

National Crime Statistics Exchange (NCS-X)

Estimating Costs for Transitioning to the National Incident-Based Reporting System (NIBRS)

Guidance for Local Law Enforcement Agencies

Erica L. Smith

Unit Chief, Bureau of Justice Statistics



National Crime Statistics Exchange (NCS-X)

Local Law Enforcement Agencies

Considerations for Transitioning to
Incident-Based Reporting



Local Agency Transition Considerations

1. Status of incident-based reporting in your state
2. Technical assessment of your agency systems
3. Evaluation of your agency's business processes for incident data collection and review
4. Technical assistance and training needs across your agency's staff



Local Law Enforcement Agencies

ISSUE #1: INCIDENT-BASED REPORTING IN YOUR STATE

IBR in your state

1. Does your state have a state-specific incident based reporting (IBR) program?
 - a. If yes, is the technical specification available?
 - b. If no, will your agency be reporting to the FBI prior to reporting to the state?
2. Does your state have an existing statute-to-NIBRS code translation table for use by local agencies? If not, does the state have plans to develop such a resource?



Local Law Enforcement Agencies

ISSUE #2: TECHNICAL ASSESSMENT OF CRIME DATA MANAGEMENT SYSTEMS

Technical assessment of systems

1. **Does your local agency utilize a Record Management System (RMS)?**
 - If yes, is your local agency RMS NIBRS-capable?
 - If yes, are NIBRS conditional edits and other business rules in use? If not in use, are they integrated into the existing system for use?
 - If no, can RMS become NIBRS-capable with additional software add-on?
 - If no, would an RMS improve operations and performance management of the agency? Is implementing an RMS feasible?
 - What type of RMS structure might be available? Shared RMS with other agencies or state-run and/or cloud-based RMS
 - If no RMS and use of RMS is not necessary, what are other reporting options?
 - Submission of web-based or paper NIBRS-conformant incident form

Technical assessment of systems

2. **Are all of the NIBRS or state-specific IBR required elements collected into one database?**
 - If no, are the databases integrated? If not, can they be?
 - Are any of the processes used to collect incident information or to update records performed manually?
 - If yes, can those manual processes be automated to improve the quality and completeness of the incident information?
3. **Will your agency report NIBRS-conformant data to the state UCR Program or the FBI directly?**
 - If FBI, need to determine plan for reporting SRS data to the state UCR Program and for transitioning to reporting to state once the state system is ready to receive submissions



Local Law Enforcement Agencies

ISSUE #3: EVALUATION OF CRIME DATA MANAGEMENT AND RELATED BUSINESS PROCESSES

Evaluation of business process

1. Is incident reporting automated?

- If yes, do officers utilize field based reporting?
 - If yes, can FBR technology incorporate NIBRS conditional edits?
 - If no, can FBR be upgraded?
 - If no, can current practice be modified to accommodate the NIBRS conditional edits?
- If no, how are data recorded by the responding officer at the incident?
 - Can the existing process be modified to collect NIBRS-conformant data?
 - Should the current process be automated? Are the costs (time, money, human resources) for that modification reasonable?

Evaluation of business process

2. What processes are in place to review the incident submissions?

- How does records management staff interface with the system data?
 - Will records staff review process need to change, and if so, how?
 - Will additional staff time from records staff be required to complete RMS changes to become NIBRS compliant?
- What is the process by which an incident-submission is reviewed and validated?
 - Will command staff review processes need to be altered?
 - Will the process for requesting modifications to incident submissions remain the same? If not, what changes will need to be implemented?

Evaluation of business process

3. What are the analytic needs of your department for using incident-based data?

- Does your agency RMS automatically generate standard reports based on offense analysis, such as CompSTAT? Will your agency choose to change those report requirements based on NIBRS implementation?
- Will changes to the offense structure in your RMS affect other tactical and operational needs currently served by your agency's RMS?



Local Law Enforcement Agencies

ISSUE #4: DETERMINING TECHNICAL ASSISTANCE AND TRAINING NEEDS FOR AGENCY STAFF

Local Agency – TA and Training

Four factors that influence TA and training needs:

- 1) Level of automation at the point of entry for an incident record;
- 2) Past business practice for data entry and record management in the RMS;
- 3) Structure of the crime incident form in use prior to transitioning to a NIBRS-compliant collection method; and
- 4) Size of the agency based on number of sworn officers responsible for recording crime incident information.

Local Agency – TA and Training

Evaluate the technical assistance and training needs across four categories of agency staff:

1. Responding officers
2. Supervisors and other command staff
3. Other point-of-entry staff
4. Records management staff

TA – Responding Officers

1. Will transition to NIBRS require implementation of new data elements and/or data element values?
2. Will these NIBRS conditional edits be built into an electronic system of data entry, or will some other mechanism be used? If the former, additional hands-on training may not be necessary.
3. Does your agency utilize paper-based or form-based data entry? How will officers become aware of mandatory data fields and conditional edits based on offense?

TA– Supervisors/Other Command Staff

1. What, if any, changes to the review process will be necessary to validate an incident record?
2. How will the NIBRS required data elements (conditional edits, etc.) be incorporated into the supervisor review and validation process? How will supervisors be educated on these requirements and changes to the process?
3. Will any changes be made to the process of moving data back to the entering officer or other point of entry to make modifications to the incident record?
4. Will the method of validating an incident record change?

TA– Point of Entry Staff

1. Does other agency staff, other than responding officers, have responsibility as the point of entry for an incident record?
 - a. If yes, these staff would need to learn the systems changes required for NIBRS, including new data fields and new data field values, the conditional edits required by NIBRS, and which fields are mandatory

TA– Records Management Staff

1. Will the process for reviewing and validating data by records management staff change as a result of the transition to NIBRS?
 - Implementation of the NIBRS conditional edits and business rules often reduces the burden on records management staff for incident review; however, those changes must be incorporated in the RM staff business processes and SOPs
2. Do RM staff oversee extraction of crime incident data for reporting to the state UCR Program and/or the FBI?
 - If yes, do the systems modifications for NIBRS compliance affect the data extraction process?
 - If yes, can or should those extraction processes be automated?



Estimating Cost

EXAMPLES FROM STATES
AND LOCAL AGENCIES

NIBRS State Solution - Washington

- The Request for Proposals Defined the State Solution to Achieve a Flexible NIBRS and State Specific IBR System
 - State System Administrators Can Update Code Tables and Monitor All Data Quality and Data Reasonableness
- Key Criteria Identified by the Washington Association of Sheriffs and Police Chiefs
 - Administrator and User Roles
 - Data Entry and File Upload
 - Data Reports
 - Data Validation and Error Notification
 - State Specific Request for Integrated Training System
 - 275 Agencies
 - Past Performance - History of Building FBI-Certified Systems and Current Customer References
 - Ability to Provide On-Site Demonstration for Evaluation

Top Two Finalists

| Vendor | Total NIBRS Cost to Include One Year of Maintenance | Annual Maintenance After One Year |
|----------|---|-----------------------------------|
| Vendor C | \$367,000 | \$53,500 |
| Vendor D | \$377,000 | \$48,000 |

Both solutions were compared on the following cost factors:

- NIBRS Repository and Customization
- Project Management
- Maintenance and Support
- Training
- Crime Mapping
- Data Visualization Dashboard
- Organization Infrastructure Upgrades
 - Vendor D solution required a \$20,000 initial hardware and software upgrade
 - Vendor D Cloud solution was an additional \$42,000 annual cost

NIBRS Local RMS – Anderson, South Carolina

Agency was in market for complete RMS for both police and detention operations

Background:

- 101 Sworn Police Personnel, 50 Non-Sworn Personnel representing 27,130 Residents
- 50 Concurrent Users of the System
- NIBRS and South Carolina IBR Specifications

Most initial cost estimates ranged between \$130K to more than \$200K for new RMS
Agency was able to leverage a cloud system already in use by peer police departments in the state

- Significantly reduced initial cost (down to just over \$40K)
- Resulted in lower annual maintenance costs, as well

Points of Contact



NCS-X Initiative Law Enforcement Incident-Based Statistics

Howard N. Snyder

Deputy Director

Bureau of Justice Statistics

<Howard.Snyder@usdoj.gov>

(202) 616-8305

Erica L. Smith

Chief, Law Enforcement

Incident-Based Statistics Unit

Bureau of Justice Statistics

<Erica.L.Smith@usdoj.gov>

(202) 616-3491



NIBRS Transition Crime Data Modernization

Amy C. Blasher

Unit Chief

FBI CJIS Division

<amy.blasher@ic.fbi.gov>

(304) 625-4840

Drema Fouch

NIBRS Coordinator

Crime Data Modernization

<drema.fouch@ic.fbi.gov>

(304) 625-2982