



Wyoming IBRS

The NIBRS Transition

WELCOME!

Although it seems as though winter went on forever, I can't believe we've crushed the first three months of the year! I for one am glad to start seeing warmer temperatures.

On February 4, 2019, we sent out an email that VerDeanne Smith is no longer with DCI. That leaves only Diana for the time being. We appreciate your patience while she continues to get up to speed on the Summary Reporting side of things.

WYOMING NIBRS STATUS UPDATE

The State of Wyoming received the FBI NIBRS certification on December 10, 2018. As of Feb 2018, we have three agencies reporting in NIBRS; Cody PD (our test agency), Park Co SO and Powell PD. They began submitting in NIBRS format for the January 2019 UCR report. Agencies that report in NIBRS format no longer need to complete the Wyoming Domestic Violence workbook, as that information is captured in NIBRS reporting. Uinta County SO and Evanston PD are currently in their testing phase, and we hope to have them submitting NIBRS data in the next couple of months.

February 1, 2019, all agencies began uploading their Summary, NIBRS and Domestic Violence January 2019 reports directly into Crime Insight. We've provided a Summary User Guide on the DCI website, as well as emailing it out to all contributing agencies. This guide does provide a step by step process, complete with screen shots, on how to upload data into Crime Insight.

NIBRS TRAINING CORNER

NIBRS Transition Process -We are receiving many calls and emails on how to transition to a NIBRS submitting agency from Summary Reporting Agency. Summary data will no longer be accepted by the DCI or the FBI beginning January 1, 2021. The process is as follows:

The steps to transition to NIBRS reporting are as follows:

- 1) All agencies should have either attended a NIBRS training session provided by DCI or have obtained and completed the NIBRS training modules provided by the FBI. To obtain this training you can either go directly to it with a CJIS LEEP account (this site is a federally run site, and requires applications and approvals to access) –or- you can request the disk via email to Diana Fisher at dcu.ucr@wyo.gov for a copy of the disk.

- 2) Agencies should begin working with their RMS/RIMS vendors to get their reporting system up to NIBRS requirements for programming. **THIS CANNOT BEGIN TOO SOON!!!** Depending on the vendor, agencies who share RIMS/RMS systems with other agencies within their county may be required to certify together, as some systems cannot accommodate one agency being a NIBRS submission and another agency submitting Summary from the same system. Working with your vendor will help you with their requirements.
- 3) Agencies will need to submit municipal code mapping to DCI in a spreadsheet to ensure that ordinances are being mapped correctly. We are seeing many agencies trying to map “non-reportable” offenses to NIBRS. The following types of ordinances are not reportable to NIBRS and should not be coded for them;
 - a) Traffic offenses other than DUI, Hit and Run with Bodily Injury and Vehicular Manslaughter (this includes watercraft vessels)
 - b) Civil charges – any charge that does not have a criminal penalty should not be mapped
 - c) Parking or related offenses

All ordinances not falling into one of the “non-reportable” categories should be accounted for, whether you’ve cited for it or not.

- 4) The Wyoming NIBRS Certification Test Plan will need to be completed and returned to DCI by each agency prior to submitting any “live” data. This is completed in the Crime Insight test system, and can be “made up” data. The agency’s vendor will have information on how to accomplish this from their respective systems. This should be completed by every agency that will be submitting to NIBRS, regardless of whether they share a RMS/RIMS with another agency or not. This test plan can also be used by the vendor for preliminary testing, prior to the local agency starting their test plan for certification purposes.
- 5) Once all of that has been completed and approved by DCI, we will make the changes to start submitting reports to Crime Insight. Each agency will begin submitting at the beginning of the next month to ensure we get a full month of data. We will review the required six months of data, to be submitted month to month, from the agency’s production system. Once all six consecutive months of reports, with less than a 4% error rate for that period is met, we will certify the agency.

While each agency is in the certification process, we will still expect Summary data to be submitted until the agency begins submitting NIBRS data to DCI (at our direction).

What happens if your agency isn’t working with a vendor, or doesn’t have the funds to update your RMS/RIMS system to NIBRS? Crime Insight allows a way for an agency to direct input each incident into Crime Insight. This may be more feasible for agencies without many reporting incidents, not so feasible for larger agencies with many incidents. There are different requirements for this type of entry than there are for those agencies transitioning their RIMS/RMS to NIBRS. Please contact Diana if you have questions or are interested in this solution.

NIBRS TRAINING DATES

We have scheduled 3 training dates for NIBRS training. This training is required if your agency is planning on implementing NIBRS. The training dates have been sent via email and posted on the DCI website on the NIBRS page found at <http://wyomingdci.wyo.gov/dci-criminal-justice-information-systems-section/nibrs>

Training is two full days and is provided with no charge. Your agency is responsible for all travel expenses, lodging and meals. Those dates are as follows:

- April 24-25, 2019 at DCI – Cheyenne
- May 1-2, 2019 at Casper PD
- June 18-19, 2019 at Gillette PD

Class is open to all personnel who may be submitting NIBRS data, and is open to repeat attendees. It is POST certified for 16 hrs. This training is strictly for NIBRS and how to submit in Crime Insight. It DOES NOT cover how different RMS/RIMS systems process the data before it is extracted into XML format. That piece needs to be covered by your RMS/RIMS vendor.

If interested in attending please send an email to diana.fisher@wyo.gov with the names and email addresses of each person attending. UCR will send out emails with more details and documents that need to be brought to training closer to the class dates.

OTHER ITEMS OF NOTE -

Domestic Violence - UCR is currently working with their vendor, Beyond 20/20, to create a “zero” report feature for the Wyoming Domestic Violence workbook. Until that is available, UCR asks that any agency that is reporting to please let them know, via email, if they 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.

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, note 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 Summary Reporting 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> .

Look at the documents listed at the bottom of the page. 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.

- 3) 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.

Submitting agencies no longer need to email either workbook to DCI after submitting the files, unless requested by UCR staff to assist with correction of errors.

- 4) 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.

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.