Washington Association of Sheriffs and Police Chiefs

CJIS

Criminal Justice Information Support
Uniform Crime Reporting (UCR) Program
National Incident-Based Reporting System

News from the WASPC CJIS Department

December 2013

Please give us your heavenly input on how to improve our annual report!

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Annual Report Preparation Begins Early

Each year, compilation of the annual crime statistics report, *Crime In Washington*, begins with contacting our contributors to advise if there are any "missing" monthly reports, it's time to submit to complete the year's statistics. Typically, the "year-end" reminders are sent in January with a request all data be submitted by a certain date for inclusion in the annual report. For *Crime In Washington 2013*, we've started preparations a couple months earlier than usual. In addition to contact regarding missing monthly reports, CJIS staff members are talking to or e-mailing agencies about other data quality issues and we've asked our users to respond to an on-line survey about the annual publication.

Since Washington State's 2006 certification by the FBI to collect and submit National Incident-Based Reporting System (NIBRS) data, we've been converting agencies from the Summary Reporting System. Last year's annual report was the first publication displaying the majority of data (from 200 agencies) reported via NIBRS, thirteen (13) agencies' data displayed from both NIBRS and Summary Reports, and thirty-five (35) agencies' data displayed as Summary Reports. Again, in preparation for the 2013 annual report, we sent a survey participation request in early November asking for user feedback on the report. If you haven't had the opportunity to respond the survey, it's not too late! Please visit this website and take a few minutes to give us your valuable input to improve the annual report: https://adobeformscentral.com/?f=4h6cwq4mFOgbmdUax0VQVw

Whether an agency submits via Summary Reports or NIBRS, CJIS staff members are able to determine which months are missing for a given year. While we encourage agencies to submit on a monthly basis to avoid backlog, anything not entered or submitted by the 15th of the month for the preceding month can be entered in the next month. The end of the year is the ideal time to "catch up" on any and all missing months from the prior year. If the data are not submitted to the state by the year-end deadline, the crime statistics won't be counted in the state's annual report AND if we don't receive your entire year's statistics for submission to the FBI, the FBI doesn't publish your statistics in the national annual report.

An important function your agency should be doing to ensure your data are complete, accurate, and up-to-date, is checking the Outstanding Error Report. If your agency enters incidents/arrests directly into the repository via the "Individual Incident Entry" feature, this can be done immediately after entry of an incident. If your agency submits data via the batch file upload process, the report is available shortly after the file has been uploaded. The incidents from your agency appearing on the Outstanding Error Report will not be submitted to the FBI and, therefore, not counted in your crime statistics.

One critical thing to remember is that even though crime statistic reporting for the most part is voluntary in Washington (except for hate crime, domestic violence, and universities or colleges), criminal justice funding from state and federal agencies may be dependent on whether or not your agency submitted uniform crime reports. ✠

State Reporting Deadline:

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

The best e-mail to reach *someone* in WASPC CJIS:
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Updates and Noteworthy Newsflash Nidbits . . .

New Repository Platform

We reported in our spring newsletter that the State NIBRS repository vendor, TAC 10, is upgrading our system from SQL technology to a .net platform. At the time, we expected the upgraded to be completed by mid-May 2013 (at the earliest) and no later than the end of June. We also reported that local agencies in other states are using this platform on products from TAC 10, but Washington State would be the first state repository.

Unfortunately, the prototype provided to us mid-year by the vendor appeared and functioned more local system than state repository so we sent the vendor back to the drawing board! To date, we're still working with TAC 10 to fine tune the functionality and we are getting closer.

At this time, however, CJIS staff is beginning work to publish the annual crime statistics report, *Crime In Washington*, so the repository upgrade will be deferred until the annual report is complete. We are still looking forward to the enhancements the .net platform will provide, including improvement to ad hoc report functionality, data validation and error corrections, and the crime mapping display for the users. We will keep you apprised of the progress of the new platform and the user training schedule as it becomes available.

On-Line Officer Training

Another item we reported in the spring newsletter was the new on-line training presentations with the "officer perspective" in mind. These training "modules" were completed and published to our website in September 2013 for officers (and others) to review and gain a better understanding of the data elements needed for capturing NIBRS data elements.

The three (3) modules include "General NIBRS Overview", "Crimes Against People and Society", and "Crimes Against Property". As an individual proceeds through each of the presentations, there are review questions, and at the end a "certificate of completion" is available to print. We encourage anyone interested in learning more about NIBRS to go through the modules - even though they're titled "officer training", they are appropriate for everyone!

Go-To-Training Under Development

To further extend our cyber-training reach, we are developing "go-to-training" presentations for all things NIBRS, including Individual Incident Entry, batch file uploads, report generation, and, eventually, the new repository platform. In addition to annual regional training on the "basics of NIBRS", our trainers have traveled the state to provide "one-on-one" assistance to agencies when there has been staff turn-over or to assist with an agency's NIBRS certification.

We will continue providing annual regional training, but now that 93% of our agencies of certified, and our staff resources are limited, it makes more sense for us to provide the "one-on-one" assistance over the Internet, using "Go-To-Meeting" software. One of the CJIS staff members will lead the on-line training with use of the computer screen and telephone - the only thing missing will be the actual staff person in the agency's office … but we can send a photo!

It is planned the "Go-To-Training" will be available in January 2014!! ✸

FBI NIBRS Publication Now Available

The Washington State UCR Program was certified by the FBI in December 2006 to officially collect and submit National Incident-Based Reporting System (NIBRS) data. Since then, we have forwarded NIBRS data to the FBI, but the data has been converted to the Summary Reporting System by the FBI for publication in the *Crime In the United States* annual report.

The FBI recently announced they are going to release a NIBRS publication – first to state program managers and local agencies and then to the public. This will assist the state repositories and local agencies when explaining the "differences" between the federal release of crime statistics and the local use of NIBRS data for community outreach.

Explaining the vast differences between the Summary Reporting System and the NIBRS methods of submitting crime statistics have been made more complicated by not having a federal NIBRS publication. This has been rectified!

Reprinted from the FBI State Program Bulletin, 13-4; November 2013:

Upcoming release of *NIBRS 2012*

The national UCR Program will release the publication *National Incident-Based Reporting System (NIBRS) 2012,* to the public on Monday, December 9, 2013. State program managers and local agencies will have advance access to the information via a beta site that will be available beginning on Monday, December 2, 2013. To access the beta site, users will need the following case-sensitive information:

Web site: www.fbi.gov/about-us/cjis/ucr/nibrs/2012
User name: NIBRS2012
Password: NIBRSyr12

State Program managers and local agencies are reminded that the data are embargoed until the public release date of December 9. Until then, the data are for internal use only.

NIBRS 2012 represents crime data reported by 6,115 law enforcement agencies around the nation, or approximately 33 percent of all UCR agencies. The data will include agency data as well as information on incidents, offenses, victims, and known offenders for 46 specific crimes in 22 major offense categories. The publication will provide a window into the richness of NIBRS data. The NIBRS data presented will show a more detailed picture of crime than has been previously available and will help to make connections among many facets of crime within a particular incident, providing details on victims, offenders, locations, weapons, and a host of other variables.

Agencies with questions should contact Ms. Mary P. Reese by telephone at (304) 625-3528 or by e-mail at <mary.reese@leo.gov>. ※

Top Ten Differences Between Summary Reporting and NIBRS (and other trivia):

10. Summary has only 8 Part I offenses, while NIBRS has 50 Group A offenses.
9. Summary has a hierarchy rule where only the most serious offense is counted; in NIBRS, all offenses within an incident are counted.
8. In NIBRS, there are opportunities to reflect relationships among the data while Summary only correlates data in homicides.
7. NIBRS accommodates both "Attempted" and "Completed" crimes while Summary requires "Attempted" crimes be reported as though they are "Completed".
6. NIBRS has an additional crime category: "Crimes Against Society".
5. NIBRS provides greater specificity in reporting because it collects details of the incident.
4. NIBRS has increased circumstance reporting while Summary collects circumstances for homicides only.
3. In NIBRS, "hate crime" is automatically reported; in Summary, it must be reported separately .
2. Each NIBRS Group A incident can contain up to 999 victims, 99 offenders, and 99 arrestees.
1. When Summary was created in 1930, the price of gas was $.20 per gallon; when NIBRS was piloted in 1987, gas was $.86 per gallon. When Washington State was certified to submit NIBRS to the FBI in 2006, the price of gas was $2.59 per gallon. :) ※

**"Public sentiment is everything. With public sentiment, nothing can fail.
Without it, nothing can succeed." Abraham Lincoln**

NIBRS Executive Summary Now Available

There may be more challenging topics in the universe to explain, such as wave particle duality, the length of infinity, or the chicken versus egg theory, but one subject regularly encountered by WASPC CJIS staff members is providing an understanding on the differences between NIBRS and the Summary Reporting System. To assist with that endeavor, we've created an overview document or "Executive Summary" and published it on the WASPC website under the "Crime Statistics" reference materials. Some of the information highlighted includes:

What Is Reported *(example bullet):*
Because UCR identifies and tallies *law enforcement* contact, offense classifications are not based on filings of the prosecutor, court, medical examiner, jury, or other judicial or subsequent findings.

The Differences Between NIBRS and Summary Reports *(example bullet):*
In NIBRS, there are twenty-four (24) Group A offense categories made up of fifty (50) offenses; in Summary Reports, there are only eight (8) Part I offenses.

How To Use NIBRS Data *(example bullet):*
The data displayed per agency should <u>not</u> be used to compare to other agencies or compile "rankings" of cities and counties as there are several variables which contribute to crime in a particular jurisdiction, including the demographics, economic, cultural make-up of the population, the local industrial, economic base, its dependence upon neighboring jurisdictions, the transportation system, its economic dependence on non-residents (such as tourists, shoppers, or other day-time visitors), and its proximity to military installations, correctional facilities, universities, colleges, or state hospitals.

Please visit www.waspc.org and go to the "Crime Statistics" Training, Manuals & References link to locate the "NIBRS Executive Summary" under the Quick Reference Guides sub-title. We would appreciate any feedback you can give us to improve this document! It's intended to help our contributors understand and explain to users why crime statistics reported under the "old" Summary method are so different from the "new and improved" NIBRS method of submission. Let us know what we can do to clarify this summary! :)

Tips, Tricks, and "Did You Know?" ...

> "It's difficult to explain puns to kleptomaniacs because they always take things literally."
> Anonymous

Changing Your RMS Vendor

After NIBRS certification, if you're changing your records management system (RMS) vendor, please notify the WASPC CJIS Department as soon as possible. You may not have to go through certification again, but we'll need to "test" files from your new vendor if they've never submitted NIBRS in our state and/or to ensure the files are created appropriately.

Simple Assault "Weapons"

Remember: When reporting "Simple Assault", the weapon must be reported as "Personal Weapons".

Production versus Training Database

The State Repository has two (2) repository environments - production and training. Once an agency is certified to submit monthly via NIBRS, it should be using the production repository to enter or upload the files. Warning: if files are entered into training, they aren't forwarded to the FBI. Please contact the WASPC CJIS Department if you've accidentally uploaded into the wrong environment!

WASPC Website Revamped

Check out the new WASPC website at www.waspc.org!! Our incredible Executive Assistant, Jamie Yoder, compiled input from the various WASPC departments and "modernized" the webpages for easier navigation. When you click on "Programs, Projects & Services", choose "Crime Statistics" to see all our topics represented under our "Home Page" with buttons for ease in locating.

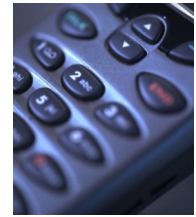## Do You Know Who Your Local Agency Administrator Is?

When an agency starts testing for NIBRS certification, the WASPC CJIS Staff creates user accounts for the agency's local agency administrator and other users. For testing, the accounts are set up in the state repository training environment. After certification, those accounts are duplicated in the production environment.

The local agency administrator has the responsibility of maintaining the local agency user list after that. The main functions the local agency administrator should be performing include: adding a user profile for a new employee, defining the user's security level or account permissions, updating existing profile information, resetting passwords, and deleting a user profile on a former employee.

The administrator role has access to every function in the system; however, the user security levels or account permissions include one of three roles: 1) "Incident Entry", allowing the user access to the Incident, Batch File Upload, and Batch Error Report options; 2) "Reports", allowing the user access to the Ad Hoc Report Generator and the Standard Reports"; and 3) "Incident Entry and Reports", allowing the user a combination of both of the prior roles.

Do you know who your local agency administrator is? Please contact the WASPC CJIS Department if you can't locate him or her! We'll provide you with the person's name to whom we've been sending all our important updates. :)
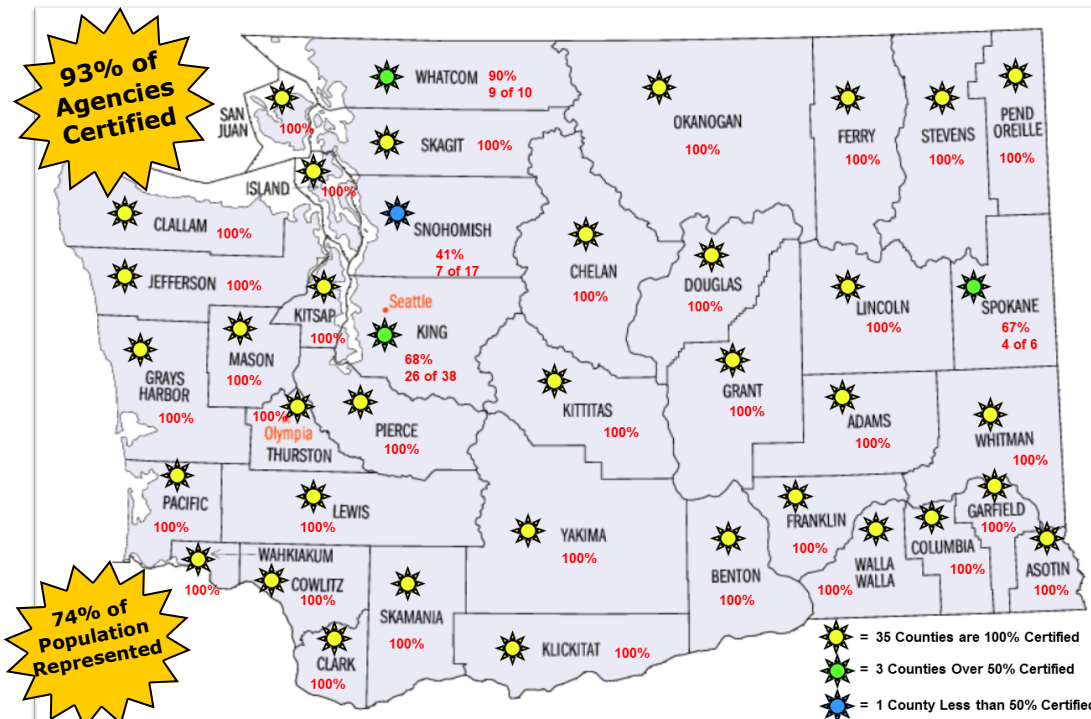
Who to call?

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

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

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"You cannot escape the responsibility of tomorrow by evading it today." Abraham Lincoln

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As of December 11th, 223 Agencies are NIBRS Certified - Congratulations!

93% of Agencies Certified

74% of Population Represented

	= 35 Counties are 100% Certified
	= 3 Counties Over 50% Certified
	= 1 County Less than 50% Certified

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

35 Counties are 100% NIBRS Certified!

CJIS Department - It's More Than UCR

The WASPC Criminal Justice Information Support (CJIS) Department is legislatively funded to collect the Uniform Crime Reports (UCR) in our state. The term "UCR" includes both the Summary Reporting and National Incident-Based Reporting System (NIBRS) methods of submission. Forty-seven (47) states, four (4) U.S. Territories, and the District of Columbia have UCR Programs to collect and forward data to the FBI. In the three (3) states without a state-level UCR Program Office, participating agencies submit data directly to the FBI.

Some states *require* local agencies to submit crime statistics to the UCR Program. In Washington State, with the exception of the statutory mandates requiring submission from institutions of higher learning (universities and colleges) (RCW 28B.10.569), domestic violence crime reporting (RCW 10.99.030), and malicious harassment (hate) crime reporting (RCW 36.28A.030), UCR submission is *voluntary*.

However, if an agency chooses not to submit any UCR, they would not be included in the crime statistics report we provide to the WA State Treasurer's Office for their use in calculating local funding from the criminal justice assistance account (RCW 82.14.320).

Also, there are federal grants that require agencies submit crime statistics, such as the Bureau of Justice Assistance Byrne Justice Assistance Grant (JAG) Program. Another consideration is agency accreditation - timely crime statistic submission is a requirement in the WASPC Law Enforcement Accreditation Standards Manual, Chapter 5, Standard 5.12.

Did you know the WASPC CJIS Department is responsible for more than the State UCR Program? In addition to collecting, forwarding, and publishing crime statistics for our state, CJIS staff collects data on Law Enforcement Officers Killed or Assaulted (LEOKA), Arrest-Related Deaths (ARD), and the Full-Time Law Enforcement Employees.

The LEOKA and Full-Time Law Enforcement Employee data are included in our state annual report, *Crime In Washington*; however, the information gathered for ARD is not published at the state level but is forwarded to the federal Bureau of Justice Statistics for inclusion in their reports.

ARD data includes details on the deaths of all persons in the process of arrest: in physical custody or under physical restraint even if not formally under arrest; killed by any use of force by officers; at a crime or arrest scene or medical facility prior to booking; while in transit to or from law enforcement facilities; while in lock-ups or booking centers; and, all

escapees or individuals, who if surviving, would have been arrested.

ARD data doesn't include persons confined in local jails beyond 72 hours, in prisons or correctional facilities, or those killed in the course of law enforcement activities against whom no charges were intended (i.e., innocent bystander), or a pre-arrest suicide.

Of course, one other responsibility of the WASPC CJIS Department is to maintain a permanent archive for investigative reports pertaining to sex offenders or sexually violent offenses. As we've described in prior newsletter articles, law enforcement agencies must send the records to WASPC for permanent retention pursuant to statutory mandate (RCW 40.14.070). CJIS staff members scan and index the files and the records are available only to criminal justice agencies for the purpose of determining the criteria of a sexually violent predator.

Along with the responsibilities of these programs, we offer training, manuals, statistical reports, customer service for UCR-related issues, and counseling sessions …. okay, maybe not the counseling …. but we're hear to listen and help with questions you have on any of the topics listed in this article! We would rather you call or e-mail us than create more work or stress for yourself!!

> "Some states *require* local agencies to submit crime statistics... In Washington State … UCR submission is *voluntary*."

> "Give me six hours to chop down a tree and I will spend the first four sharpening the axe." Abraham Lincoln

New WASPC Website!!

After Monday, December 16, check out the "new and improved" WASPC website at www.waspc.org. To find the CJIS webpages:

1. Click on "Programs, Projects & Services" for the drop-down menu of all WASPC programs.

2. Hover over "Crime Statistics (NIBRS / UCR)" for a drop-down menu of CJIS programs.

3. Click on a topic or choose "CJIS Home".