

# National Crime Statistics Exchange (NCS-X)

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

### Guidance for State UCR Programs

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# State UCR Program Transition Considerations

## New NIBRS Program

1. Evaluation of crime data reporting requirements in the state
2. Develop code translation table (crosswalk) of state penal code citations to NIBRS offense categories
3. Establish business practices for data management
4. Determine NIBRS data repository needs



State UCR Program:  
*New NIBRS Program*

**STEP 1: EVALUATE CRIME DATA  
REPORTING REQUIREMENTS**

# State Crime Data Reporting Requirements

1. Enumerate all current state-specific crime data reporting requirements
2. Compare requirements to the federal NIBRS standard – what is missing? What is collected differently by the state compared to the FBI?
3. Determine if additional state reporting requirements should be included as part of NIBRS transition (Arrest-Related Deaths, Officer Involved Shootings, etc.)

State UCR Program:

*New NIBRS Program*

**STEP 2: DEVELOP PENAL CODE  
TRANSLATION TABLE**

# State statute crosswalk

**Which agency/entity will be responsible for managing the process of translating state penal code citations to NIBRS offense categories?**

1. What process will be used for adjudicating discrepancies in the crosswalk? (e.g. one statute maps to multiple NIBRS offense codes, etc.)
2. How frequently will updates be made to the crosswalk?
3. How will updates be disseminated to local agencies and other users for use in their systems?



State UCR Program:  
*New NIBRS Program*

**STEP 3: DETERMINE NIBRS  
DATA REPOSITORY NEEDS**

# Crime Data Repository Needs

1. COTS or in-house custom solution?
2. Determine data ingestion procedures
  - a. How will data be submitted? Flatfile, XML, both?
  - b. What options, if any, can be established for agencies that do not have an automated RMS capable of electronic submission of incident data? Can any of those options be integrated with the repository?
3. Identify process for developing, publishing, and disseminating the state-IBR technical specification



State UCR Program:  
*New NIBRS Program*

**STEP 4: ESTABLISH BUSINESS PRACTICES  
FOR PROGRAM AND DATA MANAGEMENT**

# Business Practices for Data Management

1. Articulate procedures for managing records from contributing agencies; what can be automated?
  - a. How will records with errors be handled?
  - b. How will data quality and completeness be evaluated, beyond the edits checks established by the FBI program?
2. Establish plan for data audits of participating local agencies
  - a. With what frequency will audits be conducted?
  - b. Will self-audits from local agencies be considered?



State UCR Program:

*New and Expanding NIBRS Programs*

**STEP 5: OTHER CONSIDERATIONS**

# For New and Expanding NIBRS Programs

1. Additional technical evaluations
  - a. What hardware is required?
  - b. How much capacity is available in the proposed solution?
  - c. What are the staffing requirements to establish, bring to scale, and manage the technical solution(s)?
2. Develop technical documentation of the data submission process for use by local agencies.

# For New and Expanding NIBRS Programs

3. Plan for or conduct readiness assessments of the identified NCS-X sample agencies in the state
4. Plan system and staffing needs for full NIBRS expansion
  - a. Establish the relative market share of key RMS solution providers used by LE agencies in the state
  - b. Identify regional, consolidated, and shared RMS systems currently in use among contributing agencies statewide
5. Identify reporting methods for use by agencies with no automated crime incident data collection processes

# Points of Contact



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