



Division of Criminal Justice Services

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TO: All Crime Reporting Agencies
FROM: Mary Schmitt, New York State Crime Reporting Program
DATE: October 7, 2019
SUBJECT: Testing Requirements for Agencies Transitioning to NIBRS Compliant NYSIBR

REPORTING ALERT: TESTING REQUIREMENTS FOR AGENCIES TRANSITIONING TO NIBRS COMPLIANT NYSIBR

Effective July 2019, the New York State Crime Reporting Program is now accepting Incident Based Reporting files that comply with the new 2019 NYSIBR data standards. Agencies that successfully transition to these new file standards will also be considered compliant with the National Incident Based Reporting System (NIBRS).

The 2019 NYSIBR data standards include new edits, new data variables, and a new submission file layout. To successfully transition, agencies must complete a minimum six consecutive month testing period. During this period, the submission files will be considered test files which will be validated against system edits and reviewed for data completeness and quality. In addition, any records management system training issues and deficiencies identified during the test period must be resolved for agencies to complete the test period.

Testing agencies are still responsible for submitting monthly Summary or Legacy NYSIBR crime data through the IJ Portal during the test period. Agencies failing to submit their official crime data during the test period will be considered delinquent by the State and Federal Crime Reporting Programs.

Updated Reference Documents – October 2019

Agencies must ensure their records management system have the capacity to generate a monthly IBR extract file that meets all the data and transmission specifications of the 2019 NYSIBR data standards. These specifications, and information about the NYSIBR testing process, are available on the DCJS public website at: http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/ibr_ref.htm

Coded Law File Updates

Agencies need to ensure their records management systems are utilizing the most recent version of the NYS Coded Law File. New and revised NYSIBR edits depend on law codes having the most current IBR Offense codes. The NYS Coded Law file may be imported from the DCJS website at: <https://www.criminaljustice.ny.gov/crimnet/clf/rel-db/rel-db.htm>. In addition, agencies can subscribe for future NYS Coded Law File updates by joining the Coded Law File Update distribution list: <https://www.criminaljustice.ny.gov/crimnet/clf/subscribe.htm>.

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