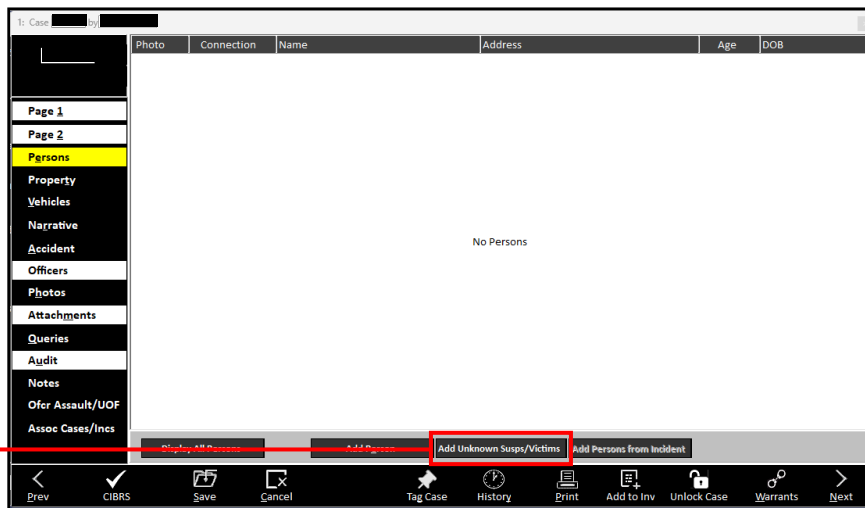




ADDING UNKNOWN SUSPECTS/VICTIMS IN RIMS

The California and National Incident-Based Reporting Systems (CIBRS/NIBRS) require unknown suspects and victims to be added to a case for reporting purposes. For each crime report with a reportable offense, if there is no suspect or victim information for one or more suspects/victims, officers must add the number of unknown suspects/victims to the case using the “Add Unknown Suspects and Victims to a Case” functionality in RIMS. Use the following steps to add unknown suspects and victims.



- 1.) In the **Persons** tab, select the **Add Unknown Susps/Victims** button.

Add Unknown Suspects and Victims to a Case

Enter the # of Unknown Suspects

Enter the number of unknown suspects above (1-99).
This will create new Person Records in the appropriate format as displayed below.

Person Name:

Enter the # of Unknown Victims

Enter the number of unknown victims above (1-99).
This will create new Person Records in the appropriate format as displayed below.

Person Name:

- 2.) In the Add Unknown Suspects and Victims to a Case pop-up window, input the number of unknown suspects and victims associated with your case.



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Do you know anything about this suspect?

Yes No

Are you sure you want to add 3 suspects?

Yes No

- 3.) After selecting **Enter**, you will be prompted to ask a series of questions related to your unknown suspect(s) and/or victim(s). Respond with **Yes** or **No** accordingly.

Photo	Connection	Name	Address	Age	DOB
	V	VCCCD [redacted] V1			
	S	VCCCD [redacted] S1			
	S	VCCCD [redacted] S2			
	S	VCCCD [redacted] S3			

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Display All Persons Add Person Add Unknown Susps/Victims Add Persons from Incident

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- 4.) After responding to the prompts, your unknown suspect(s) and victim(s) will be added to the case. The unknown individuals are added with a name that contains the agency acronym, case number, and suspect number.
- 5.) Click on the individual unknown records and add any information you know about the individual.

See Page 3 for important notes.



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NOTES

- Unknown suspects are required for hit-and-run traffic collisions. Associating the unknown suspect as Part #1 in the RIMS CHP Traffic Accident tab will automatically prompt RIMS to list Party 1 as "CVC Section 20002(a)" on the CHP 555 print out, as required by the CHP Crash Investigation Manual.

Photo	Connection	Name	Address	Age	DOB
	V	22-0001, V1			
	S	22-0001, S1 Unknown			

1: Case 22-0001 by [redacted]

22-0001

Page 1

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Persons

Property

Photo 1.

- If you are adding ONLY one (1) unknown suspect and you have no identifying information, the name MUST include the word "Unknown" (**see Photo 1**). This is added automatically by RIMS to conform to the requirements of CIBRS/NIBRS.

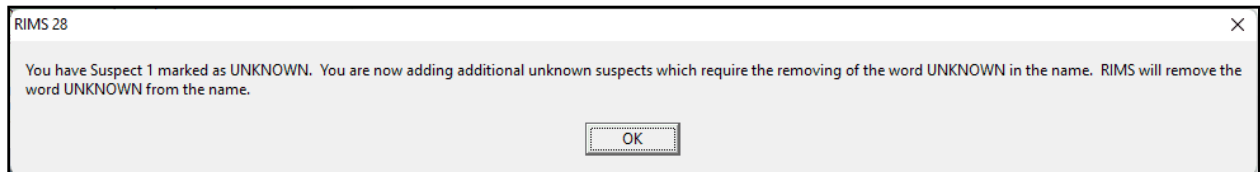


Photo 2.

- If you add additional unknown suspects, will you receive a prompt notifying you that RIMS will remove the word "Unknown" from the name, in accordance with the CIBRS/NIBRS requirements (**see Photo 2**). This is intended.