



**Division of Criminal  
Justice Services**

**NIBRS Compliant  
NYS IBR 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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New York State Division of Criminal Justice Services  
Office of Criminal Justice Records  
New York State Crime Reporting Program**

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# NIBRS Compliant NYS IBR Data Transmission Specifications

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## Introduction

The purpose of this document is to provide technical instructions for generating and transmitting monthly NYS 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 NYS IBR data files.

Topics include the overall structure of NYS IBR data collection and how the circumstances of individual incidents are illustrated through the 73 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 NYS 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 NYS IBR database handles the different types of errors that may be present within a data file.

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## Overview of 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 NYS IBR, 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 NYS IBR data. Two of these segments, the HEADER SEGMENT and the TRAILER SEGMENT, are used to delimit the beginning and end of the monthly NYS 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 73 numbered Data Elements and the 9 Transmission Data Elements outlined in the document *NYS NIBRS Compliant IBR Data Element & File Structure Specifications* (See NYS IBR Reference Materials on the DCJS public website) appear under their specific segment types as described in the file layouts in this document.

NYS IBR 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:

<b>SEGTYPE</b>	<b>DESCRIPTION</b>
<b>0</b>	<b>HEADER SEGMENT</b> Identifies the beginning of the monthly NYS IBR data submission for an agency.
<b>1</b>	<b>ADMINISTRATIVE SEGMENT</b> Provides administrative information regarding the overall incident.
<b>2</b>	<b>OFFENSE SEGMENT</b> Provides information about an offense involved in the incident. Each offense appears on a separate OFFENSE SEGMENT.
<b>3</b>	<b>PROPERTY SEGMENT</b> 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.

<b>SEGTYPE</b>	<b>DESCRIPTION</b>
<b>4</b>	<b>OFFENDER SEGMENT</b> Provides information about an offender involved in the incident. Each offender appears on a separate OFFENDER SEGMENT.
<b>5</b>	<b>VICTIM SEGMENT</b> Provides information about a victim involved in the incident. Each victim appears on a separate VICTIM SEGMENT.
<b>6</b>	<b>ARRESTEE SEGMENT</b> Provides information about an arrestee involved in the incident. Each arrestee appears on a separate ARRESTEE SEGMENT.
<b>7</b>	<b>ARREST CHARGE SEGMENT</b> Provides information about an arrest charge for an arrestee. Each arrest charge appears on a separate ARREST CHARGE SEGMENT.
<b>8</b>	<b>TIME WINDOW SEGMENT</b> 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.
<b>9</b>	<b>TRAILER SEGMENT</b> Identifies the end of an agency's monthly NYS IBR data submission and contains a RECORD COUNT and HASH TOTAL used to ensure that NYS IBR has read all the segments transmitted by the local agency for a month.



## Determining Which Segments to Send to NYS IBR

This section lays out the instructions for determining which segments are to be transmitted to NYS IBR. 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 DCJS.

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 DCJS. INACTIVE incidents may be thought of as incidents which fall outside the "Time Window" for active data retention on the local agency database. **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 NYS IBR.

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 73 IBR data elements and their valid values are described in the document *Data Element & File Structure Specifications* under NYS IBR reference materials on the DCJS Public Website.

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## Instructions for Submitting Active Incidents to NYS IBR

An "initial" submission for an incident means it is the first time that any segments for that incident are being transmitted to NYS IBR. Data Elements #1-ORI NUMBER and #2-INCIDENT/COMPLAINT NUMBER act as the key fields for determining if an incident is on the NYS IBR database. If any segments for a specific incident number are already present on the NYS IBR 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 is an incident with more than one ARRESTEE SEGMENT. All 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 1 and only 1 of these per incident.
SEGTYPE 2	OFFENSE SEGMENTS	There must be at least 1 and can be up to 10 of these per incident.
SEGTYPE 3	PROPERTY SEGMENTS	There can be from 0 to 6 of these per incident.
SEGTYPE 4	OFFENDER SEGMENTS	There must be at least 1 and can be up to 99 of these per incident
SEGTYPE 5	VICTIM SEGMENTS	There must be at least 1 and can be up to 999 of these per incident.
SEGTYPE 6	ARRESTEE SEGMENTS	There can be from 0 to 99 of these per incident.
SEGTYPE 7	ARREST CHARGE SEGMENTS	There must be 1 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 NYS IBR, no segments for these incidents can already be present on the NYS IBR database.

<b>INCIDENT #1:</b>	<b>INCIDENT #2:</b>	<b>INCIDENT #3:</b>	<b>INCIDENT #4:</b>
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 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 DCJS 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 NYS IBR database for that numbered arrestee, an error message will result.

Below are examples of structurally valid segment sequencing for an Add Arrestee transaction.

### Incident #1:

SEGTYPE	SEGACT
6 ARRESTEE #1	A
7 ARREST CHARGE	A

### Incident #2

SEGTYPE	SEGACT
6 ARRESTEE #2	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 NYS IBR 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.

NYS IBR 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 NYS IBR 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 NYS IBR 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 NYS 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 NYS IBR**

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

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 NYS IBR database. If segments are submitted with SEGACT = "I", and the segments for that incident already exist on the NYS IBR 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 NYS IBR 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 NYS IBR data submission the incident segments, when submitted with SEGACT = "I", were rejected and did not (originally) make it to the NYS IBR database. If segments are submitted with SEGACT = "R" and the incident does exist on the NYS IBR database, then NYS IBR 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 NYS IBR**

Deleting an incident previously sent to NYS IBR 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 NYS IBR 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 NYS IBR 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.

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## Instructions for Submitting Inactive Incidents to NYS IBR

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 NYS IBR. INACTIVE incidents may be thought of as incidents which fall outside the "Time Window" for active data retention on the local agency database. 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 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. DCJS 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 DCJS 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

To simplify the processing of the limited amount of data required to be transmitted to NYS IBR 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.

### Submitting an Initial Inactive Incident

#### **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		Incident #2	
SEGTYPE	SEGACT	SEGTYPE	SEGACT
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 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 NYS IBR) 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 NYS IBR 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:

<b>Incident #1</b>		<b>Incident #2</b>	
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 NYS IBR

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 NYS IBR database. If segments are submitted with SEGACT = "W", and the segments for that incident already exist on the NYS IBR 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 NYS IBR 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 NYS IBR data submission the incident segments, when submitted with SEGACT = "W", were rejected and did not (originally) make it to the NYS IBR database. If segments are submitted with SEGACT = "U" and the incident does exist on the NYS IBR database, then NYS IBR 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 NYS IBR

Send the TIME WINDOW SEGMENT with SEGACT = "D" for "Delete". NYS IBR 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 to verify that the incident to be deleted matches the incident previously sent to NYS IBR. 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.

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## Transmitting Data to NYS IBR

This section describes the data transmission requirements for sending local agency data to the NYS IBR 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 NYS IBR files to DCJS.

### Local IBR Database Requirements

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

DCJS 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 NYS IBR within reasonable limits. Second, the two-year retention period will ensure ample opportunity to correct or update segments sent to NYS IBR for either ACTIVE or INACTIVE incidents and to transmit these changes to NYS IBR before the incident is removed from the active NYS IBR database and archived. Third, if local agencies have less than a two-year retention period, the amount of information that will be available to NYS IBR 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 NYS IBR data would seriously compromise the processing of both the NIBRS data to be sent to the FBI and the conversion of NYS IBR data to aggregate UCR formats for publication in our annual reports and other analyses.

**DCJS recommends local agencies retain incident data sent to NYS IBR on their systems for longer than two years.** This is perfectly acceptable since NYS IBR software will account for different storage periods between NYS IBR 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 to determine what needs to be sent to NYS IBR, 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 NYS IBR 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 NYS IBR 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 NYS IBR 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 NYS IBR 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 NYS IBR, 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 NYS IBR.

### **General Data Transmission Rules**

The segments appearing on an agency's monthly NYS 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 NYS IBR database.

The proper sequencing of segments for data transactions is explained in the *Instructions for Submitting Active Incidents to NYS IBR* and *Instructions for Submitting Inactive Incidents to NYS IBR* section of this document. Further information regarding the processing sequence requirements appears in the edits for the NYS IBR system listed in the documents *NIBRS Compliant NYS IBR Edits* and *NIBRS Compliant NYS IBR Error Messages and Explanations* 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 "2b" or "b2".

### **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 "12345ABbbbbb" would be transmitted, not "bbbb12345AB".

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 NYS IBR as a data element value. If a field is not used due to the circumstances of the incident report then one of the residual codes (Not Applicable) 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 *NYS IBR Data Elements and File Structure Specifications* 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 NYS IBR 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 NYS IBR 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 NYS IBR Files to DCJS**

NYS IBR data entered into the agency's database must be submitted, on a monthly basis, to DCJS through the New York State Integrated Justice Portal (IJ Portal) (see *NYS Incident-Based Reporting (IBR) File Submission Instructions* under IBR Reference Materials on the DCJS Public Website). NYSIBR requires that monthly NYSIBR 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 NYSIBR file. NYSIBR also requires that each NYSIBR monthly submission be uploaded to DCJS as early as 1 day after the close of the reporting period and no later than the 20th of each month.

Submitting 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 NYSIBR data submissions in the event DCJS does not receive an expected month's data. The NYSIBR database is set up to expect a monthly NYSIBR 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 NYSIBR data submission for August would not be processed by DCJS unless the July data submission file had already been received and accepted.**

It is important to remember that if a NYSIBR File is rejected due to data transmission errors, the corrected file will have the same IBRMONTH and IBRYEAR as the rejected file. Only the FILE CREATION DATE would be changed to reflect the generation of a corrected IBR file. For example, consider an agency's data submission for May that was created on June 1st and submitted to NYS IBR on June 2nd. This IBR file, however, contained structural deficiencies and was rejected by the NYS IBR 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 NYS IBR data submission was sent for May, NYS IBR would not process the corrected file because NYS IBR software would be expecting May to be the next sequential monthly NYS IBR data submission.

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

## NYSIBR File Creation

### Special Instructions for Creating the First NYSIBR File

**Local agencies will only be authorized to begin NIBRS Compliant NYSIBR participation effective on the first of the month.** This is necessary so that the initial monthly NYS IBR data submission for the start-up month will cover at least a full calendar month. Formal authorization to participate in NYS IBR means that the local agency will no longer be submitting monthly UCR data to DCJS.

Due to the need to have an uninterrupted monthly submission of data during the transition from UCR to IBR, the NYS IBR processing includes edits that ensure ACTIVE incidents sent to DCJS on the first IBR file have all applicable dates falling on or after the NYS IBR 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 NYS IBR 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 NYS IBR Files must have dates after the Start-Up Date.** These date edits exist to prevent duplicate reporting of incidents in both the UCR and NYS IBR systems.

Any incident which occurred prior to the NYS IBR 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 NYS IBR Start-Up Date** can be transmitted to DCJS.

For example, a robbery incident took place on April 15, 2020 and was originally reported to the State UCR program for April 2020. That reporting agency then receives formal authorization from DCJS to begin NIBRS Compliant NYSIBR participation on May 1, 2020. On May 4, 2020, 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 NYS IBR data submission which appears on the NYS IBR File created on June 15, 2020. This INACTIVE incident record would show the May 4, 2023 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 "PL0160.0500000000DF3C" 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 NYS IBR data file. The monthly NYS IBR data submission acts as a snapshot of relevant, new, local-agency-database activity occurring between the last file sent to NYS IBR and the creation of this month's file.

If an agency began NYS IBR participation in May 2020, the first monthly NYS IBR data submission would have IBRMONTH equal to "05" for "May" and IBRYEAR equal to "2020", 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 NYS IBR 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 NYS IBR database. Incident level errors are not "fatal" and all valid, error-free incidents submitted on this file would be posted to the NYS IBR database.

It is not necessary to sort incident records using Data Element #2-INCIDENT/COMPLAINT NUMBER within a monthly NYS 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 NYS IBR File on or before the 20<sup>th</sup> of the Month

The local agency must track incidents needing transmission to NYS IBR since the last month's file. NYS IBR requires that local agencies submit the monthly submission file on or before the 20<sup>th</sup> of the month. Since agencies will only be allowed to start NYS IBR participation on the first of a month, setting the file creation target date for the 20<sup>th</sup> 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 NYS IBR processing and is used to ensure that sequential monthly NYS IBR data submissions are transmitted. If an agency began NYS IBR participation on May 1, 2023, the IBRMONTH for the first monthly NYS IBR data submission would be "05" for "May" and the IBRYEAR would be "2023", as this would be the first monthly NYS IBR data submission expected by NYS IBR after the IBR Start-Up Date. However, since this NYS IBR file would be created on June 20<sup>th</sup>, some incidents written to that monthly NYS 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 20<sup>th</sup> 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 DCJS 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 NYS IBR, thus reducing data traffic.

Using the same logic, NYSIBR plans to upload 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 NYS IBR needs to compile all the local agencies' monthly NYSIBR 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 uploaded immediately to DCJS, then NYS IBR will have enough time to process data for transmittal to the FBI by the end of the month.

### **Submitting the NIBRS Compliant NYSIBR File to DCJS**

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

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## 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. Mandatory Data Elements either have no residual codes defined or cannot have residual codes present based on the NYS IBR system edits. All of the Transmission Data Elements described in the document *Data Element and File Structure Specifications* 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 NYS IBR data submission. Similarly, ORI NUMBER and INCIDENT/COMPLAINT NUMBER are Mandatory Data Elements appearing on each segment as they enable NYS IBR 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") 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".

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## NYS IBR File Structure

This section provides detailed information on the layout of a NYS IBR 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 NYS IBR Submission File. Each table contains the data element type (capture vs. transmission) and data element number (if it is one of the 73 capture data 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.

Please see the NIBRS Sample File layout document under the Vendor Specific References.

### Header Segment

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

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

## Administrative Segment

There must be one and only one Administrative Segment for each **incident** in a NYS IBR Submission file.

<b>LEVEL 1 – ADMINISTRATIVE SEGMENT</b>					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Transmission Data Element		1	1	AN	Segment Type Valid Code: 1
Transmission Data Element		2	1	A	Segment Action Valid Codes: I, R, D, W, U
Transmission Data Element		3-4	2	N	IBR Month
Transmission Data Element		5-8	4	N	IBR Year
Capture Data Element	1	9-17	9	AN	ORI Number
Capture Data Element	2	18-29	12	AN	Incident/Complaint Number
Capture Data Element	3	30-37	8	N	Incident Occurrence Date
Capture Data Element	4	38-41	4	N	Incident Occurrence Time
Capture Data Element	5	42-49	8	N	Incident Report Date
Capture Data Element	6	50-53	4	N	Incident Time Reported
Capture Data Element	7	54-55	2	AN	Incident Case Status
Capture Data Element	8	56-63	8	N	Incident Exceptional Clearance Date
Capture Data Element	9	64-67	4	AN	Location Code of Incident
Capture Data Element	10	68-73	6	AN	Station/Division/Precinct Identifier
<b>Note:</b> Data Element #11 occurs five (5) times.					
Capture Data Element	11	74-75	2	AN	Bias Crime Type (Occurrence 1)
Capture Data Element	11	76-77	2	AN	Bias Crime Type (Occurrence 2)
Capture Data Element	11	78-79	2	AN	Bias Crime Type (Occurrence 3)
Capture Data Element	11	80-81	2	AN	Bias Crime Type (Occurrence 4)
Capture Data Element	11	82-83	2	AN	Bias Crime Type (Occurrence 5)
Capture Data Element	69	84	1	A	Cargo Theft Indicator
N/A		85-300	216	AN	Filler (blanks)

## Offense Segment

Each incident in a NYS 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.

<b>LEVEL 2 - OFFENSE SEGMENT</b>					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Transmission Data Element		1	1	AN	Segment Type Valid Code: 2
Transmission Data Element		2	1	A	Segment Action Valid Codes: I, R
Transmission Data Element		3-4	2	N	IBR Month
Transmission Data Element		5-8	4	N	IBR Year
Capture Data Element	1	9-17	9	AN	ORI Number
Capture Data Element	2	18-29	12	AN	Incident/Complaint Number
Capture Data Element	12	30-31	2	N	Offense Number
Capture Data Element	13	32-53	22	AN	Incident/Complaint Offense Code
Capture Data Element	14	54-55	2	AN	Incident Larceny Type
Capture Data Element	15	56-57	2	AN	Incident Location Type
<b>Note:</b> Data Element #16 occurs three (3) times.					
Capture Data Element	16	58-59	2	N	Weapon/Force (Occurrence 1)
Capture Data Element	16	60-61	2	N	Weapon/Force (Occurrence 2)
Capture Data Element	16	62-63	2	N	Weapon/Force (Occurrence 3)
Capture Data Element	17	64-65	2	N	Number of Premises Entered (Burglary)
Capture Data Element	18	66	1	A	Method of Entry (Burglary)
<b>Note:</b> Data Element #19 occurs two (2) times.					
Capture Data Element	19	67-68	2	AN	Assault/Homicide Circumstances (Occurrence 1)
Capture Data Element	19	69-70	2	AN	Assault/Homicide Circumstances (Occurrence 2)
Capture Data Element	20	71-72	2	AN	Justifiable Homicide Circumstance
Capture Data Element	21	73	1	AN	Offender Used Computer
<b>Note:</b> Data Element #70 occurs three (3) times.					

**LEVEL 2 - OFFENSE SEGMENT**

<b>DATA ELEMENT TYPE</b>	<b>DATA ELEMENT #</b>	<b>FILE POSITION</b>	<b>DATA LENGTH</b>	<b>ATTR</b>	<b>DESCRIPTION</b>
Capture Data Element	70	74	1	A	Type of Criminal Activity/Gang Information (Occurrence 1)
Capture Data Element	70	75	1	A	Type of Criminal Activity/Gang Information (Occurrence 2)
Capture Data Element	70	76	1	A	Type of Criminal Activity/Gang Information (Occurrence 3)
N/A		77-300	224	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.

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

LEVEL 3 - PROPERTY SEGMENT					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Capture Data Element	23	108-109	2	N	Property Type (Occurrence 5)
Capture Data Element	24	110-118	9	N	Property Value (Occurrence 5)
Capture Data Element	25	119-126	8	N	Property Recovery Date (Occurrence 5)
Capture Data Element	23	127-128	2	N	Property Type (Occurrence 6)
Capture Data Element	24	129-137	9	N	Property Value (Occurrence 6)
Capture Data Element	25	138-145	8	N	Property Recovery Date (Occurrence 6)
Capture Data Element	23	146-147	2	N	Property Type (Occurrence 7)
Capture Data Element	24	148-156	9	N	Property Value (Occurrence 7)
Capture Data Element	25	157-164	8	N	Property Recovery Date (Occurrence 7)
Capture Data Element	23	165-166	2	N	Property Type (Occurrence 8)
Capture Data Element	24	167-175	9	N	Property Value (Occurrence 8)
Capture Data Element	25	176-183	8	N	Property Recovery Date (Occurrence 8)
Capture Data Element	23	184-185	2	N	Property Type (Occurrence 9)
Capture Data Element	24	186-194	9	N	Property Value (Occurrence 9)
Capture Data Element	25	195-202	8	N	Property Recovery Date (Occurrence 9)
Capture Data Element	23	203-204	2	N	Property Type (Occurrence 10)
Capture Data Element	24	205-213	9	N	Property Value (Occurrence 10)
Capture Data Element	25	214-221	8	N	Property Recovery Date (Occurrence 10)
Capture Data Element	26	222-224	3	N	Number of Motor Vehicles Stolen
Capture Data Element	27	225-227	3	N	Number of Motor Vehicles Recovered
Capture Data Element	28	228	1	AN	Source of Drug Data
<b>NOTE:</b> Data Elements #29, #30, #31 are a Group occurring 3 times.					
Capture Data Element	29	229-230	2	AN	Drug Type (Suspected) (Occurrence 1)
Capture Data Element	30	231-239	9	N	Drug Quantity (Estimated)-Whole (Occurrence 1)

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

## Offender Segment

Each incident must contain at least 1 offender segment and can contain up to 99 depending on the number of offenders in the incident.

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



## Victim Segment

Each incident must contain at least 1 victim segment and can contain up to 999 segments depending on the number of victims in the incident

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

LEVEL 5 - VICTIM SEGMENT					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Capture Data Element	39	51-52	2	N	Victim/Offense Link (Occurrence 10)
Capture Data Element	40	53	1	A	Victim Type
Capture Data Element	41	54-57	4	AN	Victim Age
Capture Data Element	42	58	1	A	Victim Sex
Capture Data Element	43	59	1	A	Victim Race
Capture Data Element	44	60	1	A	Victim Ethnic Origin
Capture Data Element	45	61-62	2	AN	Victim Residence Status
<b>NOTE:</b> Data Elements #46 and #47 are a GROUP occurring 10 times.					
Capture Data Element	46	63-65	3	N	Victim/Offender Link (Occurrence 1)
Capture Data Element	47	66-67	2	AN	Victim/Offender Relationship (Occurrence 1)
Capture Data Element	46	68-70	3	N	Victim/Offender Link (Occurrence 2)
Capture Data Element	47	71-72	2	AN	Victim/Offender Relationship (Occurrence 2)
Capture Data Element	46	73-75	3	N	Victim/Offender Link (Occurrence 3)
Capture Data Element	47	76-77	2	AN	Victim/Offender Relationship (Occurrence 3)
Capture Data Element	46	78-80	3	N	Victim/Offender Link (Occurrence 4)
Capture Data Element	47	81-82	2	AN	Victim/Offender Relationship (Occurrence 4)
Capture Data Element	46	83-85	3	N	Victim/Offender Link (Occurrence 5)
Capture Data Element	47	86-87	2	AN	Victim/Offender Relationship (Occurrence 5)
Capture Data Element	46	88-90	3	N	Victim/Offender Link (Occurrence 6)
Capture Data Element	47	91-92	2	AN	Victim/Offender Relationship (Occurrence 6)
Capture Data Element	46	93-95	3	N	Victim/Offender Link (Occurrence 7)
Capture Data Element	47	96-97	2	AN	Victim/Offender Relationship (Occurrence 7)
Capture Data Element	46	98-100	3	N	Victim/Offender Link (Occurrence 8)
Capture Data Element	47	101-102	2	AN	Victim/Offender Relationship (Occurrence 8)

LEVEL 5 - VICTIM SEGMENT					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Capture Data Element	46	103-105	3	N	Victim/Offender Link (Occurrence 9)
Capture Data Element	47	106-107	2	AN	Victim/Offender Relationship (Occurrence 9)
Capture Data Element	46	108-110	3	N	Victim/Offender Link (Occurrence 10)
Capture Data Element	47	111-112	2	AN	Victim/Offender Relationship (Occurrence 10)
Capture Data Element	48	113	1	AN	Level of Injury
<b>NOTE:</b> Data Element #49 occurs 5 times.					
Capture Data Element	49	114-115	2	AN	Type of Injury (Occurrence 1)
Capture Data Element	49	116-117	2	AN	Type of Injury (Occurrence 2)
Capture Data Element	49	118-119	2	AN	Type of Injury (Occurrence 3)
Capture Data Element	49	120-121	2	AN	Type of Injury (Occurrence 4)
Capture Data Element	49	122-123	2	AN	Type of Injury (Occurrence 5)
Capture Data Element	50	124	1	AN	Victim Medical Treatment
Capture Data Element	71	125-126	2	N	Type of Officer Activity/Circumstance (LEOKA)
Capture Data Element	72	127	1	A	Type of Officer Assignment Type (LEOKA)
Capture Data Element	73	128-136	9	AN	Officer-ORI/Jurisdiction (LEOKA)
N/A		137-300	164	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.

<b>LEVEL 6 - ARRESTEE SEGMENT</b>					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
<b>NOTE:</b> At least one Arrest Charge Segment must be submitted for each Arrestee Segment.					
Transmission Data Element		1	1	AN	Segment Type Valid Code: 6
Transmission Data Element		2	1	A	Segment Action Valid Code: I, A, R, W, U
Transmission Data Element		3-4	2	N	IBR Month
Transmission Data Element		5-8	4	N	IBR Year
Capture Data Element	1	9-17	9	AN	ORI Number
Capture Data Element	2	18-29	12	AN	Incident/Complaint Number
Capture Data Element	51	30-31	2	N	Arrestee Number
Capture Data Element	52	32-43	12	AN	Agency Arrest Number
Capture Data Element	53	44-52	9	AN	CJTN Number (formerly OBTS #)
Capture Data Element	54	53-60	8	AN	NYSID Number
Capture Data Element	55	61-68	8	N	Arrest Date
Capture Data Element	56	69-70	2	N	Arrest Type
Capture Data Element	57	71-72	2	N	Arrestee Status
Capture Data Element	58	73	1	AN	Juvenile Release Status
Capture Data Element	59	74	1	AN	Multiple Clearance Indicator
<b>NOTE:</b> Data Element #60 occurs 2 times.					
Capture Data Element	60	75-76	2	N	Arrestee Weapons (Occurrence 1)
Capture Data Element	60	77-78	2	N	Arrestee Weapons (Occurrence 2)
Capture Data Element	61	79-80	2	N	Arrestee Age
Capture Data Element	62	81	1	A	Arrestee Sex
Capture Data Element	63	82	1	A	Arrestee Race
Capture Data Element	64	83	1	A	Arrestee Ethnic Origin

<b>LEVEL 6 - ARRESTEE SEGMENT</b>					
<b>DATA ELEMENT TYPE</b>	<b>DATA ELEMENT #</b>	<b>FILE POSITION</b>	<b>DATA LENGTH</b>	<b>ATTR</b>	<b>DESCRIPTION</b>
Capture Data 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 1 corresponding Arrest Charge Segment and can contain up to 16 depending on the number of charges the arrestee faced.

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

<b>LEVEL 8 - TIME WINDOW SEGMENT</b>					
DATA ELEMENT TYPE	DATA ELEMENT #	FILE POSITION	DATA LENGTH	ATTR	DESCRIPTION
Transmission Data Element		1	1	AN	Segment Type Valid Code: 8
Transmission Data Element		2	1	A	Segment Action Valid Code: W, U, D
Transmission Data Element		3-4	2	N	IBR Month
Transmission Data Element		5-8	4	N	IBR Year
Capture Data Element	1	9-17	9	AN	ORI Number
Capture Data Element	2	18-29	12	AN	Incident/Complaint Number
Transmission Data Element		30	1	AN	Time Window Type
Transmission Data 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 NYS IBR Data Transmission Record.					
Capture Data Element	13	32-53	22	AN	Incident/Complaint Offense Code (Occurrence 1)
Capture Data Element	14	54-55	2	AN	Incident Larceny Type (Occurrence 1)
Capture Data Element	13	56-77	22	AN	Incident/Complaint Offense Code (Occurrence 2)
Capture Data Element	14	78-79	2	AN	Incident Larceny Type (Occurrence 2)
Capture Data Element	13	80-101	22	AN	Incident/Complaint Offense Code (Occurrence 3)
Capture Data Element	14	102-103	2	AN	Incident Larceny Type (Occurrence 3)
Capture Data Element	13	104-125	22	AN	Incident/Complaint Offense Code (Occurrence 4)
Capture Data Element	14	126-127	2	AN	Incident Larceny Type (Occurrence 4)

<b>LEVEL 8 - TIME WINDOW SEGMENT</b>					
<b>DATA ELEMENT TYPE</b>	<b>DATA ELEMENT #</b>	<b>FILE POSITION</b>	<b>DATA LENGTH</b>	<b>ATTR</b>	<b>DESCRIPTION</b>
Capture Data Element	13	128-149	22	AN	Incident/Complaint Offense Code (Occurrence 5)
Capture Data Element	14	150-151	2	AN	Incident Larceny Type (Occurrence 5)
Capture Data Element	13	152-173	22	AN	Incident/Complaint Offense Code (Occurrence 6)
Capture Data Element	14	174-175	2	AN	Incident Larceny Type (Occurrence 6)
Capture Data Element	13	176-197	22	AN	Incident/Complaint Offense Code (Occurrence 7)
Capture Data Element	14	198-199	2	AN	Incident Larceny Type (Occurrence 7)
Capture Data Element	13	200-221	22	AN	Incident/Complaint Offense Code (Occurrence 8)
Capture Data Element	14	222-223	2	AN	Incident Larceny Type (Occurrence 8)
Capture Data Element	13	224-245	22	AN	Incident/Complaint Offense Code (Occurrence 9)
Capture Data Element	14	246-247	2	AN	Incident Larceny Type (Occurrence 9)
Capture Data Element	13	248-269	22	AN	Incident/Complaint Offense Code (Occurrence 10)
Capture Data 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 1 Trailer Segment in each IBR submission file. The Trailer Segment identifies the end of an agency's monthly NYS IBR data submission and contains a Record Count and Hash Total used to ensure that NYS IBR had read all the segments transmitted by the agency for a month.

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

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## Handling Errors

### NYS IBR File Submission Errors

File Submission Errors occur when there are inaccuracies in the data transmission elements in the Header and Trailer Segments of a NYS 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 NYS IBR database. File submission errors occur under the following circumstances:

A file contains data from an agency (ORI) not formally authorized to submit NYS IBR data.

A monthly NYS IBR data submission for **this** IBRMONTH and IBRYEAR **was previously processed**.

A monthly NYS IBR data submission for the **previous** IBRMONTH and IBRYEAR **was not submitted**.

A monthly NYS IBR data submission for the previous IBRMONTH and IBRYEAR, although submitted, was returned because of file submission errors and hence not processed by DCJS.

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 NYS IBR data submissions appear on a single NYS 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 NYS 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 NYS IBR file did not end with a TRAILER SEGMENT.

If an NYS 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 NYS IBR database. The submitting agency will receive a message on the eJustice IJ Portal 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.

## NYS IBR Handling of Local Transmission Errors

This section describes the processing actions that occur relative to the NYS IBR 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 NYS IBR database. For example, trying to add an ARRESTEE SEGMENT for an ACTIVE incident that does not exist on the NYS IBR 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 NYS IBR database. All incidents with detected errors are rejected and NYS IBR 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 NYS IBR and the local agency.

When a local agency uploads a monthly NYS IBR Submission through the IJ Portal 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 NYS IBR Transaction Report, see *How to Read the NYS IBR Transaction Report* under IBR References Materials on the DCJS public website.

NYS IBR expects that the volume of errors found will be low. The full range of edits that NYS IBR 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 NYS IBR, a testing phase must be completed during which it is anticipated that most local software problems will be identified and corrected.**

**NYS IBR 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 NYS IBR within two months of notification.**

## NYS IBR 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 NYS IBR 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 NYS IBR database, the local agency will assume that all its transmissions are error-free and hence posted to the NYS IBR database.** The time lag between local data submission and receipt of NYS IBR Error Messages means that a local agency could never accurately know the exact status of its data on the NYS IBR 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 NYS IBR 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 DCJS 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 NYS IBR 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 NYS IBR. The corrected incident record will be passed through all IBR edits again and if error-free will be posted to the NYS IBR database.

If the incident returned by NYS IBR 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 NYS IBR, then the local agency must retransmit the ADMINISTRATIVE SEGMENT with SEGACT = "D" for the rejected incident to remove the Error Segment stored on the NYS IBR 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 NYS IBR with SEGACT = "I", would remain on the NYS IBR 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 NYS IBR database.

### **NYS IBR 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 NYS IBR database.

Corrected INACTIVE incident segments must be resubmitted to NYS IBR on the next monthly NYS 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 NYS IBR database. Since the local agency will assume that all its transmissions are error-free and hence posted to the NYS IBR database, the time lag between local data submission and receipt of NYS IBR Error Messages means that a local agency could never accurately know the exact status of its data on the NYS IBR 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 NYS IBR 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 NYS IBR 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 NYS IBR 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 NYS IBR 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 NYS IBR. 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 NYS IBR. A corrected INACTIVE incident record will be passed through all NYS IBR edits again and if error-free will be posted to the NYS IBR 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 NYS IBR database and the segments originally submitted for this incident (SEGACT = "W") remain on the NYS IBR 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 NYS IBR database.

### **NYS IBR 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 NYS IBR 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 NYS IBR 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 NYS IBR database, then it should be resubmitted to NYS IBR 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 NYS IBR 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 NYS IBR 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 NYS IBR 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 NYS IBR file.

If the original incident was never transmitted to NYS IBR, 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 NYS IBR 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 NYS IBR database. An Error Message will be generated and the original incident will remain on the NYS IBR 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 NYS IBR database will generate a Warning Message for return to the local agency. Obviously, no processing can be done since NYS IBR 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 NYS IBR 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 NYS IBR 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 NYS IBR 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 NYS IBR 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 NYS IBR 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 NYS IBR database. An Error Message will be generated and the original incident will remain on the NYS IBR 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 NYS IBR 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 NYS IBR database and that was the intent of the original transaction.