NYSIBR Data Transmission Specifications

New York State Incident-Based Reporting (IBR)
Reference Documents

This document provides technical instructions for generating and transmitting monthly IBR files to DCJS and is intended primarily for vendors who design and support Records Management System (RMS) software used to store and report incident data submitted through IBR. It is also helpful for law enforcement agencies in understanding the contents and structure of an IBR submission file.

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Crime Reporting

NYSIBR Data Transmission Specifications

Contents

Introduction

The purpose of this document is to provide technical instructions for generating and transmitting monthly Incident-Based Reporting (IBR) files, particularly for the vendors who design and support the Records Management Systems (RMS) that law enforcement agencies use to create and submit their monthly data files.

Topics include the overall structure of IBR data collection and how the circumstances of individual incidents are illustrated through the 68 data elements collected for each incident report. This includes instructions for determining the difference between active incidents and inactive incidents and how the two incident types are represented within the data file. Readers can find information on when monthly IBR files are supposed to be created and sent to DCJS as well as the transmission data specifications which include the data elements required for successful data transmission. This document also includes local database requirements for storing IBR data including the required data formats as well as how the NYSIBR database handles the different types of errors that may be present within a data file.

Segments to be Submitted

An incident report may consist of many possible combinations of circumstances ranging from a simple situation involving only one offense, one victim, and one offender, to a complex set of several offenses, property losses, victims, offenders, arrestees, and arrest charges. In addition, each of the victims may not be involved in every offense. Nor will all offenders have victimized the same victims. In NYSIBR, segments consisting of logically related data elements are used to build records which describe the circumstances of an incident. Using segments, an incident record can be constructed to link victims, offenders, and offenses to account for the wide variation in incident details.

There are ten segment types used to format and transmit IBR data. Two of these segments, the HEADER SEGMENT and the TRAILER SEGMENT, are used to delimit the beginning and end of the monthly IBR data submission for a local agency. The remaining eight segment types (ADMINISTRATIVE, OFFENSE, PROPERTY, OFFENDER, VICTIM, ARRESTEE, ARREST CHARGE, and TIME WINDOW) are used to build incident records. The 68 numbered Data Elements and the nine Transmission Data Elements outlined in the document *Data Capture Specifications* (See IBR Reference Materials on the DCJS public website) appear under their specific segment types as described in the file layouts in this document.

NYSIBR data processing is based on handling "segments" rather than individual data elements. Each type of data transaction has rules governing what segments need to be present in the incident record transmitted.

Description of Segment Types

Each segment type will contain an identifying code in the SEGMENT TYPE (SEGTYPE) field. The following is a description of each Segment Type:

SEGTYPE	DESCRIPTION
0	**HEADER SEGMENT** Identifies the beginning of the monthly IBR data submission for an agency.
1	**ADMINISTRATIVE SEGMENT** Provides administrative information regarding the overall incident.
2	**OFFENSE SEGMENT** Provides information about an offense involved in the incident. Each offense appears on a separate OFFENSE SEGMENT.
3	**PROPERTY SEGMENT** Provides information about the various types of property involved in the incident. Different types of property involvement, such as stolen, recovered, burned, destroyed, as coded in Data Element #22, appear on separate PROPERTY SEGMENTS.

SEGTYPE	DESCRIPTION
4	**OFFENDER SEGMENT**
	Provides information about an offender involved in the incident. Each offender appears on a separate OFFENDER SEGMENT.
5	**VICTIM SEGMENT**
	Provides information about a victim involved in the incident. Each victim appears on a separate VICTIM SEGMENT.
6	**ARRESTEE SEGMENT**
	Provides information about an arrestee involved in the incident. Each arrestee appears on a separate ARRESTEE SEGMENT.
7	**ARREST CHARGE SEGMENT**
	Provides information about an arrest charge for an arrestee. Each arrest charge appears on a separate ARREST CHARGE SEGMENT.
8	**TIME WINDOW SEGMENT**
	Acts as an "administrative" segment for INACTIVE incidents for which only limited information about exceptional clearances, property recoveries, and arrests must be submitted to DCJS.
9	**TRAILER SEGMENT**
	Identifies the end of an agency's monthly NYSIBR data submission and contains a RECORD COUNT and HASH TOTAL used to ensure that NYSIBR has read all the segments transmitted by the local agency for a month.

Determining Which Segments to Send to NYSIBR

This section lays out the instructions for determining which segments are to be transmitted to NYSIBR. For instance, different segments will be required for incident records depending on the status of the incident as ACTIVE or INACTIVE. Applying these rules will ensure a standard, uniform way to determine which segments to send.

Determining the Status of an Incident

Determining the status of an incident as **ACTIVE** or **INACTIVE** is the key to identifying what procedures to follow for using segments to build incident records.

An **ACTIVE INCIDENT** means that the incident occurred on or after the agency start-up date. The agency start-up date is the effective date that the agency switched from Uniform Crime Reporting (UCR) to Incident-Based Crime Reporting (IBR). Effective the agency's start-up date, information on the complete incident is stored on the local agency database at the time it is determined that the incident should be forwarded to NYSIBR.

An **INACTIVE INCIDENT** means that information on the complete incident is NOT stored on the local agency database at the time it is determined that the incident should be forwarded to NYSIBR. INACTIVE incidents may be thought of as incidents which fall outside the "Time Window" for active data retention on the local agency database. By definition, any incident which occurred prior to the creation of the local agency database is an INACTIVE incident. Similarly, if data for the incident were previously removed, purged, or archived from the database based on local retention criteria the incident is INACTIVE. For example, if the local agency only keeps data active on incidents occurring within three years of the current date, and the incident occurred four years ago, it is an INACTIVE incident. Because full information about INACTIVE incidents is not readily available on the local agency database, only a limited amount of data needs to be transmitted to NYSIBR.

> If the status of the incident is ACTIVE, then follow the instructions for submitting ACTIVE incidents.
>
> If the status of the incident is INACTIVE, then follow the instructions for submitting INACTIVE incidents.

The instructions for determining which segments to submit for an incident also rely upon the Transmission Data Element SEGMENT ACTION (SEGACT) which describes the type of action to be applied to a segment. The codes for SEGMENT ACTION as well as a complete list of other transmission data elements as well as the 68 IBR data elements and their valid values are described in the document *Data Capture Specification* under IBR reference materials on the DCJS Public Website.

Instructions for Submitting Active Incidents to NYSIBR

An "initial" submission for an incident means it is the first time that any segments for that particular incident are being transmitted to NYSIBR. Data Elements #1-ORI NUMBER and #2-INCIDENT/COMPLAINT NUMBER act as the key fields for determining if an incident is on the NYSIBR database. If any segments for a specific incident number are already present on the NYSIBR database, then no other segments can be added as initial submissions.

An initial ACTIVE incident submission must contain one and only one ADMINISTRATIVE SEGMENT and at least one OFFENSE, OFFENDER, and VICTIM SEGMENT. It may also contain one or more PROPERTY and ARRESTEE SEGMENTS. It may NOT contain a TIME WINDOW SEGMENT. For each ARRESTEE SEGMENT, at least one and not more than 16 ARREST CHARGE SEGMENTS must be present.

All segments submitted for an initial ACTIVE incident must have SEGACT = "I" for "Initial".

All segments submitted for an initial ACTIVE incident submission must be ordered by SEGMENT TYPE (SEGTYPE). The only exception are incidents with more than one ARRESTEE SEGMENT within which all the ARREST CHARGE SEGMENTS for arrestees must follow the ARRESTEE SEGMENT to which they are linked. All SEGMENT TYPES 1 through 5 must always appear in ascending order within an incident.

The table below illustrates the sequence of segments for an initial ACTIVE incident submission:

SEGTYPE 1	ADMINISTRATIVE SEGMENT	There must be one and only one of these per incident.
SEGTYPE 2	OFFENSE SEGMENTS	There must be at least one but can be up to ten of these per incident.
SEGTYPE 3	PROPERTY SEGMENTS	There can be from zero to six of these per incident.
SEGTYPE 4	OFFENDER SEGMENTS	There must be at least one but can be up to 99 of these per incident
SEGTYPE 5	VICTIM SEGMENTS	There must be at least one but can be up to 999 of these per incident.
SEGTYPE 6	ARRESTEE SEGMENTS	There can be from zero to 99 of these per incident.
SEGTYPE 7	ARREST CHARGE SEGMENTS	There must be one and can be up to 16 of these for each ARRESTEE SEGMENT present. Each ARREST CHARGE SEGMENT is linked to the preceding ARRESTEE SEGMENT.

Examples of Active Incident Segments Valid for an Initial Submission

Below, several scenarios of structurally valid initial ACTIVE incident submissions are illustrated using SEGTYPE numbers. All of these segments would have SEGACT = "I" to identify them as initial submissions. In order to be processed by NYSIBR, no segments for these incidents can already be present on the NYSIBR database.

INCIDENT #1:	INCIDENT #2:	INCIDENT #3:	INCIDENT #4:
1 ADMIN	1 ADMIN	1 ADMIN	1 ADMIN
2 OFFENSE	2 OFFENSE	2 OFFENSE	2 OFFENSE
4 OFFENDER	2 OFFENSE	3 PROPERTY	4 OFFENDER
5 VICTIM	3 PROPERTY	3 PROPERTY	4 OFFENDER
	4 OFFENDER	4 OFFENDER	5 VICTIM
	5 VICTIM	5 VICTIM	6 ARSTEE #1
		6 ARRESTEE	7 ARR CHG #1
		7 ARR CHG	7 ARR CHG #2
			6 ARSTEE #2
			7 ARR CHG #1

Incident #1 is the most basic incident scenario involving a single offense with no property involvement (no PROPERTY SEGMENT is required), a single offender, and a single victim with no arrest (no ARRESTEE SEGMENT and no corresponding ARREST CHARGE SEGMENT is required).

Incident #2 involves a single victim and single offender but had two offenses which resulted in one type of property involvement (e.g., stolen property) requiring a PROPERTY SEGMENT.

Incident #3 involves a single offense which resulted in two types of PROPERTY SEGMENTS (for stolen and recovered property) being submitted. The incident had a single offender, a single victim, and one arrestee with only one arrest charge.

Incident #4 involved a single offense, with no property involvement, committed by two offenders against one victim. The two offenders were arrested and the first had two arrest charges lodged against him and the second had only one arrest charge.

These examples are not exhaustive but illustrate the variety of possible segment combinations that might exist for an initial ACTIVE incident submission. As illustrated above, every such submission must contain one and only one Administrative Segment.

> **NOTE:** Even if the offender and the arrestee are the same person and the arrest has been made at the time the incident is entered into the local database, it is necessary to submit both an OFFENDER SEGMENT and an ARRESTEE SEGMENT to NYSIBR in order to be in compliance with the rules for submitting segments for an initial ACTIVE incident.

Adding an Arrestee with Arrest Charges to an Active Incident

There must be NO other changes to the incident except the addition of a new arrestee and the associated arrest charge(s) for this arrestee.

To add a new arrestee, send an ARRESTEE SEGMENT along with each associated ARREST CHARGE SEGMENT. Include SEGACT = "A" for "Add" on all segments submitted.

Local agency software must keep track of the proper ARRESTEE NUMBER to assign via Data Element #51, so that no duplicate ARRESTEE NUMBERS appear in any ARRESTEE SEGMENTS for the incident. If the local agency tries to "add" an ARRESTEE SEGMENT and an ARRESTEE SEGMENT already exists on the NYSIBR database for that numbered arrestee, an error message will result.

Examples of structurally valid segment sequencing for an Add Arrestee transaction are:

Incident #1:		**Incident #2**	
SEGTYPE	**SEGACT**	**SEGTYPE**	**SEGACT**
6 ARRESTEE #1	A	6 ARRESTEE #2	A
7 ARREST CHARGE	A	7 ARREST CHARGE #1	A
		7 ARREST CHARGE #2	A
		6 ARRESTEE #3	A
		7 ARREST CHARGE	A

Incident #1 is the simplest Add Arrestee transaction possible, involving the addition of the first arrestee to an incident previously submitted without an ARRESTEE SEGMENT. This arrestee had only one ARREST CHARGE SEGMENT.

Incident #2 involves an Add Arrestee transaction for two arrestees. In this case, the initial ACTIVE incident submission to NYSIBR had an ARRESTEE SEGMENT present for the arrestee assigned number 1. Local agency software has correctly assigned non-duplicate numbers for these ARRESTEE SEGMENTS to be added (numbered 2 and 3 respectively). The first arrestee to be added is ARRESTEE #2 and this arrestee has two associated ARREST CHARGE SEGMENTS, while the second arrestee (ARRESTEE #3) has only a single ARREST CHARGE SEGMENT.

All Add Arrestee segment submissions must have an ARRESTEE SEGMENT as the first segment, followed by at least one but no more than 16 ARREST CHARGE SEGMENTS. The last segment must always be an ARREST CHARGE SEGMENT.

NYSIBR software will automatically update the ADMINISTRATIVE SEGMENT for the incident so that Data Element #7-INCIDENT CASE STATUS is changed to either "01" = "Cleared by Arrest-Adult" or "02" = "Cleared by Arrest-Juvenile" depending on the age of all Arrestees in the incident so that Data Element #8-INCIDENT EXCEPTIONAL CLEARANCE DATE = "77777777" for "Not Applicable".
Segments submitted as an Add Arrestee Transaction cannot immediately follow the "I" segments submitted for the incident. For NYSIBR processing, an incident is recognized by a change of incident

number on a segment or by a TRAILER SEGMENT which marks the end of a data submission for an agency. If the "A" segments immediately followed the "I" segments for an incident on a monthly NYSIBR data submission, all these segments would be read as a single incident. The incident would fail the edit check that all segments in an incident have the same SEGMENT ACTION type. An Add Arrestee Transaction can appear on the same monthly IBR data submission file as the segments for the Initial ACTIVE incident transaction, but must not be contiguous.

Updating an Active Incident Previously Sent to NYSIBR

To update an incident previously sent to NYSIBR, simply retransmit the updated incident information as if it was an initial incident submission, **EXCEPT that SEGACT = "R" for "Replace" should appear on all segments submitted for this updated incident**.

> **NOTE:** The processing of "initial" (SEGACT = "I") and "update" (SEGACT = "R") transactions for ACTIVE incidents is virtually identical. The only difference arises with respect to the assumptions made on the existence of the same incident number for that agency on the DCJS NYSIBR database. If segments are submitted with SEGACT = "I", and the segments for that incident already exist on the NYSIBR database, the transaction will be rejected as an error. If segments are submitted with SEGACT = "R" for "Replace" and the same incident does NOT exist on the NYSIBR database, the incident submission is flagged with a Warning Message, but the segments are accepted. The rationale behind this difference lies in the possibility that the local agency may not be aware that in the previous monthly NYSIBR data submission the incident segments, when submitted with SEGACT = "I", were rejected and did not (originally) make it to the NYSIBR database. If segments are submitted with SEGACT = "R" and the incident does exist on the NYSIBR database, then NYSIBR will delete all segments for the incident from the database and "replace" them with the (updated) segments now submitted for this incident.

Deleting an Active Incident Previously Sent to NYSIBR

Deleting an incident previously sent to NYSIBR might be necessary if the incident was subsequently determined to be "unfounded" after further investigation or if it had the wrong incident number on the original submission.

Transmit an ADMINISTRATIVE SEGMENT for the incident to be deleted with SEGACT = "D" for "Delete". Since all segments for an ACTIVE incident are linked to an ADMINISTRATIVE SEGMENT, deleting the ADMINISTRATIVE SEGMENT for an incident **automatically deletes** all other segments sent to NYSIBR for this incident including ARRESTEE SEGMENTS and ARREST CHARGE SEGMENTS submitted as Add Arrestee (SEGACT = "A") transactions.

ADMINISTRATIVE SEGMENTS submitted with SEGACT = "D" will NOT be subjected to the full edit checks normally applied to ADMINISTRATIVE SEGMENTS. Given that the purpose of a delete transaction is to remove an incident from the NYSIBR database, only a limited set of edits is necessary to ensure that the

incident to be deleted can be identified (ORI NUMBER and INCIDENT/COMPLAINT NUMBER), matches the INCIDENT REPORT DATE for the incident already on the database (a double-check for the accuracy of the incident identifiers), and is of the proper status (ACTIVE) to be deleted by an ADMINISTRATIVE SEGMENT.

Instructions for Submitting Inactive Incidents to NYSIBR

An **INACTIVE INCIDENT** means that information on the complete incident is NOT stored on the local agency database at the time it is determined that the incident should be forwarded to NYSIBR. INACTIVE incidents may be thought of as incidents which fall outside the "Time Window" for active data retention on the local agency database. By definition, any incident which occurred prior to the creation of the local agency database is an INACTIVE incident. Similarly, if data for the incident was previously removed, purged, or archived from the database based on local retention criteria, the incident is considered INACTIVE. For example, if the local agency only kept data active on incidents occurring within three years of the current date, and the incident occurred four years ago, it would be considered an INACTIVE incident. **ANY INCIDENT WHICH OCCURRED PRIOR TO THE AGENCY'S START-UP DATE FOR IBR SHOULD BE TREATED AS AN INACTIVE INCIDENT.**

The FBI, however, still wants certain information to be submitted for such INACTIVE cases. This information relates **ONLY to Exceptional Clearances, Arrests, and Recovered Property**. The FBI needs this restricted set of information in order to give credit to local agencies for clearances (either by arrests or exceptional means) and recovered property in its annual publication *CRIME IN THE UNITED STATES*. DCJS will need to forward such information for INACTIVE incidents to the FBI. NYSIBR has set up special data transmission requirements for INACTIVE incidents to make it easier for local agencies to forward such information.

General Instructions for Submitting Inactive Incidents

Each INACTIVE incident sent to NYSIBR must include one and only one TIME WINDOW SEGMENT which must be the last segment submitted for the INACTIVE incident. This TIME WINDOW SEGMENT contains information on the offenses involved in the incident (which are no longer available as OFFENSE SEGMENTS stored on the local agency's database) and a Clearance Indicator which must be forwarded to the FBI.

All segments submitted for INACTIVE incidents must have SEGACT = "W", which stands for a "Time Window Submission", SEGACT = "U", for "Update of a Time Window Submission", or SEGACT = "D" for "Delete". INACTIVE incidents can be thought of as incidents which are no longer within the "Time Window" for retention on the local database as ACTIVE incidents.

All segments submitted for an INACTIVE incident must be in ascending order by SEGMENT TYPE (SEGTYPE) except that in incidents with more than one ARRESTEE SEGMENT all the ARREST CHARGE SEGMENTS for an arrestee must follow the ARRESTEE SEGMENT to which they are linked.

Typology of Allowable Submissions for Inactive Incidents

In order to simplify the processing of the limited amount of data required to be transmitted to NYSIBR for INACTIVE incidents, a typology has been developed to show the possible segments allowed, an example of the sequencing of these segments, and all the rules for submitting these segments. The Transmission Data Element TIME WINDOW TYPE (TWTYPE) is used to categorize the types of allowable INACTIVE incident submissions based on the circumstances of the incident and the limited amount of information required for INACTIVE incidents.

TWTYPE 1 = AN EXCEPTIONAL CLEARANCE ONLY
Send an ADMINISTRATIVE SEGMENT and a TIME WINDOW SEGMENT which both have SEGACT = "W". The only valid sequence of segments for TWTYPE1 is as follows:

SEGTYPE	SEGACT
1 ADMINISTRATIVE	W
8 TIME WINDOW	W

RULES:
Data Element #7-INCIDENT CASE STATUS must equal "10", "11", "12", "13", or "14", the ONLY valid codes for Exceptional Clearances.

Data Element #8-INCIDENT EXCEPTIONAL CLEARANCE DATE must contain a valid date.

The CLEARANCE INDICATOR on the TIME WINDOW SEGMENT must equal "7" for "Not Applicable".

TWTYPE 2 = RECOVERED PROPERTY ONLY
Send a PROPERTY SEGMENT and a TIME WINDOW SEGMENT which both have SEGACT = "W". The only valid sequence of segments for TWTYPE 2 is as follows:

SEGTYPE	SEGACT
1 PROPERTY	W
8 TIME WINDOW	W

RULES:
Data Element #22-PROPERTY INVOLVEMENT must equal "05" for "Recovered". Codes for other types of property involvement cannot appear in this data element since only information on recovered property is collected for INACTIVE incidents.

The CLEARANCE INDICATOR on the TIME WINDOW SEGMENT must equal "7" for "Not Applicable".

TWTYPE 3 = ARRESTS ONLY
Send an ARRESTEE SEGMENT for **each arrestee** with all its corresponding ARREST CHARGE SEGMENTS and a TIME WINDOW SEGMENT following the last ARREST CHARGE SEGMENT for the last arrestee. All segments sent must have SEGACT = "W". Some examples of valid segment sequences are as follows:

Incident #1

SEGTYPE	SEGACT
6 ARRESTEE	W
7 ARREST CHARGE	W
8 TIME WINDOW	W

Incident #2

SEGTYPE	SEGACT
6 ARRESTEE #1	W
7 ARREST CHARGE	W
6 ARRESTEE #2	W
7 ARREST CHARGE	W
7 ARREST CHARGE	W
8 TIME WINDOW	W

Incident #1 is an INACTIVE incident with a single ARRESTEE SEGMENT with one ARREST CHARGE SEGMENT. The TIME WINDOW SEGMENT must always be the last segment submitted for the incident.

Incident #2 is an INACTIVE incident with two arrestees. The first arrestee had only one arrest charge and the second arrestee had two arrest charges, and the last segment submitted was a TIME WINDOW SEGMENT.

RULES:
The Data Element CLEARANCE INDICATOR on the TIME WINDOW SEGMENT must be "Y" for "Yes" if the arrest(s) clears the incident or "N" for "No" if the arrest(s) does NOT clear the incident.

If the incident was previously cleared by an arrest, CLEARANCE INDICATOR must be "N" for "No". For example, if the arrest(s) being reported for the INACTIVE incident involved accomplices and the original offender was previously arrested, the CLEARANCE INDICATOR should equal "N" since the arrest of the original offender (reported earlier to NYSIBR) would have cleared the incident.

If the INACTIVE incident was cleared earlier by an Exceptional Clearance, and an arrest is subsequently made, the CLEARANCE INDICATOR should be set to "Y" for "Yes". For NYSIBR purposes, the FBI considers an Arrest superior to an Exceptional Clearance, and wants the Arrest Clearance counted even for INACTIVE incidents where an Exceptional Clearance may have previously been reported.

If the clearance status of the INACTIVE incident is unknown, then code CLEARANCE INDICATOR as "Y" for "Yes". The FBI assumes that if the clearance status is unknown, the incident is not cleared.

TWTYPE 4 = AN EXCEPTIONAL CLEARANCE WITH RECOVERED PROPERTY
Send an ADMINISTRATIVE, PROPERTY, and TIME WINDOW SEGMENT each having SEGACT =
"W". The only valid segment sequence for TWTYPE 4 is as follows:

SEGTYPE	SEGACT
1 ADMINISTRATIVE	W
3 PROPERTY	W
8 TIME WINDOW	W

RULES:
All rules applicable for ADMINISTRATIVE and PROPERTY SEGMENTS for INACTIVE incidents
described for TWTYPES 1 and 2 listed above must be followed. All rules for the TIME WINDOW
SEGMENT also apply.

TWTYPE 5 = ARRESTS WITH RECOVERED PROPERTY
Send a recovered PROPERTY SEGMENT, then an ARRESTEE SEGMENT for **each arrestee** and the
corresponding ARREST CHARGE SEGMENTS for each arrestee followed by a TIME WINDOW
SEGMENT. All segments must have SEGACT = "W". Some examples of valid segment sequences are
as follows:

Incident #1   Incident #2

SETYPE	SEGACT		SEGTYPE	SEGACT
3 PROPERTY	W		3 PROPERTY	W
6 ARRESTEE	W		6 ARRESTEE #1	W
7 ARREST CHARGE	W		7 ARREST CHARGE	W
8 TIME WINDOW	W		6 ARRESTEE #2	W
			7 ARREST CHARGE	W
			7 ARREST CHARGE	W
			8 TIME WINDOW	W

Incident #1 is an INACTIVE incident with recovered property and a single ARRESTEE SEGMENT
with one ARREST CHARGE SEGMENT. The TIME WINDOW SEGMENT must always be the last
segment submitted for the incident.

Incident #2 is an INACTIVE incident with recovered property involving two arrestees. The first
arrestee had only one arrest charge and the second arrestee had two arrest charges, and the last segment
submitted was a TIME WINDOW SEGMENT.

RULES:
The PROPERTY SEGMENT must have Data Element #22-PROPERTY INVOLVEMENT equal to
"05" for "Recovered". Follow all rules for ARRESTEE SEGMENT submissions for INACTIVE
incidents described for TW TYPE 3.

Updating Data for an Inactive Incident Previously Sent to NYSIBR

Updating an INACTIVE incident involves retransmitting the required segments using the Typology for initial INACTIVE incident submissions, **EXCEPT that SEGACT = "U" for "Update" on all segments**.

NOTE: The processing of "initial" (SEGACT = "W") and "update" (SEGACT = "U") transactions for INACTIVE incidents is virtually identical. The only difference arises with respect to the assumptions made on the existence of the same incident number for that agency on the NYSIBR database. If segments are submitted with SEGACT = "W", and the segments for that incident already exist on the NYSIBR database, the transaction will be rejected as an error. If segments are submitted with SEGACT = "U" for "Update of a Time Window Submission" and the same incident does NOT exist on the NYSIBR database, the incident submission is flagged with a Warning Message, but the segments are accepted. The rationale behind this difference lies in the possibility that the local agency may not be aware that in the previous monthly IBR data submission the incident segments, when submitted with SEGACT = "W", were rejected and did not (originally) make it to the NYSIBR database. If segments are submitted with SEGACT = "U" and the incident does exist on the NYSIBR database, then NYSIBR will delete all "W" segments already present for the incident from the database and "update" them by adding the (updated) segments now submitted for this incident to the database.

Deleting an Inactive Incident Previously Sent to NYSIBR

Send the TIME WINDOW SEGMENT with SEGACT = "D" for "Delete". NYSIBR will then delete all other segments present for that INACTIVE incident. The only valid segment sequence for this transaction is as follows:

SEGTYPE	SEGACT
8 TIME WINDOW	D

A TIME WINDOW SEGMENT with SEGACT = "D" will NOT be processed through the full range of edits normally applied to TIME WINDOW SEGMENTS. A TIME WINDOW SEGMENT delete transaction will only be checked for ORI, INCIDENT/COMPLAINT NUMBER, and TWTYPE in order to verify that the incident to be deleted matches the incident previously sent to NYSIBR. Edits have been instituted to ensure that only INACTIVE incidents are deleted by a TIME WINDOW SEGMENT delete transaction. Similarly only ACTIVE incidents can be deleted by an ADMINISTRATIVE SEGMENT delete transaction.

Transmitting Data to NYSIBR

This section describes the data transmission requirements for sending local agency data to the NYSIBR database. It includes a discussion of the software local agencies need to develop to keep track of activity on the local database and whether data must be transmitted. This section also provides information on required formats for certain fields, and submitting monthly NYSIBR files to DCJS.

Local IBR Database Requirements

DCJS mandates that local data systems be designed to keep incident data sent to NYSIBR either as ACTIVE or INACTIVE incidents for at least two years from the date of their transmission.

NYSIBR requires this two year retention period for several reasons. First, the two year limit will ensure that high-quality crime statistics will be available and current, while keeping the local agency's storage space for incidents sent to NYSIBR within reasonable limits. Second, the two year retention period will ensure ample opportunity to correct or update segments sent to NYSIBR for either ACTIVE or INACTIVE incidents and to transmit these changes to NYSIBR before the incident is removed from the active NYSIBR database and archived. Third, if local agencies have less than a two year retention period, the amount of information that will be available to NYSIBR for ACTIVE incidents occurring after the Start-Up Date would be limited since the rules for submitting segments for INACTIVE incidents would apply if they were not stored on the local agency database. The availability of a limited set of NYSIBR data would seriously compromise the processing of both the NIBRS data to be sent to the FBI and the conversion of NYSIBR data to aggregate UCR formats for publication in our annual reports and other analyses.

Local agencies may also retain incident data sent to NYSIBR on their systems for longer than two years. This is perfectly acceptable since NYSIBR software will account for different storage periods between NYSIBR and local agency systems, and only send the appropriate information on to the National Incident-Based Reporting System (NIBRS).

Local Agency Software Must Keep Track of Database Transactions

Local agency software must accurately keep track of database transactions in order to determine what needs to be sent to NYSIBR, what already has been sent, the type of transaction involved (e.g., addition of new incident record, update of a previously sent incident, or deletion of an incident record), and the dates of such activities. Tracking the activity on the local database since the last transmission to NYSIBR becomes the basis of determining what information and what formats are used to transmit data.

Typically, automated local agency systems are designed to meet the operational and management needs of the agency and are not exclusively designed to maximize efficiency for NYSIBR data storage and transmission. These local agency systems usually contain more information (such as names and addresses of offenders, victims, witnesses, and arrestees) than is required for NYSIBR submission, and these data may even be located on different information systems. Local agency software must be able to determine whether something stored in their automated system needs to be forwarded to NYSIBR in order to meet all data submission requirements.

Once the local agency has identified those data elements from its automated systems that need to be transmitted to NYSIBR, the agency must track database transactions involving these data elements and reflect these transactions in their transmittals. By doing so, the local agency will be able to properly follow the data submission instructions for NYSIBR.

General Data Transmission Rules

The segments appearing on an agency's monthly IBR data submission are processed in the order in which they appear on the file. This rule, although obvious, is important since transaction types are dependent upon the processing order. For example, if an Add Arrestee transaction was being processed for an ACTIVE incident, the initial incident record for that incident must have already been processed either earlier in the current file or on a previous file. It is not possible to "add" a segment to an incident which does not exist on the NYSIBR database.

The proper sequencing of segments for data transactions is explained in the *Instructions for Submitting Active Incidents to NYSIBR* and *Instructions for Submitting Inactive Incidents to NYSIBR* section of this document. Further information regarding the processing sequence requirements appears in the edits for the NYSIBR system listed in the documents *NYS IBR Edits* and *Error Detail Listing* under IBR Reference Materials on the DCJS public website.

Formats for Numeric Fields

Fields containing "numeric" data must be stored as "symbolic" characters. In EBCDIC each byte of numeric data must be Hex "F0" = 0 through Hex "F9" = 9; for ASCII data as Hex "30" = 0 through Hex "39" = 9.

These should be right-justified with zero left-fill. For example, if Data Element 23-PROPERTY TYPE code is "02" = "Credit/Debit Card", value "02" would be entered, not "2ƀ" or "ƀ2".

Formats for Alpha/Numeric Fields

Fields containing "Alpha/Numeric" or "Alphabetic" data must be left-justified with blank right-fill. For example, if Data Element #2-INCIDENT/COMPLAINT NUMBER is 12345AB, a value of "12345ABƀƀƀƀƀ" would be transmitted, not "ƀƀƀƀƀ12345AB".

If the codes presented for Alpha/Numeric data elements appear with a leading zero, then zero is considered part of the specific code to be entered. For example, the Alpha/Numeric Data Element #15-INCIDENT LOCATION TYPE only contains codes with numeric digits ranging from "01" to "52", "88" and "99". Only the exact two-character code (e.g.,"01") must appear or the incident will fail the edit check for valid codes.

"No Blank" Data Elements Transmission Rule

No "blanks" should be passed to NYSIBR as a data element value. If a field is not used due to the

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circumstances of the incident report then one of the residual codes (Not Applicable or Not Reported) should be used. Multiple occurrences of a data element which do not apply in a given incident must be filled with the appropriate residual code for "Not Applicable" defined for that data element. Refer to the edit specifications in both the *IBR Data Elements* and *NYS IBR Edits* documents to determine which residual code is allowable for a given data element.

This approach to data coding is known as positive coding since there is no room for "interpreting" what a blank means within the context of data transmission. The reason that no substantive data were transmitted is known through the use of residual codes. In an incident-reporting system which accepts blanks, a blank could mean several things: that the information to be collected was unknown; that the information was known but not collected for some reason; that the information to be collected was not applicable in that situation; or that the information was collected and available for transmission but did not get properly transmitted. In systems employing positive coding, a blank can only mean that nothing was written to that field.

Blanks are allowed on the transmission record as filler within a field (e.g., the Data Element #2-INCIDENT/COMPLAINT NUMBER assigned by the local agency is less than 12 characters).

The only exception to the "No Blank" Data Elements Transmission Rule exists for multiple occurrence data elements relating to INCIDENT/COMPLAINT OFFENSE CODE and INCIDENT LARCENY TYPE transmitted on a TIME WINDOW SEGMENT. The rules for OFFENSE SEGMENT submission require a separate OFFENSE SEGMENT for each distinct offense involved in the incident, and therefore there are no residual codes defined. Thus, if an ACTIVE incident involved three offenses, three OFFENSE SEGMENTS would be submitted. However, after the incident has been removed from the local database, data are transmitted to NYSIBR using one of the allowable types for an initial INACTIVE incident submission. Data about the original offenses involved in the incident must be entered in the TIME WINDOW SEGMENT, which stores information for the up to 10 offenses possibly involved in the incident. In this example, since only three offenses were involved, only the first three occurrences of INCIDENT/COMPLAINT OFFENSE CODE and INCIDENT LARCENY TYPE on the TIME WINDOW SEGMENT would contain data and the remaining seven occurrences would be left blank.

Since the NYSIBR Data Transmission Specifications prohibit the transmission of blanks in any other circumstances, all data element fields must have some valid code entered prior to transmission. In addition, all remaining data element fields must be filled (or non-blank) prior to file transmission.

However, keeping this "No Blank" Data Elements Rule in mind, it is possible to delineate two types of data element submissions based upon whether residual codes are acceptable: mandatory data elements and conditional mandatory data elements.

Sending NYSIBR Files to DCJS

NYSIBR data entered into the agency's database must be submitted, on a monthly basis, to DCJS through the New York State Integrated Justice Portal (IJPortal) (see *Incident-Based Reporting (IBR) File Submission Instructions* under IBR Reference Materials on the DCJS Public Website). NYSIBR requires that monthly IBR submission files be created containing all incident and arrest segments, additions, updates, or deletions within

the local agency's database since the creation of the previous month's IBR file. NYSIBR also requires that each IBR monthly submission be forwarded to DCJS no later than the 20th of each month.

Sending files once a month evenly distributes the amount of data and the processing workload over twelve months. Also, it will make it easier to keep track of missing monthly data submissions in the event NYSIBR does not receive a particular month's data. The NYSIBR database is set up to expect a monthly IBR data submission file from each submitting agency. Edits have been instituted based on the Transmission Data Elements IBRMONTH and IBRYEAR to ensure that a NYSIBR data submission is processed for every month subsequent to an agency's Start-Up Date for NYSIBR participation. In other words, a monthly IBR data submission for August would not be processed by NYSIBR unless a July data submission file had already been received and accepted for the agency.

It is important to remember that if a NYSIBR File is rejected due to file submission errors, the corrected file will have the same IBRMONTH and IBRYEAR that were present on the rejected file. Only the FILE CREATION DATE would be changed to reflect the generation of a corrected IBR file. As an example, consider an agency's data submission for May that was created on June 15th and submitted to NYSIBR on June 16th. This IBR file, however, contained structural deficiencies and was rejected by the NYSIBR database. If the local agency corrected this IBR file on July 3rd, the IBRMONTH would still be May, since that was the IBRMONTH on the original data submission. If the IBRMONTH was changed to June, and no monthly IBR data submission was sent for May, NYSIBR would not process the corrected file because NYSIBR software would be expecting May to be the next sequential monthly data submission.

Note: Each IBR Submission file must contain only one submission month and one submitting ORI.

IBR File Creation

Special Instructions for Creating the First NYSIBR File

Local agencies will only be authorized to begin NYSIBR participation effective on the first of the month. This is necessary so that the initial monthly IBR data submission for the start-up month will cover at least a full calendar month. Formal authorization to participate in NYSIBR means that the local agency will no longer be submitting monthly UCR data to DCJS except for the supplemental Hate Crime and Law Enforcement Officers Killed and Assaulted (LEOKA) Reports.

Due to the need to have an uninterrupted monthly submission of data during the transition from UCR to IBR, the NYSIBR processing includes edits that ensure ACTIVE incidents sent to DCJS on the first IBR file have all applicable dates falling on or after the NYSIBR Start-Up Date. Thus, the following data elements: Data Element #3-INCIDENT OCCURRENCE DATE; Data Element #5-INCIDENT REPORT DATE; Data Element #8-INCIDENT EXCEPTIONAL CLEARANCE DATE; all occurrences of Data Element #25-PROPERTY RECOVERY DATE; and Data Element #55-ARREST DATE must contain dates on or after the NYSIBR Start-Up Date.

No ACTIVE incidents with dates occurring prior to the Start-Up Date can appear in the first IBR file since these offenses and arrests already would have been reported through the UCR system. **Similarly, ACTIVE incidents submitted on all subsequent NYSIBR Files must have dates after the Start-Up Date.** These date edits exist to prevent duplicate reporting of incidents in both the UCR and NYSIBR systems.

By definition, any incident which occurred prior to the NYSIBR Start-Up Date is an INACTIVE incident for purposes of submitting IBR data. Since data for INACTIVE incidents were previously reported to DCJS through the UCR System, only updates which involve an exceptional clearance, recovered property, or arrests which occur **on or after the NYSIBR Start-Up Date** can be transmitted to DCJS.

For example, a robbery incident took place on April 15, 2003 and was originally reported to the State UCR program for April 2003. That reporting agency then receives formal authorization from DCJS to begin NYSIBR participation on May 1, 2003. On May 4, 2003, some property is recovered from this robbery incident when the offender is arrested. Since both the recovered property and the arrest are part of the limited set of information which needs to be reported for INACTIVE incidents, the local agency would follow the Topology for submitting this type of INACTIVE incident. An INACTIVE incident record with a TWTYPE = 5 (for recovered property and arrests) would be created for transmission to DCJS on the agency's first monthly NYSIBR data submission which appears on the NYSIBR File created on June 15, 2003. This INACTIVE incident record would show the May 4, 2003 date on all the occurrences of Data Element #25-PROPERTY RECOVERY DATE on the PROPERTY SEGMENT submitted and also in Data Element #55-ARREST DATE on the ARRESTEE SEGMENT submitted. A single charge of Robbery 3rd Degree appeared in the ARREST CHARGE SEGMENT linked to the ARRESTEE. The final segment submitted, the TIME WINDOW SEGMENT, had the CLEARANCE INDICATOR set to "Y" for "Yes", as the arrest of the offender cleared the incident. The code "PLƄ160.05ƄƄƄƄƄƄƄƄƄƄDF3C" appears in the first occurrence of Data Element #13-INCIDENT/COMPLAINT OFFENSE CODE on the TIME WINDOW SEGMENT as the original incident involved only one completed Robbery 3rd Degree offense. The remaining occurrences are left blank.

Monthly NYSIBR File Creation

The FILE CREATION DATE entered on the HEADER SEGMENT must be the exact date the agency is creating its monthly NYSIBR data file. The monthly IBR data submission acts as a snapshot of relevant, new, local-agency-database activity occurring between the last file sent to NYSIBR and the creation of this month's file.

If an agency began NYSIBR participation in May 2003, the first monthly IBR data submission would have IBRMONTH equal to "05" for "May" and IBRYEAR equal to "2003", even though some incidents written to that data submission could have a June date in Data Element #5-INCIDENT REPORT DATE as long as it was on or prior to the June 15th FILE CREATION DATE.

Obviously, there can be no dates forwarded to NYSIBR in an incident record which are after the FILE CREATION DATE. The dates contained in the Data Element #3-INCIDENT OCCURRENCE DATE, Data Element #5-INCIDENT REPORT DATE, Data Element #8-INCIDENT EXCEPTIONAL CLEARANCE DATE, all occurrences of Data Element #25-PROPERTY RECOVERY DATE, and Data Element #55-ARREST DATE must all be valid dates less than or equal to the FILE CREATION DATE. The presence of dates later than the FILE CREATION DATE in such fields will cause an incident-level Error Message to be returned to the local agency and the erroneous incident record would not be posted to the NYSIBR database. By definition, incident-level errors are not "fatal" and all valid, error-free incidents submitted on this file would be posted to the NYSIBR database.

It is not necessary to sort incident records using Data Element #2-INCIDENT/COMPLAINT NUMBER within a monthly IBR data submission. However, all segments for a given incident must be ordered appropriately using the instructions for data submission outlined in this document.

Submit the NYSIBR File on or before the 20th of the Month

The local agency must track incidents needing transmission to NYSIBR since the last month's file. NYSIBR requires that local agencies submit the monthly submission file on or before the 20th of the month. Since agencies will only be allowed to start IBR participation on the first of a month, setting the file creation target date for the 20th of the following month allows some lag time so that incidents occurring during the last week of the previous month can be posted and/or updated on the local database.

The Transmission Data Element IBRMONTH indicates what the expected month is for NYSIBR processing and is used to ensure that sequential monthly IBR data submissions are transmitted. If an agency began NYSIBR participation on May 1, 2003, the IBRMONTH for the first monthly NYSIBR data submission would be "05" for "May" and the IBRYEAR would be "2003", as this would be the first monthly data submission expected by NYSIBR after the IBR Start-Up Date. However, since this IBR file would be created on June 20th, some incidents written to that monthly IBR data submission for May could have June dates in Data Element #5-INCIDENT REPORT DATE as long as these dates are on or prior to the June 20th FILE CREATION DATE.

The submitting agency may choose to either send all incidents up to the FILE CREATION DATE or all incidents up to the end of the IBRMONTH and IBRYEAR. This decision can be based on what is easier for the

agency to implement. If IBR data were downloaded for transmission to NYSIBR on the first of the month, incidents from the last week of the previous month might not yet be on the local database, whereas downloading on or near the middle of the month would give these incidents a chance to be entered on the local database as well as allow time for immediate updates resulting from investigations (e.g., having an arrest added or property information updated) to be completed prior to transmitting the data. This delay in transmittal will reduce the need for update resubmissions to NYSIBR, thus reducing data traffic.

Using the same logic, NYSIBR plans to download its IBR agency data for the FBI toward the end of every month. It is important that the local agency submits its IBR file on or before the 20th of the month, since NYSIBR needs to compile all the local agencies' monthly IBR data submissions and create one file for the FBI. If local agency IBR files are created on or about the 20th of every month and mailed immediately to DCJS, then NYSIBR will have enough time to process data for transmittal to the FBI by the end of the month.

Sending the NYSIBR File to DCJS

 In January 2013, the IBR File Submission interface was deployed on the New York State IJPortal. After submitting an IBR file using a simple upload function, the new interface provides instant confirmation of a file's submission status, and automatically generates and sends a transaction report back to the submitter's personal email address. For detailed instructions on how to submit a monthly IBR file through the IJPortal, see the document *Incident-Based Reporting (IBR) File Submission Instructions* under IBR Reference Materials on the DCJS Public Website.

Types of Data Elements

Mandatory Data Elements

Mandatory Data Elements must have a substantively valid code present if they appear on segments submitted for the incident. By definition, Mandatory Data Elements either have no residual codes defined or cannot have residual codes present based on the NYSIBR system edits. All of the Transmission Data Elements described in the document *Data Capture Specification* under IBR Reference Materials on the DCJS public website have no residual codes defined and are considered Mandatory Data Elements. These data elements act as identifiers for the type of segment, type of transaction, and the month and year of the expected NYSIBR data submission. Similarly ORI NUMBER and INCIDENT/COMPLAINT NUMBER are Mandatory Data Elements appearing on each segment as they enable NYSIBR to link and process the various segments transmitted for an incident.

Conditional Mandatory Data Elements

Conditional Mandatory Data Elements are those that apply only to specific types of offenses, situations, or circumstances and can have residual codes present. If the specific conditions which invoke Conditional Mandatory Data Elements exist, then all the edit specifications regarding the presence of substantive codes for those data elements apply. If the specific conditions do NOT warrant a substantive code for that particular Data Element, a residual code ("Not Applicable" or "Not Reported") must be entered in order to comply with the "No Blank" Data Elements Transmission Rule.

An example of an offense-specific Conditional Mandatory Data Element is Data Element #18-METHOD OF ENTRY (BURGLARY) which must have a substantive code of "F" = "Force" or "N" = "No Force" **only** if the incident involves a burglary offense. If there is no burglary offense, then "X" = "Not Applicable" must be entered.

A situation-specific Conditional Mandatory involves Data Elements #41-50 which consist of demographic and victim condition descriptions that warrant substantive completion **only** if the victim is a person. These data elements would be coded as "Not Applicable" if Data Element #40-VICTIM TYPE was "B" = "Business".

IBR File Structure

This section provides detailed information on the layout of a NYSIBR compliant file. The following tables provide the structure for each of the 8 segments that are descriptors of the criminal incident (Administrative, Offense, Property, Offender, Victim, Arrestee, Arrest Charge, and Time Window) as well as the Header and Trailer Segments which are descriptors of the IBR Submission File. Each table contains the data element type (data capture vs. transmission) and data element number (if it is one of the 68 data capture elements), the file position of the data element, the data length, the data attribute (ATTR) indicating if it is alpha, numeric or alpha-numeric, and the data element description.

Header Segment

There is one and only one Header Segment in an IBR Submission File. The Header Segment contains data elements that indicate for which ORI, Month, and Year and the file is being submitted.

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
LEVEL 0 - HEADER SEGMENT					
Data Transmission Element		1	1	AN	Segment Type Valid Code: 0
Data Transmission Element		2	1	A	Segment Action Valid Code: H
Data Transmission Element		3-4	2	N	IBR Month
Data Transmission Element		5-8	4	N	IBR Year
Data Transmission Element		9-16	8	N	File Creation Date
Data Capture Element	1	17-25	9	AN	ORI Number
N/A		26-300	275	AN	Filler (blanks)

Administrative Segment

The must be one and only one Administrative Segment for each **incident** in an IBR Submission file.

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
LEVEL 1 – ADMINISTRATIVE SEGMENT					
Data Transmission Element		1	1	AN	Segment Type Valid Code: 1
Data Transmission Element		2	1	A	Segment Action Valid Codes: I,R,D,W,U
Data Transmission Element		3-4	2	N	IBR Month
Data Transmission Element		5-8	4	N	IBR Year
Data Capture Element	1	9-17	9	AN	ORI Number
Data Capture Element	2	18-29	12	AN	Incident/Complaint Number
Data Capture Element	3	30-37	8	N	Incident Occurrence Date
Data Capture Element	4	38-41	4	N	Incident Occurrence Time
Data Capture Element	5	42-49	8	N	Incident Report Date
Data Capture Element	6	50-53	4	N	Incident Time Reported
Data Capture Element	7	54-55	2	AN	Incident Case Status
Data Capture Element	8	56-63	8	N	Incident Exceptional Clearance Date
Data Capture Element	9	64-67	4	AN	Location Code of Incident
Data Capture Element	10	68-73	6	AN	Station/Division/Precinct Identifier
Data Capture Element	11	74-75	2	AN	Bias Crime Type
N/A		76-300	225	AN	Filler (blanks)

Offense Segment

Each incident in an IBR Submission file must contain at least one offense segment and can contain up to 10 depending on the number of offenses that occurred in the incident.

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
LEVEL 2 - OFFENSE SEGMENT					
Data Transmission Element		1	1	AN	Segment Type, Valid Code: 2
Data Transmission Element		2	1	A	Segment Action, Valid Codes: I,R
Data Transmission Element		3-4	2	N	IBR Month
Data Transmission Element		5-8	4	N	IBR Year
Data Capture Element	1	9-17	9	AN	ORI Number
Data Capture Element	2	18-29	12	AN	Incident/Complaint Number
Data Capture Element	12	30-31	2	N	Offense Number
Data Capture Element	13	32-53	22	AN	Incident/Complaint Offense Code
Data Capture Element	14	54-55	2	AN	Incident Larceny Type
Data Capture Element	15	56-57	2	AN	Incident Location Type
NOTE: Data Element #16 occurs three (3) times.					
Data Capture Element	16	58-59	2	N	Weapon/Force (Occurrence 1)
Data Capture Element	16	60-61	2	N	Weapon/Force (Occurrence 2)
Data Capture Element	16	62-63	2	N	Weapon/Force (Occurrence 3)
Data Capture Element	17	64-65	2	N	Number of Premises Entered (Burglary)
Data Capture Element	18	66	1	A	Method of Entry (Burglary)
Note: Data Element #19 occurs two (2) times.					
Data Capture Element	19	67-68	2	AN	Assault/Homicide Circumstances (Occurrence 1)

					LEVEL 2 - OFFENSE SEGMENT
DATA ELEMENT TYPE	**DATA ELEMENT #**	**FILE POSITION**	**DATA LENGTH**	**ATTR**	**DESCRIPTION**
Data Capture Element	19	69-70	2	AN	Assault/Homicide Circumstances (Occurrence 2)
Data Capture Element	20	71-72	2	AN	Justifiable Homicide Circumstances
Data Capture Element	21	73	1	AN	Offender Used Computer
N/A		74-300	227	AN	Filler (blanks)

Property Segment

A Property Segment is required if there is property involved in the criminal incident. There can be from 0 to 6 Property Segments per incident depending on the number of property pieces reported.

LEVEL 3 - PROPERTY SEGMENT					
DATA ELEMENT TYPE	**DATA ELEMENT #**	**FILE POSITION**	**DATA LENGTH**	**ATTR**	**DESCRIPTION**
Data Transmission Element		1	1	AN	Segment Type Valid Code: 3
Data Transmission Element		2	1	A	Segment Action Valid Codes: I,R,W,U
Data Transmission Element		3-4	2	N	IBR Month
Data Transmission Element		5-8	4	N	IBR Year
Data Capture Element	1	9-17	9	AN	ORI Number
Data Capture Element	2	18-29	12	AN	Incident/Complaint Number
Data Capture Element	22	30-31	2	N	Property Involvement
NOTE: Data Element #23, #24, #25 are a GROUP occurring 10 times.					
Data Capture Element	23	32-33	2	N	Property Type (Occurrence 1)
Data Capture Element	24	34-42	9	N	Property Value (Occurrence 1)
Data Capture Element	25	43-50	8	N	Property Recovery Date (Occurrence 1)
Data Capture Element	23	51-52	2	N	Property Type (Occurrence 2)
Data Capture Element	24	53-61	9	N	Property Value (Occurrence 2)
Data Capture Element	25	62-69	8	N	Property Recovery Date (Occurrence 2)
Data Capture Element	23	70-71	2	N	Property Type (Occurrence 3)
Data Capture Element	24	72-80	9	N	Property Value (Occurrence 3)
Data Capture Element	25	81-88	8	N	Property Recovery Date (Occurrence 3)
Data Capture Element	23	89-90	2	N	Property Type (Occurrence 4)
Data Capture Element	24	91-99	9	N	Property Value (Occurrence 4)
Data Capture Element	25	100-107	8	N	Property Recovery Date (Occurrence 4)

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
LEVEL 3 - PROPERTY SEGMENT					
Data Capture Element	23	108-109	2	N	Property Type (Occurrence 5)
Data Capture Element	24	110-118	9	N	Property Value (Occurrence 5)
Data Capture Element	25	119-126	8	N	Property Recovery Date (Occurrence 5)
Data Capture Element	23	127-128	2	N	Property Type (Occurrence 6)
Data Capture Element	24	129-137	9	N	Property Value (Occurrence 6)
Data Capture Element	25	138-145	8	N	Property Recovery Date (Occurrence 6)
Data Capture Element	23	146-147	2	N	Property Type (Occurrence 7)
Data Capture Element	24	148-156	9	N	Property Value (Occurrence 7)
Data Capture Element	25	157-164	8	N	Property Recovery Date (Occurrence 7)
Data Capture Element	23	165-166	2	N	Property Type (Occurrence 8)
Data Capture Element	24	167-175	9	N	Property Value (Occurrence 8)
Data Capture Element	25	176-183	8	N	Property Recovery Date (Occurrence 8)
Data Capture Element	23	184-185	2	N	Property Type (Occurrence 9)
Data Capture Element	24	186-194	9	N	Property Value (Occurrence 9)
Data Capture Element	25	195-202	8	N	Property Recovery Date (Occurrence 9)
Data Capture Element	23	203-204	2	N	Property Type (Occurrence 10)
Data Capture Element	24	205-213	9	N	Property Value (Occurrence 10)
Data Capture Element	25	214-221	8	N	Property Recovery Date (Occurrence 10)
Data Capture Element	26	222-224	3	N	Number of Motor Vehicles Stolen
Data Capture Element	27	225-227	3	N	Number of Motor Vehicles Recovered
Data Capture Element	28	228	1	AN	Source of Drug Data
NOTE: Data Elements #29, #30, #31 are a Group occurring 3 times.					
Data Capture Element	29	229-230	2	AN	Drug Type (Suspected) (Occurrence 1)

LEVEL 3 - PROPERTY SEGMENT					
DATA ELEMENT TYPE	**DATA ELEMENT #**	**FILE POSITION**	**DATA LENGTH**	**ATTR**	**DESCRIPTION**
Data Capture Element	30	231-239	9	N	Drug Quantity (Estimated)-Whole (Occurrence 1)
Data Capture Element	30	240-242	3	N	Drug Quantity (Estimated)-Fraction (Occurrence 1)
Data Capture Element	31	243-244	2	A	Drug Measurement Unit (Occurrence 1)
Data Capture Element	29	245-246	2	AN	Drug Type (Suspected) (Occurrence 2)
Data Capture Element	30	247-255	9	N	Drug Quantity (Estimated)-Whole (Occurrence 2)
Data Capture Element	30	256-258	3	N	Drug Quantity (Estimated)-Fraction (Occurrence 2)
Data Capture Element	31	259-260	2	A	Drug Measurement Unit (Occurrence 2)
Data Capture Element	29	261-262	2	AN	Drug Type (Suspected) (Occurrence 3)
Data Capture Element	30	263-271	9	N	Drug Quality (Estimated)-Whole (Occurrence 3)
Data Capture Element	30	272-274	3	N	Drug Quantity (Estimated)-Fraction (Occurrence 3)
Data Capture Element	31	275-276	2	A	Drug Measurement Unit (Occurrence 3)
Data Capture Element		277-300	24	AN	Filler (blanks)

Offender Segment

Each incident must contain at least one offender segment and can contain up to 99 depending on the number of offenders in the incident.

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
LEVEL 4 - OFFENDER SEGMENT					
Data Transmission Element		1	1	AN	Segment Type Valid Code: 4
Data Transmission Element		2	1	A	Segment Action Valid Codes: I,R
Data Transmission Element		3-4	2	N	IBR Month
Data Transmission Element		5-8	4	N	IBR Year
Data Capture Element	1	9-17	9	AN	ORI Number
Data Capture Element	2	18-29	12	AN	Incident/Complaint Number
Data Capture Element	32	30-32	3	N	Offender Number
Data Capture Element	33	33-36	4	N	Offender Age
Data Capture Element	34	37	1	A	Offender Sex
Data Capture Element	35	38	1	A	Offender Race
Data Capture Element	36	39	1	A	Offender Ethnic Origin
Data Capture Element	37	40-41	2	AN	Offender Condition
N/A		42-300	259	AN	Filler (blanks)

Victim Segment

Each incident must contain at least one victim segment and can contain up to 999 segments depending on the number of victims in the incident

LEVEL 5 - VICTIM SEGMENT					
DATA ELEMENT TYPE	**DATA ELEMENT #**	**FILE POSITION**	**DATA LENGTH**	**ATTR**	**DESCRIPTION**
Data Transmission Element		1	1	AN	Segment Type Valid Code: 5
Data Transmission Element		2	1	A	Segment Action Valid Codes: I,R
Data Transmission Element		3-4	2	N	IBR Month
Data Transmission Element		5-8	4	N	IBR Year
Data Capture Element	1	9-17	9	AN	ORI Number
Data Capture Element	2	18-29	12	AN	Incident/Complaint Number
Data Capture Element	38	30-32	3	N	Victim Number
NOTE: Data Element #39 occurs 10 times.					
Data Capture Element	39	33-34	2	N	Victim/Offense Link (Occurrence 1)
Data Capture Element	39	35-36	2	N	Victim/Offense Link (Occurrence 2)
Data Capture Element	39	37-38	2	N	Victim/Offense Link (Occurrence 3)
Data Capture Element	39	39-40	2	N	Victim/Offense Link (Occurrence 4)
Data Capture Element	39	41-42	2	N	Victim/Offense Link (Occurrence 5)
Data Capture Element	39	43-44	2	N	Victim/Offense Link (Occurrence 6)
Data Capture Element	39	45-46	2	N	Victim/Offense Link (Occurrence 7)
Data Capture Element	39	47-48	2	N	Victim/Offense Link (Occurrence 8)
Data Capture Element	39	49-50	2	N	Victim/Offense Link (Occurrence 9)

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Data Capture Element	39	51-52	2	N	Victim/Offense Link (Occurrence 10)
Data Capture Element	40	53	1	A	Victim Type
Data Capture Element	41	54-57	4	AN	Victim Age
Data Capture Element	42	58	1	A	Victim Sex
Data Capture Element	43	59	1	A	Victim Race
Data Capture Element	44	60	1	A	Victim Ethnic Origin
Data Capture Element	45	61-62	2	AN	Victim Residence Status
NOTE: Data Elements #46 and #47 are a GROUP occurring 10 times.					
Data Capture Element	46	63-65	3	N	Victim/Offender Link (Occurrence 1)
Data Capture Element	47	66-67	2	AN	Victim/Offender Relationship (Occurrence 1)
Data Capture Element	46	68-70	3	N	Victim/Offender Link (Occurrence 2)
Data Capture Element	47	71-72	2	AN	Victim/Offender Relationship (Occurrence 2)
Data Capture Element	46	73-75	3	N	Victim/Offender Link (Occurrence 3)
Data Capture Element	47	76-77	2	AN	Victim/Offender Relationship (Occurrence 3)
Data Capture Element	46	78-80	3	N	Victim/Offender Link (Occurrence 4)
Data Capture Element	47	81-82	2	AN	Victim/Offender Relationship (Occurrence 4)
Data Capture Element	46	83-85	3	N	Victim/Offender Link (Occurrence 5)
Data Capture Element	47	86-87	2	AN	Victim/Offender Relationship (Occurrence 5)
Data Capture Element	46	88-90	3	N	Victim/Offender Link (Occurrence 6)
Data Capture Element	47	91-92	2	AN	Victim/Offender Relationship (Occurrence 6)
Data Capture Element	46	93-95	3	N	Victim/Offender Link (Occurrence 7)
Data Capture Element	47	96-97	2	AN	Victim/Offender Relationship (Occurrence 7)
Data Capture Element	46	98-100	3	N	Victim/Offender Link (Occurrence 8)

					LEVEL 5 - VICTIM SEGMENT

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Data Capture Element	47	101-102	2	AN	Victim/Offender Relationship (Occurrence 8)
Data Capture Element	46	103-105	3	N	Victim/Offender Link (Occurrence 9)
Data Capture Element	47	106-107	2	AN	Victim/Offender Relationship (Occurrence 9)
Data Capture Element	46	108-110	3	N	Victim/Offender Link (Occurrence 10)
Data Capture Element	47	111-112	2	AN	Victim/Offender Relationship (Occurrence 10)
Data Capture Element	48	113	1	AN	Level of Injury
NOTE: Data Element #49 occurs 5 times.					
Data Capture Element	49	114-115	2	AN	Type of Injury (Occurrence 1)
Data Capture Element	49	116-117	2	AN	Type of Injury (Occurrence 2)
Data Capture Element	49	118-119	2	AN	Type of Injury (Occurrence 3)
Data Capture Element	49	120-121	2	AN	Type of Injury (Occurrence 4)
Data Capture Element	49	122-123	2	AN	Type of Injury (Occurrence 5)
Data Capture Element	50	124	1	AN	Victim Medical Treatment
N/A		125-300	176	AN	Filler (blanks)

Arrestee Segment

An Arrestee Segment is required if an incident was cleared by an arrest. Each incident can contain from 0 to 99 Arrestee Segments depending on the number of arrestees in an incident.

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
LEVEL 6 - ARRESTEE SEGMENT					
NOTE: At least one Arrest Charge Segment must be submitted for each Arrestee Segment.					
Data Transmission Element		1	1	AN	Segment Type Valid Code: 6
Data Transmission Element		2	1	A	Segment Action Valid Code: I,A,R,W,U
Data Transmission Element		3-4	2	N	IBR Month
Data Transmission Element		5-8	4	N	IBR Year
Data Capture Element	1	9-17	9	AN	ORI Number
Data Capture Element	2	18-29	12	AN	Incident/Complaint Number
Data Capture Element	51	30-31	2	N	Arrestee Number
Data Capture Element	52	32-43	12	AN	Agency Arrest Number
Data Capture Element	53	44-52	9	AN	OBTS Number
Data Capture Element	54	53-60	8	AN	NYSID Number
Data Capture Element	55	61-68	8	N	Arrest Date
Data Capture Element	56	69-70	2	N	Arrest Type
Data Capture Element	57	71-72	2	N	Arrestee Status
Data Capture Element	58	73	1	AN	Juvenile Release Status
Data Capture Element	59	74	1	AN	Multiple Clearance Indicator
NOTE: Data Element #60 occurs 2 times.					
Data Capture Element	60	75-76	2	N	Arrestee Weapons (Occurrence 1)

LEVEL 6 - ARRESTEE SEGMENT					
DATA ELEMENT TYPE	**DATA ELEMENT #**	**FILE POSITION**	**DATA LENGTH**	**ATTR**	**DESCRIPTION**
Data Capture Element	60	77-78	2	N	Arrestee Weapons (Occurrence 2)
Data Capture Element	61	79-80	2	N	Arrestee Age
Data Capture Element	62	81	1	A	Arrestee Sex
Data Capture Element	63	82	1	A	Arrestee Race
Data Capture Element	64	83	1	A	Arrestee Ethnic Origin
Data Capture Element	65	84	1	AN	Arrestee Residence Status
N/A		85-300	216	AN	Filler (blanks)

Arrest Charge Segment

Each Arrestee Segment in an incident must have at least one corresponding Arrest Charge Segment and can contain up to 16 depending on the number of charges the arrestee faced.

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
LEVEL 7 - ARREST CHARGE SEGMENT					
NOTE: An Arrest Charge Segment may not be sent independently of an Arrestee Segment.					
Data Transmission Element		1	1	AN	Segment Type Valid Code: 7
Data Transmission Element		2	1	A	Segment Action Valid Code: I,A,R,W,U
Data Transmission Element		3-4	2	N	IBR Month
Data Transmission Element		5-8	4	N	IBR Year
Data Capture Element	1	9-17	9	AN	ORI Number
Data Capture Element	2	18-29	12	AN	Incident/Complaint Number
Data Capture Element	66	30-31	2	N	Arrestee/Charge Link
Data Capture Element	67	32-53	22	AN	Arrest Charge
Data Capture Element	68	54-55	2	AN	Arrest Larceny Type
N/A		56-300	245	AN	Filler (blanks)

Time Window Segment

The Time Window Segment acts as an "administrative" segment for an INACTIVE incident for which only limited information about exceptional clearances, property recoveries, and arrests must be submitted to DCJS. There must be a separate Time Window Segment for each INACTIVE incident submitted.

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
**LEVEL 8 - TIME WINDOW SEGMENT**				
Data Transmission Element		1	1	AN	Segment Type Valid Code: 8
Data Transmission Element		2	1	A	Segment Action Valid Code: W,U,D
Data Transmission Element		3-4	2	N	IBR Month
Data Transmission Element		5-8	4	N	IBR Year
Data Capture Element	1	9-17	9	AN	ORI Number
Data Capture Element	2	18-29	12	AN	Incident/Complaint Number
Data Transmission Element		30	1	AN	Time Window Type
Data Transmission Element		31	1	AN	Clearance Indicator
NOTE: Data Elements #13 and #14 are a group item occurring 10 times. If the incident involved has less than ten offenses leave the remainder of the occurrences in the TIME WINDOW SEGMENT blank. This is the only instance where blanks will be accepted as values for Data Elements in the NYSIBR Data Transmission Record.				
Data Capture Element	13	32-53	22	AN	Incident/Complaint Offense Code (Occurrence 1)
Data Capture Element	14	54-55	2	AN	Incident Larceny Type (Occurrence 1)
Data Capture Element	13	56-77	22	AN	Incident/Complaint Offense Code (Occurrence 2)
Data Capture Element	14	78-79	2	AN	Incident Larceny Type (Occurrence 2)
Data Capture Element	13	80-101	22	AN	Incident/Complaint Offense Code (Occurrence 3)
Data Capture Element	14	102-103	2	AN	Incident Larceny Type (Occurrence 3)

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
		LEVEL 8 - TIME WINDOW SEGMENT			
Data Capture Element	13	104-125	22	AN	Incident/Complaint Offense Code (Occurrence 4)
Data Capture Element	14	126-127	2	AN	Incident Larceny Type (Occurrence 4)
Data Capture Element	13	128-149	22	AN	Incident/Complaint Offense Code (Occurrence 5)
Data Capture Element	14	150-151	2	AN	Incident Larceny Type (Occurrence 5)
Data Capture Element	13	152-173	22	AN	Incident/Complaint Offense Code (Occurrence 6)
Data Capture Element	14	174-175	2	AN	Incident Larceny Type (Occurrence 6)
Data Capture Element	13	176-197	22	AN	Incident/Complaint Offense Code (Occurrence 7)
Data Capture Element	14	198-199	2	AN	Incident Larceny Type (Occurrence 7)
Data Capture Element	13	200-221	22	AN	Incident/Complaint Offense Code (Occurrence 8)
Data Capture Element	14	222-223	2	AN	Incident Larceny Type (Occurrence 8)
Data Capture Element	13	224-245	22	AN	Incident/Complaint Offense Code (Occurrence 9)
Data Capture Element	14	246-247	2	AN	Incident Larceny Type (Occurrence 9)
Data Capture Element	13	248-269	22	AN	Incident/Complaint Offense Code (Occurrence 10)
Data Capture Element	14	270-271	2	AN	Incident Larceny Type (Occurrence 10)
N/A		272-300	29	AN	Filler (blanks)

Trailer Segment

There must be only one Trailer Segment in each IBR submission file. The Trailer Segment identifies the end of an agency's monthly NYSIBR data submission and contains a Record Count and Hash Total used to ensure that NYSIBR had read all the segments transmitted by the agency for a month.

DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
LEVEL 9 - TRAILER SEGMENT					
Data Transmission Element		1	1	AN	Segment Type Valid Code: 9
Data Transmission Element		2	1	A	Segment Action Valid Code: T
Data Transmission Element		3-4	2	N	IBR Month
Data Transmission Element		5-8	4	N	IBR Year
Data Capture Element	1	9-17	9	AN	ORI Number
Data Transmission Element		18-23	6	N	Record Count
Data Transmission Element		24-31	8	N	Hash Total
N/A		32-300	269	AN	Filler (blanks)

Handling Errors

NYSIBR File Submission Errors

File Submission Errors occur when there are inaccuracies in the data transmission elements in the Header and Trailer Segments of an IBR file. They also occur when data transmission elements in the incident-level segments do not correspond with those in the Header Segment. When a file submission error is encountered, processing stops and the IBR file is rejected by the NYSIBR database. File submission errors occur under the following circumstances:

> A file contains data from an agency (ORI) not formally authorized to submit IBR data.
>
> A monthly IBR data submission for **this** IBRMONTH and IBRYEAR **was previously processed**.
>
> A monthly IBR data submission for the **previous** IBRMONTH and IBRYEAR **was not submitted**.
>
> A monthly IBR data submission for the previous IBRMONTH and IBRYEAR, although submitted, was returned because of file submission errors and hence not processed by NYSIBR.
>
> The first record read on the file is not a HEADER SEGMENT.
>
> A HEADER SEGMENT either was not the first record on the file OR did not immediately follow a TRAILER SEGMENT, if multiple monthly IBR data submissions appear on a single IBR file.
>
> A TRAILER SEGMENT did not immediately follow either a Detail Record (the proper segment sequence for some type of ACTIVE or INACTIVE incident submission as described in this chapter) OR a HEADER SEGMENT in the case of a "null" monthly IBR data submission.
>
> All incident-level segments (SEGMENT TYPES 1-8) after a HEADER SEGMENT did not correspond to the ORI NUMBER, IBRMONTH, and IBRYEAR on the last read HEADER SEGMENT.
>
> The ORI NUMBER, IBRMONTH, and IBRYEAR on the TRAILER SEGMENT did not correspond to those on the last read HEADER SEGMENT.
>
> The RECORD COUNT and the HASH TOTAL on the TRAILER SEGMENT did not equal those calculated from the incident-level segments for that month's IBR data submission.
>
> The IBR file did not end with a TRAILER SEGMENT.

If an IBR file fails any of these tests, then processing of the file stops and no data contained on the rejected file are posted to the NYSIBR database. The submitting agency will receive a message on the eJustice IJportal submission screen indicating why the file was rejected. The submission month contained in the rejected file must be resubmitted before subsequent months can be submitted and processed.

NYSIBR Handling of Local Transmission Errors

This section describes the processing actions that occur relative to the NYSIBR database when errors are encountered in local agency data. The results differ for file submission errors and for incident-level errors for ACTIVE and INACTIVE incidents. Additional "transaction" errors can occur when "error-free" incident records are processed against the NYSIBR database. For example, trying to add an ARRESTEE SEGMENT for an ACTIVE incident that does not exist on the NYSIBR database is a transaction error.

Incident-level and transaction errors result in all segments for a particular incident record being rejected. Processing of additional records on the file continues, and all error-free incidents and transactions are posted on the NYSIBR database. All incidents with detected errors are rejected and NYSIBR generates an Error Segment which is posted on the database to track that local agencies correct rejected incidents. Incident-level processing continues to check all edits even after the first error condition is found. **This type of edit processing ensures that all errors present in an incident record are identified, not just the first error.** It will further minimize the number of error correction transactions exchanged between NYSIBR and the local agency.

When a local agency uploads a monthly IBR Submission through the IJPortal and an incident-level or transaction error is encountered, the error number along with a brief explanation of the error will be included on the Transaction Report that is automatically transmitted to the reporting agency.   For information on reading a NYSIBR Transaction Report, see *How to Read the IBR Transaction Report* under IBR References Materials on the DCJS public website.

NYSIBR expects that the volume of errors found will be low. The full range of edits that NYSIBR will apply to local IBR data are described in Chapter 2 of this document and should be implemented proactively by the local agency. Furthermore, before agencies are formally authorized to participate in NYSIBR, a testing phase must be completed during which it is anticipated that most local software problems will be identified and corrected.

NYSIBR will keep strict account of all IBR files and incident records returned to localities for corrections, and will ask for explanations of why any corrections are not returned to NYSIBR within two months of notification.

NYSIBR Handling of Incident-Level Errors for Active Incidents

If an initial active incident is submitted with error(s), the ENTIRE INCIDENT will be REJECTED. All segments associated with the initial incident submission will be rejected even if some of these segments are error-free.

The corrected incident should be resubmitted to NYSIBR on the next month's submission file, where SEGACT = "I" for initial submission on all segments. Although there is no need to "update" the incident since it never made it onto the NYSIBR database, the local agency will assume that all its transmissions are error-free and hence posted to the NYSIBR database. The time lag between local data submission and receipt of NYSIBR Error Messages means that a local agency could never accurately know the exact status of its data on the NYSIBR database. Therefore, using the updating instructions (SEGACT = "R") instead of the initial submission instructions (SEGACT = "I") will NOT generate an Error Message that an update was attempted for a record not on the NYSIBR database. However, a Warning Message will inform the local agency that they

tried to update an incident which was NOT on the NYSIBR database.

If the local agency sent an initial transaction for an ACTIVE incident which was rejected for errors, and the agency determines that in addition to the identified errors returned from NYSIBR that the incident number originally sent was incorrect, an additional step is necessary to correct the incident. Since the rejection of the original incident would result in an Error Segment being stored for that incident on the NYSIBR database, a delete transaction must be sent to remove the Error Segment for the original incident with the incorrect incident number. Send an ADMINISTRATIVE SEGMENT with SEGACT = "D" for the incorrect incident number originally sent. Next, an initial ACTIVE incident submission for the corrected incident with both the incident number and the other identified errors corrected by the local agency, must be transmitted to NYSIBR. The corrected incident record will be passed through all IBR edits again and if error-free will be posted to the NYSIBR database.

If the incident returned by NYSIBR for local correction is no longer an ACTIVE incident on the local agency database, then the rules for INACTIVE incidents should be followed. If these rules do not require that any information be sent to NYSIBR, then the local agency must retransmit the ADMINISTRATIVE SEGMENT with SEGACT = "D" for the rejected incident to remove the Error Segment stored on the NYSIBR database.

Error in the Update for an Active Incident

If an error is found in an update (SEGACT = "R") for an ACTIVE incident, all segments submitted for the incident would be rejected. The original data for the incident, previously submitted to NYSIBR with SEGACT = "I", would remain on the NYSIBR database.

If the local agency then corrected the rejected update segments for the incident, resubmitted them following the update instructions, and they are error-free, the updated (SEGACT = "R") incident record will replace the original (SEGACT = "I") segments stored on the NYSIBR database.

NYSIBR Handling of Incident-Level Errors for Inactive Incidents

If any "W" segment for an initial inactive incident is submitted with error(s), the INACTIVE incident will be rejected and will not be posted to the NYSIBR database.

Corrected INACTIVE incident segments must be resubmitted to NYSIBR on the next monthly IBR data submission, again with SEGACT = "W" for Time Window Submission on all segments. There is no need to "update" the original incident record since it was never posted on the NYSIBR database. Since the local agency will assume that all its transmissions are error-free and hence posted to the NYSIBR database, the time lag between local data submission and receipt of NYSIBR Error Messages means that a local agency could never accurately know the exact status of its data on the NYSIBR database. Therefore, using the updating procedures (SEGACT ="U") instead of the initial submission procedures (SEGACT = "W") will NOT generate an Error Message that an update was attempted for a record not on the NYSIBR database. However, a Warning Message will be sent to inform the submitting agency that it tried to update an INACTIVE incident which did not exist on the NYSIBR database.

If the local agency sent an initial transaction for an INACTIVE incident which was rejected for errors, and the agency determines that in addition to the identified errors returned from NYSIBR that the incident number originally sent was incorrect, an additional step is necessary to correct this incident. Since the rejection of the original incident would result in an Error Segment being stored for that incident on the NYSIBR database, a delete transaction must be sent to remove the Error Segment for the original incident with the incorrect incident number. Send a TIME WINDOW SEGMENT with SEGACT = "D" for the incorrect incident number originally sent to NYSIBR. Next, an initial INACTIVE incident submission for the corrected incident (both incident number and other identified errors were corrected by the local agency) must be transmitted to NYSIBR. A corrected INACTIVE incident record will be passed through all IBR edits again and if error-free will be posted to the NYSIBR database.

Error in the Update for an Inactive Incident

If an error is found in the segments for an updated submission (SEGACT = "U"), the updated incident record would be rejected. Nothing from the updated incident submission would be posted on the NYSIBR database and the segments originally submitted for this incident (SEGACT = "W") remain on the NYSIBR database.

The local agency must correct the rejected update segments for the incident and resubmit them following the instructions for updating an INACTIVE incident. If all segments resubmitted are error-free, the updated (SEGACT = "U") incident will replace the original (SEGACT = "W") incident stored on the NYSIBR database.

NYSIBR Handling of Transaction Errors

If an agency submits a correctly structured, error-free, initial ACTIVE incident and an incident record with an identical ORI and INCIDENT/COMPLAINT NUMBER already exists on the NYSIBR database, an Error Message will be returned to the local agency and the incident submission will be rejected. The original incident record will remain on the NYSIBR database.

If the agency wants to correct this error and decides that the "duplicate" incident record is the proper one to be posted to the NYSIBR database, then it should be resubmitted to NYSIBR as an update transaction where SEGACT = "R" instead of "I". In this instance the data from the rejected "duplicate" incident record will replace the original incident record stored on the NYSIBR database.

Invalid Add Arrestee to Active Incident Transaction

If an agency submits an Add Arrestee transaction (SEGACT = "A") and there is no corresponding incident present on the NYSIBR database to which to add the ARRESTEE SEGMENT, an Error Message will be returned to the local agency for the rejected ARRESTEE SEGMENT and ARREST CHARGE SEGMENTS for the transaction.

      NOTE: Although an invalid Add Arrestee Transaction results in an Error Message, it will NOT

generate an ERROR SEGMENT for posting to the NYSIBR database.   Therefore, it is not necessary to send a delete transaction to remove an ERROR SEGMENT if the error stems from incorrect incident identifiers.

The local agency should determine the cause of the error and perform appropriate corrective action as follows:

If the source of error is the incident identifiers or the arrestee number for the ARRESTEE SEGMENT, correct the error and resubmit the Add Arrestee transaction on the next IBR file.

If the original incident was never transmitted to NYSIBR, then transmit the incident including all ARRESTEE SEGMENTS following the rules for an initial ACTIVE incident submission.

Deletion Error for an Active Incident

A deletion error for an ACTIVE incident will occur if a TIME WINDOW SEGMENT with SEGACT = "D" is sent instead of an ADMINISTRATIVE SEGMENT with SEGACT = "D". No action will be taken to remove the incident from the NYSIBR database and an Error Message will be generated to inform the local agency that its delete transaction was invalid. The original incident will remain on the database.

A deletion error for an ACTIVE incident will occur if the INCIDENT REPORT DATE on the ADMINISTRATIVE SEGMENT with SEGACT = "D" does not match that stored in that incident on the NYSIBR database. An Error Message will be generated and the original incident will remain on the NYSIBR database as this discrepancy indicates that the incident to be deleted was not properly identified.

Attempting to delete an incident record which is not on the NYSIBR database will generate a Warning Message for return to the local agency. Obviously no processing can be done since NYSIBR cannot delete something which does not exist.

A Warning Message will be sent to the submitting agency just in case an incorrect INCIDENT/COMPLAINT NUMBER or ORI NUMBER was entered on the delete transaction. If the agency has made such an error it must correct the incident identifiers and resubmit the delete transaction.

If there are no mistakes in the identifiers for the incident to be deleted, no further corrective action is needed since the incident is not present on the NYSIBR database and that was the intent of the original transaction.

Invalid Initial Inactive Incident Transaction

If an agency submits a correctly structured, error-free initial INACTIVE incident record (SEGACT = "W") and an incident record for that incident (identical ORI, INCIDENT/COMPLAINT NUMBER) already exists on the NYSIBR database, an Error Message will be returned to the local agency and this incident submission will be rejected.

The original incident record will remain on the NYSIBR database.
If the agency wants to correct this error and decides that the "duplicate" incident record is the proper one to be

posted to the NYSIBR database, then it should be resubmitted as an update transaction where SEGACT = "U" instead of "W". In this instance, the data from the rejected "duplicate" INACTIVE incident record will replace the original incident stored at DCJS.

Deletion Error for an Inactive Incident

A deletion error for an INACTIVE incident will occur if an ADMINISTRATIVE SEGMENT with SEGACT = "D" is sent instead of a TIME WINDOW SEGMENT with SEGACT = "D". No action will be taken to remove the INACTIVE incident from the NYSIBR database and an Error Message will be generated to inform the local agency that its delete transaction was invalid. The original incident will remain on the database.

A deletion error for an INACTIVE incident will occur if the TWTYPE on the TIME WINDOW SEGMENT with SEGACT = "D" does not match that stored for the INACTIVE incident on the NYSIBR database. An Error Message will be generated and the original incident will remain on the NYSIBR database as this discrepancy indicates that the incident to be deleted was not properly identified.

If the local agency attempts to delete an INACTIVE incident which does not appear on the NYSIBR database, a Warning Message will be generated for return to the local agency just in case an incorrect INCIDENT/COMPLAINT NUMBER or ORI NUMBER was entered.

If the agency has made such an error in the identifiers (ORI, INCIDENT/COMPLAINT NUMBER) for the incident to be deleted, it must correct the mistake and resubmit the deleted transaction. If there are no mistakes in the identifiers for the segments to be deleted, no further corrective action is needed since these segments are not present on the NYSIBR database and that was the intent of the original transaction.