

State of Wyoming • Office of the Attorney General
Division of Criminal Investigation

Crime Reporting System (CRS) Agency Vendor Test Plan

Version 1.0 • July 23, 2018

Agency Name (Agency ORI)

Vendor: Vendor Name (RMS and version number)

Completion Date:

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Introduction

This document defines the requirements for evaluating and validating a law enforcement agency's reporting of incident data for the Wyoming- Incident-Based Reporting System (WY-IBRS)

Agencies must demonstrate that their records management system (RMS) can generate valid incident submissions to the Wyoming Division of Criminal Investigation (DCI). This is done by putting the RMS through a series of test cases. These test the RMS and its:

- ability to handle WY-IBRS business rules and workflow scenarios
- compatibility with system and technical specifications and requirements

Certification

Success in testing puts an agency on the path to certification. Certification ensures the quality of data submitted to the DCI. During the certification process, an agency can submit incident data to the repository in its test environment. To become certified, an agency must achieve an error rate of less than 4% over three consecutive months.

Once certified, an agency's RMS must maintain its high level of data quality (i.e., an error rate of less than 4%). Failure to do so can lead to de-certification.

Agencies that upgrade their RMS or change vendors must go through a recertification process with the new or upgraded software.

Certification policies and procedures are outlined in the XXXXX.

Required Test Case Checklist

The test cases in this section have been created to ensure agency RMS compliance with WY-IBRS requirements.

Agency personnel completing these test cases can contact the Wyoming Uniform Crime Reporting (UCR) Program.

Crime Statistics (WY-NIBRS) Test Cases

Test Case 1

Submit NIBRS Core Data Elements for each offense listed below.

Test Case Description	Pass/Fail (DCI Use Only)	Incident #	Comments
Arson - Attempted (200)			
Arson - Completed (200)			
Animal Cruelty- Attempted (720)			
Animal Cruelty- Completed (720)			
Identity Theft – Completed (26F)			
Identity Theft – Attempted (26F)			
Hacking/Computer Invasion - Completed (26G)			
Hacking/Computer Invasion - Attempted (26G)			
Robbery – Completed (120) – Cargo Theft			
Robbery – Attempted (120) – Cargo Theft			

Test Case 2

Submit an incident containing required Wyoming bias incident data elements:

- Bias Motivation (Offense element) other than “88” [None (no bias)] or “99” [Unknown (offender motivation not known)]
- Bias Offender Group Affiliation (Offender element)

Pass/Fail (DCI Use Only):

Incident #:

Comments:

Test Case 3

Submit a LEOKA (law enforcement officer killed and assaulted) incident containing required LEOKA victim data elements:

- Type of Victim = “L” (Law Enforcement)
- Type of Officer Activity/Circumstance
- Officer Assignment Type
- Officer – ORI Other Jurisdiction

Pass/Fail (DCI Use Only):

Incident #:

Comments:

Test Case 4

Submit a Zero Report (i.e., reporting no incidents) for a given month and year.

Pass/Fail (DCI Use Only):

Comments:

Test Case 5

Submit one or more incidents for a month previously submitted as a Zero Report (see Test Case 4).

Pass/Fail (DCI Use Only):

Incident #:

Comments:

Test Case 6

Submit incidents that result in a Wyoming Repository generated NIBRS compliance business rule warning that can be corrected on resubmission. Warnings warn users that:

- incorrect data was submitted,
- submitted data was not stored, or
- submitted data was truncated.

Example: an Aggravated Assault (UCR Offense Code 13A) with a Type Weapon or Force Involved code of "40" (Personal Weapons)

Pass/Fail (DCI Use Only):

Incident #:

Comments:

Test Case 7

Submit an incident with more than 10 property items (i.e., Property Descriptions).

Pass/Fail (DCI Use Only):

Incident #:

Comments:

Test Case 8

Submit an incident with more than three Suspected Drug Types.

Pass/Fail (DCI Use Only):

Incident #:

Comments:

Test Case 9

Submit a Group B Offense arrest with five Arrestees.

Pass/Fail (DCI Use Only):

Incident #:

Comments:

Test Case 10

Submit an incident with two offenses containing multiple values for each of the following:

- **Offender Suspected of Using** – up to three per offense
- **Bias Motivation** – up to five per offense
- **Type Criminal Activity/Gang Information** – up to three per offense
- **Type Weapon/Force Involved** – up to three per offense
- **Automatic Weapon Indicator** – values of “11A” (automatic firearm), “12A” (automatic handgun), “13A” (automatic rifle), “14A” (automatic shotgun), or “15A” (automatic other firearm) for Type Weapon/Force Involved; up to two per offense

Pass/Fail (DCI Use Only):

Incident #:

Comments:

Test Case 11

Submit an incident with two people using each of the following Person Age Data values:

1. **Age Code** – an enumerated list; the following values should be used:
 - a. “00” (unknown)
 - b. “BB” (7-364 days old)

- c. "NB" (1-6 days old)
 - d. "NN" (under 24 hours)
 - e. "UB" (unborn)
2. **Person Age** – an exact age
 3. **Age Range** – a range of minimum to maximum age

Only one type of value is allowed per person.

Pass/Fail (DCI Use Only):

Incident #:

Comments:

Test Case 12

Submit an incident with a juvenile offender that has one of the following:

- an Exceptional Clearance code "E" (Juvenile/No Custody)
- an Arrestee Juvenile Disposition Code
- a Criminal Activity or Gang Information Code of "J" (Juvenile Gang)

Pass/Fail (DCI Use Only):

Incident #:

Comments:

Test Case 13

Submit one or more incidents where the offenses were cleared by one of the following exceptional means:

- “A” (Death of Offender)
- “B” (Prosecution Declined)
- “C” (In Custody of Other Jurisdiction)
- “D” (Victim Refused to Cooperate)

Pass/Fail (DCI Use Only):

Incident #:

Comments:

Test Case 14

Submit an incident that contains both Group A and Group B Offenses.

Pass/Fail (DCI Use Only):

Incident #:

Comments:

Test Case 15

Submit incidents with the following combinations of offenses:

Scenario	Incident #	Pass/Fail (DCI Use Only)
Group A offense and NIBRS Non-Reportable Offense (UCR Offense Code "999")		
Group B offense and NIBRS Non-Reportable Offense		
Group A offense, Group B offense, and NIBRS Non-Reportable Offense		

Comments:

Domestic Violence

Test Case 16

Submit Domestic Violence (DV) Incident where the offense is a Violation of Protection Order.

Pass/Fail (DCI Use Only):

Incident #:

Comments:

Test Case 17

Submit a DV Incident where the offender is under 16 years of age.

Pass/Fail (DCI Use Only):

Incident #:

Comments:

Test Case 18

Submit 7 separate DV Incidents where each incident has one of the following dispositions:

- **Arrested** – Offender(s) taken into custody
- **Papers Filed against** – Offender(s) cited, summoned, or restraining order, etc.
- **Separated from Premises without Arrest** - Transported to relative, neighbor, or friend's house, etc.
- **Referred to Social Agency-** Safe House, Department of Family Services, etc.
- **Mediation by Officer** – Remained in home after meeting with responding officers.
- **Offender Not Found** – Offender left premises and not located.
- **Other**

Pass/Fail (DCI Use Only):

Incident #:

Comments:

Test Case 19

Submit DV Incidents where the offender is the victim and the victim is the offender

Pass/Fail (DCI Use Only):

Incident #:

Comments:

DCI Final Review Checklist

DCI Use Only

DCI personnel will conduct the following checks prior to completing the testing process.

Check for schema validation errors

Comments:

Check for business rule errors

Comments:

Check for business rule warnings

Comments:

For Additional Information

For additional information, please contact us:

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