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Governor

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Executive Deputy Commissioner

TO:　　　　　IBR Crime Reporting Agencies

FROM:　　　Mary Schmitt, New York State Crime Reporting Program

DATE:　　　 January 11, 2018

SUBJECT:　 NIBRS Compliant IBR Reference Documents

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<span style="color:red">**REPORTING ALERT:**</span>
<span style="color:red">**NIBRS COMPLIANT IBR REFERENCE DOCUMENTS ARE NOW AVAILABLE**</span>

DCJS has revised the New York State Incident Based Reporting (IBR) Program to comply with National Incident Based Reporting System (NIBRS) standards.  As part of the revisions, DCJS has modified the current NYSIBR monthly submission file layout to incorporate NIBRS data elements previously not collected by New York State and has aligned all variable codes with NIBRS specifications. While DCJS will not be ready to accept the new data specifications until the end of 2018, agencies should work with their vendors to start making the necessary changes.

The NIBRS Compliant IBR Reference Documents are available on the DCJS public website, at the following location: http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/ibr_ref.htm.  The following NYSIBR Program documents have been updated:

**NIBRS Compliant IBR Data Element and File Structure Specifications –** This document provides code details for each of the seventy-three NYSIBR data elements collected for a criminal incident as well as the nine transmission data elements that are used to describe and structure the data transmission between law enforcement agencies and DCJS.  The NYSIBR File Structure section provides the layout of segments and data elements that make up a NYSIBR submission file.  It is intended for both law enforcement agencies participating in the NYSIBR program as well as vendors who design and support Records Management System (RMS) software.

**NIBRS Compliant IBR Data Transmission Specifications –** This document provides technical instructions for generating and transmitting monthly NYSIBR files to DCJS and is intended primarily for vendors who design and support Records Management System (RMS) software used to store and report incident data submitted through IBR.  It is also helpful for law enforcement agencies in understanding the contents and structure of a NYSIBR submission file.

**NIBRS Compliant IBR Edits –** This document provides a complete listing of the system edits implemented by DCJS that monthly NYSIBR submission files must pass before they are posted to the DCJS IBR Database.  Each edit number, corresponding error message, as well as a technical explanation is provided.  This document is intended primarily for vendors who design and support the Records Management System (RMS) software used to store and report data on criminal incidents.

Please call the DCJS Crime Reporting Unit at (518) 485-7111 or email infonysucr@dcjs.ny.gov if you have any questions on the required modifications to the NYSIBR program or on the NIBRS transition.