



Wyoming IBRS The NIBRS Transition

WELCOME!

It doesn't seem possible that the long awaited for summer is almost over. I hope you all had an enjoyable summer!!!

WYOMING NIBRS STATUS UPDATE

Things have been moving along with agencies in their transition to NIBRS. Currently, the following agencies are submitting in NIBRS; Park County SO, Cody PD, Powell PD and Evanston PD. Emails have been sent to agencies who may not have much to report every month for the availability of doing direct entry into NIBRS via the Crime Insight Web Incident Editor. This is a free application that is maintained by DCI through our vendor, Beyond 20/20. This is ideal for agencies who have less than 20 entries a month, as each incident would need to be entered individually. There are no maintenance fees or cost to the user agency to use this program. If your agency didn't receive an email, and you would like to explore this option, please reach out to Diana via email. If you know of an agency not currently reporting UCR data, please share this information with them and if they are interested please email Diana to set up a demonstration.

DCI WEBSITE

We have been making every effort to keep all documentation needed for NIBRS transition available on our public website found at <http://wyomingdci.wyo.gov/dci-criminal-justice-information-systems-section/nibrs> . This includes updated Technical Specifications, User Manuals, previous newsletters and the Wyoming NIBRS DCI Agency/Vendor test plan among others are all available via the website. Please refer your vendors to the website first when starting your NIBRS transition journey.

There is now a new page dedicated to NIBRS training available from the DCI Website at:

<http://wyomingdci.wyo.gov/dci-criminal-justice-information-systems-section/uniform-crime-reporting/nibrs-training>.

On that page you will find all future newsletters, NIBRS training dates, NIBRS training documents for attending NIBRS training, and UCR Spotlight and Quarterly Newsletters provided by the FBI.

Speaking of the UCR Spotlight, please review the latest edition which is located here: <https://docs.google.com/a/wyo.gov/viewer?a=v&pid=sites&srcid=d3lvLmdvdnXkY2ktLS1wdWJsaWN8Z3g6NDNmMGRjODg0Zjg0ZWZhZQ>

The FBI is making major changes in LEOKA reporting, and this document will tell you what to expect when you report LEOKA.

NIBRS TRAINING

Three NIBRS training classes have been conducted so far in 2019. They were in Cheyenne, Casper and Gillette. This is the 16 hour POST certified training for “full users”. It is designed for users who will be responsible for the uploading and correction of errors in the XML files being uploaded. This class does not cover agencies using a RMS/RIMS system to generate their data to NIBRS format. That training is something that needs to be provided by the respective vendors. Plans are in the works to expand this training, in a reduced fashion, for law enforcement and administrators. In the meantime, the NIBRS eLearning training disk is a great resource to introduce NIBRS and the information that will be collected. Each agency should have received a disk. If you don’t have one, or haven’t requested one since Feb 2019 (last updated), then please send me an email with the mailing address and I will make sure you receive one.

The last training class for 2019 will be held September 17-18, 2019 in Afton WY. If you are interested in attending please contact me via email with attendee’s name and email address. This will be the “full user” 16 hour class. All attendees must attend the full 16 hours to be “certified” in NIBRS. This is also approved for 16 hours of POST credit.

I want to remind everyone that there is no “online” option for the full user training. Each reporting agency must have a least one person certified by DCI, and the only way to do that is attending a class.

Reporting Times – Every month considerable time is spent trying to get UCR reports uploaded in a timely fashion. You may begin submitting the previous month’s report on the 1st of the following month (ex: June reports can be uploaded beginning July 1). All reports **NEED** to be uploaded by the 20th of the month. Failure to do so then delays the file submissions to the FBI, and can impact timely reporting in the FBI’s publications (and ours). Please ensure those files are uploaded by no later than the 20th of the month following the reporting period. **** Beginning with the July 2019 UCR reporting, we request that you email your UCR workbook for that month to DCI. Hopefully this will reduce the amount of time for agencies when I have to request the workbook for potential FBI errors and warnings.**

Domestic Violence - We ask that any agency that is reporting to please let me know, via email, if you do **NOT** have domestic violence to report for a specific month. This will save us from having to try and hunt down the report status down the road, when we are approaching “bench mark” dates. We appreciate your cooperation. There is no “zero” report for Domestic Violence (Summary reporting). The only way we know that you don’t have anything to report is if you tell us. **There is no need to email the Domestic Violence workbook unless there was a problem in your upload. DCI can retrieve that workbook directly from Crime Insight.**

Crime Insight –

- 1) Many questions on how to log in have been asked since January. UCR has sent out several emails, a Summary Reporting Guide, and a Quick Start Guide for Crime Insight since January. User ID and Passwords are the same – first initial of first name and all of the last name in lower case. You can change your password after you’ve logged in, but since you are only uploading

files, it really isn't critical. If you decide to change your password, please be aware that DCI cannot see it, and if you run into issues, we have no choice but to reset the entire password.

- 2) Agencies are attempting to upload their UCR Summary Reporting Excel Workbook into Crime Insight. This file goes to the FBI, and they will only accept "flat files" into their system. Trying to upload the workbook will generate a "failed" status. Agencies need to "generate summary files" within the workbook. Instructions on how to do this are on page 11 of the Summary User Guide, January 2, 2019 that has been sent out several times since January 1, 2019. If you didn't receive it, it is available on the DCI web site at <http://wyomingdci.wyo.gov/dci-criminal-justice-information-systems-section/uniform-crime-reporting> .
- 3) If you upload and receive a status of "completed with XX errors (XX = any number), we need to correct those errors before it will accept the data. Please contact UCR for assistance on how to correct those errors. Failure to correct the errors will result in the FBI not accepting your data. Failure to provide 12 months of data results in exclusion from any UCR publications, both state and federal.
- 4) When uploading the Wyoming Domestic Violence (DV) workbook into Crime Insight, users must ensure they are using the correct, most current workbook. Failure to do so, results in failed data status. The most current DV work is available on the DCI web site as DV Template 2018_07_01_r5. As stated above, if you upload and receive a status of "completed with XX errors (XX = any number), we need to correct those errors before it will accept the data. Please contact UCR for assistance on how to correct those errors.
- 5) Submission deadlines to Crime Insight – All agencies can begin submitting their monthly report on the first day of the month following the reporting period. **All reports need to be submitted via Crime Insight by the 20th of the month** following the reporting period. This allows time to get corrections done before the FBI deadline.
- 6) The FBI is requesting that follow up with all errors (EDS) and warnings (WDS) be researched to determine if the data given contains inaccurate data. This is very time consuming for the local agencies and DCI, however, I did find several errors in the workbooks that were submitted. I want to thank everyone for their patience while we work to correct those errors. I'm hoping that with the agencies emailing their workbooks at the time, there can be more timely corrections to problem files, with minimum impact to agencies.

DID YOU KNOW???

In our ever changing technology world, the FBI is continuously trying to keep up with property type codes in all aspects of the CJIS world. A question was asked on how to code "drones" in NIBRS property fields. The answer is "if the drone weighs over 5.5oz, then it is coded as "aircraft". If it weighs less, it is coded as "other".