STATE OF WASHINGTON

WASPC NIBRS REPOSITORY

WASHINGTON ASSOCIATION OF SHERIFFS AND POLICE CHIEFS

NIBRS REPOSITORY AGENCY MANUAL

SMART*

PUBLIC SAFETY SOFTWARE

September 2009

Washington Association of Sheriffs and Police Chiefs, NIBRS Repository Agency Manual

Note: This manual reflects the specification and functionality of WASPC NIBRS Repository release 2.0.1.0. Use of this manual with any other version is not recommended.

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WEB USER INTERFACE

Login Tutorial

Purpose:

This tutorial will teach you how to access the Washington Association of Sheriffs and Police Chiefs NIBRS Repository (WASPC system).

Information:

All users will gain access to the WASPC system using Internet Explorer and the URL http://nibrs.waspc.org/WIBRS_TRAIN/Login.asp (training system) and http://nibrs.waspc.org/WIBRS (for the production system). The URL for the training system will direct the user to the login screen below:

The login screen consists of three elements: the **Login name** field, the *Password* field and the **ORI** field. After you have entered your information press the Enter key or use your mouse to select the *Submit* button. All three elements must be properly completed to successfully login. Please note that all fields are case sensitive; corresponding to the case that the administrator used in creating the username and password. Additionally, the username and password are a maximum of eight alphanumeric characters. The ORI is a 9-digit field beginning with WA and ending with 00.

If any of the fields are improperly completed, the following error message will be displayed.

Selecting the *OK* button will allow the user to attempt logging on to the system again. If you are unsuccessful logging in three (3) times or more, it is recommended that you contact the system administrator to retrieve/verify your username and password. When contacting your administrator you will need to be prepared to provide them your password hint as verification of your identity. They will in turn provide you with your password so that you will be able to log into the system.

When the user has properly completed the username, password and ORI fields, the main menu will be displayed. Please note that the number of Menu items buttons on the left side of the screen will vary based on your user privileges.
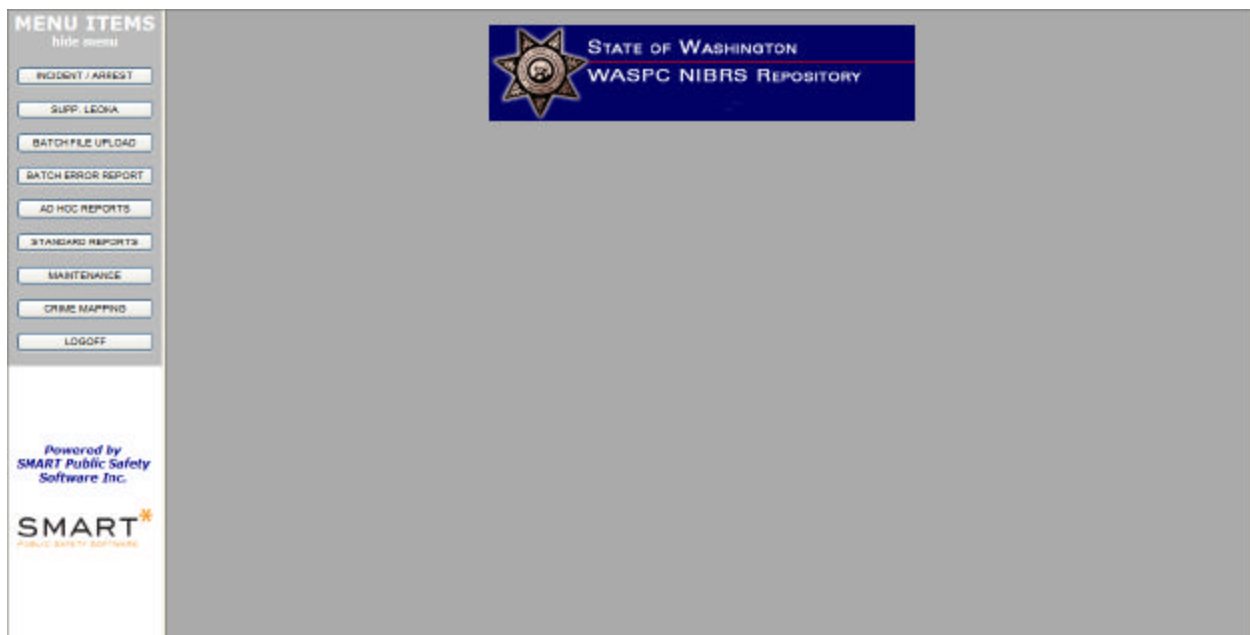
Incident Report Tutorial
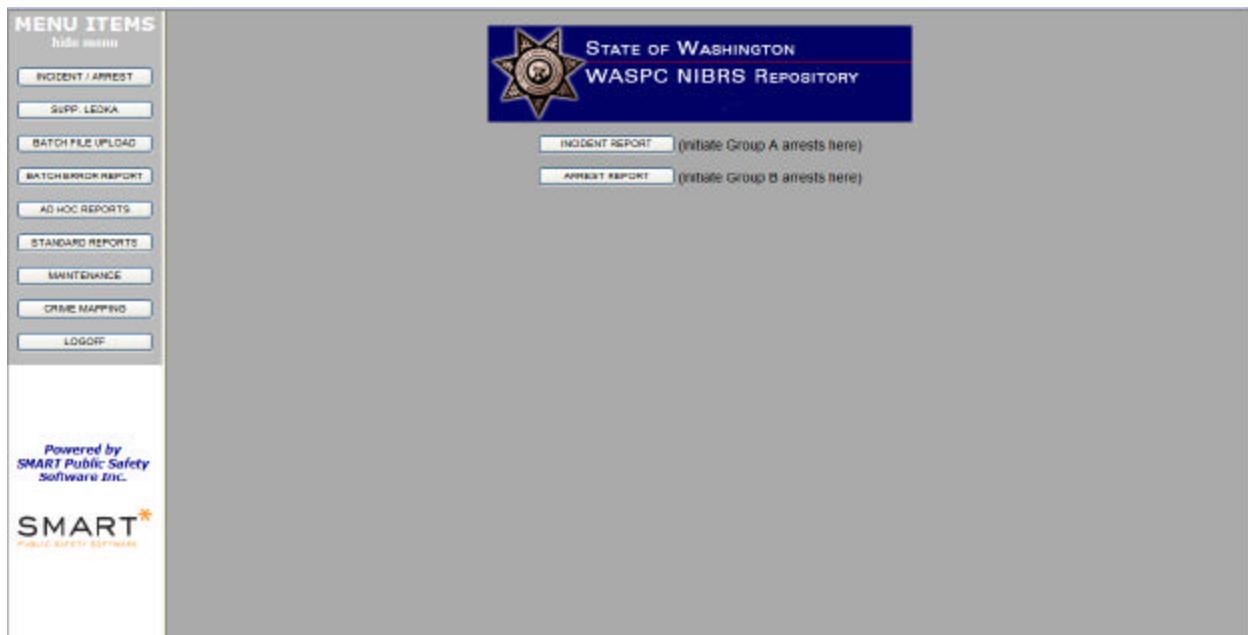
Purpose:

This tutorial will guide you through entering individual incidents through the WASPC system.

Information:

After a successful login, select the *Incident/Arrest* Menu option. If this option does not appear, the system administrator has not granted you administrative rights. Contact the system administrator to change your permissions.

From the Incident/Arrest menu, select *Incident Report.*

Once the Incident menu options appear, select the *Incident Report* option.

- Note that when the Incident Report displays, it is a form with no case number assigned and only your ORI number appearing in the upper right hand corner of the form.

A toolbar will appear at the bottom of the form, which can be used at any time.

The **Menu** button will allow you to go back to the Main Menu at any time. However, if you have already entered data into the form and have not saved it, selecting the *Menu* button will cause you to lose that information.

The **New Case** button will prompt you to enter a new case number and begin the process of entering a new case into the system. To create a new Incident Report, select the *New Case* button from the toolbar at the bottom of the screen. The *New Case* screen will display your ORI number and a blank case number field to enter in your new case number. Enter a new case number and select the *OK* button. If the case number has previously been entered an error message will display. If you wish to modify that case number, please see the instructions for modifying an incident. If the case number is truly new, the Incident Report will display again with the new case number in the upper right hand corner and the top left corner of each reporting section. At this point, the report is ready to enter data in each section and save the report.

The **Get Previous Case** button will launch a case number search screen. Enter a case number or partial case number and select *Search.* Results will be displayed on the same page. Selecting the *Search* button while leaving the case number field blank will retrieve all case numbers in the system. This is not recommended if your agency has previously entered more than 100 cases. Pressing the *Select* button next to a specific case number will retrieve that case. You may then review and, if necessary, modify or add to the case.

The **NIBRS Check** button will launch the online checking system. The check will confirm that all data elements have been entered according to state and federal guidelines, or if there are items that need to be added or modified to conform to those guidelines. The *NIBRS Check* button will launch a separate window that displays the case number. Select the *Check* button to run the NIBRS checks on this case number or *Close* if you do not wish to run the check yet.

If the system detects errors, an initial message box will pop up, alerting you that the incident failed the NIBRS check. Once you select OK, the window will display all errors associated with that case number with an option to print the error report. The system was designed to allow you to view the errors and look back at the Incident Report at the same time. Once you modify information in the Incident Report, you may save that change and re-check the Incident. You may repeat this process until the incident clears.

If there are no errors detected by the system, a confirmation message will appear informing you that there were no errors for this incident.

The **Time Window Rule** button - The FBI only accepts new data for this year and the previous year. If you have an older incident which was already submitted to the FBI, but now you have new information, you can use this feature. Only specific information can be sent using this rule:

1. An updated exceptional clearance (Administrative segment)
2. A recovered property (Property segment)
3. An arrest (Arrest segment)

When using this feature, you only have to fill out the new information. Then in the form that pops up when you click the button, you enter the segment you are sending and what the offenses were in the original incident.

The *?* button provides online help.

The Incident Report is broken up into the following sections, containing the fields listed below:

Incident		
	Incident Number	
	ORI	
	Report Date	
	Date Occurred	
	Time Occurred	
	Address	
	City	
	State	
	Zip Code	
	Latitude	
	Longitude	
Victim		
	Type of Victim	
	Resident	
	Race	
	Sex	
	Age	
	Ethnicity	
	Type of Injury	
	Special Circumstances	
		First Aggravated Assault/Homicide Circumstances
		Second Aggravated Assault/Homicide Circumstances
		Additional Justifiable Homicide Circumstances
	LEOKA	
		Type of Activity
		Type of Assignment
		ORI-Other Jurisdiction
Offense		
	Offense Selected	
	NIBRS Code	
	Victims Associated	
	Criminal Activity/Gangs	
	Weapon Involved	
	Status	
	Location	
	Method of Entry	
	Number of Premises Entered	
	Bias Motivation	
	Domestic Violence	
	Offender Suspected of Using	
Property		

	Property Loss	
	Property Code	
	Estimated Value	
	Description	
	Date of Recovery	
	Number of Vehicles Stolen and	
	Recovered	
	Estimated Drug Quantity	
	Type of Drug Measurement	
	Suspected Drug Type	
Offender		
	Race	
	Sex	
	Age	
	Offender Unknown	
	Relationship to Victims	
	Arrest Report Link	
Exc Clr Status		
	Exceptional Clearance	
	Exceptional Clearance Date	

Once all applicable information has been entered, select the *Save* button. Saving will store all entered information in the database. Once saved, you may elect to run the WASPC process as described above.

The remainder of the screen is comprised of several sections: Incident, Victim, Offender, Offense, Property and Status.

Incident Section

The Incident section is comprised of the Report Date, Date Occurred, Time Occurred and Incident Location. The Report Date and Date Occurred both have calendar links that are displayed by selecting the button to the right of each field. Please note there is an edit check in case you enter a Report Date that is later than the Date Occurred. Clearly, an incident cannot occur after you've filled out the report; therefore, the system will check for that. The Time Occurred field is a free form entry. You may enter the time in military time without a colon separator. For example, if the incident occurred at 4:00pm, enter the time as 1600. The system will add a colon once the time is stored.

Fill in the address information and/or the latitude and longitude of the location of the incident. This information will be used in Crime Mapping.

Victim Section

The Victim section has three (3) entry areas: Victim Type, Injury Type and Special Circumstances.

To begin entry in the Victim section, select the *Add Victim* button in the top left corner of this section. Please note that the beginning count for new reports is 0 of 0. Adding a victim will change the count to 1 of 1, 2 of 2, and so on until you have entered all victims. This is a theme throughout the system. Also, there are page forward and page backward buttons to the left of the *Add Victim* button. These buttons allow you to scroll from victim to victim as you have entered them. Once you have a blank victim form, enter the information as completely as possible in each area:

Victim Type:

> There are a series of dropdown lists for Victim Type, Resident, Race, Sex and Ethnicity that contain NIBRS standard values. Select the appropriate value for each category. Age is a free form box that will allow you to enter the victim's age.

Injury Type:

> There are five (5) dropdown boxes containing NIBRS standard values for injury type. Select as many injury types as are appropriate for this victim.

Special Circumstances:

> Activate the Special Circumstances – LEOKA section by selecting the LEOKA checkbox. Once the LEOKA section has been activated, enter the appropriate values in the Activity Type and Assignment Type dropdowns and the ORI – Other Jurisdiction field. The ORI – Other Jurisdiction will check to make sure the ORI has been entered in the proper format. Fill in any appropriate values in the Special Circumstances dropdown lists.

Offender Section

The offender section works much in the same way as the victim section. You must select the Add Offender to open the form to enter information. Select the appropriate race and sexes from the dropdown lists and then enter the age. If the victim had a relationship with the offender, select the *Relationship to Victims* button. This will allow you to establish all the links from this offender to any of your previously entered victims. You may also fill out an Arrest Report at this time. The system contains a link to the Arrest Report, which is utilized by selecting the *Arrest Report* button. Please see the Arrest Report section for instructions on filling out the Arrest Report.   Once you have completed the Arrest Report you will be able to select a button to come back to the Incident Report.

Offense Section

Similar to the Offender and Victim sections, open the form by selecting the *Add Incident* button. You must select an offense and pressing the *Select an Offense* button will

launch the Offense Search screen. The search screen is formatted similarly to the other search screens in the system. Input full or partial values in any of the three (3) offense code types and select search to display results. Selecting search while the three (3) offense code types are blank will retrieve all offense codes in the system. An offense code can be selected by pressing the button to the left of the offense code. Once you've selected an offense, fill in the remaining fields appropriately. All fields other than *Offender Suspected of Using*, *Number of Premises Entered*, and *Victims Associated* are completed using dropdown lists. Number of premises entered must be a positive number and the *Offender Suspected of Using* is a series of check boxes. The *Victims Associated* button will launch a screen that will allow you to link offenses to victims previously entered.

Property Section

Open the form by selecting the *Add Property* button.   The Property section contains all NIBRS related fields. Select a property loss type and property code from the dropdown lists. You may also enter a description, estimated value and recovery date. Fill out any appropriate drug information: estimated drug quantity, measurement unit and drug type. Finally, there is a section for number of vehicles stolen and recovered.

Status Section

The Status section contains two fields pertaining to exceptional clearance. The first is a dropdown for exceptional clearance type and the second is the exceptional clearance date. Use the calendar to select the date; remember the exceptional clearance date cannot be earlier than the report date.

Once the Incident Report has been completely filled out, select the *Save* button to save all work to the system. You should also select the *Save* button to save all work, if you have started a reported and will be away from it more than a few minutes. Using the Get Previous Case functionality will allow you to retrieve the case and begin entering the rest of the information at a later time.
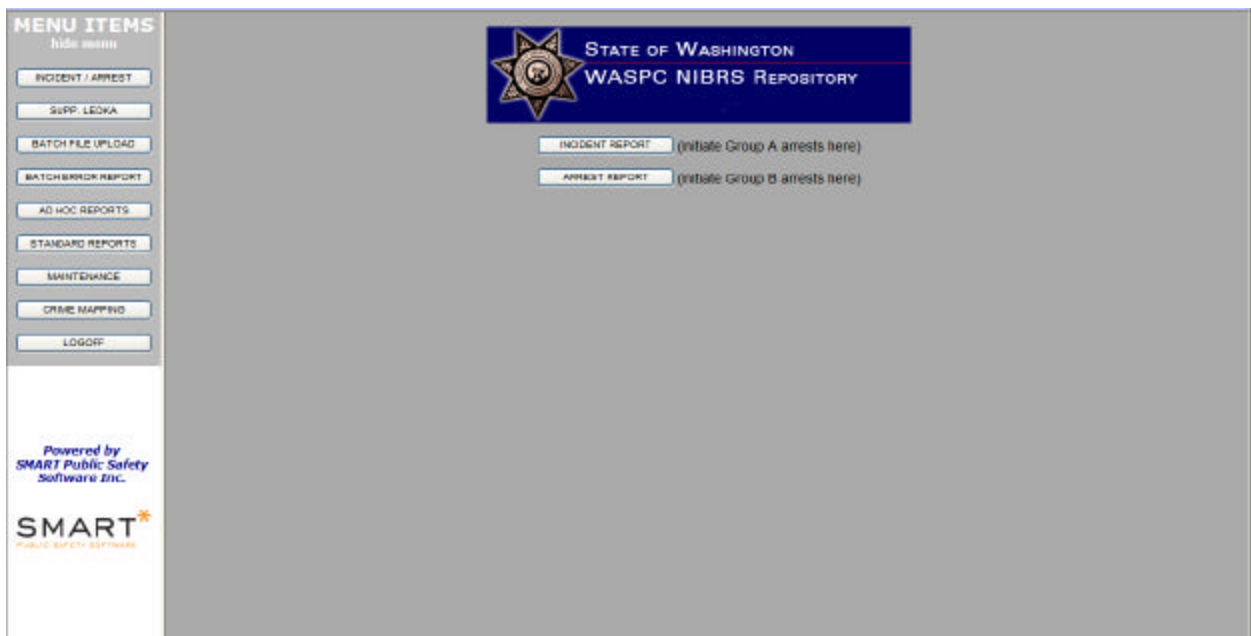
Arrest Report Tutorial

Purpose:

The purpose of this section is to explain what a user can expect to enter into the Arrest Report.

Information:

After a successful login, select the *Incident/Arrest* menu option. If this option does not appear, the system administrator has not granted you data entry rights. Contact the system administrator to change your permissions.

From the Incident/Arrest menu, select *Arrest Report*:

This screen appears:

A menu bar will appear at the bottom of the form, which can be used at any time.

The **Menu** button will allow you to go back to the Main menu at any time. However, if you have already entered data into the form and have not saved it, selecting the *Menu* button will cause you to lose that information.

The **New Arrest** button will prompt you to enter a new case number and begin the process of entering a new case into the system. To create a new Arrest Report, select the *New Arrest* button from the toolbar at the bottom of the screen. The New Arrest screen will display your ORI number. You will be required to enter an Arrest Number and Offender Sequence Number. Proceed by either selecting the *OK* button to complete the report or the *Cancel* button to take you back to the Arrest Report form. If the arrest number has previously been entered an error message will display. If you wish to modify that arrest number, please see the instructions for modifying an arrest in the *Previous Arrest* Section above. If the arrest number is truly new, the Arrest Report will display again with the new arrest number in the upper right hand corner of each reporting section. At this point, the report is ready to enter data in each section and save the report.

The Arrest Report is broken up into the following sections, containing the fields listed below:

Identification	
	Arrest Number
	ORI
	Incident Number
	Sequence Number
	Race
	Sex
	Age
	Ethnicity
	Resident
Arrest	
	Date Arrested
	Time Arrested
	Arrest Type
	Weapon Involved
	Second Weapon Involved
	Arrest Disposition
	Offense Selected
	NIBRS Code
	Additional Incidents Cleared in this Jurisdiction

Please note that, just like the Incident Report, multiple offenses can be entered in the Offense section. Multiple cases may also be entered in the Incidents Cleared section. All blank forms will begin with 0 of 0. As you select the *Add* buttons in these sections the count will increment to 1 of 1, 2 of 2, and so on. Use the buttons to the left of the *Add* buttons to navigate through all Offenses and Incidents cleared.

If the Arrest is linked to an Incident, the Incident number will appear in the upper left hand corner. You may jump back and forth from Arrest to Incident by selecting the *Incident* button on the Arrest Report and the *Arrest* button on the Incident Report.

Once the user has entered all applicable, available information, they should select the *Save* button. That will store all entered information in the database. Once saved, the user may elect to run the NIBRS process. The user will select the *NIBRS Check* button on the toolbar at the bottom of the form.

The **Get Previous Case** button will launch a case number search screen. Enter a case number or partial case number and select search. Results will be displayed on the same page. Selecting the *Search* button while leaving the case number field blank will retrieve all case numbers in the system. This is not recommended if your agency has previously entered more than 100 cases. Pressing the *Select* button next to a specific

case number will retrieve that case. You may then review and, if necessary, modify or add to the case.

The **NIBRS Check** button will launch the online checking system. The check will confirm that all data elements have been entered according to state and federal guidelines, or if there are items that need to be added or modified to conform to those guidelines. The *NIBRS Check* button will launch a separate window that displays the case number.

Select the *Check* button to run the NIBRS checks on this case number or *Close* if you do not wish to run the check yet.

If the system detects errors, an initial message box will pop up, alerting you that the incident failed the NIBRS check. Once you select *OK*, the window will display all errors associated with that case number with an option to print the error report. The system was designed to allow you to view the errors and look back at the Incident Report at the same time. Once you modify information in the Incident Report, you may save that change and recheck the Incident. You may repeat this process until the incident clears.

If there are no errors detected by the system, a confirmation message will appear informing you there were no errors for this incident.

The **Time Window Rule** button - The FBI only accepts new data for this year and the previous year. If you have an older incident which was already submitted to the FBI, but now you have new information, you can use this feature. Only specific information can be sent using this rule:

    1. An updated exceptional clearance (Administrative segment)
    2. A recovered property (Property segment)
    3. An arrest (Arrest segment)

When using this feature, you only have to fill out the new information. Then in the form that pops up when you click the button, you enter the segment you are sending and what the offenses were in the original incident.

The **?** button provides online help.

Batch File Upload Tutorial

Purpose:

The Batch File Upload was designed to allow any agency in the State of Washington to send a file generated from their current Records Management System to the WASPC system. The file layout must meet the Volume II guidelines as set forth by the FBI. Prior to sending the file to the WASPC system, the agency needs to ensure that the file is in the format of XXXXXXXXX.MMYY,where the X's represent their ORI and the MMYY (file extension) is the Month and Year of the data being sent .

Information:
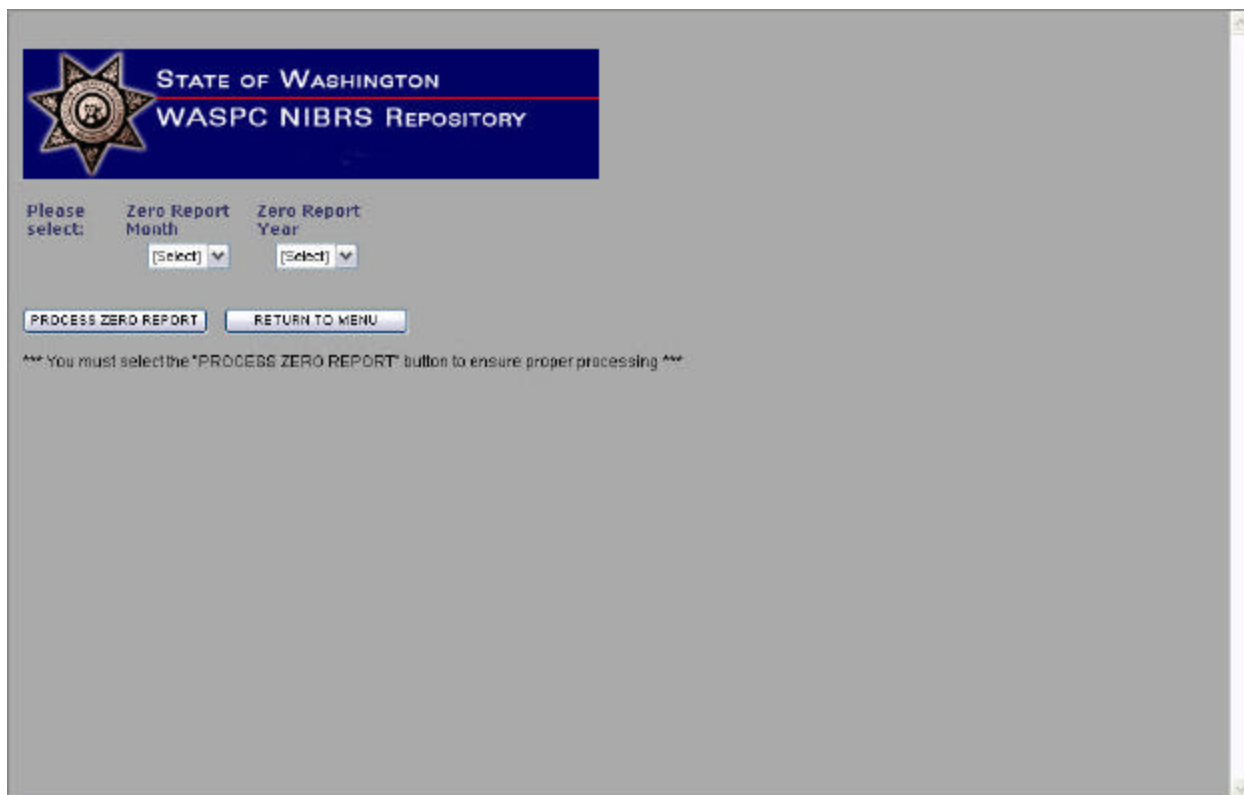
After a successful login, select the *Batch File Upload* option. If this option does not appear, the system administrator has not granted you administrative rights. Contact the system administrator to change your permissions.

The following screen will appear:

If you do not have a file to process for an Activity Month and Year:

You need to submit a Zero Report by selecting the *Enter a Zero Report* button. You will be asked if you are sure that is what you want to do. Select *OK* to continue or *Cancel* to return. You will see the following screen:

Enter in the Zero Report Month and Year and then select *Process Zero Report* button.

If you do have a file to process for an Activity Month and Year:

Select the *Browse* button, which allows you to browse your directory structure for the file to be uploaded. When a file is found, either double click on the file in the browser or highlight the file and select the *Open* button. This will attach the directory path to the Upload screen. If the wrong file is chosen by mistake, simply select the *Browse* button again and replace the mistaken file with the correct file.
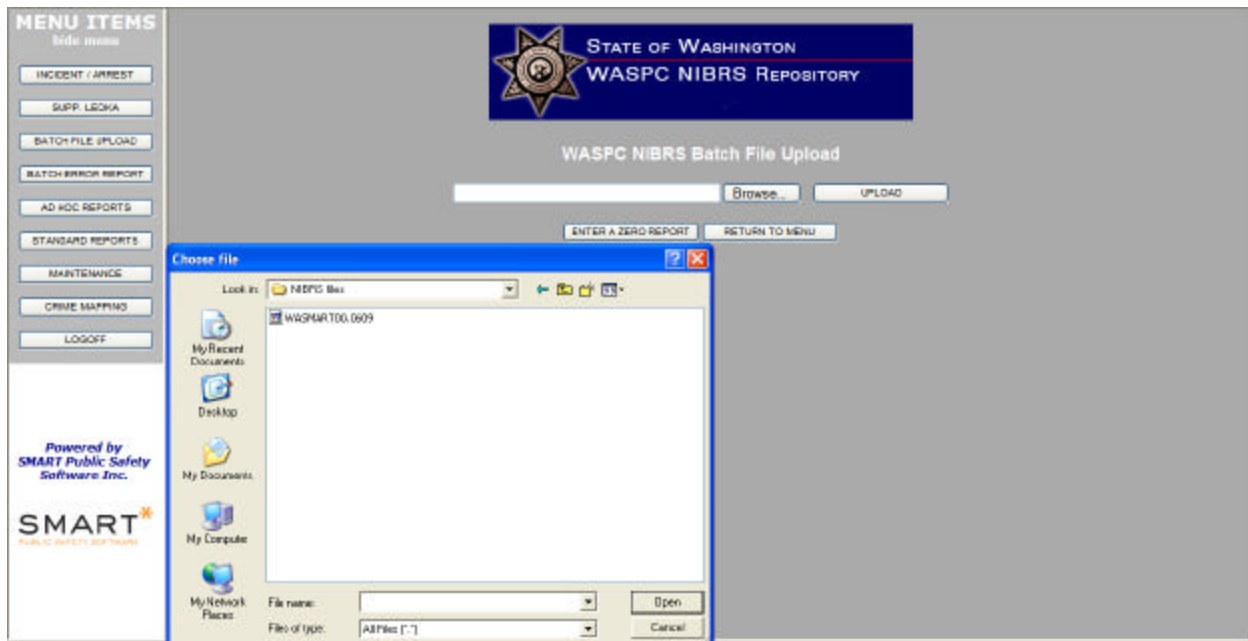
Once you have entered the proper file, select the *Upload* button. Once the file has been uploaded, a message will notify you that the file has been successfully uploaded. At that time you MUST insert the Activity Month and Activity Year that you want to process and then select the *Process File* button to ensure the file gets processed.

Batch Error Report Tutorial - Agency

Purpose:

The Batch Error Report will indicate if any errors were detected during a batch file process.

Information:

From the main menu, select the *Batch Error Report* button.

Select the batch file report you want from the dropdown list.

Once you have selected the batch file report, press the *Select* button. Select the *Return to Menu* button to return to the menu.

The report header contains the ORI number, Date and Time the batch check ended, Activity Month, Activity Year and Activity Type. Below the header are two report segments: Incident Reports with Errors and Arrest Reports with Errors. Each of these report segments contains the case number, error description and sequence number. If no errors are detected in the file, the report will indicate there were no errors.

In addition to errors detected in the NIBRS process, some records may be rejected from the file due to formatting or value errors. If there were rejected records, the *Rejected Records* button will be enabled. Select this button to view the rejected records.

MENU ITEMS										

ORI	Date Batch Check Ended	Activity Month	Activity Year	Activity Type
WASMART00	1/26/2006 10:05:49 AM	11	2005	BATCH CHECK

Incident and Group A Arrest Reports with Errors				Group B Arrest Reports with Errors			
Case Number	Description	Federal Error Code	Sequence	Arrest Number	Description	Federal Error Code	Sequence
Please select the Rejected Records button below				Please select the Rejected Records button below			
3	Total Number of Incidents Submitted	Error Rate	0.00%	0	Total Number of Arrests Submitted	Error Rate	0.00%

MENU   REJECTED RECORDS

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ORI	Date Batch Check Ended	Activity Month	Activity Year	Activity Type	Please Contact the State Administrator if you have questions
WASMART00	1/26/2006 10:05:49 AM	11	2005	BATCH CHECK	

Rejected Incident/Arrest Reports	
Case Number/Arrest Number	Description
	ALERT: THERE WAS NO GROUP B ARRESTS SUBMITTED. PLEASE CHECK TO MAKE SURE THAT YOU HAD NO GROUP B ARRESTS TO REPORT
Number of Reports Rejected	1

MENU   RECORDS WITH ERRORS

Select the *Menu* button to return to the main menu.

Add New User – Agency

Purpose:

The purpose of this section is to add an authorized user to this program.   Only individuals assigned as an administrator are allowed to create users. In order to add a user, the administrator will need the individuals name, password, role, ORI, and a password hint to complete this form.
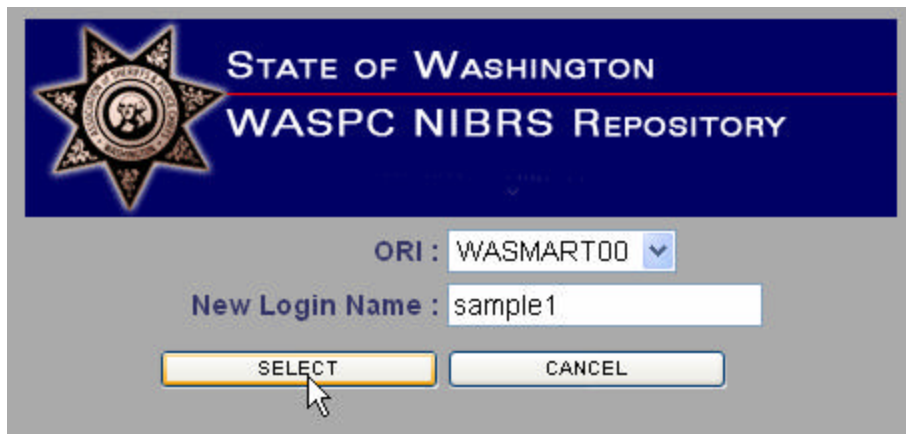
Process:

After a successful login, select the Maintenance Menu option. If this option does not appear, the system administrator has not granted you administrative rights. Contact the system administrator to change your permissions.

From the Maintenance menu, select *Add New User*:
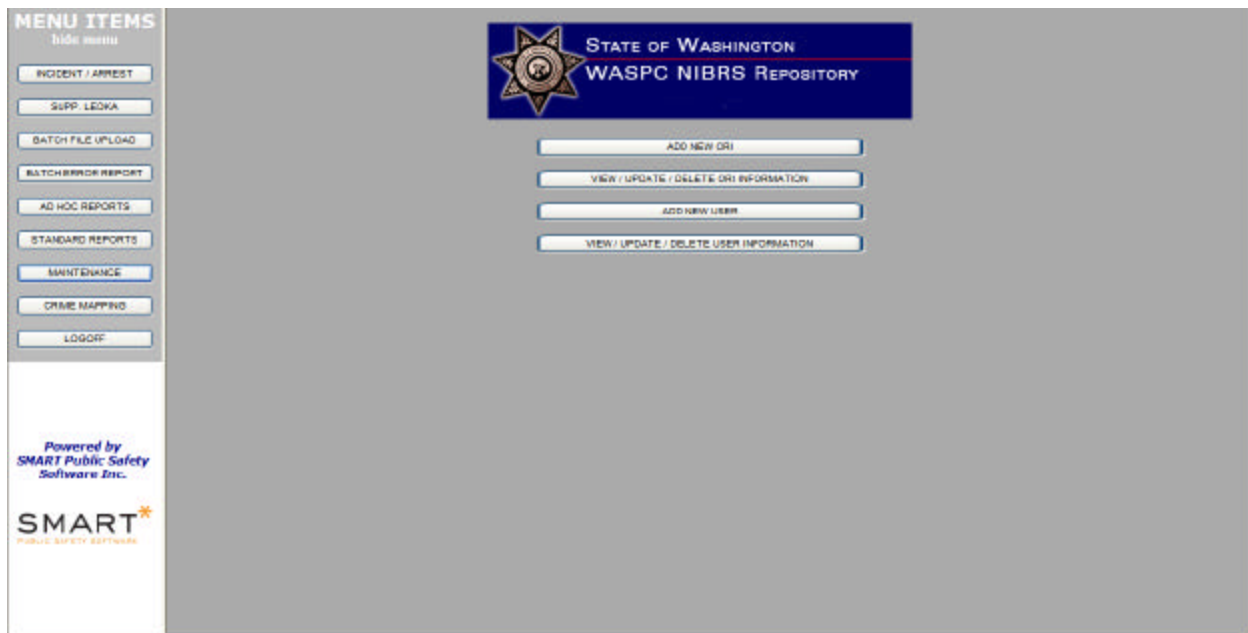
You will then be prompted to enter the login name for the user you are creating.

When the Login Name has been entered, press the Enter key or use the mouse and choose the *Select* button. At any time, the *Cancel* button will take you back to the main menu. A message will display indicating the successful addition of the Login Name into the system.
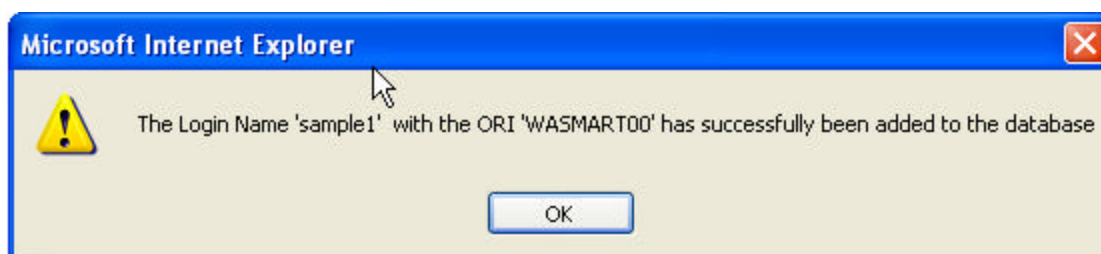
Once the new Login Name has been entered and accepted by the system, the User Information screen will appear. The User Information screen should be populated by as much information as is known about the Login Name. Field descriptions are listed below:

- Password – the password the user has selected or the administrator has assigned to the user
- Re-Enter Password – field to re-enter the password to ensure it has been entered properly
- User's Name – user's full name
- User's Role – this is a dropdown where the administrator can select the security level this user will have:
  1. Incident Entry – This role will allow the user to see the Incident, Batch File Upload, and the Batch Error Report options.
  2. Reports – This role will allow the user to see the Ad Hoc Report Generator and the Standard Reports

3. Incident Entry and Reports – This role is a combination of both roles above.
4. Agency Administrator – This role will allow the user access to every function within the system.

- ORI – the ORI is automatically filled in based on the number selected in the previous screen
- Password Hint – password hint is required to ensure security when a user may forget their password. Since the user may be contacting the state to retrieve their password, a password hint is a good idea so the state administrator knows they are speaking to the correct person.
- Comments – you can add any information you want about this user.

As with all user entry screens in the system, complete the fields as thoroughly as possible and then select the *Save / Return to Menu* button. This button populates the database with all user-entered information. A message will display confirming the agency information has been saved. The Agency Information screen will still display, allowing you to review the information again. Once satisfied that all information is correct, select the *Cancel/Return to Menu* button to return to the menu. The *Cancel/Return to Menu* button may be selected at any time to exit the screen without saving information to the database. Note: If you enter information in all fields and select cancel/return, no information will be saved to the system. The *Save* button is the only way information is entered in the system.

USER INFORMATION

| Login Name | User's Name | ORI |
| sample1 | | WASMART00 |

| Password | Re-enter Password | Password Hint |

User's Role

All fields above this line must be filled

Comments

SAVE   CANCEL / RETURN TO MENU

View / Update / Delete User Tutorial - Agency

Purpose:

This functionality allows you to manage user accounts already entered using the techniques described in the Add New User Tutorial.
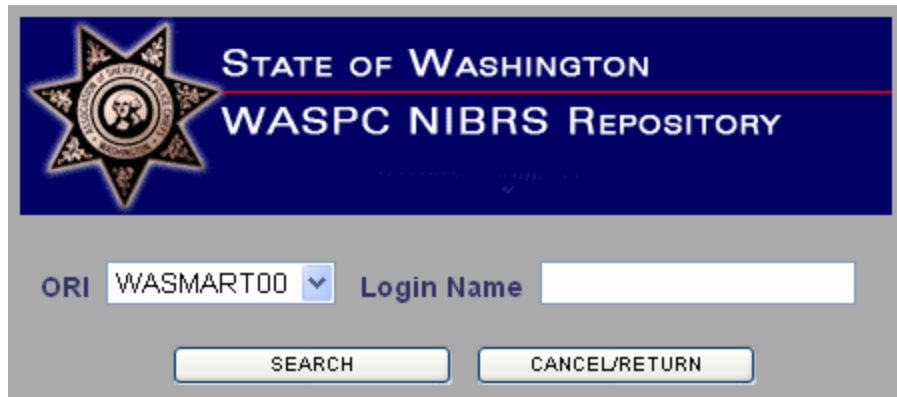
Information:

After a successful login, select the Maintenance menu option. If this option does not appear, the system administrator has not granted you administrative rights. Contact the system administrator to change your permissions.

Select the *View/Update/Delete User Information* button from the center screen menu items.
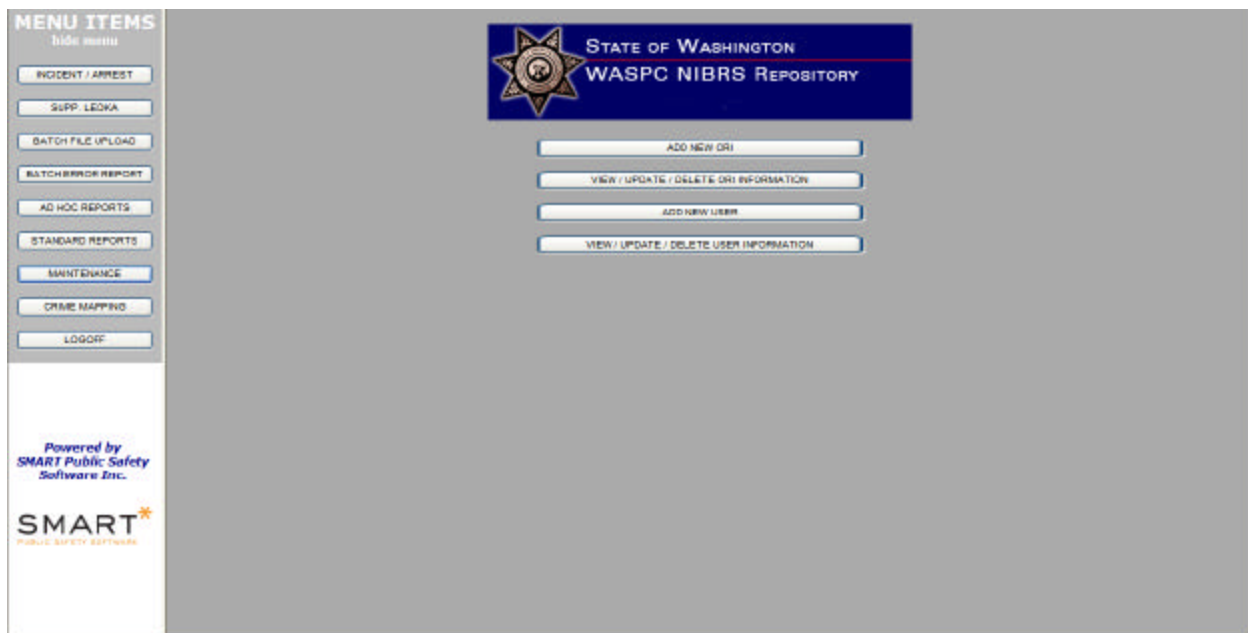
A search screen will appear displaying your ORI and a login name field.

The login name is a search field and can be used in three different ways.

1) <u>The login name is known</u>. If the entire login name is known, you should enter the login name and select the *Search* button. The login will display as a search result, if it is in the system. Remember that the login name is case sensitive. Select the button to the left of the login name listed at the bottom of the window to be taken to the User Information screen.

2) <u>The login name is partially known</u>. Enter the known characters (they must be consecutive characters, case sensitive) in the search field and then select the *Search* button. All login names that match the search criteria will be displayed in the search result screen. You can select a login name by selecting the button to the left of that login listed at the bottom of the window. The search results can also be revised while in the search result screen. If the number of results is too large, the user can narrow the result list by adding more criteria in the search field and selecting the *Search* button. If the search does not retrieve any logins that interest you, broaden the search by entering fewer characters or using method number 3.

3) <u>The login name is unclear or won't display</u>. Leave the search field blank and select the *Search* button. This method is also known as a blind retrieve, because it isn't searching for specific criteria. All login names entered in the system for that ORI will be displayed in the search result screen. You may select a login name by pressing the button to the left of the ORI number listed at the bottom of the window, or narrow the search results as described in method 2 above.

The User Information screen will display all previously entered information pertaining to the Login Name that was selected. Login Name information can simply be viewed, additional information can be entered, and changes can be made if additional information has been received. You can also delete the Login Name from this screen.

If you are merely reviewing the information on the screen, the *Return to Menu* button can be selected at any time to return to the main menu.

If new information is being added or fields are being changed, the user must select the Save button to save the information in the system. A confirmation message will indicate the Login Name has been updated with the changes or additions. Once you are satisfied with the changes, select the *Return to Menu* button. Please note that changes can be made multiple times by editing fields, selecting the *Save* button and repeating the process.

A Login Name may be deleted, if necessary, by selecting the *Delete User* button. A popup box will ask you to confirm that you wish to delete this information:
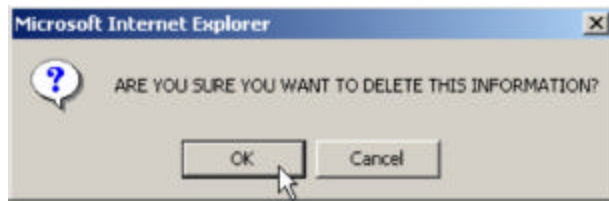
If you have mistakenly selected this button, select the *Cancel* button. Select the *OK* button to delete this Login Name from the system. Once the *OK* button has been selected the Login Name will have been deleted. A message box confirms the deletion and, once the *OK* button is selected, you will be sent back to the main menu.

REPORTS

Ad hoc Report Generator Tutorial

Purpose:

To retrieve information from the NIBRS repository not currently defined in the Standard Reports.

Information:

Select the *Ad hoc Reports* button from the Main menu. All reporting options will appear in the center screen. Report options are:

Arrest Information	Incident & Offense Information	Incident, Victim & Offense Information
Incident & Offender Information	Incident, Offense & Offender Information	
Incident, Victim & Offender Information	Incident, Offense & Property Information	

Arrest Information Fields:

ORI	Arrestee Age	Disposition of Juveniles
Arrest/Case Number	Arrestee Resident Status	NIBRS code
Arrestee Sequence Number	Arrestee Armed With	State Statute
Arrestee Sex	Arrestee Armed With (2)	Class A or B
Arrestee Race	Arrest Time	
Arrestee Ethnicity	Type of Arrest	

Incident & Offender Information Fields:

ORI	Exceptional Clearance	Offender Age
Case Number	Exceptional Clearance Date	Offender Ethnicity
Incident Date	Offender Sequence Number	Incident Address
Report Date	Offender Race	Incident City
Report Time	Offender Sex	Incident State
Incident ZIP Code	Latitude	Longitude

Incident, Victim & Offender Information Fields:

ORI	Offender Ethnicity	Injury Type (3)
Case Number	Relationship	Injury Type (4)
Incident Date	Victim Sequence Number	Injury Type (5)
Report Date	Victim Type	Agg. Assault/Homicide Cir. (1)
Report Time	Victim Residence Status	Agg. Assault/Homicide Cir. (2)
Exceptional Clearance	Victim Race	Add. Justifiable Homicide Cir.
Exceptional Clearance Date	Victim Ethnicity	Officer Killed or Assaulted
Offender Sequence Number	Victim Sex	Type of Activity
Offender Race	Victim Age	Type of Assignment
Offender Sex	Injury Type (1)	ORI Number for Officer Killed or Assaulted
Offender Age	Injury Type (2)	NIBRS/UCR Code
Incident Address	Incident City	Incident State
Incident ZIP Code	Latitude	Longitude

Incident & Offense Information Fields:

ORI	Type of Criminal Act (2)	Type of Weapon/Force Involved (3)
Case Number	Type of Criminal Act (3)	Gang Activity
Date of Incident	Offense Attempted/Completed	Type of Bias Crime
Report Date	Location Type	Offender Susp. Of Using (1)
Report Time	Number of Premises Entered	Offender Susp. Of Using (2)
Exceptional Clearance	Method of Entry	Offender Susp. Of Using (3)
NIBRS Code	Type of Weapon/Force Involved (1)	Domestic Violence
Type of Criminal Act (1)	Type of Weapon/Force Involved (2)	Incident Address
Incident City	Incident State	Incident ZIP Code
Latitude	Longitude	

Incident, Offense & Offender Fields:

ORI	Type of Criminal Act (2)	Type of Bias Crime
Case Number	Type of Criminal Act (3)	Offender Suspected of Using (1)
Date of Incident	Offense Attempted/Completed	Offender Suspected of Using (2)
Report Date	Location Type	Offender Suspected of Using (3)
Report Time	Number of Premises Entered	Offender Sequence Number
Exceptional Clearance	Method of Entry	Offender Race
Exceptional Clearance Date	Type of Weapon/Force Involved (1)	Offender Sex
Offense Sequence Number	Type of Weapon/Force Involved (2)	Offender Age
NIBRS Code	Type of Weapon/Force	Offender Ethnicity

	Involved (3)	
Type of Criminal Act (1)	Gang Activity	Domestic Violence
Incident Address	Incident City	Incident State
Incident ZIP Code	Latitude	Longitude

Incident, Offense & Property

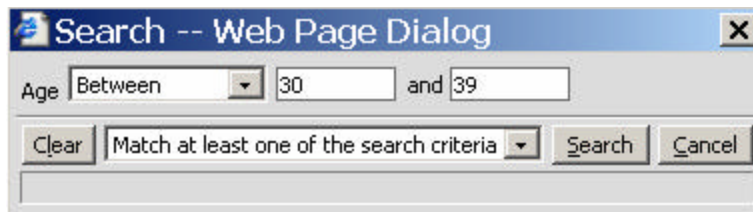| ORI	Location Type	Property Sequence Number
Case Number	Number of Premises Entered	Property Loss Type
Incident Date	Entry Method	Property Description
Report Time	Weapon/Force Involved (1)	Est. Drug Quantity
Exceptional Clearance	Weapon/Force Involved (2)	Drug Measurement Type
Exceptional Clearance Date	Weapon/Force Involved (3)	Suspected Drug Type
Offender Sequence Number	Gang Activity	Property Value
NIBRS Code	Bias Crime Type	No. of Stolen Motor Vehicles
Criminal Act (1)	Offender Susp. Of Using (1)	No. of Recovered Motor Veh.
Criminal Act (2)	Offender Susp. Of Using (2)	Date Recovered
Criminal Act (3)	Offender Susp. Of Using (3)	Domestic Violence
Incident Address	Incident City	Incident State
Incident ZIP Code	Latitude	Longitude

Incident, Offense & Victim Fields:

ORI	Type of Injury (3)	Number of Premises Entered
Case Number	Type of Injury (4)	Method of Entry
Date of Incident	Type of Injury (5)	Type of Weapon/Force Involved (1)
Report Date	Aggravated Assault/Homicide Circumstances (1)	Type of Weapon/Force Involved (2)
Report Time	Aggravated Assault/Homicide Circumstances (2)	Type of Weapon/Force Involved (3)
Exceptional Clearance	Additional Justifiable Homicide Circumstances	Gang Activity
Exceptional Clearance Date	Officer Killed or Assaulted	Type of Bias Crime
Victim Sequence Number	Type of Activity	Offender Suspected of Using (1)
Victim Type	Type of Assignment	Offender Suspected of Using (2)
Victim Resident Status	ORI Number for Officer that was Killed or Assaulted	Offender Suspected of Using (3)
Victim Race	Offense Sequence Number	Domestic Violence
Victim Ethnicity	Type of Criminal Act (1)	Incident Address
Victim Sex	Type of Criminal Act (2)	Incident City
Victim Age	Type of Criminal act (3)	Incident State
Type of Injury (1)	Offense Attempted/Completed	Incident ZIP
Type of Injury (2)	Location Type	Latitude
Longitude		

I. Narrow the Report Results:

Select the first button in the toolbar![icon]. A screen entitled *Search – Web Page Dialog* will appear. All columns selected in the report will display down the left side of the form. The middle column contains a dropdown list of criteria measurement and the right hand column is a text field in which you type the criteria of interest.
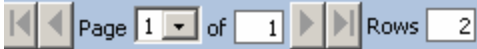
For example, if you are interested in a report that is narrowed by an age of 30-39, look for the age field in the left hand column. In the middle column select the operator 'between' from the dropdown list. The far right hand column will transform to two (2) fields. Type the ages you wish to narrow the report to, in this case 30 and 39. Select the *Search* button to run the report.

Search criteria can be entered for multiple fields. At the bottom of the *Search – Web Page Dialog* screen is a dropdown that defaults to 'Match at least one of the search criteria.' If multiple fields are being searched, this default will return a report in which any of the criteria are matched. If you wish to narrow the report to records that match all of the search criteria, select the 'Match all of the search criteria' option from the dropdown.

The *Clear* button will clear the form, allowing to you start again. The *Search* button runs the report based on the search criteria entered, and the *Cancel* button returns you to the report.

II. Page Navigation Area

The page information and navigation buttons are located next to the *Search Dialog* button. ![navigation buttons] The total number of pages will be listed and pages can be selected by choosing them via the dropdown list. The total number of rows is also displayed as well as page navigation buttons that can move in increments of a single page or move to the top or bottom page.

III. Saving a Report

The save options are located to the right of the page navigation area. A dropdown list allows you to choose the format you wish to save the report in: HTML, XML, Word or Excel. Choose the format that you would like, and then select the disk icon. A new window will populate with the report in the format you have chosen. To save it, go through the File/Save menu in the upper left hand corner of the web page.

Please note that the HTML and Excel options will most closely resemble the visual results you view on the page.

IV. Printing a Report

The print button is the printer icon located next to the save report format dropdown. The report will automatically be sent to your default printer.

V. Copying a Report

Next to the print button is a button which will allow you to copy the report to a clipboard. Once you select the button a confirmation message will appear, informing you that the grid data was copied to the clipboard.

Select the *OK* button. When you move to the application you wish to copy the report into, press CTRL-V on your keyboard or right click your mouse and select paste.

VI. Select Report Columns

The next icon will allow you to change the view of the report by eliminating columns from the report. All columns initially display on the report and when the icon is selected, the Grid Column selection page will show all columns in the 'Selected' area. To eliminate columns, simply highlight the columns you don't need and select the arrow button pointing to the 'Available' section. Multiple columns can be moved at the same time. Select the *Apply* button at the bottom of the page to run the report with only the columns you want.
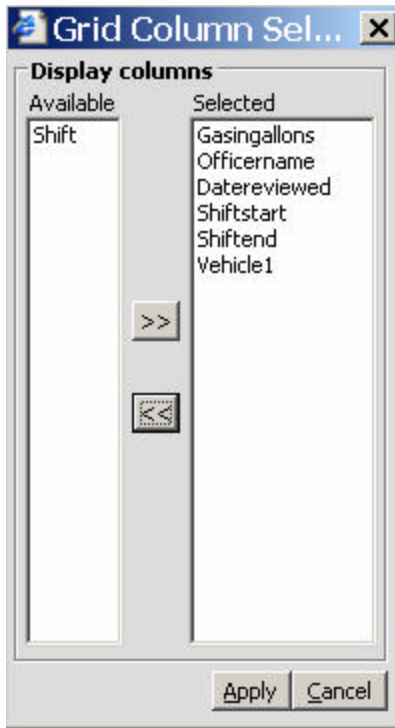
VII. Nested (Multiple) Sorting

If you wish to sort by multiple criteria, select the icon. Columns available to sort are listed on the left side of the Grid Sort Selection screen. Highlight the column you wish to sort by first and select the *Add* button. Select ascending or descending sort from the dropdown list. Then highlight the next columns to sort and repeat the process until you have added all the sort criteria necessary. Select the *Apply* button to run the report with nested sorting in place. If you only wish to sort by one column, using this icon is not necessary. You may click on the column heading and the system will automatically sort ascending and descending alternately. (See print screen on next page)
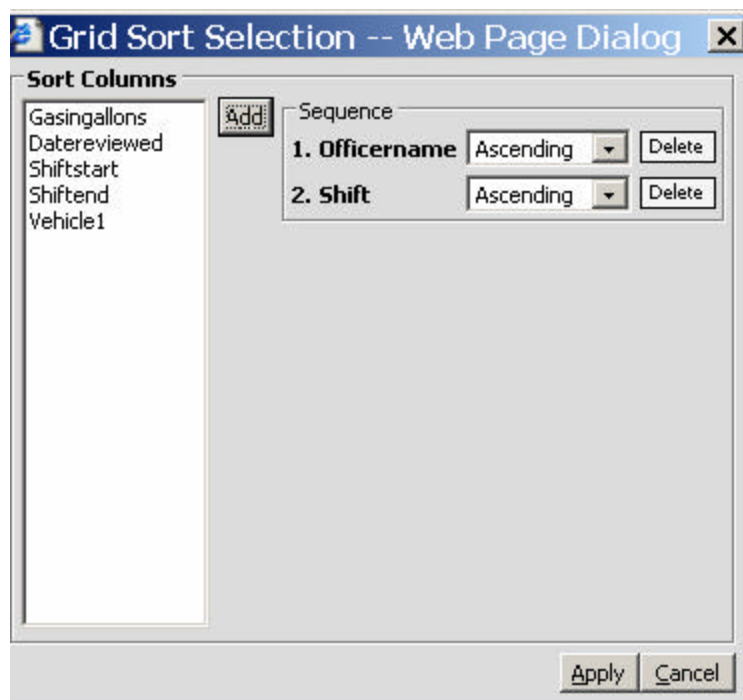
VIII. Report Modification

The report can be internally modified in two ways:
  A. Sorting a single column
      You will need to single click on the column header. The system will automatically sort the entire report by that column. The system default is to sort ascending first. The column header will look like this - Shift △ . If you wish to sort in descending order, simply click the column heading again. The column header will then look like this - Shift ▽ . This method only works on one column at a time. If you wish to sort by multiple columns, see the Nested sorting information above.

  B. Changing the column order.
      Changing the column order is also very simple, using a drag and drop approach. Click on the column heading and hold the mouse key down. This will highlight the column. Then drag the column to its new location and release the mouse key. The column and its data will be moved to the   new   location.
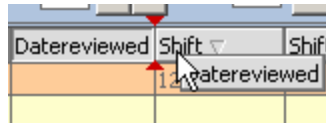
Standard Reports Tutorial

Purpose:

These are the standard reports that will be generated from the NIBRS repository. Agency's information will only appear in standard reports after it has been processed by the Federal Bureau of Investigation.

Information:

Select the *Standard Reports* button from the Main menu. Report options are:

WA01	*Arrest Age Breakdown by Offense, Race, and Ethnicity*	This report lists Arrestee Race and Ethnicity by standard age groupings for a specific offense. The user selects the offense.
WA02	*Arrest Offenses by Age, Race, Ethnicity, and Resident Status*	This report lists Arrestee Age, Race, Sex, and Resident Status by Offense. The first two reports are based on the UCR report Age, Race, and Sex Of Persons Arrested
WA03	*Drug Related Activity – Arrests by Race, Sex, and Age of Arrestee*	This report lists Drug Arrests (35A) by Race, Sex, and Age of Arrestee
WA04	*Drug Related Activity – Arrests by Type Arrest Activity, Sex and Age of Arrestee*	This report list Drug Arrests (35A) by Age, Sex, and type of Criminal Activity
WA05	*Drug Related Activity – Drug Seizures by Drug Type and Amount Seized*	This report lists total drug seizures and amount of drugs seized. This is based on incident information.
WA06	*Hate Bias Report – Offenses by Category*	The Hate Bias Report uses incident data to break down type of bias by offense
WA07	*Offense by Location and Time*	This report uses incident data to break down 6 offenses by Time of Day and Location of Incident. The six offenses are Aggravated Assault (13A), Burglary (220), Drug Related (35A), Forcible Sex Offenses (11A), Motor Vehicle (240), and Robbery (120).
WA08	*Offense by Race and Age*	This reports uses incident data to break down 6 offenses by Race, Age, and Sex of Offender. The six offenses are Aggravated Assault (13A), Burglary (220), Drug Related (35A), Forcible Sex Offenses (11A), Motor Vehicle (240), and Robbery (120).
WA09	*Offense by Time and Day of Week*	This report uses incident data to break down 6 offenses by Time of Day and Day of Week. The six offenses are Aggravated Assault (13A), Burglary (220), Drug Related (35A), Forcible Sex Offenses (11A), Motor Vehicle (240), and Robbery (120).
WA10	*Synopsis of Offenses*	This report is based loosely on UCR report Return A. It lists Offenses by attempted, completed, cleared by arrest, cleared exceptionally, and percent cleared. Class A offenses use Incident data. Class B offenses use Arrest data.
WA11	*Exported Incident/Arrest*	This report will list all Incidents and Arrests in the Export
WA12	*Batch Statistics Report*	Report provides information regarding batches history, trends.

	Summary of Offenses	This is a summary report of offenses broken down by attempted / completed and clearance.
	Summary of Offenses – Domestic Violence	This is a summary report of offenses broken down by attempted / completed and clearance for Domestic Violence only.
	Offenses by Location	This report summarizes offenses by location.
	Arrests by Offense and Age Category	This report summarizes arrest offenses by age.
	Hate Crime	This report summarizes offenses by type of bias.

Generating Reports:

If you want to select the *Arrest Age Breakdown by Offense, Race and Ethnicity Report,* select the appropriate button. Using the calendar functions, select the reporting from and to dates. Choose the reporting area: Statewide, County or Local ORI. Select an Offense from the Offense dropdown list and press the *Select Records for UCR Reports* button.

To run all other reports, select the button with the report name of interest. Using the calendar functions, select the reporting from and to dates. Choose the reporting area: Statewide, County or Local ORI and press the *Select Records for UCR Reports* button.

CRIME MAPPING

Purpose:
To display the location of incidents by offense.

Information:
From the main menu, select the *Crime Mapping* button. This takes you to the SMART Crime Mapping application. See the SMART Crime Mapping manual for information on how to use this application.