



NIBRS Readiness Assessment for Law Enforcement Agencies



Richer data. Reliable results.

**August 2018
Version 2.0**

Revision of Version 1.0 by
National Crime Statistics Exchange
(NCS X) Implementation Team

NIBRS Readiness Assessment

Note: This document is being provided to you for informational and educational purposes as a self-help tool to assist your agency with the transition to the National Incident-Based Reporting System (NIBRS). For purposes of the Paperwork Reduction Act, the Federal Bureau of Investigation (FBI) is not conducting or sponsoring a collection of information through this document. Accordingly, the FBI's Criminal Justice Information Services Division or its staff will not collect responses to the questions contained herein.

The intent of this readiness assessment is to gain an understanding of the capabilities and barriers that exist in your agency with regard to collecting and reporting crime incident data to the FBI's Uniform Crime Reporting (UCR) Program according to the standards for NIBRS. Please note some states or agencies have additional incident-based reporting requirements beyond the federal NIBRS standard presented in this self-assessment tool.

The following questions are intended to help identify and understand the existing system(s) that would be used by your agency to capture and report NIBRS data. These systems could include your Records Management System, a field-based data entry system, or a computer aided dispatch system. *It is recommended you complete a separate assessment for each relevant system to understand what each system captures and how the systems relate to one another.* If you have any questions, please contact your state UCR Program or the FBI's UCR Program. Also, agencies identified through the National Crime Statistical Exchange (NCS-X) Initiative may contact the NCS-X Implementation Team.

Contact Information

FBI's UCR Program

E-mail address: UCR-NIBRS@fbi.gov

NIBRS telephone: 304-625-9999

NCS-X Initiative

E-mail address: askbjs@usdoj.gov

Telephone: 202-616-5179

Version Descriptions		
Version	Change Description	Date
1.0	Initial release of <i>NCS-X NIBRS Readiness Assessment for Agencies with a Commercial Off the Shelf (COTS) RMS</i> and <i>NCS-X NIBRS Readiness Assessment Form for Agencies with an In-House/Custom RMS</i> by the NCS-X Implementation Team and supported by Grant No. 2012-MU-MU-K003 through the Bureau of Justice Statistics	2017
2.0	Revision by the FBI's UCR Program <ul style="list-style-type: none"> • Correction of Animal Cruelty information to include the new in Data Element 12 Type Criminal Activity/Gang Information, not a separate data element • Modification of language to reflect broader base of local law enforcement agencies that need to transition to NIBRS 	August 2018

Instructions: Please complete this questionnaire for each system your agency uses that may provide incident information in support of reporting data according to the NIBRS standard. Please answer questions to the best of your ability. If any question is not applicable to the particular system, please write "N/A".

Agency Name:

Respondent(s):

Date:

Overview

This section asks about the name of the system being assessed and the primary functions and users of the system.

1. What is the name of the existing system?
2. What are the primary functions of the system?
3. Who are the system users?
4. Do other agencies utilize the system for crime reporting?

NIBRS-Specific Requirements

This section asks about specific elements of the NIBRS data standard and the ability of the system to collect and store data according to this standard.

5. Please complete the following section about your ability to collect information according to the NIBRS standard.

NIBRS Standard Requirement	Your Agency's Ability to Meet the Standard
Able to collect information about all offenses in an incident	
Detailed offense code assigned to each offense in an incident	
Demographic information stored for each victim in an incident	
Victim injury stored for each victim in an incident	
Demographic information stored for each known offender in an incident	
Relationship between each victim and offender stored for all offenses in an incident	
Track multiple clearances	
Track whether an incident was exceptionally cleared	
Record and store exceptional clearance date	

6. Please review the NIBRS elements in the below table to determine if and how the system collects and stores each NIBRS element. Each of these data elements is described in detail in the NIBRS user manual available at www.fbi.gov/nibrs.

Data Element #	Description	NIBRS Code Values (and Data Element Notes)	System Collects (Y/N)	System uses NIBRS Code Values (Y/N)	Can you derive the NIBRS Code Value? (Y/N) If yes, how?
1	ORI	0-9, A-Z			
2	Incident Number	0-9, A-Z			
2A	Cargo Theft	Y/N			
3	Incident Date	YYYYMMDD			

Data Element #	Description	NIBRS Code Values (and Data Element Notes)	System Collects (Y/N)	System uses NIBRS Code Values (Y/N)	Can you derive the NIBRS Code Value? (Y/N) If yes, how?
4	Cleared Exceptionally	A = Death of Offender. B = Prosecution Declined (by the prosecutor for other than lack of probable cause). C = In Custody of Other Jurisdiction. D = Victim Refused to Cooperate (in the prosecution). E = Juvenile/No Custody (the handling of a juvenile without taking him/her			
5	Exceptional Clearance Date	YYYYMMDD			
6	UCR Offense Code	3-Character Alphanumeric			
7	Offense Attempted/Completed	A = Attempted C = Completed			
8	Offender Suspected of Using	A = Alcohol C = Computer Equipment D = Drugs/Narcotics N = Not Applicable			
8A	Bias Motivation	2 character numeric			
9	Location Type	2 character numeric Note: The list of location types is available at the link at the top of this table. Many states capture additional location codes. If your state collects a			

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		super-set of the NIBRS values, please indicate "derived" in the last column.			
10	Number of Premises Entered	<p>Mandatory when Data Element 6 (UCR Offense Code) is 220 = Burglary/Breaking & Entering and Data Element 9 (Location Type) is 14 = Hotel/Motel/Etc. or 19 = Rental Storage Facility.</p> <p>Note: Otherwise, this is a conditionally required data element that is rarely collected unless an agency has converted to NIBRS reporting.</p>			
11	Method of Entry	<p>F = Force N = No Force</p>			
12	Type Criminal Activity/Gang Information	<p>Type Criminal Activity A = Simple/Gross Neglect (unintentionally, intentionally, or knowingly failing to provide food, water, shelter, veterinary care, hoarding, etc.) (Only 720) B = Buying/Receiving C = Cultivating/Manufacturing/Publishing (i.e., production of any type) D = Distributing/Selling E = Exploiting Children</p>			

Data Element #	Description	NIBRS Code Values (and Data Element Notes)	System Collects (Y/N)	System uses NIBRS Code Values (Y/N)	Can you derive the NIBRS Code Value? (Y/N) If yes, how?
		<p>F = Organized Abuse (Dog Fighting and Cock Fighting) (Only 720) I = Intentional Abuse or Torture (tormenting, mutilating, maiming, poisoning, or abandonment) (Only 720) O = Operating/Promoting/Assisting P = Possessing/Concealing S = Animal Sexual Abuse (Bestiality) (Only 720) T = Transporting/Transmitting/Importing U = Using/Consuming</p> <p>Type Gang Information J = Juvenile Gang G = Other Gang N = None/Unknown</p> <p>Note: New Data Values A, F, I, and S became effective January 1, 2016, to collect criminal activity when when Data Element 6 (UCR Offense Code) is 720 = Animal Cruelty.</p> <p>This is a conditionally required data element that is rarely collected unless an agency has converted to NIBRS reporting.</p>			

Data Element #	Description	NIBRS Code Values (and Data Element Notes)	System Collects (Y/N)	System uses NIBRS Code Values (Y/N)	Can you derive the NIBRS Code Value? (Y/N) If yes, how?
13	Type Weapon/Force Involved	11 = Firearm 12 = Handgun 13 = Rifle 14 = Shotgun 15 = Other Firearm 20 = Knife/Cutting instrument 30 = Blunt Object 35 = Motor Vehicle 40 = Personal Weapons 50 = Poison 60 = Explosives 65 = Fire/Incendiary Device 70 = Drugs/Narcotics/Sleeping Pills 85 = Asphyxiation 90 = Other 95 = Unknown 99 = None			
14	Type Property Loss/Etc	1 = None 2 = Burned (includes damage caused in fighting the fire) 3 = Counterfeited/Forged 4 = Destroyed/Damaged/Vandalized 5 = Recovered (to impound property that was previously stolen) 6 = Seized (to impound property that was not previously stolen) 7 = Stolen/Etc. (includes bribed, defrauded, embezzled, extorted, ransomed, robbed, etc.) 8 = Unknown			

Data Element #	Description	NIBRS Code Values (and Data Element Notes)	System Collects (Y/N)	System uses NIBRS Code Values (Y/N)	Can you derive the NIBRS Code Value? (Y/N) If yes, how?
15	Property Description	2-Character Numeric			
16	Value of Property	\$0-\$999,999,999			
17	Date Recovered	YYYYMMDD			
18	Number of Stolen Motor Vehicles.	2-Character Numeric			
19	Number of Recovered Motor Vehicles	2-Character Numeric			
20	Suspected Drug Type	A = Crack Cocaine B = Cocaine (All forms except Crack) C = Hashish D = Heroin E = Marijuana F = Morphine G = Opium H = Other Narcotics I = LSD J = PCP K = Other Hallucinogens L = Amphetamines/ Methamphetamines M = Other Stimulants N = Barbiturates O = Other Depressants P = Other Drugs U = Unknown Drug Type X = Over 3 Drug Types Note: Many states capture additional suspected drug types. If your state collects a super-set of the			

Data Element #	Description	NIBRS Code Values (and Data Element Notes)	System Collects (Y/N)	System uses NIBRS Code Values (Y/N)	Can you derive the NIBRS Code Value? (Y/N) If yes, how?
		NIBRS values, please indicate "derived" in the last column.			
21	Estimated Drug Quantity	12-Character Numeric Note: This is a conditionally required data element that typically captured in the narrative unless an agency has converted to NIBRS reporting. If your system does not have a data element for estimated drug quantity, please indicate "no" in the next column.			
22	Type Drug Measurement	DU = Dosage Units/Items FO = Fluid Ounce GL = Gallon GM = Gram KG = Kilogram LB = Pound LT = Liter ML = Milliliter NP = Number of Plants OZ = Ounce XX = Not Reported Note: This is a conditionally required data element that is typically captured in the narrative unless an agency has converted to NIBRS reporting. If your system does not have a data element for estimated			

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		drug quantity, please indicate "no" in the last column.			
23	Victim Sequence Number				
24	Victim Connected to UCR Offense Code	3-Character Alphanumeric			
25	Type of Victim	B = Business F = Financial Institution G = Government I = Individual L = Law Enforcement Officer O = Other R = Religious Organization S = Society/Public U = Unknown			
25A	LEOKA – Type of Officer Activity/Circumstance	01 = Responding to Disturbance Call (Family Quarrels, Person with Firearm, Etc.) 02 = Burglaries in Progress or Pursuing Burglary Suspects 03 = Robberies in Progress or Pursuing Robbery Suspects 04 = Attempting Other Arrests 05 = Civil Disorder (Riot, Mass Disobedience) 06 = Handling, Transporting, Custody of Prisoners 07 = Investigating Suspicious Persons or Circumstances 08 = Ambush-No Warning			

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		09 = Handling Persons with Mental Illness 10 = Traffic Pursuits and Stops 11 = All Other			
25B	LEOKA – Officer Assignment Type	For Uniformed Law Enforcement Officers: F = Two-Officer Vehicle G = One-Officer Vehicle (Alone) H = One-Officer Vehicle (Assisted) For Non-uniformed Officers: I = Detective or Special Assignment (Alone) J = Detective or Special Assignment (Assisted) For Law Enforcement Officers Serving in Other Capacities (foot patrol, off duty, etc.): K = Other (Alone) L = Other (Assisted)			
25C	LEOKA – Officer – ORI Other Jurisdiction	9-Character Alphanumeric			
26	Age of Victim	NN = Under 24 Hours NB = 1- 6 Days Old BB = 7- 364 Days Old 01- 98 = Years Old 99 = Over 98 Years Old OO= Unknown			
27	Sex of Victim	F = Female M = Male			

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		U = Unknown			
28	Race of Victim	W = White B = Black or African American I = American Indian or Alaska Native A = Asian P = Native Hawaiian or Other Pacific Islander U = Unknown			
29	Ethnicity of Victim	H = Hispanic or Latino N = Not Hispanic or Latino U = Unknown			
30	Resident Status of Victim	N = Nonresident R = Resident U = Unknown Note: This refers to whether the victim resides within the geographic boundaries of your jurisdiction.			
31	Aggravated Assault/Homicide Circumstances	13A = Aggravated Assault 09A = Murder and Nonnegligent Manslaughter (enter up to two) 01 = Argument 02 = Assault on Law Enforcement Officer 03 = Drug Dealing 04 = Gangland (Organized Crime Involvement) 05 = Juvenile Gang			

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		06 = Lovers' Quarrel (to be replaced by Domestic Violence beginning January 1, 2019) 07 = Mercy Killing (Not applicable to Aggravated Assault) 08 = Other Felony Involved 09 = Other Circumstances 10 = Unknown Circumstances 09B = Negligent Manslaughter (enter only one) 30 = Child Playing With Weapon 31 = Gun-Cleaning Accident 32 = Hunting Accident 33 = Other Negligent Weapon Handling 34 = Other Negligent Killing 09C = Justifiable Homicide (enter only one) 20 = Criminal Killed by Private Citizen 21 = Criminal Killed by Police Officer			
32	Additional Justifiable Homicide Circumstances	A = Criminal Attacked Police Officer and That Officer Killed Criminal B = Criminal Attacked Police Officer and Criminal Killed by Another Police Officer C = Criminal Attacked a Civilian D = Criminal Attempted Flight From a Crime E = Criminal Killed in Commission of a Crime F = Criminal Resisted Arrest			

Data Element #	Description	NIBRS Code Values (and Data Element Notes)	System Collects (Y/N)	System uses NIBRS Code Values (Y/N)	Can you derive the NIBRS Code Value? (Y/N) If yes, how?
		G = Unable to Determine/Not Enough Information			
33	Type Injury	N = None B = Apparent Broken Bones I = Possible Internal Injury L = Severe Laceration M = Apparent Minor Injury O = Other Major Injury T = Loss of Teeth U = Unconsciousness			
34	Offender Number to be Related				
35	Relationship of Victim to Offender	SE = Victim Was Spouse CS = Victim Was Common-Law Spouse PA = Victim Was Parent SB = Victim Was Sibling CH = Victim Was Child GP = Victim Was Grandparent GC = Victim Was Grandchild IL = Victim Was In-law SP = Victim Was Step-parent SC = Victim Was Step-child SS = Victim Was Step-sibling OF = Victim Was Other Family Member AQ = Victim Was Acquaintance FR = Victim Was Friend NE = Victim Was Neighbor BE = Victim Was Babysitter			

Data Element #	Description	NIBRS Code Values (and Data Element Notes)	System Collects (Y/N)	System uses NIBRS Code Values (Y/N)	Can you derive the NIBRS Code Value? (Y/N) If yes, how?
		BG = Victim Was Boyfriend/Girlfriend CF = Victim Was Child of Boyfriend/Girlfriend HR = Homosexual Relationship XS = Victim Was Ex-Spouse EE = Victim Was Employee ER = Victim Was Employer OK = Victim Was Otherwise Known RU = Relationship Unknown ST = Victim Was Stranger VO = Victim Was Offender			
36	Offender Sequence Number	2-Character Numeric			
37	Age of Offender	01- 98 = Years Old 99 = Over 98 Years Old OO = Unknown			
38	Sex of Offender	F = Female M = Male U = Unknown			
39	Race of Offender	W = White B = Black or African American I = American Indian or Alaska Native A = Asian P = Native Hawaiian or Other Pacific Islander U = Unknown			
39A	Ethnicity of Offender	H = Hispanic or Latino			

Data Element #	Description	NIBRS Code Values (and Data Element Notes)	System Collects (Y/N)	System uses NIBRS Code Values (Y/N)	Can you derive the NIBRS Code Value? (Y/N) If yes, how?
		N = Not Hispanic or Latino U = Unknown			
40	Arrestee Sequence Number	2-Character Numeric			
41	Arrest Transaction Number	12-Character Alphanumeric			
42	Arrest Date	YYYYMMDD			
43	Type of Arrest	0 = On-View Arrest S = Summoned/Cited T = Taken Into Custody			
44	Multiple Arrestee Segments Indicator	C = Count Arrestee M = Multiple N = Not Applicable			
45	UCR Arrest Offense Code	3-Character Alphanumeric			
46	Arrestee Was Armed With	01 = Unarmed 11 = Firearm (type not stated) 12 = Handgun 13 = Rifle 14 = Shotgun 15 = Other Firearm 16 = Lethal Cutting Instrument 17 = Club/Blackjack/Brass Knuckles			
47	Age of Arrestee	01- 98 = Years Old 99 = Over 98 Years Old 00 = Unknown			

Data Element #	Description	NIBRS Code Values (and Data Element Notes)	System Collects (Y/N)	System uses NIBRS Code Values (Y/N)	Can you derive the NIBRS Code Value? (Y/N) If yes, how?
48	Sex of Arrestee	F = Female M = Male			
49	Race of Arrestee	W = White B = Black or African American I = American Indian or Alaska Native A = Asian P = Native Hawaiian or Other Pacific Islander U = Unknown			
50	Ethnicity of Arrestee	H = Hispanic or Latino N = Not Hispanic or Latino			
51	Resident Status of Arrestee	R = Resident N = Nonresident U = Unknown			
52	Disposition of Arrestee Under 18	H = Handled Within Department R = Referred to Other Authorities			

7. Does the application or system enforce any of the NIBRS data edit and validation checks at the time of data entry? The full list of data edit checks is available at www.fbi.gov/nibrs.
8. Does your current system create or have the ability to create a NIBRS or UCR report/export file?
 - a. If yes, in what format? How is that done?
 - b. If not, how do you currently report NIBRS/summary UCR data? Via a state website? Other?

- c. What other reporting methods are available for submitting UCR/NIBRS data?
9. Does your agency have additional incident-based reporting requirements beyond the FBI standard (e.g., O-NIBRS in Oregon) that would need to be met beyond the federal NIBRS standard? If yes, does the system have the ability to capture these additional data elements?

Staffing/Resources

The purpose of this section is to understand how data is entered into the system and the extent to which staff members in your department can work within the system.

10. How is crime incident data currently entered into this system? By an officer? By a central data processing staff? Include all points for data entry.
11. Are any of the data first collected via a paper form and then entered into the system?
12. If moving to NIBRS would entail significantly more data collection for each crime incident than is currently being done, how will these changes affect training for data entry staff identified above?
13. If internal staff will be responsible for development work, how experienced are staff members with the application architecture and/or code of the system?
14. If internal staff will be responsible for development work, how experienced are these staff members with producing data extracts and in loading data provided through external means?
15. How experienced are staff members/vendors with designing, coding, implementing and maintaining information exchanges?
- a. Have they used Web Services? If not, what tools and techniques have they used?
 - b. To which, if any, Web Services specifications (WS-I BP, WS-Addressing, WS-Reliable Messaging, etc.) does the system currently conform? Which version of the specification does the system support?
 - c. Does your organization have plans for adopting Web Services standards for information exchange? If so, which Web Services standards are being considered, and how will they be implemented?

Staff:

Number of reporting agencies:

Notes: