

NIBRS

—

New UCJIS Transaction



UCA 53-10-205. Uniform crime reporting system - Reporting timelines and use of data

A law enforcement agency shall, for the jurisdiction of the law enforcement agency, submit crime reporting and use of force data requested or required by the statewide uniform crime reporting system described in Section 53-10-202:

- (a)** To the bureau before the 16th day of the month after the month in which a reported crime occurs; and
- (b)** In a manner prescribed by the bureau and in compliance with the requirements if the Federal Bureau of Investigation's uniform crime reporting standards.

Please note: Effective 05/05/2018

Per statute UCA 53-10-205, NIBRS files must be submitted by the 16th of every month in order to meet the deadline and be included in the monthly validations, if you submit later than that, your data might not be included in the monthly reports.




NBRS UCJIS Transaction:

- Allows agencies to upload their NIBRS files.
- Retrieve their Success Reports, Error Reports and Stats Reports.
- Have access to this information whenever they need.

Remember:

Only the agency designated UCR rep will be granted access the NIBRS transactions.

- ★ Access can only be granted to *one* person per agency.



UCJIS
Utah Criminal Justice
Information System

User Authentication

User
USER_ID

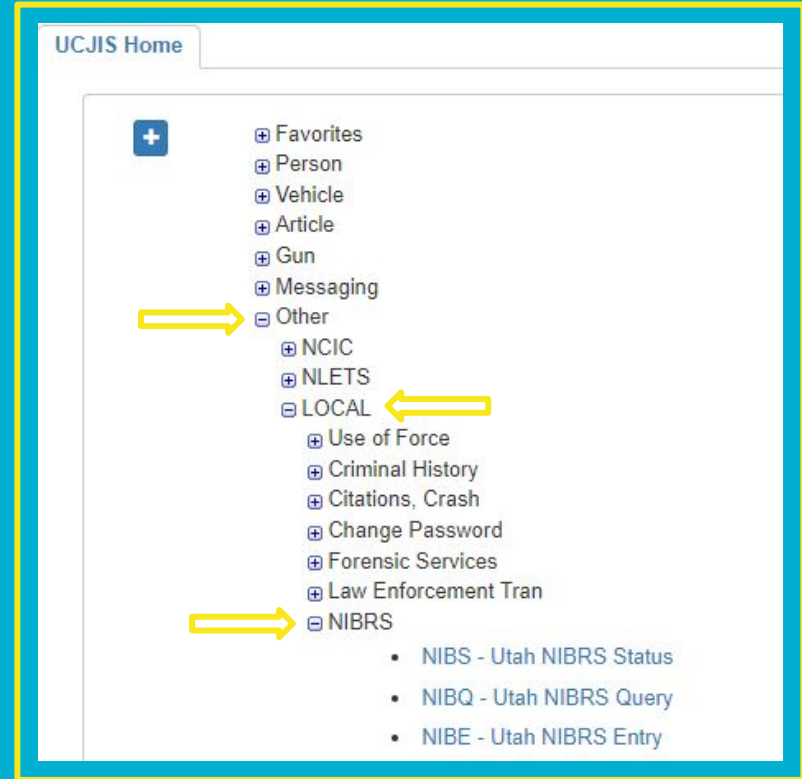
Agency
YOUR_AGENCY

Login Reset

This system is restricted to authorized users for approved use only and is subject to monitoring. Actual or attempted unauthorized access is a violation of applicable laws and regulations. Violators will be prosecuted.

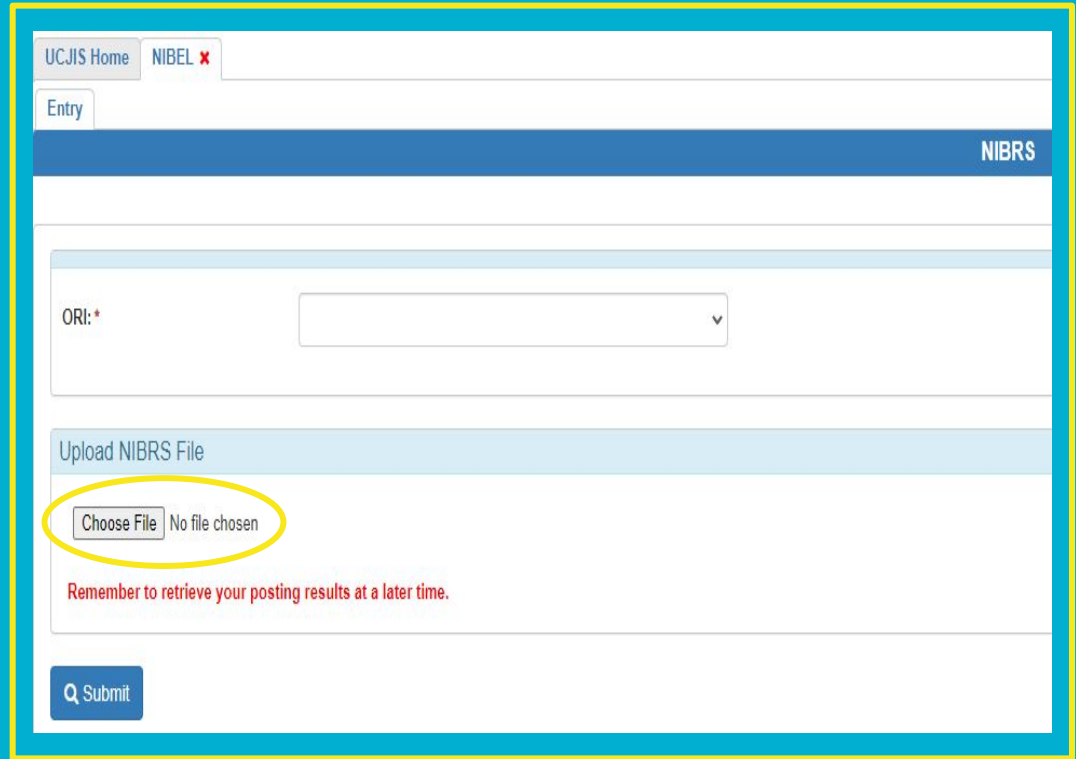
New Transactions:

- **NIBE** – NIBRS Entry
 - File upload.
- **NIBQ** – NIBRS Query
 - Stats, Success and Error reports.
- **NIBS** – NIBRS File Status
 - Track uploaded files and the number or records processed.



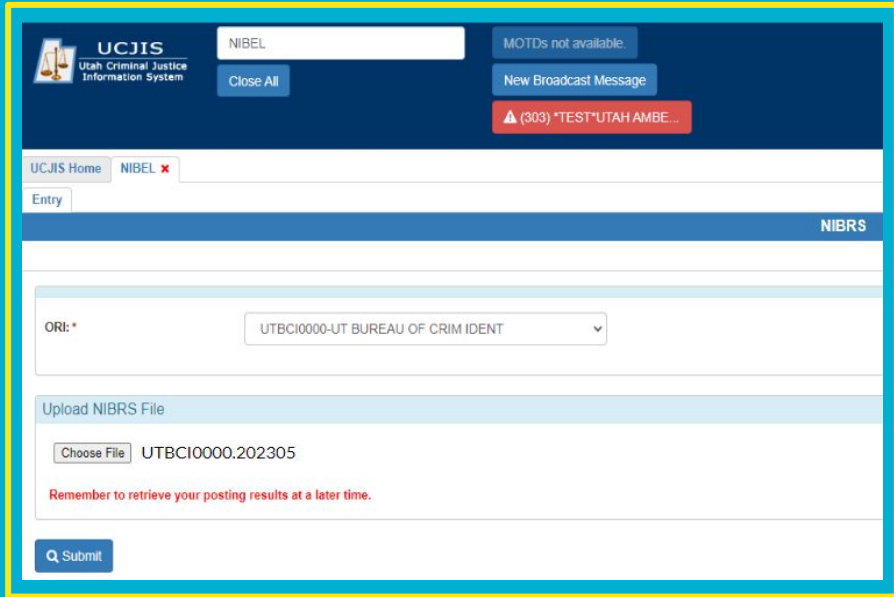
NIBE: File Upload

ORI Field is for authentication
And will be defaulted
to your agency.

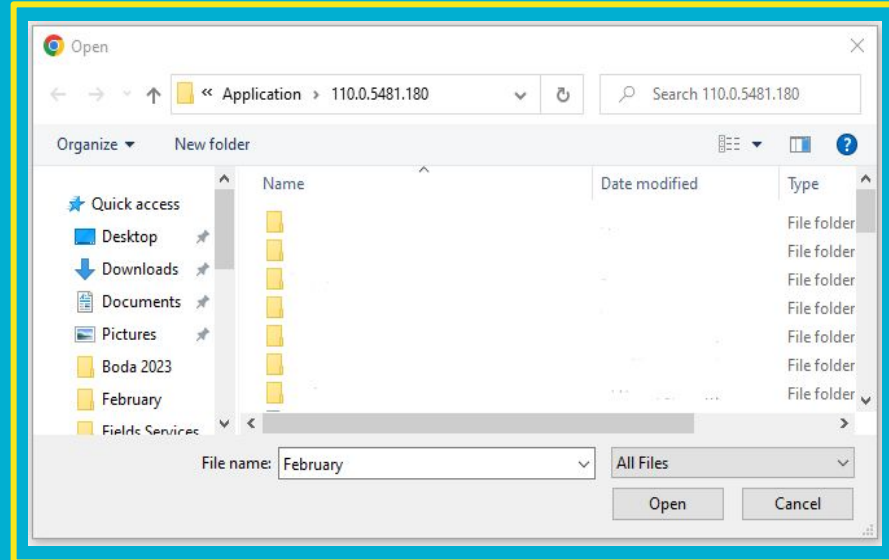


The screenshot shows a web interface for uploading NIBRS files. At the top, there are tabs for 'UCJIS Home' and 'NIBEL x'. Below the tabs is an 'Entry' button. A dark blue header bar contains the text 'NIBRS'. The main content area has a light blue header 'Upload NIBRS File'. Below this header is a form with an 'ORI: *' label and a dropdown menu. The 'Choose File' button is circled in yellow. Below the file selection area, there is a red message: 'Remember to retrieve your posting results at a later time.' At the bottom left, there is a blue 'Submit' button.

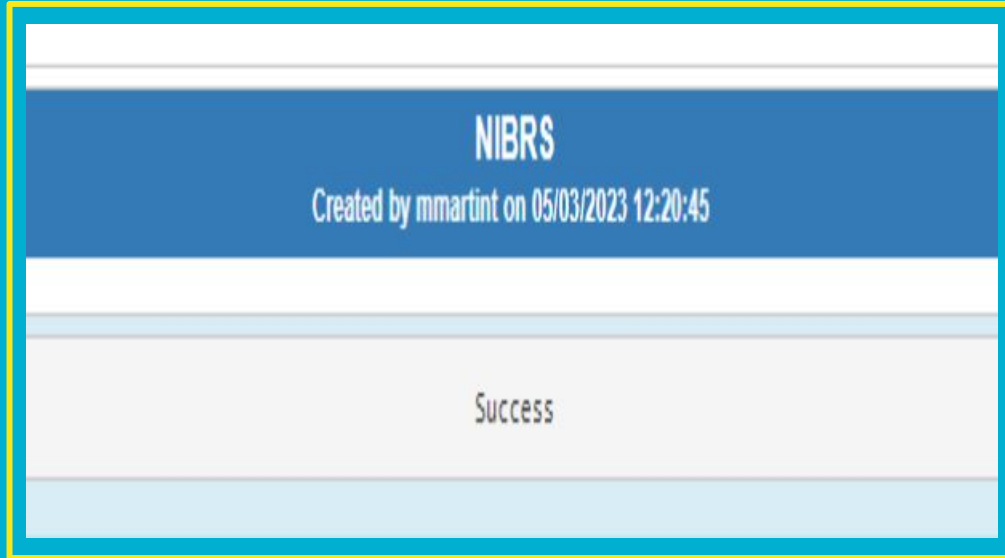
NIBE: Choose a file



The screenshot shows the UCJIS (Utah Criminal Justice Information System) interface for uploading NIBRS files. At the top, there is a header with the UCJIS logo and a search bar containing "NIBEL". A notification bar indicates "MOTDs not available" and "New Broadcast Message". A red alert banner shows "(303) *TEST*UTAH AMBE...". Below the header, there are tabs for "UCJIS Home" and "NIBEL". A search bar contains "Entry". A section titled "NIBRS" contains a dropdown menu for "ORI:" with the selected value "UTBCI0000-UT BUREAU OF CRIM IDENT". Below this is an "Upload NIBRS File" section with a "Choose File" button and the filename "UTBCI0000.202305". A red note says "Remember to retrieve your posting results at a later time." At the bottom, there is a "Submit" button.



NIBE: Successful File Upload



If file is uploaded successfully you will get this response back.

NIBE: File Completion:

Please note depending on the size of your file, and the amount of files processing, wait time for your file to finish processing can usually take between 15-30 mins, but it could be longer.



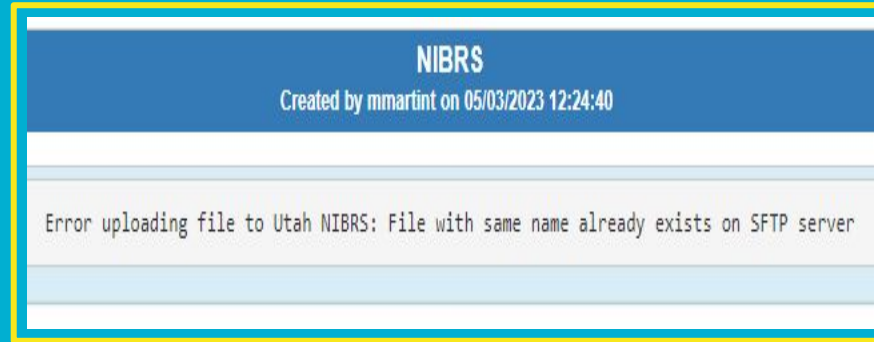
NIBE: Errors

Files need to be named in the following format:
Your agency ORI (including the UT) then a period
followed by the tape date year and the tape date
month.

- Example: *UTBCI0000.202301*

NIBE: Errors.1

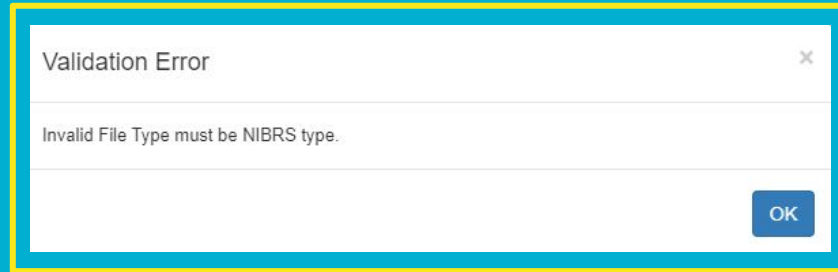
Tapedates cannot be used twice, they should all be in chronological order. If your file has a repeat tapedate, it will be rejected with the following error:



If the last file submitted had a tapedate of UTBCIO000.20220**1**
the next file should be UTBCIO000.20220**2**.

NIBE: Errors.2

If your file is not in the correct format you will get the following validation errors.



NIBQ: View your agency's Stats

First ORI Field will be defaulted to your agency.

Second ORI Field will be for the ORI you are searching for.

Drop down option will allow you to view Stats, Success or Errors reports.

UCJIS Home NIBQL x

Entry

Retrieve Posting Results

ORI:* UTBCI0000-UT BUREAU OF CRIM IDENT

Search ORI:* UTBCI0000

Year: 2023 Month: APRIL

Result Type: STATS

Submit

Result Type:

STATS

STATS

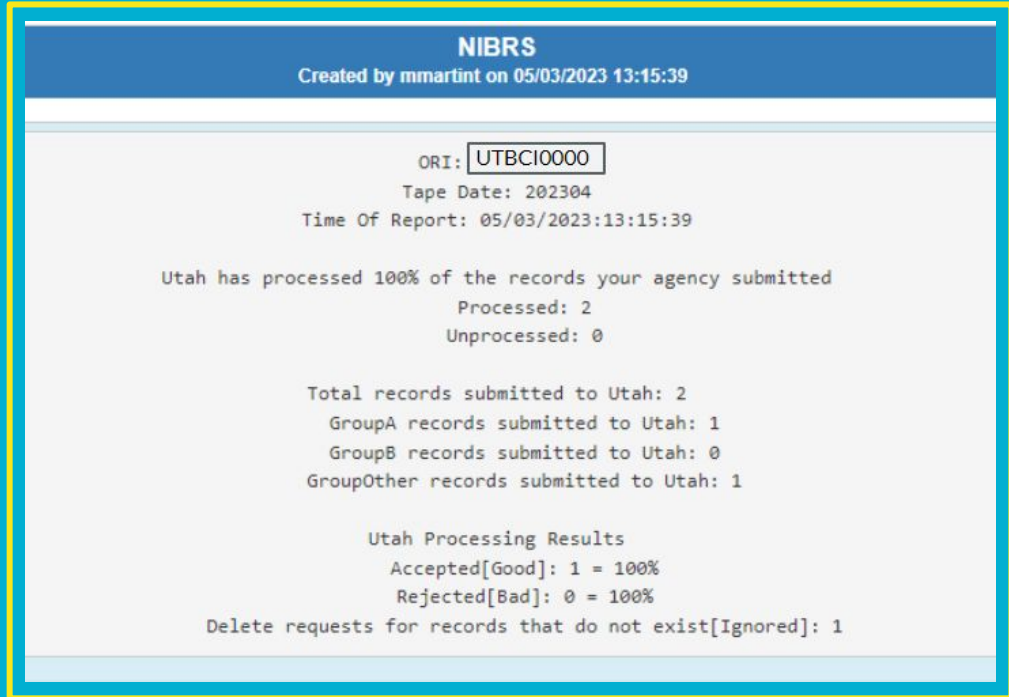
SUCCESS

ERROR

Submit

NIBQ: View your agency's Stats

This transaction will allow you to view your *processed* and *unprocessed* records, as well as anything that was *rejected*.

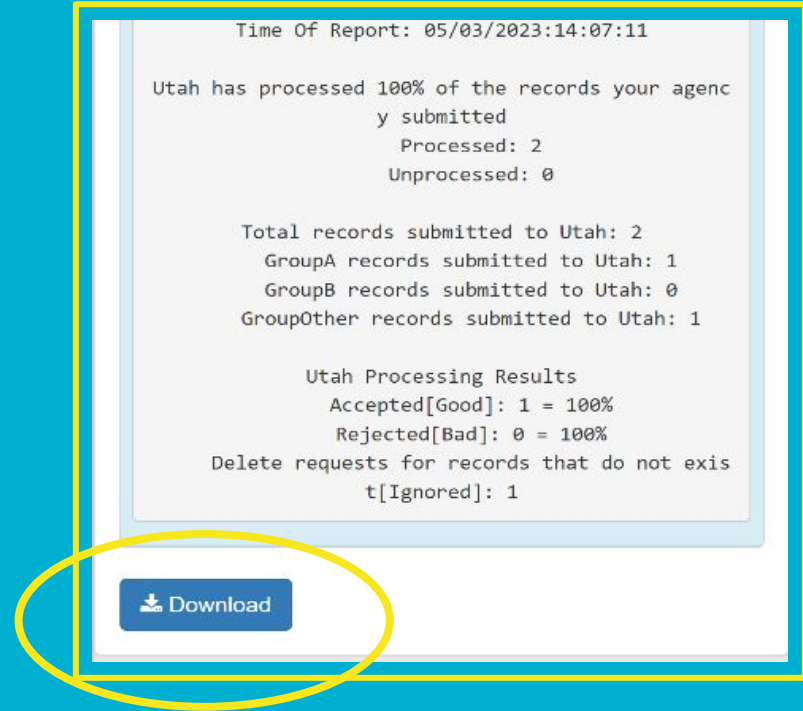


The screenshot displays a report titled "NIBRS" with the following details:

- Created by mmartint on 05/03/2023 13:15:39
- ORI: UTBCI0000
- Tape Date: 202304
- Time Of Report: 05/03/2023:13:15:39
- Utah has processed 100% of the records your agency submitted
 - Processed: 2
 - Unprocessed: 0
- Total records submitted to Utah: 2
 - GroupA records submitted to Utah: 1
 - GroupB records submitted to Utah: 0
 - GroupOther records submitted to Utah: 1
- Utah Processing Results
 - Accepted[Good]: 1 = 100%
 - Rejected[Bad]: 0 = 100%
- Delete requests for records that do not exist[Ignored]: 1

NIBQ: Stats Download

Download capability at the left bottom of the screen will allow you to save your results.



Time Of Report: 05/03/2023:14:07:11

Utah has processed 100% of the records your agency submitted

Processed: 2
Unprocessed: 0

Total records submitted to Utah: 2
GroupA records submitted to Utah: 1
GroupB records submitted to Utah: 0
GroupOther records submitted to Utah: 1

Utah Processing Results

Accepted[Good]: 1 = 100%
Rejected[Bad]: 0 = 100%

Delete requests for records that do not exist[Ignored]: 1

[Download](#)

NIBS: File Processing Status

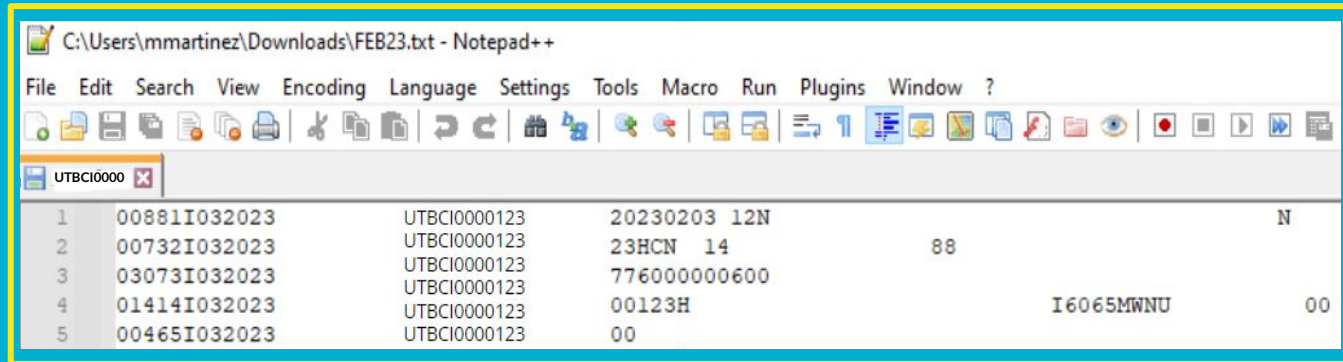
File Name	File Date	Insert Date	Completed Date	Number Of Records	Records Processed
UT0252100.202304	4/2023	2023-05-03T13:02:19	2023-05-03T13:02:21	2	2

This transaction will allow you to view and track the status of processed your files.

Miscellaneous Information: Notepad++

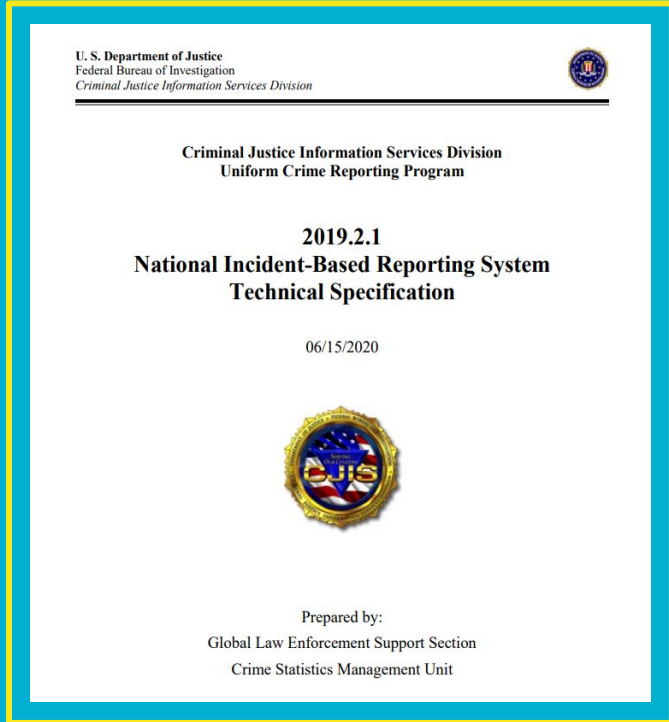
Remember, if you need to inspect your file the easiest way to is by using Notepad ++, this allows you to see the data within your file.

Besides checking to make sure that the tapedate is correct, you want to make sure that the tape date on the first line and the last line are the same



```
C:\Users\mmartinez\Downloads\FEB23.txt - Notepad++
File Edit Search View Encoding Language Settings Tools Macro Run Plugins Window ?
UTBCI0000
1 00881I032023 UTBCI0000123 20230203 12N N
2 00732I032023 UTBCI0000123 23HCN 14 88
3 03073I032023 UTBCI0000123 7760000000600
4 01414I032023 UTBCI0000123 00123H I6065MWN 00
5 00465I032023 UTBCI0000123 00
```

Did you know there's a manual?



If you didn't, please make note of
this website:

<https://www.asucrp.net/>

Here you can find lots of helpful
information, and also look up
your errors.

Once you log into the website, click on **NIBRS Manuals.**



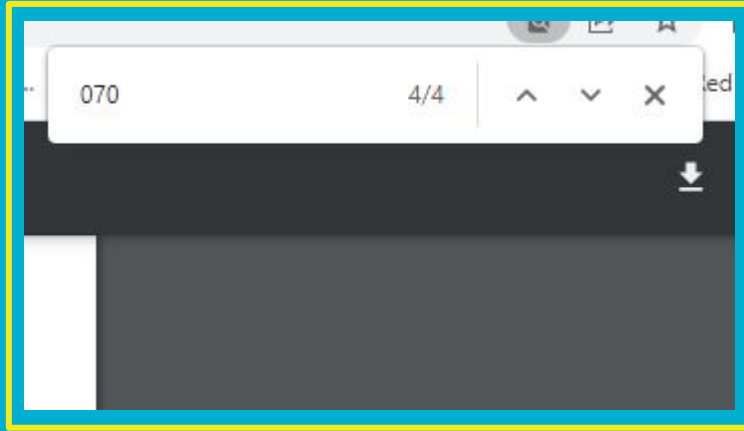
[NIBRS User Manual](#) -2021 National Incident-Based Reporting System (NIBRS) User Manual Version 2021.1 Document Date: 04/15/2021

[NIBRS Technical Specifications](#) -2019.2.1 National Incident-Based Reporting System (NIBRS) Technical Specification Document Date: 06/15/2020



Select:
NIBRS Technical Specifications Manual.

Quick Tip:



Ctrl+F

Will bring up a window at the top left corner of your screen, there you can enter the ERROR number and it will automatically take you to all the pages where the number is mentioned.

5.2.1 Structure Check Errors

Table 5-2 Structure Check Errors

Structure Check Errors		
Error Number	Error Message	Error Description
050	SEGMENT LEVELS ARE OUT OF NUMERICAL ORDER FOR THIS INCIDENT	Segment Levels in a Group A Incident Report must be organized in numerical order. For example, an incident having segments 1, 2, 2, 3, 4, 4, 4, 5 must be written in that order, not as 1, 2, 2, 5, 3, 4, 4, 4.
051	INVALID RECORD LEVEL ON SUBMISSION	Segment Level must contain a valid data value 0-7.
055	CANNOT HAVE A GROUP A INCIDENT REPORT WITHOUT LEVEL 1 SEGMENT	Segment Level 1 (Administrative Segment) with Segment Action Type I = Incident Report must be the first segment submitted for each Group A Incident Report.
056	DUPLICATE INCIDENT- PREVIOUSLY ADDED	Data Element 2 (Incident Number) must be a unique number for each incident submitted. No two incidents can have the same incident number.
058	ALL SEGMENTS IN A SUBMISSION MUST HAVE SAME MONTH AND YEAR OF SUBMISSION	Month of Submission and Year of Submission must contain the same data values for each segment in a NIBRS submission. The first segment processed will be compared with all other segments to check for this condition.
059	ALL SEGMENTS IN SUBMISSION MUST BE FROM SAME STATE	Data Element 1 (ORI) must contain the same state abbreviation code (e.g., SC, MD, etc.) in the first two positions (record positions 17 & 18). For non-federal LEAs, every segment in a submission must have the same state code in the first two positions of the ORI.
060	PROCESSING DATE PRECEDES MONTH AND YEAR OF SUBMISSION	Month of Submission and Year of Submission cannot be after the date the FBI receives and processes a NIBRS submission. This edit checks for data submitted for a future month/year.
065	EACH OFFENSE MUST HAVE AT LEAST ONE VICTIM	Segment Level 2 (Offense Segment) must have at least one Segment Level 4 (Victim Segment) connected to it by entering the offense code identified in Data Element 6 (UCR Offense Code) in Data Element 24 (Victim Connected to UCR Offense Code).
070	THE CORRESPONDING OFFENDER SEGMENT MUST EXIST	Data Element 34 (Offender Number to be Related) has a value that does not have a corresponding Offender Segment. For example, if the field value shown in Data Element 34 is 15, an Offender Segment does not exist with a value of 15 in Data Element 36 (Offender Sequence Number).

So how can you correct errors?

- Change the error in your Records Management System, this will flag the entry so that with your next submission, the new information will overwrite the old.
- Once the incident is submitted correctly, it will show on your success report and and your incident will now be counted in your validations and crime count numbers.



Remember:

- Files have to be submitted by the 16th of every month in order to be included in monthly validations.
- You can download your posting results and save with your monthly files.
 - This is highly recommended!
- Check your monthly validations to make sure your data is being accurately reported.



Please remember to contact
us for NIBRS access



Or if you have any questions

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