

# NCS-X NIBRS Readiness Assessment Form

## *for Agencies with an In-House/Custom RMS*

The intent of this readiness assessment is to gain an understanding of the capabilities and barriers that exist in your agency with regards to collecting and reporting crime incident data according to the FBI's National Incident Based Reporting System (NIBRS) standard. Please note that some states have additional incident-based reporting requirements beyond the Federal NIBRS standard presented in this self-assessment tool. Please check with your state's Uniform Crime Reporting (UCR) program to determine what, if any, additional incident-based reporting requirements exist for your state. If you do not know how to contact your state's UCR Program, contact FBI CJIS by email at [crimestatsinfo@ic.fbi.gov](mailto:crimestatsinfo@ic.fbi.gov) or phone at 304.625.4830 to obtain this information.

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 (RMS), a field-based data entry system, or a computer aided dispatch (CAD) system. Answers to these questions will assist the NCS-X team, in conjunction with your agency, in developing a general cost estimate for implementing NIBRS reporting in your agency which will also help BJS understand where investments need to be made to meet reporting requirements for the agencies included in the NCS-X sample.

**Instructions:** Please answer questions to the best of your ability. If any question is not applicable to the particular system, please write "N/A". You should complete this assessment form based upon the operation and structure of your Agency's current RMS, unless you are in the process of switching to a new RMS (e.g., an RFP has been released and a contract signed or close to being signed and implementation will occur within the next 18 months) in which case please complete this assessment form based on the new RMS. If you are in process of creating an RFP for a new RMS we encourage you to include the information within this assessment form in your technical requirements to ensure the NIBRS standard is included in the RFP. If you have any questions about which RMS to base your answers, or wish to discuss your agency's specific situation, please contact the NCS-X Implementation Team ([ncsx@rti.org](mailto:ncsx@rti.org); 800.344.1389).

**Agency Name:**

**Respondent(s):**

**Date:**

## Overview

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

1. How large is your agency?
  - a. # of sworn personnel
  - b. # of civilian personnel
2. What is the name of the existing Records Management System (RMS) (henceforth 'the system')?
3. What are the primary functions of the system (e.g., manage and organize your crime incident data; but do you also have field-based reporting, office-based data entry, crime mapping, data analytics, etc.)?
4. Who are the system users (e.g., officers, supervisory personnel, investigators, records staff, crime analysts, etc.)?
5. Is this system used by any other agencies for their crime incident reporting (i.e., a shared system)? If so, which agency owns the system?
6. Describe how reports are currently reviewed to produce summary UCR submissions. Examples include, but are not limited to:
  - a. Records staff reviews each report individually to compile summary UCR statistics.
  - b. Supervisors approve reports with minimal additional review from records staff.
  - c. RMS system produces summary UCR statistics with minimal staff intervention.
7. Please indicate your RMS' ability to collect the following information

<b>NIBRS Standard Requirement</b>	<b>Does Your Agency Currently Do This, or Is It Able To Do This?</b>
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	

8. Please review the NIBRS data elements in the table below to determine if and how the system collects and stores each NIBRS element. If you have any questions about any of these data elements, please refer to the NIBRS user manual available at <http://www.fbi.gov/about-us/cjis/ucr/nibrs/nibrs-user-manual> which describes each data element in detail.

<b>Data Element #</b>	<b>Description</b>	<b>NIBRS Code Values</b>	<b>Are data currently collected? (Y/N) Or can the element be derived from what you currently collect? (Yes-Derived)</b>	<b>Data Element Notes</b>	<b>Agency Comments</b>
1	ORI	0-9, A-Z			
2	Incident Number	0-9, A-Z			
2A	Cargo Theft	Y/N			
3	Incident Date	YYYYMMDD			
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			

Data Element #	Description	NIBRS Code Values	Are data currently collected? (Y/N) Or can the element be derived from what you currently collect? (Yes-Derived)	Data Element Notes	Agency Comments
		into custody, but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense, such as petty larceny). N = Not Applicable (not cleared exceptionally)			
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		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 super-set of the NIBRS values, please indicate "derived" in the previous column.	

Data Element #	Description	NIBRS Code Values	Are data currently collected? (Y/N) Or can the element be derived from what you currently collect? (Yes-Derived)	Data Element Notes	Agency Comments
10	Number of Premises Entered	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.		This is a conditionally required data element that is rarely collected unless an agency has converted to NIBRS reporting.	
11	Method of Entry	F = Force N = No Force			
12	Type Criminal Activity/Gang Information	B = Buying/Receiving C = Cultivating/Manufacturing/Publishing (i.e., production of any type) D = Distributing/Selling E = Exploiting Children O = Operating/Promoting/ Assisting P = Possessing/Concealing T = Transporting/Transmitting/Hauling U = Using/Consuming Gang Information J = Juvenile Gang G = Other Gang N = None/Unknown		This is a conditionally required data element that is rarely collected unless an agency has converted to NIBRS reporting.	
13	Type Weapon/Force Involved	11 = Firearm 12 = Handgun 13 = Rifle 14 = Shotgun 15 = Other Firearm			

Data Element #	Description	NIBRS Code Values	Are data currently collected? (Y/N) Or can the element be derived from what you currently collect? (Yes-Derived)	Data Element Notes	Agency Comments
		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			
15	Property Description	2-Character Numeric			
16	Value of Property	\$0-\$999,999,999			
17	Date Recovered	YYYYMMDD			

Data Element #	Description	NIBRS Code Values	Are data currently collected? (Y/N) Or can the element be derived from what you currently collect? (Yes-Derived)	Data Element Notes	Agency Comments
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		Many states capture additional suspected drug types. If your state collects a super-set of the NIBRS values, please indicate "derived" in the previous column.	
21	Estimated Drug Quantity	12-Character Numeric		This is a conditionally required data element that typically captured in the narrative	

Data Element #	Description	NIBRS Code Values	Are data currently collected? (Y/N) Or can the element be derived from what you currently collect? (Yes-Derived)	Data Element Notes	Agency Comments
				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 previous 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		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 previous column.	
23	Victim Sequence Number				



Data Element #	Description	NIBRS Code Values	Are data currently collected? (Y/N) Or can the element be derived from what you currently collect? (Yes-Derived)	Data Element Notes	Agency Comments
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 09 = Handling Persons with Mental Illness 10 = Traffic Pursuits and Stops			

Data Element #	Description	NIBRS Code Values	Are data currently collected? (Y/N) Or can the element be derived from what you currently collect? (Yes-Derived)	Data Element Notes	Agency Comments
		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 U= Unknown			
28	Race of Victim	W = White			

Data Element #	Description	NIBRS Code Values	Are data currently collected? (Y/N) Or can the element be derived from what you currently collect? (Yes-Derived)	Data Element Notes	Agency Comments
		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		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 06 = Lovers' Quarrel 07 = Mercy Killing (Not applicable to Aggravated Assault) 08 = Other Felony Involved			

Data Element #	Description	NIBRS Code Values	Are data currently collected? (Y/N) Or can the element be derived from what you currently collect? (Yes-Derived)	Data Element Notes	Agency Comments
		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 2 I = Criminal Killed by Police Office			
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 G = Unable to Determine/Not Enough Information			
33	Type Injury	N = None B = Apparent Broken Bones I = Possible Internal Injury			

Data Element #	Description	NIBRS Code Values	Are data currently collected? (Y/N) Or can the element be derived from what you currently collect? (Yes-Derived)	Data Element Notes	Agency Comments
		L = Severe Laceration M = Apparent Minor Injury O = Other Major Injury T = Loss of Teeth U = Unconsciousness			
34	Offender Number to be Related	2-Character Numeric			
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 BG= Victim Was Boyfriend/Girlfriend CF = Victim Was Child of Boyfriend/Girlfriend HR = Homosexual Relationship XS = Victim Was Ex-Spouse EE= Victim Was Employee			

Data Element #	Description	NIBRS Code Values	Are data currently collected? (Y/N) Or can the element be derived from what you currently collect? (Yes-Derived)	Data Element Notes	Agency Comments
		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 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			

Data Element #	Description	NIBRS Code Values	Are data currently collected? (Y/N) Or can the element be derived from what you currently collect? (Yes-Derived)	Data Element Notes	Agency Comments
		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 OO = Unknown			
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			

Data Element #	Description	NIBRS Code Values	Are data currently collected? (Y/N) Or can the element be derived from what you currently collect? (Yes-Derived)	Data Element Notes	Agency Comments
		U=Unknown			
51	Resident Status of Arrestee	R = Resident N = Nonresident U=Unknown		This refers to whether the arrestee resides within the geographic boundaries of your jurisdiction.	
52	Disposition of Arrestee Under 18	H = Handled Within Department R = Referred to Other Authorities			
53	Animal Cruelty	A = Simple/Gross Neglect (failure to provide food, water, shelter, veterinary care, or intentionally or knowingly withholding food or water) I = Intentional Abuse and Torture F = Organized Abuse (dog fighting and cock fighting) S =Animal Sexual Abuse (bestiality)		New Data Element -- Effective January 1, 2016	

9. Does the application or system enforce any of the NIBRS data edit and validation checks at the time of data entry? Data edit and validation checks are logical tests that NIBRS enforces to ensure data quality and integrity (e.g., a Larceny offense can't be entered without having the corresponding stolen property). The full list of data edit checks is available at [https://ucr.fbi.gov/nibrs\\_technical\\_specification\\_version\\_3.1\\_pdf](https://ucr.fbi.gov/nibrs_technical_specification_version_3.1_pdf).
10. Does your current system create or have the ability to create a NIBRS or UCR report/export file?
- If yes, in what format? How done?
  - If no, how do you report NIBRS? State website? Other?
  - What reporting methods are available for submitting UCR/NIBRS data?



11. Does your state have additional incident based reporting requirements (e.g., ONIBRS in Oregon) that would need to be met beyond the federal NIBRS standard? If yes, can the system capture these additional data elements? (If you are not sure, contact your State UCR Program. See contact information listed on the first page of this document.)
12. Describe procedural changes that will need to be made to support NIBRS reporting. Examples include, but are not limited to:
  - a. Reporting multiple offenses in a single incident
  - b. Enforcing additional NIBRS validation requirements
  - c. Changes to report creation and/or data entry process
  - d. Changes to Law Enforcement Killed or Assaulted and/or hate crime reporting procedures
  - e. Collection of additional data elements and values

## General System Information

The purpose of this section is to develop an overview of the system being reviewed to better understand its design and use with respect to collecting and reporting NIBRS data. **If a vendor is responsible for development work, questions 14-18 are optional.**

13. At what location is the system hosted?
14. Who is responsible for the daily operation, management, and availability of the system?
15. Who is responsible for development work on the system? If a vendor performs this work, then provide name of the vendor and contact person information.
16. What are the availability requirements of the system?
17. What is the network connectivity to the system (assuming a web-based or client-server system)? Is the system connected to the Internet? Describe how you share information from your system with outside organizations (DA, state, etc.).
18. Are there logging and auditing requirements for the system? Do you need to know who accessed what information and when it was accessed? If so, how are they implemented? Can a report be deleted once it has been approved? If so, describe who can delete reports. Describe what kind of approval is required to delete reports (e.g., written request to command staff).

19. On which programming platform/language (Java, .NET, COBOL, etc.) was the system developed?
20. Which version of the programming platform/language does the system use?
21. On what operating system does the system run?
22. What brand and version of database does the system use?
23. What type of application server does the system use (WebSphere, Oracle Application Server, JBoss, Weblogic, Windows IIS, etc.)?

## **Information Exchanges/Sharing Capabilities**

The purpose of this section is to better understand the system's ability to share and exchange data which is an inherent part of the NIBRS reporting standard.

24. Do you currently participate in any information exchanges that utilize this system? Please identify the information exchanges (answer a - e for each exchange)?
  - a. Name of exchange:
  - b. Is the exchange batch or real-time?
  - c. How is the exchange implemented (FTP, E-mail, EDI, Web Services, etc.)?
  - d. Does the system provide or consume information or both?
  - e. What access method is used to extract data from or load data into your system?
25. Describe all of the methods available to access the database/data on your system other than through the user interface?
  - a. Does the system expose key functionality (processes or data edits) through APIs?
  - b. Are those APIs published?
  - c. Does your organization have the documentation for the APIs?
  - d. How have you used?
  - e. Does the application allow data access using direct database connectivity? (e.g., ODBC)
  - f. Does the application allow data access using Stored Procedures (SQL)?

26. Where are data edits and business rules applied: user interface, database layer, middle tier?
27. What messaging mechanisms are available in your system (FTP, RPC, Web Services, Messaging)?
28. What capabilities does the system have for triggering information exchange? How would the system generate and send web services calls or other messages (data exchanges) based on the occurrence of events or other triggers in the application?

## **Business Practices including Staffing and Resources**

The purpose of this section is to understand your agency's current business practices on how data is entered into the system and how transitioning to NIBRS will impact those business practices.

29. Describe current process for creating Incident/Offense (IO) and Arrest reports. Examples include, but are not limited to:
  - a. Reports are taken on paper in the field and data entry is performed at the station
  - b. Reports are taken electronically in the field and uploaded to a centralized database
  - c. Combination of paper-based and electronic reporting
30. Describe how reports are currently reviewed to produce summary UCR submissions. Examples include, but are not limited to:
  - a. Records staff reviews each report individually to compile summary UCR statistics.
  - b. Supervisors approve reports with minimal additional review from records staff.
  - c. RMS system produces summary UCR statistics with minimal staff intervention.
31. If moving to NIBRS would entail significantly more data collection for each crime incident than is currently being done, how will training needs be affected? Examples include (but are not limited to):
  - a. NIBRS reporting requirements and validation rules
  - b. New reporting procedures
  - c. Software training
  - d. Information about how crime statistics may appear to change
32. If internal staff will be responsible for development work, how experienced are staff members with the application architecture and/or code of the system?

33. If internal staff will be responsible for development work, how experienced are staff members with producing data extracts and in loading data provided through external means?
34. 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 will be used, and how will they be implemented?

## **Cost Assessment**

The purpose of this section is to understand the costs to your agency associated with making the transition to NIBRS.

35. If available, provide cost estimates for making the transition to NIBRS. This can include multiple options (e.g., in-house development, commercial off-the-shelf [COTS] solutions, etc.).
36. Include information about all anticipated costs. Examples include, but are not limited to:
- a. Software upgrades or replacement
  - b. Interface development or adjustments
  - c. Hardware upgrades or replacement
  - d. Training for officers and support personnel
  - e. Increased workload for officers and support personnel
  - f. Public outreach and information efforts
37. If known, describe how the department plans to fund the transition to NIBRS.
- a. NCS-X grant request
  - b. State funds

- a. Sub-grant from state NIBRS implementation grant
- b. Legislative appropriation
- c. Local funds
- d. Combination of any (or all) of the above

## Summary

The purpose of this section is to provide a high-level summary of your agency's plans to transition to NIBRS.

- 35. Describe whether the department is willing to transition to NIBRS.
- 36. Describe any technical, political, or financial barriers to making the transition to NIBRS. (Note that your state UCR Program, the FBI, and NCS-X Team has resources available to support your transition.)
- 37. Describe the anticipated timeframe for making the transition to NIBRS.
- 38. Describe any addition technical assistance needed from the state UCR program and/or the NCS-X team. Examples include, but are not limited to:
  - a. Developing or reviewing RFPs
  - b. Education and outreach materials, including working with the media and introducing it to elected/appointed officials
  - c. NIBRS training for officers and support staff