



Division of Criminal Justice Services

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TO: All Crime Reporting Agencies
FROM: Adam Dean, Chief, New York State Crime Reporting Program
DATE: March 2, 2015
SUBJECT: Change in Crime Reporting Requirements for DCJS Grantees

REPORTING ALERT: CHANGE IN CRIME REPORTING REQUIREMENTS FOR DCJS GRANTEEES

Starting in 2015, all crime reporting agencies applying for or receiving grant monies from the New York State Division of Criminal Justice Services (DCJS) will be required to submit monthly crime reports through the Integrated Justice Portal (IJPortal) within 30 days after the close of the reporting period. Failure to submit this information may result in grant funds being denied or withheld.

How does this affect Incident-Based Reporting (IBR) agencies?

Those agencies participating in IBR are required to use the IJPortal IBR Submission Interface to upload their monthly NYSIBR extract file, and the IJPortal UCR Data Entry Interface to submit their monthly Hate Crime and Law Enforcement Officers Killed or Assaulted (LEOKA) reports.

How does this affect Summary (UCR) agencies?

Summary (UCR) reporting agencies are required to use the IJPortal UCR Data Entry Interface to submit all monthly UCR reports including the Return A (Monthly Offenses known to Police), Arrests of Persons 18 and Over, Arrest of Persons Under 18, Supplemental Homicide Report (SHR), Arson, Hate Crime, and the Law Enforcement Officers Killed or Assaulted (LEOKA).

Accessing the IJPortal

The IJPortal web address is <http://www.ejusticenyny.state.ny.gov>. This is a secure site which requires a user name and password to access. All new requests for IJPortal accounts should be coordinated through your agency's designated Terminal Agency Coordinator (TAC). Any questions related to IJPortal access must be directed to the DCJS Customer Contact Center at 518-457-5837 or 1-800-262-3257 or by email at cccenter@dcjs.ny.gov.

Instructions for accessing and submitting monthly crime reports through the IJPortal can be found on the DCJS public website at: http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/ucr_refman/IJPortal-UCR-Data-Entry-Manual.pdf.

We appreciate your assistance and cooperation in submitting this important information. Please call the Crime Reporting Unit at (518) 485-7942 or email infonysucr@dcjs.ny.gov if you have any questions or need assistance.