

NIBRS Setup

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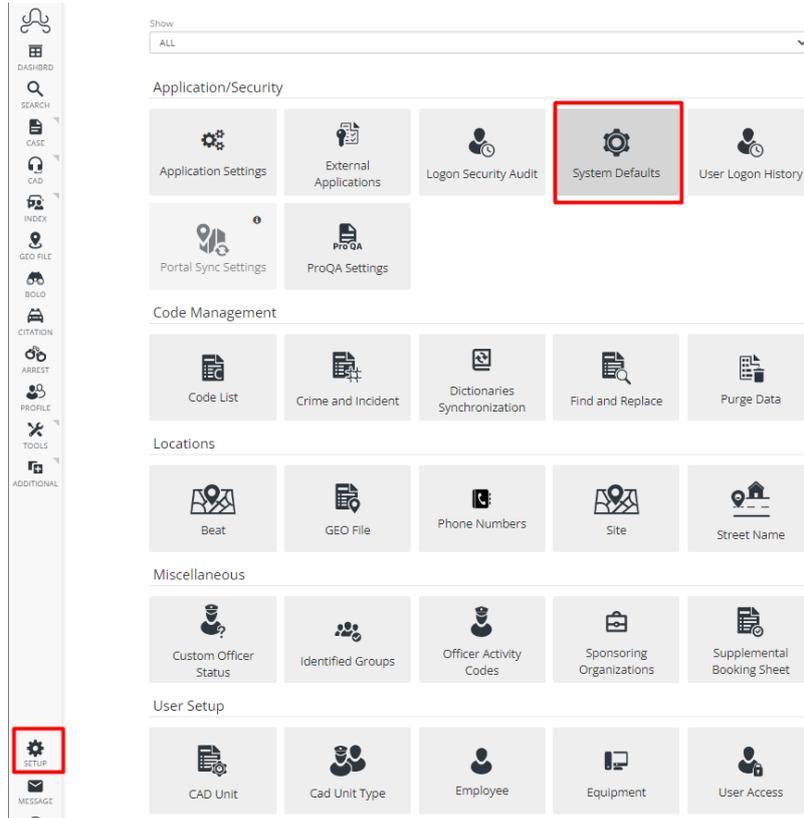
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NIBRS Code Setup

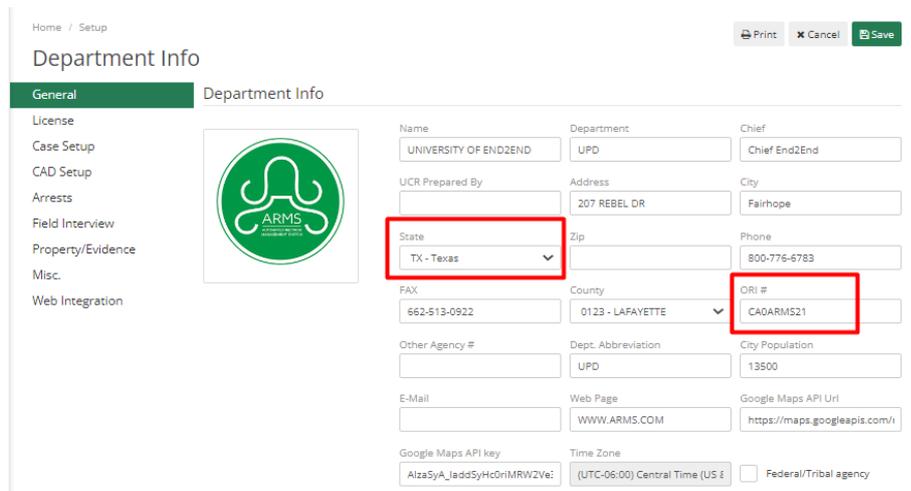
System Defaults

Every State has different regulations, and all departments need to set NIBRS accordingly.

To set up codes for the NIBRS, department users need to go to Setup. Here we will cover the Basic FBI NIBRS setup.

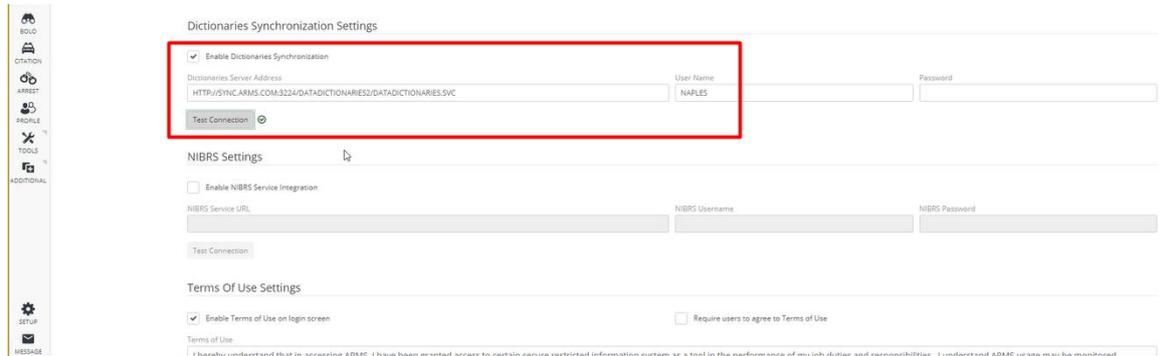


In Setup Menu > System Defaults > Department Info, Department users need to check the State and their ORI numbers. It should be correct.

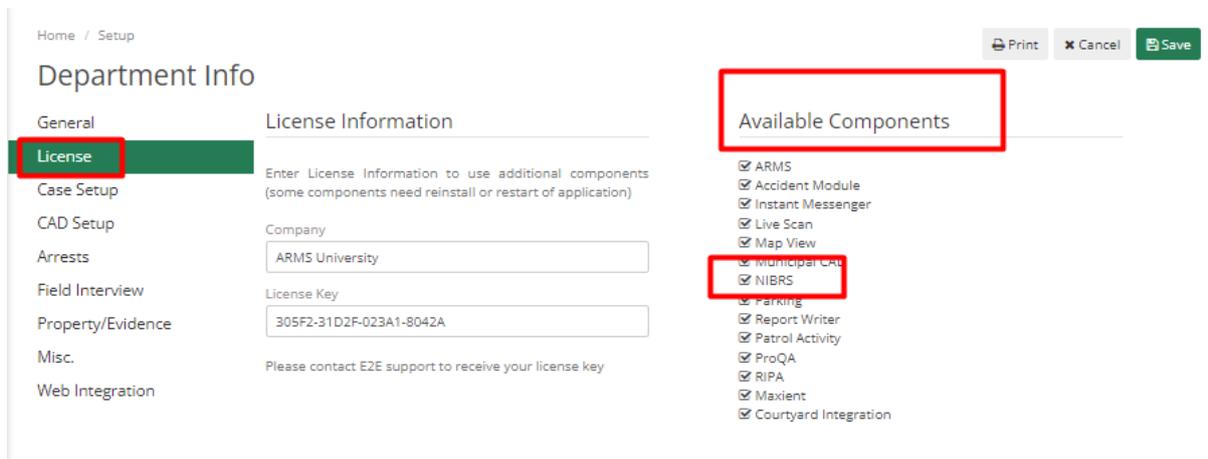


Once it's checked, scroll down and check for Dictionaries Synchronization Settings. Make sure that the Dictionary Server Address and Username are correct, password will be blank.

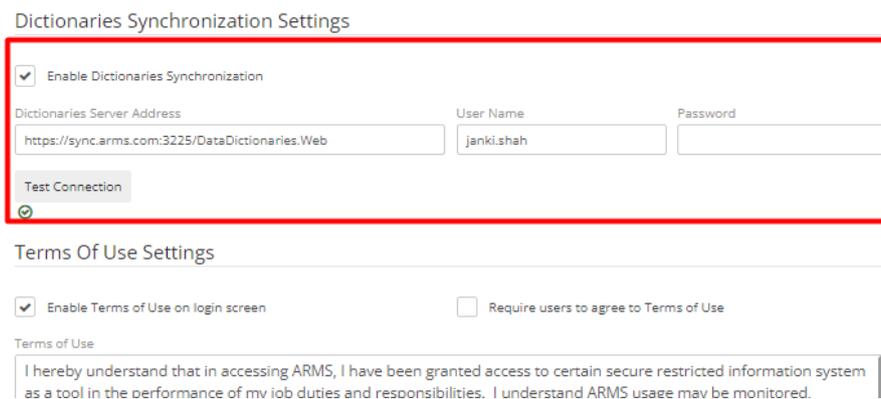
If department users do not have the Dictionary Server Address or Username, then they need to contact the ARMS Support team. To ensure that the Dictionary Synchronization is working well, users need to Enable Dictionaries Synchronization and click on Test Connection.



The next step is to Go to the License tab in Department Info and check for the NIBRS checkbox in Available Components. If there is no NIBRS checkbox, please reach out to our Support team to update your licensing.



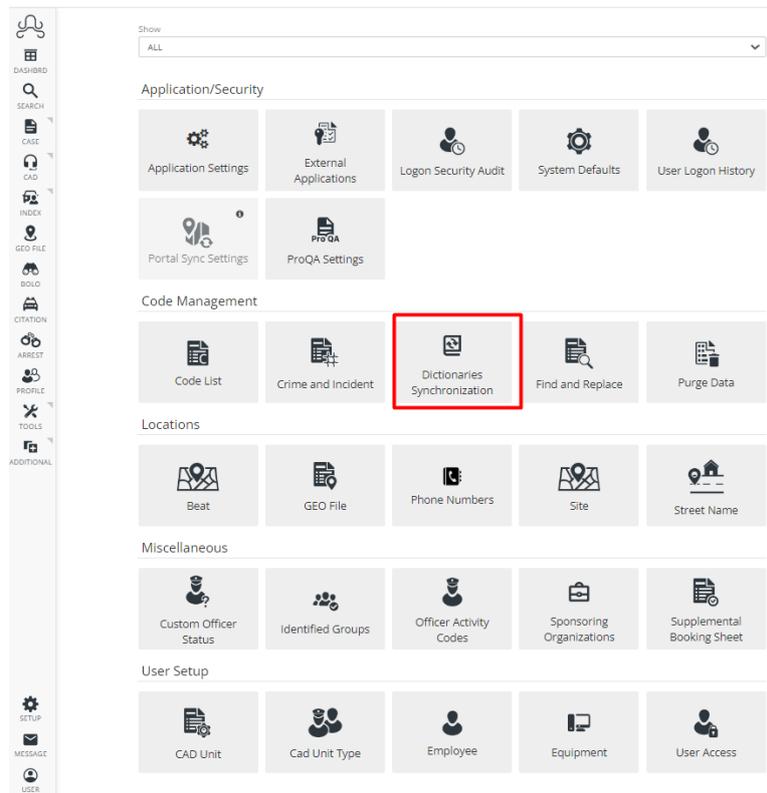
Dictionaries Synchronization



The Agency can make a request with ARMS for testing dictionary synchronization connection. It should show a green mark after the synchronization connection is tested successfully.

The IT department of the Agency needs to check whether Port 3224 is open, it will help pull standardized codes from the ARMS server for the Dictionary Synchronization.

These codes include NCIC codes like a vehicle, colour, make, and model, and NIBRS codes like NIBRS Address Type, etc.



The Dictionary Synchronization tab will show a list of all codes. Under Update Status, it will show whether the code needs an update or not.

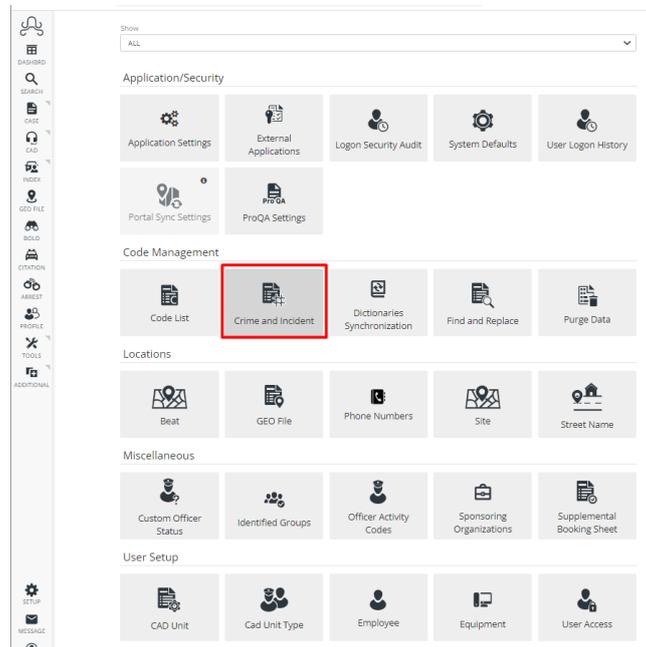
The image shows a screenshot of the 'Code List Synchronization' page. At the top right, there are 'Refresh' and 'Show Updates Only' buttons. The 'Show Updates Only' button is highlighted with a red box. Below the buttons is a table with two columns: 'List' and 'Update Status'. The table contains 14 rows of codes. The 'Update Status' for all codes is 'Updating is not required'. The 'Update' button for the 'Vehicle Make Model' row is highlighted with a red box.

List	Update Status
Vehicle Color	Updating is not required
Vehicle Make	Updating is not required
Vehicle Make Model	Updating is not required
Additional Justifiable Homicide Circumstance	Updating is not required
Aggravated Assault/Homicide Circumstances	Updating is not required
Bias Motivation	Updating is not required
Cleared Exceptionally	Updating is not required
Disposition of Arrestee Under	Updating is not required
LEOKA Activity Type	Updating is not required
LEOKA Assignment Type	Updating is not required
LEOKA Incident Type	Updating is not required
Location Type	Updating is not required

If the code is not updated, it will say "Update is Available" and the Refresh button will Refresh the list. The "Show Updates Only" button will show a list of codes that need updating and will hide all other codes in the list.

Crime Codes

This tab is for setting up Crime Codes to report NIBRS. When an officer puts a Crime Code that has been set up on a Case Report, it will import it into NIBRS Review, and this will make data entry and reporting easy.



If the department is setting these up for the first time, then they can reach out to ARMS Support as we have a script to run for Crime Codes that will set up many of the Crime Codes for the department. This script does not contain all the Crime Codes but may cover most of them. So, after running the script if anything is left then that can be added/edited by the department admin.

Home / Setup

Export Bulk Edit + Add New Filter

Crime Code

Offense Code	UCR Data	NIBRS Offense	CLERY Data	State Offense Code	Description	Classification
0021	99				FP2	
03					Fire	PATROL
04	45	13B	Arson		Assault-Simple	ASSAULT
05	42	13A	Aggravated Assault		123456789012	ASSAULT
06					Administrative Duties	PATROL
07					Alarm - Check	SERVICE
08					Alarm - Response	SERVICE
10					Alarm - Code Blue Activation	SERVICE
11					Adopt-a-COP	SERVICE
12					Court Appearance	PATROL
13					Harrassing Email	COMPUTER CRIME
14					Cyberstalking	COMPUTER CRIME
15					Transport	SERVICE
17					Malicious Mischief	PATROL
18					Secured Door/Window	SERVICE

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If the department admin wants to set up multiple crime codes altogether then they can click on the Bulk Edit button to edit multiple crime codes.

For any reportable crime codes, the department admin needs to set up two fields NIBRS Offense code and Crime Against Types. UCR Offense code is used by NIBRS for Reporting. ARMS has a document containing the brief NIBRS - Offense Code List which can be accessed from the ARMS Support Site.

There is another list on the ARMS Support Site named the “NIBRS - Official FBI User Manual” which contains a larger list of crimes and their related NIBRS Offense code in the Offense Lookup Table.

Vehicular Manslaughter incidents could be Group A or Group B offenses depending on the circumstances of the incidents. Driving Under the Influence offenses should be classified as the Group B offense of 90D = Driving Under the Influence.

2.5 Offense Lookup Table

Once LE has classified offenses involved in an incident according to its own offense definitions, they should use the Offense Lookup Table to determine whether the offenses are Group A or Group B offenses in NIBRS. The Offense Lookup Table lists various types of crime, whether the crime is a Group A or Group B offense, and the NIBRS crime category covering the offense. For example, the crime of Abduction is listed as a Group A offense covered by the crime category Kidnapping/Abduction. In addition, the table includes the notational reminder “Other offenses may have been committed” for crimes most likely to involve companion offenses.

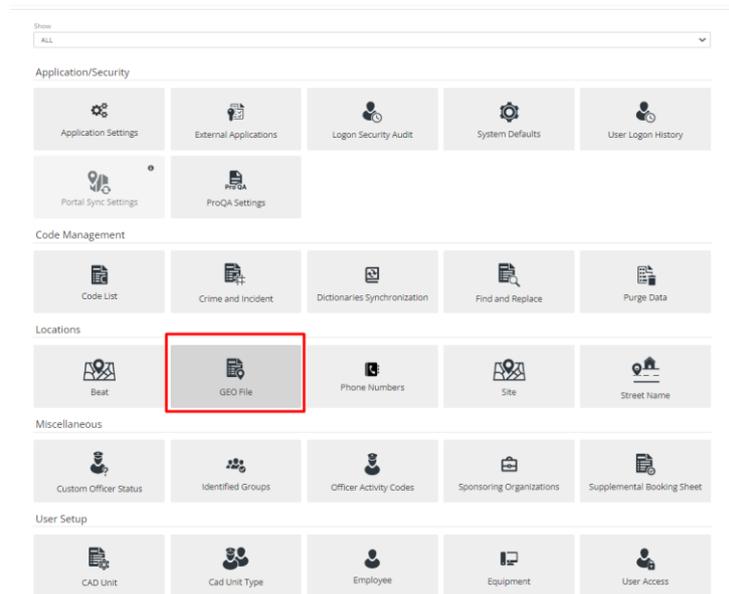
<i>Offense</i>	<i>Group A or B</i>	<i>Corresponding NIBRS crime category and notes:</i>	<i>NIBRS Offense Code</i>
- A -			
Abandonment	B	Family Offenses, Nonviolent	90F
Abduction	A	Human Trafficking or Kidnapping/Abduction	64A, 64B, or 100
Abortion	B	All Other Offenses	90Z
Abuse, Nonviolent	B	Family Offenses, Nonviolent or All Other Offenses	90F or 90Z
Accessory After the Fact	A or B	Classify as 90Z if Group A offense is involved or as Group B offense if Group B offense is involved	90Z or Other (Group B) Offense (Depends on circumstances)

<i>Offense</i>	<i>Group A or B</i>	<i>Corresponding NIBRS crime category and notes:</i>	<i>NIBRS Offense Code</i>
Accessory Before the Fact	A or B	Classify as 90Z if Group A offense involved or as substantive offense if Group B offense involved	90Z or Other (Group B) Offense
Accosting	B	All Other Offenses	90Z
Adulterated Food, Drugs, or	A or B	All Other Offenses (Other offenses	90Z or Other (Group B)

Whenever an officer adds a case with these Crime Codes, it will automatically pull the NIBRS Offense code and Crime Against Type set up by the admin and will import it into the NIBRS Review.

Location Codes

Setup > Geo File, this is where the department needs to setup their locations with NIBRS Address Types that apply to them.



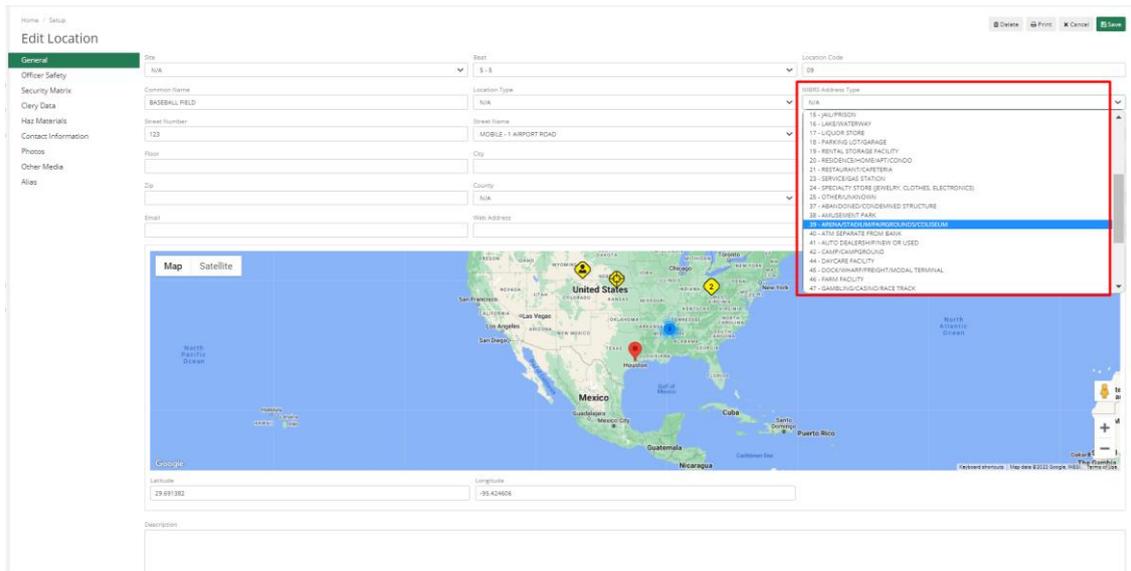
After clicking on the GEO file, it will show a list of all the locations added by the department.

The screenshot shows a table titled 'GEO File' with the following columns: Location Code, Common Name, Street Number, Street Name, Suite Number, and Site Name. The table contains 19 rows of location data.

Location Code	Common Name	Street Number	Street Name	Suite Number	Site Name
04	ALUMNI LOWER	1232	BALTIMORE AVE		UM MED CENTER JACKSON MS
09	BASEBALL FIELD	123	1 AIRPORT ROAD		
1 HR HD	1 HOUR HANDICAP				
10	REBEL DRIVE/MULLEN/GUESS				
100	Café Du Monde	800			
13	CIRCLE				
14	COLISEUM CIRCLE				UM OXFORD MS
15 MIN	15 MINUTE FORD CENTER				
16	REBEL DRIVE FACULTY/STAFF				
30 MIN LT	30 MINUTE LOT	1234	CROSS STREET		UM OXFORD MS
33	FACULTY HOUSE 33	60		24	UM OXFORD MS
408LXBALT	4000 Block of Baltimore Avenue	4000	BALTIMORE AVE		
408LXBARG	4000 Block of BARRING ST	4000	BARRING ST		
408LXCHANC	4000 Block of Chancellor St	4000	CHANCELLOR ST		
408LXCHEST	4000 of Block Chestnut St	4000	CHESTNUT ST		

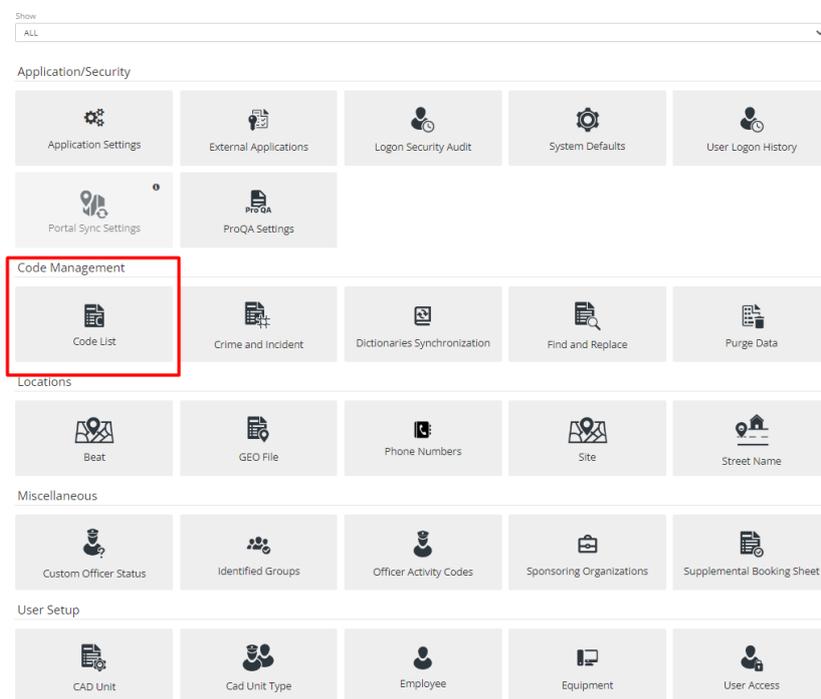
After selecting one of those, the user can see a field named "NIBRS Address Type". It shows a list of address types that the user can select for that address type; this list will be created by the Dictionary Synchronization.

Go to each location, select the NIBRS Address type which relates the most and then Hit Save. This information will then import into the NIBRS Review when the location is added to the Case Report.



Property Codes

To set up property codes, go to Setup > Code List.



The Code List has multiple fields to select from. To set up property codes select Property/Evidence in the Category list and for Subcategory select "PROPERTY DESCRIPTION". Here changes would not be required as everything has been done by Dictionary Synchronization.

Home / Setup + Add New Search

Code List

Category: Property\Evidence Subcategory: Property Type Status: Active

Code	Description	Active
A	CURRENCY	YES
B	JEWELRY/GOLD/SILVER	YES
BOX	Boxes	YES
C	CLOTHING	YES
D	STOLEN VEHICLES	YES
DN	DRUGS/NARCOTICS	YES
E	OFFICE EQUIPMENT	YES
F	ELECTRONIC EQUIPMENT	YES
FA	FIREARMS	YES
H	HOUSEHOLD GOODS	YES
I	CONSUMABLE GOODS	YES
J	LIVESTOCK	YES
K	MISCELLANEOUS	YES
L	LOST /FOUND PROPERTY	YES
LF	Lost And Found	YES

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Another subcategory field that may have some changes is “PROPERTY TYPE”, it is customized by the department. The Department needs to check if each property code has a NIBRS equivalent code. If it does not map correctly then click on that code. A dialog will pop up in which department users can select a NIBRS equivalent code for that property. All the property needs to be checked similarly.

Edit List Value ✕

Code:

Description:

Translate the above Property Type to the following NIBRS Property Description

Base Property Type Mapping:

Active

Delete
Cancel Save

The next subcategory is "PROPERTY CATEGORY". Codes shown in bold are system codes that can be modified but cannot be deleted. It should be mapped with the correct "Base Property Category Mapping"

Edit List Value
✕

Code

Description

Base Property Category Mapping

Active

Delete
Cancel
Save

Name Codes

For Name codes, go to Setup > Code List > Category: Master Name. Two Subcategories are required to check our "CONTACT INVOLVEMENT" and "NAME TYPE".

Contact Involvement is a way to map NIBRS offender/victim to be able to pull from Contact involvement on the case and import it into NIBRS review as Offender/Victim.

Home / Setup Sort Order Add New Search

Code List

Category: Master Name Subcategory: Contact Involvement Status: Active

Code	Description	Active
ARR	ARRESTEE	YES
CIT	CITATION	YES
CMP	COMPLAINANT	YES
FI	FIELD INTERVIEW	YES
INT	INTERVIEW	YES
NONMTRST	Non-Motorist	YES
OC	OCCUPANT	YES
OFC	OFFICER	YES
OP	OPERATOR	YES
OTH	OTHER	YES
OWN	OWNER	YES
PASSNGR	Passenger	YES
RP	REPORTING PARTY	YES
SUSP	Subject	YES
UCI	University Citation	YES

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By going to each code check and map NIBRS import to the code.

Edit List Value ×

Code
ARR

Description
ARRESTEE

Active

Involvement Mapping for GJXML

Activity
N/A

Incident
N/A

Report Write Involvement Type Mapping

Map to
Arrestee

NIBRS Import

Import as victim

Import as offender

Import as reportee

Import as witness

Delete Cancel Save

Next, select the subcategory "NAME TYPE". This might not be filled by all departments, but it is a required field for NIBRS.

It is just to label if someone is a Resident or Non-Resident of the city or school.

Home / Setup + Add New Search

Code List

Category: Master Name | Subcategory: Name Type | Status: Active

Code	Description	Active
FA	FACULTY	YES
NS	Non Student	YES
SF	STAFF	YES
ST	STUDENT	YES
U	UNKNOWN	YES
VEND	Vendor	YES

Found 6 record(s) << < > >>

Edit List Value ×

Code
SR

Description
STUDENT RESIDENT

NIBRS Resident Status Map to

R - Resident

N/A

N - Non-Resident

R - Resident

U - Unknown

Delete Cancel Save