



# Wyoming IBRS

## The NIBRS Transition

### WYOMING NIBRS STATUS UPDATE

What a year 2020 has been! Certainly one for the books with pandemic, weather issues, election year drama...the list goes on and on. In the Wyoming Uniform Crime Reporting world things are progressing. The DCI UCR office completed 7 trainings from March through August. A reminder to all agencies that you must be transitioned to NIBRS by January 1, 2021, or will no longer be able to report Uniform Crime Reporting data until your agency converts. The FBI has made it very clear that the penalty for not reporting in NIBRS could result in penalties to federal grants and there will be **NO** extensions granted by the FBI.

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, Uinta SO, Thermopolis PD, Worland PD, Jackson PD and Hot Springs SO, Riverton PD, Diamondville PD, Converse SO, Gillette PD, and Sheridan PD. Several agencies are in various stages of completing their test plan, and are anticipated to be submitting NIBRS data shortly.

A reminder that Web Incident Editor through the Crime Insight application is still available.

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. It can also be used as a "stop gap" for agencies using RMS/RIMS that may not be ready to report live data by January 1, 2021. 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.

### NIBRS TRAINING

The **FINAL** training for 2020 (and before the cutoff date for the transition) will be October 27-28, 2020 at DCI in Cheyenne. The class is 16 hours long and POST certified. All attendees must attend the full 16 hours to be certified in NIBRS. This class will have limited space due to social distancing, so if need be preference will be given to people who have not attended a NIBRS training before.

If space is available for this class, we will certainly accept people who are wanting a refresher course.

These classes are not instruction on how to get your information from a RIMS/RMS system, or how to enter in Web Incident Editor. These classes are designed to give you the nuts and bolts of NIBRS data and how it relates. Your vendor should provide your agency with your specific RMS/RIMS information, and if your agency plans to use Web Incident Editor, please reach out to Diana for training in that application.

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

Once an agency has been given the go ahead to start submitting live data in NIBRS, you have two months to do this. Failure to do so within that two month period will require the User Agency to resubmit their test data to essentially start the certification process over. This is especially noteworthy for the Web Incident Editor agencies. If you have any questions please reach out to Diana.

## UCR BUSINESS –

- 1) **Reporting Times** – We continue to have issues with UCR files being submitted on time. 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 20<sup>th</sup> of the month** following the reporting period. This gives you 20 days to get them submitted. This allows time to get corrections done before the FBI deadline.
- 2) **Crime Insight** –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. Every agency is responsible for ensuring that corrections are made to your upload files, as well notifications from the FBI on errors.*** If you have questions on how to correct files, please contact Diana.

**\*\* Please email your UCR workbook for that month to DCI after you’ve uploaded your files into Crime Insight. Hopefully this will reduce the amount of time for agencies when I have to request the workbook for potential FBI errors and warnings.**

The FBI advises that there seems to be a problem with the UCR Summary Workbook not completely clearing data when agencies attempt to re-use a previous workbook. It looks like the previous data is gone, when in fact when you “generate summary files”, the data may show up in the flat file, generating a possible error. Per the FBI, please utilize a clean workbook every month, not one that you previously put data in. You can retrieve this from the DCI website. Hopefully this will help reduce some of the errors we are seeing.

**We've been notified by the FBI trainers that some agencies are bypassing the state and going directly to the FBI trainers when they have questions. A reminder that Wyoming is a state participation program, and that any questions or concerns you have regarding UCR need to go to DCI UCR first. The trainers have many states and agencies that they provide service for, and unless it is something that the state UCR program can't manage, local agencies first point of contact should always be our office. We appreciate your understanding and cooperation.**

**The UCR office is still getting many questions on the test plan and how an agency becomes NIBRS certified. This has been addressed several times in previous newsletters, but for the benefit of the new readers here is the process. A reminder that the Jan 1, 2021 date is not when your agency becomes certified, it is when you must be submitting live NIBRS files by.**

- 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.**
- Attend a training offered by the DCI UCR office. This is a two day training which will also get 16 hours of POST credit if POST certified. Every agency that reports must have at least one person (and preferably a back-up person) in order to proceed to the next steps. This class is offered only in person, there is no "online" training substitute. There is ONLY ONE MORE training being offered before the FBI deadline of Dec 31, 2020. That class is being held at DCI, Cheyenne October 27-28, 2020. Please notify Diana via email if you have personnel you wish to attend. There is no fee for the training but your agency will be responsible for travel expenses, lodging etc.**
- Agencies will need to submit municipal code mapping to DCI in a spreadsheet to ensure that municipal 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 Significant 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.

After the above steps are completed,

- 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.
- You will need to contact the UCR office for instruction on how to complete the test plan. We look at not only how successful your file was, but the data quality within each submitted file.
- Once the test plan review has been completed, the UCR office will email you your results. If there are errors that need to be corrected by either your agency or the vendor, you will need to follow up. When submitting correction data on test cases, you will need create new incidents with the corrections.
- If there are no corrections to be made, the UCR office will advised you what month to start submitting your NIBRS data in. Your agency will still upload their files in the test system, clean up any errors/warnings, and then upload the clean file to [crimestats.wyo.gov](http://crimestats.wyo.gov) You will continue this process until notified by the UCR office, not less than 6 months in duration.

## NIBRS TRAINING CORNER –

- Crimes being committed against or by foster parents, state assigned temporary guardians or foster children are being reported more and more. Questions have arisen regarding how to code the relationship of victim to offender, which is part of the data set for “victims”. The FBI has seen everything from Victim was Parent to Victim was Otherwise Known. **Per the FBI trainers, the correct victim to offender relationship involving foster parents or foster children is OK=Victim was Otherwise Known.**
- There has been some questions on when to code “13C-Intimidation” when the offense is “Violation of a Protection Order”. **If threats were involved (such as a when an offender, in violation of a protection order, shows up and threatens the victim)**

that would be coded as 13C-Intimidation, provided there was no physical contact between the victim and offender. If the Violation of a Protection Order did not contain any elements of threat, and is merely a violation because the offender contacted the victim, that would be coded as 90Z – All other offenses. Since 90Z is only reported to NIBRS when there is an arrest, cite or summons, it is only reported at the time of the arrest, cite or summons.

- **Suspected Drug Types in NIBRS**

The FBI Trainers are frequently asked how to code specific types of drugs that are not provided for in the NIBRS User Manual. The table below should provide guidance on how “non-typical” drugs are to be coded in the “Suspected Drug Type” data element.

<b>Suspected Drug Type Category</b>	<b>Additional drug included</b>
Hashish	Dabs
Marijuana	THC oil
Other Narcotics	Oxycontin, Vicodin, Lortabs, Fentanyl, Suboxone
PCP	Ketamine, Special K
Other Hallucinogens	Ecstasy, K2
Amphetamines/Methamphetamines	Adderall
Other Stimulants	Naphthoylindol, Flakka, Pseudophedrine, Focalin
Other Depressants	Benzodiazepines (Klonopin)

That does it for this edition. If you have any questions, please contact Diana in UCR directly. Everyone stay safe, stay healthy, and have wonderful holidays!!

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