, Arrested or Charged, or Deceased
- Q138. L. Name: Offender’s last name.
- Q139. F. Name: Offender’s first name.
- Q140. M. Name: Offender’s middle name.
- Q141. AKAs and alias DOBs: Any of the offender’s alias names or dates of birth.
- Q142. DOB: Offender’s date of birth.
- Q143. Age: Offender’s age at the time of the incident.
- Q144. Race: Offender’s race. HITS race categories follow NCIC standards. Basic categories available are: Black, White, Hispanic (Latino), Asian, Indian (Native American). For other variations, use “Other” and describe.
- Q145. Sex: Offender’s sex.
- Q146. Height: Offender’s height in inches.
- Q147. Weight: Offender’s weight or best estimate.

## MURDER CODING MANUAL

|                                |  |
|--------------------------------|--|
| Q148. Build:                   | Offender's build.  |
| Q149. Hair shade:              | Offender's hair shade if hair color is unknown.  |
| Q150. Hair color:              | Offender's hair color or shade (light/medium/dark) if color is unknown.  |
| Q151. Hair length:             | Offender's hair length.  |
| Q152. Eye color:               | Offender's eye color.  |
| Q153. Distinguishing features: | Distinguishing features: List any physical features (e.g. blind, walks with a limp, etc.) or describe any distinctive clothing or jewelry. |
| Q154. Disguise or mask:        | Describe any disguises worn by the offender at the time of the incident.   |
| Q155. Facial hair:             | Describe any facial hair. Check all that apply.  |
| Q156. Wears glasses:           | Type of glasses worn by offender at the time of the incident, if any. Check all that apply. If other, describe.                            |
| Q157. Scars or birthmarks:     | Did the offender have scars or birthmarks?   |
| Q158. Tattoos:                 | Did the offender have tattoos?   |
| Q159. Scars/Marks/Tattoos:     | Check the type of mark; describe the mark and its location on offender's body.   |
| Q160. Street:                  | Offender's street address at the time of the incident.   |
| Q161. City:                    | City of offender's residence.  |
| Q162. County:                  | County of offender's residence.  |
| Q163. State:                   | State of offender's residence.   |
| Q164. Zip:                     | Zip code of offender's residence.  |
| Q165. Prior Street:            | Offender's prior street address.   |
| Q166. Prior City:              | Offender's prior city of residence.  |
| Q167. Prior County:            | Offender's prior county of residence.  |

## MURDER CODING MANUAL

- Q168. Prior State: Offender's prior state of residence.
- Q169. Prior Zip: Offender's prior zip code.
- Q170. Social security number: Offender's social security number.
- Q171. SID number: Offender's State Identification Number.
- Q172. FBI number: Offender's Federal Identification Number.
- Q173. Employed? Was the offender employed at the time of the incident?
- Q174. Occupation: List offender's occupation, if known.
- Q175. Employer/City/State: List offender's employer, city, and state.
- Q176. Marital Status: Check the offender's marital status, if known.
- Q177. General Lifestyle: Check all categories that best describe the offender's lifestyle.
- |                   |   |
|-------------------|---|
| Average Citizen   | Most people would describe offender as "average"                      |
| Party Animal      | A frequent party-goer   |
| Criminal Activity | A person who engages in illegal activity (other than current offense) |
| Reclusive         | A person who normally will not mix with others                        |
| Transient         | A person with no permanent home                                       |
| Alcohol Abuser    | A person who uses alcohol to the point of abuse                       |
| Drug User/Abuser  | A person who uses drugs on a regular basis                            |
| Drug Dealer       | A person who engages in the sale of illegal drugs                     |
| Gang Member       | A person who engages in gang activity                                 |
| Homosexual        | A person who lives a homosexual lifestyle                             |
| Bisexual          | A person who lives a bisexual lifestyle                               |
| Bondage           | A person who engages in bondage                                       |
| Promiscuous       | A person who lives a promiscuous lifestyle                            |
| Prostitute        | A person who engages in prostitution                                  |
| Other             | Any other lifestyle that is not covered.                              |
- Q178. Criminal history: At the time of the incident, what was the custody status or criminal history of the offender?
- Q179. Gang member: Was the offender a gang member or possible member? If so, list the gang type and gang name (e.g. Street and Hoover Crip).

## MURDER CODING MANUAL

- Q180. Composite/Sketch: Was there a composite/sketch made of the offender?  
Q181. Offender communication: Did the offender initiate any communication regarding the case? (e.g. offender sends a letter to police or media claiming responsibility for the crime.) This is *not* referring to conversations between the offender and victim during the commission of the crime, a suicide note left by offender in a murder/suicide, or an offender calling police to turn himself in.

### VEHICLE

Complete the vehicle information if: 1) a vehicle was used by the offender in this case; 2) if this is a missing person case and the vehicle is still missing; 3) if this is an unidentified dead body case and the vehicle has been connected with the victim; or 4) if the vehicle is in any way significantly involved in this incident.

- Q182. Vehicle Used: Was a vehicle was used in or as a significant part of this incident?
- Q183. Vehicle used by: Person the vehicle was under the control of or owned by. Check offender or victim.
- Q184. Vehicle body style: Check the body style of the vehicle. If other, describe.
- Q185. Vehicle license number: If known, list the license number of the vehicle.
- Q186. Vehicle state: List the two-letter state abbreviation in which the vehicle is licensed.
- Q187. Vehicle year: List the four-digit year of the vehicle.
- Q188. Vehicle make: List the make of the vehicle (e.g. Ford)
- Q189. Vehicle model: List the model of the vehicle (e.g. Mustang)
- Q190. Vehicle color: List the vehicle color, top and bottom.
- Q191. Additional descriptors: List any additional vehicle descriptors (e.g. dents, window decals, etc.).

### SUMMARY

- Q192. Case summary: Provide a narrative summary of the incident. Give a general overview, details, unusual characteristics, and the sequence of events.

## PERSON OF INTEREST

Q193. Person of Interest:

If this case is unsolved, list those persons who are believed to be good persons of interest. The following categories are available:

1. Last name
2. First name
3. Middle name
4. AKAs and alias DOBs
5. Date of birth
6. Age at the time of the incident
7. Race
8. Sex
9. Height
10. Weight
11. Build
12. Hair shade
13. Hair color or shade (light/medium/dark) if color is unknown.
14. Hair length
15. Eye color
16. Street address
17. City
18. County
19. State
20. Zip
21. Social security number
22. State Identification Number (SID)
23. Federal Identification Number (FBI)
24. Scars, Marks, Tattoos
25. Additional Information ( e.g. blind, walks with a limp, etc.), or describe any distinctive clothing or jewelry.
26. Gang member or possible member info. List type of gang and gang name.

## ADDITIONAL NAMES

Q194. Additional Names:

The following spaces are for the names of persons that you feel are important to or are associated with the suspect(s) or victim(s) in this or other related cases. The following categories are available.

1. Last name
2. First name
3. Middle name
4. AKAs and alias DOBs
5. Date of birth
6. Age at the time of the incident
7. Race
8. Sex
9. Height
10. Weight
11. Build
12. Hair shade
13. Hair color or shade (light/medium/dark) if color is unknown.
14. Hair length
15. Eye color
16. Street address
17. City
18. County
19. State
20. Zip
21. Social security number
22. State Identification Number (SID)
23. Federal Identification Number (FBI)
24. Scars, Marks, Tattoos
25. Additional Information ( e.g. blind, walks with a limp, etc.), or describe any distinctive clothing or jewelry.
26. Gang member or possible member info. List type of gang and gang name.