



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

# News from the WASPC CJIS Department

JULY 2014

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In FBI UCR definition, did you know the number of arrests is the number of persons arrested, not the number of offenses at arrest or charges filed by the prosecutor?



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## Crime In Washington 2013 Published

Washington State's annual crime statistics report, *Crime In Washington 2013*, was published on the WASPC website on April 28, 2014. As usual, all the credit and accolades go to the two CJIS staff members who compile the data into this comprehensive publication: Ms. Kellie Lapczynski and Ms. Tonya Todd - they are Power Pivot Rangers! (Those of you who use or understand the Excel application will appreciate that reference.)

This year's publication was a combination of both NIBRS and Summary Uniform Crime Reporting (UCR); however, beginning with the 2015 publication (of 2014 data), the *Crime In Washington* will reflect NIBRS data only. This publication decision was based on a recommendation by the WASPC NIBRS Advisory Committee and approved by the general membership at the conference in May 2014.

When talking to your constituents or the media about the crime statistics for your agency, please remember:

- ♦ The National Incident-Based Reporting System (NIBRS) and the Summary Reporting System are different reporting methods; both are considered to be Uniform Crime Reporting (UCR).
- ♦ NIBRS is replacing Summary Reporting and once your agency converts

to NIBRS, you cannot compare the statistics submitted via NIBRS to the Summary-submitted statistics: The method of collection is vastly different.

- ♦ The *Crime In Washington 2013* report represents the NIBRS data base as of February 28, 2014. NIBRS data is fluid and changes whenever there is an incident update in the local records management system.
- ♦ Until our state is 100% NIBRS for at least two (2) years, we are unable to provide comparative "trends" for all offenses.

The publication is located at [www.waspc.org](http://www.waspc.org), under Programs, Projects & Services > Crime Statistics (NIBRS / UCR) > Statistics & Reports.

CJIS staff will begin the 2014 data verification earlier than in the past. There have been several issues with incomplete or inaccurate homicide incidents which need to be resolved more quickly than time allows at the end of the year. If your agency has any homicide cases, please review them now before we contact you.

If you have any questions, please contact the WASPC CJIS Department at (360) 486-2380 or [cjis@waspc.org](mailto:cjis@waspc.org). We're here to help so please don't hesitate to call or write! ✨

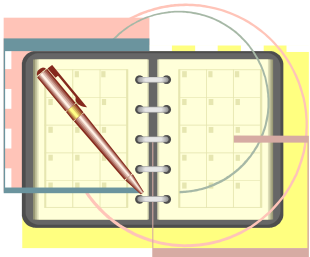
**"The Criminal Justice Training Commission ... will give an officer in-service credit for completing the three (3) on-line NIBRS training modules!!"**



**"It takes as much energy to wish as it does to plan."**  
**Eleanor Roosevelt**

#### **State Reporting Deadline:**

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



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## **Noteworthy News Nuggets . . .**

### **NIBRS Platform Upgrade Back on Track**

Last year, in our March 2013 newsletter, we shared the news that our State NIBRS repository vendor, TAC 10, is upgrading our system from SQL technology to a .NET platform. At the time, the project plan estimated the upgrade would be complete by mid-May to late June; however, as project plans go, there were unplanned events which needed to be addressed before we could proceed.

As the vendor continued working on our requested improvements, our year-end work began on the annual crime statistic publication—life as we know it is "put on hold" until that publication is complete—so we are now back on track to work on the platform upgrade again.

As a reminder, the advantages to the new 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.

Our strategy for training has evolved as well—stay tuned for more information about "Go To Training" sessions and video-conferencing!

### **FAQs to be Developed**

CJIS staff members are developing a series of frequently asked questions (FAQs) which will be available on the website under our Training, Manuals, & References tab. Topics will include Criminal Activity, Data Elements, Error Codes, Gang Activity, Injury to Victims, and Weapons Involved ... just to name a few!

### **In-Service Credit for On-Line NIBRS Officer Training**

The Criminal Justice Training Commission (CJTC) will give an officer in-service credit for completing the three (3) on-line NIBRS training modules!! At the beginning of each module, the officer enters name and date; at the end, the officer needs to print the "Certificate of Completion" and provide this to the CJTC. For more information about the in-service credit, contact Leanna Bidingner at the CJTC, lbidingner@cjtc.state.wa.us. To complete the modules, visit the WASPC website and look for CJIS Training under the Crime Statistics link.

### **Tips of the Month - Summary of Topics**

Check out a new feature we've added under the CJIS Training, Manuals, and Reference link on the WASPC website: a NIBRS "Tip of the Month":

January: Are you entering mandatory gang information?

February: Offense and property descriptions for stolen merchandise.

March: Relationship code when the victim is also the offender.

April: Who should be listed as victim(s) of robbery.

May: How the victim's age or age range should be reported. (This is such a common error, we've included the tip on page 4.)

June: The FBI definitions of the assault classifications.

If there's a topic you'd like to learn more about, please let us know. We'll be happy to feature your idea in a "Tip of the Month". 🌟

## NIBRS Extensions Ending

The 2007-08 WASPC Executive Board set the original deadline for agencies to convert from Summary UCR to NIBRS as January 1, 2012. Due to records management system upgrades and a few other issues, extensions were granted to agencies needing more time.

After two years of extensions, the WASPC NIBRS Advisory Committee brought forward a recommendation and proposed three-step process to phase-out publication of Summary crime statistics data.

In order to move forward with a NIBRS-only publication and data dissemination, the following progression was proposed and approved by the WASPC Executive Board in March 2014 and the general membership in May 2014:

1. The *2013 Crime in Washington* (published in 2014) will be completed using the same format as the 2012 edition with different sections for NIBRS and Summary statistics; all data will be forward to the FBI and the WA State Treasurer for the criminal justice assistance funding calculations.
2. The *2014 Crime in Washington* (published in 2015) will be published with NIBRS data only; all data will be forward to the FBI and the WA State Treasurer for the local criminal justice assistance funding calculations.
3. The *2015 Crime in Washington* (published in 2016) will be published with NIBRS data only; all data will be forwarded to the FBI only.

Beginning with next year's publication, only agencies submitting NIBRS data will be published in the *Crime in Washington* annual reports. All 2014 data will be forwarded to the FBI and the State Treasurer's Office.

As you can see on the state map on page five of this newsletter, the majority of agencies are certified and submitting NIBRS!! For assistance with NIBRS certification by the end of 2014 or if you have any questions about how the above guidelines affect your agency, please contact the WASPC CJIS Department at [cjis@waspc.org](mailto:cjis@waspc.org) — we are here to help! 🌟

**"Understanding is a two-way street."  
Eleanor Roosevelt**



## What is "Cleared by Arrest"?

Is there confusion in your agency about when to indicate an incident as "cleared by arrest"? There are three (3) things that must be satisfied before clearing a case by arrest:

1. At least one suspect is arrested (a summons/citation counts);
2. That person is charged with a crime;
3. That person is turned over for prosecution and adjudication.

The confusion may arise from the idea that only one of the three of the points needed to be satisfied prior to clearing the case by arrest. To "clear by arrest", *all three (3)* of the above elements must be present. 🌟

## What about "Clearance by Exceptional Means"?

A "Clearance by Exceptional Means" allows your agency to clear an incident without an arrest. To clear an incident by exceptional means, *all four (4)* of these criteria must be met:

1. The identity of at least one offender must be known.
2. Sufficient probable cause must have been developed to support the arrest and prosecution of the offender.
3. The offender's exact location must be known.
4. There must be a reason, outside law enforcement's control, which prevents the arrest.

Examples of why there would be a clearance by exceptional means: death of the offender, prosecutor declined (other than lack of probable cause), the offender is in custody in another jurisdiction, or the victim refuses to cooperate in the prosecution. 🌟

Remember, in NIBRS, clearances are on the incident level rather than the offense level, so if one offense within the incident is cleared, all offenses in that incident are cleared.

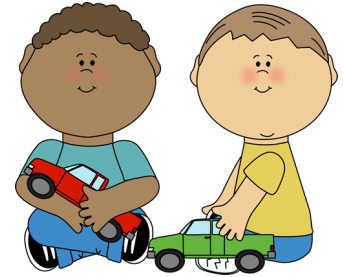
## How should the "Victim's Age" be reported?

The "Victim's Age" should be when the crime occurred and not the age of the victim when the crime was reported.

A date of birth is sometimes used to populate the victim's age. Although this is feasible in most cases, agencies should not use the date of birth to calculate the age of the victim: The age when the crime occurred is the appropriate entry.

When entering the victim age into the system, use a two-digit age or a four-digit age range and not a single digit. For example: If the victim of the crime is 7 years-old, you must enter "07" - entering just "7" will result in an error. If the exact age is unknown, enter "0010" as the age range. ☀

This is our May "Tip of the Month" on the WASPC website, [www.waspc.org](http://www.waspc.org).



## On-Line Training Expands

The WASPC CJIS Department now has a new method of offering National Incident-Based Reporting System (NIBRS) training to your agency: real-time, on-line via a "Go-To-Meeting" connection. Training can be "one-on-one" or with multiple attendees - all you need is a computer with Internet and a phone. Training topics include the following:

- National Incident-Based Reporting System (NIBRS) Overview
- Individual Incident Entry (IIE) directly into the State NIBRS Repository
- Batch File Upload in to the State NIBRS Repository
- Creating Standard or Ad-Hoc Reports using the State NIBRS Repository

The "Go-To-Meeting" method of on-line training is a timely and cost-efficient way to train new staff members or receive a refresher on the monthly NIBRS file submission. Another method we'll be offering soon is video-conferencing through the Washington State University (WSU) Extension Offices through-out the state - watch for our trainers on a television screen near you soon! ☀

## FBI Updates

### FBI Delay in EDS File Return

If you've attempted to compile a statistical report from the state repository with April or May 2014 statistics, or you've received a Batch Error Report message reading "This case has been submitted to FBI and is waiting for a response back", both of these issues are related to a delay in the FBI returning a monthly file to the state repositories.

After all local agencies submit their files to the state on the 15th, we forward one file to the FBI shortly after that. The repository data is held in suspense until we receive a return file from the FBI called the Error Data Set (EDS) which contains descriptions of FBI-defined errors. After the EDS file is run in the state repository, the data are released for access by your agency.

Unfortunately, shortly after we submitted the April file, the FBI informed us they would not be processing any files until after they've extracted tables for the *Crime In The United States* publication - this may be complete in early August. We are working with our repository vendor to change this process in the future ... in the meantime, thank you for your patience! ☀

### FBI Re-Development Project

The FBI announced their Uniform Crime Reporting (UCR) Redevelopment Project, scheduled to be completed in January 2014, has been delayed; a revised release date has not been determined. This project is an effort to replace the FBI's aging legacy UCR system and accommodate their recent updates in reporting. The delay doesn't affect local agency or state repository processes. ☀

"Happiness is not a goal; it is a by-product."

Eleanor Roosevelt

## Human Trafficking as Defined in UCR

The FBI added Human Trafficking offenses for submission to the National-Incident Based Reporting System (NIBRS) starting in *January 2013*. You'll notice in the *Crime In Washington 2013* publication, there were only three (3) Human Trafficking incidents reported statewide.

The definitions for these offenses are:

**64A = Human Trafficking - Commercial Sex Acts:** Inducing a person by force, fraud, or coercion to participate in commercial sex acts, or in which the person induced to perform such acts has not attained 18 years of age.

**64B = Human Trafficking - Involuntary Servitude:** The obtaining of a person(s) through recruitment, harboring, transportation, or provision, and subjecting such persons by force, fraud, or coercion into involuntary servitude, peonage, debt bondage, or slavery (not to include commercial sex acts).

This crime is equated to a form of modern-day slavery and is of national and international concern. In order to collect accurate statistics, the FBI mandated submission of Human Trafficking-related data.

If your agency hasn't been submitting Human Trafficking offenses, please notify your records management system (RMS) vendor to update your system with these offense codes. The state and FBI technical manuals are available on our website, [www.waspc.org](http://www.waspc.org). 🚓

## Who to call?

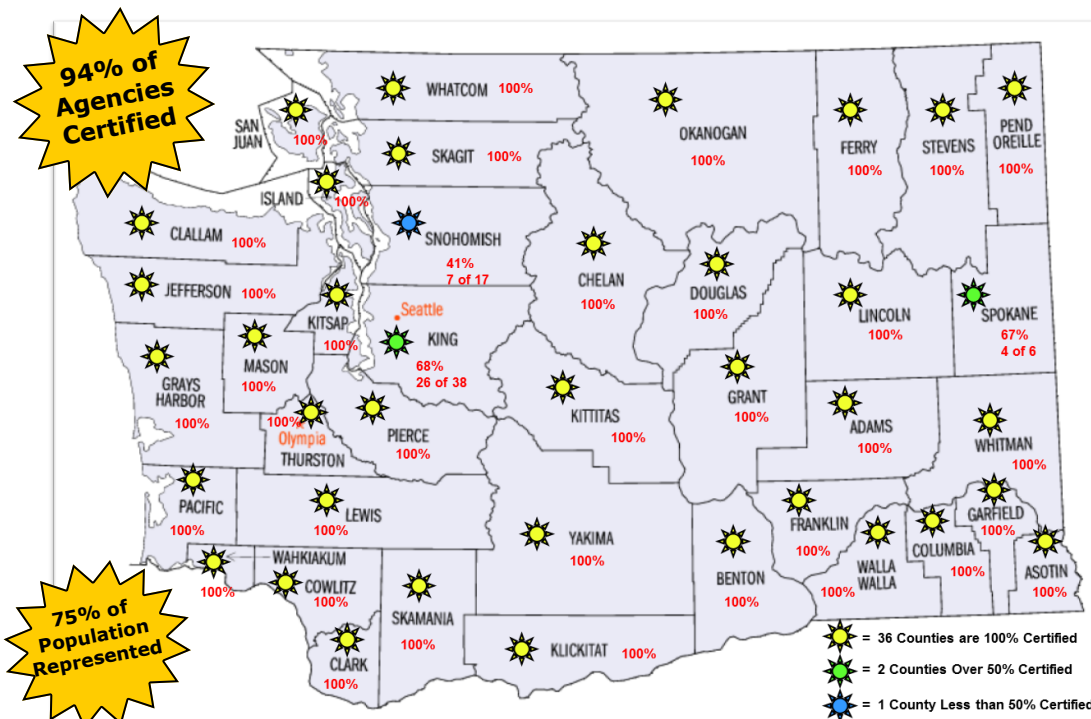


**Problems or issues with your records management system (RMS), contact your local agency administrator or your RMS vendor Help Desk**

**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](mailto:cjis@waspc.org)**

**"Great minds discuss ideas; average minds discuss events; small minds discuss people."  
Eleanor Roosevelt**

## As of May 21st, 227 Agencies are NIBRS Certified - Congratulations!



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

**36 Counties are 100% NIBRS Certified!**

## New Location Code for School or University

The FBI has replaced the location code "22" for School/College with the following location codes:

52 = School – College/University

53 = School – Elementary/Secondary

Please update your records management system to accommodate the new codes and discontinue using the old one. ☀

Reference: FBI NIBRS User Manual, Page 77

## Can You Be More Specific, Please?

When reporting incident data using the National Incident-Based Reporting System (NIBRS), it's important to be as specific as possible when indicating where the crime occurred (there are 45 location choices) and what type of property was stolen, damaged, burned, etc. (there are 66 different property choices).

While compiling the annual *Crime in Washington* report, we observed the property type of "Other" and the location type of "Unknown" used more frequently than is statistically reasonable. One of the benefits of NIBRS reporting is the specificity of where crimes are occurring and what type of property is being stolen.

The details in NIBRS reporting may be used on the State level to support legislation for public safety bills as well. By using the generic "Other" and "Unknown", it dilutes the data gathered, making it more difficult to show where crimes are actually occurring and what is being taken in property crimes.

One crime trend which has become prevalent recently is Metal Theft. This should be reported in NIBRS using the property data value: "71 - Metals, Non-Precious". ☀

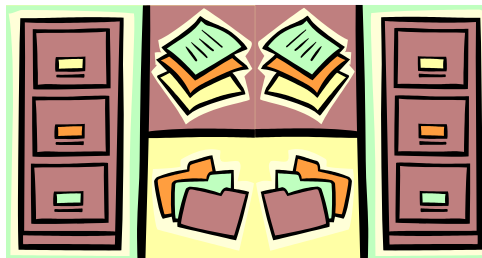
## Sex Offense Case File Retention Schedule

In our past CJIS Department newsletters, we've featured articles on the sex offense case file retention procedures that included topics related to:

- ♦ An overview of the statutory mandates of RCW 40.14.070(2).
- ♦ Which offenses meet the criteria permanent archive at WASPC.
- ♦ How to organize, pack, mark, and ship or deliver the boxes or files - after calling ahead, of course!
- ♦ The release of the files for reasons outlined in statute and not to the public.

Recently, the CJIS Department has received calls asking for clarification related to Accreditation Standard 5.6 regarding preservation and destruction of records. Any questions related to the Accreditation Standards should be directed to Mr. Mike Painter, WASPC Director of Professional of Services, (360) 486-2380 or [mpainter@waspc.org](mailto:mpainter@waspc.org).

If you have questions about local retention, please refer to the statute governing preservation and destruction of public records, RCW 40.14.070, and talk to your local legal advisor. Once you make the decision to send the files to the WASPC CJIS Department for permanent archive, please contact us at [cjis@waspc.org](mailto:cjis@waspc.org) for instructions or visit our website for more information. ☀



**"Metal Theft ... should be reported in NIBRS using the property data value: '71 - Metals, Non-Precious'".**

To find the CJIS Department Programs on the WASPC website, go to [www.waspc.org](http://www.waspc.org):

1. Click on Programs, Projects & Services
2. Choose Crime Statistics (NIBRS / UCR)
3. Decide on which one you'd like to visit!



**"What you don't do can be a destructive force."  
Eleanor Roosevelt**