



## Division of Criminal Justice Services

# Becoming a New York State Incident-Based Reporting Agency

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

This document provides law enforcement agencies in New York State with instructions on switching from the Uniform Crime Reporting Program to the Incident-Based Crime Reporting Program.

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New York State Division of Criminal Justice Services  
Office of Criminal Justice Records  
New York State Crime Reporting Program

## **Becoming a New York State Incident-Based Reporting Agency**

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Agencies wanting to switch to Incident-Based Reporting (IBR) are required to successfully complete a testing period to ensure that submitted data is accurate and comparable to information submitted previously through the UCR program. The testing period requires the submission of at least three monthly IBR submission files. Agencies may be required to submit more than three submissions files depending on the accuracy and completeness of the data.

### **Testing**

IBR test files must be sent to [infonysibr@dcjs.ny.gov](mailto:infonysibr@dcjs.ny.gov). Information regarding the technical file layout can be found in the *NIBRS Compliant Data Transmission Specifications* document found under IBR Reference Materials on the DCJS public website at:

[http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/ibr\\_ref.htm](http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/ibr_ref.htm) .

The IBR Reference Materials page also includes other documents related to the IBR program, including *Reading the NYSIBR Submission Transaction Report*, *NIBRS Compliant IBR Edits*, *NIBRS Compliant Error Messages and Explanations*, and *NIBRS Compliant Data Elements & File Structure Specifications* which includes a complete list of all data elements collected through the IBR program.

Please ensure that each month's text file name includes your agency's name, report month and year, and that it ends with TEST (Example: **BuffaloCityPD012018TEST.txt**). After your agency has successfully completed the testing period, DCJS will switch your agency reporting status from UCR to IBR in the IJ Portal and send you an email verifying that your agency has been officially switched to IBR.

**NOTE: Testing agencies are still responsible for submitting the monthly UCR (Summary) crime data to the UCR Crime Reporting Unit during the IBR testing phase.**

### **Correcting Errors**

Testing agencies will receive a Transaction Report for each submitted test file. The Transaction Report summarizes the results of the processed file (see *Reading the NIBRS Compliant IBR Submission Transaction Report*). Most importantly, this report will identify those incidents that failed DCJS IBR edits and were rejected. Associated with each rejected incident will be one or more error codes, including an explanation that briefly explains each error and why the incident failed to post. For a more detailed explanation of the error message, you can reference the *NIBRS Compliant IBR Edits* and the *NIBRS Compliant IBR Error Messages and Explanations* mentioned above.

Incidents that failed IBR edits must be corrected and resubmitted with the next month's submission file. Failure to correct these incidents will result in inaccurate crime data and delay completion of the testing period. DCJS will review your files to ensure that your agency's

submission files have low error rates and that those incidents that fail are corrected and resubmitted.

**NOTE: Your Transaction Submission report may include incidents with errors that were not identified by the edits in your vendor's Records Management System (RMS) when you generated your file. This can happen when, DCJS edits are incorrectly programmed in your vendor's RMS. All errors, regardless of whether they were identified by your RMS must also be corrected and resubmitted. It is the responsibility of the vendor to update their RMS system to be current with DCJS edits and the NYS Coded Law File available on the DCJS public website <http://www.criminaljustice.ny.gov/crimnet/clf/rel-db/rel-db.htm>.**