



**Criminal Justice  
Information Support  
Department**

## Washington Association of Sheriffs and Police Chiefs

# News from the WASPC CJIS Department

September 2011

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### NIBRS Transition Deadline Extension May Be Considered

In the January 2011 CJIS newsletter, a brief history was provided on the transition to National Incident Based Reporting System (NIBRS)-only submission in Washington State. In short, the decision was made by the WASPC Executive Board in January 2008, based on a recommendation by a member advisory committee.

The deadline of January 1, 2012, was chosen with the plan to accept only NIBRS submissions after that date. For the most part, NIBRS submission, like Summary Uniform Crime Reporting (UCR), is voluntary but there are State and Federal funding opportunities and an accreditation standard tied to crime reporting.

The Executive Board met on July 21, 2011, and reviewed the status of agencies converting from Summary UCR to NIBRS. The Board voted on how to proceed with the 2012 target date for NIBRS conversion.

It was decided that the target date would remain the same; however, if an agency does not believe they can complete certification by January 1, they need to submit an e-mail to the CJIS Manager, Joan Smith, requesting an extension of no more than six (6) months past the target date.

Any agency that does not believe they can be certified by June 30, 2012, must submit a request for a

longer extension - the request is submitted through the CJIS Manager for consideration by the WASPC Executive Director. The reason for a longer extension must be justifiable, such as a records management system (RMS) replacement. Appeals on the Executive Director's decision will be reviewed by the Executive Board.

If you are currently testing for certification or preparing for certification and have questions concerning your status, please contact the WASPC CJIS Department at (360) 486-2380. To submit a request for an extension, please send an e-mail to Joan Smith at [jsmith@waspc.org](mailto:jsmith@waspc.org).

### Myths About Submitting NIBRS

As the CJIS Department works with agencies on converting from Summary UCR to NIBRS, we've discovered a few misunderstandings about the differences in these methods of reporting crime statistics. One of the larger myths is there is a permanent requirement to submit both Summary UCR and NIBRS.

Dual reporting is only a requirement during the certification process - once an

agency is certified to submit NIBRS, Summary UCR is no longer necessary.

Another myth surrounding NIBRS data collection is the expanded amount of time it takes an officer to process an incident. When an officer responds to a reportable incident, there are certain data collected in the normal course of business already and these data ele-

ments are what NIBRS collects.

It shouldn't take an officer any longer than normal to collect the essential information needed to process and report the occurrence. In fact, for some agencies, NIBRS submission is virtually invisible to the officer because their RMS guides them through the data validation process!

**Reporting Deadlines:**

- Preceding month's data is due by the 15th.
- End of year data is due by January 15th - no later than February 1.

"Starting with the report in 2012 (using 2011 data), we are planning to publish the *Crime In Washington* report using both Summary UCR and NIBRS data."

For more information regarding the reporting of arrest-related deaths, please contact Tonya Todd at ttodd@waspc.org or (360) 486-2380.

**Appearance of Crime In Washington Publication to Change**

The CJIS Department publishes the annual *Crime In Washington* crime statistics report based on the prior year's submission. In 2011, we were able to complete the publication two (2) months ahead of past years' schedules, making it available by April 15, rather than mid-June.

Aside from the fine work by staff members Kellie Lapczynski, Linda Schaffel, and Tonya Todd, part of the reason is attributed to over half of our state's agencies now submitting their crime statistics via NIBRS versus

Summary UCR. Up to now, the *Crime In Washington* report has reflected only Summary UCR – even if an agency submits NIBRS, the Summary UCR has been extracted for the annual report to simplify and accurately compare data.

Starting with the report in 2012 (using 2011 data), we are planning to publish the *Crime In Washington* report using both Summary UCR and NIBRS data. Currently, over 60% of all agencies are reporting via NIBRS and it's anticipated by

the end of 2011, the number will increase to close to 80%.

The ability to provide more comprehensive data for reports and research is a high priority for the CJIS Department. The annual report will include both the basic Summary UCR information as well the more in-depth NIBRS data.

For an idea of how the data may appear, look at the UCR data visualization display on our website, [www.waspc.org](http://www.waspc.org), under the Crime Statistics tab. ☀

**New Collection Requirements Announced**

To comply with the 2008 congressional mandate on human trafficking, the FBI will begin collecting human trafficking data beginning January 2013. The data are expected to be in the form of new NIBRS offenses - more details are forthcoming.

The definition of human trafficking consists of a) sex trafficking in which a commercial sex act is induced by force, fraud or coercion, or in which the person induced to perform such an act is less than 18 years old; or b) the recruitment, harboring, trans-

porting, provision, or obtaining a person for labor through the use of force, fraud or coercion, for the purpose of involuntary servitude.

The CJIS Department will provide more information as it becomes available from the FBI.

Another data element scheduled to become mandatory in January 2013 is Data Element 12, Gang Information, indicating whether crimes against persons or robbery offenses are related to gang activity. The allowed

entries are Juvenile Gang, Other Gang, or None/Unknown.

Currently, entry of the Gang Information field is optional in Washington and because of this, some RMS vendors have not made it functional for agencies to use. To have a complete dataset of gang activity, the Gang Information portion of Data Element 12 will be mandatory as of January 1, 2013.

**Reporting Arrest-Related Deaths (ARD)**

The WASPC CJIS staff assists the Bureau of Justice Statistics (BJS) in compiling information about deaths occurring during the process of arrest or in the presence of state and local law enforcement officers. This program is a component of the BJS Deaths in Custody Reporting Program and requires the reporting of certain data on deaths of persons in the custody of law enforcement agencies and deaths which result from lethal force by law enforcement officers.

The definition of the deaths at issue is: "A death of any person in the physical custody, or under the physical restraint of law enforcement officers, regardless if the person was not under arrest at the time of death. A qualifying ARD death includes those persons under physical restraint or custody as well as those that are not directly related to police actions or negligence such as deaths attributed to intoxication, suicide, accidental injury, and illness / natural causes." ☀

## Submitting Archived Sex Offense Cases, Part 2

Our last newsletter (January 2011) provided an overview of the statutory mandate (RCW 40.14.070[2]) directing WASPC to retain records of investigative reports pertaining to sex offenders or sexually violent offenses after expiration of local retention requirements. The article explained how a law enforcement agency must send the records to WASPC for permanent retention, how the records are scanned and indexed, and the subsequent availability of those records only for the purpose of determining the criteria of a sexually violent predator.

To assist the CJIS Department with processing the transfer of your investigated reports that are not required for current operation or pending judicial proceedings, please follow the procedure:

Organize – Place the reports in an archive box in an orderly fashion to make it easy to locate a case file in the event a copy is requested before we have an opportunity to scan it. Keeping the files in order by year and case number ease this process.

Mark the boxes – If any of you have been to our office to drop off case files, you have seen just how many boxes we have! Marking the ends of boxes with your agency name and the year(s) included assist with the ability to locate files.

Call ahead – Let us know you are sending or bringing files so we can prepare a storage area.

Don't hesitate to contact Tonya Todd of the CJIS Department at (360) 486-2380 if you have any questions. ☀



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## Reporting Assaults on Law Enforcement Officers

Why does WASPC collect data on Law Enforcement Officers Killed and Assaulted (LEOKA)?

The purpose is to identify situations, describe the incidents statistically, and publish the data to aid agencies in developing policies to improve officer safety. The latest publication with LEOKA data is available on the FBI website at: [www2.fbi.gov/ucr/killed/2009/](http://www2.fbi.gov/ucr/killed/2009/)

Each time an officer is killed or assaulted, the following data should be reported:

Type of Activity – this relates to the type of activity/call the officer was engaged in at the time of the assault.

Type of Weapon – relating the weapon used to commit the assault. This should also be shown on the Return A

under the correct assault category.

Type of Assignment – relates to the capacity the officer is working in.

Officer Assault Clearance – If the case is cleared, then it should show in this column. Type of Injury – Personal injury should be marked if there's a trip to the ER or a doctor is seen. Minor first aid should be marked as "without personal injury".

Time of Assault – Broken down in two-hour time periods and by AM or PM. Mark the time the assault occurred on the officer.

Things to remember when completing the LEOKA form:

- The officer must be working in an official capacity, have full arrest powers, and be paid from governmental funds set aside specifically for payment of sworn law enforcement.

- If the officer is assaulted in any jurisdiction other than his/her own, the agency where the officer is employed will report the assault on the LEOKA but the other agency will report the crime.
- If the assault is with a gun or knife, a supplementary LEOKA form will be sent out to the agency for further analysis. The form will be mailed to the FBI directly.
- It is important that agencies report all assaults whether the officer sustained an injury or not.

The importance of providing complete and correct LEOKA information is essential for analyzing assaults on law enforcement officers - the more complete the data, the better the analysis and the more valid the conclusions. ☀

### The WASPC CJIS Staff:

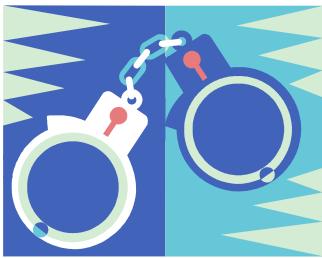
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**"The latest publication with LEOKA data is available on the FBI website at:  
[www2.fbi.gov/ucr/killed/2009/](http://www2.fbi.gov/ucr/killed/2009/)"**



**"In NIBRS, if the FTA arrest is linked to the original incident, only one arrest will be counted per offender."**

## WASPC CJIS Policy on FTA Arrest Submission

Many agencies see a drop in their Group B-All Other Arrests when they convert from Summary Uniform Crime Reporting (UCR) to National Incident-Based Reporting System (NIBRS) submission. After some research, it was determined that one reason for this decrease is due to how Fail To Appear (FTA) or other non-compliance type arrests are being reported on a previous incident.

In Summary reporting, many records management systems do not tie ar-

rests to incidents when tallying the numbers, so when there is an FTA arrest, both the original offense and the FTA are counted. In NIBRS, if the FTA arrest is linked to the original incident, only one arrest will be counted per offender. This is generally not the FTA arrest.

To properly account for the FTA arrest, an agency would need to assign it a new incident number and report it separately. Most agencies do not have the time or the staff to do this or it may be important to them to keep the FTA

arrest within the original incident.

With this in mind, the CJIS Department concludes that if it is not the practice for an agency to assign a separate incident number for reporting these arrests, the discrepancy between Summary arrests and NIBRS arrests will not impede NIBRS certification.

If you have any questions about this policy on reporting FTA arrests, please contact the CJIS Department.



## Comments From Those Who Were Recently NIBRS Certified

"Our agency switched from UCR reporting to NIBRS reporting at the beginning of this year. While we were apprehensive to say the least, we found the transition to be relatively painless! Kellie helped us numerous times including an on-site training along with answering numerous calls from us no matter how small the question."

We were expecting the certification process to take approximately six months and figured learning the system would take at least that long. However, we were pleasantly surprised when we were certified by our third month of using NIBRS.

Thank you!"

Gail Truax, Records Supervisor, Battle Ground Police Department

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"I dreaded the switch from UCFS to NIBRS, but with the expert help of the Kellie Lapczynski and other WASPC staff we were able to transition from UCR to NIBRS with relative ease. The certification process was scary, but having WASPC staff available to help by phone and email made it all possible! Once I learned how to use NIBRS I found it far easier than UCFS."

Julia Benson, Skagit County Sheriff's Office

...

"I was very skeptical at first, as you feel with most new things but as it turns out the process of learning and implementing NIBRS was extremely easy. The amount of information that is collected far beyond exceeds UCR reporting and will be very helpful with statistical information."

As for certification process, it was also very easy, quick and went very smoothly thanks to Kellie's expertise and knowledge."

Kathy Rowe, Support Tech. I, Lewis County Sheriff's Office

...

"The NIBRS transition was hard for us. We were the first agency for our Spillman system so we had to complete a lot of the codes and figure things out by ourselves. Trying to figure out what codes require what information was hard at the first also. Kellie was instrumental in helping us work through some of the harder cases. Six months into it we felt more comfortable with the system and how it works."

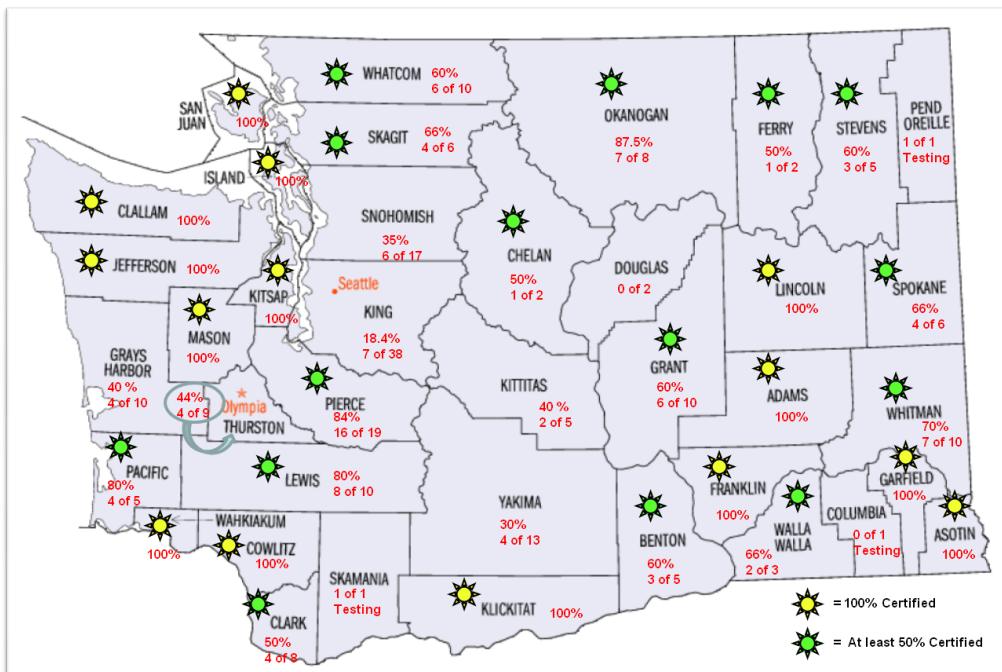
The Certification process went really smooth. We had been practicing with NIBRS for 6 months before we tried to become Certified. Kellie made the transition easy. We completed our testing and went right into production."

Janet Middleton, Chelan County Sheriff's Office

One more comment on page 6

## As of September 1st, 146 Agencies are NIBRS Certified - Congratulations!

Adams Sheriff's Office	Ephrata PD	Morton PD	San Juan Sheriff's Office
Airway Heights PD	Evergreen State College PD	Moses Lake PD	Sequim PD
Algona PD	Ferndale PD	Mossyrock PD	Shelton PD
Anacortes PD	Fircrest PD	Mount Vernon PD	Skagit Sheriff's Office
Asotin PD	Forks PD	Mountlake Terrace PD	Snohomish PD
Asotin Sheriff's Office	Franklin Sheriff's Office	Moxee PD	Soap Lake PD
Bainbridge Island PD	Garfield PD	Nisqually Tribal PD	South Bend PD
Battle Ground PD	Garfield Sheriff's Office	Oak Harbor PD	Steilacoom PD
Bellingham PD	Gig Harbor PD	Oakesdale PD	Sumas PD
Benton Sheriff's Office	Goldendale PD	Odessa PD	Sumner PD
Bingen PD	Grand Coulee PD	Okanogan Sheriff's Office	Tacoma PD
Black Diamond PD	Ilwaco PD	Omak PD	Tenino PD
Bonney Lake PD	Island Sheriff's Office	Oroville PD	Tieton PD
Bremerton PD	Issaquah PD	Orting PD	Toledo PD
Brier PD	Jefferson Sheriff's Office	Othello PD	Tonasket PD
Burlington PD	Kalama PD	Palouse PD	Toppenish PD
Castle Rock PD	Kelso PD	Pasco PD	Tukwila PD
Central WA University PD	Kennewick PD	Pe Ell PD	Twisp PD
Centralia PD	Kettle Falls PD	Pierce Sheriff's Office	University Place PD
Chehalis PD	Kitsap Sheriff's Office	Port Angeles PD	WA State University PD - Pullman
Chelan Sheriff's Office	Kittitas PD	Port of Seattle PD	WA State University PD - Vancouver
Cheney PD	Klickitat Sheriff's Office	Port Orchard PD	Wahkiakum Sheriff's Office
Chewelah PD	La Center PD	Port Townsend PD	Walla Walla Sheriff's Office
Clallam Sheriff's Office	Lakewood PD	Poulsbo PD	Warden PD
Clarkston PD	Langley PD	Pullman PD	Western WA University PD
Clyde Hill PD	Lewis Sheriff's Office	Puyallup PD	Westport PD
College Place PD	Liberty Lake PD	Rainier PD	White Salmon PD
Colville PD	Lincoln Sheriff's Office	Raymond PD	Whitman Sheriff's Office
Connell PD	Long Beach PD	Reardan PD	Wilbur PD
Cosmopolis PD	Longview PD	Republic PD	Winlock PD
Coule Dam PD	Lummi Nation PD	Richland PD	Winthrop Marshal's Office
Coupeville PD	Lynden PD	Ridgefield PD	Woodland PD
Cowlitz Sheriff's Office	Mason Sheriff's Office	Ritzville PD	Woodway PD
DuPont PD	McCleary PD	Rosalia PD	Yarrow Point PD
Eastern WA University PD	Mill Creek PD	Roy PD	Zillah PD
Eatonville PD	Monroe PD	Royal City PD	
Edgewood PD	Montesano PD	Ruston PD	



<b>116</b>	<b>Police Departments or Marshal Offices</b>
<b>22</b>	<b>Sheriff's Offices</b>
<b>6</b>	<b>University or State College Police Departments</b>
<b>2</b>	<b>Tribal Police Departments</b>





## One more comment from a newly certified NIBRS agency . . .

"The process went better and faster than I'd expected. Never having done UCR's, I was starting from scratch. Kellie helped every step of the way, and we uncovered a few bugs in Spillman, our data manager, as we went. Once that was taken care of, the certification process was a breeze (of course, that's probably because Kellie held my hand and walked me through it....).

We've now submitted our first month "live," and are doing pretty well at validating as we go. I can't compare to submitting UCR summary reports, but it doesn't seem to take very long once you get the required info from your Officers! Thanks, Kellie!"

Ginger, Ephrata PD

## Archived Sex Offense File Helps in Cold Case

Early in 2011, the Snohomish County Sheriff's Office contacted the WASPC CJIS Department concerning an old sex crime case they had archived. We were able to provide a digital copy of the case file to the detective within minutes.

The case did not have an offender/suspect, but the detectives had some new leads. With the help of DNA testing, they were able to

solve the twelve-year old rape case. The detective wrote to CJIS and thanked us for "keeping these records that would have otherwise been lost and we would not be able to put a violent offender away."

As you know, the retention period to keep an incident file is five years plus one. But if you send the investigative reports pertaining to violent sex offenses to

WASPC, we are required to keep them permanently. We accept all case files that pertain to RCW 40.14.070(2)(b) (i) that are not required in the current operation of the law enforcement agency or for pending judicial proceedings.

For more information on this free service to your agency, contact Tonya Todd in the WASPC CJIS Department. ☀

## Resources Are Just A Click Away

Log onto the WASPC website, [www.waspc.org](http://www.waspc.org), and click on the "Crime Statistics" tab to check out new tools and information.

Among the new items is a link to the FBI website that hosts a UCR tool for finding crime data for select jurisdictions across the U.S. The tool allows the user to choose by agency size, multiple agencies, and for multiple years. The data can also be

transferred to a spreadsheet for further analysis.

Another FBI link features State Program bulletins. Agencies looking for NIBRS or Summary information by topic can access it through the FBI State Program Bulletin link on the WASPC website.

Also on the WASPC website is a compilation of questions, titled "FAQs by

Darrin Moor", submitted to our FBI training contact, Darrin Moor. Darrin sends new questions and answers as he receives them, so you may want to check this periodically.

You'll find all of these (and more!) on the Crime Statistics page. ☀



**Washington Association of Sheriffs & Police Chiefs**

*The mission of the Washington Association of Sheriffs and Police Chiefs (WASPC) is to lead collaboration among law enforcement executives to enhance public safety*

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**FEDERAL LAW ENFORCEMENT OFFICER SAFETY ACT**

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Respectfully,