Incident-Based Reporting (IBR)
Implementation Planning

I. **Introduction**
II. **Purpose of the IBR Implementation Plan**
III. **Program Mission and Objectives**
   a. Mission and objectives of the state Uniform Crime Reporting (UCR) Program
   b. Key stakeholders and the reasons those stakeholders need access to and/or are attentive to state-level reported crime data from law enforcement (LE) agencies
IV. **NIBRS State Program Management Functions**
   a. Planning for IBR implementation, to include:
      i. The identification of potential solution(s) for compiling, processing, and reporting state IBR data to the FBI UCR Program, including the potential hurdles/challenges associated with each solution option. The proposed solution(s) should include a statement of support from the designated state authority responsible for collecting and reporting IBR crime data and an affirmative commitment to ongoing compliance with evolving national NIBRS reporting standards.
      ii. Readiness assessments and letters of support from contributing law enforcement agencies should be appended to the IBR planning document. Initial priority should be placed on those agencies identified as part of the National Crime Statistics Exchange (NCS-X) sample.
      iii. The plan should also incorporate specific details on how the IBR responsible agency will collaborate with the NCS-X Implementation Team on project tasks, including outreach to stakeholders, technical assistance, project management and other deliverables.
   b. Research existing law enforcement records management systems (RMS) and capabilities
      i. Assess, through surveys and other data collection strategies, which RMS applications contributing LE agencies throughout the state are using, including both commercial off-the-shelf solutions and applications developed in-house. While this effort should focus initially on NCS-X sample agencies in the state, the assessment should extend to all LE contributing agencies statewide. The research on RMS solutions will enable the state to:
         1. Identify regional, consolidated, and shared RMS systems currently in use among contributing agencies statewide;
         2. Establish the relative market share of key solution providers;
         3. Evaluate the NIBRS reporting capabilities and installed base of various solution providers; and
         4. Help in the development of statewide NIBRS implementation strategies.

ii. Develop strategies for working with contributing agencies and their respective solution providers to leverage resources that facilitate expanded implementation of NIBRS-capable reporting systems. NCS-X sample agencies should be prioritized in this process.

V. Technical Solution Recommendation(s)

a. Draft, vet, and finalize IBR standards and submission specifications for the state UCR Program. These standards and submission specifications are established as the required format for submission of crime incident reports from LE agencies to the state UCR Program, and for subsequent submission to the FBI.

i. The state IBR standard should, at a minimum, include the data collection elements and reporting provisions required by the FBI NIBRS program—the data elements, codes, reporting provisions, records structure, and required edits—as specified in the most current NIBRS Technical Specification (https://ucr.fbi.gov/nibrs_technical_specification_version_3.0_pdf).

ii. The state should assess whether the IBR standard should also include additional data elements and reporting provisions required by state statute or regulation, such as legislative mandates for reporting on domestic violence, impaired driving, bullying, etc.

iii. IBR data submission specifications should incorporate exchange standards that reflect the most current FBI technical specifications (e.g., https://ucr.fbi.gov/nibrs_technical_specification_version_3.0_pdf) for subsequent submission by the state UCR program to the FBI.

b. Data collection processes (including validation checks and responsibilities)

i. The implementation plan should articulate procedures for managing records received from contributing agencies that contain errors—how will the records with errors be flagged; will those records with errors be segregated from validated records; what mechanism will be used for editing a record with errors; how will records with errors be sent back to the contributing LE agency for revision; how will those revised records be tracked and corrections made?

ii. Processes should assess feasibility of evaluating data quality at submission (e.g. comparing an agency's new data submission to previously submitted data, comparing an agency's data to state trends in data submitted for similar agencies, etc.)

c. Network requirements

i. Private network option

ii. Public/Internet-based option

d. Reporting and certification

i. Identify the process through which the state UCR program must go to receive NIBRS certification from the FBI

ii. Identify and document the process through which contributing LE agencies must go to submit IBR data to the state program

   iii. Describe technical solutions identified for program data access and reporting needs, including any required annual crime bulletins/publications and online real time access to submitted IBR data.

  e. Auditing of contributing agency processes and systems - Include recommendations for auditing practices and various options, including in-person audits conducted by state agency staff, as well as self-audits by contributing agencies.

VI. **Resource Requirements**

  a. Staffing needs

   i. Conduct and incorporate analysis of the research, operational, technical, and training staff needed to support state level IBR development and deployment.

   ii. Determine technical assistance needs for both the state UCR Program and contributing agencies:

    1. State UCR Program staffing to manage the day-to-day operations, data collection, changes to reporting requirements, reporting to the FBI, data quality issues, outreach to contributing agencies and other key stakeholders, answering questions and providing the necessary technical assistance to contributing agencies to ensure proper implementation of the state IBR standard and specification;

    2. Contributing LE agencies, with at least initial priority for NCS-X sample agencies, to ensure that participating agencies can properly submit IBR data to the state UCR Program.

  b. Information systems and software needs - Based upon approved technical solutions, provide detailed costs and descriptions of any new hardware, software, network resources, and personnel needed.

  c. Funding requirements

   i. Assess the level of funding required to enable the state UCR Program to ingest data from participating LE agencies. The funding should be sufficient to provide the state UCR Program with the capacity to receive, process, manage, and store NIBRS-compliant IBR data from contributing LE agencies, and to process and submit NIBRS data to the FBI UCR Program.

VII. **Implementation Plan**

  a. Work breakdown structure

   i. Develop and include an estimated timeline for implementing the state IBR standard and crosswalk to the FBI NIBRS standard. The timeline should include data submission to the FBI UCR Program, as well as data submissions from sample participating agencies to the UCR Program. The implementation plan will address, at minimum, the below transition requirements:

    1. Describe plan(s) for agencies that will begin the transition to IBR reporting as the state is making the transition, and plan(s) for agencies that are presently unable to submit IBR data and will continue submitting Summary UCR data.

2. Document Technological Workflow for contributing agency submission certification, as well as state UCR Program submission to the FBI.
3. Document Technological Testing for contributing agencies submitting IBR data to the state UCR Program, and for the state UCR Program submitting NIBRS data to the FBI UCR Program.
4. Assess training requirements for state UCR Program staff (operational and technical, as applicable), as well training for contributing agencies regarding as state agency IBR submission to the state UCR Program process training.
5. Plan for ongoing support by developing a workflow of support processes for contributing agencies, anticipated staffing levels, roles and costs associated.

ii. Create a task list for conducting QAR audits and identify resources and costs required to execute them.
iii. Communication/Marketing – Create and execute a comprehensive communications/marketing plan that reaches contributing agencies and key stakeholders and that addresses issues identified in readiness assessments. This should also include estimated staffing levels, costs, travel, and marketing channels.
iv. Identify short and long term funding sources for the state UCR Program.

b. Approximate schedule
   i. Estimate a timeline for implementation and completion
   ii. Itemize tasks and tentative dates for major milestones and deliverables for state and local stakeholders.

VIII. **Budget and Funding Sources**
a. Provide funding assessment detail that includes costs for equipment, hardware, software, staffing and training necessary to acquire, implement, and manage a state IBR repository system, including costs necessary for successfully submitting NIBRS data to the FBI UCR Program. Each item should be clearly defined and include the appropriate justification for the associated cost.
b. Conduct an assessment of the funding required by contributing law enforcement agencies, including an initial priority on NCS-X sample agencies to be able to process and submit IBR data to the state UCR Program. Many agencies have COTS records management systems (RMS) that will require modification to enable the agency to submit IBR data to the state UCR Program, while other agencies may have custom products developed in-house. Still others may benefit from the use of simple on-line forms or web portals created and managed by the state UCR Program.
   i. The state UCR Program (and affiliated contractor support staff, if applicable), should consider working closely, if possible, with contributing agencies and their RMS solution providers (as appropriate) as part of this assessment in order to develop realistic estimates of the total costs to transition agencies to submit IBR data to the state UCR Program.

c. Differentiate between short-term funding for the initial transition and long-term sustainability:
   i. Identify potential funding sources at state and local levels and provide assistance to contributing agencies in securing available funding;
   ii. Assess program costs after initial implementation grant funding (if any) has been exhausted;
   iii. Include programming (or purchase)/support of repository, contributing agency interfaces, and interface with FBI Programs (N-DEx and/or NIBRS)

IX. NIBRS Analytic Models

a. Develop new NIBRS analytic models that:
   i. Address concerns surrounding the elimination of the hierarchy rule and other fundamental changes in crime reporting practices, and establish a comprehensive analytic framework for the fundamental analysis of incident-based data and explaining basic differences in transitioning from summary to incident-based reporting;
   ii. Explore and provide guidance to contributing LE agencies and other key stakeholders in the appropriate analysis of incident-based data;
   iii. Demonstrate the inherent value of incident-based reporting with new and innovative analyses.