



Division of Criminal Justice Services

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TO: All Crime Reporting Agencies
FROM: Mary Schmitt, New York State Crime Reporting Program
DATE: January 3, 2019
SUBJECT: Requirements for Agencies Transitioning to Incident Based Reporting (IBR)

REPORTING ALERT: REQUIREMENTS FOR AGENCIES TRANSITIONING TO INCIDENT BASED REPORTING (IBR)

Effective January 1, 2019, local law enforcement agencies transitioning to Incident Based Reporting (IBR) or acquiring a new records management system must ensure the system complies with the new New York State Incident Based Reporting (NYSIBR) data and transmission specifications. These new specifications will ensure agencies are submitting crime data to DCJS that are compliant with National Incident Based Reporting System (NIBRS) standards. The new specifications and reference documents are available on the DCJS public website at:

http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/ibr_ref.htm

DCJS recognizes that some agencies may have been actively working on a transition effort prior to January 2019. Any agencies that fall into this situation will be allowed to transition to the Legacy NYSIBR reporting format. However, it is important to note that these agencies will not be FBI NIBRS compliant until their records management systems have been modified to conform to the new NYSIBR data specifications.

Why is the New York State Crime Reporting Program Requiring IBR Data Collection?

In July 2016, DCJS announced that the FBI will be transitioning to a NIBRS only collection program effective January 1, 2021. To ensure New York State and its local crime reporting agencies are positioned for this transition, DCJS modified the NYSIBR program data specifications to comply with FBI NIBRS standards. To be NIBRS compliant, an agency currently submitting crime data to DCJS in a Summary or Legacy NYSIBR format will need to modify their records management system to conform to the updated NYSIBR data specifications.

Please call the DCJS Crime Reporting Unit at (518) 485-7111 or email infonysucr@dcjs.ny.gov if you have any questions on transitioning to NYSIBR.