



Division of Criminal Justice Services

Becoming a NIBRS Compliant New York State Incident- Based Reporting Agency

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

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Office of Criminal Justice Records
Crime Reporting

Becoming a NIBRS Compliant New York State IBR Agency

Agencies interested in switching to NIBRS Compliant NYS Incident-Based Reporting (IBR) are required to successfully complete a test period to ensure submitted data is accurate and complies with NIBRS Compliant NYS IBR data specifications. Agencies that successfully transition to these standards will be considered compliant with the National Incident Based Reporting System (NIBRS).

Prior to starting the test period, an agency must verify with their Records Management System (RMS) vendor the following:

1. The agency's RMS includes the current published NIBRS Compliant NYS IBR data specifications and edit checks, and
2. the RMS utilizes the current version of the NYS Coded Law File. The NYS Coded Law File may be imported from the DCJS public website:
<http://www.criminaljustice.ny.gov/crimnet/clf/rel-db/rel-db.htm>.

The NYS Coded Law File is updated twice a year, so it is imperative your RMS has the capability to import the DCJS Coded Law File.

Please subscribe to the Coded Law File Update Distribution List to receive notifications for future NYS Coded Law File updates: <https://www.criminaljustice.ny.gov/crimnet/clf/subscribe.htm>

Test Process

During the test period, agencies must complete a minimum six consecutive month testing period. These submission files will be considered test files which will be validated against system edits and reviewed for data completeness and quality. More than six months of files will be required if DCJS identifies issues with the accuracy and completeness of submitted data.

NIBRS Compliant NYS IBR test files should be sent to infonysibr@dcjs.ny.gov after the close of the report month. Information regarding the technical file layout can be found in the *NIBRS Compliant Data Transmission Specifications* and the *Data Element and File Structure Specifications* documents found on the DCJS public website on the IBR Reference Materials page: http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/ibr_ref.htm .

This page also includes other important documents including: *Reading the NIBRS Compliant NYS IBR Submission Transaction Report*, *Incident-Based Reporting File Submission Instructions*, *NIBRS Compliant NYS IBR Edits*, and *NIBRS Compliant NYS IBR Error Messages and Explanations*.

Please ensure that each month's IBR submission file name includes the agency's name or ORI, the report month and year, and that it ends with a .txt file extension (**Example: 10.2020.BuffaloCityPD.txt**).

After successful completion of the test period, your agency will receive an email verifying completion of the test period and the date when the next monthly NIBRS Compliant NYS IBR file may be submitted. DCJS will switch your agency's reporting status to NIBRS in the IJ Portal, which will allow your agency to submit NIBRS Compliant NYS IBR Files through the IJ Portal.

PLEASE NOTE: During the test period, agencies are still responsible for submitting monthly Summary (UCR) or Legacy NYS IBR crime data through the IJ Portal. Failure to submit official crime data will result in an agency being considered delinquent by the State and Federal Crime Reporting Programs.

Transaction Reports

After the Crime Reporting Unit processes your test file, you will receive a Transaction Report summarizing the results of the processed file (see *Reading the NIBRS Compliant IBR Submission Transaction Report*).

The transaction report identifies any incident that does not pass NIBRS Compliant NYS IBR edit checks. Each rejected incident is associated with one or more edit code(s) and error message(s). The error message briefly explains why the incident failed to post. More detailed explanations of each error message are available in the *NIBRS Compliant NYS IBR Error Messages and Explanations* and the *NIBRS Compliant NYS IBR Edits* reference documents.

Correcting Errors

Incidents which do not pass NYS IBR edit checks must be corrected and resubmitted in the next month's IBR submission file. Please note, corrected incidents are submitted to DCJS in the month in which a correction is entered in an agency's RMS. For example, if an agency corrects a June 2019 incident during the month of August 2019, the corrected June 2019 incident will not be submitted to DCJS until the agency submits its August 2019 NYS IBR file to DCJS. Failure to correct errors will delay completion of the test period.

Errors on Transaction Report Not Identified by RMS Incident Review

Although all NIBRS Compliant NYS IBR Edit Checks should be programmed in the agency's RMS, DCJS occasionally identifies errors on the Transaction Report which were not identified by the Incident Review program within an agency's RMS. This occurs when an edit check is not correctly programmed or when an agency's RMS is not referencing the current version of the NYS Coded Law File.

DCJS assigns IBR offense codes to each NYS Law Code in the NYS Coded Law File based on the law description and how it relates to FBI offense definitions. Many edit checks reference the IBR code listed in the NYS Coded Law File. If your RMS does not reference the most current

version of the NYS Coded Law File, it may not be using the same law codes DCJS utilizes to process NYS IBR files submitted through the IJ Portal.

All errors, regardless of whether they are identified by RMS edit checks, must be corrected and resubmitted in the next month's IBR submission file. It is the RMS vendor's responsibility to update RMS edits to reflect current DCJS edits. When an agency notices the RMS edit check program does not identify errors which DCJS identifies on the transaction report, the agency's IBR contact person should verify this defect with the DCJS Crime Reporting Unit, and report all defects to their RMS vendor as soon as possible.

Questions about edit checks should be submitted to infonysibr@dcjs.ny.gov. Please include the edit number, the incident number, and a description of the problem. Within the email, also indicate whether the agency previously submitted this incident to DCJS and, if possible, include the submission file and transaction report.

Completion of the Test Period

After the Crime Reporting Unit determines an agency has completed the test period, the agency will receive email confirmation from the DCJS Crime Reporting Unit stating that the Test Period has been completed and a notification of the date on which your agency may submit the next monthly IBR submission. Agencies that successfully complete the testing period and transition will be considered compliant with NIBRS.