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NIBRS

UCJIS Transaction &
Frequently Asked Questions

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

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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

NIBRS UCJIS Transaction:

➢ Allows agencies to upload their NIBRS files

➢ Retrieve their Success, Error, and Stats reports,

➢ Access to this information whenever they need
   ○ Access will only be granted to the UCR rep, and to only one person per agency, however, if a backup is needed, please contact us to request

UCJIS 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
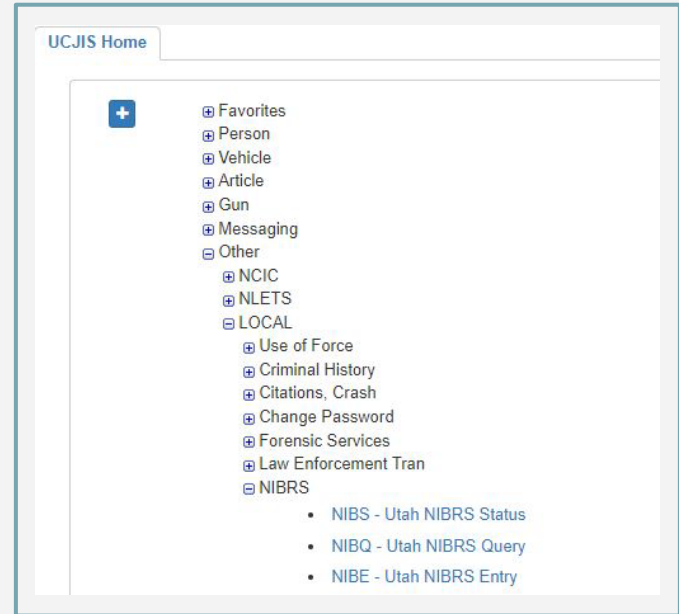
Select saved file
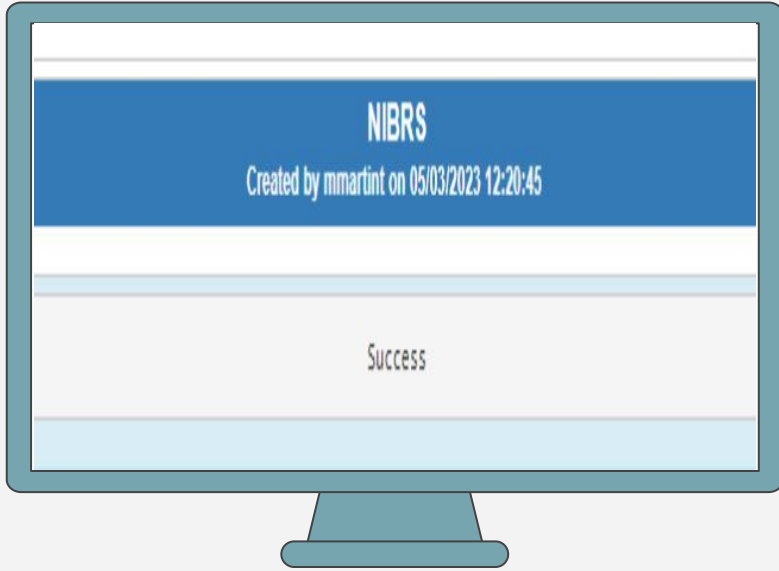
NIBE: ORI Field is for authentication and will be defaulted to your agency

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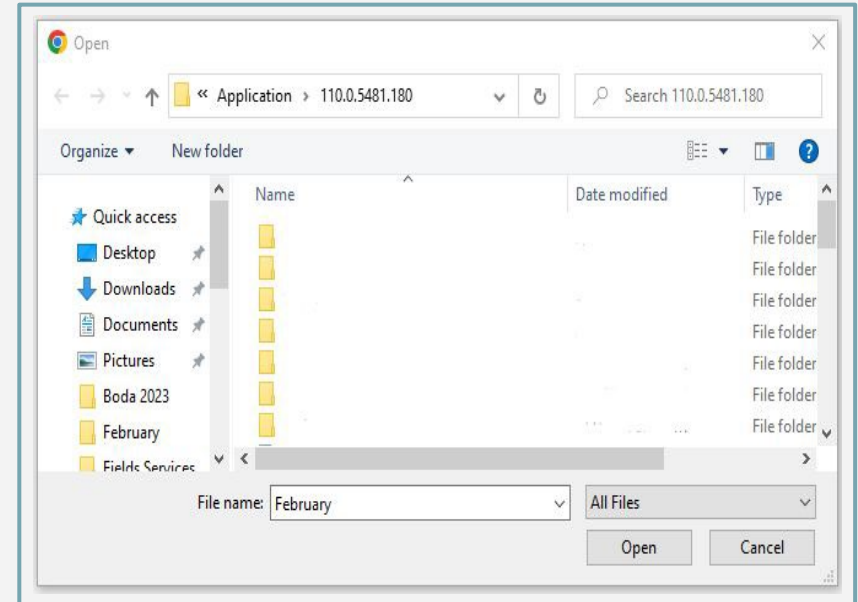
Successful
File Upload

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 mins to a day

Files need to be named in the following format:

Agency ORI (including the UT) then a period followed by the tape date year and the tape date month:

Example: UTBCI0000.202401

This tapedate has to also match the data inside the file:

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
2   00732I032023        UTBCI0000123        23HCN   14              88
3   03073I032023        UTBCI0000123        776000000600
4   01414I032023        UTBCI0000123        00123H
5   00465I032023        UTBCI0000123        00
```

NIBRS errors:

The most common NIBRS error is caused by a repeat Tapedate, this is when you submit a file with a tape date that is already in the system
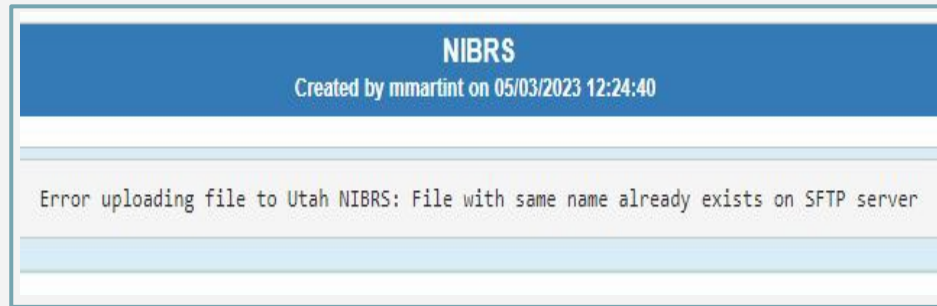
Tapedates can only be used once, and they should always be in chronological order. If your file has a repeat tapedate, it will be rejected
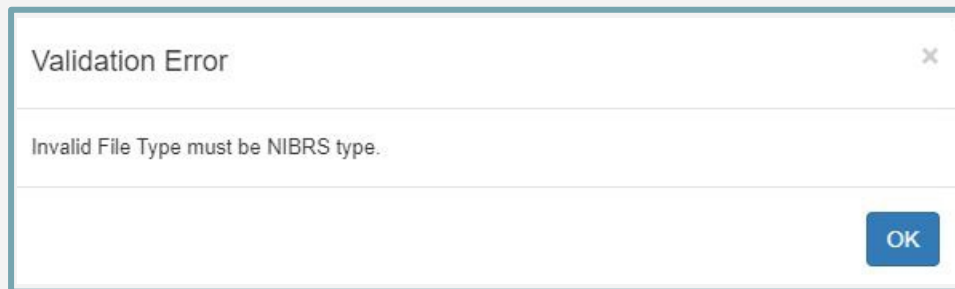
If the last file submitted had a tapedate of UTBCI0000.202040**1**
the next file should be UTBCI0000.202040**2**

NIBRS errors:

A validation error will come up when the file's format is wrong

NIBRS system "bugs"

Please take screenshots and email us:

414 Request-URI Too Large

FAILURE: { "code" : 401, "reason" : "Unauthorized", "error" : "[INVALID_ORI] ORI not allowed for agency", "timestamp" : "2023-10-11T09:51:06", "resource" : "GET:/bci-api/nibrsImportReport" }

NIBQ: Stats Query/Download

ORI's should be defaulted to your agency's

Drop down option allows you to choose between Stats, Success and Error reports, and download directly into an Excel sheet

NIBRS
Created by mmartine on 01/31/2024 10:30:50

```
                    ORI:
              Tape Date: 202306
         Time Of Report: 01/31/2024:10:30:50

    Utah has processed 100% of the records your agency submitted
                   Processed: 15
                 Unprocessed: 0

         Total records submitted to Utah: 15
          GroupA records submitted to Utah: 10
          GroupB records submitted to Utah: 5

              Utah Processing Results
               Accepted[Good]: 15 = 100%
               Rejected[Bad]: 0 = 100%
```

NIBRS
Created by mmartine on 01/31/2024 10:30:18

```
                    ORI:
              Tape Date: 202308
         Time Of Report: 01/31/2024:10:30:18

    Utah has processed 100% of the records your agency submitted
                   Processed: 17
                 Unprocessed: 0

         Total records submitted to Utah: 17
          GroupA records submitted to Utah: 13
          GroupB records submitted to Utah: 4

              Utah Processing Results
               Accepted[Good]: 12 = 92.31%
               Rejected[Bad]: 1 = 7.69%
  Delete requests for records that do not exist[Ignored]: 4
```
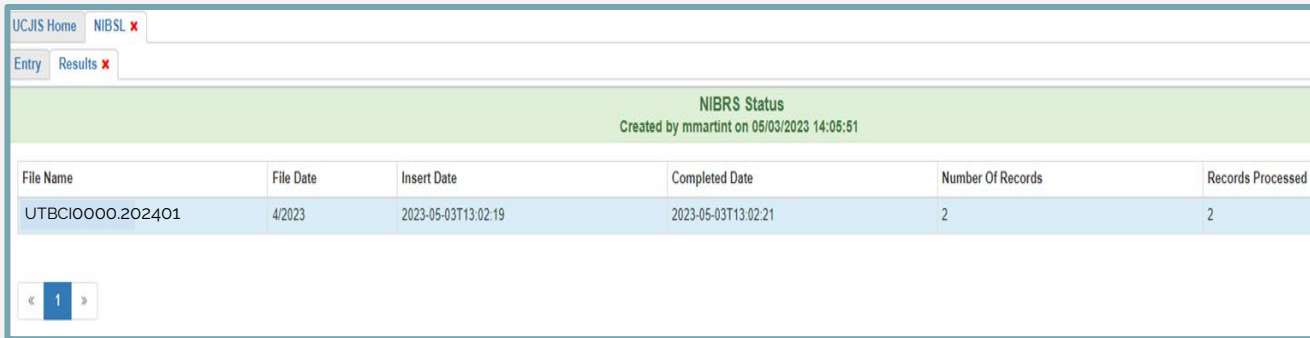
When viewing your stats, please pay close attention to your *Accepted* and *Rejected* incidents. Anything rejected, should be on your "Errors" report, ideally what you want is 100% of your incidents to go through

NIBS: File Processing Status

Track the status of your file, and remember, depending on the size of the file, or the number of files processing this can take up to a few hours, sometimes even a day

UCJIS Home	NIBSL ✕				
Entry	Results ✕				

NIBRS Status
Created by mmartint on 05/03/2023 14:05:51

File Name	File Date	Insert Date	Completed Date	Number Of Records	Records Processed
UTBCI0000.202401	4/2023	2023-05-03T13:02:19	2023-05-03T13:02:21	2	2

« **1** »

Did you know?

You can use to inspect your

file to make sure the tape date is correct.

When looking at it, also make sure both

the first, and last lines match

NIBRS manual

Save this website:

https://www.asucrp.net/

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

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U. S. Department of Justice
Federal Bureau of Investigation
Criminal Justice Information Services Division

Criminal Justice Information Services Division
Uniform Crime Reporting Program

2019.2.1
National Incident-Based Reporting System
Technical Specification

06/15/2020

Prepared by:
Global Law Enforcement Support Section
Crime Statistics Management Unit

Association of State Uniform Crime Reporting Programs

ASUCRP / MISSION / EXECUTIVE BOARD MEMBERS ▾ / MEMBERSHIP LIST ▾ /

NATIONAL INCIDENT BASED REPORTING SYSTEM (NIBRS) / CONFERENCE INFORMATION ▾ /
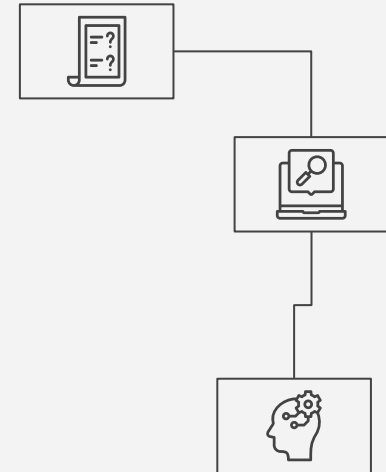
NIBRS MANUALS / RESOURCES ▾

ASUCRP

SITE NAVIGATION

» ASUCRP

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

5.2.1 Structure Check Errors

Table 5-2 Structure Check Errors

Error Number	Error Message	Error Description
	Structure Check Errors	
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).

Quick tip
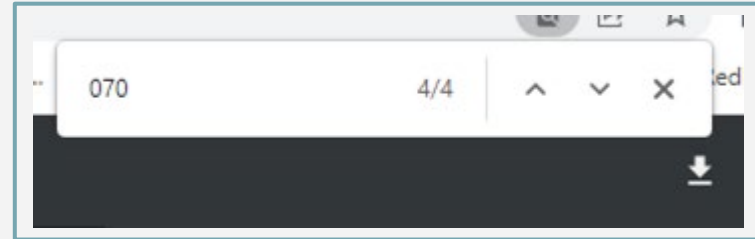
Ctrl+F
Will bring up a window at the top right corner of your screen, there you can enter the ERROR number and it will automatically take you to all the pages where the number is mentioned
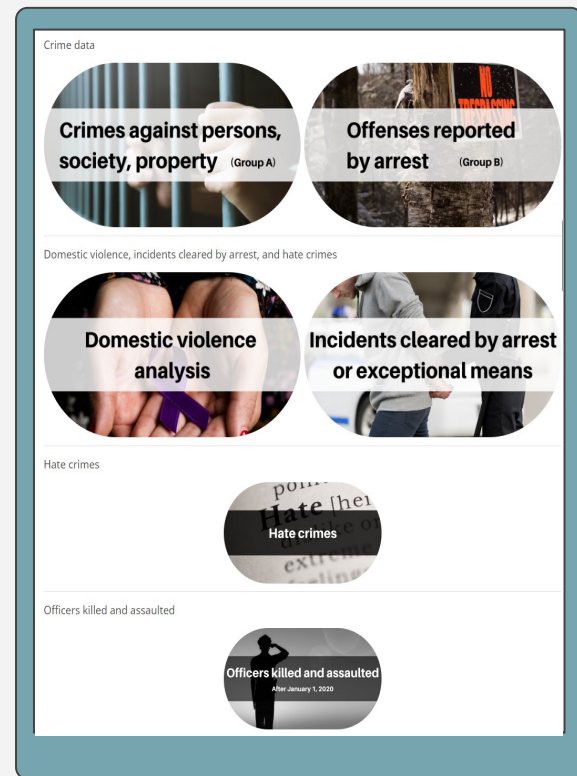
So what happens if you have errors?

- Change the error in your Records Management System (RMS), this will flag the entry so the next time you submit a file, 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 be counted in your validations and crime count numbers

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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

- The Crime in Utah Dashboard is live as of 2022 in the BCI website, and its available to the public also media

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Crime data

Crimes against persons, society, property (Group A)

Offenses reported by arrest (Group B)

Domestic violence, incidents cleared by arrest, and hate crimes

Domestic violence analysis

Incidents cleared by arrest or exceptional means

Hate crimes

Hate crimes

Officers killed and assaulted

Officers killed and assaulted
After January 1, 2020

Frequently Asked Questions

On a Domestic violence incident in the presence of a child, how is this reported? Do you link the child to the victim? How is the child reported?

No, in DV cases involving a child, you only report the assault towards the victim. Because DV is <u>not</u> a NIBRS offense the child will have to be left out, unless they too were involved in the physical attacks

13B Simple Assault   13A Aggravated Assault

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Frequently Asked Questions

How should a DV incident where both parties, husband and wife, admitted to hitting each other be reported in NIBRS, who here is the victim, and who is the offender?

A: Offender is the person to striked first

B: Both should be listed as offenders

C: Neither, they were both at fault, and you don't need to report it

D: One report with both listed as victims, and offenders

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Frequently Asked Questions

How do jail, and corrections go about submitting NIBRS?

Jails and correctional agencies do NOT report NIBRS. The information is collected from law enforcement only

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Frequently Asked Questions

Is there any penalties for missing the monthly deadline, or not submitting my files due to issues with the vendor/data?

No, technically there are no penalties, your agency will show as non-compliant, but we will not remove access, or fine you. Also, the totals in the monthly validations will be off until you resume submission. If your agency ever needs help submitting files, please feel free to reach out

NIBRS non compliance may impact an agency's chances to financial help from Federal Grants/ Funds

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Frequently Asked Questions

If you miss a file, and accidentally process them out of order, is there still a way to submit the missed data?

Yes, if you accidentally process a file out of order, and or miss a file, you can email such file to us, and our MIS team can force it through, once it has done processing, we will notify you so you can retrieve your posting results

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Frequently Asked Questions

If the suspect was arrested on an aggravated assault, but was found guilty on a simple assault, what do you need to report to NIBRS?

In NIBRS, we don't care about the outcome or final conviction, your initial arrest charge is what you will report

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Frequently Asked Questions

If there are no incidents to report, should you still submit a NIBRS file?

Yes, if you don't have any incidents to report, you should still submit a file with a Zero report in order to show you are still in compliance

This also applies to Use of Force!

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Frequently Asked Questions

How are LEOKA incidents reported?

LEOKA incidents must come in with your NIBRS file, if your vendor has not yet implemented the upgrade to include them, we no longer have a way to get them reported manually

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Frequently Asked Questions

If your monthly validations seem off, is there way to verify the incidents reported?

Yes, If something looks off in your validations, your can contact Alex Martinez and request your agency's Index, Group B, LEOKA and Hate Crime incident totals

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Frequently Asked Questions

Is there a deadline to submit Use of Force incident and/or Zero reports?

Yes, Use of Force incidents are due by the 16th of every month, just like NIBRS

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Frequently Asked Questions

What happens if you forget to report Use of Force?

*If your agency does not stay in compliance and up to date with Use of Force submissions, BCI will not remove your access, **BUT** the FBI will unenrolled and remove your agency from their collection participating list, and you will not appear on their publications*

Please be aware the Commissioners office periodically requests reports to see agency participation, and compliance

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Frequently Asked Questions

If multiple agencies are involved in a Use of Force incident, who is responsible for reporting it?

A: First agency on scene

B: The agency who detains the suspect

C: Each agency is responsible to report for their own officers

D: Flip a coin and decide that way

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Frequently Asked Questions

Is Use of Force access limited?

Your agency may request access to as many users as they need to submit, and query Use of Force incidents, the only transaction we restrict to one user per agency is the Zero report. If at any point access has to be reassigned, or you need new users added please contact us and we'll make the necessary changes

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Frequently Asked Questions
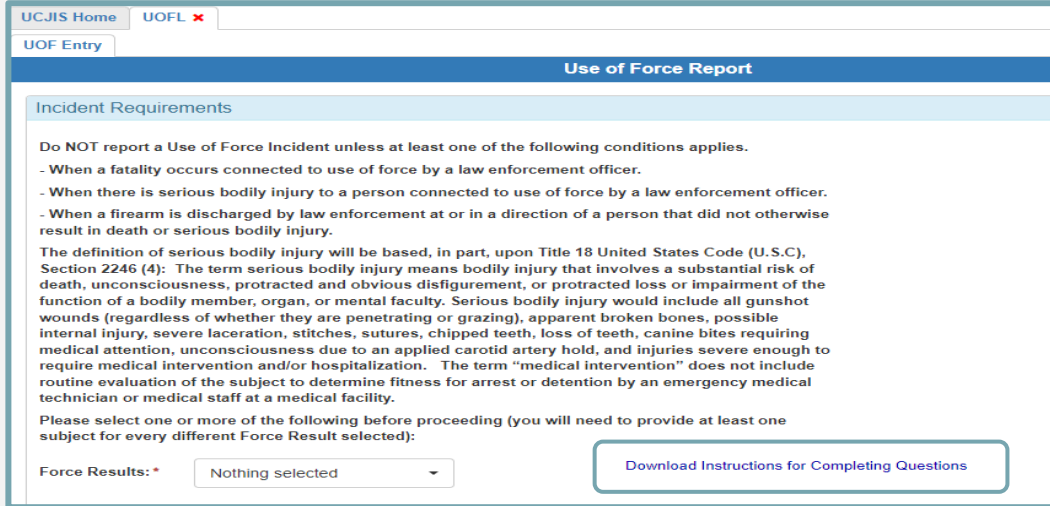
Is the use of a taser reportable in Use of Force?

If suspect suffers serious bodily injuries during the use of a taser you will want to report it

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Tip:

Downloadable instructions are available on the Use of Force Transaction screen to help you with your questions and submission

Questions?

Alex Martinez

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Tuesday-Friday 7AM-5PM

Mandy Biesinger

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