COPLINK NIBRS User Guide

This document explains how to use NIBRS and how to use the administration tools to create groups and users.

Contents

Prerequisites

Google Chrome

The client machines will need to have the latest version of Google Chrome installed. This is currently the only supported browser for COPLINK NIBRS.

Basic Users Guidelines

The individuals who have a "Basic User" account are able to manually enter individual incidents, upload a batch file, and create reports. The Basic User home page will display links to Manual Reporting, Batch File Reporting, and Agency Reports.

Manual Entry for Group A Incidents

Group A Incidents can be uploaded to COPLINK NIBRS in a batch file or manually through individual incident entry (IIE) into the database.

Administrative Segment

To manually create a Group A incident, go to the main NIBRS landing page. This is the page that is displayed after signing in or when you click the "Home" icon in the top left that looks like a house. From here, click on the link for "New Incident Report (A)".

The first page is the Level 1 Administrative segment of the incident report. This page will have the following fields.

- Originating Agency Identifier (ORI)
- Case Number
- Cargo Theft Indicator (for certain offenses)
- Incident or Report Data Indicator
- Date of Incident or Report
- Hour of Incident
- Cleared Exceptionally Indicator
- Exceptionally Cleared Code
- Exceptionally Cleared Date

Note: The "Case Number" must contain a unique value for the selected ORI on each new incident. If the case number used is already in the database, the NIBRS program will not allow the creation of a new Group A incident with the same case number.

Once the appropriate fields are filled in (please see the NIBRS Technical Specifications for field rules), click the continue button in the upper right corner. From here you can select "Validate" to check the Administrative segment for errors, or "Save and Continue" to move on to the next segment.

Offense Segment

This is the Offense Segment creation page. From here, you can create up to 10 separate offenses for this Incident Report.

In the upper right there are two buttons: one for "Continue" if no new Offenses are needed for this report and "New Offense" to add an Offense.

Once "New Offense" is selected a new page will be displayed with the following options.

- Offense Code
- Attempted or Completed
- Domestic Violence Indicator
- Offender Suspected of Using

- Bias Motivation
- Location Type
- Method of Entry (for Burglary only)
- Number of Premises Entered (for Burglary only)
- Criminal Activity
- Gang Information Indicator
- Weapon or Force Involved Indicator
- Type of Weapon or Force

Once the appropriate fields are filled in (please see the NIBRS Technical Specifications for field rules), click the Continue button in the upper right corner. From here you can select "Validate" to check the Offense Segment for errors, "Save and Return to List" to return to the Offense list, "Save and Add Another" to add an additional offense, or "Delete" if this Offense needs to be deleted.

To continue to the next segment, select "Save and Return to List"; then click on "Continue".

Offender Segment

This is the Offender Segment creation page. From here you can create up to 99 separate offenders for this Incident Report.

In the upper right there are two buttons: one for "Continue" if no new Offenders are needed for this report or "New Offender" to add an Offender.

Once "New Offender" is selected a new page will be displayed with the following options.

- Number (0 = Unknown) (Offender Sequence Number)
- Age of Offender
- Sex of Offender
- Race of Offender
- Ethnicity of Offender

Note: As Offenders are added, the Number field will automatically update to the next available number.

Once the appropriate fields are filled in (please see the NIBRS Technical Specifications for field rules), click the Continue button in the upper right corner. From here, you can select "Validate" to check the Offender Segment for errors, "Create Arrestee" to add an arrestee information, "Save and Return to List" to return to the Offender list, "Save and Add Another" to add an additional offender or "Delete" if this Offender needs to be deleted.

To continue to the next segment, select "Save and Return to List" then click "Continue"

Victim Segment

This is the Victim Segment creation page. From here, you can create up to 999 separate victims for this Incident.

In the upper right there are two buttons: one for "Continue" if no new Victims are needed for this report or "New Victim" to add a Victim.

Once "New Victim" is selected a new page will be displayed with the following options.

- Connected to UCR offense code(s) (select up to 10)
- Victim Type
- Age of Victim
- Race of Victim
- Sex of Victim
- Ethnicity of Victim
- Resident status of Victim
- Victim Injury Indicator
- Type of Victim Injury (select up to 5)
- Aggravated Assault or Homicide Circumstance(s) (select up to 2)
- Additional Circumstances (Justifiable Homicide only)
- Select an Offender (Related to this Victim)
- Victim's Relationship to the Offender
- Domestic Violence Indicator

Note: "Connected to UCR offense code(s) (select up to 10)" will only contain offenses that were added on the Offense Segment page.

The "**Victim to Offender Relationship"** data field containing the "Select an Offender" drop down menu will not contain any offenders if none were added on the 5 Offender Segment page.

Once the appropriate fields are filled in (please see the Official NIBRS Technical Specifications for field rules) click the Continue button in the upper right corner. From here you can select "Validate" to check the Victim Segment for errors. "Save and Return to List" to return to the Victim list. "Save and Add Another" to add an additional Victim, or "Delete" if this Victim needs to be deleted.

To continue to the next segment, select "Save and Return to List" then click on "Continue".

Property Segment

This is the Property Segment creation page. From here, you can create up to 10 separate properties for each Type of Property Loss.

In the upper right are two buttons: one for "Continue" if no Type of Property loss are needed for this incident or "New Property" to add a Property Loss Type.

Once "New Property" is selected, a new page will be displayed with the following options.

- Type of Property Loss
- Property Description

- Value of Property
- Date Recovered (Only for property previously stolen within the agency's jurisdiction)
- Number of stolen vehicles (For Motor Vehicle Theft only)
- Number of recovered vehicles (For Motor Vehicle Theft only when previously reported as Stolen)
- Suspected Drug Type (For seized drugs or narcotics only)
- Estimated quantity (1 = None) (For seized drugs or narcotics only)
- Drug measurement (For seized drugs or narcotics only)

Note: Depending on the "Type of Property Loss", the options under Vehicles and Substances may or may not be available for use.

Once the appropriate fields are filled in (please see the NIBRS Technical Specifications for field rules), click the Continue button in the upper right corner. From here you can select "Validate" to check the Property Segment for errors, "Save and Return to List" to return to the Property list, "Save and Add Another" to add an additional Property Loss, or "Delete" if this Property needs to be deleted.

To continue to the next segment, select "Save and Return to List"; then click "Continue".

Arrestee Segment

This is the Arrestee segment creation page. From here you can create up to 99 separate arrestees for this Incident Report.

In the upper right there are two buttons: one for "Continue" if no Arrestees are needed for this report or "New Arrestee" to add an Arrestee.

Once "New Arrestee" is selected a new page will be displayed with the following options.

- Arrestee Sequence Number
- Transaction Number (Must be a unique number)
- Offense Code
- Multiple Arrestee Indicator
- Arrest Date
- Arrest Type
- Arrestee Armed With
- Specify the Weapon or Force Used (If applicable)
- Age of the Arrestee
- Disposition if Arrestee is Under the Age of 18
- Sex of the Arrestee
- Race of the Arrestee
- Ethnicity of the Arrestee
- Resident Status of the Arrestee

Once the appropriate fields are filled in (please see the NIBRS Technical Specifications for field rules), click the Continue button in the upper right corner. From here you can select "Validate" to check the Arrestee Segment for errors, "Save and Return to List" to return to the Arrestee list, "Save and add another" to add an additional Arrestee or "Delete" if this Arrestee needs to be deleted.

To complete the Incident, "Save and Return to List"; then click "Continue". This will take you to the main page for the report that was manually created.

Manual Entry for Group B Arrest-Only Offenses

Group B Arrest-Only Offenses are Arrest Reports for offenses that do not fit into the Group A Incident Offense categories and/or have not been previously reported as an update to an incident.

To manually create a Group B Arrest-Only Offense entry, go to the main NIBRS landing page. This is the page that displays after signing in or when you click the "Home" icon in the top left that looks like a house. From here, click on the link for "New Arrest Report (B)".

The New Arrest Report page will have the following fields.

- Arrestee Sequence Number
- Transaction Number (Must be a unique number)
- Originating Agency Identifier
- Arrest Date
- Arrest Type
- Arrestee Armed With
- Specify the Weapon or Force Used (If applicable)
- Age of Arrestee
- Disposition if the Arrestee is Under the Age of 18
- Sex of Arrestee
- Race of Arrestee
- Ethnicity of Arrestee
- Resident status of Arrestee

Note: The "Transaction Number" must contain a unique value for the selected ORI. If the Transaction Number used is already in the database, the NIBRS program will not let the creation of a Group B Arrest to continue.

Once the appropriate fields are filled in (please see the NIBRS Technical Specifications for field rules), click the Continue button in the upper right corner. From here, you can select "Validate" if you want to check the Arrest Entry for errors, "Save and Return to List" to return to the Group B document list, or "Save and Add Another" to add an additional Group B Arrest.

Zero Reports

Zero Reports are submitted when no criminal activity has occurred in the law enforcement jurisdiction for the reporting month(s).

To manually create a Zero Report, go to the main NIBRS landing page. This is the page that displays after signing in or when you click the "Home" icon in the top left that looks like a house. From here, click on the link for "New Zero Report".

The "Zero Reports" page will have the following fields.

- ORI (Pre-populated)
- Date (Month and Year)

To create a Zero Report, select the Month/Year that did not have any criminal activity. Click on the "New Zero Report" button to create a new report.

Batch File Reporting

Agency flat files are loaded into the state NIBRS repository via "Batch File Reporting".

To upload a flat file, go to the main NIBRS landing page. This is the page that displays after signing in or when you click the "Home" icon in the top left that looks like a house. From here, click on the link for "New Upload" Found under "Batch File Reporting".

To upload a flat file for state submission, click the "Choose Files" button. The file browser will appear; browse to the flat file that is to be uploaded. Select the file and then click the "Open" button. (Note: You can select multiple flat files using the ctrl or shift keys before clicking the open button.)

Once the file is uploaded, the "Queue Progress" area will be enabled. The file(s) can be uploaded one at a time using the "Upload" button on the right or all documents can be processed using the "Upload All" button at the bottom.

Uploads can be canceled using the "Cancel" button on the right or the "Cancel All" button at the bottom.

Uploads can be deleted using the "Remove" button on the right side or the "Remove All" button at the bottom.

After a flat file is uploaded a summary email of the uploaded file will be sent out to the Local Administrator, and Basic Users.

Agency Reports

Incidents and arrests that have been submitted manually or uploaded via a batch file can be viewed under the "Agency Reports" on the main NIBRS landing page. This is the page that displays after signing in or when you click the "Home" icon in the top left that looks like a house. From here, click on the link for "Reports" Found under "Agency Reports".

There is a search bar along the top with a magnifying glass on the left side of it. The search bar can be used to search by a specific incident or arrest transaction number.

Under the search bar, there are controls to filter for:

- Report types (Incident reports, Arrest Reports, Zero Reports and EDS Reports)
- Date range by Start and End Dates
- Validation errors only
- EDS errors only

These search controls can be used together or separately to narrow the search.

The "Sort By" option on the right allows reports to be sorted by ascending or descending date.

Errors and Warnings

The following icons will appear to provide validation status of a file or data elements within a segment:

Green circle with a check mark: the file validated correctly with no errors or warnings.

Red triangle with exclamation mark: there are errors which need to be corrected.

Orange triangle with exclamation mark: there are warnings which need to be reviewed to confirm the entry is correct.

Report User Guidelines

The individuals who have a "Report User" account are able to create reports based on the agency's submissions. The Report User home page will display a link to Agency Reports.

Under Agency Reports, click on the link for "Reports".

There is a search bar along the top with a magnifying glass on the left side of it. The search bar can be used to search by a specific incident or arrest transaction number.

Under the search bar, there are controls to filter for:

- Report types (Incident reports, Arrest Reports, Zero Reports and EDS Reports)
- Date range by Start and End Dates
- Validation errors only
- EDS errors only

The search controls can be used together or separately to narrow the search.

The "Sort By" option on the right allows reports to be sorted by ascending or descending date.

Local System Administrator Guidelines

Each submitting agency should have at least one local system administrator who will manage local user accounts. The Local Administrator home page will display links to Manual Reporting, Batch File Reporting, Agency Reports, and Maintenance. The local system administrator user account includes all the Basic User capabilities plus the ability to manage accounts.

To manage user accounts, start at the main NIBRS landing page. This is the page that displays after signing in or when you click the "Home" icon in the top left that looks like a house. From here, click on the link for "Users" found under "Maintenance".

The "Users" page displays a search bar at the top that allows administrators to search for users. In the section below the search bar, a list of agency user names is displayed.

The local administrator can click on a user name to view or edit a user profile. The icon on the right of the user name (an X within a circle) allows the local administrator to delete the user.

The "New User" button at the top right corner creates a new user.

The "New User" page will display the following options.

- ORI
- Username (The individual's sign-on name)
- Description (For notations)
- Password (2 fields) (Must contain eight letters and numbers)
- Role (E-Mail Recipient, Report User, Basic User, or Local Administrator)
- Suspended (Account cannot be accessed)
- First name (Individual's first name)
- Last name (Individual's last name)
- Email (Individual's agency e-mail address)
- Phone (Individual's agency phone number)

After entering the user account information, click on the "Continue" button in the upper right and choose to "Validate", "Save and Return to List", or "Save and Add Another".

State Administrator Guidelines

The state administrator user account is reserved for use by the State UCR Program team members. The State Administrator home page will display links to Manual Reporting, Batch File Reporting, Agency Reports, Federal Reports, and Maintenance. The state administrator user account includes all the Basic User capabilities plus the ability to manage accounts and add agencies.

Federal Reports

The Federal Reports link is on the main NIBRS landing page. This is the page that displays after signing in or when you click the "Home" icon in the top left that looks like a house. From here, click on either the link for "FBI Submissions" or "EDS Upload" found under "Federal Reports".

FBI Submissions

This option allows the State Administrator to download an archive of uploaded flat files and manually added reports that have been sent to the FBI. The archive contains the Original Flat file and manual reports as well as the flat file and manual reports exported into xml format.

On the FBI Submissions page, there is a search option to search for reports between two dates; below the search option, there is a list of available files.

To download or view an archive, click on the file and the download prompt from your browser will ask if you want to save or open the file.

EDS Upload

This option allows the State Administrator to upload the FBI Error Data Set (EDS) flat file. The EDS reports are returned from the FBI listing any errors or warnings located in previously uploaded flat files.

Note: If an EDS report from a different agency or source is used and doesn't have a corresponding document already in the NIBRS system, the EDS file will not upload.

On the EDS Upload page, click the "Choose Files" button. The file browser will appear; browse to the flat file is to be uploaded. Select the file and then click the "Open" button. (Note: You can select multiple flat files using the Ctrl or Shift keys before clicking the open button.)

Once the file is uploaded, the "Queue Progress" area will be enabled. The file(s) can be uploaded one at a time using the "Upload" button on the right or all documents can be processed using the "Upload all" button at the bottom.

Uploads can be canceled using the "Cancel" button on the right or the "Cancel All" button at the bottom.

Uploads can also be deleted using the "Remove" button on the right side or the "Remove All" button at the bottom.

When an EDS report is uploaded, a summary email of the uploaded file will be sent out to the Local Administrator.

File Submission Auto-Upload to the FBI

By default, COPLINK NIBRS is configured to auto-upload Group A, Group B, and Zero Reports that do not have Errors after the 15th of each month.

Reports with Errors need to be corrected in the NIBRS application if they were manually entered; reports submitted via batch file will need to be corrected in the flat file and resubmitted.

The upload schedule can be changed by contacting support. This includes changing the date of submission as well as changing options to submit monthly, daily, or hourly depending on business needs.

Submission email reminders

By default, an email will automatically be sent on the next business day, after the 15th, if no documents have been submitted by an agency. This email is sent to the Local Administrator users for that ORI.

Maintenance

Users

To manage users accounts, start at the main NIBRS landing page. This is the page that displays after signing in or when you click the "Home" icon in the top left that looks like a house. From here, click on the link for "Users" found under "Maintenance".

The "Users" page displays a search bar at the top that allows administrators to search for users. In the section below the search bar, a list of agency user names is displayed. State administrators have access to all ORIs and user accounts; the search field or "ORI" list can be used to narrow the search.

The state administrator can click on a user name to view or edit a user profile. The icon on the right of the user name (an X within a circle) allows the local administrator to delete the user.

The "New User" button at the top right corner creates a new user.

The "New User" page will display the following options.

- ORI
- Username (The individual's sign-on name)
- Description (For notations)
- Password (2 fields) (Must contain eight letters and numbers)
- Role (E-Mail Recipient, Report User, Basic User, or Local Administrator)
- Suspended (Account cannot be accessed)
- First name (Individual's first name)
- Last name (Individual's last name)
- Email (Individual's agency e-mail address)
- Phone (Individual's agency phone number)

After entering the user account information, click on the "Continue" button in the upper right and choose to "Validate", "Save and Return to List", or "Save and Add Another".

Agencies

The Agencies section allows State Administrators to add agencies to NIBRS.

On the "Agencies" link found under "Maintenance", a search bar is available to search for existing agencies in the list. Either the agency name and ORI can be used in the search.

Below the search bar is a listing of all the agencies; clicking on the agency allows the state administrator to view or edit it the agency information. Clicking on the icon on the right (an X within a circle) will delete the agency.

The "New Agency" button at the top right corner will create a new user.

Once "New Agency" is selected, a new page will be displayed with the following options.

- ORI
- Agency Name
- Start Date
- Inactive Date

The ORI code must be a valid nine-character NCIC ORI. Data Values: A–Z (capital letters only) and 0–9. First two positions must be the code of the state.

Once all fields are completed, the "Continue" button in the upper right corner will become available; select "Validate" to check for errors, "Save and Return to List", or "Save and Add Another" to add an additional agency.