



**Criminal Justice
Information Support
Department**

Washington Association of Sheriffs and Police Chiefs

News from the WASPC CJIS Department

February 2012

FBI and State Reporting Changes Due by 2013

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There are four changes or additions to crime reporting agencies may need to accommodate. In January 2013, 1) the FBI will begin collecting data on Human Trafficking offenses; 2) the definition of Rape will change for Summary reporting systems; 3) the FBI will add statistics on hate crimes based on gender and gender identity prejudices, as well as hate crimes committed by/directed against juveniles, and; 4) the optional Washington state Gang Information field will become mandatory.

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

The revised definition of rape covers any gender of victim or attacker, does not require physical resistance, and includes instances in which the victim is incapable of giving consent because of age or the influence of drugs or alcohol. The existing definition of rape as the carnal knowledge of a female, forcibly, and against her will has not changed since 1929.

The FBI will address the submission process at their Spring 2012 advisory meetings. However, since all Washington State agencies will be reporting crime statistics via the National Incident-Based Reporting System (NIBRS) rather than Summary Reporting by 2013, the impact of the change in Rape definition will be minimal to our state.

The definition of bias motivation crime has been expanded to include ethnicity, gender, or gender identity. For the

Human Trafficking and Hate Crime changes or additions, the FBI promises release of the data collection specifications is imminent. The WASPC CJIS Department will provide the specifications to agencies as soon as we receive them.

Data Element 12, Gang Information, indicates whether crimes against persons or robbery offenses are related to gang activity. The allowed entries are Juvenile Gang, Other Gang, or None/Unknown.

Agencies should be working with their respective records management system (RMS) vendor now to change the Gang Information field from optional to mandatory by January 1, 2013.

If you have any questions, please contact the WASPC CJIS Department at (360) 486-2380 or cjis@waspc.org.

New CJIS e-mail address!
See page 2 for details.



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Several Extensions for NIBRS Certification Granted

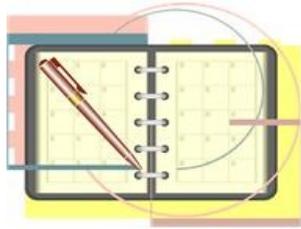
The deadline for Washington State agencies to transition from Summary Uniform Crime Reporting (UCR) to the National Incident-Based Reporting (NIBRS) method of submitting crime statistics was January 1, 2012. During a 2011 WASPC Executive Board meeting, it was agreed to allow extensions for agencies actively working on records management system (RMS) upgrades.

An extension of no more than six (6) months could be granted by the CJIS Manager but an extension beyond June 30, 2012, required consideration and approval by the WASPC Executive Director.

By the end of 2011, 66 agencies were on official extension status. Since the beginning of 2012, thirteen (13) additional

agencies have completed their certification process.

As of February 14th, 76% of agencies are certified, representing 46% of the population. Nine (9) agencies are on extension until March 31st, thirty-five (35) until June 30th, and fifteen (15) until December 31st. Questions concerning certification or extension can be directed to cjis@waspc.org.



Reporting Deadlines:

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

"... we're planning to publish the report using a combination of Summary Uniform Crime Reporting (UCR) data, National Incident-Based Reporting System (NIBRS) data, and our data visualization dashboards."

A new NIBRS quick reference for property loss type is available on the WASPC CJIS website: www.waspc.org, click on the Crime Statistics tab, go to second page, and look under "Training Aids".

What to Expect in the 2011 Crime In Washington Publication

The CJIS Department "set the bar" higher for itself last year by publishing the annual *Crime In Washington* crime statistics report two (2) months ahead of prior years' schedules, making it available by April 15, rather than mid-June. Our goal is to publish by April 15 again this year!

In addition to the earlier publication date, we're planning to publish the report using a combination of Summary Uniform Crime Reporting (UCR) data, National Incident-Based Reporting System (NIBRS) data, and our data

visualization dashboards. The dashboards can be viewed on our website, www.waspc.org, under the Crime Statistics tab. The method in which an agency reports, Summary UCR versus NIBRS, will determine how their data appears in our report.

While the 2011 *Crime In Washington* publication will include both Summary UCR and NIBRS data, the FBI publication, *Crime In The United States*, displays all states' data as Summary only. The CJIS Department forwards both Summary UCR and NIBRS data to the FBI;

however, the FBI "extracts" Summary UCR from the NIBRS data we send them for inclusion in their annual report.

The FBI plans to make the NIBRS data available for users and researchers in the future. At this time, 32 states are NIBRS certified (including Washington), with 16 states submitting 100% NIBRS to the FBI. Six (6) states have no formal plans for NIBRS so the FBI will continue to accommodate Summary UCR submission.



New CJIS E-Mail Address Finds Everyone

The WASPC Criminal Justice Information Support (CJIS) Department is comprised of two (2) and one-half (1/2) staff members plus a manager. Kellie Lapczynski is a Statistical Compiler who works full-time on Summary Uniform Crime Reporting (UCR) data entry, resolving National Incident-Based Reporting System (NIBRS) submission issues, provides NIBRS training, and assists with agency certification.

Tonya Todd is a Document Imager who works part-time on Summary UCR

and NIBRS submission issues and images archived sex-offender case files during the rest of her time.

Linda Schaffel is a NIBRS Specialist who works as a half-time employee on the Summary UCR transition to NIBRS and agency certification. Joan Smith is the CJIS Department Manager, the State UCR Program Manager (representing our state on crime reporting to the FBI), and is the WASPC Program Coordinator for SECTOR (the electronic collision and ticket reporting system).

While each staff member has an individual e-mail address and phone number (see page 3), it's not uncommon for all but one of us to be "out of the office" in a meeting or providing training. To ensure our contributors and users are able to contact at least one of us for assistance, we've created a "universal" e-mail address that delivers your message to all of us.

Send your question or request for assistance to cjis@waspc.org and one of the CJIS staff members will respond!!



What's New and Where to Find It

The WASPC CJIS web pages are located on the WASPC website, www.waspc.org, under the Crime Statistics tab. We have two (2) pages dedicated to CJIS topics and responsibilities. The first page is related to statistics - the *Crime In Washington* publications, data visualization dashboards, compiled reports of interest, historical data, and the full-time law enforcement employee counts.

The second page includes links to training announcements and aids, manuals, the NIBRS repositories (production and training), reference material, and past newsletters. One of the latest documents placed under training aids is the NIBRS quick reference guide for property loss type. Be sure to check this site regularly for new information!



cjis@waspc.org

Submitting Archived Sex Offense Cases, Part 3

For the final segment of our three-part article on submitting archived sex offense cases, we're summarizing the last two (2) newsletters (January and July 2011) and providing a few "do and don't" requests. The January 2011 article spoke of the statutory mandate directing WASPC to retain records of investigative reports pertaining to sex offenders or sexually violent offenses after expiration of local retention requirements. The July 2011 article asked you to please organize the reports in order by year and case number in each archive box, mark the box(es), and call ahead before delivery. A few more requests to make it easier for everyone:

- Do make sure the case is no longer active before archiving. Often, we receive calls from detectives or prosecutors looking for a case file. We may direct them back to you before we search unorganized boxes! Also, registration-related documents should not be included in the investigative case file for archive purposes.
- Do remember to place the files in order by year and case file number and, if possible, include a summary sheet for quick reference on what's in the box.
- Don't use oversized boxes that require superhuman strength or two people to lift. A regular-sized archive box is preferable and greatly appreciated.
- Don't give a WASPC CJIS staff member name and number to an offender or other non-criminal justice practitioner. Once the file is sent to WASPC, it is no longer public record and cannot be released except for the specific reasons outlined in RCW 40.14.070(2).

Thank you for your assistance in making the job of imaging the sex offender case files less difficult and time-consuming. Even though these cases are "archived", we still receive approximately twenty (20) requests per month for copies of files. ✨



Please . . . organize the files, mark the boxes, and call ahead . . . include a summary sheet, if possible!

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New WASPC Executive Director Reports for Duty

On January 1, 2012, Mitch Barker became the WASPC Executive Director, replacing a retiring Don Pierce. Don assumed the position of Legislative Director and is working with Mitch through the 2012 Legislative Session. After seven years as Executive Director, Don will retire officially on March 31st.

Mitch brings a wealth of law enforcement experience to the Director position - he served the Des Moines Police Department, was Chief of the Gig Harbor Police Department, and Deputy Chief at the Vancouver Police Department. Most recently, Mitch was the Director of Investigations for the State Office of the Insurance Commissioner.

Mitch is a long-time member of WASPC and has been very active in the Association. He served as Chair of the Legislative Committee and as the Special Olympics Torch Run Director. Mitch shares a vision with the Executive Board for the future of WASPC and in alignment with our Strategic Intentions.

During the month of January, Mitch met with each WASPC department to learn more about their functions and responsibilities. In addition to the CJIS Department, other departments within WASPC include Accreditation, Administrative Services, Auto Theft Prevention Authority, Correctional Options Services, Critical Incident Planning and Mapping, Jail Booking Reporting System (JBRS), Loaned Executive Management Assistance Program (LEMAP), OffenderWatch, Statewide Automated Victim Information (SAVIN), and SECTOR.

We're going to keep Mitch very busy! For more information about any of the WASPC programs or services, please visit our website: www.waspc.org.



CJIS Department members with the new Executive Director
Pictured from the left: Tonya Todd, Joan Smith, Kellie Lapczynski, Mitch Barker, and Linda Schaffel

By the way, a bit of WASPC trivia . . . Mitch is the fifth Executive Director in our history. Before him, (in order of appearance) were William Webb, Gene Cotton, Larry Erickson, and Don Pierce. Welcome aboard, Mitch! ✨



"The WASPC CJIS Department is unable to tell a potential home-buyer or renter how safe a neighborhood is."

Is CJIS a referral service for renters or home-buyers? Nope.

On occasion, the CJIS Department receives a phone call from an individual who is moving to a city or neighborhood in Washington and he/she is inquiring about the crime rate or safety of the area. We've received calls about the safety of specific "park and ride" lots and playgrounds as well.

We explain to the caller how the compilation of crime statistics comes from local law enforcement agencies and, typically, we don't have information on specific neighborhoods - only by jurisdiction. The *Crime In Washington* publication is available

on our website for public access.

And, even though the National Incident-Based Reporting System (NIBRS) provides the opportunity for agencies to submit the address or latitude/longitude of an incident for crime mapping, it is an optional field and under-reported. The bottom line is - the WASPC CJIS Department is unable to tell a potential home-buyer or renter how safe a neighborhood is.

Often, a local newspaper offers a "crime watch" or statistics page with a breakdown of crimes per neighbor-

hood. Also, the Internet offers a variety of websites - a few are:

www.clrsearch.com/demographics
www.neighborhoodscout.com
www.city-data.com/crime

Many of the websites include UCR data gleaned from the Washington or FBI annual reports but also include demographic details about neighborhoods, schools, income, etc. A recommendation to an inquiring citizen would be to use a search tool on the Internet with the name of city along with "safe neighborhood" or "crime rate". ☀

CJIS Policy on Alternative NIBRS Certification Offered

The WASPC CJIS Department recognizes there are agencies that may not have the technical capabilities to submit NIBRS data in whole but are able to submit the data in part. In addition, there are agencies with limited criminal justice case types or functions which would preclude them from the "normal" or standard NIBRS certification testing process. These agencies include drug task forces, special fraud units, or others with NCIC ORIs. To accommodate the technology or mission limitations, CJIS has developed a policy for alternative NIBRS certification and will work with these agencies to collect as much of the data as possible.

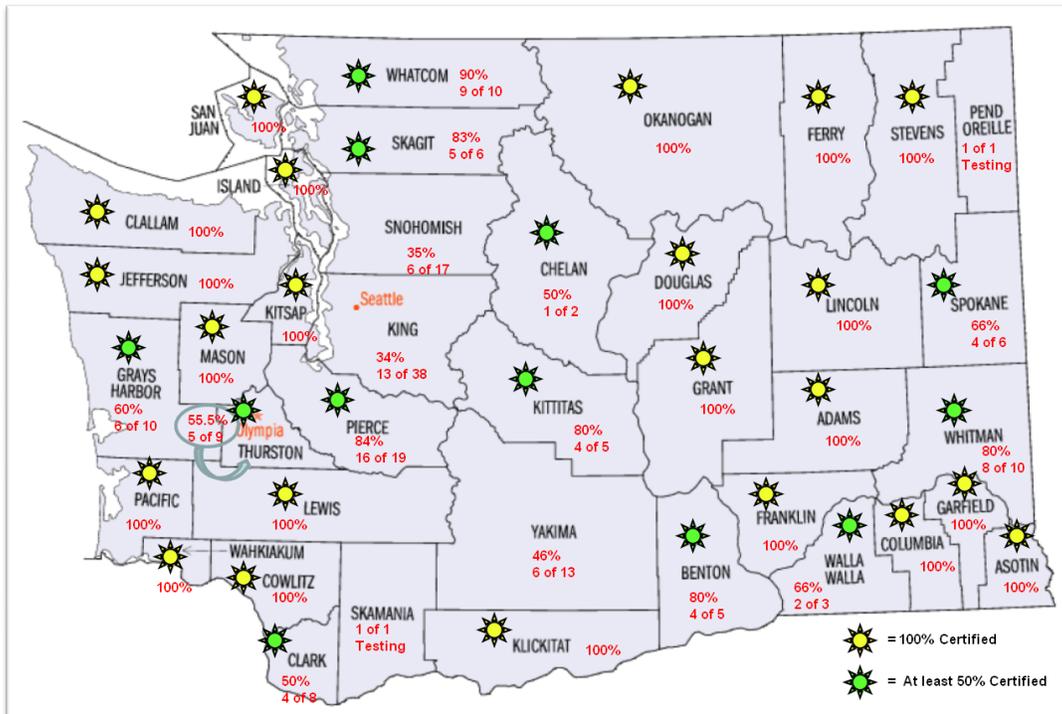
The stipulations to alternative NIBRS certification are:

- The agency must declare their reporting deficiencies. WASPC may notate the deficiencies when releasing data to the public or other agencies.
- The agency is subject to the standard certification process with allowances made for the deficiencies. The standard certification process includes mandatory training (provided by WASPC staff), three (3) consecutive months of data submission with a sustained error rate of less than 4%, and six (6) months or less of dual-reporting of NIBRS and Summary UCR data for the purpose of statistical comparison.
- All reported data must be accurate.
- For small agencies that typically do not have NIBRS incidents, certification will consist of a test that demonstrates the agency's knowledge and ability to report data when an incident does occur. After certification, an agency with no NIBRS incident to report for the month must use the "zero report" function in the NIBRS repository by the 15th of the following month.
- If an agency begins reporting alternative NIBRS data and becomes able to report in whole, the agency must contact WASPC CJIS prior to reporting complete data. CJIS will monitor the new data to ensure it is accurate.
- CJIS will determine whether or not agencies that have specific focus on select offense-types need to undergo the standard NIBRS testing process. These agencies must still provide at least three (3) months of test data which will be analyzed by the agency and CJIS. The agency must assert that data appears to reflect accurate offense counts and the incident data elements are complete. Training may be customized to fit the agency's specific needs.

Any questions regarding this policy should be directed to the WASPC CJIS Department at cjis@waspc.org. ☀

As of February 14th, 176 Agencies are NIBRS Certified - Congratulations!

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



137	Police Departments or Marshal Offices
30	Sheriff's Offices
6	University or State College Police Departments
3	Tribal Police Departments



NIBRS Batch File Upload Steps Outlined



CJIS Staff is here to help BUT we're not your RMS Customer Service Center . . . please contact us with questions related to UCR/NIBRS submission but contact your vendor or local agency system administrator with questions related to your specific records management system.

One of the most common problems or "errors" encountered by agencies when uploading their NIBRS Batch File to the state repository is in naming their file.

Be sure to identify the file with your complete ORI number and the correct month and year. Example: WA0340000.0212 represents the file for Thurston County Sheriff's Office with a file extension for the month of February (02) and the year of 2012 (12).

Here are the few steps needed for successful batch file upload:

1. Create the batch file from your records management system (RMS)
2. Name it appropriately and save it to a directory
3. Open the NIBRS repository and click on "Batch File Upload"
4. Select the "Browse" button to search your directory and select the file

5. Click the "Upload" button and enter the appropriate month and year

6. Click the "Process File" button

A message will appear that the file has been uploaded and processed. Be sure to check back and review the "Batch Error Report" - this report confirms your file processed and tells you if there are any errors your RMS didn't catch.

If there are no incidents to report for the month, select the "zero report" button; zero report = no incidents. ☀

Current and Future Resources Available from CJIS

As most agencies' staff know, the WASPC website contains an abundance of information related to the CJIS Department functions and responsibilities. As mentioned in the article on page 2 of this newsletter, "What's New and Where to Find It", we have two (2) pages dedicated to Uniform Crime Reporting topics. Please don't hesitate to direct members of your community or the media to our website when they contact you for information on these topics - most of links on our web pages are accessible by the public.

Another resource available for the WASPC CJIS Department to communicate with our contributors is through a mailing list subscription service, also known as "listserv". Membership is limited to staff in criminal justice agencies and as the website states, "The WA UCR/NIBRS Listserv is a subscription service for sharing knowledge, experiences, distributing notices, newsletters, and all crime statistics reporting-related information. It is a discussion-type service, meaning all members are encouraged to provide input. The only stipulation is that the discussion should pertain to UCR/NIBRS issues." Membership is just a "click" away on the website.

As we complete the project of certifying all Washington State law enforcement agencies for NIBRS submission, our training focus in the future will include on-line NIBRS instruction for officers, regularly scheduled regional NIBRS training classes, and emphasis on how to create and use the "report" functions using NIBRS data. Since NIBRS data collection starts with the officer response to an incident, it's important he/she understands the data elements needed for successful reporting. The on-line training will be a self-paced method of training, available 24/7 for those who work a variety of shifts.

The regional NIBRS classes will be scheduled through-out the year in different areas of the state, providing new staff members an overview and better understanding of crime reporting and existing staff members a refresher for successful submissions. The new training in development related to the report functions will give chiefs, sheriffs, administrators, and other management members a "how-to" approach on creating meaningful data reports from the NIBRS data base. This will include "standard" reports, "ad hoc" reports, pivot tables, crime mapping, and the data display dashboards.

The on-line officer training, regional classes, and report training are all under development - we'll send an announcement and publish a notice on our website when they're ready for roll-out. If you have questions or suggestions, please contact us at cjis@waspc.org. ☀