

# Bias Crimes Electronic Report Submissions

Bias Crimes reports are now able to be submitted electronically. To submit these reports, simply go to <https://pilot.ariesportal.com> and login. Then click the Bias Crimes link on the left side of the screen. If you do not see a Bias Crimes link, your account does not have access to submit Bias Crimes Reports. You may request access by emailing [ISPBCR@isp.in.gov](mailto:ISPBCR@isp.in.gov).

Once you have access, previously submitted reports will be visible. You may click the Edit link next to the report to edit a previously submitted Bias Crime report. Additionally, any reports that were started and not finished will also be displayed in the Pending Reports section. You may click the Resume button next to the incomplete report to finish it.

To create a new report click [HERE!](#)

Pending Reports									
	Reporting ORI	Incident Number	Report Date	Incident Date	City of Occurance	County	State	Number of Offenders	Offender Race
RESUME	IN0000HSA	1111111111118	01/05/2016	01/03/2016	INDIANAPOLIS	CLAY	IN	001	UNKNOWN

Go to page: 1 Show rows: 5 1-1 of 1

Completed Reports									
	Reporting ORI	Incident Number	Report Date	Incident Date	City of Occurance	County	State	Number of Offenders	Offender Race
EDIT	IN0000HSA	102025	12/16/2015	12/16/2015	INDIANAPOLIS	FLOYD	IN	003	UNKNOWN
EDIT	IN0000HSA	102024	12/09/2015	12/07/2015	INDIANAPOLIS	CRAWFORD	IN	002	MULTI-RACIAL GROUP
EDIT	IN0000HSA	102023	12/07/2015	12/06/2015	INDIANAPOLIS	DUBOIS	IN	001	ASIAN / PACIFIC ISLANDER

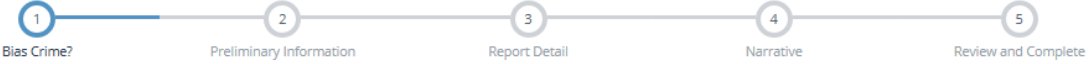
Go to page: 1 Show rows: 5 1-3 of 3

Quarters Reported as No Crime	
Quarter 3 2015	
Quarter 2 2015	
Quarter 4 2014	
Quarter 3 2014	
Quarter 2 2014	
Quarter 1 2014	

## Starting a new report

To start a new report, click the “Here” link where the page says “To create a new report, click [HERE](#).”

You must check the box to acknowledge that the type of report is being submitted for bias reporting. Once this is checked, you may click Next to continue.



This report is separate from, and in addition to, the routine Summary UCR submission.

Crimes are to be reported on this form when they have been determined to have actually occurred and are *bias-motivated*, regardless of whether arrests have taken place. Refer to the Data Collection Guidelines from additional information, clarification, and explanation. Detailed federal collection guidelines, applicable to this Report, can be found on the Internet at the ICRC web page and [www.fbi.gov/uce.htm](http://www.fbi.gov/uce.htm)

statute details

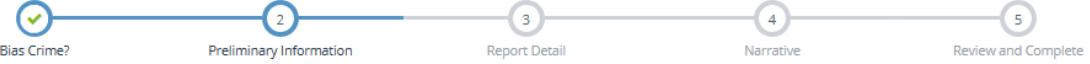
1. Per IC 10-13-3-38 and 28 USC 534, each law enforcement agency shall collection information concerning bias-related incidents *that are crimes*. At least two times each year, a law enforcement agency shall submit information collected to the Indiana General Repository for criminal history
2. The Incident Report should identify
  - a. the agency
  - b. the agency ORI
  - c. the date of incident (if known)
  - d. the ity of incident
  - e. the county of incident
3. Provide an identifying incident number, which preferable will be your "case" or "file" number.
4. The report should indicate if, in the opinion of the reporting individual and/or data collectors
  - a. bias was the primary motivation for the crime
  - or
  - b. to supplement information in a previously reported crime
5. Indicate the number of offenders, if known, or indicate the number of offenders is unknown.
6. Indicate the suspected offender's race, if known. If there was more than one offender, provide the race of the group as a whole

I acknowledge I am here to report bias crime information for my agency

Cancel Next

## Report Type

Next you must select your report type. If your goal is to submit a Bias Crime report, then choose Bias Crime as your type of report. Alternatively, if you are wanting to indicate that there were no Bias Crimes to report for a quarter, you may select No Crime Report.



Reporting Agency: OPEN PORTAL SOLUTIONS (IN0000HSA)

Which type of report would you like to enter:

Bias Crime Report


No Crime Report

Save and Close Previous Next

## No Crime Report

If No Crime Report is selected, simply select the quarter that you are specifying there was no Bias Crime to report and click Next.

If a No Crime report is already indicated for that quarter, you will be notified that you do not need to add it. If you add a No Crime report and later submit a Bias Crime report for that period, the No Crime report will be automatically removed from the system for that quarter.



Reporting Agency: OPEN PORTAL SOLUTIONS (IN0000HSA)


Which type of report would you like to enter:

- Bias Crime Report
- No Crime Report

Reporting Quarter

Quarter 4 - 2015

To submit the No Crime Report, simply click the Submit No Crime Report button. Otherwise you may click Cancel to start over.



[Review and Submit](#) > Click the "Submit No Crime Report" button to finish your report

Quarter 4 - 2015 No Crime Report » for OPEN PORTAL SOLUTIONS - IN0000HSA

## Bias Crime Report

Once Bias Crime Report is selected, additional fields will be displayed to be completed. The city of occurrence will be auto-populated based on your agency, but this can be modified by typing a new city. If the incident number is already taken by another report, a different number must be used. When the fields are completed, click the Next button to continue.

Reporting Agency: OPEN PORTAL SOLUTIONS (IN000HSA)

Which type of report would you like to enter:

- Bias Crime Report
- No Crime Report

In the opinion of the reporting individual and/or the data collectors, was the bias:

- The primary motivation for the crime
- Incidental to the crime

City of Occurrence: INDIANAPOLIS  
County: MARION  
State: Indiana

Report Date: 12/1/2015  
Incident Date: 12/1/2015

Incident Number: 012938A  
# of Offenders: 2  
Offender Race: UNKNOWN

[Save and Close](#) [Previous](#) [Next](#)

To add an offence to the report, click the Add Offense button. After each field is completed, click Save to finish adding the offense. Multiple offenses can be added. When all offenses are entered, click the Next button to continue.

Offense Detail

Offense	# of Victim	Report Basis Type	Location	Motivation	Victim Type	
BURGLARY	001	ALLEGED CRIME	LIQUOR STORE	(SEE NARRATIVE)	UNKNOWN	<a href="#">Delete</a>
ROBBERY	001	CHARGED CRIME	AIR/BUS/TRAIN TERMINAL	(SEE NARRATIVE)	UNKNOWN	<a href="#">Delete</a>

[Add Offense](#)

[Save and Close](#) [Previous](#) [Next](#)

A narrative must be added to the report. This narrative is limited to 5,000 characters. Once complete, click the Next button to continue to the final page.

**Narrative**

Narrative

Save and Close      Previous      Next

A summary of the report will be displayed. If all items look correct, then click the Submit Bias Crimes Report to officially submit the report. If there are any items that need to be corrected, click the Previous button to return to previous screens and update the report.

**Review and Submit** > Click the "Submit Bias Crime Report" button to finish your report

In the opinion of the reporting individual and/or the data collectors, was the bias: **The primary motivation for the crime**

Reporting Agency: **OPEN PORTAL SOLUTIONS - IN0000HSA**      Report Date: **12/7/2015**      Number of Offenders: **001**  
 City: **INDIANAPOLIS**      Incident Date: **12/6/2015**      Offender Race: **ASIAN / PACIFIC ISLANDER**  
 County: **DUBOIS**      Incident Number: **102023**  
 State: **IN**

**Offense List**

Offense	# of Victim	Report Basis Type	Location	Motivation	Victim Type
BURGLARY	001	ALLEGED CRIME	LIQUOR STORE	(SEE NARRATIVE)	UNKNOWN
ROBBERY	001	CHARGED CRIME	AIR/BUS/TRAIN TERMINAL	(SEE NARRATIVE)	UNKNOWN

**Narrative**

Narrative

Previous      Submit Bias Crime Report