



**Criminal Justice
Information Support
Department**

Washington Association of Sheriffs and Police Chiefs

News from the WASPC CJIS Department

March 2013

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Crime Reporting Changes in Effect Beginning January 2013

Last year, we reported in our February and August newsletters and sent a listserv notice with information regarding the four (4) changes or additions to State and FBI crime reporting. The only requirement by January 2013 was the Washington State Program changing the Gang Activity Data Element 12 from **optional** to **mandatory**.

In addition to the gang notation change, our repository was upgraded to accommodate the FBI changes or additions for reporting Human Trafficking offenses, additional hate crime biases, and a change in the definition of Rape even though the FBI has pushed back their acceptance date until later in the year.

If you were unable to make the mandatory gang information change in your records management system (RMS) by January 1, 2013, you would have received data validation errors after uploading batch files. The "simple fix" until your RMS is updated is to correct the incidents after the upload.

After you've reviewed the batch error report, you may see errors stating "Gang Activity Not Completed." To correct the errors, the gang activity information should be located within your RMS "Type of Criminal Activity" selections.

There are only three (3) valid options: Juvenile Gang, Other Gang, or None/Unknown. One of these options must be selected for the incident to validate. After you've corrected the entry, flag the case for resubmission to the state in your next monthly data file.

If you have questions or need clarification, please contact us or direct your RMS vendor or IT staff to contact us at CJIS@waspc.org. ☼

WASPC NIBRS Advisory Committee Reestablished

A WASPC standing committee providing oversight to Washington State's National Incident-Based Reporting System (NIBRS) was re-established during the 2012 Fall WASPC Conference with adoption of the Strategic Intentions. In January 2013, WASPC President Ed Holmes appointed Dick Reed, Seattle Police Department, and Deb Shay, Grant County Sheriff's Office, as co-chairs of the NIBRS Advisory Committee.

Between 2008 and now, any analysis, decision, or policy regarding NIBRS activities

has rested with the WASPC CJIS staff members. Prior to 2008, a chief or sheriff acted as chairperson of the advisory committee and members included records personnel from statewide law enforcement agencies and CJIS staff.

Policy decisions were reviewed by committee members and the recommended action was presented by the chairperson to the WASPC Executive Board for approval. An action may include changing an optional data element to mandatory capture. The most significant policy decision

discussed and recommended was converting the state's method of reporting crime statistics from Summary Uniform Crime Reporting (UCR) to NIBRS by January 2012.

In 2008, the WASPC Executive Board asked the Law Enforcement Information and Records Association (LEIRA) to take over "management" or advisory of the UCR/NIBRS program; however, no further action was taken on a UCR Advisory Committee by LEIRA. The WASPC CJIS

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I predict the 2012 Crime In Washington will be published in May 2013!



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“The crime mapping component of the state NIBRS repository assists with visualizing ‘hot spots’ and analyzing crime incident trends and patterns.”




WASPC NIBRS Advisory Committee continued

Department continued maintaining the State UCR Program and if a policy decision was needed, staff made it.

The newly re-established WASPC advisory committee is working on its charter and will hold its first meeting at the 2013 Spring WASPC Conference in Tacoma. One issue before the committee will be whether or not to change an incident “address” from optional to mandatory reporting. Crime mapping is based on incident location - either address or latitude/longitude coordinates.

Currently, NIBRS submission of the data is not mandatory and, therefore, it may be underreported. If reporting this data element is changed to mandatory but the specific address of the incident is unknown, an accommodation will be created to eliminate a data validation error. The crime mapping component of the state NIBRS repository assists with visualizing “hot spots” and analyzing crime incident trends and patterns. The mapping tool is a key to crime analysis, policing strategies, and management decision-making.

More information about participation on the NIBRS Advisory Committee will be available after the Spring 2013 WASPC conference. If you’re interested in becoming involved, please contact CJIS at cjis@waspc.org. 

State Reporting Deadline:

- Preceding month’s data is due by the 15th.



Noteworthy News Items

New Repository Platform

The State Program NIBRS repository vendor, TAC 10, is upgrading our system from SQL technology to a .net platform. While local agencies in other states are using this platform on products from TAC 10, Washington State will be the first state repository.


The advantages to the new .net platform include improvement to ad hoc report functionality, data validation and error corrections, and crime mapping display for the users; modernized and easier to read graphical user interface (GUI) screens; and the change requests are easier for technical support staff to address.

The project plan estimates the upgrade will be complete mid-May 2013. After the upgrade, our intrepid trainer, Kellie, will provide a regional training schedule on the “new and improved” NIBRS repository. If you’re interested in hosting one of these training sessions, please send a request to cjis@waspc.org.

Crime In Washington 2012

The goal for publication of our state’s annual crime statistics report is May 2013. This year’s publication will focus on National Incident-Based Reporting System (NIBRS) data rather than Summary Uniform Crime Reporting (UCR). In years past, even if an agency reported via NIBRS, we extracted Summary UCR in order to produce an “apples to apples” table for crime rate comparison. However, with the majority of our agencies (91%) now reporting via NIBRS, this year’s report will feature NIBRS rather Summary UCR.

On-Line Officer Training

New training presentations will be available within the next few months with the “officer perspective” in mind. We’ve been asked on numerous occasions over the past few years to develop training modules for officers to take “on-line” to better understand crime statistic reporting - specifically, the data elements they need to capture at an incident to better report data under the NIBRS method of submission. We’ll send an announcement as soon as the officer presentations are available on our website!! 

The best e-mail to reach someone in WASPC CJIS:
cjis@waspc.org

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Say It Isn't So!!

Linda Schaffel Is "Taking A Hike"

As many of you know, Linda Schaffel has been working part-time for WASPC the past four-plus years. The other "part" of her working life has been on the shellfish farm she and her husband, Mark, own and operate. When Linda decided to work part-time in January 2009, she knew her "days were numbered" and, eventually, she would count her last crime statistic. She's chosen June 2013 to be her last month with our organization.

Linda began her career with WASPC in July 1995, coming from a background of general office work and horseracing. She says, "I moved from the 'backside' (horses) to the 'frontside' (office) at Spokane Playfair Race Course." She has a Bachelor of Science degree from The Evergreen State College with emphasis of study in Wildlife Ecology. She claims to have taken a statistics class in college!

In her eighteen years with WASPC, Linda has contributed so much to the world of Uniform Crime Reporting. She may have come to us from a "temp service" but she quickly rose through the ranks to become the assistant manager and then manager of the Criminal Justice Information Support (CJIS) Department. Linda served as the ex-officio for the Executive Board of the Law Enforcement Information and Records Association for many years. She was active as a member and the 2008 President of the Association of State Uniform Crime Reporting Programs.

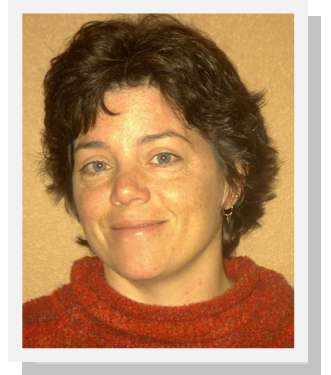
Kellie Lapczynski remarks, "What to say!!!! Well, I have enjoyed working with Linda the past thirteen years, my how time flies when you're having fun! She has taught me many things about statistical work and life in general. Especially how bringing in fully grown geoducks can provide much laughter and awkward looks to the staff meeting..... :)"

Tonya Todd comments, "After almost fourteen years of knowing Linda you think I would have a lot to say... Starting at WASPC I felt very overwhelmed, but Linda was there to answer all my questions. There was a lot I learned both on a job and personal level. As she sits here 'Happy as a Clam' to be off in a new adventure with her 'Acres of Clams', I wish her lots of luck and many years of happiness. *And keep the phone handy just in case!*"

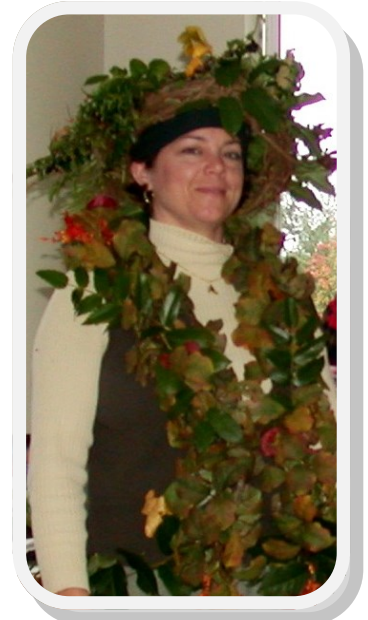
Joan Smith adds, "When I accepted the CJIS Manager position after Linda decided to work part-time, I knew the day would come when she would 'set sail' and spend more time with her geoducks than us. But I'm so grateful she's stayed this long to share her knowledge, humor, and friendship."

Although Linda says, "I am leaving to spend more time with the shellfish", we know she wants to indulge in her hobbies of hiking, observing nature, knitting, and generally enjoying life. And, of course, she wants to see more of her three grown "children" (and their significant others) and her two adorable grandchildren.

The good news is Linda will be close by when we need her help! She says she's willing to work with us on occasion when her expertise is required. We may have to wait until she's back from hiking the hills of Yakima County or harvesting shellfish on the farm in Puget Sound, but we'll shine the "WASPC signal" in the night sky until she answers our call. Thank you, Linda, for everything you've done for us. ✨



Linda Schaffel, circa 2002



Linda, dressed as Mother Nature, or perhaps for college graduation as a "Wildlife Ecologist"?



Linda, January 2012, ready for "second shift"

Trivia Question: Do you know what the school mascot is for The Evergreen State College?
Answer: The Geoduck (pronounced "goeey duck")



NIBRS Question: If someone is hit over the head with a clam shell, what is the offense and the type of weapon?
Answer: "Aggravated Assault" and "Other Dangerous Weapon"

How To Read Error Messages

(Both Group A & B)

Incident And Group A Arrest Reports with Errors			
Case Number	Description	Federal Error Code	Sequence
11-003800	Need A Valid Property Loss Code For Completed Offense - 23H	FED_078	1
11-003800	No Property Information Was Entered - 23H	NO_PROP	
11-004163	Property Type Is Invalid For Offense 23H - 03	FED_390_23H	

Your agency case number

Location of error if more than one person, property, or offense is submitted

Error Code. Use Federal Volume 4 (white book) or WASPC Book 1 for error description

Description of error

Reference code for error message

"An error doesn't become a mistake until you refuse to correct it." John Fitzgerald Kennedy

 "Learn from the mistakes of others. You can't possibly live long enough to make them all yourself." Unknown

More About NIBRS "Errors, Issues, and What to Do" ...

Pop-Up Blockers

The reason you may be having problems generating the "Outstanding Errors and Incident/Arrests" report is because of a "pop-up blocker". Before running this error report from the "Standard Reports" screen, please remember to disable your pop-up blocker.

New Data Quality E-Mail Forthcoming

Starting in May 2013, NIBRS agencies will receive an e-mail every four (4) months listing common data quality issues and the number of incidents that relate to these issues. Although the data quality issues don't appear on the NIBRS error report, they should be reviewed for accuracy. Examples of data quality problems include larceny offenses with a burglary, offenders under the age of eight, shoplifting offenses with an individual as the victim, incest with no family relationship to the offender, etc.

Reporting "Legal Marijuana" as Property

A question has arisen concerning what the property type should be on marijuana in the possession of an individual arrested for an unrelated offense. If the marijuana is within Washington's legal limit for possession and it's logged in as a personal possession for safe-keeping, how is it coded and reported? If it isn't evidence related to the offense for which the person is arrested, *it is not coded or reported* to the State or FBI for NIBRS. ☼

Time For Spring Cleaning?

The beginning of a new year is often when agencies review their retention schedule and prepare files for archive and/or destruction. But not all files are subject to destruction - pursuant to RCW 40.14.070(2): law enforcement agency investigative reports pertaining to sex offenders or sexually violent offenses that are not required in the current operation of the law enforcement agency or for pending judicial proceedings *shall* be transferred to WASPC for permanent electronic retention and retrieval following the expiration of the applicable schedule of the law enforcement agency's retention of the records.

Key points before archiving your sex offense case files with WASPC:

- ◇ Make sure the case is no longer under investigation or otherwise active.
- ◇ Organize the files by year and case file number; if possible, include a summary sheet for quick reference and retain a copy of the summary sheet for your own reference.
- ◇ Use standard-sized "banker boxes" with lids for easy lifting, shipping, and storage.
- ◇ Call or send an e-mail before delivery so we can prepare a storage area.
- ◇ 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).

If you have any questions about sending archived sex offense case files, contact CJIS at (360) 486-2380 or cjis@waspc.org.

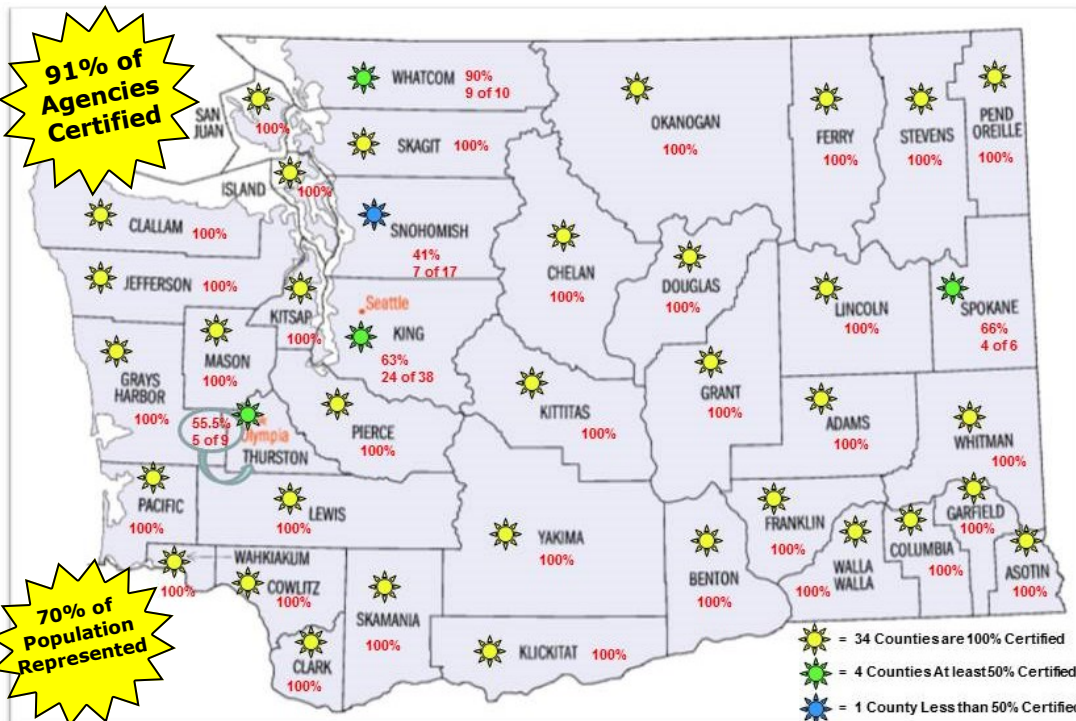
Who to call?



Problems/Issues with your records management system (RMS), contact your local agency system administrator or your RMS vendor Help Desk

Problems/Issues with WASPC's NIBRS program or FBI UCR definitions, phone or e-mail WASPC CJIS (360) 486-2380 or cjis@waspc.org

As of March 15th, 217 Agencies are NIBRS Certified - Congratulations!



168	Police Departments or Marshal Offices
35	Sheriff's Offices
1	Drug Task Force
2	State Agencies
4	Tribal Police Departments
7	University or State College Police Departments

34 Counties are 100% NIBRS Certified!

