



NIBRS Reporting

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Code Setup Detailed

NIBRS License Key

- ARMS employee updates the License Key in the System Defaults page to include NIBRS
- Enables the NIBRS Review tab in Case Management

Data Dictionary Sync

- ARMS employee sets up in the System Defaults page
- Download all code categories not related to vehicles

Review Code Setup Videos

- These videos can be found at <https://arms.com/knowledge-base/>
- They include Crime Code Setup, GeoFile Setup, Property Setup, and Victim Setup.

Crime Codes

- SQL script available to setup most UCR Offense codes based on UCR and/or Clery Data
- Add UCR Offense codes and mark as Crime Against Person, Property, or Society
- Use NIBRS Offense Code List document
- Use Offense Lookup Table in the NIBRS Official FBI User Manual document (page 45)

Location Codes

- For College/University or ISD agencies, a SQL script can be ran to set all locations to have UCR Offense code of 52 (College/University) or 53 (Elementary/Secondary)
- Use NIBRS Location Type List document
- Use Location Type Table in the NIBRS Official FBI User Manual document (page 80)

Property Codes

- Set-Up > Code List > Category: Property/Evidence > Subcategory: Property Type
- Translate Property Types to a similar NIBRS Property Description
- Map the Report Writer Property Type for Weapon and Drugs/Narcotics
- Set-Up > Code List > Category: Property/Evidence > Subcategory: Property Category
- Map the Report Writer Property Category
- Use NIBRS Property Code List document
- Use Property Table in the NIBRS Official FBI User Manual document (page 94)

Name Type Codes

- Set-Up > Code List > Category: Master Name > Subcategory: Name Type
- Map NIBRS Resident Status to Resident, Non-Resident, or Unknown

Involvement Type Codes

- Set-Up > Code List > Category: Master Name > Subcategory: Contact Involvement
- Checkmark the appropriate box for either "Import as Victim" or "Import as Offender"

Booking Number Automated

- Set-Up > System Defaults > Arrests
- Choose to Auto Assign your Arrest Booking Number unless you have your officers manually enter one for each arrest

Reporting

Records Personnel

- **Week-to-Week:** Run the NIBRS Code Comparison to get a list of case reports that contain NIBRS-reportable Crime Codes (NOTE: You are allowed to wait 2-4 weeks before performing the NIBRS Review to allow some time to find and make arrests or anything else before performing the review.)
- **Week-to-Week:** Perform the NIBRS Review for any of those case reports.
 - Only perform the NIBRS Review for case reports in your jurisdiction.
 - You are allowed to wait 2-4 weeks before performing the NIBRS Review to allow some time to find and make arrests or anything else before performing the review.
- **Month-to-Month:** Use the NIBRS Data Extract to perform a rules validation and then you can submit it to the state NIBRS portal that will perform another validation.

Officer Personnel

- New Property/Evidence fields NIBRS Type Property Loss, NIBRS Property Description, NIBRS Drug Type, NIBRS Drug Measurement Type, and NIBRS Date Recovered.
- Officers need to add the NIBRS Type Property Loss and NIBRS Property Description to any Property/Evidence that they add to a case.
- NIBRS Drug Type and NIBRS Drug Measurement Type fields are only required when NIBRS Type Loss = SEIZED and NIBRS Property Description = DRUG/NARCOTICS.
- NIBRS Date Recovered is only required when NIBRS Type Loss = RECOVERED.
- Ensuring that the Involved Parties are set to the correct Involvement so that they name imports to the NIBRS review as Victim or Offender.