Illinois State Police
Uniform Crime Repository System
Agency User Manual

COPYRIGHT

Contents

Introduction

Welcome to the Illinois State Police Repository Solution

The NIBRS (National Incident-Based Reporting System) Repository Solution provides a secure portal for collecting Uniform Crime Reporting data. This web-based portal is offered to users from local Law Enforcement to facilitate collection of this required information. Please contact your administrator if you require login credentials to access this website.

This manual is intended for Illinois NIBRS Agency Users. This includes Agency Contributors who are responsible to submit monthly data files from your local law enforcement agency to the State. The manual also covers functions specific to the Agency Administrators who are responsible to manage their agency and user details, in addition to submitting monthly data. Content which applies only to agency administrators are clearly marked.

For information regarding the State and the FBI reporting policies and procedures including specifications, please contact the state organization. This content is not intended to cover policy. It is written for the user to have a full understanding of the solution that was designed to enable law enforcement to meet state NIBRS reporting requirements.

The state NIBRS Repository Solution allows you to:

- Enter NIBRS Data
- Upload NIBRS Data Files
- Submit Zero Reports
- View Prior Upload File Summaries
- View and Analyze Upload Errors
- Search for Records
- Generate NIBRS Reports
- Send and Receive Messages
- Receive Alert Notifications
- Update Your User Profile
- Run Reports on NIBRS data

Additionally, Agency Administrators can:

- Manage agency and agency user details
- Review agency activity log

Chapter 1: Login

Overview

Introduction

Login Page

The **Login Page** is used to log in and access the Illinois State Police NIBRS Repository.

This chapter provides the user with the information necessary to log in to the repository for the first time and beyond. Users will establish challenge questions and learn the steps for resetting a password, and be given instructions for what to do when the user login fails.

The Login page is also used to reset a user’s password from outside the repository (if the user set up Challenge Questions during first log in or from the Profile page).

Logging in to the Repository for the First Time

Temporary Password E-Mail

A new user will receive an auto-generated email sent from the repository by the administrator. The email includes a temporary password so the user can enter the repository for the first time (see example below):

Tue 5/26/2020 12:25 PM

NIBRSHub

Illinois UCR Repository (Internal System) - Temporary Password

To Renae Gross

Renae Gross,

To ensure your Illinois UCR Repository (Internal System) personal information is secure and only accessible by you, we are providing you with a temporary password.

Temporary Password: Quebec5$cDQAlphaCG9_

With this temporary password and your username, you now have immediate, secure access to your account. You will be required to reset your password upon login.

You can access application here

Sincerely,
Illinois UCR Repository (Internal System) Team

Once the user highlights and copies the temporary password and clicks the "here" link, the user will be taken to the Repository login page.

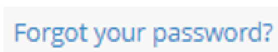
The Login page is shown next:

It has the following components:

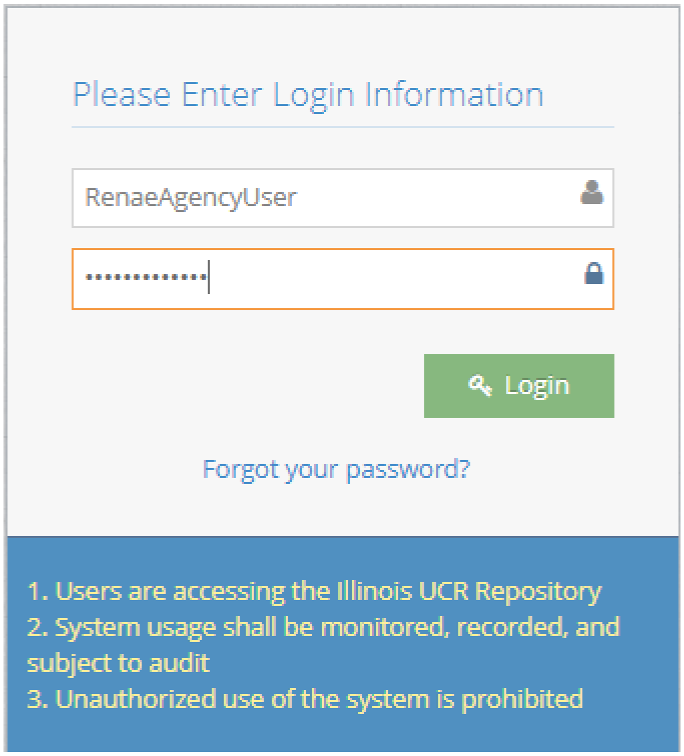
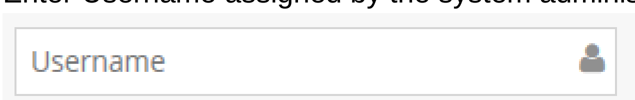
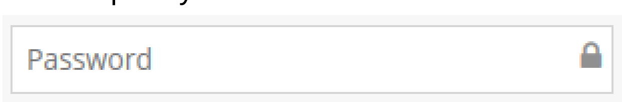
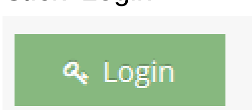
- **Username**: The username is entered here. (The username is assigned by the administrator.)

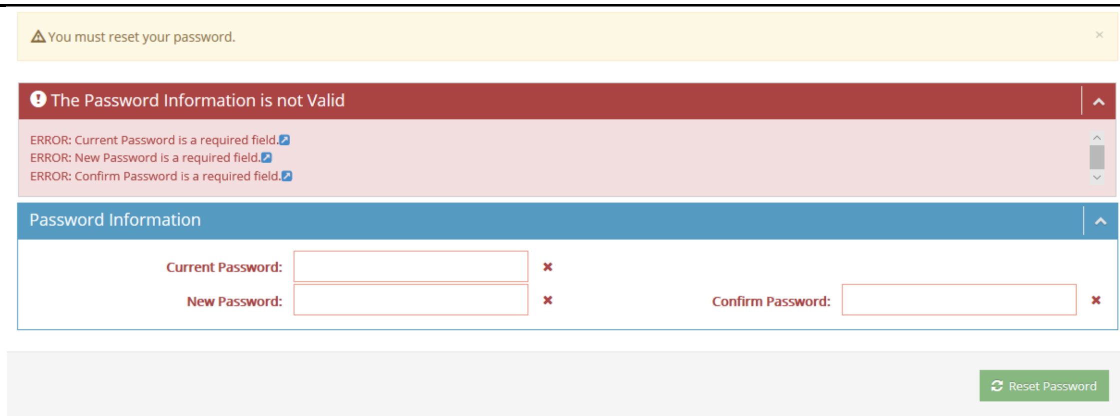
- **Login Button:** Click 'Login' to log in to the repository.

- **'Forgot Your Password?':** The link is used to reset passwords from outside the Repository (but only if Challenge Questions have been set up and answered. This is discussed in this chapter and in more detail in the User Profile chapter.)

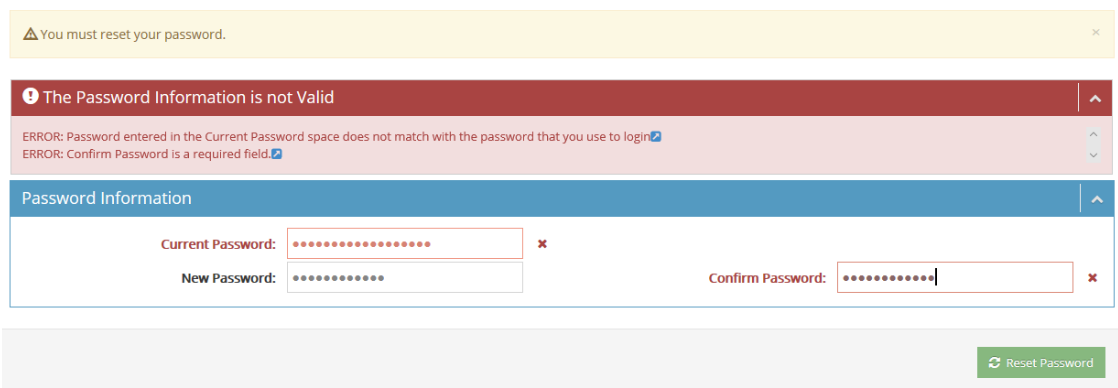


Procedure: Follow the steps below to log in to the repository for the **first time**:

Step	Action
1	
2	Enter Username assigned by the system administrator 
3	Enter (paste or key in) the temporary, auto-generated password given to the user in the Temporary Password letter. 
4	Click 'Login'. 
5	If the username and temporary password are valid and entered correctly, the user will be logged into the repository and will be prompted to set a new password:

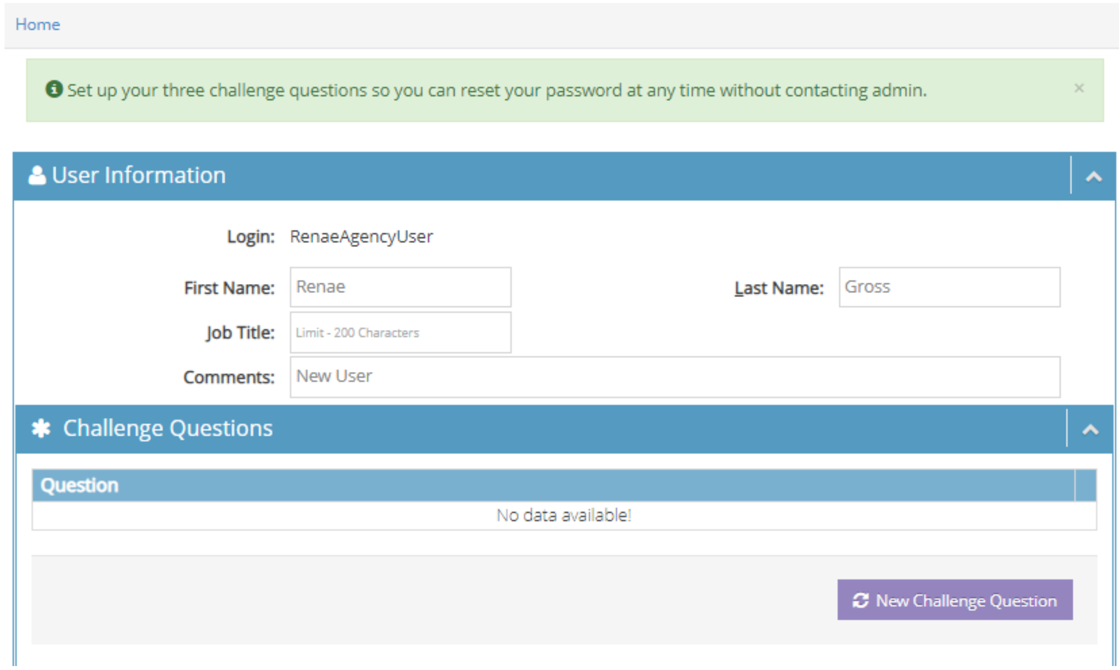
<table>
<tr><td></td><td>


The new user will enter the system-generated temporary password first, following by the user’s new password. Then the user must confirm the new password again and click the green ‘Reset Password’ button.



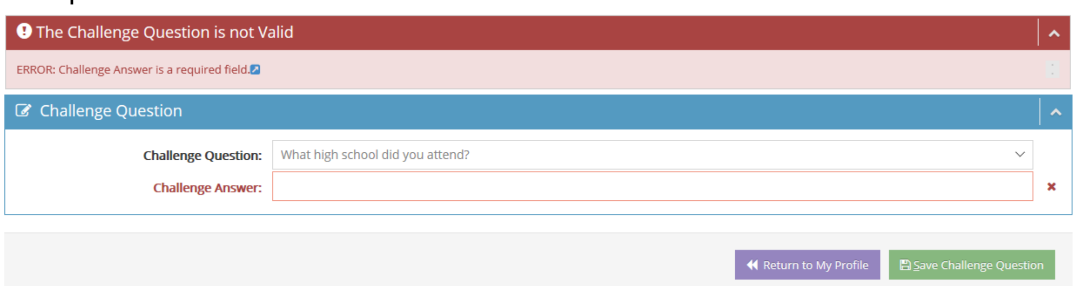
</td></tr>
<tr><td>6</td><td>The ‘User Information’ (Profile) page opens.

The user must now answer three Challenge Questions from the User Information page. This is so the user can reset his/her password at any time from outside the repository without having to contact a System Administrator for help.</td></tr>
</table>

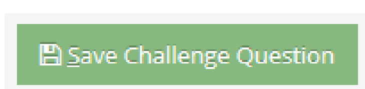


7 The user clicks the purple 'New Challenge Question button.

The user must answer three Challenge Questions one at a time, as shown in the example below:



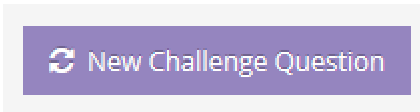
8 The user must save each Challenge Question by clicking the green 'Save Challenge Question' button.



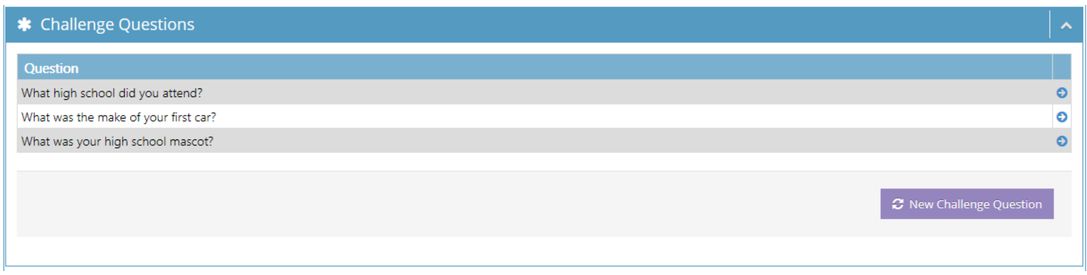
Now the user can click the 'Return to My Profile' button.

<table>
<tr>
<td></td>
<td>


The user should click ‘New Challenge Question’ again for a second Challenge Question. Repeat for the third Challenge Question.



The three Challenge Questions are now saved:



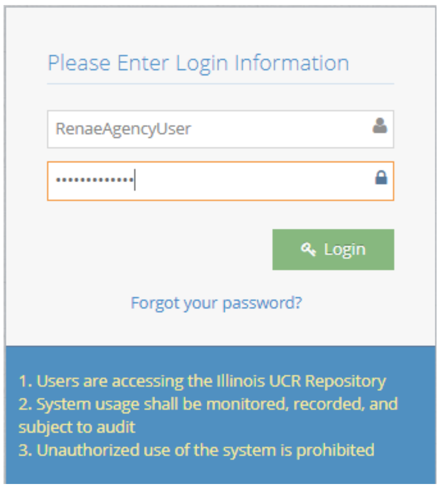
</td>
</tr>
<tr>
<td>9</td>
<td>Now the user can work within the repository.</td>
</tr>
</table>

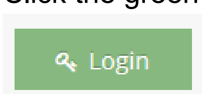
How to Log in to the Repository

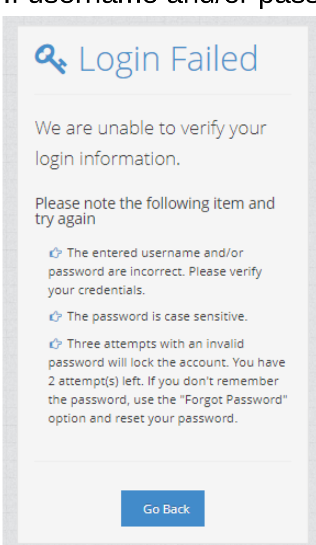
Now that Challenge Questions are answered, the user can log in and work in the repository.

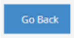
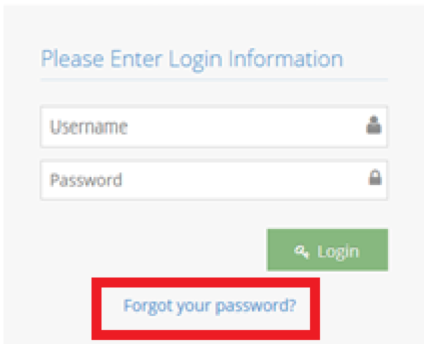
Procedure: Logging into the Repository

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>The user logs into the Repository by entering the username assigned by the administrator and the password the user set during first log in.


</td></tr>
<tr><td>2</td><td>Click the green ‘Login’ button to log in to the repository


</td></tr>
<tr><td>3</td><td>If username and password are valid, the user will be logged into the repository and will see the ‘Welcome/Home’ page.</td></tr>
<tr><td>4</td><td>If username and/or password are invalid, the user will see the Login Failed screen:

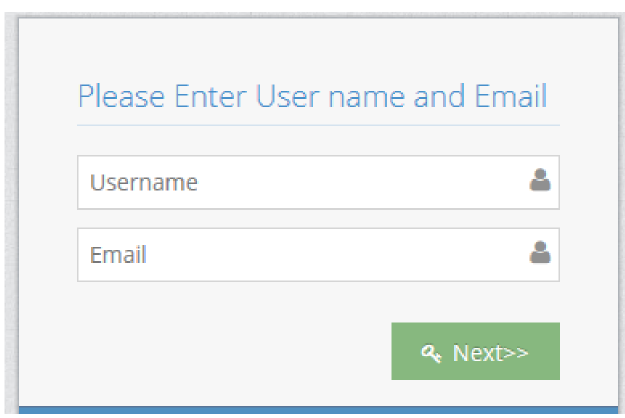

</td></tr>
</table>

5	Click ‘Go Back’. 
6	Repeat from Step 1
7	If the user’s login attempt fails three times, the account will be locked. The user can click the ‘Forgot your password?’ (as highlighted in red below) to answer a preset Challenge Question  Or the user can contact the administrator to unlock the account.

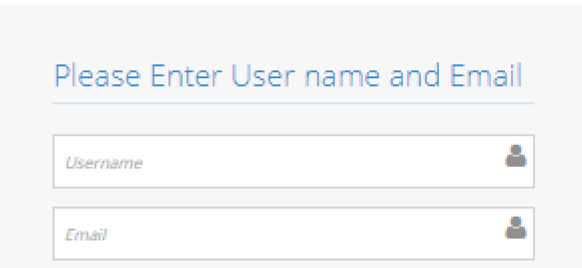
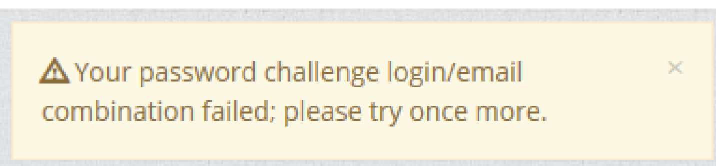
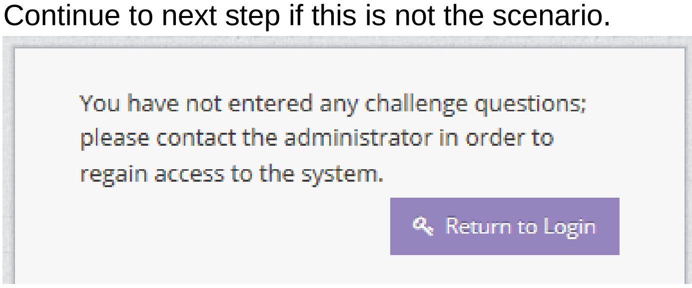
Resetting the Password (Using ‘Forgot Your Password’)

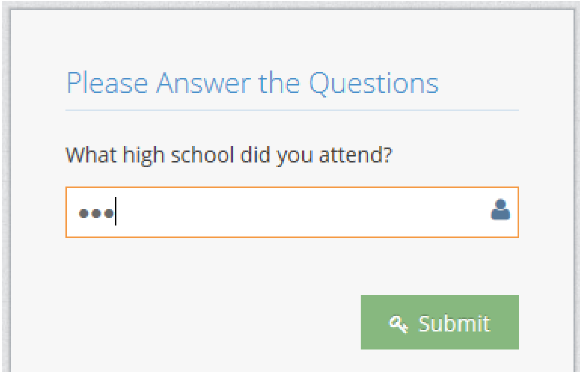
The reset screen below appears.

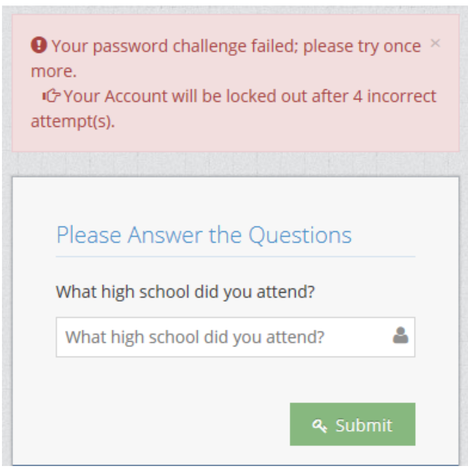
Note: The password can also be reset after login from “User Profile”. This will be discussed in the chapter “User Profile”.

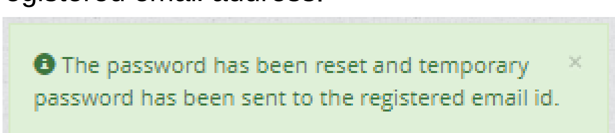


Procedure: Follow the steps below to reset your password from outside the repository:

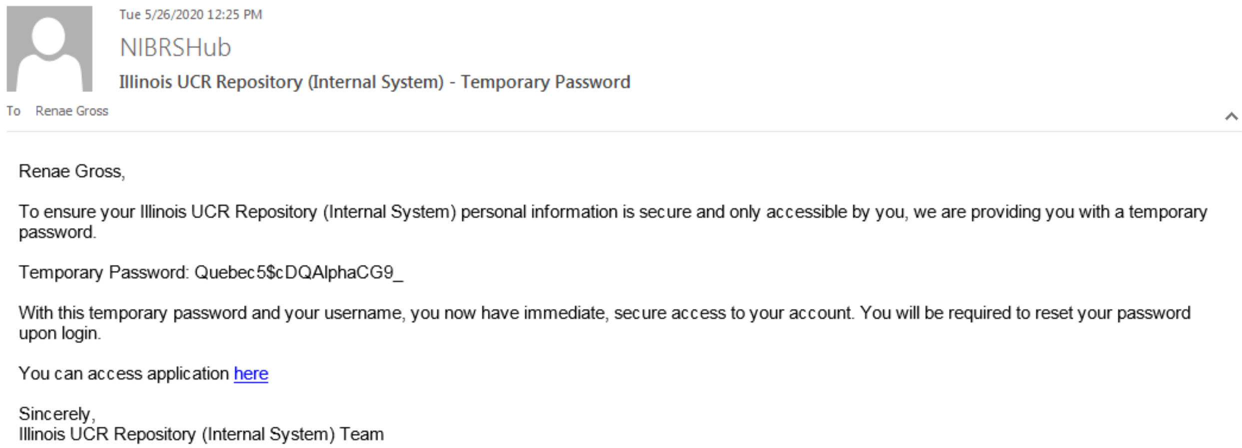
Step	Action
1	On the login screen click 'Forgot Your Password'. 
2	On the next window Enter your Username, and registered Email. 
3	 Click 'Next'.
4	If the **username** and **email** combination are invalid, the user will see the following screen. Go back to step 1 to try again, or contact the administrator. Continue to next step if this is not the scenario. 
5	If the username and email combination are valid, the user will only be able to reset the password if a challenge question has been registered. If no challenge question is registered, the user will need to contact the system administrator. Setting up Challenge questions is discussed in more detail in the chapter "User Profile". Continue to next step if this is not the scenario. 

<table>
<tr><td>6</td><td>If the username and email combination are valid, and the user has registered a Challenge Question, then he/she will be prompted to answer the question. Enter the answer.


</td></tr>
<tr><td>7</td><td>Click ‘Submit’.</td></tr>
<tr><td>8</td><td>If the answer is incorrect, the user will be prompted to re-enter the answer.


Go to Step 6. The account will lock if the answer is incorrect 4 times. The user will need to contact the administrator to unlock the account. If the answer was correct, go to the next step.</td></tr>
<tr><td>9</td><td>If the answer is correct, a system-generated temporary password will be sent to the user’s registered email address.


For example, this is a similar temporary password email notification (the temporary password has been changed for this training manual). Follow the directions in the email. Copy the temporary password. Then cllick the blue ‘here’ link to access the application.</td></tr>
</table>

<table>
<tr><td></td><td>
Tue 5/26/2020 12:25 PM
NIBRSHub
Illinois UCR Repository (Internal System) - Temporary Password
To Renae Gross

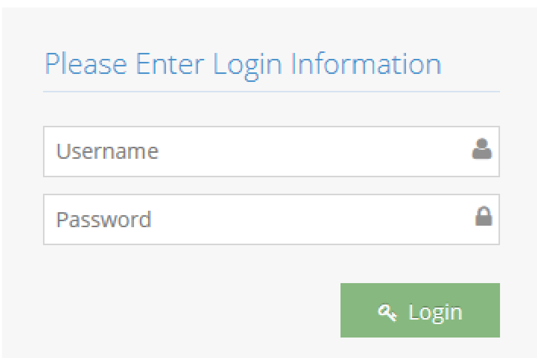
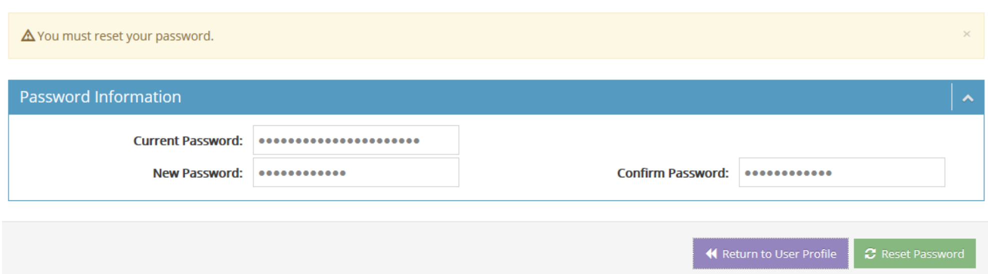
Renae Gross,

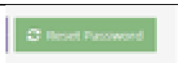
To ensure your Illinois UCR Repository (Internal System) personal information is secure and only accessible by you, we are providing you with a temporary password.

Temporary Password: Quebec5$cDQAlphaCG9_

With this temporary password and your username, you now have immediate, secure access to your account. You will be required to reset your password upon login.

You can access application here

Sincerely,
Illinois UCR Repository (Internal System) Team</td></tr>
<tr><td>10</td><td>On the login screen, enter your username and paste or type the temporary password received on your your registered email address, and click ‘Login’.

</td></tr>
<tr><td>11</td><td>You will be logged in and prompted to reset your password.

</td></tr>
<tr><td>12</td><td>Enter the temporary password received in the email as your ‘Current Password’.</td></tr>
<tr><td>13</td><td>Enter a new password.</td></tr>
<tr><td>14</td><td>Confirm your new password.</td></tr>
<tr><td>15</td><td>Click ‘Reset password’.</td></tr>
</table>

	
16	Password will be reset and the following confirmation is received at the top of the repository:  and you will then be redirected to ‘Profile’. Remember this new password, and continue accessing the repository.

Chapter 2: Conventions and Navigation

Overview

Introduction

In this chapter, general navigation of the repository is discussed. This chapter covers navigational and grid features. These features are consistent throughout the repository.

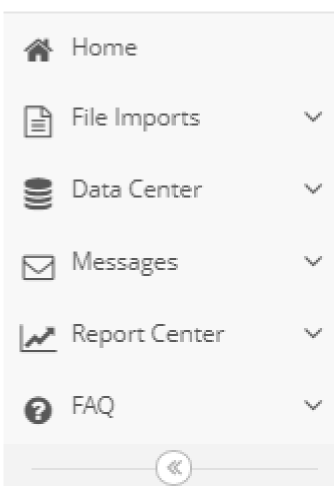
Conventions and Navigational Features

Introduction

The number of Menu Items available is determined by the security profile that your administrator assigned. Screen shots within this guide may show more or fewer sections than available.

Menu Bar

The Menu Bar on the left side of the window displays the main modules of the repository. Administrators assign privileges, which grant you access rights to certain sections of the repository. Click on a menu item to display its dropdown menu.



The Menu Items include:

1. Home

2. File Imports
    a. Uploads
    b. Upload a File
    c. Upload File Summaries
    d. View FBI EDS Files
3. Data Center
    a. Search
    b. Working Items
    c. New Incident Report
    d. New Arrest Report
    e. New Zero Report
    f. New ONFS Report
    g. New ARD Report
4. LE Employee Data
5. Messages
    a. Received Messages
    b. Sent Messages
    c. New Message
6. Report Center
    a. Reports
    b. Custom Reports
    c. Dashboard
7. FAQ
    a. FAQ

Breadcrumbs Navigational Path

Links that are located below the repository banner indicate the navigational path.

A double colon (: :) separates each area to reflect the hierarchy of where you are in the portal. To navigate to a section, click the name of the section in the navigational path.

Grid Features

The repository features a grid in multiple places to make data presentation, sorting and searching easier. Each grid has the following features:

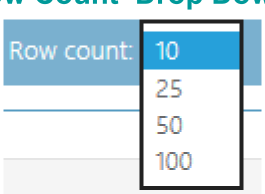
Pagination

- The pagination feature on the bottom left corner of the grid allows users to page through the available reports.
- The grayed-out number indicates where the user is currently in the grid. In the above image the user, is currently on Page 1.
- All other white numbers are clickable and will take the user directly to that page of the grid.
- The “>” takes user to the next page of the grid.
- The “>>” takes the user to the last page of the grid.
- The “<” takes user to the previous page of the grid.
- The “<<” takes the user to the first page of the grid.

‘Go to Page’ Drop Down

- The ‘Go to Page’ drop-down feature next to the pagination grid allows a user to select and access a specific page. The user can type the page number, or select from the drop down.
- Typing or selecting the page number will directly take the user to that page in the grid.

‘Row Count’ Drop Down

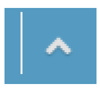


- The ‘Row Count’ Drop down allows the user to select the number of reports to show on one page.
- Selecting a different row count from the dropdown allows the user to view the specified number of rows on the page.

Row Numbers

- The row numbers indicator is visible on the bottom right of the grid.
- The user can see the total number of rows in the grid, and the number of rows currently visible.

Collapse



- The user can collapse the grid by clicking on the upward arrow in the top right corner of the grid, and make it visible again by clicking on the downward arrow.

Notes

- By default, the grid is sorted to show the most recent submissions first (Here recent refers to the actual submission date).
- By default, the row count is set to 10.

Chapter 3: Home Page

Overview

Introduction

The Home Page is the gateway into the repository, giving the user, an overview of the published news, his/her messages, and alerts and tasks. The Home Page varies based upon the user role.

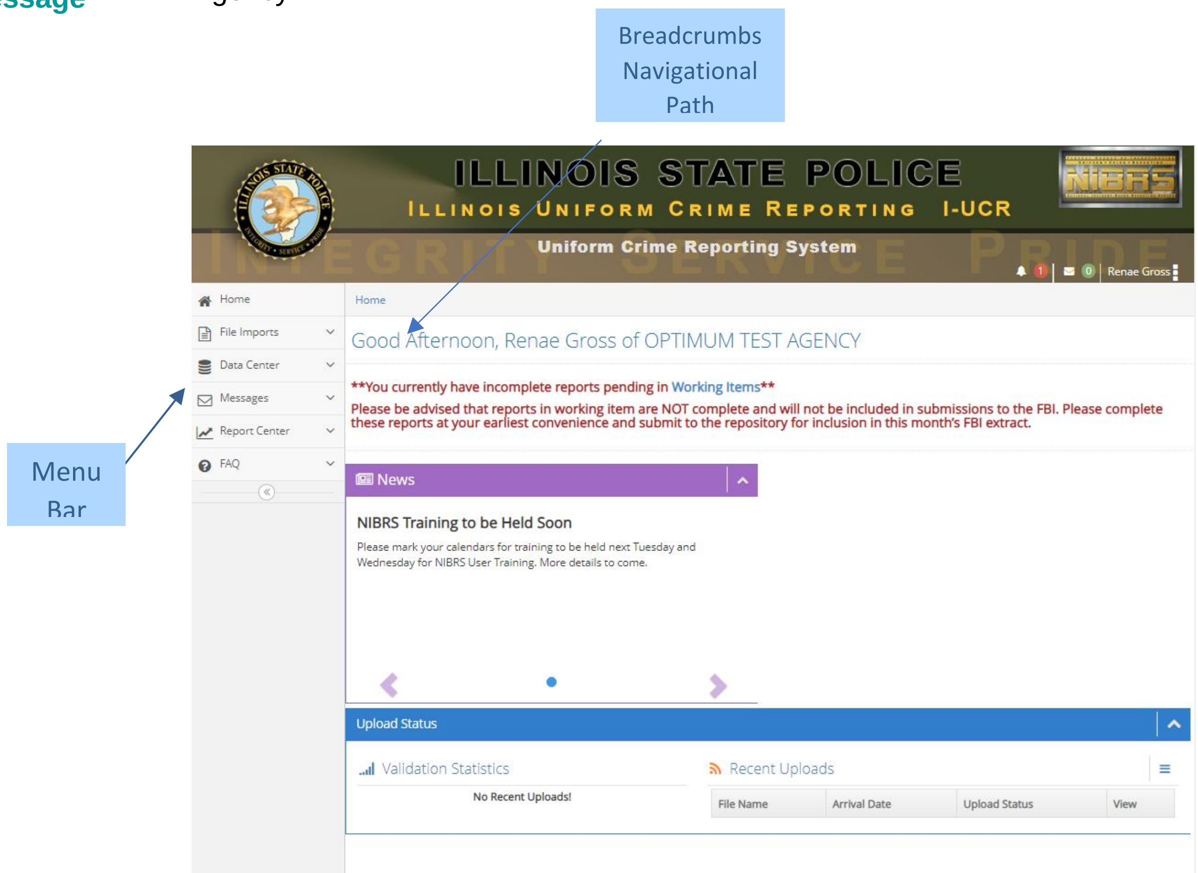
The user lands on the Home Page after successfully logging into the repository as discussed in the Login Chapter. The Home Page features:

1. Welcome Message
2. Left Menu bar
3. Bread Crumb
4. Profile
5. Resources (two locations)
6. Logout
7. Alerts
8. Messages (including two locations for Received Messages)
9. News
10. Upload Status

This section also reviews the home page features. The news and resources are consistent for all users.

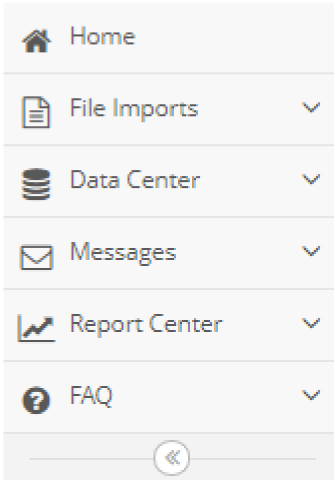
Welcome Message

The Welcome Message displays the Greeting, Name of the User and User Agency



Menu Bar

The Menu Bar on the left side of the window displays the main modules of the repository, as discussed in the Conventions and Navigation help section. Administrators assign privileges, which grant users access rights to certain sections of the repository. The modules that appear in the left menu bar may differ depending on your responsibilities. Click a menu item to display its dropdown menu.

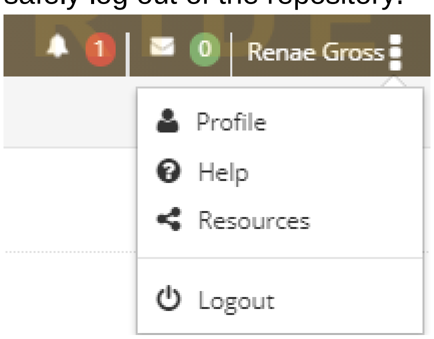


Bread crumb

Links that are located below the State Police or SwiftRepository banner indicate the navigational path. This path expands or contracts as the user navigates throughout the repository. The user can click the Home hyperlink to move quickly back to the Home page.

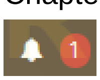
Logout Option

Click 'Logout' under the username in the top right corner of the portal to safely log out of the repository.



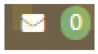
Alerts

Click the 'Bell' icon on the top right corner of the repository next to the 'Message' icon to access Alerts. Alerts will be discussed in detail in the Alerts Chapter.



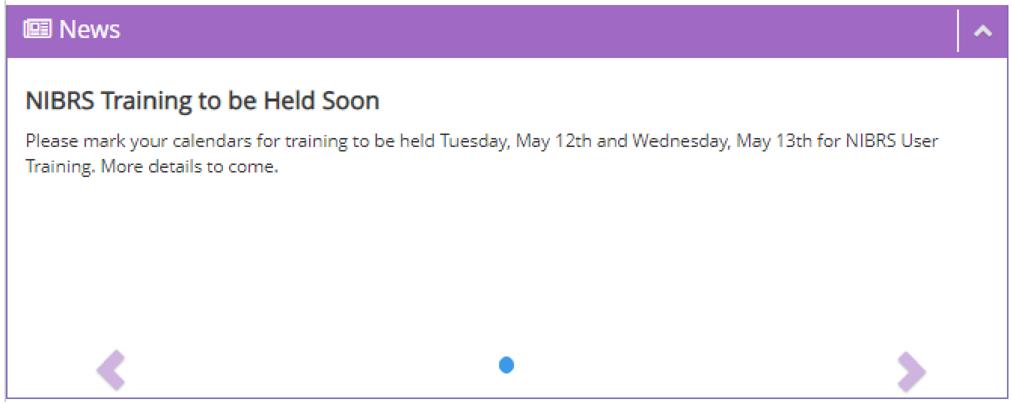
Messages

Click the 'Message' icon on the top right corner of the repository to access messages. Messages are discussed in detail in the Messages Chapter.



News

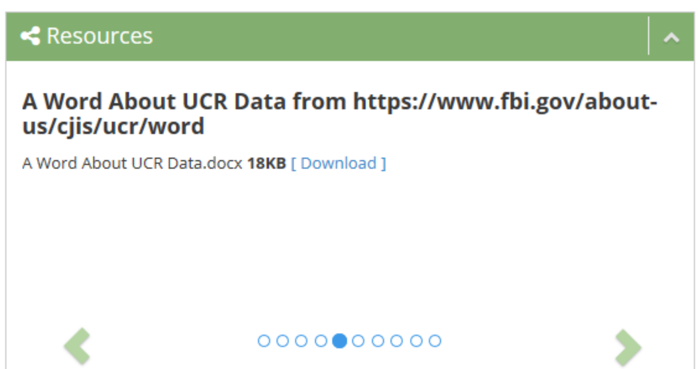
The News section on the home page displays news items as created by the administrator.



- Drag the Scroll bar in the news section to read through the news.
- Click the 'Dots'  and 'Arrows'  icons to access other news items if more than one item is available.

Resources

Resources on the home page display resources for the user to download as made available by the administrator. Resources are discussed in detail in the Resources Chapter.



- Click [Download] to download a resource
- Click the "Dots"  and "Arrows"  icons to access other resources.

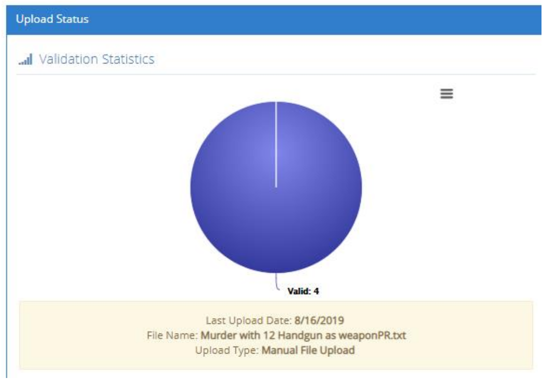
A second Resources location is in the upper right corner of the repository, in the Login dropdown menu.

Upload Status

Upload Status is split into two parts:

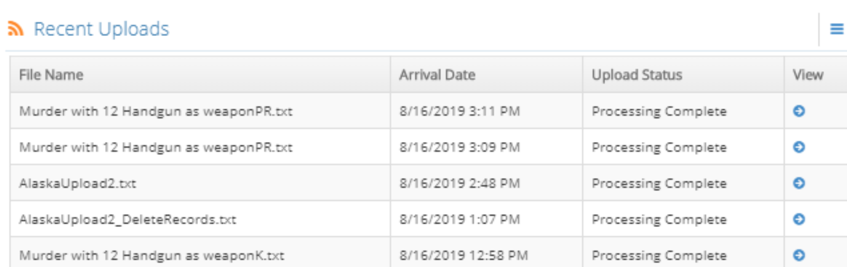
- Validation Statistics
- Recent Uploads

Validation Statistics show the breakup of valid and invalid incidents/arrest reports in the user's last submission.



Recent Uploads show the details of the most recent submissions made by the user. The details include:

- File Name
- Arrival Date
- Upload Status
- View (click the blue arrow for more information about the file upload)


Recent Uploads

File Name	Arrival Date	Upload Status	View
Murder with 12 Handgun as weaponPR.txt	8/16/2019 3:11 PM	Processing Complete	
Murder with 12 Handgun as weaponPR.txt	8/16/2019 3:09 PM	Processing Complete	
AlaskaUpload2.txt	8/16/2019 2:48 PM	Processing Complete	
AlaskaUpload2_DeleteRecords.txt	8/16/2019 1:07 PM	Processing Complete	
Murder with 12 Handgun as weaponK.txt	8/16/2019 12:58 PM	Processing Complete	

Chapter 4: User Profile

Overview

Introduction

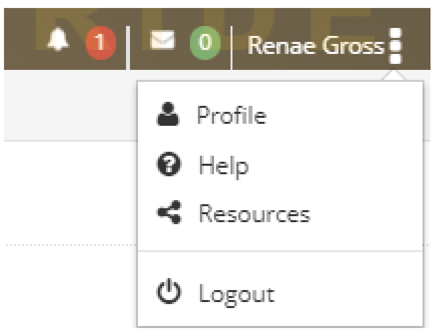
User Profile

User Profile stores details about the user, user preferences, and for most states manages passwords.

Where in the Portal is the Profile Page?

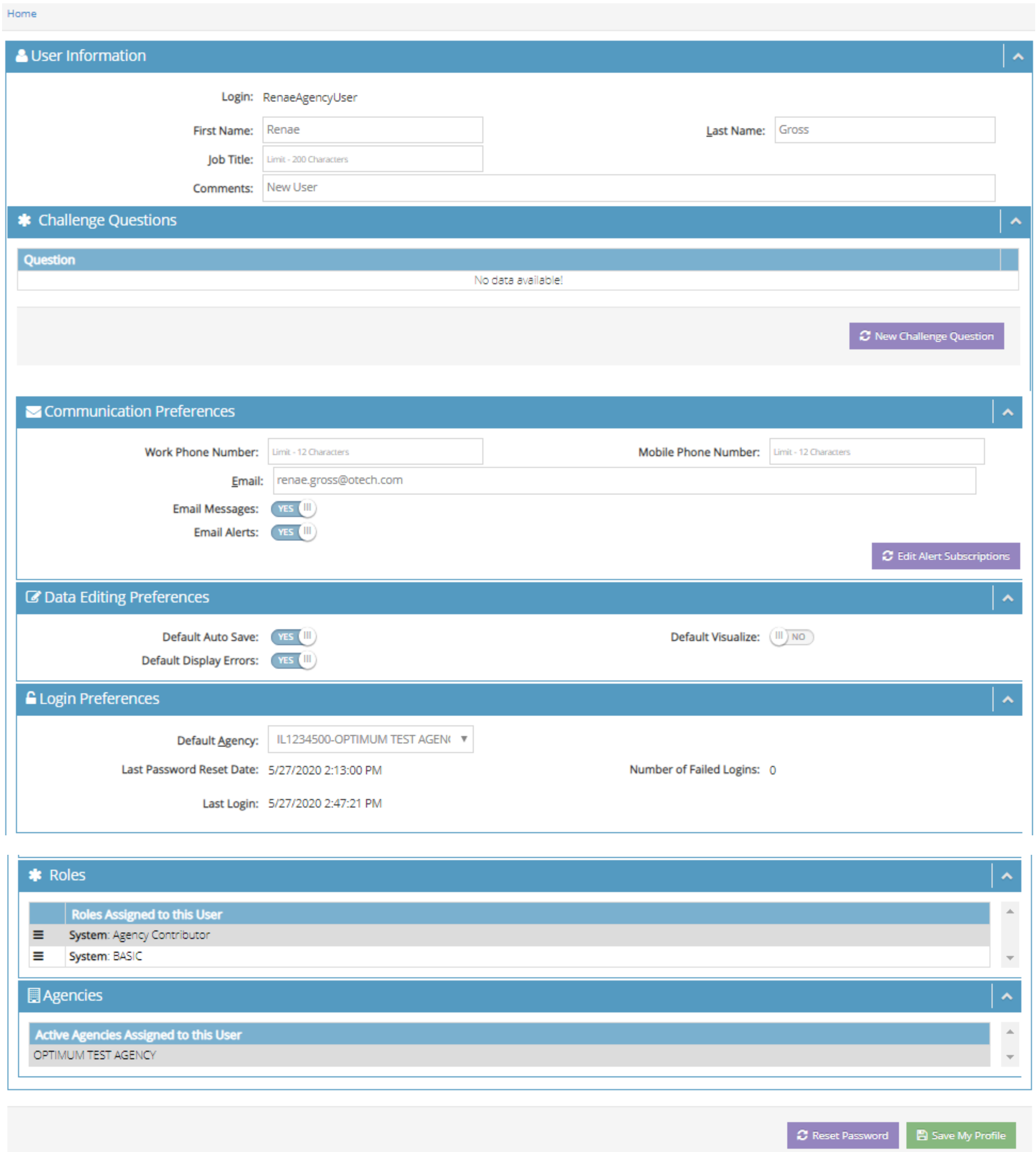
Where is Profile?

The Profile page can be accessed by clicking on the user's name on the top right of the portal.



The user can click 'Profile' to access his/her profile page.

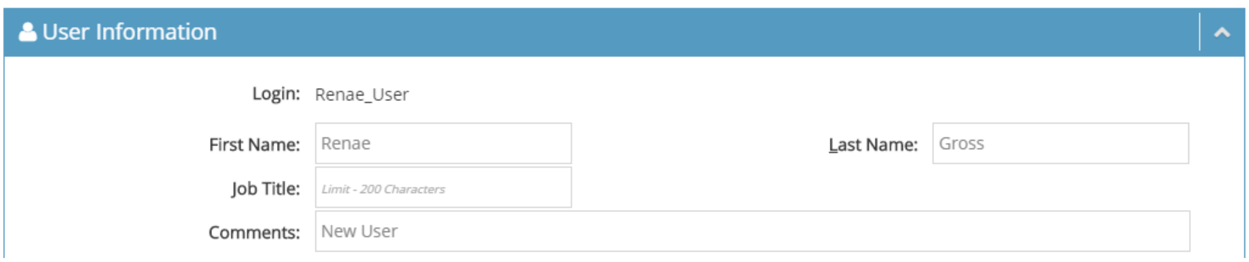
Profile


Home
User Information
Login: RenaeAgencyUser
First Name: Renae
Last Name: Gross
Job Title: Limit - 200 Characters
Comments: New User
Challenge Questions
Question
No data available!
New Challenge Question
Communication Preferences
Work Phone Number: Limit - 12 Characters
Mobile Phone Number: Limit - 12 Characters
Email: renae.gross@otech.com
Email Messages: YES
Email Alerts: YES
Edit Alert Subscriptions
Data Editing Preferences
Default Auto Save: YES
Default Visualize: NO
Default Display Errors: YES
Login Preferences
Default Agency: IL1234500-OPTIMUM TEST AGEN(
Last Password Reset Date: 5/27/2020 2:13:00 PM
Number of Failed Logins: 0
Last Login: 5/27/2020 2:47:21 PM
Roles
Roles Assigned to this User
System: Agency Contributor
System: BASIC
Agencies
Active Agencies Assigned to this User
OPTIMUM TEST AGENCY
Reset Password
Save My Profile

Description

The profile gives the user access to his/her user details, communication preferences, login preferences, data editing preferences, challenge questions, assigned roles and agencies. The user is able to view/update contact details under communication preferences section, set data editing preferences, view/update login details under 'Login Preferences,' view/update 'Challenge Questions' for accessing the repository if password is forgotten (if applicable), and view the roles and agencies assigned to him/her.

User Information



User Information section includes the following details:

Login: This is the login name provided by the administrator. The user cannot edit this.

First Name: User's First Name. User can edit this.

Last Name: User's Last Name. User can edit this.

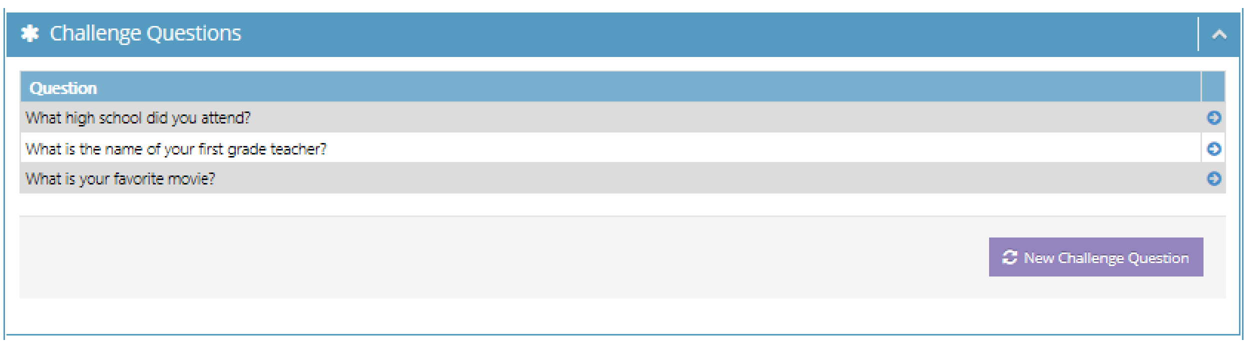
Job Title: User's Job Title. User can edit this.

Comments: User can add any relevant comments.

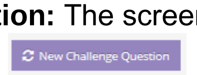
Challenge Questions

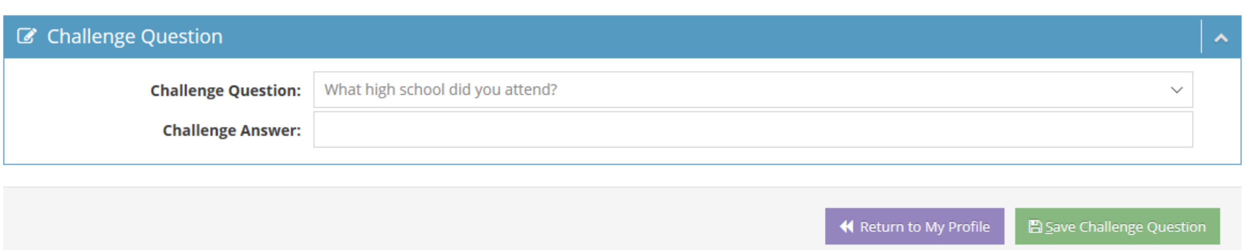
When the new user logs in to the **SWIFT**REPOSITORY the following **Challenge Questions message appears in green:**

Users should set up three Challenge Questions so that if they forget their passwords when logging in to the Repository, they can answer a Challenge Question to gain access without having to contact a system administrator for assistance.

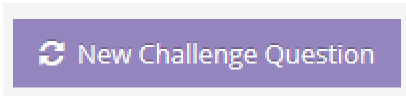
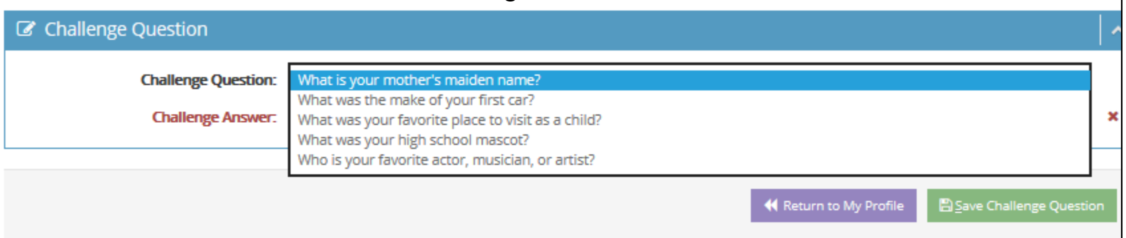
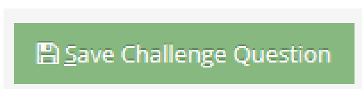


Challenge Questions section is a list of predetermined questions the user must answer in the case of a security incident, or to help when resetting a password (from outside the repository). Users cannot create different questions (administrators do), but they can pick a different question to answer from those given.

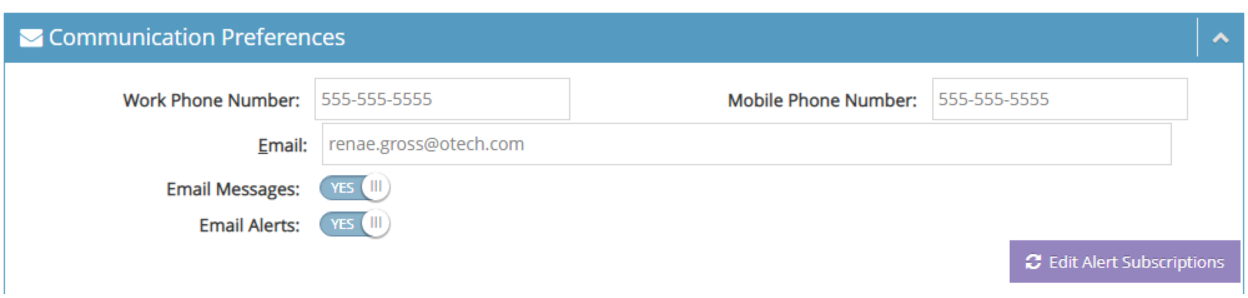
Challenge Question: The screen below appears after clicking the purple "New Challenge Question" button: 



Procedure: Follow the steps to set up a Challenge Question from Profile.

Step	Action
1	In Profile, under Challenge Questions, click 'New Challenge Question'. Alternatively, if the user profile already has a challenge question set up, proceed to Step 2. 
2	Click the down arrow next to the existing question to pick a different Challenge Question.
3	Select a Challenge Question from list of available challenge questions in the drop down. Enter an Answer for the Challenge Answer. 
4	Click 'Save Challenge Question' to save the question and corresponding answer. 

Communication Preferences



Communication Preferences include the following details:

Work Phone Number: User's Work Telephone Number. User can edit this.

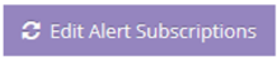
Mobile Phone Number: User's Mobile Telephone Number. User can edit this.

Email: User’s registered email address to receive login alerts, password reset notifications and submission alerts. User can edit this.

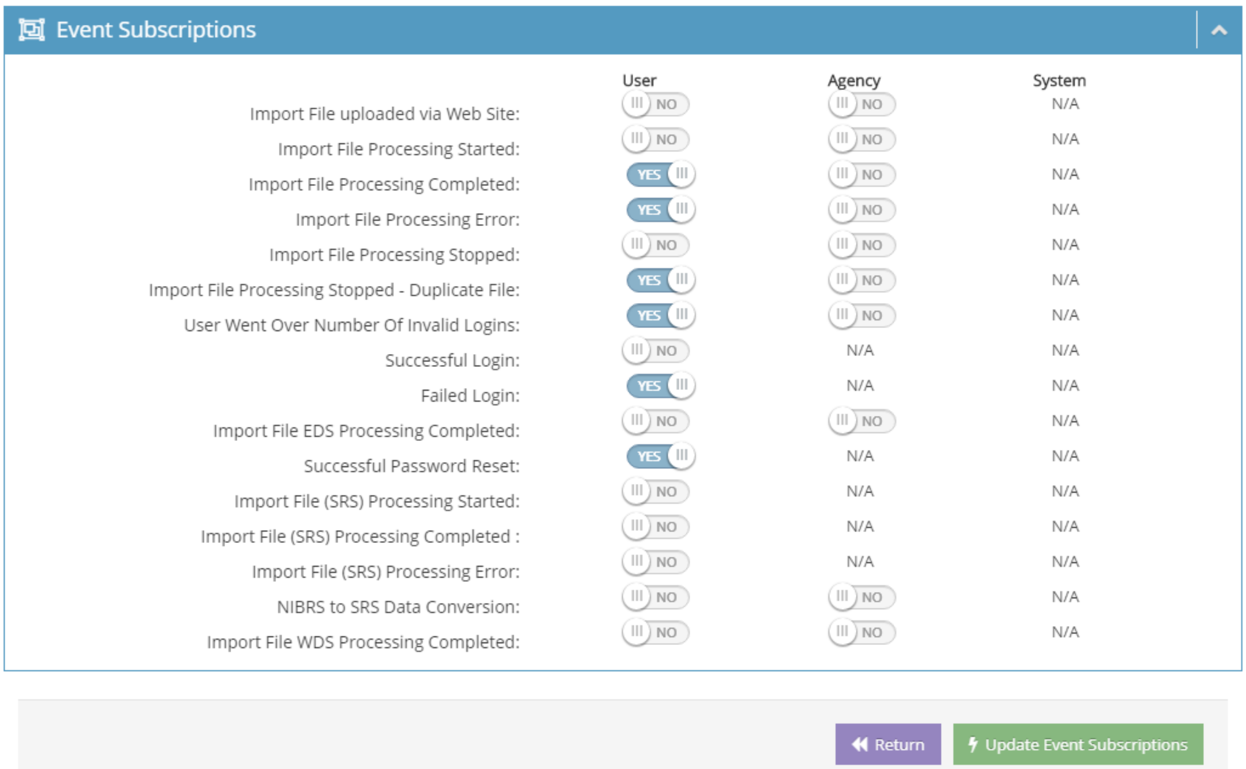
Email Messages: This is a switch for the user to choose whether he/she wishes to receive email messages or not from other users of the repository.

Email Alerts: This is a switch for the user to choose whether he/she wishes to receive system-generated email alerts. Click ‘YES’ to receive system-generated email alerts.

Edit Alert Subscriptions: This button is used to select specific alert subscriptions.

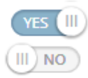
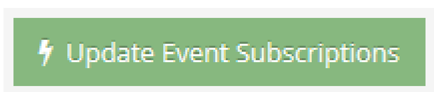
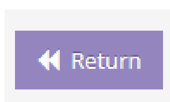


Event Subscriptions: This page appears after clicking the Edit Alert Subscriptions button:



Procedure: Follow the steps to Edit Alert Subscriptions

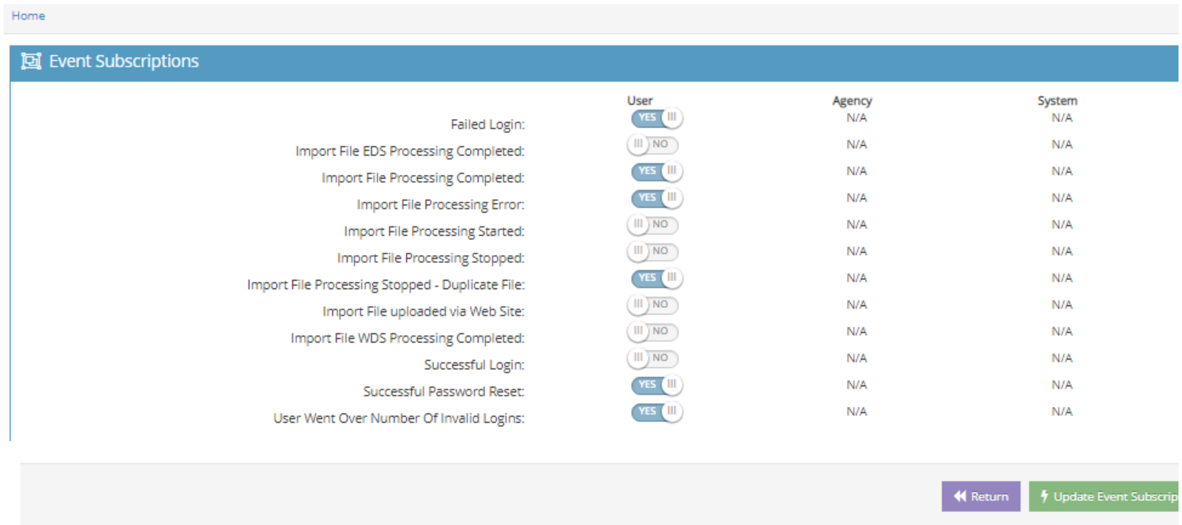
Step	Action
1	In the profile page, under the Communication Preferences section, click the ‘Edit Alert Subscriptions’ button: 

2	The Event Subscription page captured above appears. Click the switch to enable system-generated alerts for selected events. The user can set it to YES to enable alerts or set it to NO to disable alerts for any event.  User alerts pertain to user-related, system-generated events. (Agency alerts and system alerts are for administrators or those with permission, not NIBRS contributors.) Alerts will then appear in the Alerts section in the top right of the Repository, identified by the bell icon , and also to the email address of the user (to be read from outside the Repository) if permission to receive those alerts is given by the user. (Again, alerts are activated by setting the toggle switches to YES from the Event Subscription page.)
3	Click ‘Update Event Subscriptions.’  The new event Subscription Preferences will be saved.
4	Click the ‘Return’ button to go back to the Profile. 

Examples of Event Subscriptions

If the toggle switch is set to YES, the user receives alerts such as:

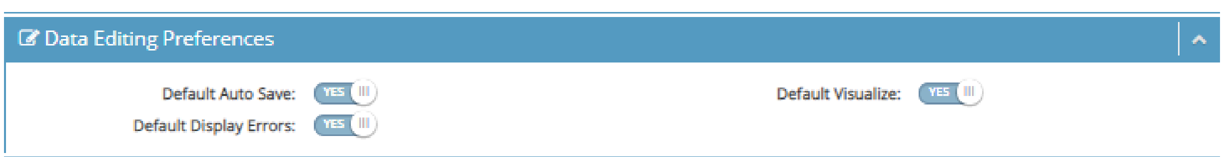
- ‘*Successful Login*,’ ‘*Failed Login*,’ and ‘*User Went Over Number of Invalid Logins*’ — The user receives system-generated notifications whenever he/she logs in or out of the repository, or goes above three invalid login attempts. This alerts would be important for security reasons.
- ‘*Successful Password Reset*’ — The user receives system-generated notifications whenever the user resets his/her password from within the repository. This, too, would be important for security reasons.
- ‘*Import File Processing Started’* and *‘Import File Processing Completed*’ — The user receives system-generated notifications whenever the user initiates a file upload or when the upload is finished. Alerts can also be generated if the import file processing stopped (‘Import File Processing Stopped’) or had an error (‘Import File Processing Error’) during the upload.



By having these Event Subscriptions set to 'YES' the user will be alerted from inside or outside the repository.

Data Editing Preferences

Data Editing Preferences can be set so that when the user is inputting incident and arrest data, the information will be automatically saved if the **Default Auto Save** toggle switch is set to 'Yes'.



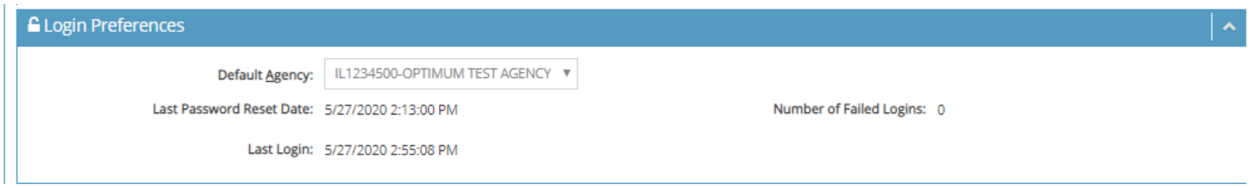
If the user makes errors when inputting, and if the **Default Display Errors** toggle switch is set to 'Yes', then the repository will immediately display error messages. The user can then make the appropriate changes and the error messages will go away.

The **Default Visualize** toggle switch, if switched to 'Yes', allows the user to see a flat file-style representation of his/her entered data as it will be submitted to the repository.

From Data Editing Preferences the user can turn these three features on ('Yes') or off ('No').

Login Preferences

Login Preferences include the following details which the user can review to monitor account security:



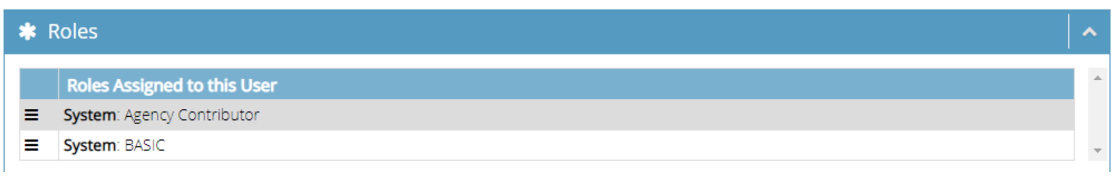
Default Agency: Default Agency is preset by the Administrator or person with the correct permissions.

Last Password Reset Date: Date and Time of Last Password Reset.

Number of Failed Logins: Number of Failed Logins since last successful login.

Last Login: Last Successful Log in Date and Time

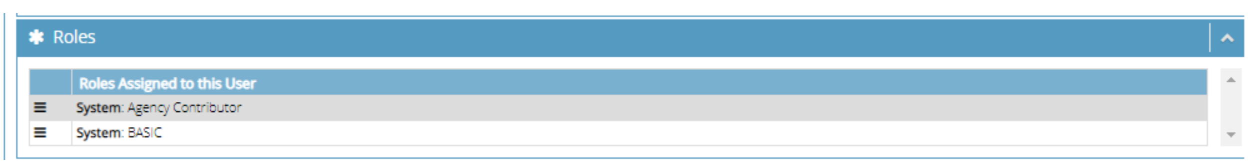
Roles



This section displays roles assigned to the user by his/her administrator.

Click the icon next to the Role Name to view the System Functions assigned to the role. 

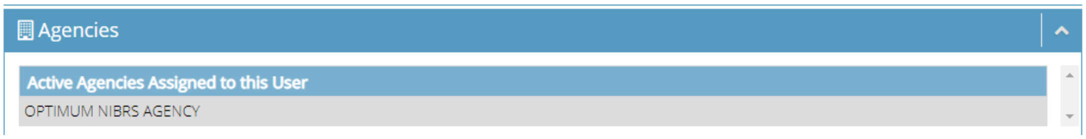
A list of System Functions assigned to the user's role by his/her administrator is displayed as shown in the sample screenshot below:



Use the gray vertical scroll bar to the right of the page to see additional System Functions assigned to the user's role.

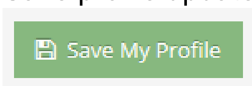
Agencies

The list of agencies assigned to the user is displayed here.

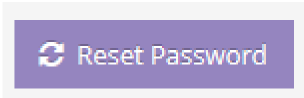


Save Profile

Save profile updates by clicking the ‘Save My Profile’ button at the bottom of the Profile page.

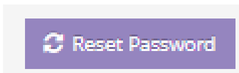
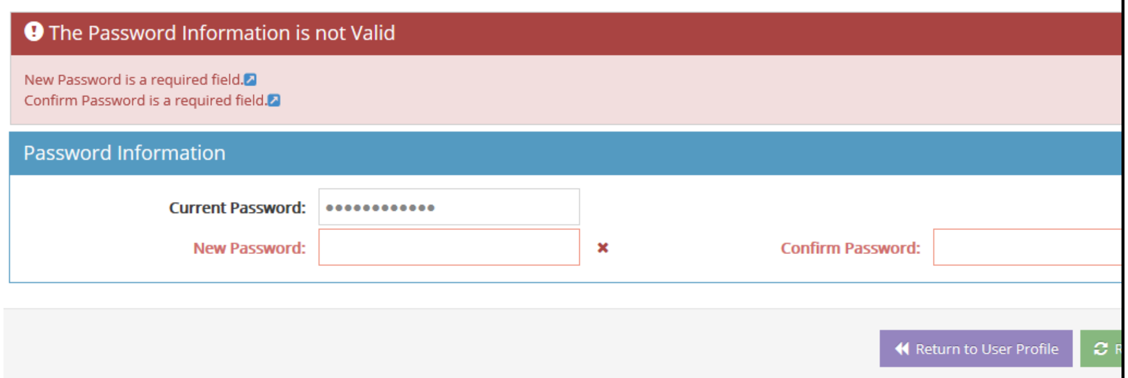
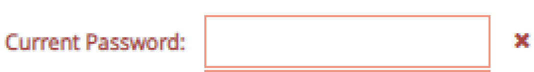
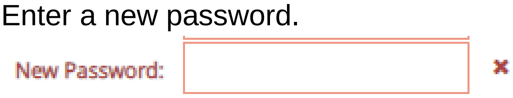


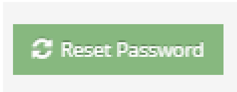
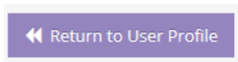
Reset Password



The Reset Password button allows a user to reset the password assigned to his/her profile.

Procedure: Follow the steps to Reset the Password.

Step	Action
1	Click the purple 'Reset Password' button. 
2	The user will be redirected to this page: 
3	Enter the current password.  
4	Enter a new password. 
5	Confirm the password by re-entering it. 

6	Click the green ‘Reset Password’ button to confirm the password reset. 
7	The user password has now been reset and the red message at the top will be replaced with a password confirmation.
8	Click the ‘Return’ button to go back to the User Profile. 

Chapter 5: Resources

Overview

Introduction

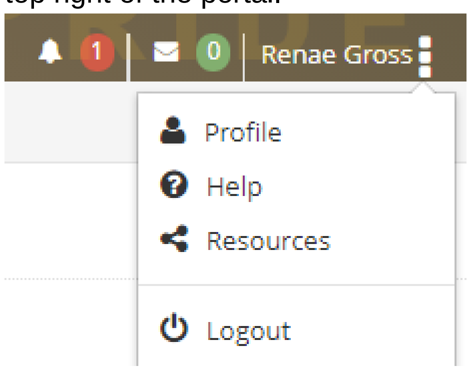
Resources

The Resources section contains documents and training materials that the Administrator uploaded to the Repository for the user's reference. For example, User Manuals, Data Quality Guidelines, etc., may be added to this page.

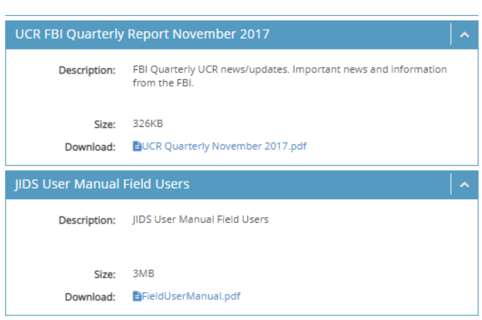
Where in the Portal is the Resources Page?

Where is Resources?

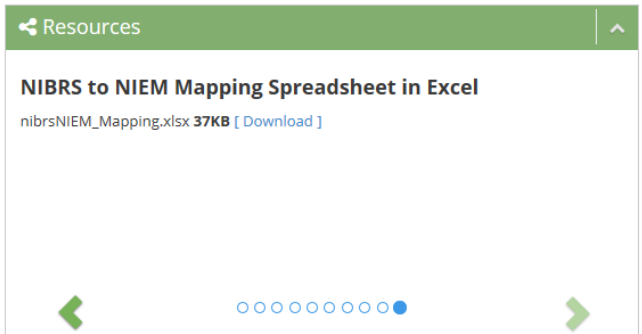
The Resource page can be accessed by clicking on the user's name on the top right of the portal.



The user can click 'Resources' to access training materials including user manuals, or other documents that are pertinent to the FBI's requirements for reporting. The Resources appear with blue header bars as shown below:

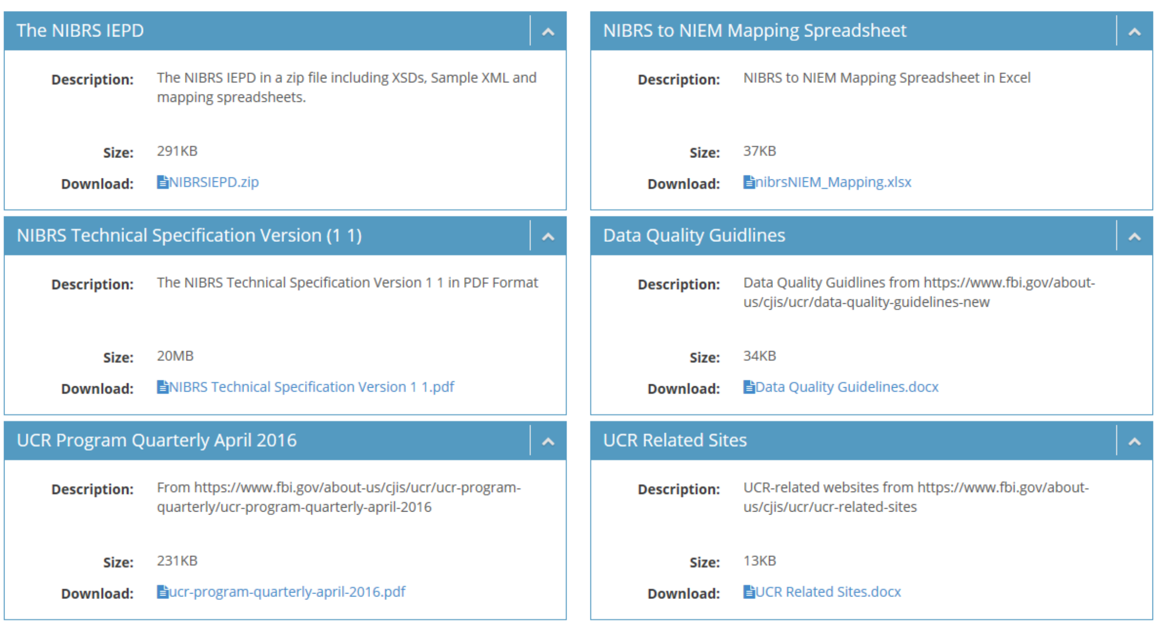


Note: Resources can **also** be downloaded directly from the home page and appear with a green header bar. This has also been discussed in the Chapter “Home Page” as shown here. Skip to “Descriptions” if accessing Resources on the Home Page. The following example is from the Home Page:



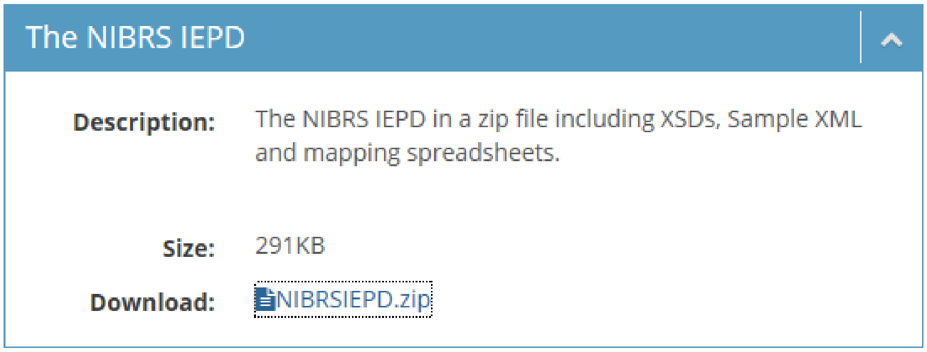
Resources

Once the user clicks ‘Resources’ from the dropdown box in the upper right corner, a variety of resources may appear. A sample of the Resources page is shown below:



Description

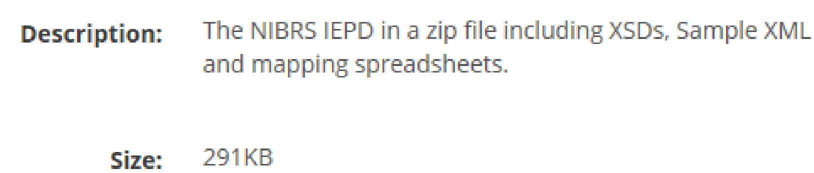
The Resources page allows users to download files shared by the administrator. These resources may include training materials, user manuals, technical specifications, or other documents. The user is required to have the software to open the file. For example, to view a Word document, the user must have Microsoft Word installed.



- Description: An administrator-provided description of the file and its utility.
- Size: Size of the file
- Download: Link to download the file

Note: The Resources that appear from the Profile dropdown and from the Home page are the same even though the header bars are blue or green respectively.

Procedure: Follow the steps to Download a Resource:

Step	Action
1	Under a Resource, read the description and size of a resource. 
2	Click the link provided by ‘Download’. 
3	Follow the instructions to download the file.
4	The document is downloaded.

Chapter 6: Alerts

Overview

Introduction

Alerts are used to inform users about events for which they have subscribed. For example, a user may subscribe to receive alerts on Failed Logins. Subscription to Alerts is discussed in the “User Profile” section.

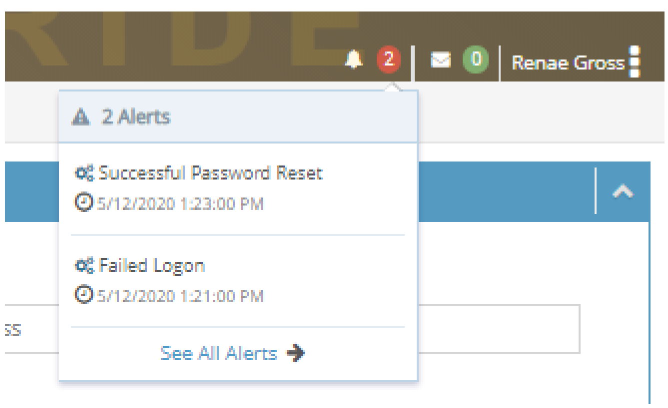
Where in the Portal are the Alerts?

Where are Alerts?

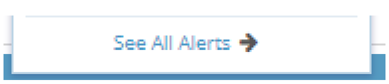
Alerts can be accessed by clicking the ‘Bell’ icon in the top right corner of the portal, next to the ‘Messages’ (envelope) icon. The Alerts ‘Bell’ icon can be seen at the top of the portal regardless of where the user is within the repository.

Description

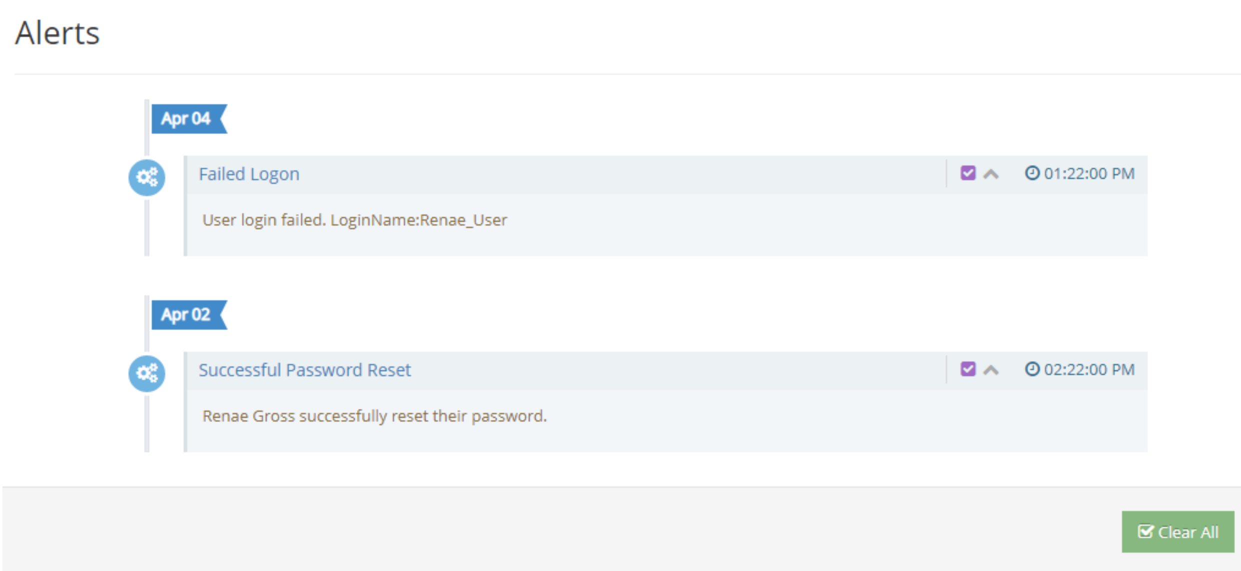
Click the bell icon to open the alerts. 



The Alerts notification gives a quick overview of the alert. If the user needs further details, he/she can click ‘See All Alerts’ to go into the ‘Alert Details’ page.



See All Alerts



Alerts are grouped by date on the ‘All Alerts’ page. Some examples of Alerts include:

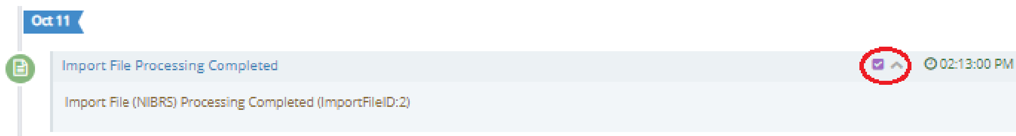
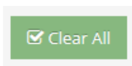
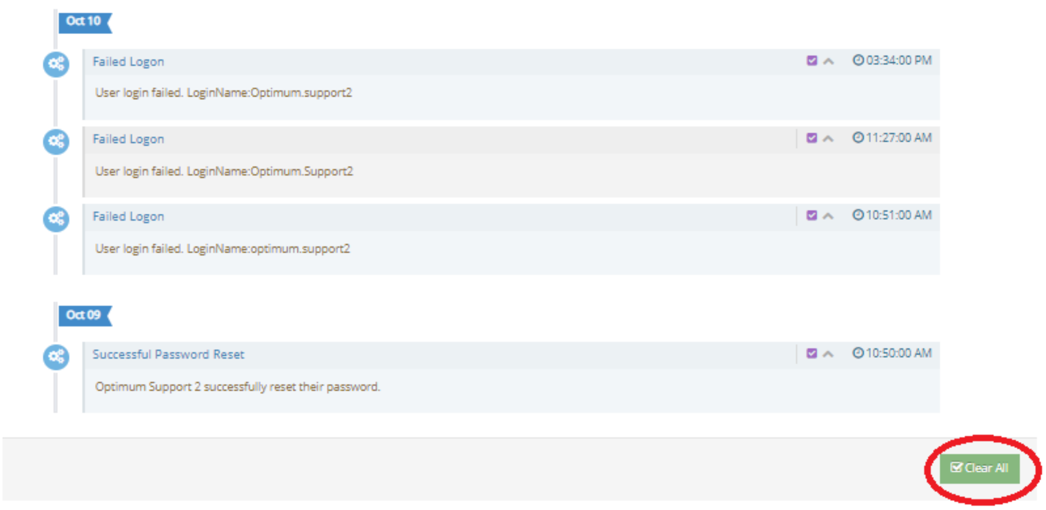
- Successful Login
- Failed Logon
- FBI File Uploaded
- Import File Processing Error
- Import File Processing Completed
- Review Report(s) Created
- Duplicate File Detected
- File Error

The alerts that a user receives depend on his/her subscriptions. Alerts include the following details:

- Date and Time an alert was generated
- Alert Subject
- Alert Text
- Link that redirects the user to a relevant page, if made available
- Option to dismiss the alert by clicking the purple check mark
- Option to collapse a particular alert to view more alerts on the page
- Option to clear all alerts by clicking the green ‘Clear All’ button at the bottom of all the alerts.

Read, Accept and Delete an Alert

Procedure: Follow the steps to Read, Accept and Delete an Alert.

Step	Action
1	Click the check mark  (as shown circled in red below) to accept and dismiss/delete the alert. 
2	Click the green 'Clear All' button at the bottom of the page to clear All Alerts (as shown circled in red below).  
3	All alerts will be cleared.

Chapter 7: Messages

Overview

Introduction

Messages

The **Messages** section is for communication purposes.

Messages can be accessed two ways on the screen: through the Menu bar and from a Messages icon.

The **Messages** section consists of three messages modules:

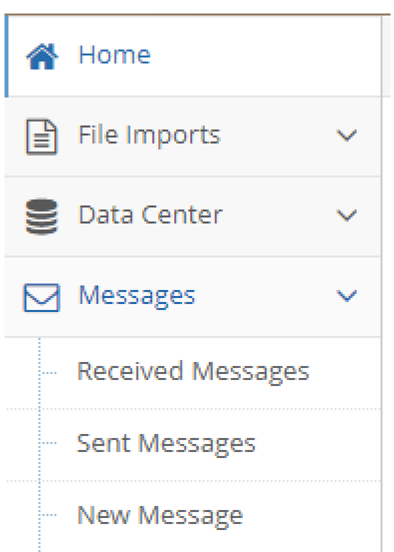
- **Received Messages**
- **Sent Messages**
- **New Messages**

From the messages module the user receives messages from other users, reviews sent messages and creates new messages for others to receive.

Where in the Portal is the Messages Section?

Where are Messages?

The Portal's **Messages** section is in two places on the screen. The first location is in the left menu bar and is called Messages.



The second is an icon found in the upper right of the screen. 

The user can access either location to receive messages, but from the left menu bar's 'Messages' the user also can check sent messages and create new messages.

Received Messages

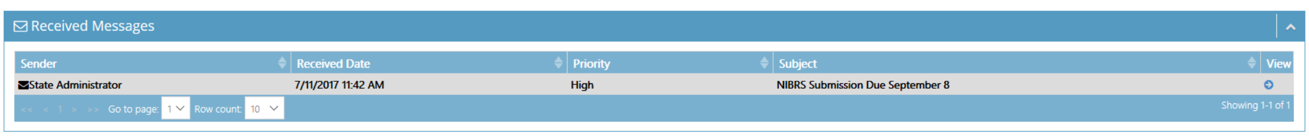
'Received Messages' appear as a data grid with columns that can be sorted in ascending and descending order. 'Received Messages' module consists of all messages received by the user. It is similar to an inbox for email accounts.

The data grid has the following columns:

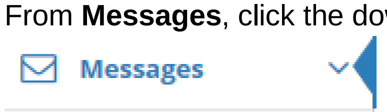
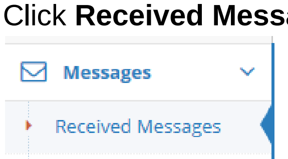
- **Sender:** The sender's first and last name is displayed in the first column.
- **Received Date:** The date when the message was received is displayed in the second column.
- **Priority:** The priority level set by the sender based on the importance of the message is displayed in the third column. Priority levels are: Low, Normal, High, Urgent, Unknown.
- **Subject:** The subject of the message is displayed in the fourth column.

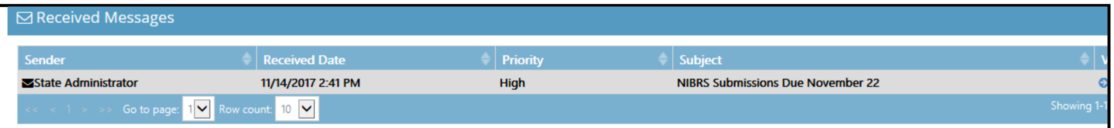
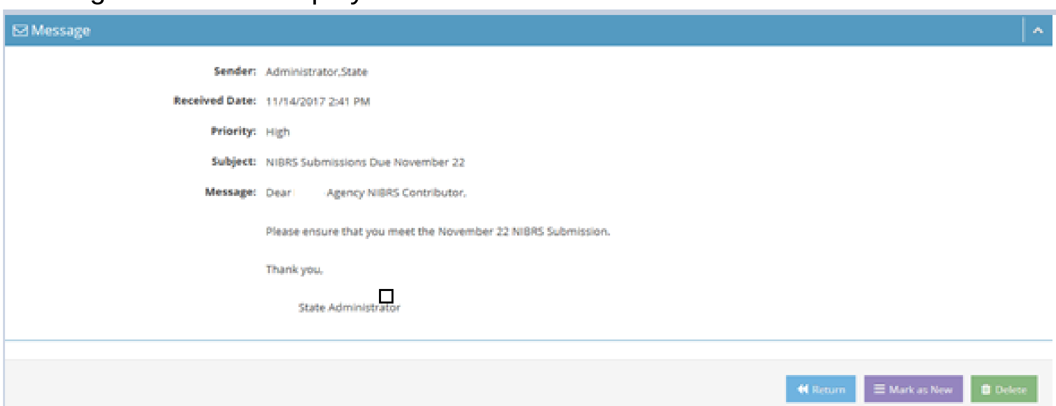
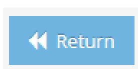
Note:

The example below is an example of a 'Received Message' from a State Admin to an Agency contributor:



Procedure: Follow the steps below to view a Received message:

Step	Action
1	From **Messages**, click the down arrow. 
2	Click **Received Messages.** 

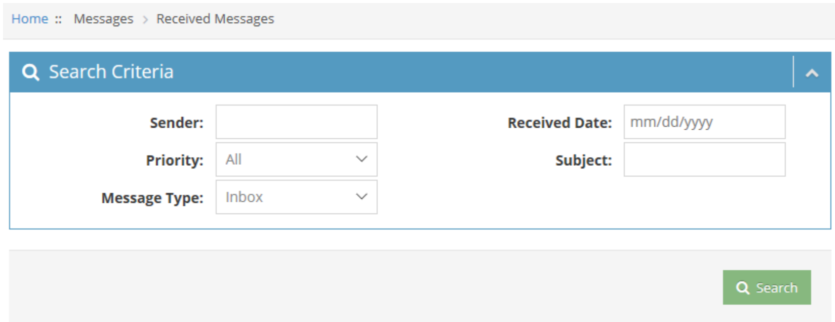
	 Notes: • Messages in bold have not been read. Click the blue arrow  at the right side of the unread message.
3	Message details are displayed: 
4	Click 'Return' to go back to the 'Received Messages' data grid. 
5	Click 'Mark as New' to return the message as an unread message. 
6	Click "Delete' to delete message.  Once a recipient deletes a message it will only be removed from that user's inbox. All other recipients will still be able to view their copy of the message.

Search Criteria

'Received Messages' also has a Search Criteria box. This helps the user search for received messages from individual senders. Searches can be made by:

- Sender name
- Priority (All, Low, Normal, High, Urgent, Unknown)
- Message Type (Inbox, Deleted)
- Received Date (mm/dd/yyyy)
- Subject

Type pertinent information into the criteria box or boxes and click the green 'Search' button.



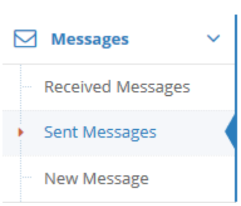
Sent Messages

The 'Sent Messages' module shows all messages sent by the user. It appears as a data grid with columns that can be sorted in ascending or descending order and by priority level.

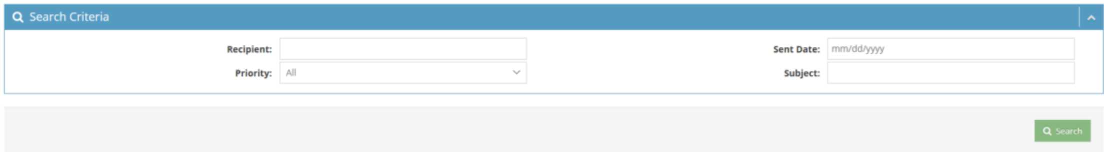
The data grid consists of the following columns:

- **Sent Date:** The date and time stamp when the message was sent is displayed in 'MM/DD/YYYY HH:MM' AM/PM format.
- **Priority:** Priority of the received message (Normal, High, Low) as marked by the sender.
- **Subject:** Title of the sent message.
- **Arrow Icon:** To display the message details.
- **Go to Page:** To navigate to a page when the number of sent messages exceeds a single page.
- **Row Count:** To select how many messages should be displayed on a single page.

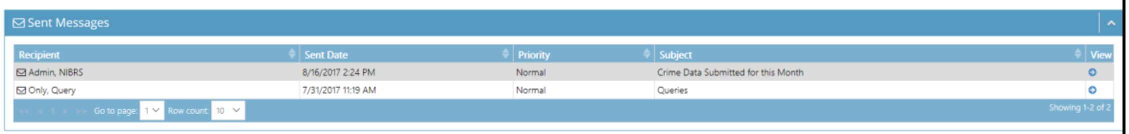
Procedure: How to View the Details of a Sent Message

Step	Action
1	From **Messages**, click '**Sent Messages**' to see a list of messages sent by you (the user) to one or more recipients:  (If no sent messages appear, click the green "Search" button from the Search Criteria

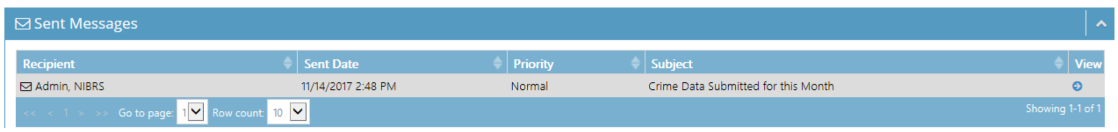
page. The Search Criteria page is described after Step 6.)



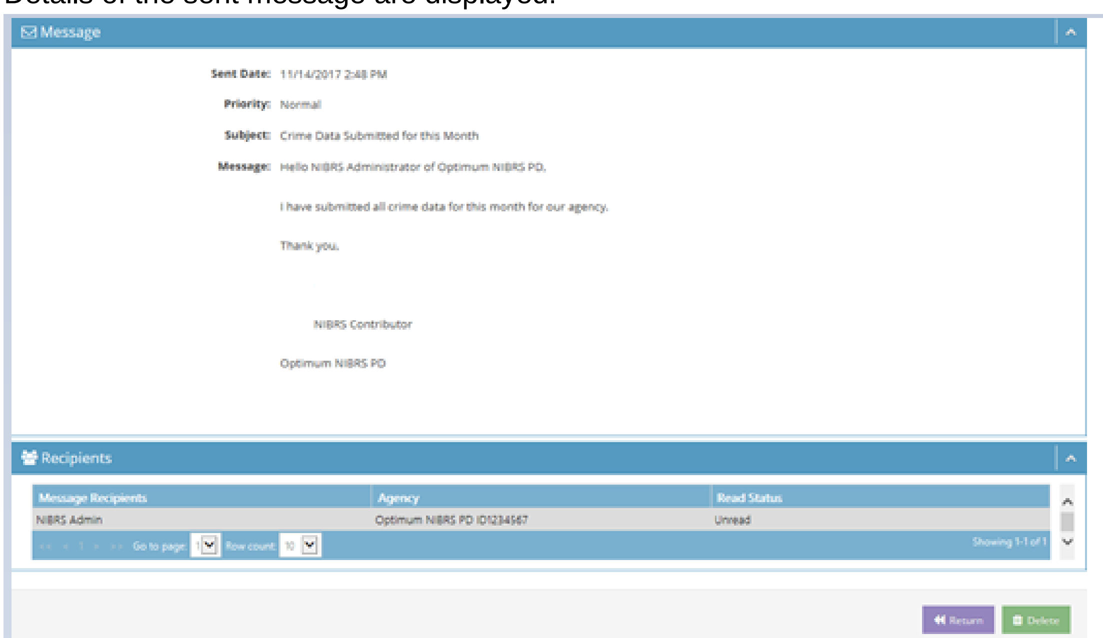
2 If any messages were previously sent, the list of Sent Messages appears.



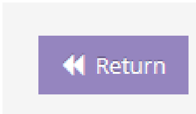
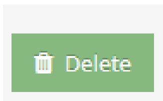
3 Click the blue arrow at the right end of the row of the first message to view the message in the first example:



4 Details of the sent message are displayed:



Note: The Sent Date with time stamp, Priority level, Subject line, and Message appear in the Message box. In the Recipients, the name of the Message Recipient, the Agency and the Read Status are shown. In this example, the user can tell from the Read Status that the NIBRS Admin has not yet read the message.

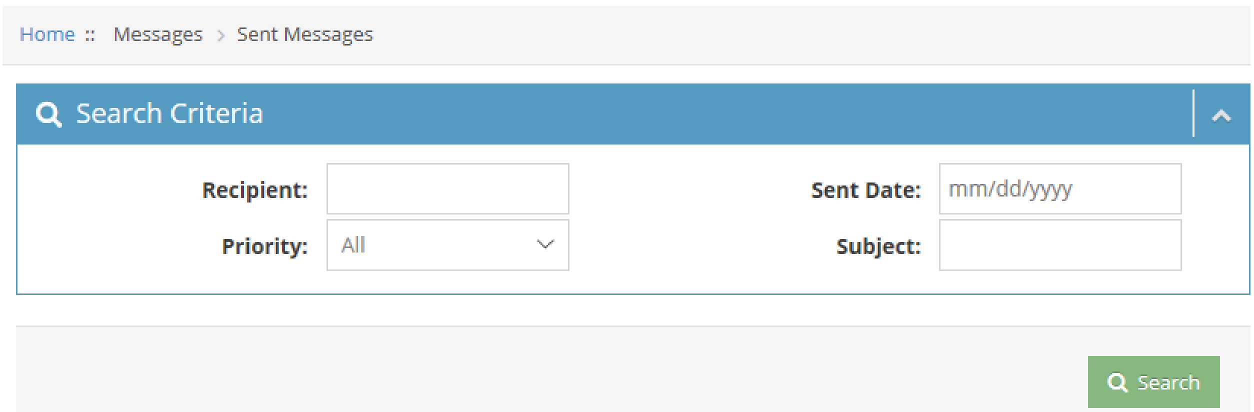
5	Click ‘**Return’** to go back to the ‘**Sent Messages**’ data grid. The sent message is available to be viewed again. 
6	Or click ‘**Delete’** to delete the message. 

Search Criteria

The ‘Sent Messages’ module also has a Search Criteria box. This helps the user search for messages sent to other users. The user can Search by:

- Recipient name
- Priority (All, Low, Normal, High, Urgent, Unknown)
- Sent Date (mm/dd/yyyy)
- Subject

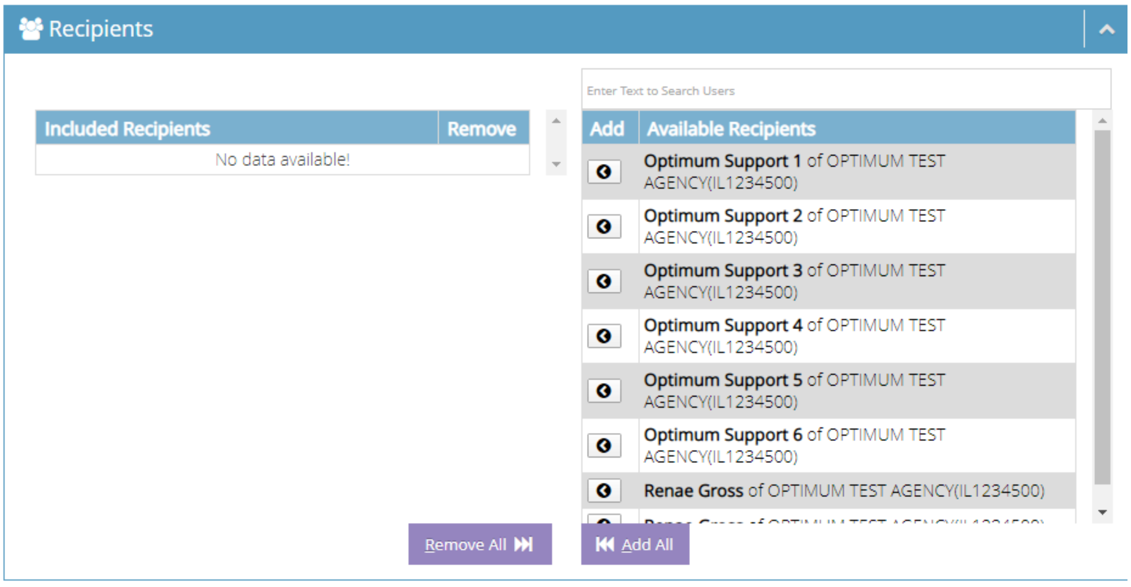
Type the pertinent information into the criteria box or boxes and click the green ‘Search’ button.



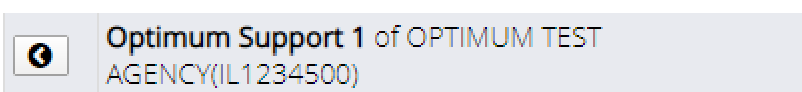
Create a New Message

Procedure: To create a new message click the 'New Message' sub module from the left menu bar. The following appears:

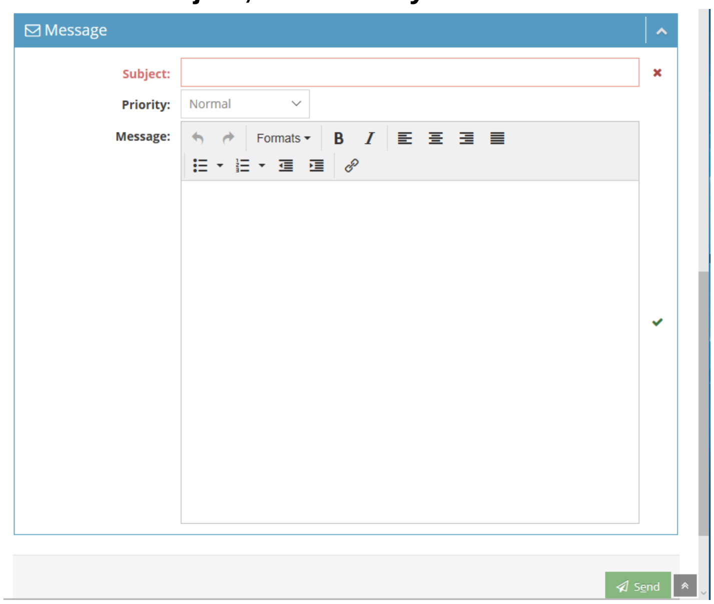
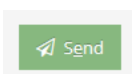
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>
Select the recipient name(s) from the 'Available Recipients' tab on the right column by clicking the black arrow(s).



Move name(s) to the 'Recipients' column on the left side by clicking the black arrows to the left of their names. Below, the arrow next to 'Optimum Support 1 of Optimum Test Agency' was clicked so this user will receive the message once sent.



Additional names can be found by either typing in the first letters of the name in the 'Enter Text to Search Users' field, or by scrolling down or up the dark gray scroll bar to the right of the list of available recipients. Click the arrows to the left of the recipient names to add.
</td></tr>
</table>

2	To send the message to ALL users, click ‘**Add All’**. To remove all selected recipients, click ‘**Remove All’**.  
3	Once recipients are chosen, scroll down with the mouse or drag the gray bar to find the Message box.
4	Enter the ‘**Subject,**’ the ‘**Priority**’ status and then write the message.  Note: To change the format of the message, click the ‘**Formats’** down arrow to change the headings, or to bold, underline, change alignment, add bullet, number lists, etc.
5	Once complete, click the green ‘**Send’** at the bottom of the screen to send. 

Chapter 8: Data Center

Overview

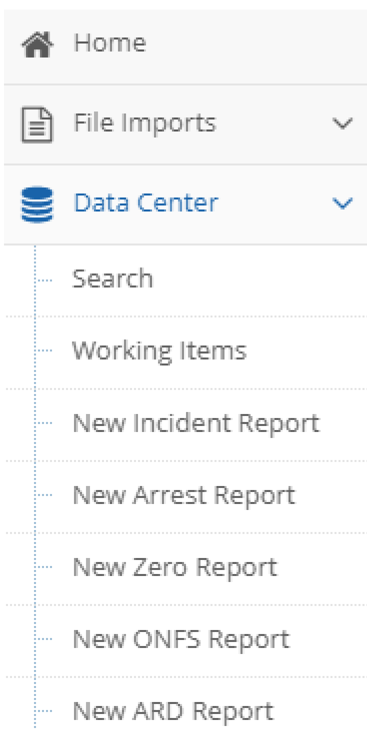
Introduction

The **Data Center** is used by local law enforcement to submit reports. Users can also search for previous submissions in this section. This section also explains how a user can view previously submitted data.

Where in the Portal is the Data Center?

Where is Data Center?

The Data Center can be accessed in the left menu on the portal.



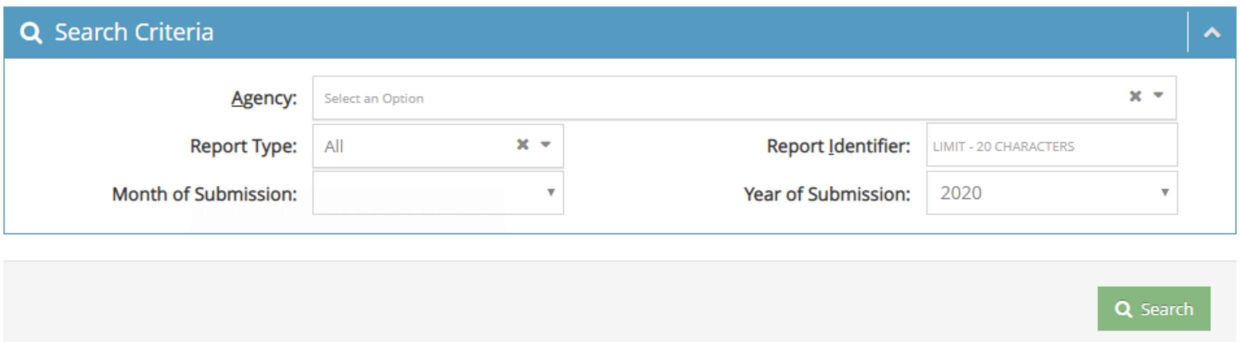
Data Center Search

Search Criteria

Description

The Search Criteria sub module is used to search and access NIBRS files submitted by a user's agency.

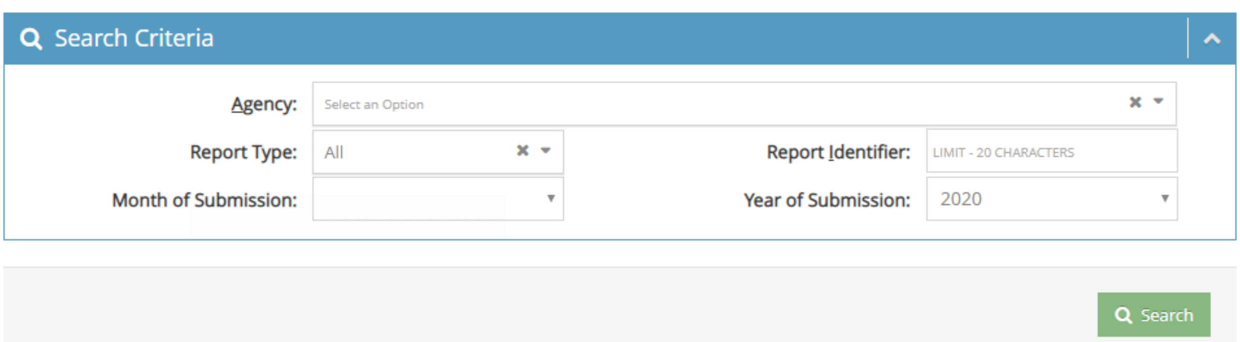
It can be accessed inside "Data Center":



Users can access submissions made by any of their agency users. Each report which was part of the submission can be accessed and reviewed.

This includes incidents, arrest reports and zero reports previously submitted to the FBI as well as the reports pending FBI submission.

The Search criteria gives the user an option to search for submitted reports based on inputs.

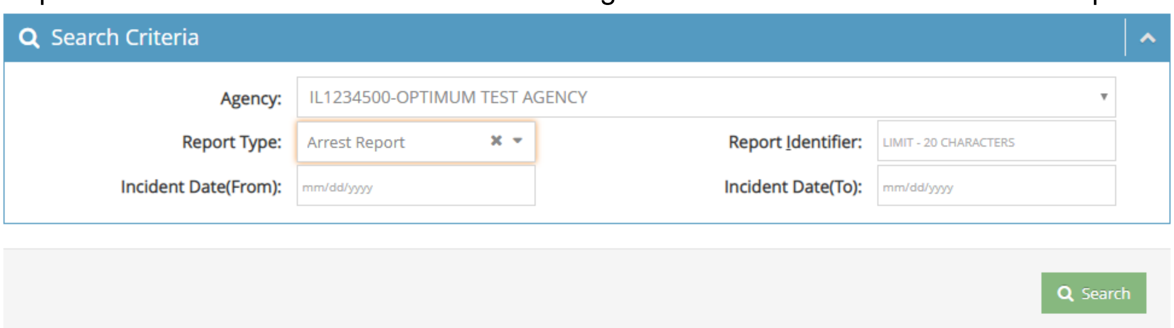


- **Agency:** User can narrow down the available reports by the name of the agency that the incident/arrest/zero report belongs to.
- **Report Type:** User can choose whether to search for an incident, arrest, zero, ONFS or ARD report or "ALL" using the report type dropdown.

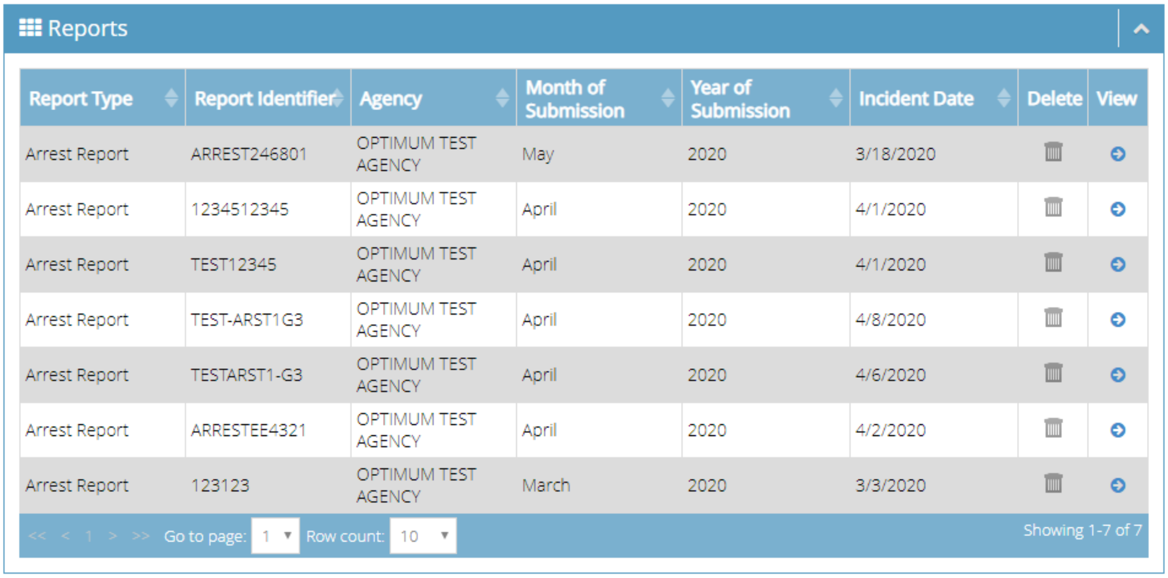
- **Report Identifier:** User can search the submitted incidents by report identifier if the exact report number is known.
- **Month of Submission:** User can narrow down the available reports by selecting the month in which the report was submitted.
- **Year of Submission:** User can narrow down the available reports by selecting the month in which the report was submitted.

Note: By default, the search criteria are set to the user's agency, and 'ALL' report types.

Procedure: How to Search for a Submitted Incident/Arrest/Zero Report or Converted Summary Data and View it.

Step	Action
1	Select from a drop down or enter one or more of the criteria specified below. • Agency • Report Type • Report Identifier • Month of Submission • Year of Submission
2	In this example, 'Agency IL1234500-Optimum Test Agency' and Report Type: 'Arrest Report' were chosen for the Search: Click the green 'Search' button for submitted reports: 

3	The grid below is updated with the search results. The reports grid is described in more detail after Step 8.

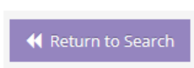


Reports

Report Type	Report Identifier	Agency	Month of Submission	Year of Submission	Incident Date	Delete	View
Arrest Report	ARREST246801	OPTIMUM TEST AGENCY	May	2020	3/18/2020		
Arrest Report	1234512345	OPTIMUM TEST AGENCY	April	2020	4/1/2020		
Arrest Report	TEST12345	OPTIMUM TEST AGENCY	April	2020	4/1/2020		
Arrest Report	TEST-ARST1G3	OPTIMUM TEST AGENCY	April	2020	4/8/2020		
Arrest Report	TESTARST1-G3	OPTIMUM TEST AGENCY	April	2020	4/6/2020		
Arrest Report	ARRESTEE4321	OPTIMUM TEST AGENCY	April	2020	4/2/2020		
Arrest Report	123123	OPTIMUM TEST AGENCY	March	2020	3/3/2020		

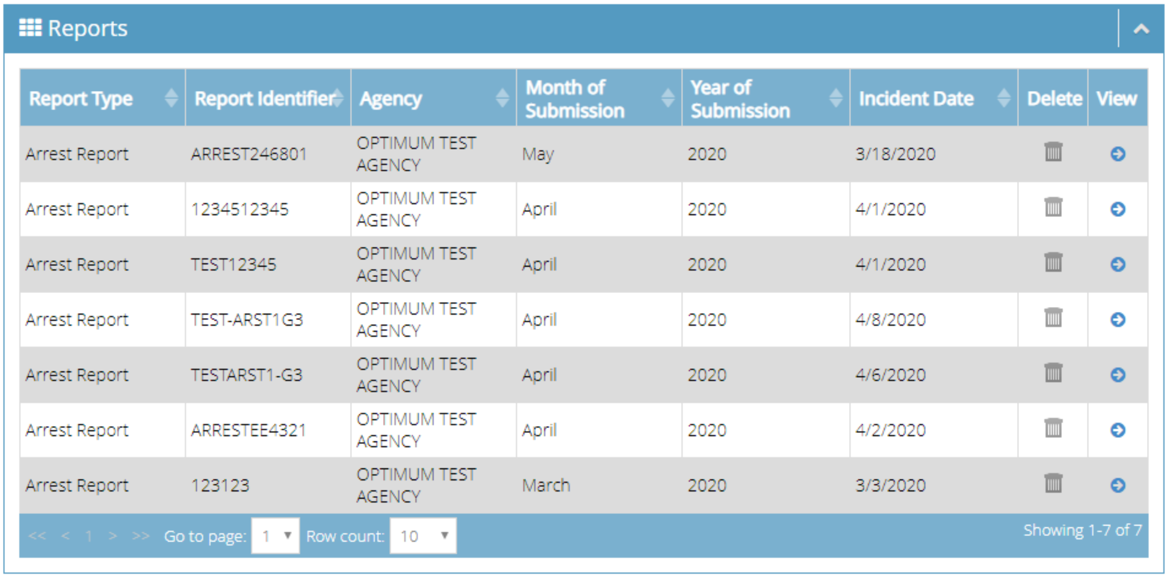
<< < 1 > >> Go to page: 1 Row count: 10 Showing 1-7 of 7

4	Use Page Selection or Pagination arrows/page numbers to view more results.
5	In the View column, click the little blue arrow in the row of the Incident/Arrest/Zero or Use of Force report which needs to be viewed.
6	The View page of the report will open.
7	Scroll through the View page to see the Report details. View Pages of Reports are discussed in detail in the next section, View Pages.
8	Click 'Return to Search' to go back to Search page.



Reports Grid

All submitted reports appear in a data grid with columns that can be sorted both in ascending or descending order.



Reports

Report Type	Report Identifier	Agency	Month of Submission	Year of Submission	Incident Date	Delete	View
Arrest Report	ARREST246801	OPTIMUM TEST AGENCY	May	2020	3/18/2020		
Arrest Report	1234512345	OPTIMUM TEST AGENCY	April	2020	4/1/2020		
Arrest Report	TEST12345	OPTIMUM TEST AGENCY	April	2020	4/1/2020		
Arrest Report	TEST-ARST1G3	OPTIMUM TEST AGENCY	April	2020	4/8/2020		
Arrest Report	TESTARST1-G3	OPTIMUM TEST AGENCY	April	2020	4/6/2020		
Arrest Report	ARRESTEE4321	OPTIMUM TEST AGENCY	April	2020	4/2/2020		
Arrest Report	123123	OPTIMUM TEST AGENCY	March	2020	3/3/2020		

<< < 1 > >> Go to page: 1 Row count: 10 Showing 1-7 of 7

Data Grid Columns

- **Report Type:** Report type identifies whether the report is an Incident Report, Zero Report, Arrest Report
- **Report Identifier:** Report Identifier is the unique report number associated with each incident report, arrest report, or zero report.
- **Agency Name:** Agency Name is the name of the agency for which the report was submitted.
- **Month of Submission:** Month in which the report was submitted.
- **Year of Submission:** Year in which the report was submitted.
- **Incident Date:** Month/Day/Year of the incident.
- **Delete:** Garbage can icon to delete an incident.
- **View (Little Blue Arrows):** The last column in this grid has small blue arrows. These are used to access a detailed view page of the report from which that row in the grid refers to.

View Pages are discussed below for uploaded flat files. Summary view pages which are generated from converted data are discussed in this manual.

View Incident (NIBRS Reports)

Description

Clicking on the small blue arrows allow users to “View” submitted incident/arrest and zero reports. These are accessed via the “Search” module discussed above.

Incident or Group A Report

Incident or Group A Reports submitted by the agency appear on the view page, with all the details that were entered as part of incident creation. An initial Group A Incident Report contains an Administrative Segment, Offense Segment(s), Victim Segment(s), and Offender Segment(s). Depending upon the circumstances and type of incident Property and Arrestee Segment(s) may also be reported. If, however, the reporting agency arrests an offender for the reported offense after submitting the initial report, the agency should submit the Arrestee Segment(s) as an update to the initial report.

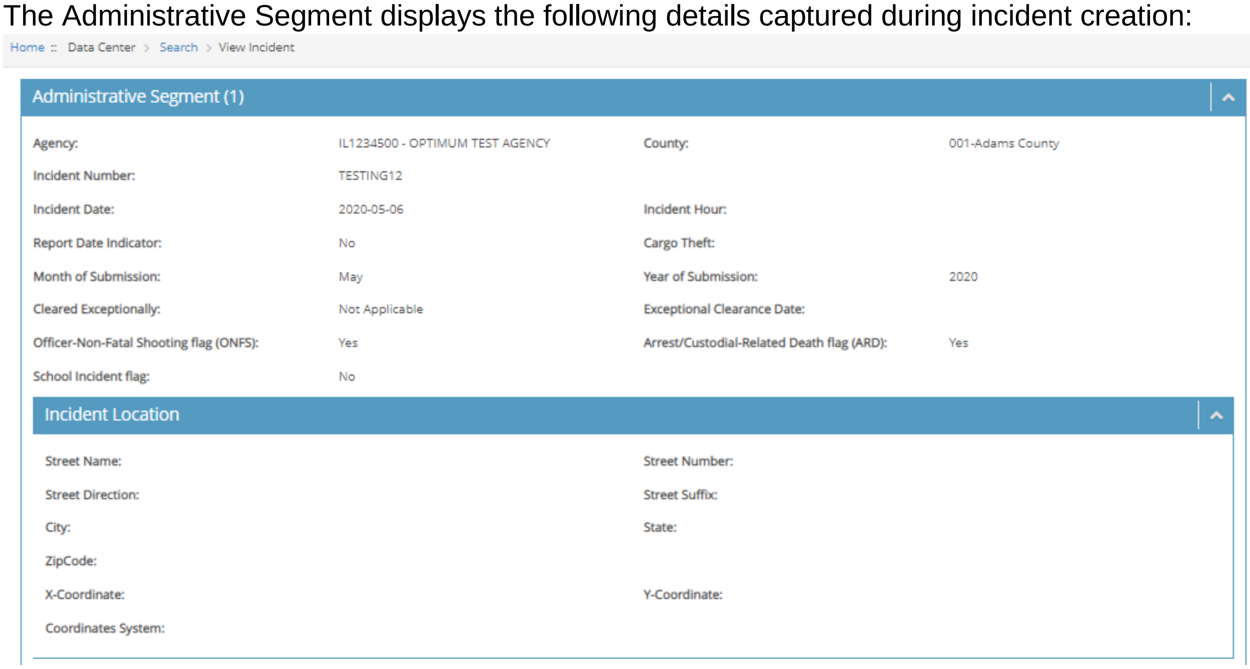
Please refer to the NIBRS Technical Specifications 3.1 manual for more information.

Group A Data Elements

Segment 1: Administrative Segment (1)

This is the master segment. There is one Administrative Segment per Group "A" Incident Report. All other incident data relating to offenses, victims, offenders, arrestees, and property are contained in segments that are linked to the Administrative Segment by Data Elements 1 (ORI Number) and 2 (Incident Number). The administrative data uniquely identifies each criminal incident reported under NIBRS, along with common characteristics of all offenses within each incident, e.g., the date and hour the incident occurred.

The Administrative Segment displays the following details captured during incident creation:



- Agency
- County
- Incident Number
- Incident Date
- Incident Hour

- Report Date Indicator
- Cargo Theft
- Month of Submission
- Year of Submission
- Cleared Exceptionally
- Exceptional Clearance Date
- Officer-Non-Fatal Shooting flag (ONFS)
- Arrest/Custodial-Related Death flag (ARD)
- School Incident flag

Incident Location

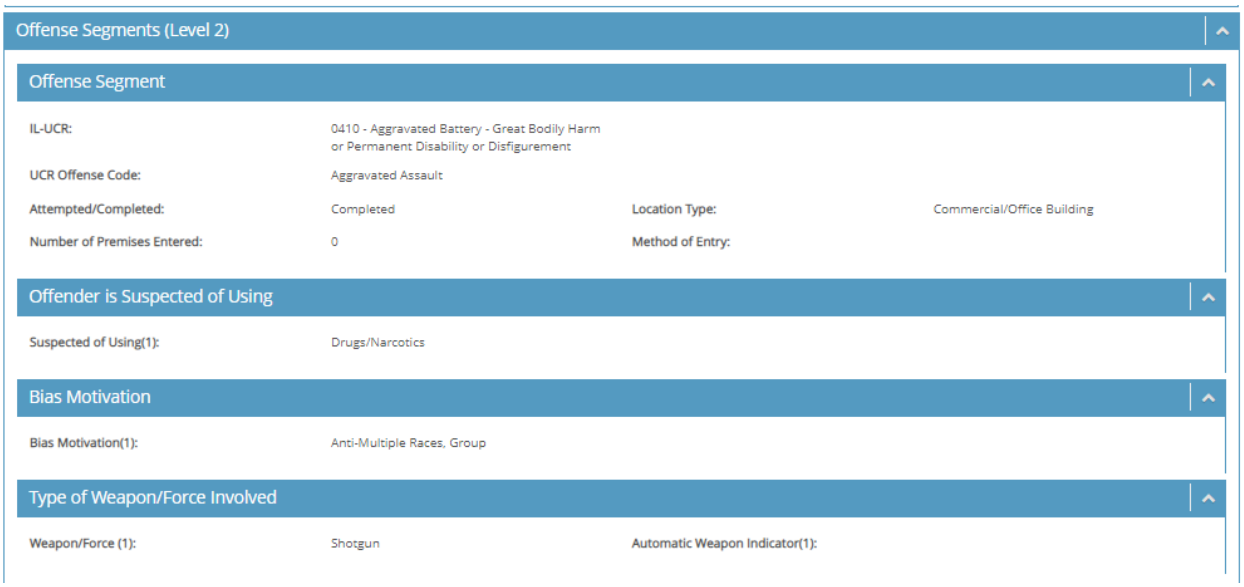
- Street Name
- Street Number
- Street Direction
- Street Suffix
- City
- State
- Zip Code
- X-Coordinate
- Y-Coordinate
- Coordinates System

Please refer to the most recent version of the NIBRS Technical specifications manual for more information.

Segment 2: Offense Segment (Level 2)

Offense data describe the types of offenses involved in the incident and are reported for each of the (up to) ten most serious Group A offenses in the incident (as determined by the reporting agency). Information on at least one offense is included in each Group A Incident Report.

The Offense Segment displays the following details captured during incident creation:



- IL-UCR
- UCR Offense Code
- Attempted/Completed
- Location Type
- Number of Premises Entered
- Method of Entry
- Suspected of Using
- Bias Motivation
- Type of Weapon Force Involved
  - Weapon/Force
  - Automatic Weapon Indicator

Please refer to the most recent version of the NIBRS Technical specifications manual for more information.

Segment 4: Victim Segment (Level 4)

Provides information about the victim(s) involved in the incident.

Victim data are collected to describe the victims involved in the incident. A separate set of victim data is submitted for each of the (up to 999) victims involved in the incident. At least one victim must be reported for each incident. The Victim Segment displays the following details:

Victim Segments (Level 4)

Victim Segment

Victim Sequence Number:	1	Type of Victim:	Individual
Min Age:	32 Years Old	Max Age:	
Sex:	Male	Race:	Black or African American
Ethnicity:		Resident Status:	
Justifiable Homicide:			

Aggravated Assault/Homicide Circumstances

Aggravated Assault/Homicide Circumstance(1): Drug Dealing

Victim Injury Type

Type Injury(1): Severe Laceration

Relationship of Victim To Offenders

Offender(1): 01 Relationship(1): Victim Was Stranger

Relationship of Victim to Offense

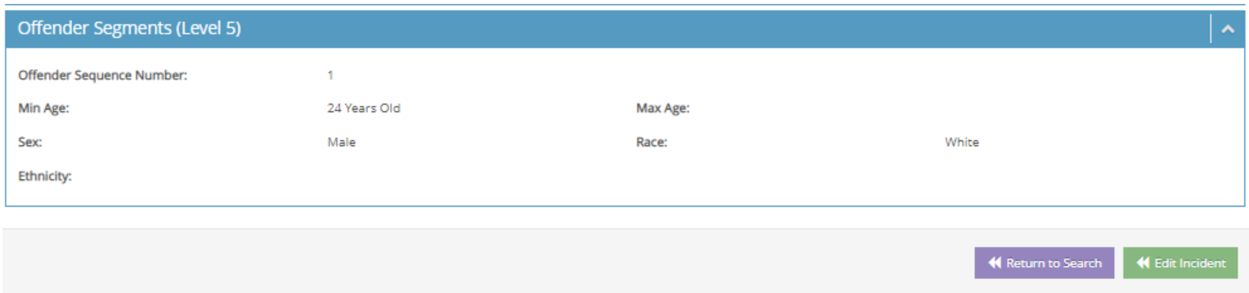
Connected to UCR(1): Aggravated Assault

- Victim Sequence Number
- Type of Victim
- Minimum Age
- Maximum Age
- Sex of Victim
- Race of Victim
- Ethnicity of Victim
- Resident Status of Victim
- Justifiable Homicide
- Aggravated Assault/Homicide Circumstances
- Victim Injury Type
- Relationship of Victim to Offenders
- Relationship of Victim to Offense

Please refer to the most recent version of the NIBRS Technical specifications manual for more information

Segment 5: Offender Segments (Level 5)

Provides information about the offender(s) involved in the incident. Offender data include characteristics (age, sex, and race) of each offender (up to age 99) involved in an incident whether or not an arrest has been made. The object is to capture any information known to law enforcement concerning the offenders even though they may not have been identified. There are, of course, instances where no information about perpetrators is known. The Offender Segment displays the following details captured during incident creation.



- Offender Sequence Number
- Minimum Age of Offender
- Maximum Age of Offender
- Sex of Offender
- Race of Offender
- Ethnicity of Offender

Please refer to the most recent version of the NIBRS Technical specifications manual for more information

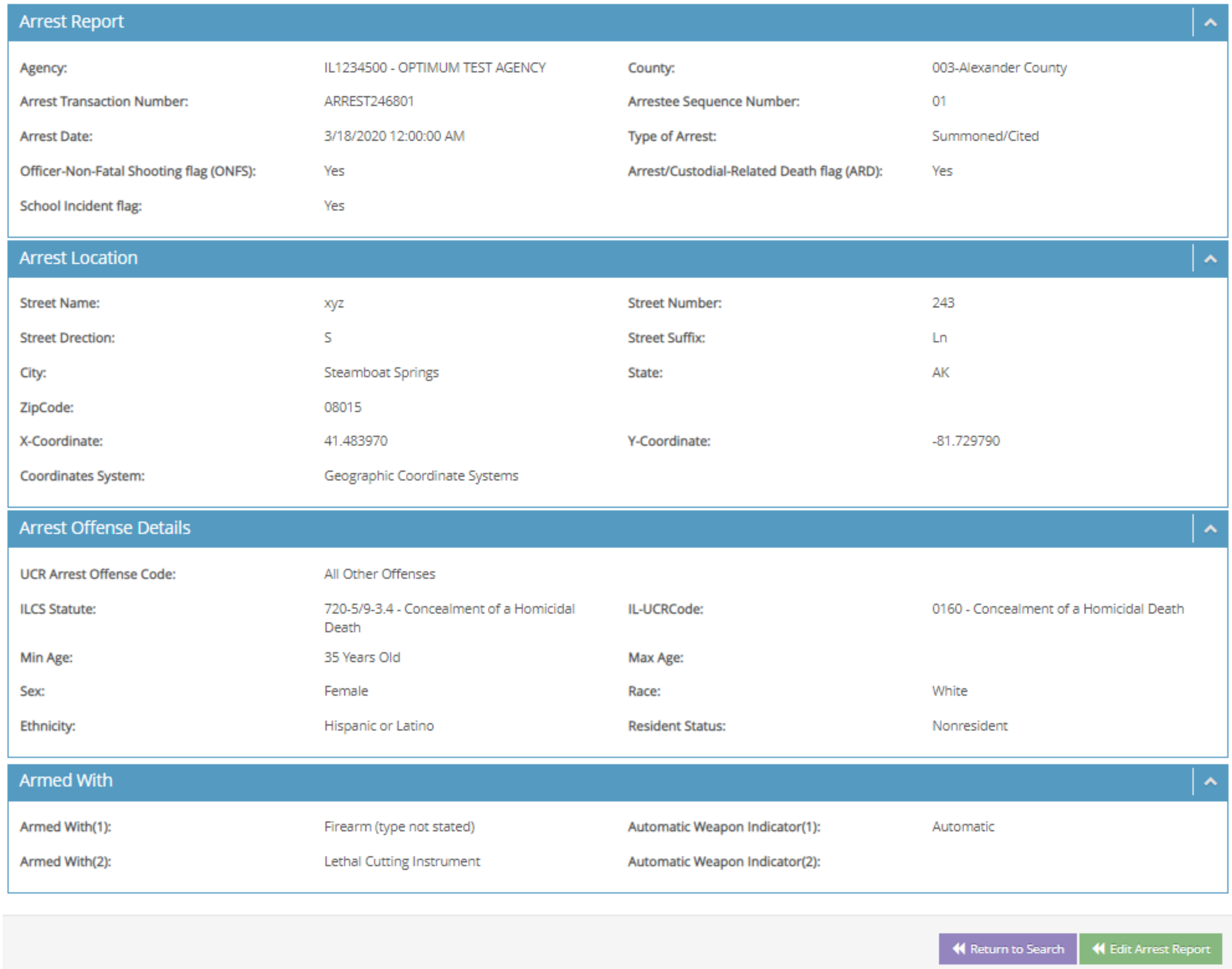
View Arrest Report/Group B Report

Description

The Group B Arrest Report describes only the circumstances of the arrest, the Group B arrest offense, and the arrestee data (e.g., his/her age, sex, race, and ethnicity). This report does not include incident data since agencies report only arrests for Group B offenses.

Group B Data Elements

Group B Arrest Report displays the following details captured during incident creation:



Arrest Report

Agency:	IL1234500 - OPTIMUM TEST AGENCY	County:	003-Alexander County
Arrest Transaction Number:	ARREST246801	Arrestee Sequence Number:	01
Arrest Date:	3/18/2020 12:00:00 AM	Type of Arrest:	Summoned/Cited
Officer-Non-Fatal Shooting flag (ONFS):	Yes	Arrest/Custodial-Related Death flag (ARD):	Yes
School Incident flag:	Yes		

Arrest Location

Street Name:	xyz	Street Number:	243
Street Drection:	S	Street Suffix:	Ln
City:	Steamboat Springs	State:	AK
ZipCode:	08015		
X-Coordinate:	41.483970	Y-Coordinate:	-81.729790
Coordinates System:	Geographic Coordinate Systems		

Arrest Offense Details

UCR Arrest Offense Code:	All Other Offenses		
ILCS Statute:	720-5/9-3.4 - Concealment of a Homicidal Death	IL-UCRCode:	0160 - Concealment of a Homicidal Death
Min Age:	35 Years Old	Max Age:	
Sex:	Female	Race:	White
Ethnicity:	Hispanic or Latino	Resident Status:	Nonresident

Armed With

Armed With(1):	Firearm (type not stated)	Automatic Weapon Indicator(1):	Automatic
Armed With(2):	Lethal Cutting Instrument	Automatic Weapon Indicator(2):	

Return to Search | Edit Arrest Report

Arrest Report

- Agency
- County
- Arrest (Transaction) Number
- Arrestee (Sequence) Number
- Arrest Date
- Type of Arrest
- Officer-Non-Fatal Shooting flag (ONFS)
- Arrest/Custodial-Related Death flag (ARD)
- School Incident flag

Arrest Location

- Street Name
- Street Number
- Street Direction
- Street Suffix
- City
- State
- Zip Code

- X-Coordinate
- Y-Coordinate
- Coordinates System

Arrest Offense Details

- UCR Arrest Offense Code
- ILCS Statute
- IL-UCR Code
- Min Age of Arrestee
- Max Age of Arrestee
- Sex of Arrestee
- Race of Arrestee
- Ethnicity of Arrestee
- Resident Status of Arrestee

Armed With

- Armed With
- Automatic Weapon Indicator

Please refer to the most recent version of the NIBRS Technical specifications manual for more information

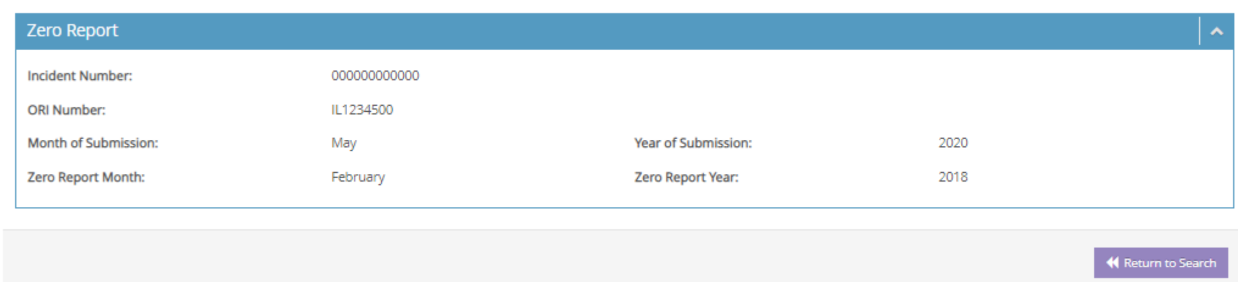
View Zero Reports

Description

Zero Reports are submitted by agencies to notify the state that there are no incidents or arrests to report in the reporting month. The zero report only includes Zero Report month, year and agency.

Zero Report Data Elements

Zero Report displays the following details captured during incident creation:



- Incident Number
- ORI Number
- Month of Submission

- Year of Submission
- Zero Report Month
- Zero Report Year

Please refer to the most recent version of the NIBRS Technical specifications manual for more information

Officer-Non-Fatal Shooting (ONFS) Reports

Description

Officer-Non-Fatal Shooting (ONFS) Reports are submitted by agencies to notify if an incident involved an Officer Non-Fatal Shooting. The ONFS report includes agency, incident number, incident date, reason for contact, offender details, officer details and offender-officer pairing details.

Workflow

An ONFS form is required to be submitted when a law enforcement officer discharges his or her firearm causing a non-fatal injury to a person during the performance of his or her official duties or in the line of duty. Firearm is defined as hand gun, shot gun, or rifle. An ONFS incident may be submitted in three ways:

1. An ONFS record associated with a NIBRS incident
2. An ONFS record which did not warrant submission of a NIBRS incident
3. A monthly zero report indicating no ONFS records for the month

ONFS record associated with a NIBRS incident:

1. A NIBRS incident is submitted with the ONFS indicator as “Yes”
2. users will receive an email with an link to complete an ONFS form
3. The user then uses the link or directly uses the ONFS form module in the repository to create a corresponding ONFS form for the incident submission.
4. The Incident Number on the ONFS form should be the same as the number used on the the incident to indicate that the ONFS form is indeed submitted for the corresponding incident.
5. If not submitted users will get email reminders to complete ONFS submissions corresponding to the incident that they submitted.

ONFS record that does not warrant submission of a NIBRS incident:

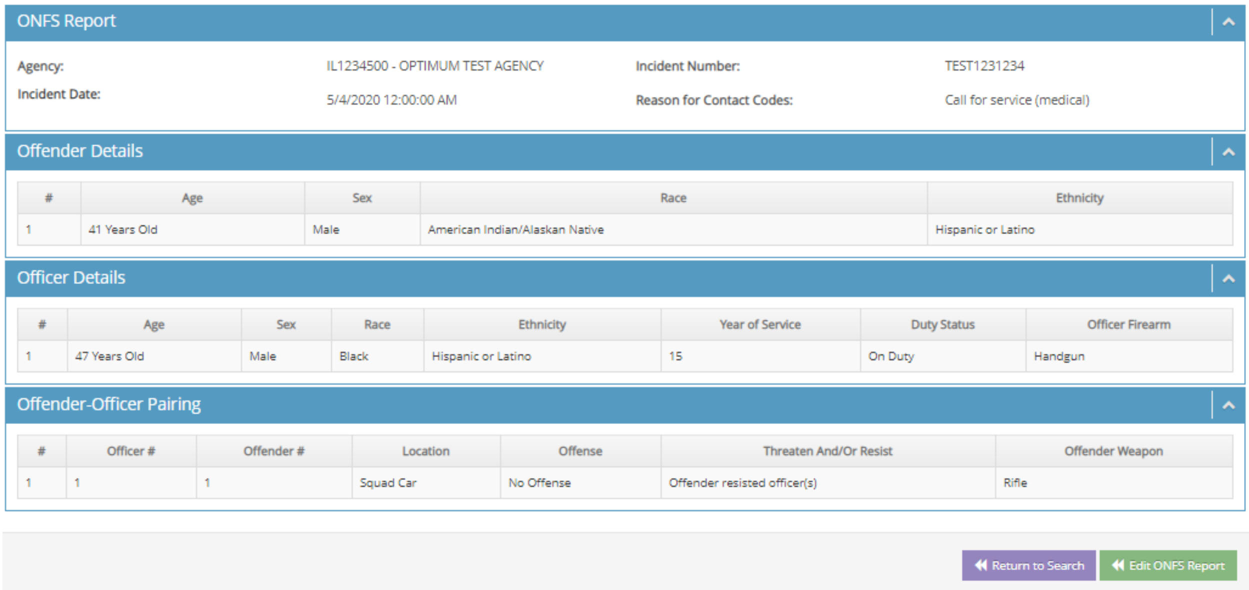
ONFS forms independent of incidents can also be submitted for offenses which do not warrant submission of a NIBRS incident. The offenses for which an indepdent ONFS form may be submitted is “No Offense”

ONFS zero report:

An ONFS zero report must be submitted for the agency to indicate that there were no ONFS incidents in the month.

Officer Non-Fatal Shooting Data Elements

ONFS Report displays the following details captured during incident creation:



ONFS Report

- Agency
- Incident Number
- Incident Date
- Reason for Contact Codes

Offender Details

- #
- Age
- Sex
- Race
- Ethnicity

Officer Details

- #
- Age
- Sex
- Race
- Ethnicity
- Years of Service
- Duty Status
- Officer Firearm

Offender-Officer Pairing

- #
- Officer #

- Offender #
- Location
- Offense
- Threaten and/or Resist
- Offender Weapon

Arrest/Custodial-Related Death (ARD) Reports

Description

Arrest Related Death Reports are submitted by agencies to notify if an incident involved an Arrest Related Death. The ARD report includes incident number, agency, incident date, officer details and deceased information.

Workflow

An ARD form is required to be submitted to report an Arrest Related Death. An ARD incident may be submitted in three ways:

1. An ARD record associated with a NIBRS incident
2. An ARD record which did not warrant submission of a NIBRS incident
3. A monthly zero report indicating no ARD records for the month

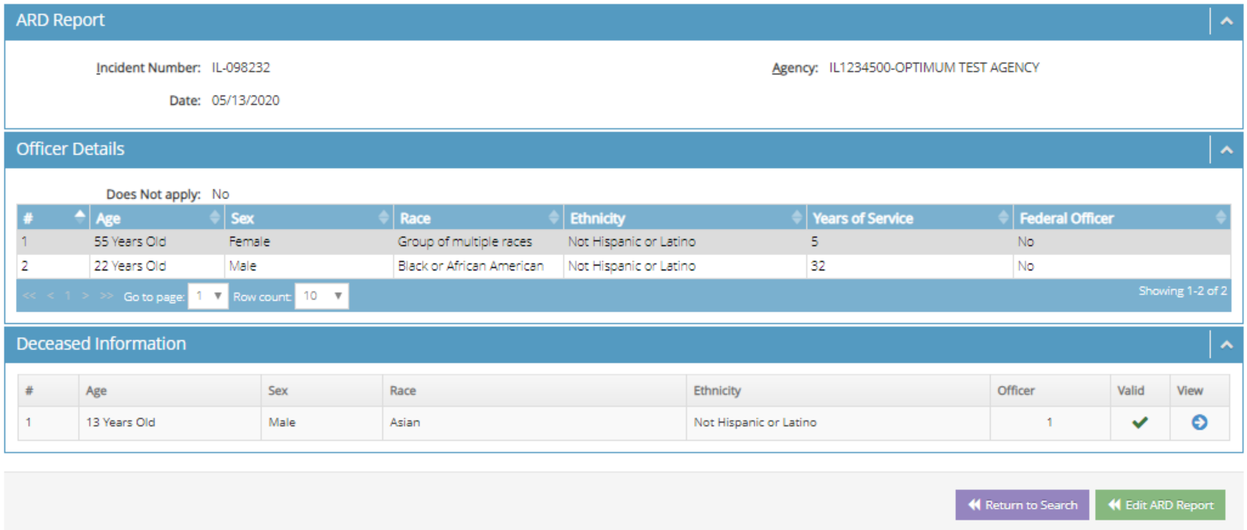
ARD record associated with a NIBRS incident:
1. A NIBRS incident is submitted with the ARD indicator as "Yes"
2. Users will receive an email with a link to complete an ARD form
3. The user then uses the link or directly uses the ARD form module in the repository to create a corresponding ARD form for the incident submission
4. The Incident Number on the ARD form should be the same as the number used on the incident to indicate that the ARD form is indeed submitted for the corresponding incident
5. If not submitted users will get email reminders to complete the ARD submissions corresponding to the incident that they submitted.

ARD record that does not warrant submission of a NIBRS incident:
ARD forms independent of incidents can also be submitted for offenses which do not warrant submission of a NIBRS incident. The offenses for which an independent ARD form may be submitted are "Traffic Offense" or "Wanted on Warrant"

ARD zero report:
An ARD zero report must be submitted for the agency to indicate that there were no ARD incidents in the month.

Arrest/Custodial Related Death Data Elements

ARD Report displays the following details captured during incident creation:



ARD Report

- Incident Number
- Agency
- Date

Officer Details

- #
- Age
- Sex
- Race
- Ethnicity
- Years of Service
- Federal Officer

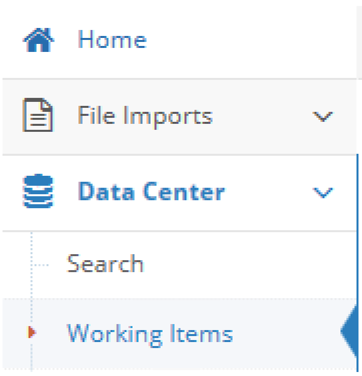
Deceased Information

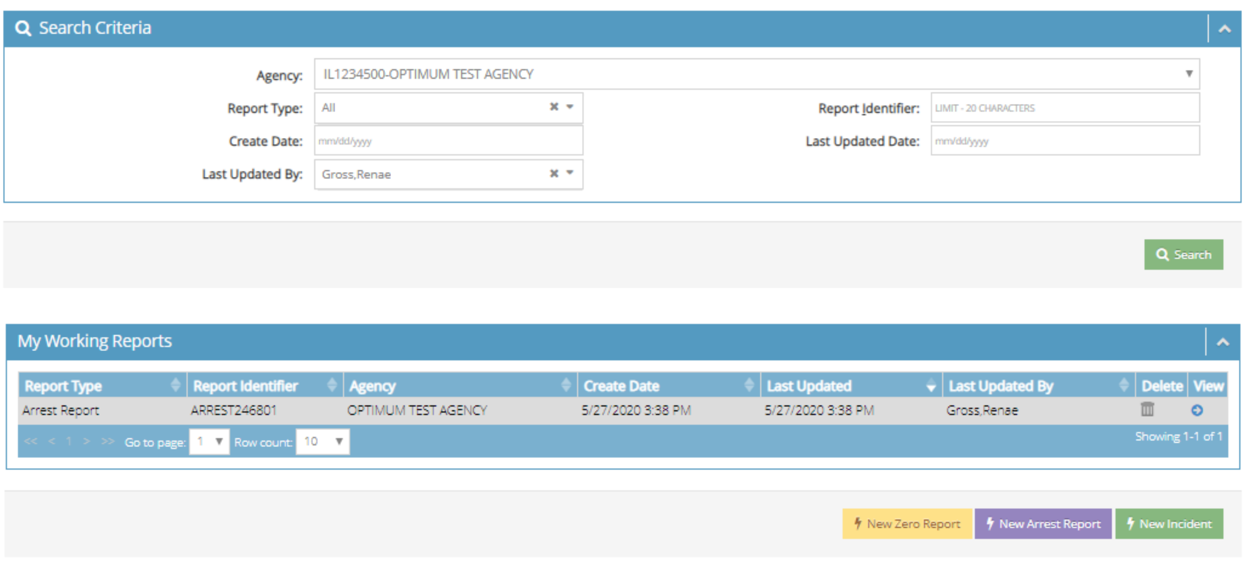
- #
- Age
- Sex
- Race
- Ethnicity
- Officer
- Valid
- View

Working Items

Description

The **Working Items** sub module is used to search and access work-in-progress reports. It can be accessed from the 'Data Center' in the left menu bar.





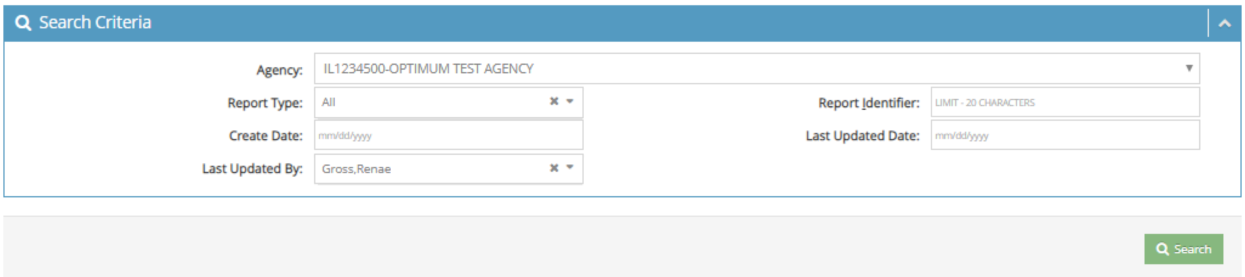
Users can access Work-in-Progress reports created by anyone in their agency to review or complete the report. The reports which can be searched in this module include:

1. All
2. Incident
3. Arrest Report
4. Zero Report

5. ONFS Report
6. ARD Report

Search Criteria

The Search Criteria enable the user to search for work in progress forms based on the below criteria example:

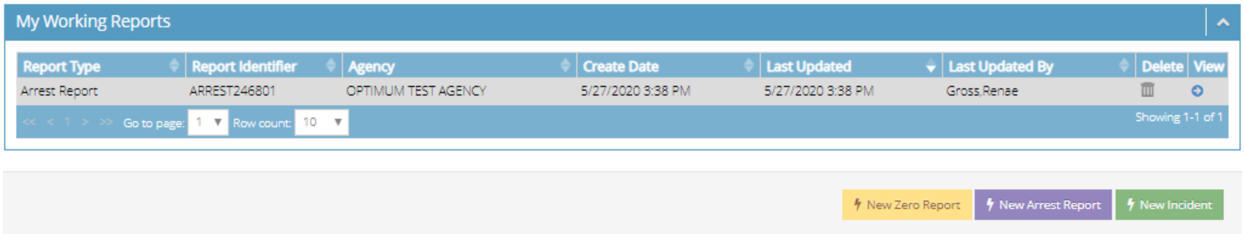


- **Agency**: The Agency Name will default to the agency of the user
- **Report Type**: The user can choose the report type. The report types are:
    - All
    - Incident
    - Arrest Report
    - Zero Report
    - ONFS Report
    - Zero Report

- **Report Identifier**: The user can search the Work-in-Progress report by the report identifier if the exact report number is known
- **Create Date**: The user can narrow the available reports by selecting the date the report was created
- **Last Updated Date**: The user can narrow the available reports by selecting the date the report was last updated
- **Last Update By**: The user can narrow the available reports by selecting the user who last updated the report

Reports Grid

The list of work-in-progress reports appears in a data grid with columns that can be sorted in ascending or descending order:



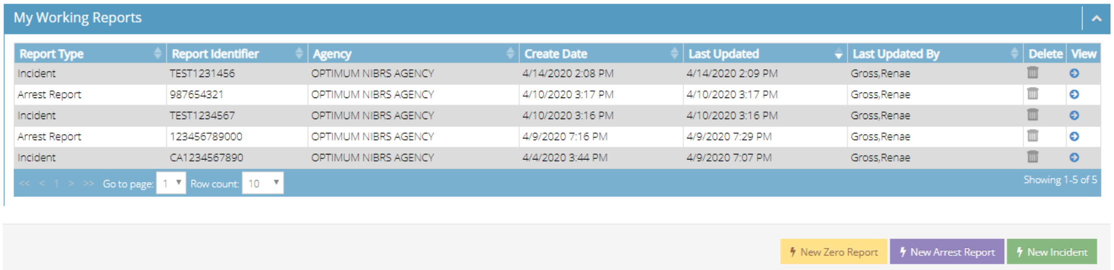
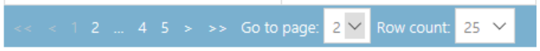
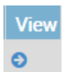
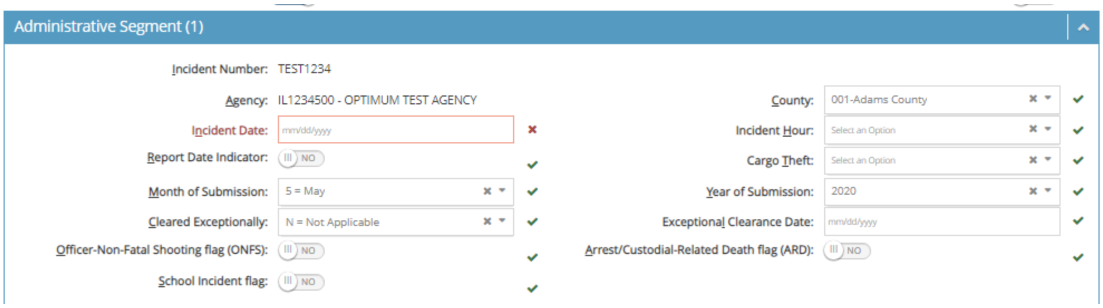
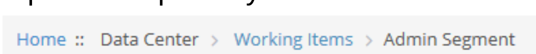
Data Grid Columns

- **Report Type**: Report type identifies whether the report is an:
    - Incident Report
    - Arrest Report
    - Zero Report
    - ONFS Report
    - ARD Report
    - All

- **Report Identifier**: Report identifier is the unique report number associated with each report
- **Agency**: Name of the agency for which the report was submitted
- **Created Date**: The date the report was created
- **Last Updated**: The date the report was last updated
- **Last Updated by**: The user who last updated the report
- **Delete**: Click the garbage can icon to delete the report
- **View**: The last column in this grid has small blue arrows. These are used to access a detailed view page of the report.

Procedure How to Search for a Work-in-Progress Report and View it.

Step	Action
1	Select from the dropdown or enter one or more of the criteria specified below. 1. Report Type 2. Report Identifier 3. Agency 4. Create Date 5. Last Updated (Date) 6. Last Updated By 7. Delete 8. View
2	Click ‘Search’.

<table>
<tr><td>3</td><td>The grid below is updated with the search results, as shown in the example below:

</td></tr>
<tr><td>4</td><td>Use Page Selection or Pagination arrows/page numbers to view more results.

</td></tr>
<tr><td>5</td><td>Click the blue arrow in the row of the report to be viewed.

</td></tr>
<tr><td>6</td><td>The Report will open for editing. The example shown here is an Incident Report.

</td></tr>
<tr><td>7</td><td>Edit the report as per the requirements. The requirements for completing each report are discussed in detail in the individual report section. Complete the report and submit by clicking the purple ‘Submit Data button’, or save it to complete later by clicking the green ‘Save’ button.</td></tr>
<tr><td>8</td><td>To return to work-in-progress page, click on ‘Working Items’ in the breadcrumb at the top left of repository.

</td></tr>
</table>

Procedure How to Create a New Report from the Working Reports Page

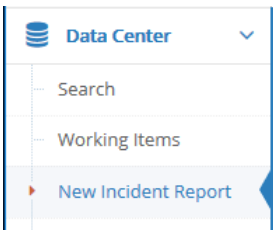
Step	Action
1	The following reports may be created directly below the ‘My Working Reports’ grid: ○ New Zero Report ○ New Arrest Report ○ New Incident Report
2	Click any of the create buttons to start a report.

	
3	Complete as per instructions for each report.
4	Save and complete later, or submit if completed.

New Incident Report

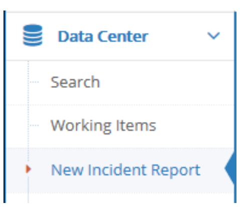
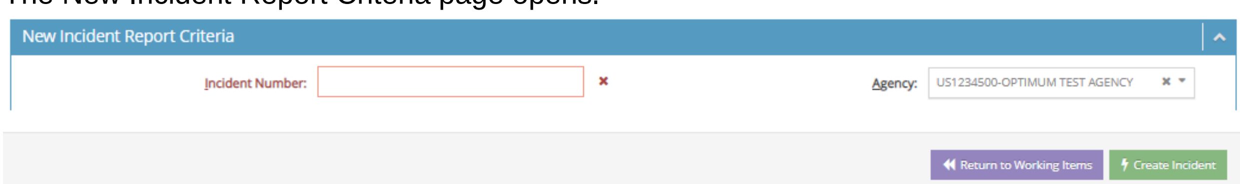
Description

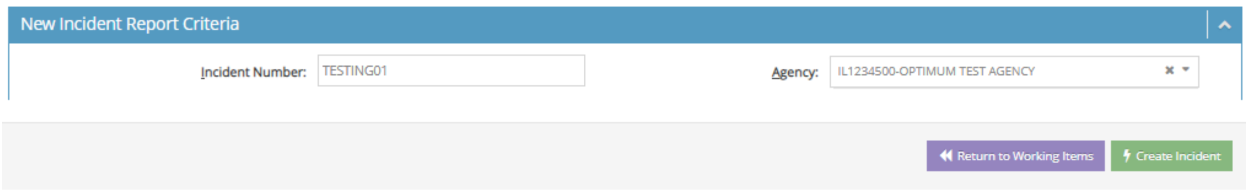
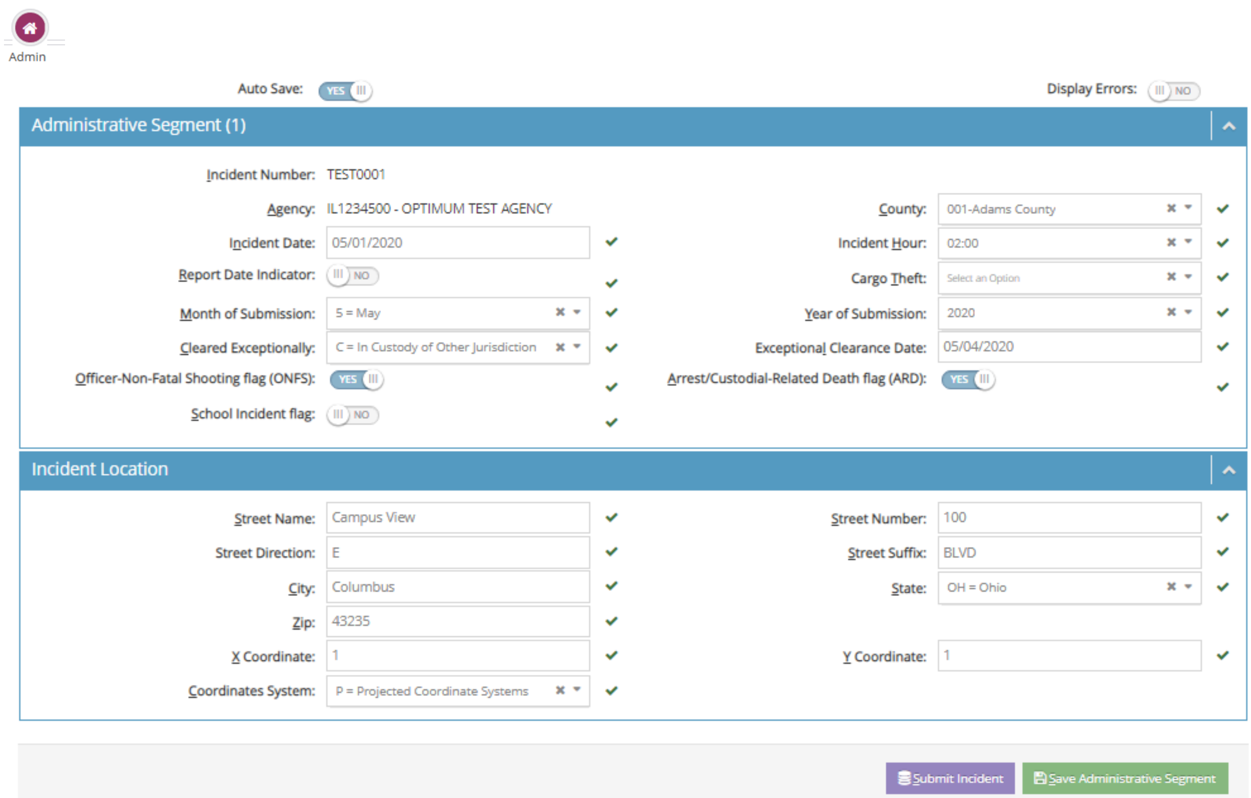
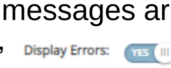
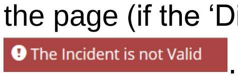
The New Incident Report can be accessed from 'Data Center'.

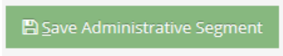
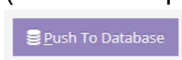


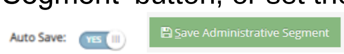
The New Incident Report module allows NIBRS contributors to create Incident Reports that meet all of the required FBI validations.

Procedure How to Create and Submit a New Incident Report

Step	Action
1	The following report can be created: ○ New Incident Report
2	To start a report, click the New Incident Report sub module on the left menu bar located under the Data Center module. 
3	The New Incident Report Criteria page opens. 
4	Enter an Incident Number and Agency. (This value is prepopulated) in the Incident Number and Agency field. In this case the incident number is TEST0001. The Agency is IL1234500-Optimum

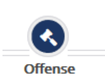
	Test Agency. 
5	Click the green ‘Create Incident’ button. The button is activated after both Incident Number and Agency Name are entered. 
6	The detailed incident page is created with the ‘Administrative Segment open for data entry. It allows users to create a NIBRS compliant Administrative Segment, as shown below. 
7	Complete as per instructions in each field. Each field is built with validations and cross validations as per the NIBRS requirements. Detailed error messages are displayed on the top of the page (if the ‘Display Errors’ toggle switch is set to ‘Yes’ ). For example:  . Hovering over the field will also give detailed error descriptions. The fields where incident information is entered inaccurately or incomplete will outline in red, and a red X displays. If the field’s input is correct, a green checkmark displays.
8	The segment (and the whole incident) may be saved even if the data is not complete or validated. However, to submit the data to the repository, it must be validated.

	To save the data for completion later, click the green ‘Save Administrative Segment’ button.  It will be saved in ‘My Working Reports’ which is accessible from the ‘Working Items’ module in Data Center. The incident may also be auto-saved if the “Auto-Save” toggle switch is set to Yes.  It is on by default.
9	All segments of the incident: • Admin • Offense • Victim • Offender (Or all that apply) should be complete before the ‘Push to Database’ button is activated. 
10	• Fill in the Offense fields of the incident, as shown next.

Click the green ‘Save Administrative Segment’ button, or set the Auto Save toggle switch above the Administrative Segment to ‘Yes’. 

Now the user can add Offense, Offender, Victim, Arrestee and Property Segment details, as shown here and on the following pages.

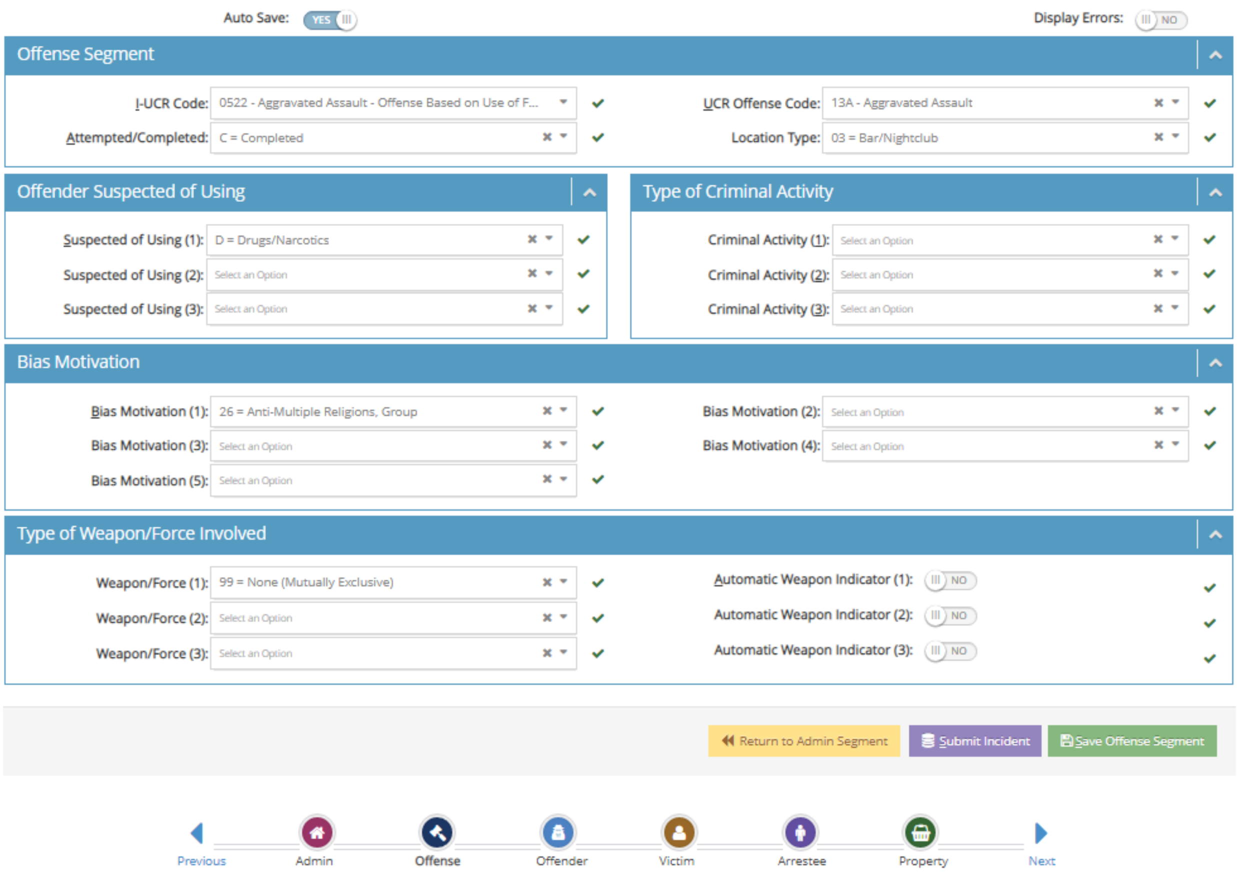
Offense Segment



To fill out the Offense Segment of Incident Number TEST0001, click the Offense Segment button and click ‘New’ on the popup box.

Complete as per instructions in each applicable field as shown below. Each field is built with validations and cross validations as per the NIBRS requirements. Detailed error messages are displayed on the top of each page.

Click ‘Save Offense Segment’ button to save the offense, or it is auto-saved if the auto-save toggle switch is kept on (“YES”). Notice the UCR Offense Code is in red. Hover over the area to see what is needed (in this case below, it is wanting a ‘victim’ eventually added to the incident).



Create “New Offenses” for up to 10 unique offenses for each incident. Save the Offense segment by clicking the ‘Save Offense Segment’ button.

Victim Segment

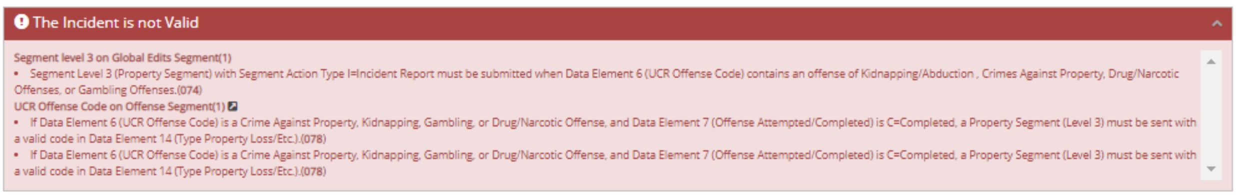
To fill out the Victim Segment of Incident Number TEST0001, click the ‘Victim Segment’ button and click ‘New’ on the popup box. Complete as per instructions in each applicable field as shown below. Each field is built with validations and cross validations as per the NIBRS requirements. Detailed error messages are displayed on the top of the page. Click ‘Save Victim Segment’ button to save the offender, or it is auto-saved if the auto-save toggle switch is on ‘YES’. Create “New Victims” for up to 999 Victims that were reported as part of the incident.

Save the victim segment by clicking the green ‘Save Victim Segment’ button 

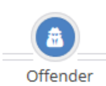
or set to automatically save the victim segment by switching the ‘Auto Save’ toggle switch to ‘Yes’ at the top. 

As the incident is created, as the repository validates the data, the user will see validation messages such as this at the top:

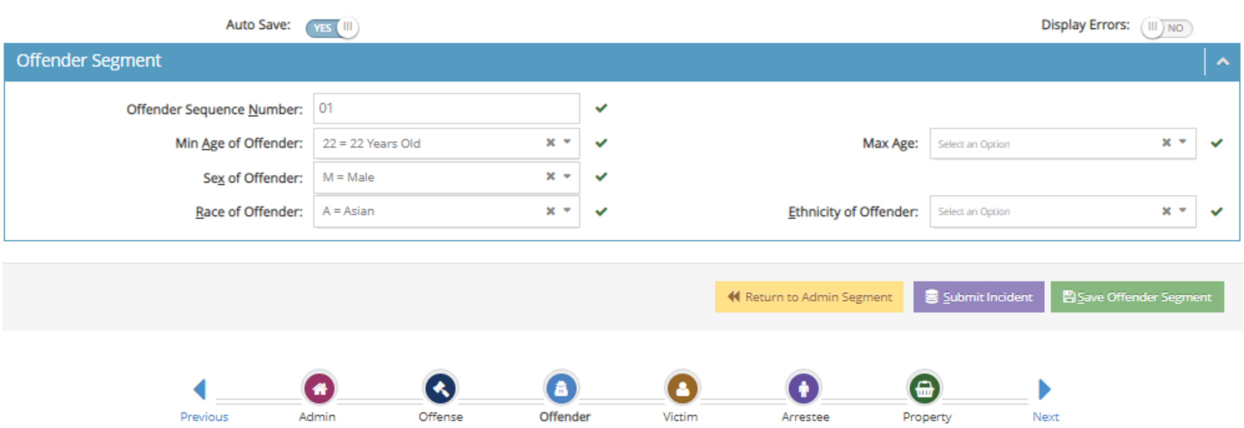
If there are issues with the incident data, the user will see error messages at the top of the incident segments for the user to fix, such as these examples:



Offender Segment

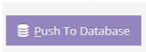


To fill out the Offender Segment of Incident Number TEST0001, click the Offender Segment button and click ‘New’ on the popup box. Complete as per instructions in each applicable field as shown below. Each field is built with validations and cross validations as per the NIBRS requirements. Detailed error messages are displayed on the top of the page. Click ‘Save Offender Segment’ button to save the offender, or it is auto-saved if the auto-save toggle switch is kept on (“YES”).



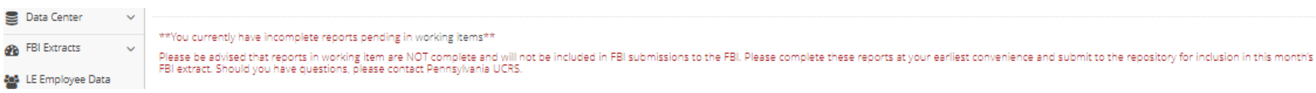
Create “New Offenders” for up to 99 offenders that were reported as part of the incident.

The report can now be pushed to the database by clicking the purple ‘Push to Database’ button.

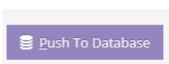


A confirmation appears:

Note: If the user does not push the incident report to the database, a reminder will appear on the Home page, as shown here:



Make sure to submit the completed incident report by going to the “Working Items” sub module in the Data Center module, searching for the incident by Agency, Report Type, Report Identifier, etc. Then View the file by clicking the appropriate incident’s View arrow, review and then submit it by clicking the ‘Push to Database’ button.



Submitted Incident Report Example

Once pushed to the NIBRS database, a New Incident Report is no longer editable from the Working Items Database. A ‘View Incident’ page opens:

Your Incident has been pushed to the NIBRS Database and will no longer be available in the Working Database.

Administrative Segment (1)

Agency:	IL1234500 - OPTIMUM TEST AGENCY	County:	001-Adams County
Incident Number:	TEST0001		
Incident Date:	2020-05-01	Incident Hour:	02:00
Report Date Indicator:	No	Cargo Theft:	
Month of Submission:	June	Year of Submission:	2020
Cleared Exceptionally:	In Custody of Other Jurisdiction	Exceptional Clearance Date:	2020-05-04
Officer-Non-Fatal Shooting flag (ONFS):	Yes	Arrest/Custodial-Related Death flag (ARD):	Yes
School Incident flag:	No		

Incident Location

Street Name:	Campus View	Street Number:	100
Street Direction:	E	Street Suffix:	BLVD
City:	Columbus	State:	OH
ZipCode:	43235		
X-Coordinate:	1.000000	Y-Coordinate:	1.000000
Coordinates System:	Projected Coordinate Systems		

Offense Segments (Level 2)

Offense Segment

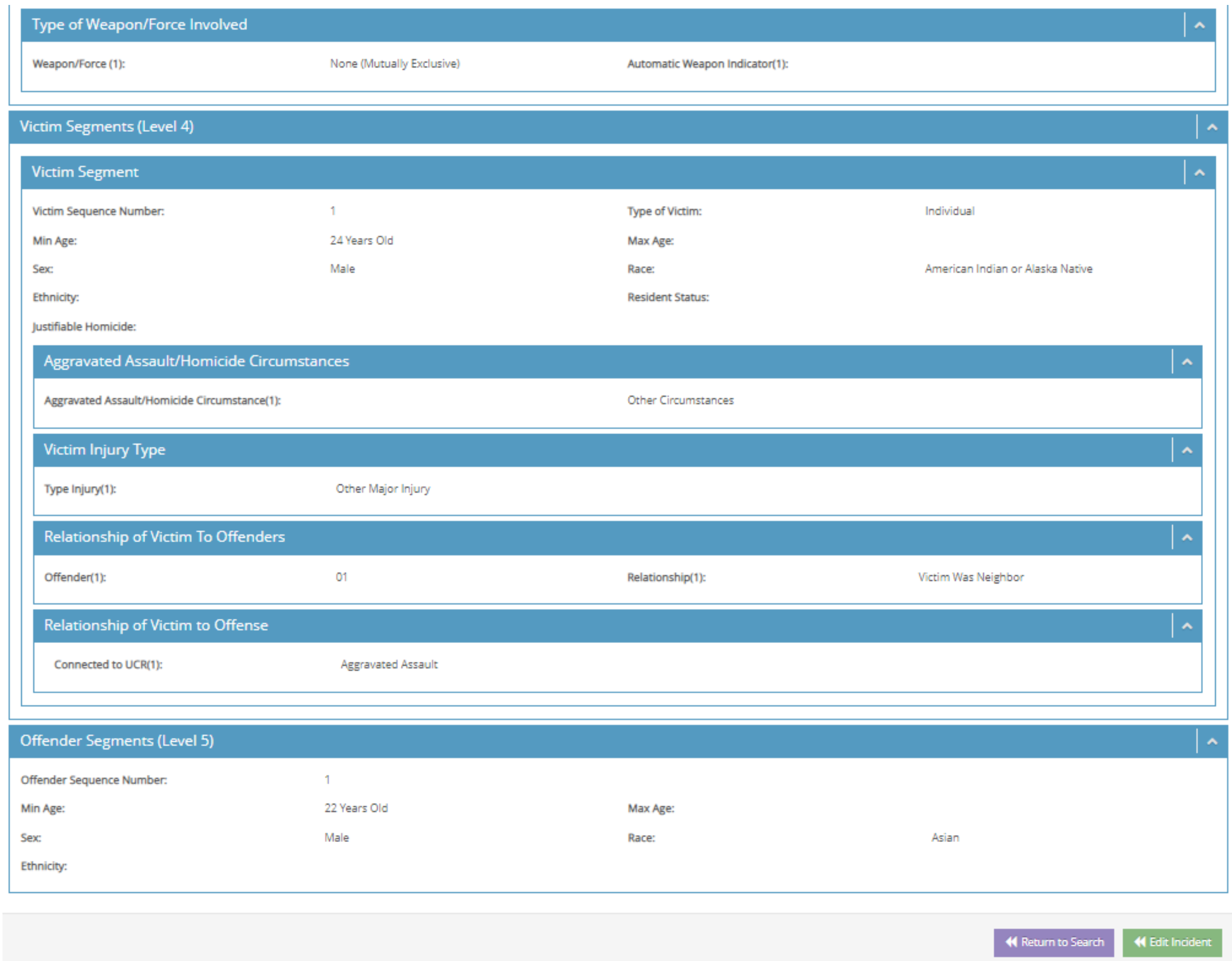
IL-UCR:	0522 - Aggravated Assault - Offense Based on Use of Firearm, Device, or Motor Vehicle		
UCR Offense Code:	Aggravated Assault		
Attempted/Completed:	Completed	Location Type:	Bar/Nightclub
Number of Premises Entered:	0	Method of Entry:	

Offender is Suspected of Using

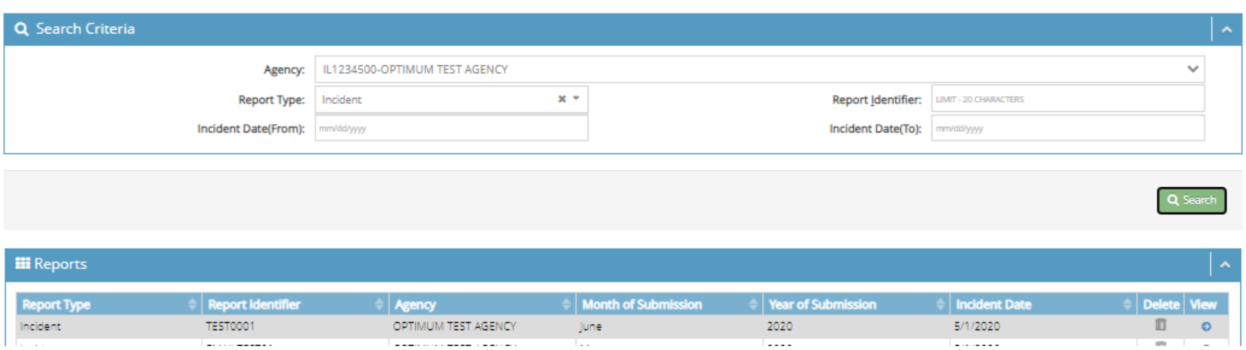
Suspected of Using(1):	Drugs/Narcotics

Bias Motivation

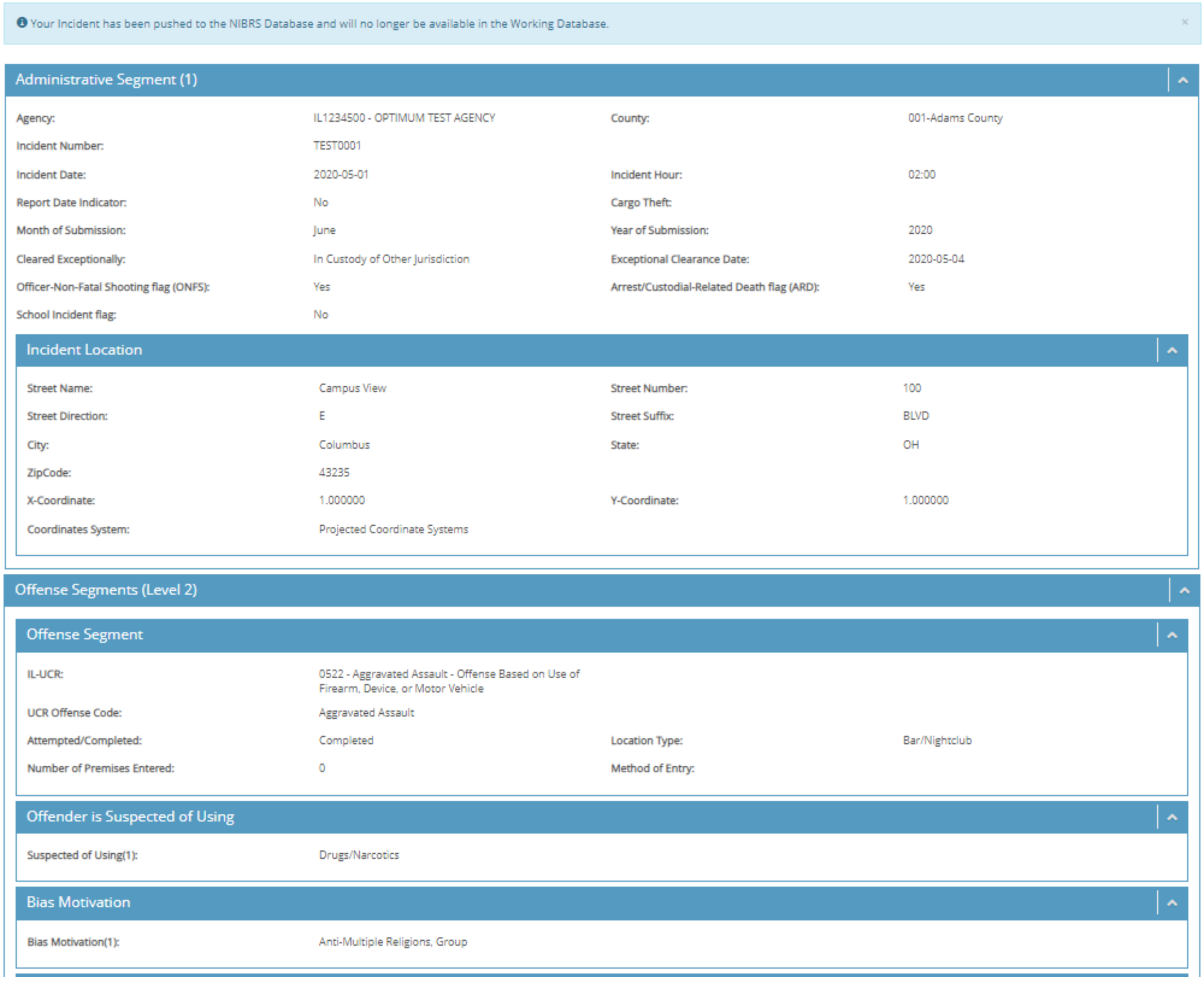
Bias Motivation(1):	Anti-Multiple Religions, Group



The incident report *can* be edited by clicking the green ‘Edit Incident’ button shown above, or the report can be accessible via the ‘Search’ page as shown below:



With Incident Report (Report Identifier TEST0001) above, if the user clicks the blue arrow in the View column (as outlined in red), the following incident segments are viewable again, as shown below:



Your Incident has been pushed to the NIBRS Database and will no longer be available in the Working Database.

Administrative Segment (1)

Agency:	IL1234500 - OPTIMUM TEST AGENCY	County:	001-Adams County
Incident Number:	TEST0001		
Incident Date:	2020-05-01	Incident Hour:	02:00
Report Date Indicator:	No	Cargo Theft:	
Month of Submission:	June	Year of Submission:	2020
Cleared Exceptionally:	In Custody of Other Jurisdiction	Exceptional Clearance Date:	2020-05-04
Officer-Non-Fatal Shooting flag (ONFS):	Yes	Arrest/Custodial-Related Death flag (ARD):	Yes
School Incident flag:	No		

Incident Location

Street Name:	Campus View	Street Number:	100
Street Direction:	E	Street Suffix:	BLVD
City:	Columbus	State:	OH
ZipCode:	43235		
X-Coordinate:	1.000000	Y-Coordinate:	1.000000
Coordinates System:	Projected Coordinate Systems		

Offense Segments (Level 2)

Offense Segment

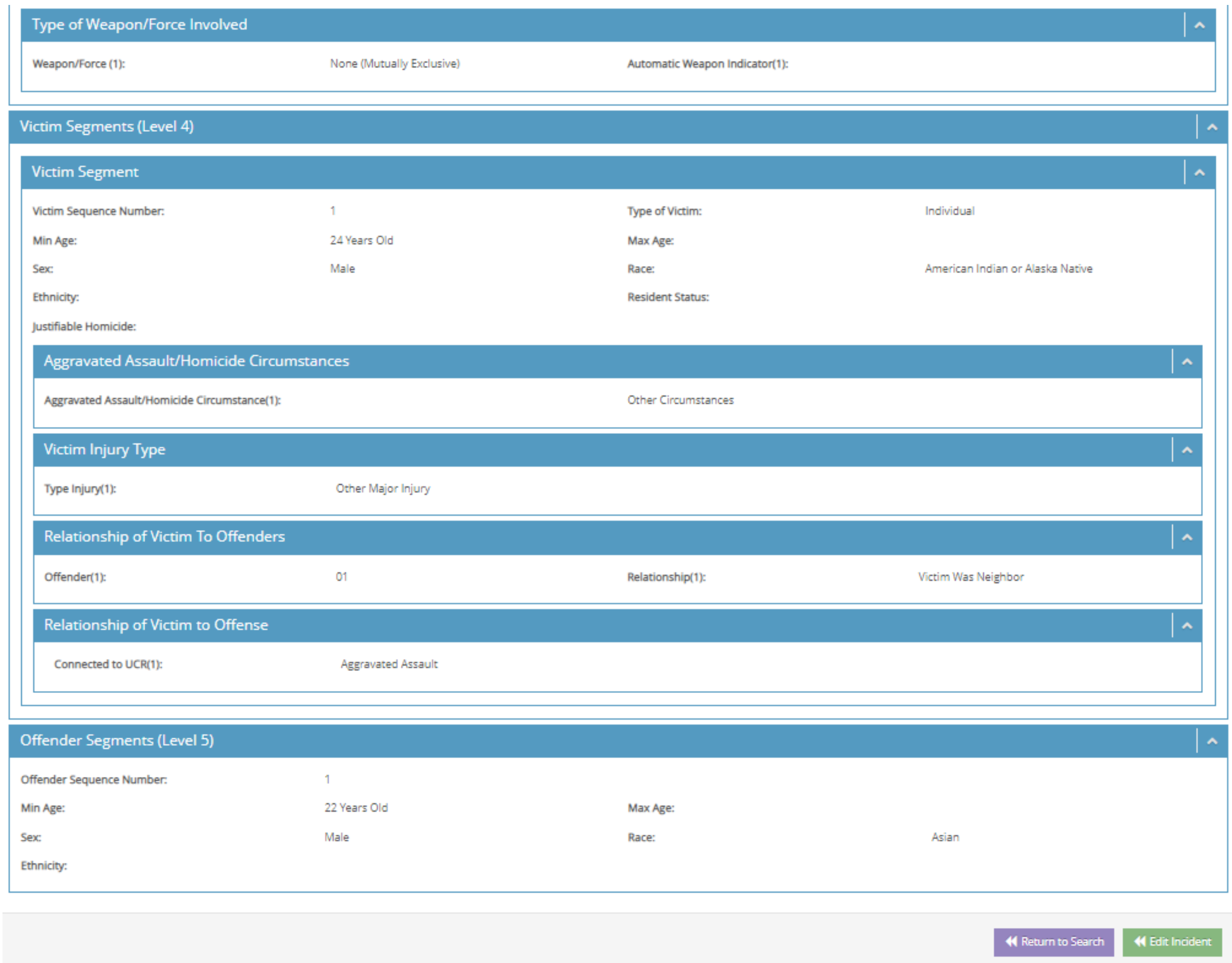
IL-UCR:	0522 - Aggravated Assault - Offense Based on Use of Firearm, Device, or Motor Vehicle		
UCR Offense Code:	Aggravated Assault		
Attempted/Completed:	Completed	Location Type:	Bar/Nightclub
Number of Premises Entered:	0	Method of Entry:	

Offender is Suspected of Using

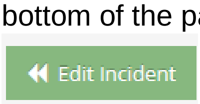
Suspected of Using(1):	Drugs/Narcotics

Bias Motivation

Bias Motivation(1):	Anti-Multiple Religions, Group

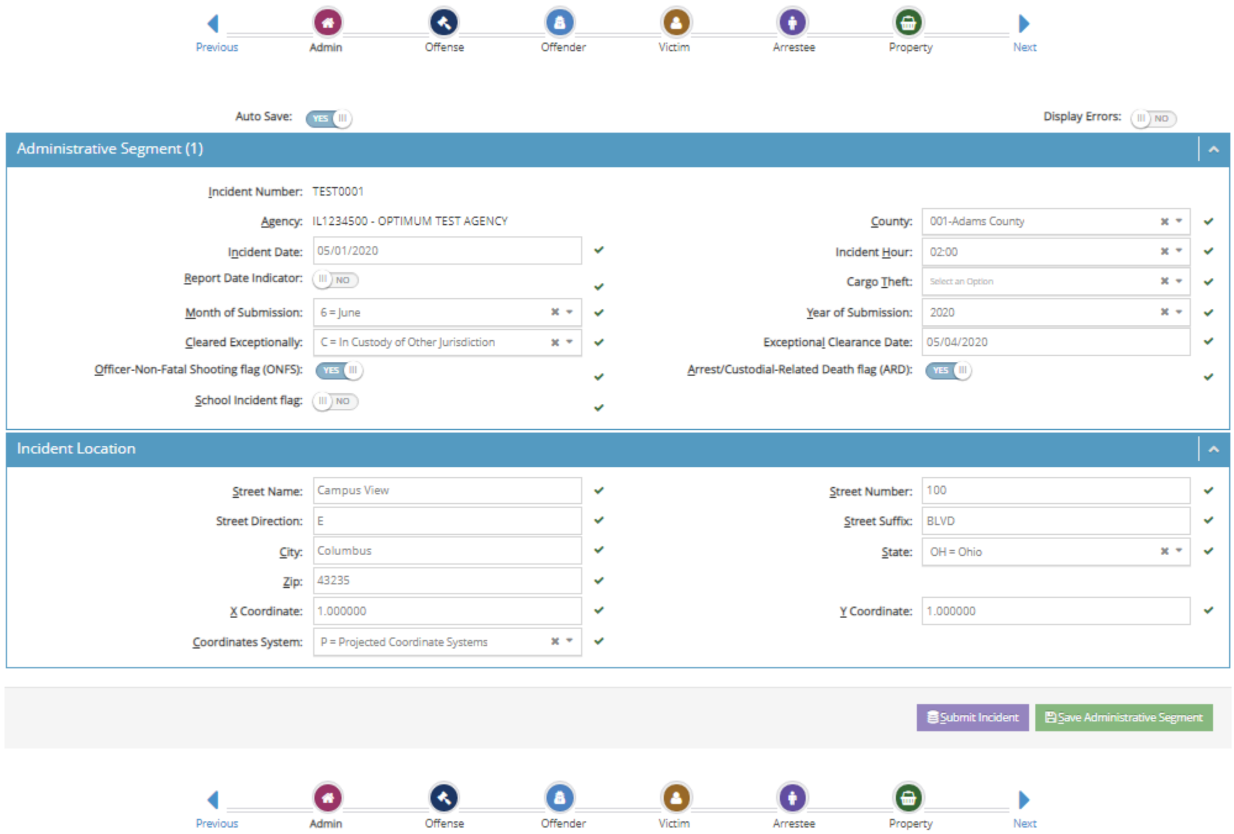


It ***can*** be edited from Data Center—Search by clicking the green “**Edit Incident**” button at the bottom of the page.

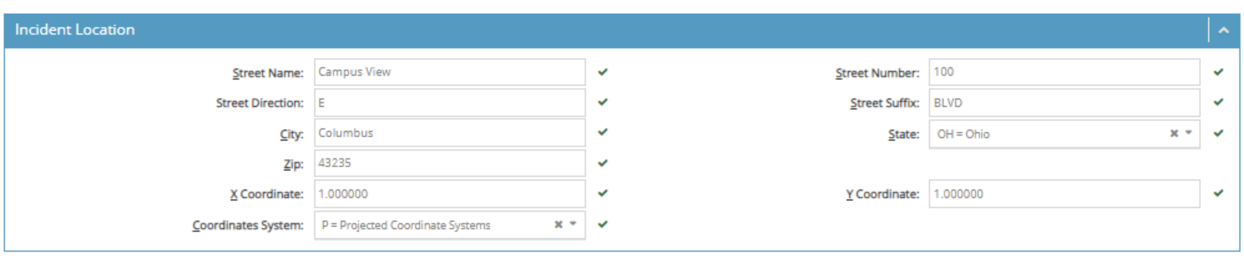


This opens the incident in an editable mode. If the state has already submitted the incident to the FBI, the updated incident will be resent to the FBI. If the incident has not been sent to the FBI before making this update, it will be updated in the database, and the updated version will be sent to the FBI.

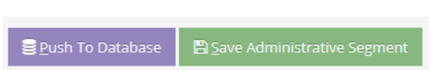
After clicking the “Edit Incident” button, the Incident Report (Report Identifier TEST0001) opens for editing:



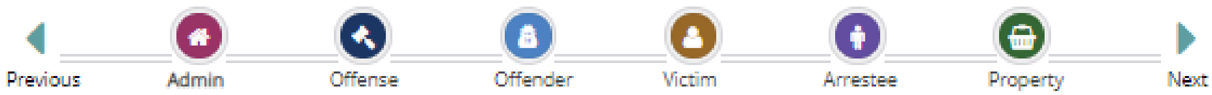
Note: Depending on the state, there may be an ‘Incident Location’ section below the Administrative Segment, as show in this example:



Save the changes by clicking the green “Save Administrative Segment” button (or have the Auto-Save toggle switch set to “YES” to Auto-Save). Then click the purple “Push to Database” button.



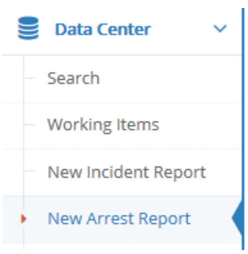
If an edit needs to be made in the Offense, Offender, Victim, Arrestee or Property Segments, click the appropriate icon(s):



New Arrest Report

Description

New Arrest Report can be accessed from 'Data Center'.



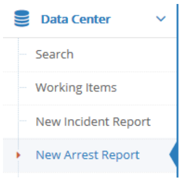
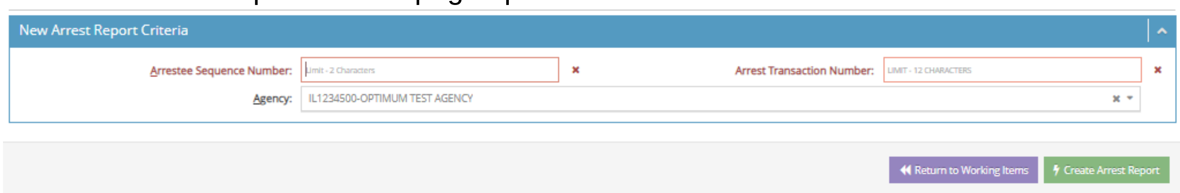
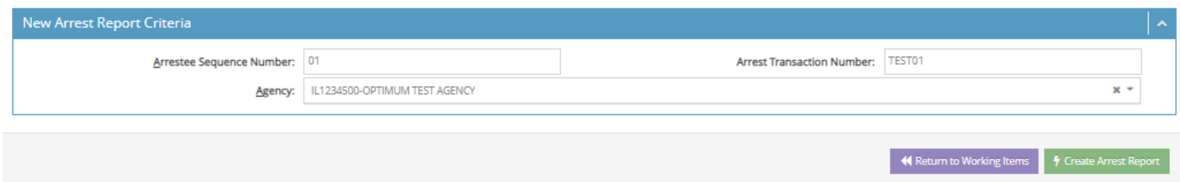
From the Repository the New Arrest Report module allows NIBRS contributors to create accurate New Arrest Reports.

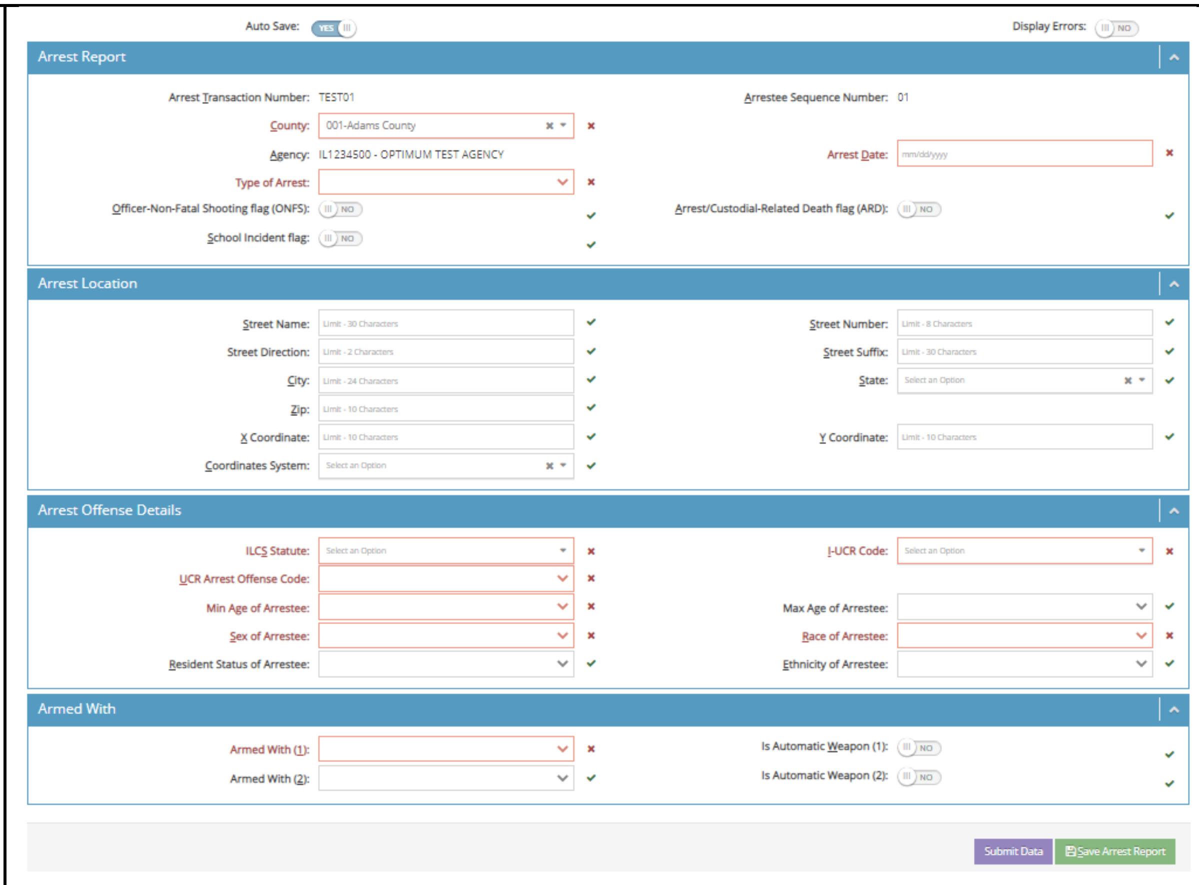
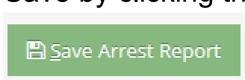
A New Arrest Report module contains the following:

- The New Arrest Report Criteria page
- Arrestee Sequence Number
  (a sequence number from 01-99 assigned to the arrestees in an incident)
- Arrest Transaction Number
  (a unique identifier assigned to each arrest report submitted; must be at least four digits)
- Agency (ORI, automatically populated)
- Arrestee Segment (1)

Procedure How to Create and Submit a New Arrest Report

Step	Action
1	The following report can be created: ○ New Arrest Report
2	To start a report, click the New Arrest Report sub module on the left menu bar located under the Data Center module.

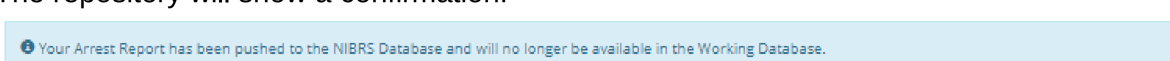
	
3	The New Arrest Report Criteria page opens. 
4	Enter an Arrestee Sequence Number and Arrest Transaction Number in the appropriate fields. The Agency ORI automatically populates in the Agency field: 
5	Click the green 'Create Arrest Report' button. 
6	The following page titled 'Arrestee Segment' appears.

<table>
<tr><td></td><td>
</td></tr>
<tr><td>7</td><td>Complete as per instructions on each report.</td></tr>
<tr><td>8</td><td>Save by clicking the green ‘Save Arrest Report’ button and complete later.


(It will be saved in ‘My Working Reports’ which is accessible from the ‘Working Items’ sub module in Data Center.)

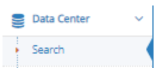
The repository will send a validation message if the data entered is acceptable:

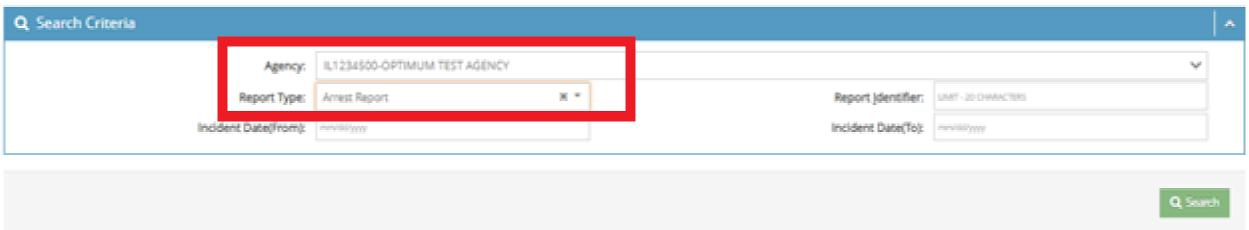
</td></tr>
<tr><td>9</td><td>If the arrest report data is complete and is ready for submission, click the purple ‘Submit Data’ button.

</td></tr>
<tr><td>10</td><td>The repository will show a confirmation:

</td></tr>
</table>

Submitted New Arrest Report Example

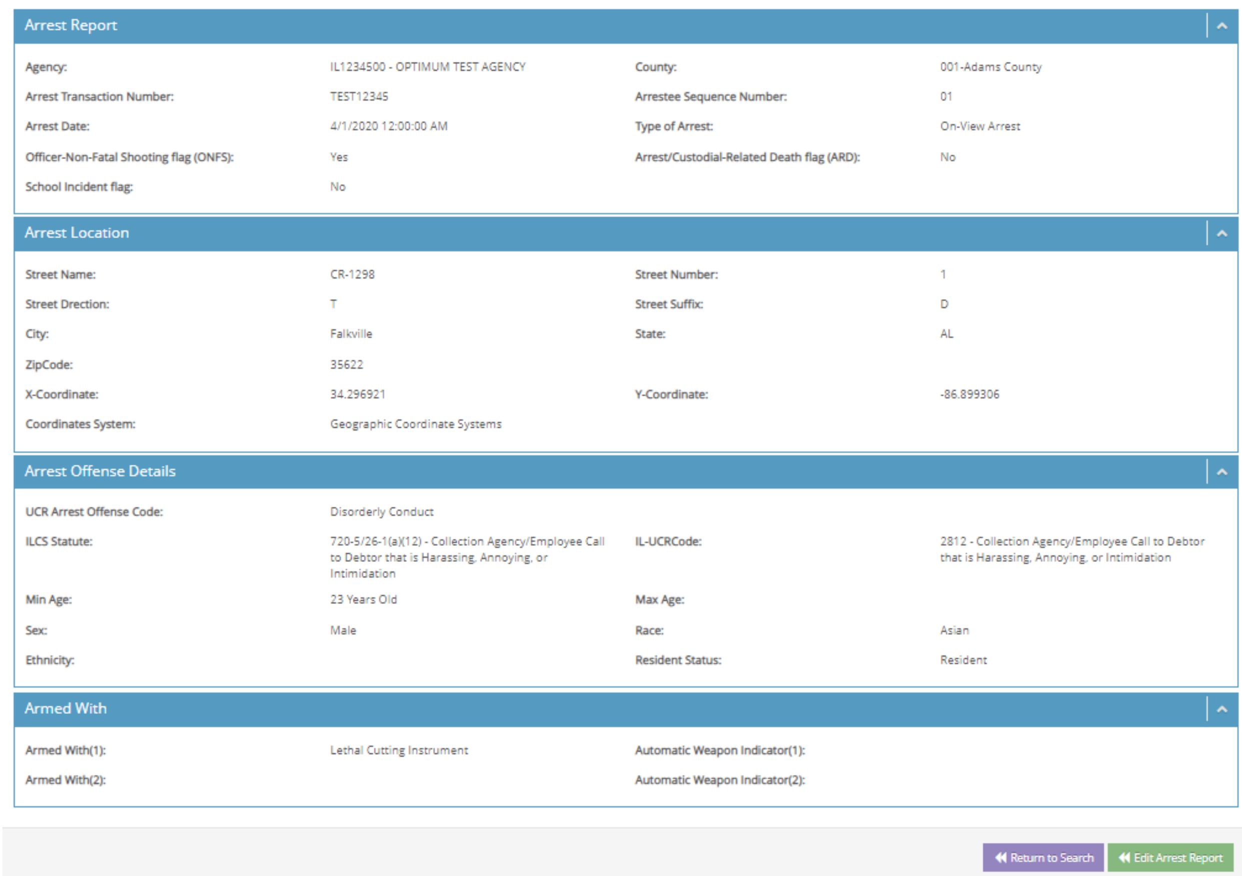
Once submitted to the NIBRS database, an Arrest Report is no longer editable from the Working Items Database. The report can only be accessed via the 'Search' page in a view-only format.

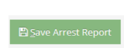


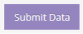


Search for the report and click the small View arrow in the grid: 

The report *can* be edited from Data Center — Search by clicking the green 'Edit Arrest Report' button at the bottom of the page:



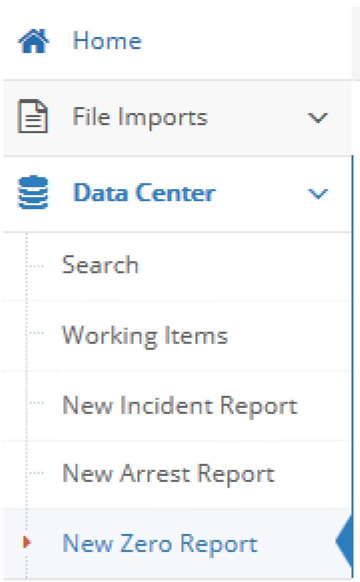
Once edits are made, click the green 'Save Arrest Report' button  or have the Auto

Save toggle switch set to ‘YES’. Then submit the report again by clicking the purple ‘Submit Data’ button. 

New Zero Report

Description

The New Zero Report is used to report that the agency has no crime, arrests, or recovered property to report for the given month. It is accessed from ‘Data Center’.



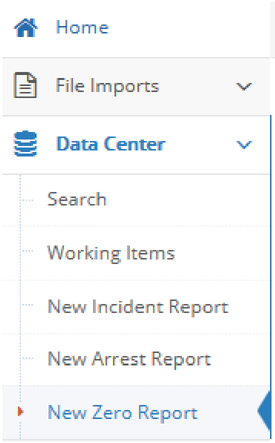
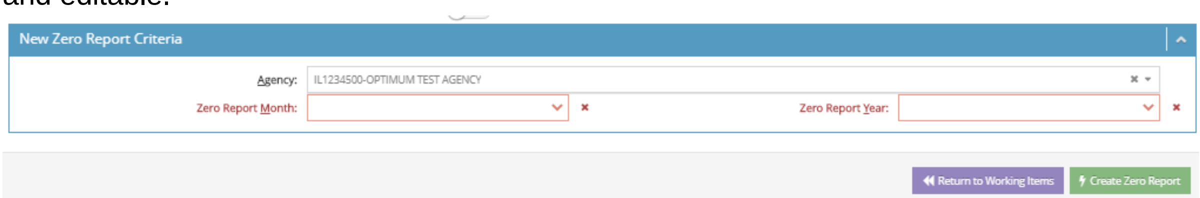
New Zero Report Data Elements

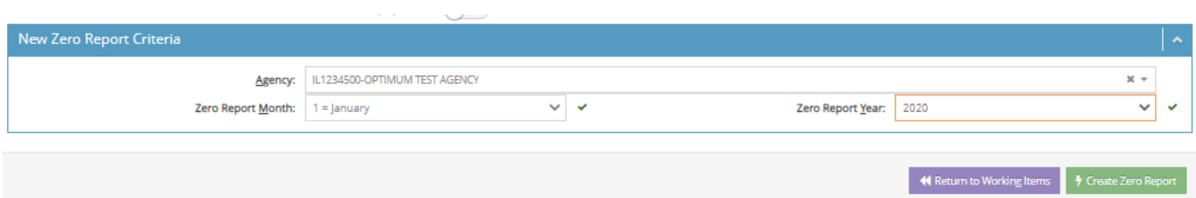
The New Zero Report criteria needed to create a new Zero Report include:

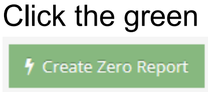
- Agency
- Zero Report Month
- Zero Report Year

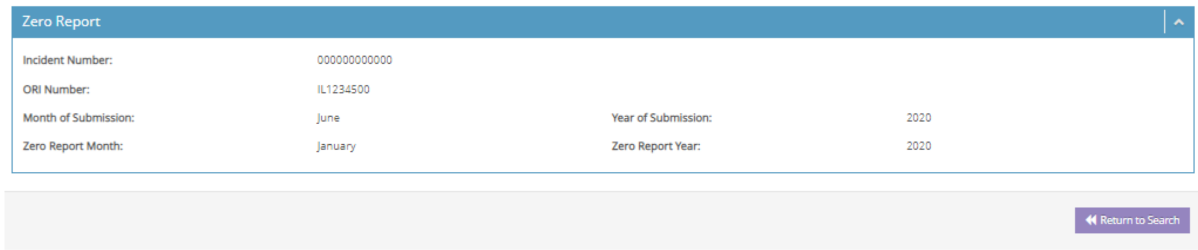
Procedure How to Create and Submit a New Zero Report

Step	Action
1	The following report can be created: ○ New Zero Report

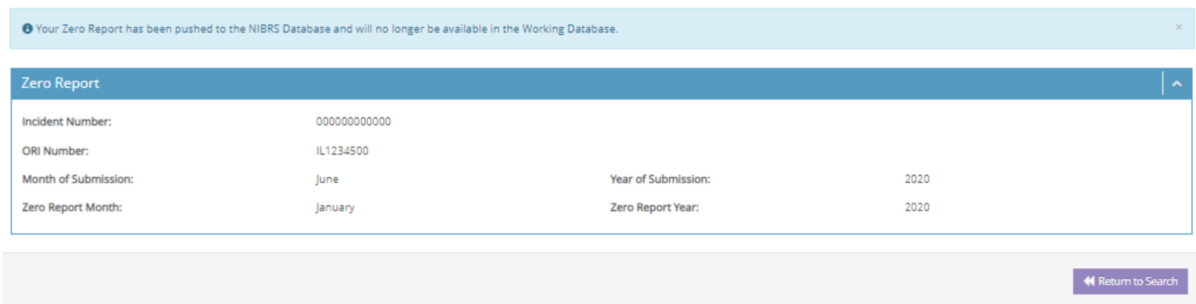
<table>
<tr><td>2</td><td>To start a report, click the New Zero Report sub module on the left menu bar located under the Data Center module.

</td></tr>
<tr><td>3</td><td>The New Zero Report Criteria page opens. Click the Agency for which the Zero Report is for.
The Zero Report Month and the Zero Report Year of submission fields are made available and editable.


Input the Zero Report’s month and year by clicking the dropdown arrows in the Zero Report Month field and the Zero Report Year field:

</td></tr>
<tr><td>4</td><td>The repository will show a validation confirmation:

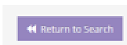
</td></tr>
<tr><td>5</td><td>Click the green ‘Create Zero Report’ button:

</td></tr>
<tr><td>6</td><td>The Zero Report for that given month is created and it shows the submitted month and year too.</td></tr>
</table>



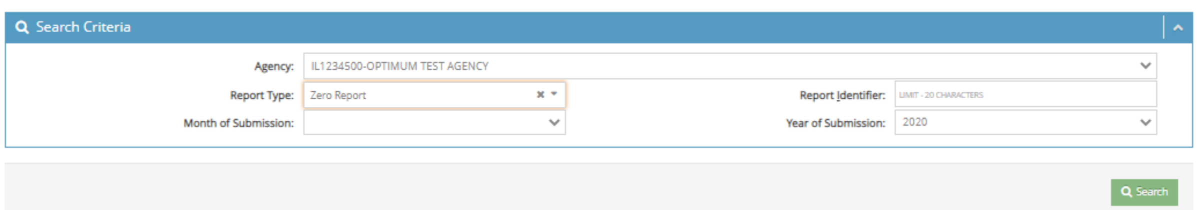
7 The following Zero Report confirmation appears:



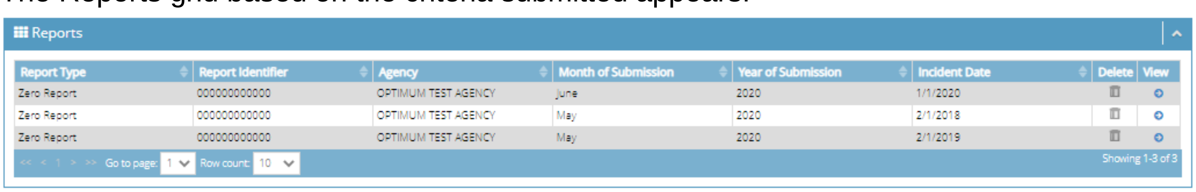
Click the purple 'Return to Search' button to search for the Zero Report, or for other reports.



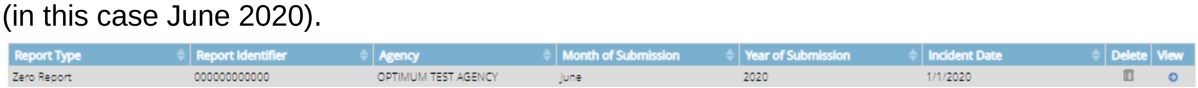
8 To view the Zero report from Data Center—Search, enter the search criteria in the fields. In the Report Type dropdown, choose the Agency ORI-Name, 'Zero Report' type and the Year of Submission (i.e., 2020). Then click the green "Search" button (or also add the Report Identifier and click 'Search').

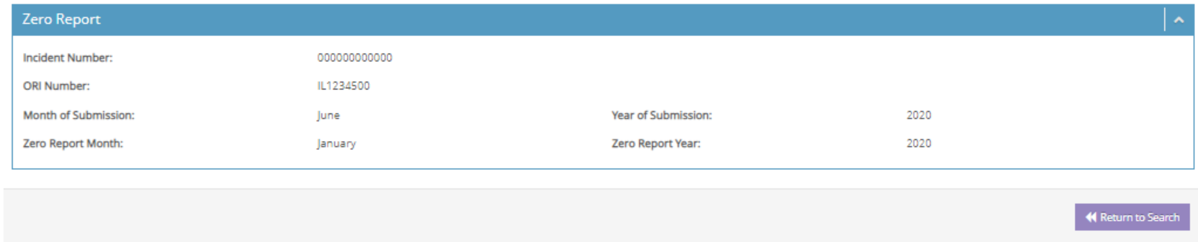
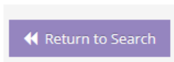


9 The Reports grid based on the criteria submitted appears:



Click the small blue arrow in the "View" column located to the right of the Zero Report to be review
(in this case June 2020).

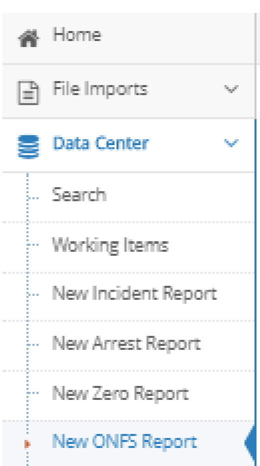


	
10	The Zero Report appears below for viewing. 
11	Click the purple ‘Return to Search’ button to return to the Data Center—Search Criteria and Reports grid. 

New ONFS (Officer-Non-Fatal Shooting) Report

Description

Officer-Non-Fatal Shooting (ONFS) Reports are submitted by agencies to notify if an incident involved an Officer Non-Fatal Shooting. The ONFS report includes agency, incident number, incident date, reason for contact, offender details, officer details and offender-officer pairing details. . It is accessed from ‘Data Center’.

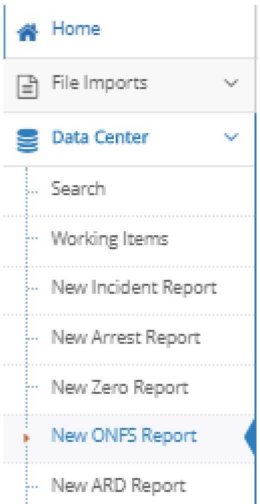
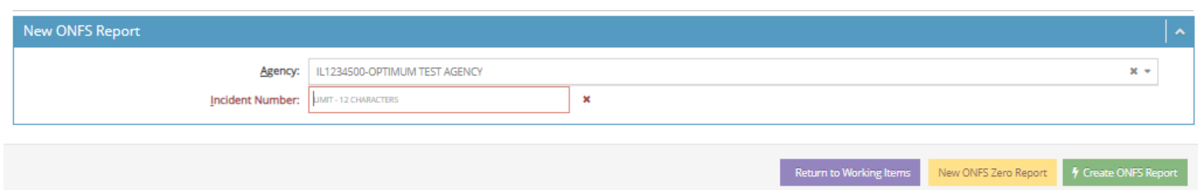


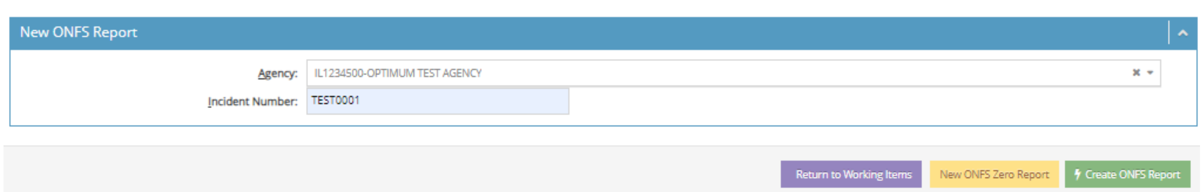
New ONFS Report Data Elements

The New ONFS Report criteria needed to create a new Report include:

- Agency
- Incident Number

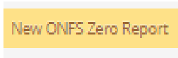
Procedure How to Create and Submit a New ONFS Report

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>The following report can be created:
o New ONFS Report</td></tr>
<tr><td>2</td><td>To start a report, click the New ONFS Report sub module on the left menu bar located under the Data Center module.

</td></tr>
<tr><td>3</td><td>The New ONFS Report Criteria page opens. Click the Agency for which the ONFS Report is for. The Incident Number fields is made available to add the Incident Number.


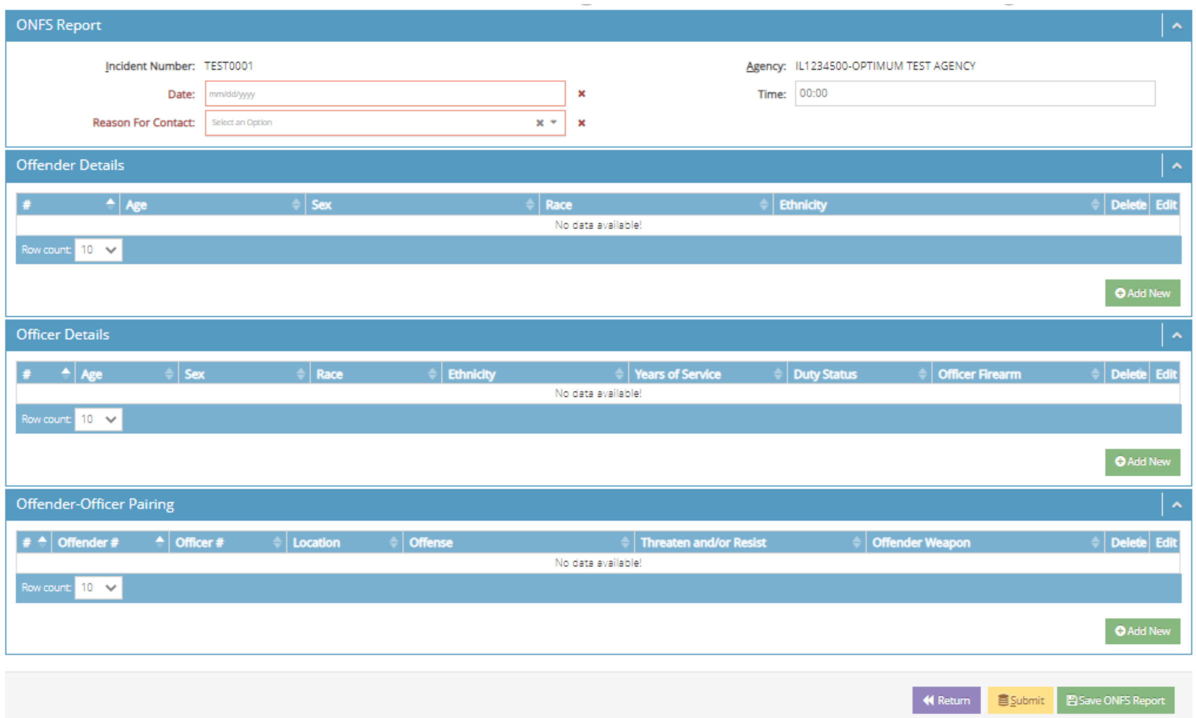
Input the ONFS Report’s Incident Number and click on Create ONFS Report

</td></tr>
</table>

4 Click the green ‘Create ONFS Report’ button:

Alternately, click the “New ONFS Zero Repot” button to create a zero report:

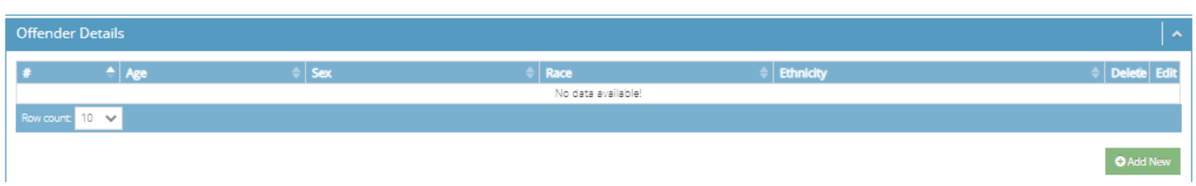


5 The following page titled ‘ONFS Report’ appears.



6 Complete as per instructions on each report.

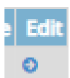
7 To add Offender Details click the ‘Add New’ icon:



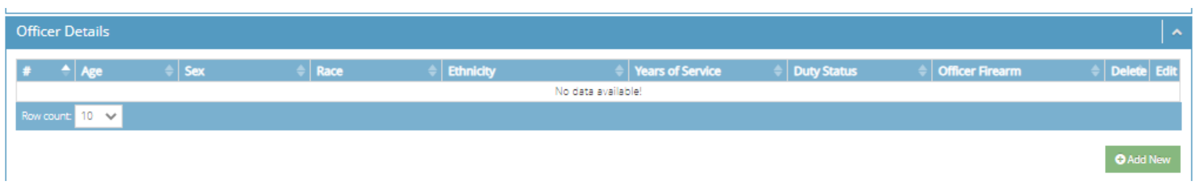
8 Fill in the Offender Detail fields:

- Age
- Sex
- Race
- Ethnicity

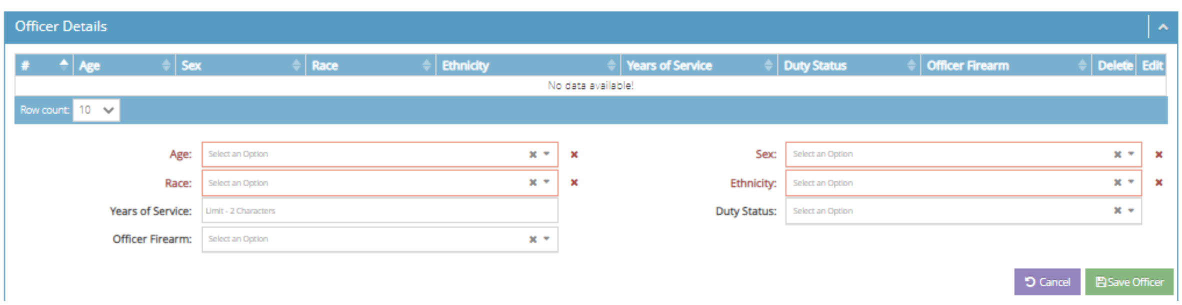
Click the ‘Save Offender’ icon. You can then click on the arrow in the “Edit” column located to the right of the ONFS Report if you need to edit.



9 To add Officer Details click the ‘Add New’ icon: 



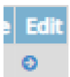
10 Fill in the Officer Detail fields:



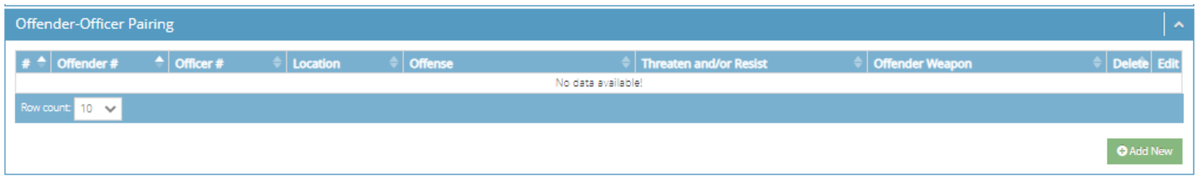
- Age
- Sex
- Race
- Ethnicity
- Years of Service
- Duty Status
- Officer Firearm

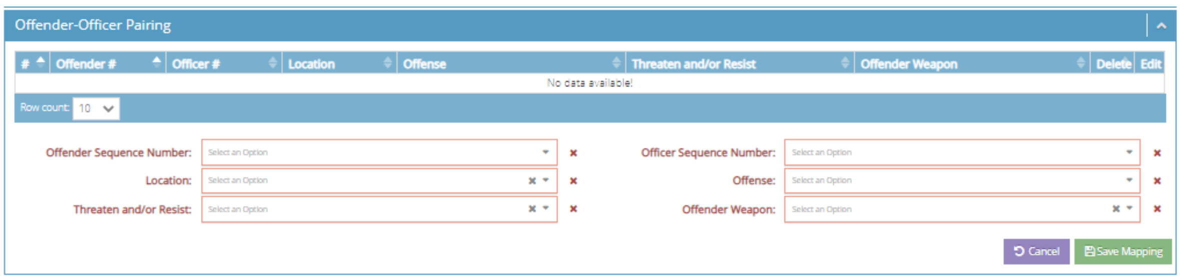
Click the ‘Save Officer’ icon. You can then click on the arrow in the “Edit” column located to the right of the ONFS Report if you need to edit.

<table>
<tr><td></td><td>

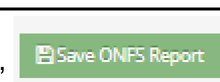
</td></tr>
<tr><td>11</td><td>
To add Offender-Officer Pairing Details click the ‘Add New’ icon: 



</td></tr>
<tr><td>12</td><td>
Fill in the Offender-Officer Detail fields:


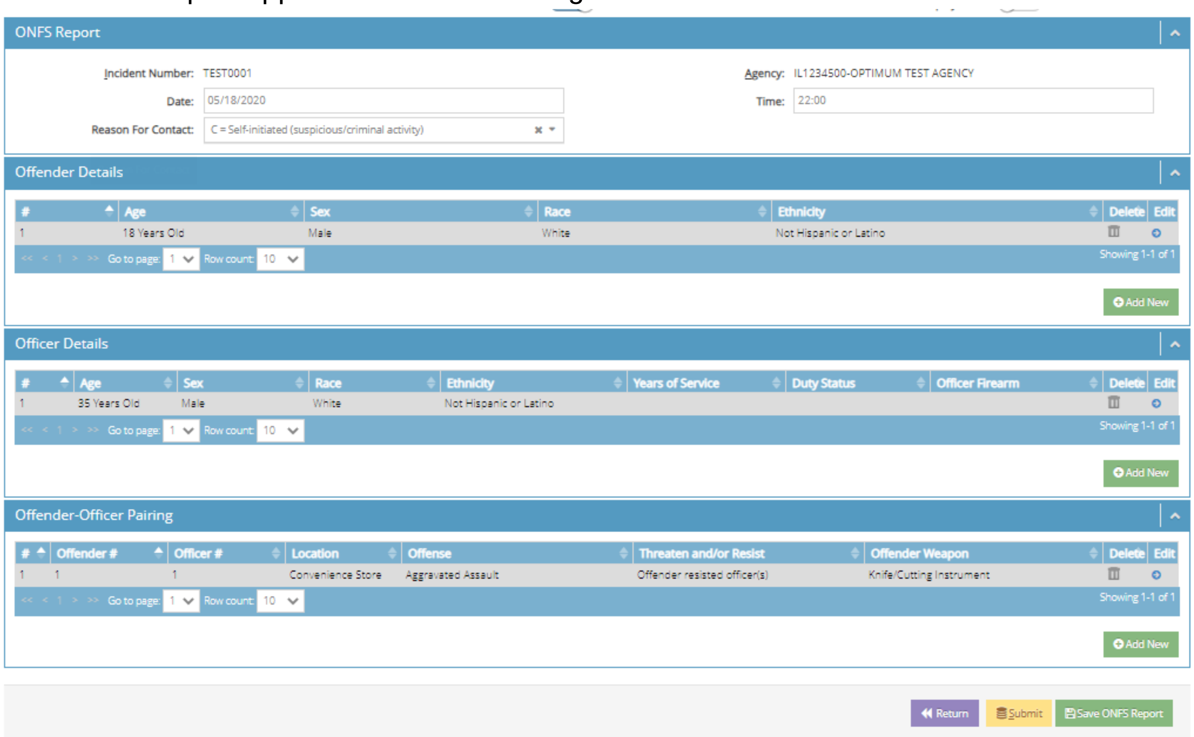
- Offender Sequence Number
- Officer Sequence Number
- Location
- Offense
- Threaten and/or Resist
- Offender Weapon

Click the ‘Save Mapping’ icon. You can then click on the arrow in the “Edit” column located to the right of the ONFS Report if you need to edit.

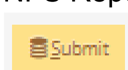

</td></tr>
<tr><td>13</td><td>
Once you have added all Details, click on ‘Save ONFS Report’ 

</td></tr>
</table>

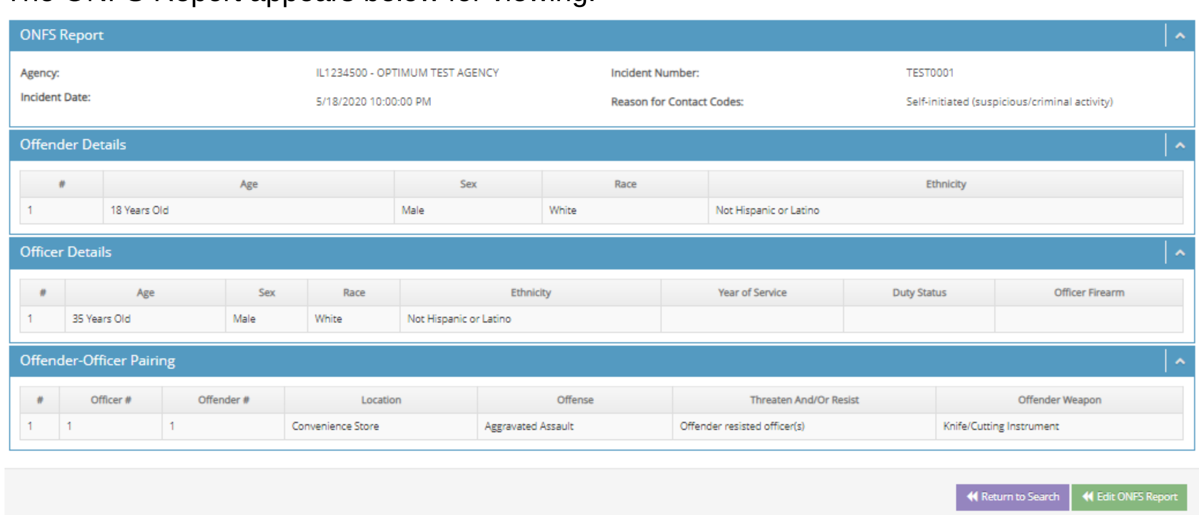
14 The ONFS Report appears below for viewing.



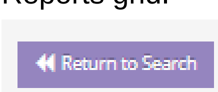
15 If the ONFS Report data is complete and is ready for submission, click the yellow ‘Submit’ button.



16 The ONFS Report appears below for viewing.

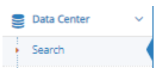


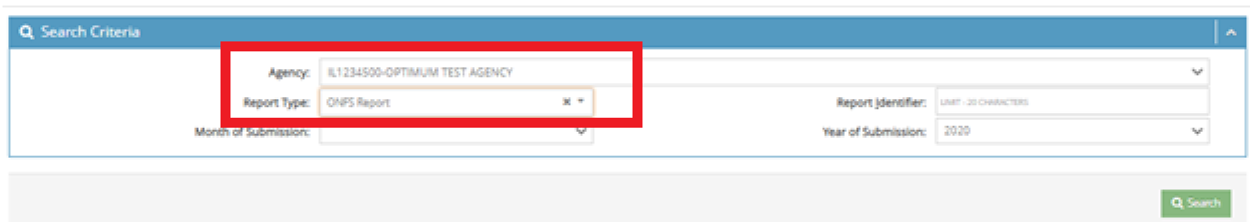
17 Click the purple ‘Return to Search’ button to return to the Data Center—Search Criteria and Reports grid.



Submitted New ONFS Report Example

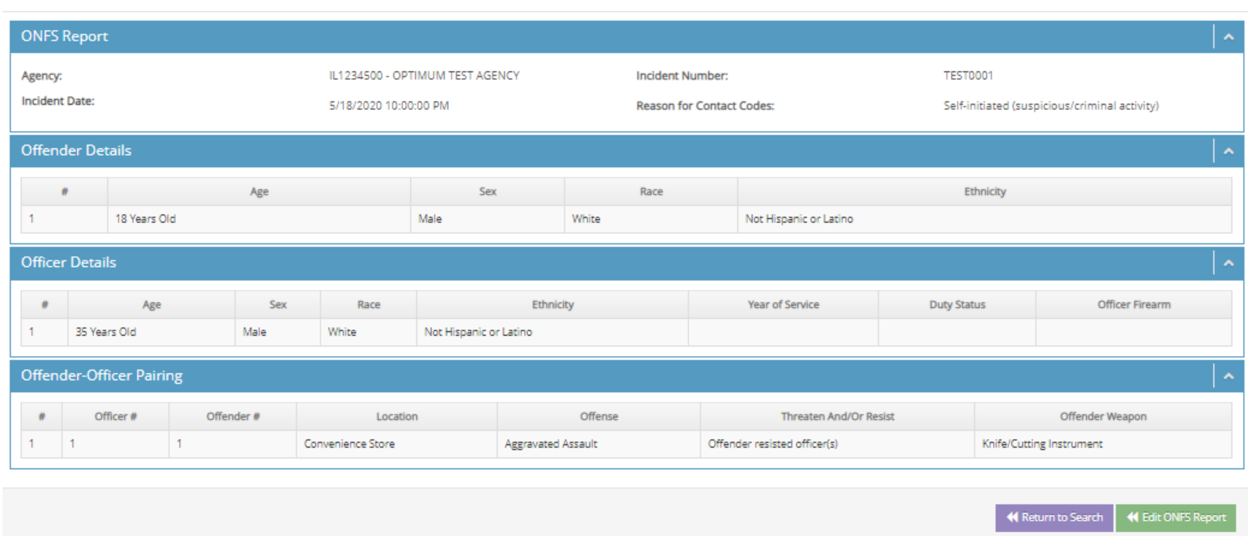
Once submitted to the NIBRS database, an ONFS Report is no longer editable from the Working Items Database. The report can only be accessed via the ‘Search’ page in a view-only format.

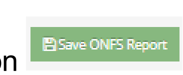




Search for the report and click the small View arrow in the grid: 

The report *can* be edited from Data Center — Search by clicking the green ‘Edit ONFS Report’ button at the bottom of the page:

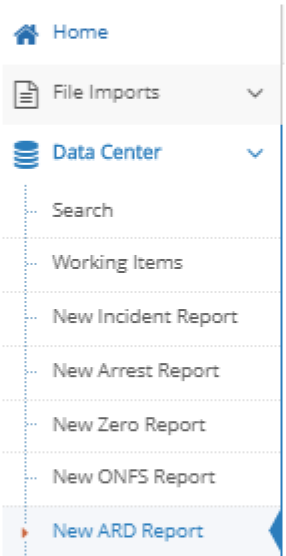


Once edits are made, click the green ‘Save ONFS Report’ button  Then submit the report again by clicking the yellow ‘Submit’ button.

New ARD (Arrest/Custodial-Related Death) Report

Description

Arrest Related Death Reports are submitted by agencies to notify if an incident involved an Arrest Related Death. The ARD report includes incident number, agency, incident date, officer details and deceased information. It is accessed from 'Data Center'.



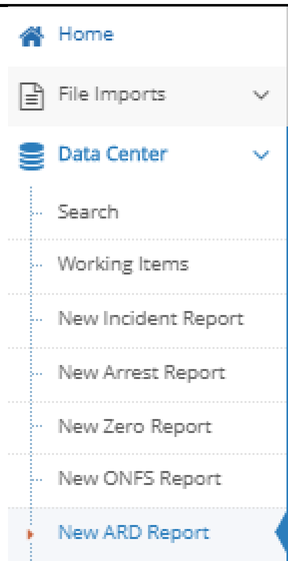
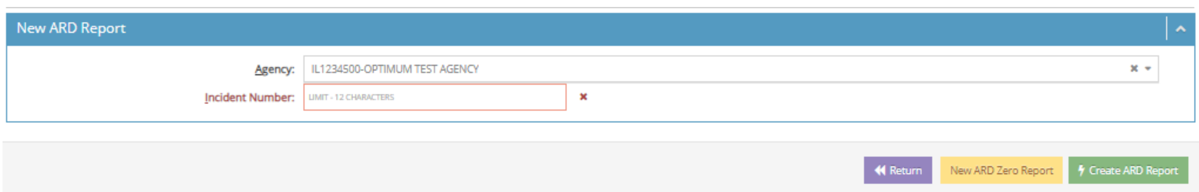
New ARD Report Data Elements

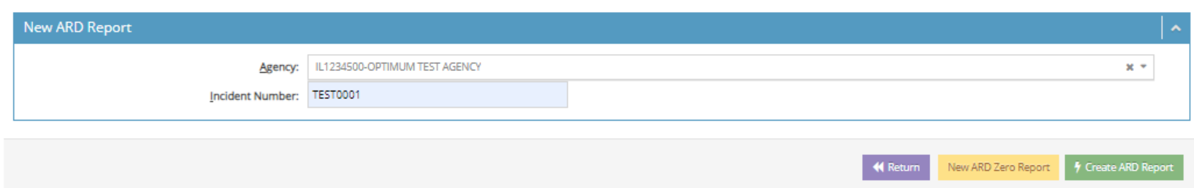
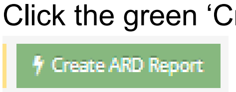
The New ARD Report criteria needed to create a new Report include:

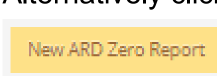
- Agency
- Incident Number

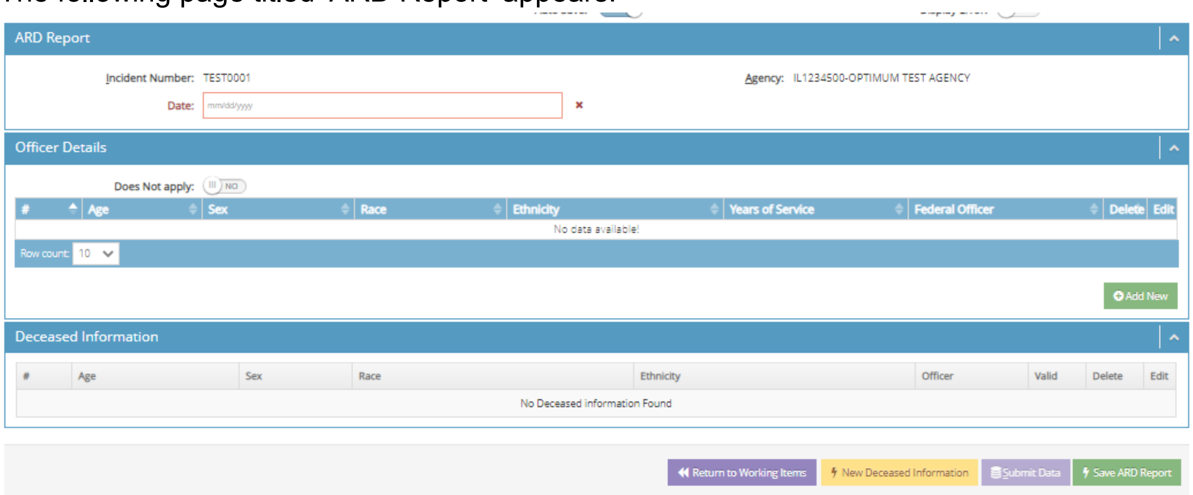
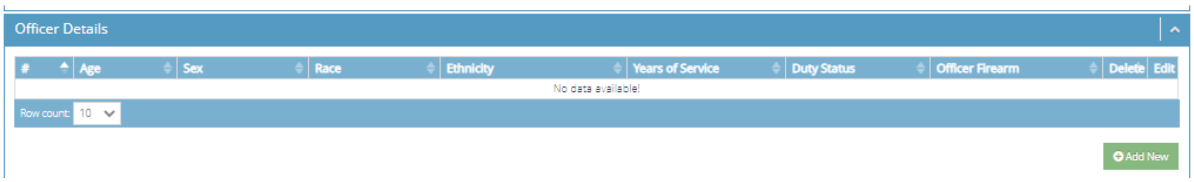
Procedure How to Create and Submit a New ARD Report

Step	Action
1	The following report can be created: o New ARD Report
2	To start a report, click the ARD Report sub module on the left menu bar located under the Data Center module.

<table>
<tr><td></td><td>
</td></tr>
<tr><td>3</td><td>The New ARD Report Criteria page opens. Click the Agency for which the ARD Report is for. The Incident Number fields is made available to add the Incident Number.


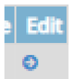
Input the ARD Report’s Incident Number and click on Create ARD Report

</td></tr>
<tr><td>4</td><td>Click the green ‘Create ARD Report’ button:


Alternatively click the “New ARD Zero Repot button to create a zero report.

</td></tr>
</table>

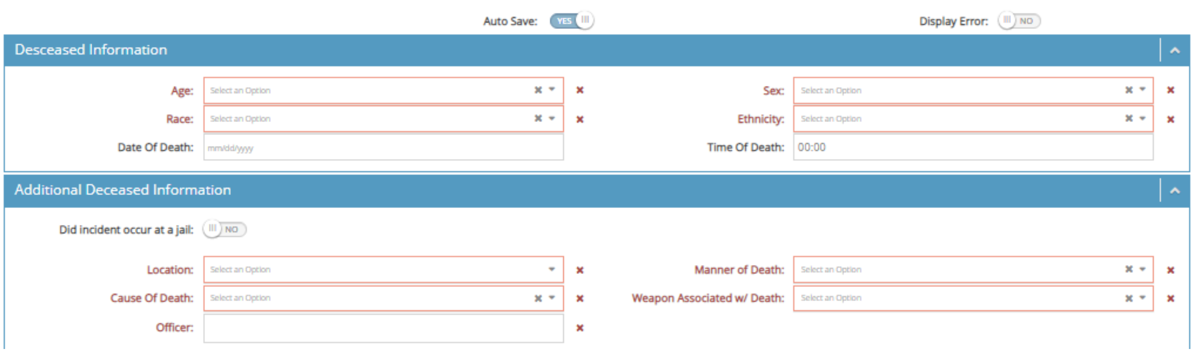
<table>
<tr><td>5</td><td>The following page titled ‘ARD Report’ appears.
</td></tr>
<tr><td>6</td><td>Complete as per instructions on each report.</td></tr>
<tr><td>7</td><td>To add Officer Details click the ‘Add New’ icon: 
</td></tr>
<tr><td>8</td><td>Fill in the Officer Detail fields:

Age
Sex
Race
Ethnicity
Years of Service
Is Officer a Federal Officer
Click the ‘Save Officer’ icon. You can then click on the arrow in the “Edit” column located to the right of the ARD Report if you need to edit.</td></tr>
</table>

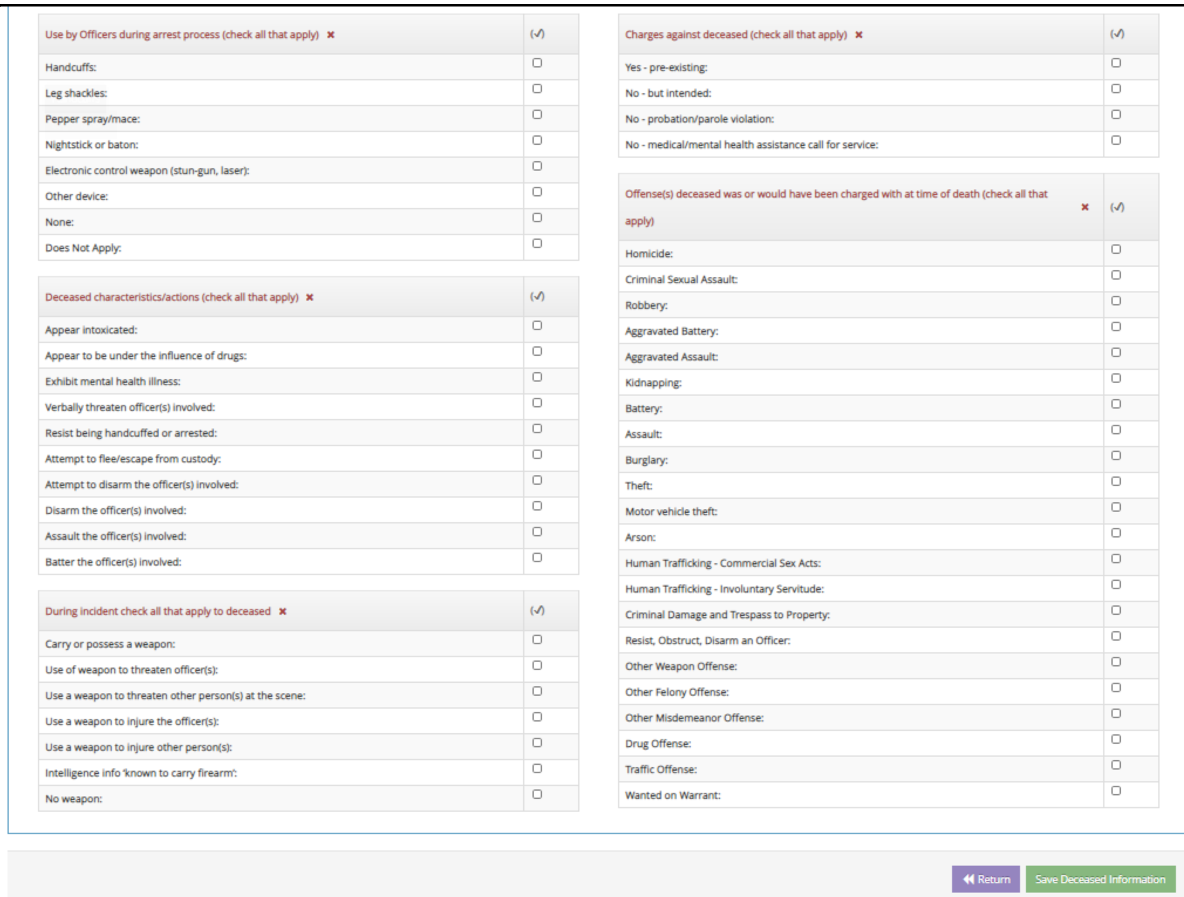
<table>
<tr>
<td></td>
<td>

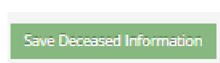
</td>
</tr>
<tr>
<td>9</td>
<td>
To add Deceased Information Details click the yellow ‘New Deceased Information ’ icon:

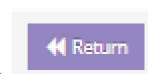

</td>
</tr>
<tr>
<td>10</td>
<td>
Fill in the Deceased Information fields:


</td>
</tr>
</table>

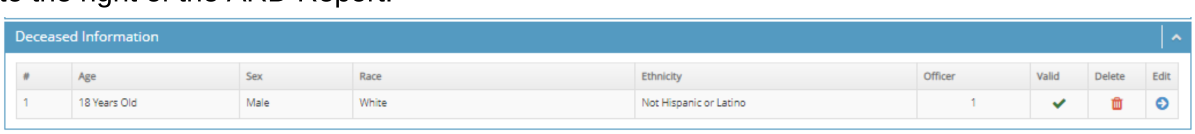


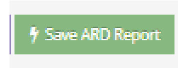
- Age
- Sex
- Race
- Ethnicity
- Date of Death
- Time of Death
- Additional Deceased Information

Click the 'Save Deceased Information' icon. 

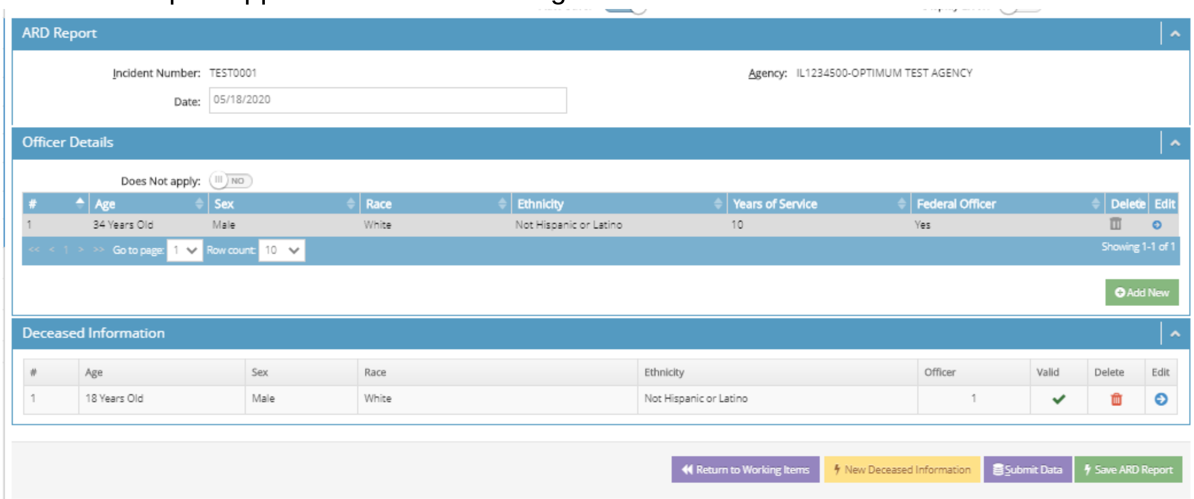
You can then return to the ARD Report by clicking on the purple 'Return' icon. 

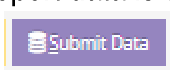
11 If you need to edit the Deceased Information, click on the arrow in the "Edit" column located to the right of the ARD Report.



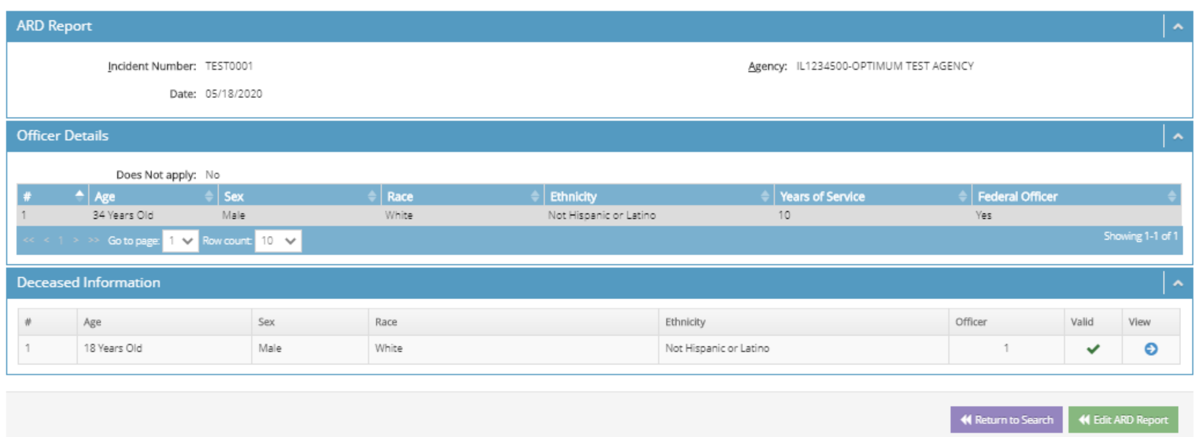
12 Once you have added all Details, click on ‘Save ARD Report’ 

13 The ARD Report appears below for viewing.

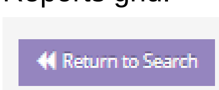


14 If the ARD Report data is complete and is ready for submission, click the purple ‘Submit Data’ button. 

15 The ARD Report appears below for viewing.

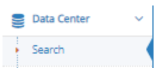


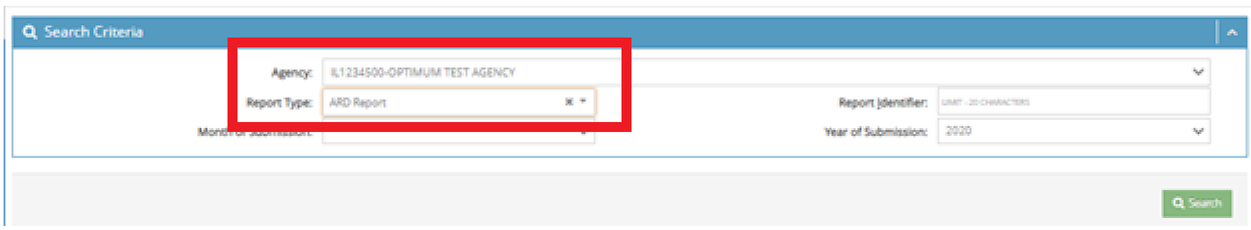
16 Click the purple ‘Return to Search’ button to return to the Data Center—Search Criteria and Reports grid.

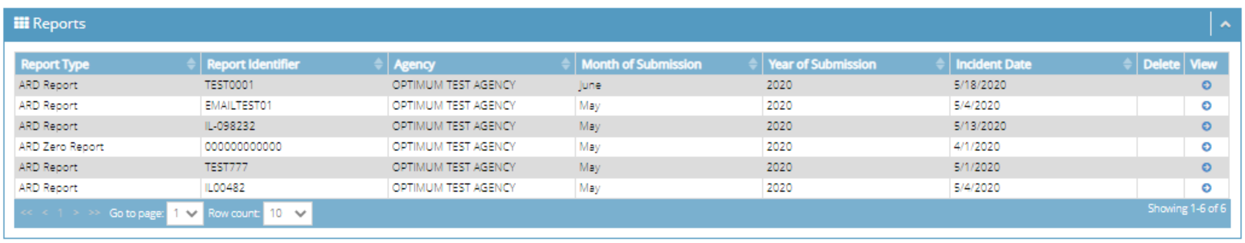


Submitted New ARD Report Example

Once submitted to the NIBRS database, an ONFS Report is no longer editable from the Working Items Database. The report can only be accessed via the 'Search' page in a view-only format.

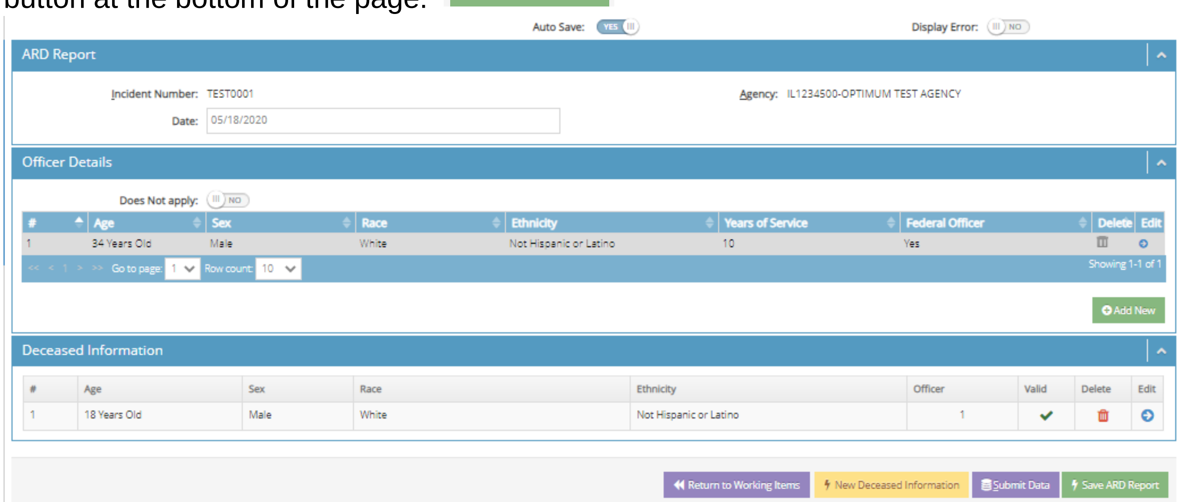


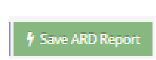




Search for the report and click the small View arrow in the grid: 

The report *can* be edited from Data Center — Search by clicking the green 'Edit ARD Report' button at the bottom of the page: 



Once edits are made, click the green 'Save ARD Report' button 

Then submit the report again by clicking the purple 'Submit Data' button.

Chapter 9: Report Center

Overview

Introduction

The Report Center module enables the user to run reports for analytical, statistical or reporting purposes. This section will introduce the list of available NIBRS reports. All reports have similar filter criteria. Some examples are shown in this chapter. Take time to generate the different reports using a variety of search criteria to become familiar with each one.

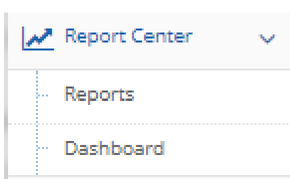
This section indicates the following:

a. What are the input criterion for each report?
b. What is the expected output from each report?
c. Formats available to save each report locally

Where in the Portal is the Report Center?

Where am I in the Portal?

Reports can be accessed in the left menu on the portal. Click the Report Center module and then the Reports sub module to see the list of NIBRS reports. See Reports List section for the report names.

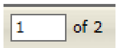


General Report Features

The reports include several features to make download, search and page through reports easy to use and to further analyze. These are discussed below:

Pagination

-  Go to first page of the report
- Go to previous page

-  Go to next page
-  Go to last page
- 

Type Page Number, to go to page

Search

- Type text to search through report
- Click 'Find' to find the text
- Click 'Next' to go to next result

Download Report

- Click 'Save'.
- Select the format to save the report. Available formats are:
    - CSV File
    - PDF
    - Excel
    - Word

Refresh Report

-  Refresh Button to refresh the report

Reports List

Description

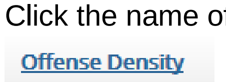
The reports module presents the contributor with all the reports available for analytical, statistical or reporting purposes.

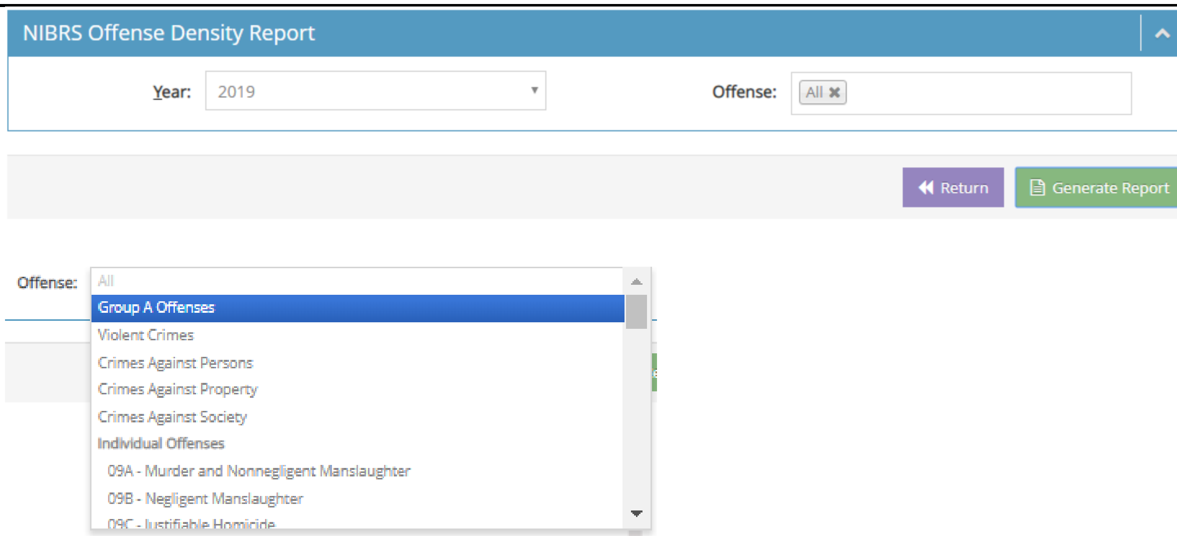
Reports for Agency users include the following:

- NIBRS Reports
    - Ad-hoc Queries
    - Arrest Distribution Breakdown Report
    - Arrest Distribution Report
    - Arrest Trends Report
    - Crime Data
    - Hate Crime Incidents Report
    - LEOKA Incidents Report
    - Murder Incidents Report
    - Offense Density Report
    - Offense Distribution Breakdown Report
    - Offense Distribution Report
    - Offense Trends Comparison Report
    - Offense Trends Report
    - YTD Comparison Report

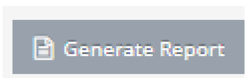
Note: Admin Reports are found in the Illinois NIBRS Repository System Administrator manual.

Procedure: Understanding, Generating and Saving a Report

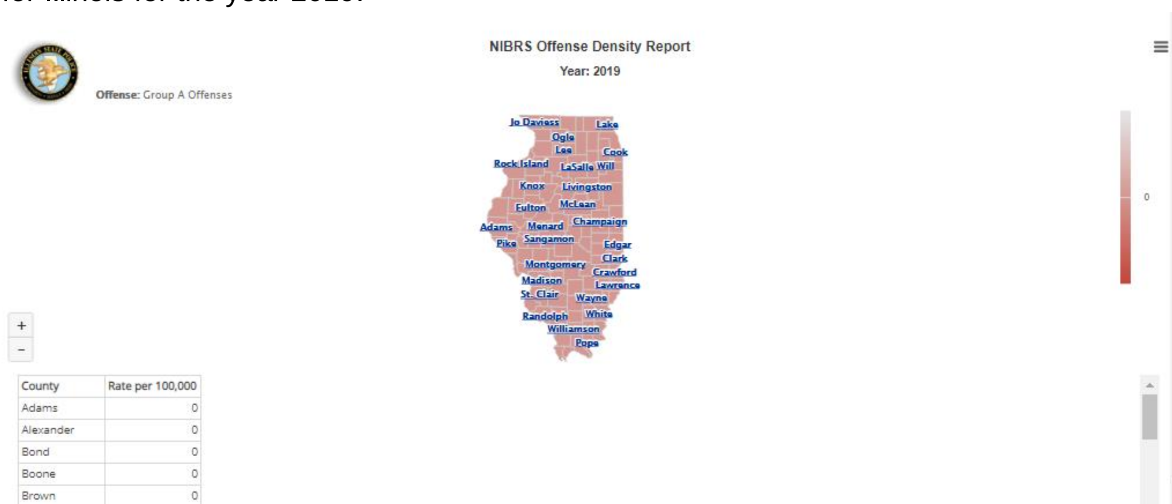
Step	Action
1	Click the arrow next to the report to understand what it does: 
2	Click the name of the report to run it: 
3	Enter the required criterion.



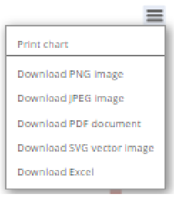
4 Click ‘Generate Report’ to generate the report.



The report for your state will generate. For example, here is the Offense Density Report for Illinois for the year 2019.



5 Click the Chart Context Menu icon in the generated report and select file format to download the report and open, save or cancel the download locally.

	  Print chart Download PNG image Download JPEG image Download PDF document Download SVG vector image Download Excel

NIBRS Reports

Ad-Hoc Queries

Description

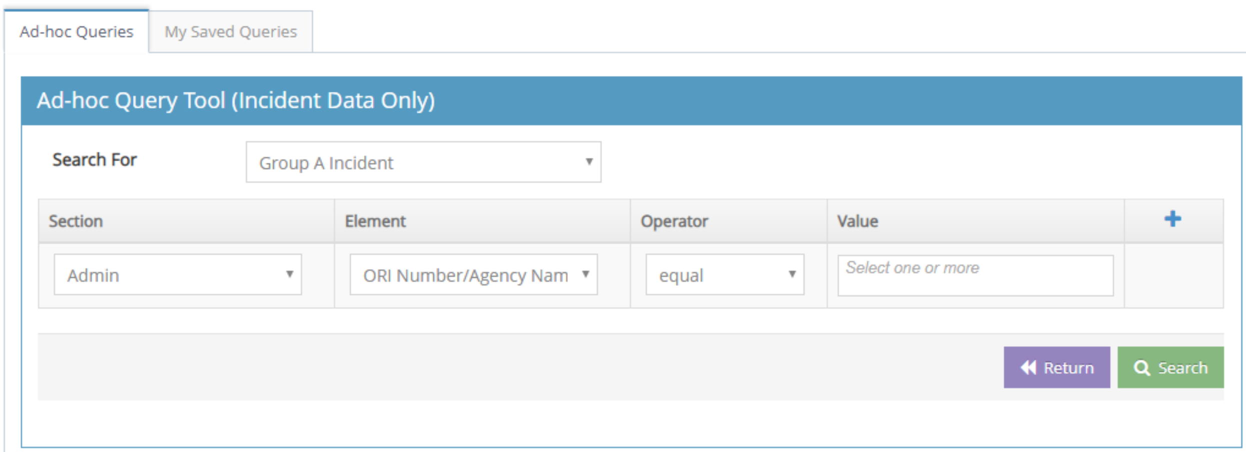
The Ad-hoc Query is a powerful search tool which provides flexible query options for a multitude of search criteria.

Ad-Hoc Queries Reports

The Ad-hoc Query feature allows you to search for a particular data from Group A Incidents and Group B Incidents. It also allows you to:

- ➢ Save the actual query.
- ➢ Download the search results as a CSV file.
- ➢ Download the search results as an Excel file.

Following is a short description of the criteria fields required to create a query:



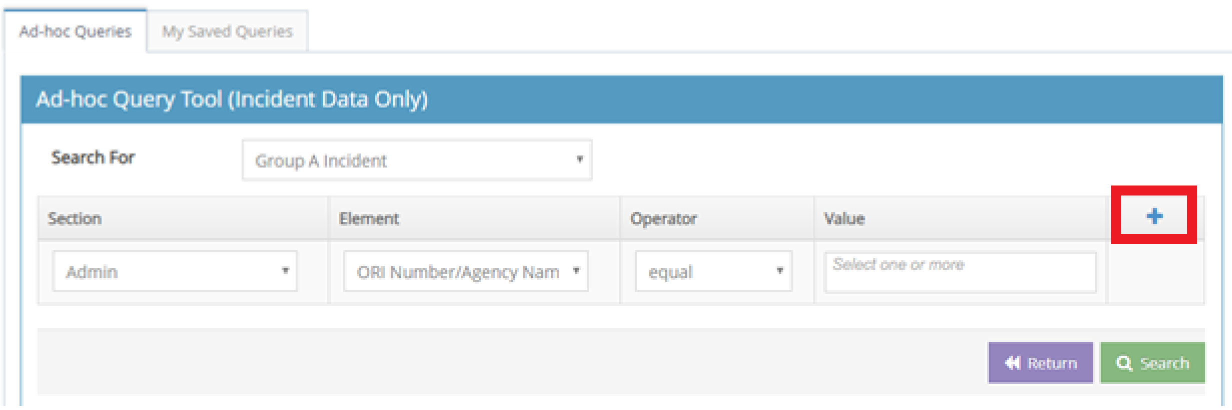
Field Name	Description
Search For	Select the type of record to search from the dropdown.
Section	The segment type that you want to search.
Element	A field within the segment that you have chosen.
Operator	Specifies a relationship between the element and its value.
Value	Defines the element that you are searching.

- From the ‘Search For’ drop-down menu, select the item that you want to search for from the following options:
  - Group A Incident
  - Group B Incident
- From the ‘Section’ drop-down menu, select a segment that you want to search. (Admin, Offense, Property, Victim, Offender, Arrestee)
- From the ‘Element’ drop-down menu, select the element type that you want to use in the search. (ORI Number/Agency Name, Incident Number, Cargo Theft, Incident Date, Report Date Indicator, Incident Hour, Cleared Exceptionally, Clearance Date)

- From the 'Operator' drop-down menu, select the corresponding operator (equal and all except)
- In the 'Value' field, enter the corresponding value (ORI to perform the search on, or ALL)

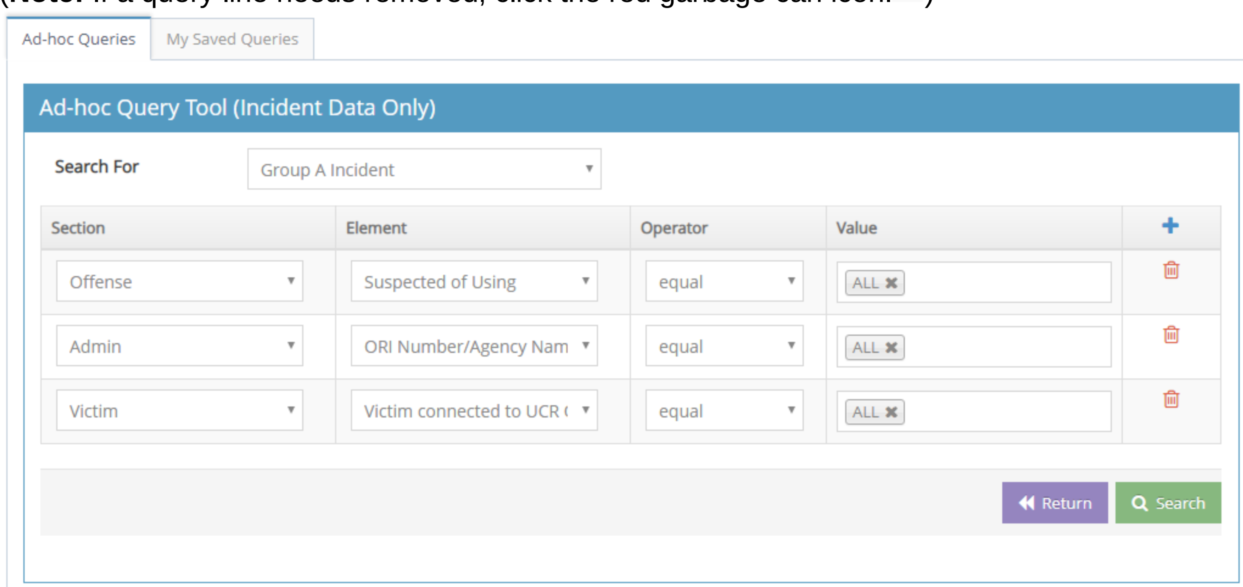
Add Multiple Criterion:

Multiple criteria can be added or removed using an ad-hoc query tool. As the user keeps adding or deleting criteria to the query, the query results are also modified accordingly. To add another row (or rows) of criteria, click the + (plus) icon as shown highlighted in red in the below screenshot:

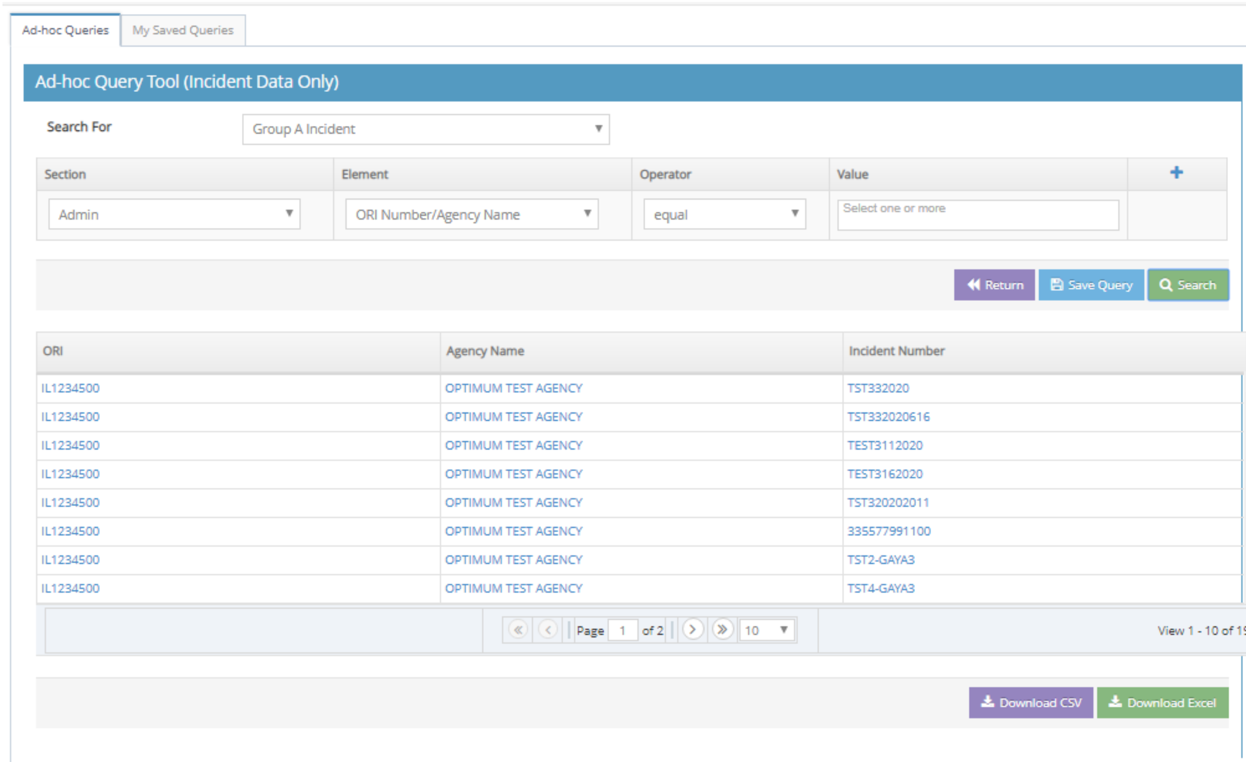


- Click the 'Search' button.
- Search results are displayed.

A Sample query created with the Ad-hoc query tool is shown below.
(**Note:** If a query line needs removed, click the red garbage can icon.)

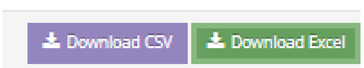


Once the 'Search' button is clicked, the results based on the criteria inputted are displayed and the 'Save Query,' 'Download CSV' and 'Download Excel' buttons appear.

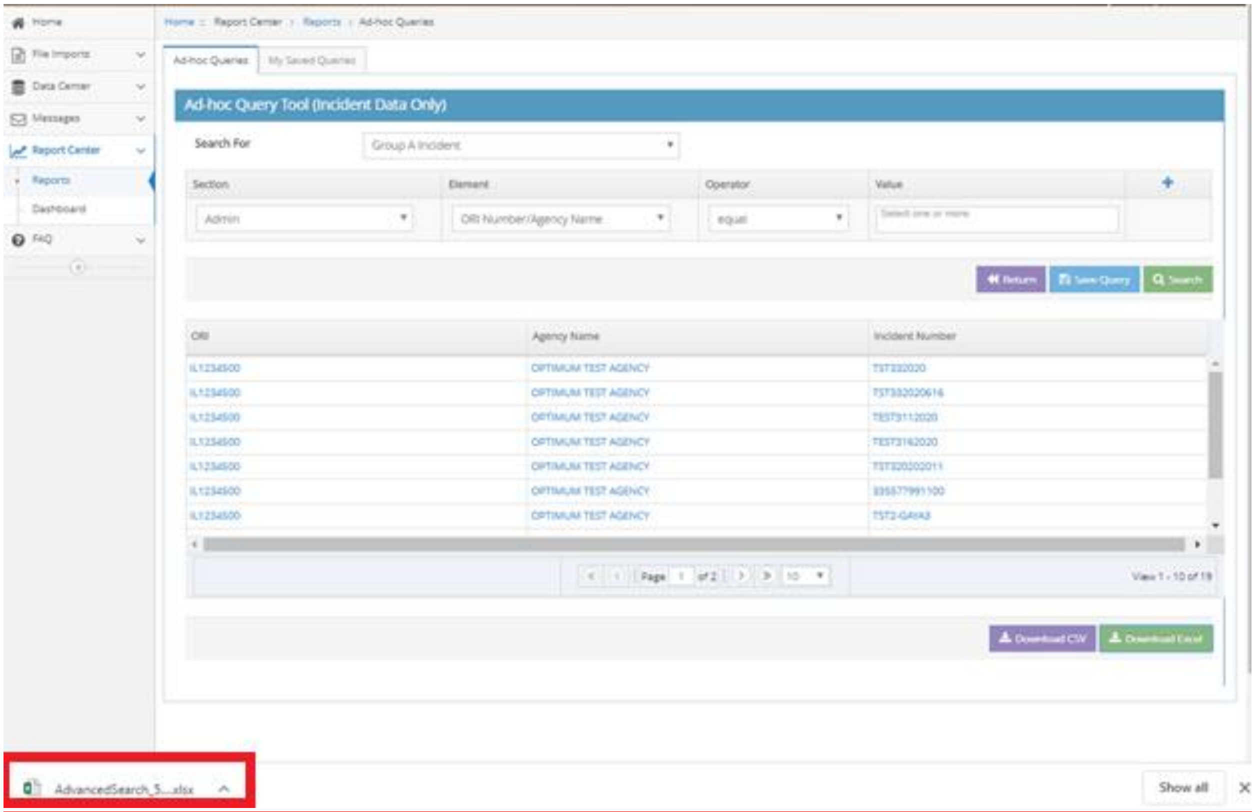


Note: The screenshot above was generated using test data and may not reflect actual results.

The query results can be downloaded to a CSV or an Excel by clicking the appropriate buttons:



For example, after clicking the 'Download CSV' button, the spreadsheet downloads to the bottom of the repository, where it can be clicked, opened and saved:



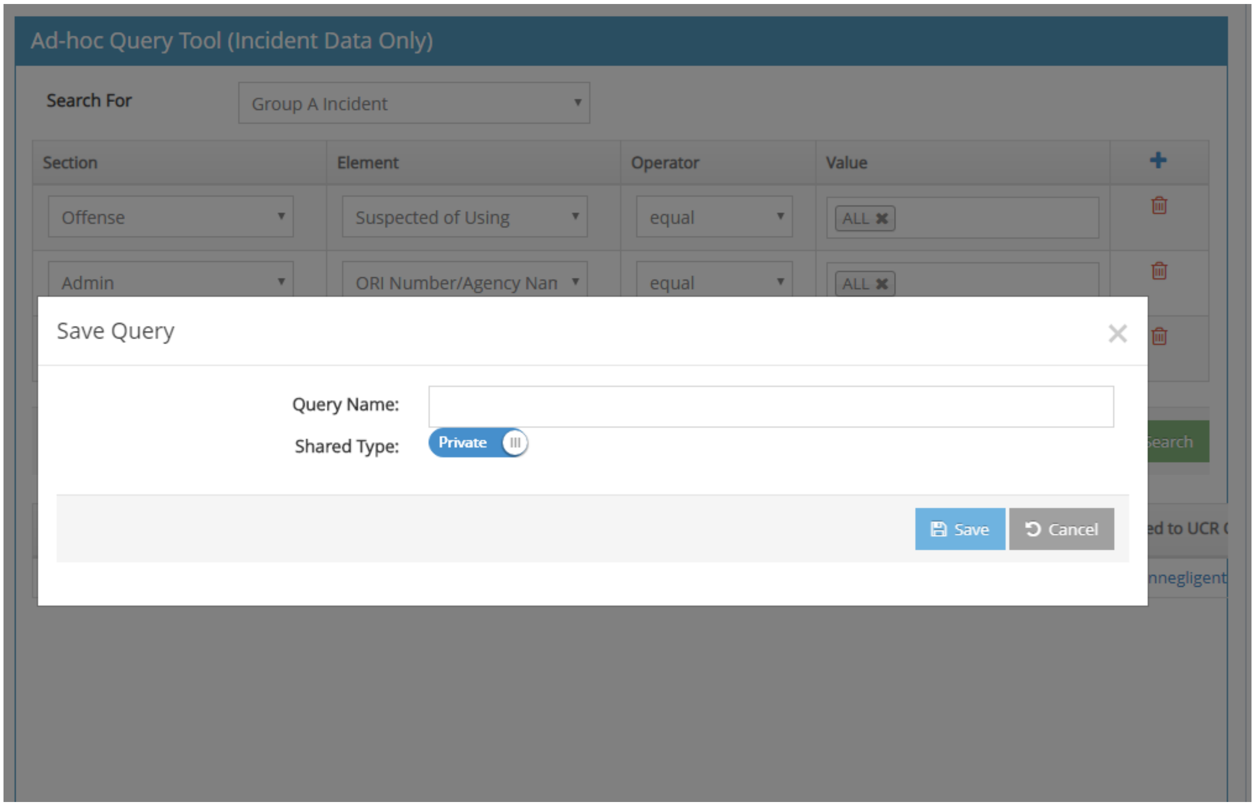
	A	B	C	D
1	ORI	Agency Name	Incident Number	ID5
2	IL1234500	OPTIMUM TEST AGENCY	TST332020	1
3	IL1234500	OPTIMUM TEST AGENCY	TST332020616	2
4	IL1234500	OPTIMUM TEST AGENCY	TEST3112020	4
5	IL1234500	OPTIMUM TEST AGENCY	TEST3162020	5
6	IL1234500	OPTIMUM TEST AGENCY	TST320202011	6
7	IL1234500	OPTIMUM TEST AGENCY	335577991100	12
8	IL1234500	OPTIMUM TEST AGENCY	TST2-GAYA3	13

Note: The screenshot above was generated using test data and may not reflect actual results.

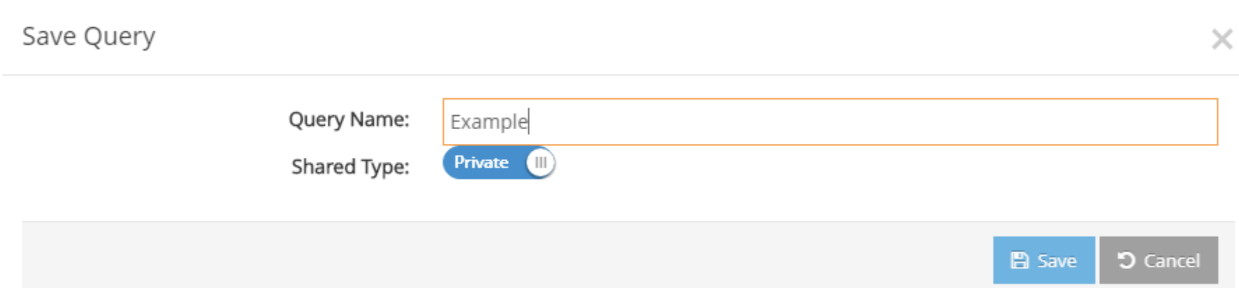
Save Query

All queries, simple or complicated, can be saved and used in the future by just clicking the ‘Save Query’ button.

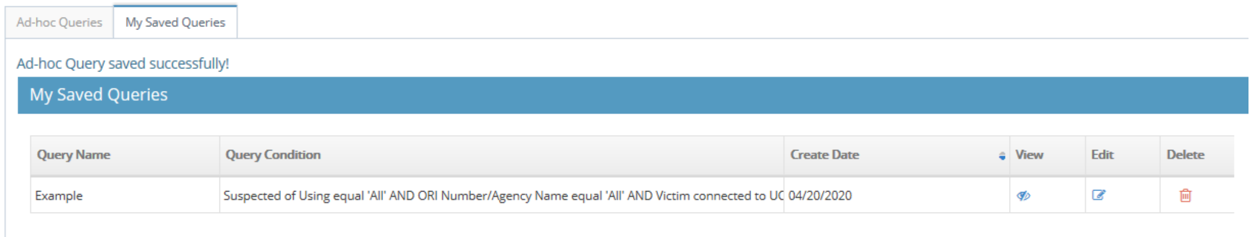
Give the saved query a name in the ‘Query Name’ box. Click the ‘Shared Type’ toggle switch to either ‘Private’ or ‘Public’. If set to ‘Public’ an Agency box appears and the user can select an agency or ALL from the dropdown list. If set to “Private’ only the user can view the query. Then click the 'Save' button or 'Cancel' button. The query gets saved under the second tab on the page which is the 'My Saved Queries' tab.



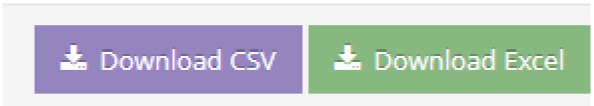
For example: Give the query a name in the 'Save Query' page in the 'Query Name' field. Set the toggle switch to Private or Public. In this case it is set to Private. Click the 'Save' button.



An example of the 'My Saved Queries' page is shown below which includes the Query Name, Query Condition, and Create Date. Each query can be viewed, edited or deleted by clicking the "View" eye icon, the "Edit" paper and pen icon or the "Delete" trash can icon respectively:



The query results can be downloaded to a CSV or an Excel by clicking the appropriate buttons:



	A	B	C	D
1	ORI	Agency Name	Incident Number	ID5
2	IL1234500	OPTIMUM TEST AGENCY	TST332020	1
3	IL1234500	OPTIMUM TEST AGENCY	TST332020616	2
4	IL1234500	OPTIMUM TEST AGENCY	TEST3112020	4
5	IL1234500	OPTIMUM TEST AGENCY	TEST3162020	5
6	IL1234500	OPTIMUM TEST AGENCY	TST320202011	6
7	IL1234500	OPTIMUM TEST AGENCY	335577991100	12
8	IL1234500	OPTIMUM TEST AGENCY	TST2-GAYA3	13

Note: The screenshot above was generated using test data and may not reflect actual results.

Arrest Distribution Breakdown Report, Arrest Distribution Report, Arrest Trends Report, Crime Data

Description

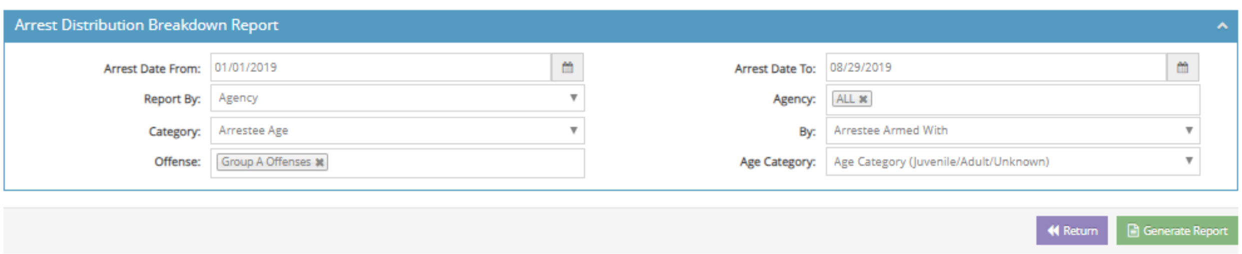
These reports allow users to run Distribution, Annual Comparisons and Trend Analytics-type reports on NIBRS Group A and Group B (Arrest) data for use in statewide analytics, state annual publications, etc. The reports include:

- Arrest Distribution Breakdown Report
- Arrest Distribution Report
- Arrest Trends Report
- Crime Data

Arrest Distribution Breakdown

This report allows administrators to delve deeper into the distribution of an offense. Any chosen distribution can be further broken down by a related distribution criterion.

This report displays an offense and two categories about the arrestee



The following are the mandatory input criteria for the generation of an Arrest Distribution Breakdown Report:

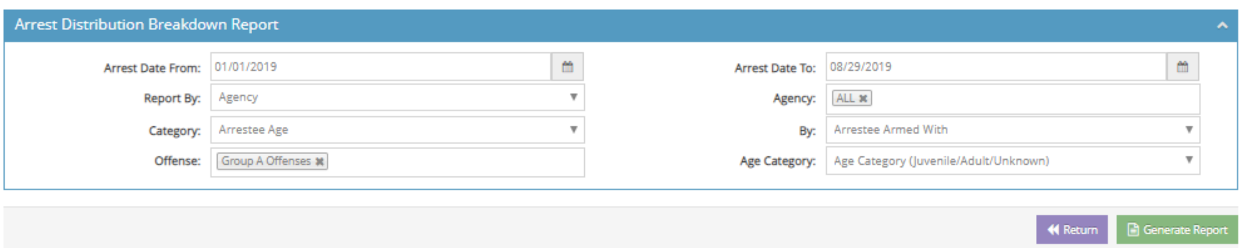
- Arrest Date from: for Distribution
- Arrest Date to: for Distribution
- Report By: Agency or County
- Agency: All, or by ORI
- Offenses: Group A, Group B, Violent Crimes, Crimes Against Persons, Crimes Against Property, Crimes Against Society, Individual Offenses, etc.
- By: Arrestee Sex, Arrestee Age, Arrestee Race, Arrestee Ethnicity, Arrestee Resident Status, Type of Arrest, Arrestee Armed With, Arrestee Disposition, etc.
- Category - Two distribution criteria need to be selected (cannot be the same):
    - Arrestee Sex
    - Arrestee Age
    - Arrestee Race

- Arrestee Ethnicity
- Arrestee Resident Status
- Type of Arrest
- Arrestee Armed With
- Arrestee Disposition

○ Age Category:

- Age Category (Juvenile/Adult/Unknown) Note: May also be shown as ‘FBI Specific Age Category (Juvenile/Adult/Unknown)’
- State Specific Age Category (Juvenile/Adult/Unknown)
- Age Breakdown

○ Agency: or County Selection to run the report.

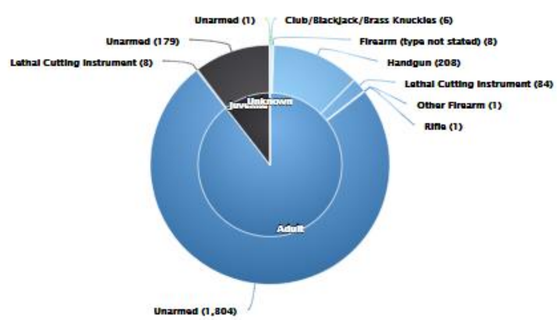


Arrest Distribution Breakdown Report

Beginning Date: 01/01/2019 Ending Date: 08/29/2019

Arrestee Age by Arrestee Armed With

Agency: All
Offense: Group A Offenses



*Counts based on Arrestee Age or Arrestee Armed With may not match counts based solely on the number of offenses or number of victims

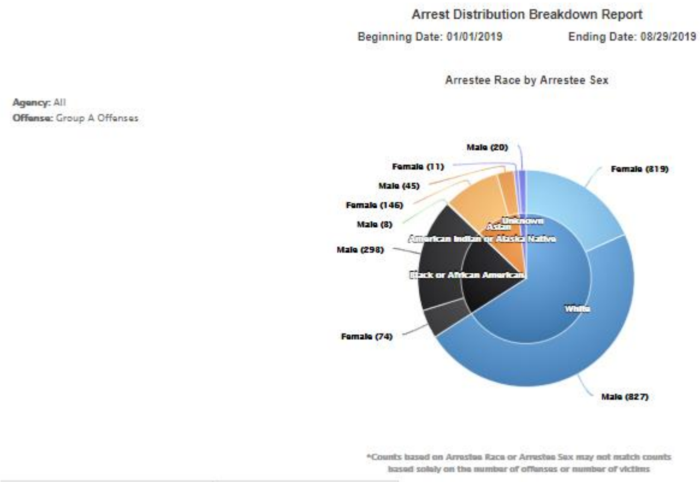
Arrestee Age	Count
Adult	1,557
Juvenile	182
Unknown	1
Total	1,740

Arrestee Armed With	Count
Club/Blackjack/Brass Knuckles	6
Firearm	3
Handgun	208
Lethal Cutting Instrument	37
Other Firearm	1
Rifle	1
Unarmed	1,484
Total	1,740

Printed On: 08/30/2019 21:37 PM

Note: The data results are shown in both donut and table chart formats.

Arrestee Race by Arrestee Sex



Arrestee Race	Count
White	1,146
Black or African American	367
American Indian or Alaska Native	3
Asian	191
Unknown	31
Total	**1,738**

Arrestee Sex	Count
Female	550
Male	1,188
Total	**1,738**

Printed On: 08/30/2019 21:42 PM

Note: The screenshot above was generated using test data and may not reflect actual results.

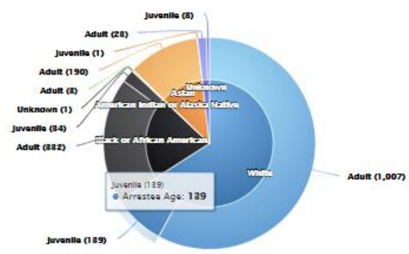
Arrestee Race by Arrestee Age

Arrest Distribution Breakdown Report

Beginning Date: 01/01/2019 Ending Date: 08/29/2019

Arrestee Race by Arrestee Age

Agency: All
Offense: Group A Offenses



*Counts based on Arrestee Race or Arrestee Age may not match counts based solely on the number of offenses or number of victims

Arrestee Race	Count
White	1,146
Black or African American	367
American Indian or Alaska Native	3
Asian	191
Unknown	31
Total	1,738

Arrestee Age	Count
Adult	1,555
Juvenile	182
Unknown	1
Total	1,738

Printed On: 08/30/2019 21:45 PM

Note: The screenshot above was generated using test data and may not reflect actual results.

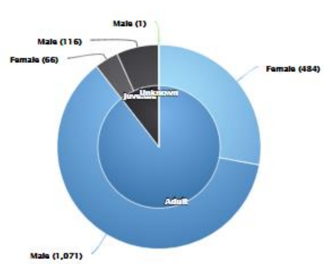
Arrestee Age by Arrestee Sex

Arrest Distribution Breakdown Report

Beginning Date: 01/01/2019 Ending Date: 08/29/2019

Arrestee Age by Arrestee Sex

Agency: All
Offense: Group A Offenses



*Counts based on Arrestee Age or Arrestee Sex may not match counts based solely on the number of offenses or number of victims

Arrestee Age	Count
Adult	1,555
Juvenile	182
Unknown	1
Total	1,738

Arrestee Sex	Count
Female	550
Male	1,188
Total	1,738

Printed On: 08/30/2019 21:47 PM

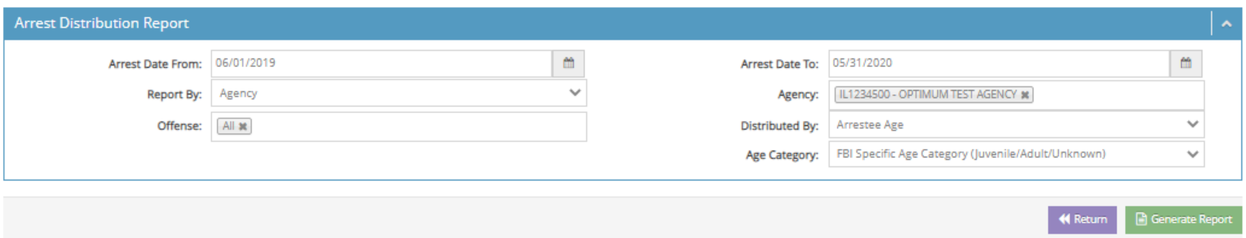
Note: The screenshot above was generated using test data and may not reflect actual results.

Arrest Distribution

Arrest Distribution enables users to run a distribution report of the chosen offense/offense group for the specific agency/county based on chosen distribution criteria. The distribution report enables an administrator to better understand the breakdown of crime based on various criteria. Some examples include:

- the distribution of Sex Offenses related to arrests based on Arrestee Race
- the distribution of all Offenses based on Arrestee Age to determine the most vulnerable age group

The following input criteria are required to be entered for generation of report:



- Arrest Date From
- Arrest Date To
- Report By: Agency or County
- Agency: Agency ORI and name to run the report. Select the agency or county to run this report. Choose ALL to see data for all NIBRS agencies.
- Offense: or Offense group for which the trend is being observed
- Distribute By: Arrestee Age, Arrestee Ethnicity, Arrestee Sex, Arrestee Race, Resident Status, Type of Arrest, Disposition of Arrestee, Armed With
- Age Category: (Age Category (Juvenile/Adult/Unknown), Age Breakdown

Click the green 'Generate Report' button. The below sample report shows the distribution table for all group A offenses distributed by Arrestee Race during a specific time span. It also includes a distribution bar graph. Depending on the categories chosen in the 'Distributed By' dropdown above, the results may include bar graph or a pie chart of data results.

1 of 2 Find | Next

Printed On: 08/30/2019

Arrest Distribution Report

Page 1 of 2

Beginning Date: 04/01/2019 Ending Date: 08/29/2019

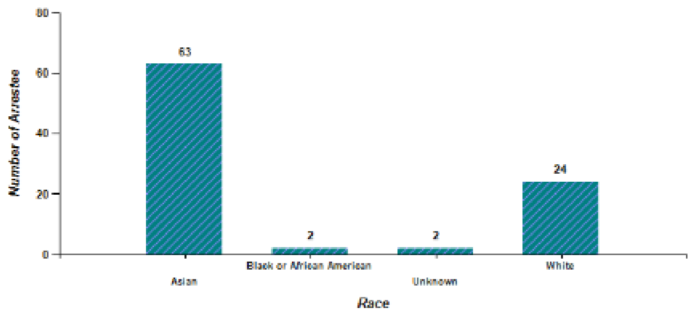
Arrestee Race

Agency: All

Offense: Group A Offenses

Offense	White	Black or African American	Asian	Unknown	Total
09A - Murder and Nonnegligent Manslaughter	2				2
11A - Rape			63		63
13A - Aggravated Assault	3				3
13B - Simple Assault	4				4
220 - Burglary/Breaking and Entering	4				4
23C - Shoplifting	1				1
240 - Motor Vehicle Theft	1				1
280 - Stolen Property Offenses	1			1	2
35A - Drug/Narcotic Violations	6	2		1	9
35B - Drug Equipment Violations	2				2
Total	24	2	63	2	91

Arrestee Race Distribution



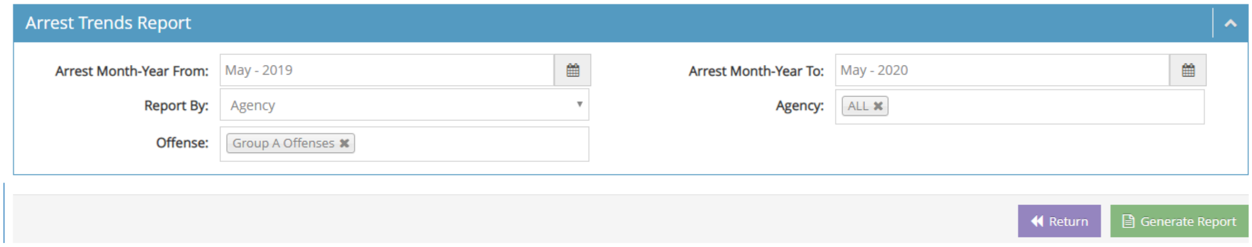
Note: The screenshot above was generated using test data and may not reflect actual results.

Arrest Trends

Arrest Trends report enables users to run a monthly trend comparison of arrests for the chosen offense/offense group for the specific agency/county. The trend report enables an analyst to better understand:

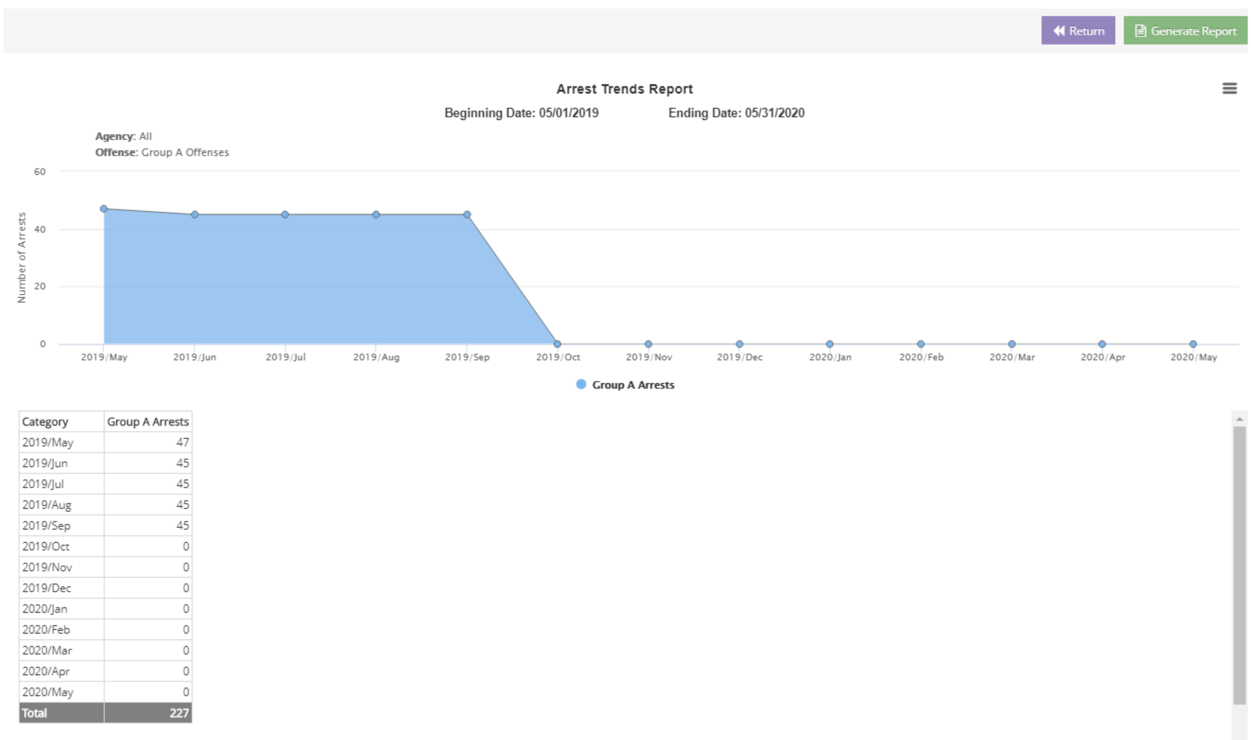
- the increase or reduction in arrests
- the impact of any changes made to patrol patterns

The following input criteria are required to be entered for generation of report:



- Start Month-Year: for the trend chart
- End Month-Year: for the trend chart
- Search by: Agency/County (toggle switch)
- Agency: or County Selection to run the report. Select the agency or county to run this report. Choose ALL to see data for all NIBRS agencies
- Offenses: or Offense group for which the trend is being observed

The below report shows the crime trend graph for all group A offenses generated for May 2019 to May 2020. It includes a crime trend graph with a hover-over option to show the value for each month. The values for each month are also captured in a table below.



Note: The screenshot above was generated using test data and may not reflect actual results.

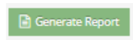
Crime Data Report

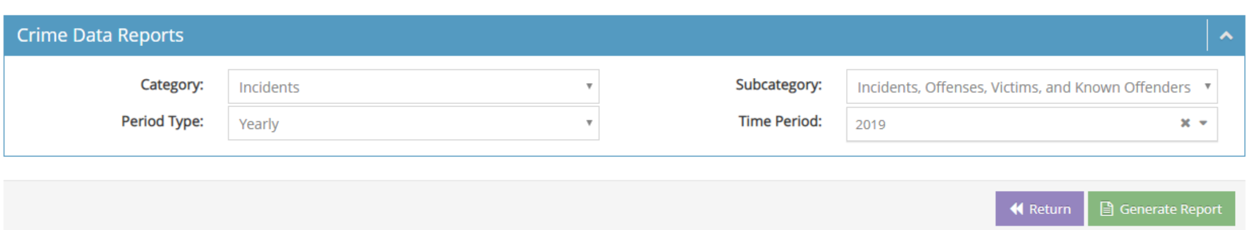
Description

The Crime Data report provides the option to generate different crime statistics yearly/half-yearly/quarterly based on FBI report publication format. Depending on the state, this report may or may not be required.

There are 11 different categories of reports that can be generated under Crime Data report and each category has various sub-categories within.

Crime Data

This report can be generated by providing the criteria shown in the screenshot below and then clicking on the green 'Generate Report' button. 



Categories and sub-categories:

- Incidents
  - Incidents, Offenses, Victims and Known Offenders by Offense Category

- Victims
  - Age Category by Offense Category
  - Age by Offense Category
  - Sex by Offense Category
  - Race by Offense Category

- Offenders
  - Age Category by Offense Category
  - Age by Offense Category
  - Sex by Offense Category
  - Race by Offense Category

- Arrestees
  - Age Category by Arrest Offense Category
  - Age by Arrest Offense Category
  - Sex by Arrest Offense Category
  - Race by Arrest Offense Category

- Relationship
  - Victims to Offenders by Offense Category

- Location
  - Crimes Against Persons Offenses, Offense Category
  - Crimes Against Property Offenses, Offense Category
  - Crimes Against Society Offenses, Offense Category

- Time of Day
  - Crimes Against Persons Incidents, Offense Category
  - Crimes Against Property Incidents, Offense Category
  - Crimes Against Society Incidents, Offense Category

- Type of Weapon/Force
  - Offenses Involving Weapon Use, Offense Category

- Circumstances
  - Murder and Non-Negligent Manslaughter and Aggravated Assault Victims, Offense Type
  - Negligent Manslaughter Victim
  - Individuals Justifiably Killed, Justifiable Homicide Circumstance by Aggravated Assault/Homicide Circumstance

- Completed and Attempted
  - Number of Offenses Completed and Attempted by Offense Category

- Clearances
  - Incidents Cleared by Offense Category

- Period Type:

Yearly	**Time Period:** Actual year (i.e., 2019)
Half Yearly	**Time Period:** Actual year (i.e., 2019) First Half; Second Half
Quarterly	**Time Period:** Actual year (i.e., 2019) Q1, Q2, Q3, Q4
Date Range	**Time Period:** Actual month/day/year to month/day/year (i.e., 11/01/2019 – 11/30/2019)

A sample generated report is captured below:

1 of 1 Find | Next

Incidents, Offenses, Victims, and Known Offenders by Offense Category, 2019

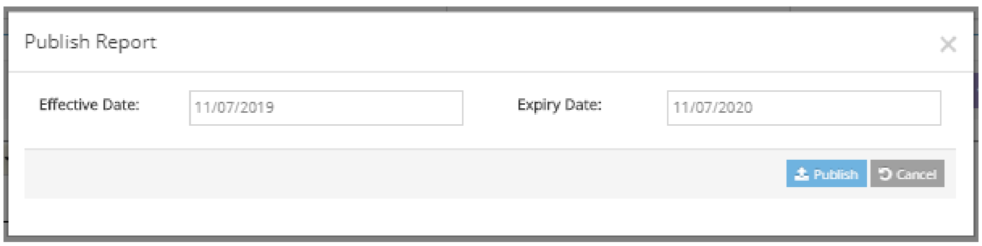
Offense Category	*Incidents*[1]	*Offenses*	*Victims*[2]	*Known Offenders*[3]
Total	**8,574**	**8,826**	**9,057**	**7,192**
Crimes Against Person	**2,631**	**2,833**	**2,833**	**2,725**
Assault Offenses	1,901	2,095	2,095	1,981
Homicide Offenses	29	29	29	32
Human Trafficking	6	6	6	5
Kidnapping/Abduction	19	21	21	24
Sex Offenses	666	672	672	674
Sex Offenses, Non-Forcible	10	10	10	9
Crimes Against Property	**5,106**	**5,156**	**5,387**	**3,483**
Arson	19	19	22	20
Bribery	0	0	0	0
Burglary/Breaking and Entering	423	466	506	340
Counterfeiting/Forgery	78	78	86	58
Destruction/Damage/Vandalism	760	760	786	513
Embezzlement	2	2	2	1
Extortion/Blackmail	1	1	1	1
Fraud Offenses	552	552	574	345
Larceny/Theft Offenses	2,909	2,909	3,017	1,853
Motor Vehicle Theft	238	245	241	176
Robbery	98	98	126	146
Stolen Property Offenses	26	26	26	30
Crimes Against Society	**837**	**837**	**837**	**984**
Animal Cruelty	22	22	22	23
Drug/Narcotic Offenses	713	713	713	847
Gambling Offenses	4	4	4	4
Pornography/Obscene Material	20	20	20	17
Prostitution Offenses	4	4	4	1
Weapons Law Violations	74	74	74	92

[1]The actual number of incidents is 8,575. However, the column figures will not add to the total because incidents may include more than one offense type, and one incident was counted for each offense type within each offense category in this table.
[2]The figures in the column for victims represent the number of victims associated with each offense type.
[3]The term Known Offender does not imply the identity of the suspect is known, but only that an attribute of the suspect has been identified, which distinguishes him/her from an unknown offender. Therefore, the figures in this column do not account for the 2,327 incidents with unknown offenders.

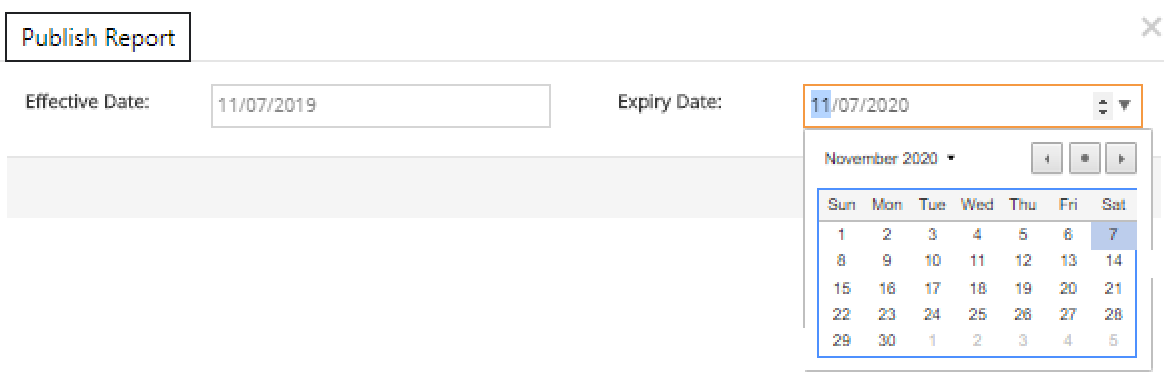
Note: The screenshot above was generated using test data and may not reflect actual results.

To publish the Crime Data report to the state's Public Portal (if applicable), click the blue 'Publish Report' button:

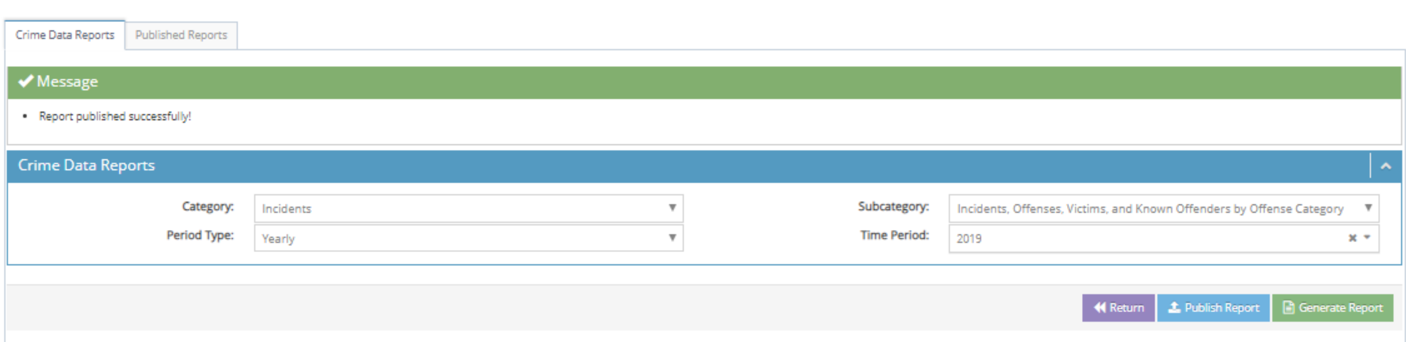
The 'Publish Report' screen appears. The 'Effective Date' shows the current date, but can be edited. The 'Expiry Date' defaults to one year out from the effective date, but can be edited to other dates and years by hovering the mouse over the Expiry Date field to see and click the dropdown arrow.



A calendar appears for editing the month, day and year for when the report will be published:



Once the blue Publish button is clicked the following confirmation in green appears: "Message – Report published successfully!" (as shown below):



Hate Crime Incidents, LEOKA Incidents, and Murder Incidents Reports

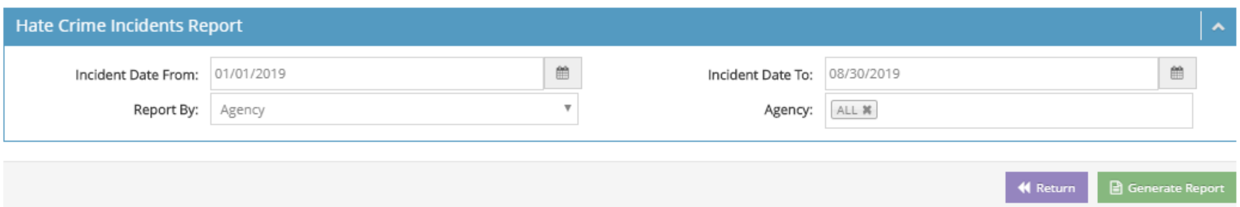
Description

These reports allow users to run Hate Crime, LEOKA and Murder Incidents Reports. The reports include:

- Hate Crime Incidents Report
- LEOKA Incidents Report
- Murder Incidents Report

Hate Crime Incidents Report

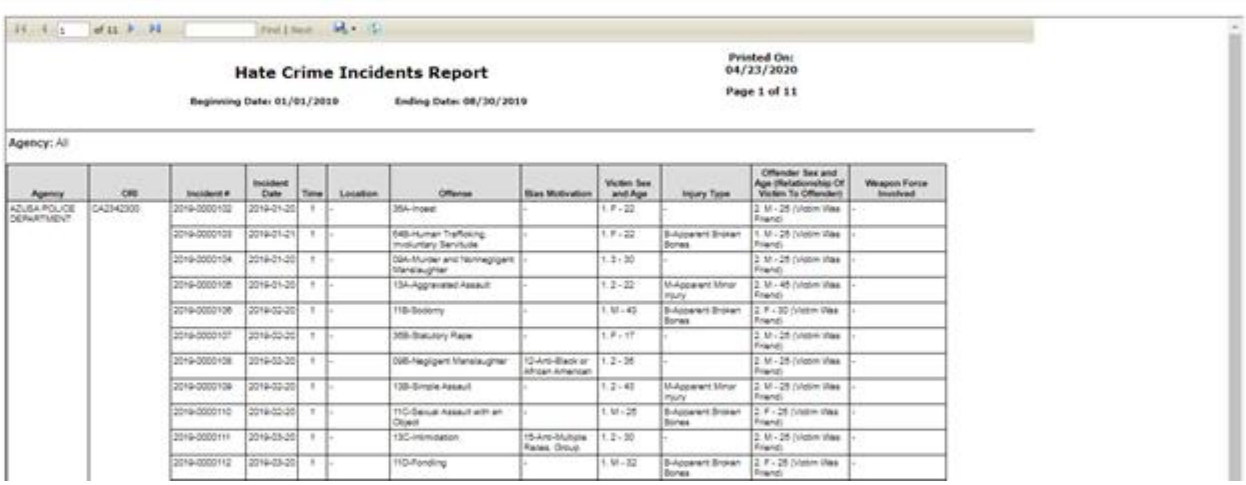
This report example provides detailed per incident information about hate crime incidents in an agency or across the state in the selected time-period.



The generation criteria for the report are:

- Incident Date From
- Incident Date To
- Report By: Agency or County
- Agency: Select one or ALL agencies

A sample report is shown next for Hate Crimes across all state agencies. If a particular state has municipalities, then an additional column



Hate Crime Incidents Report

Beginning Date: 01/01/2019 Ending Date: 08/30/2019

Printed On: 04/23/2020

Page 1 of 11

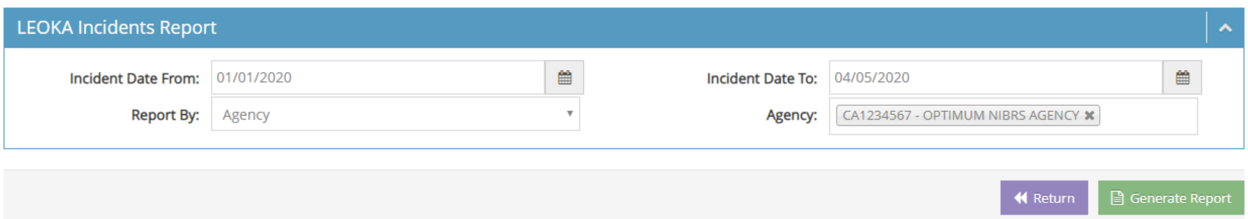
Agency: All

Agency	ORI	Incident #	Incident Date	Time	Location	Offense	Bias Motivation	Victim Sex and Age	Injury Type	Offender Sex and Age (Relationship Of Victim To Offender)	Weapon Force Involved
AZUSA POLICE DEPARTMENT	CA2342300	2019-0000102	2019-01-20	1	-	36A-Incest	-	1. F - 22	-	2. M - 25 (Victim Was Friend)	-
		2019-0000103	2019-01-21	1	-	64B-Human Trafficking, Involuntary Servitude	-	1. F - 22	B-Apparent Broken Bones	1. M - 25 (Victim Was Friend)	-
		2019-0000104	2019-01-20	1	-	09A-Murder and Nonnegligent Manslaughter	-	1. 3 - 30	-	2. M - 25 (Victim Was Friend)	-
		2019-0000105	2019-01-20	1	-	13A-Aggravated Assault	-	1. 2 - 22	M-Apparent Minor Injury	2. M - 45 (Victim Was Friend)	-
		2019-0000106	2019-02-20	1	-	11B-Sodomy	-	1. M - 43	B-Apparent Broken Bones	2. F - 30 (Victim Was Friend)	-
		2019-0000107	2019-02-20	1	-	36B-Statutory Rape	-	1. F - 17	-	2. M - 25 (Victim Was Friend)	-
		2019-0000108	2019-02-20	1	-	09B-Negligent Manslaughter	12-Anti-Black or African American	1. 2 - 36	-	2. M - 25 (Victim Was Friend)	-
		2019-0000109	2019-02-20	1	-	13B-Simple Assault	-	1. 2 - 43	M-Apparent Minor Injury	2. M - 25 (Victim Was Friend)	-
		2019-0000110	2019-02-20	1	-	11C-Sexual Assault with an Object	-	1. M - 25	B-Apparent Broken Bones	2. F - 25 (Victim Was Friend)	-
		2019-0000111	2019-03-20	1	-	13C-Intimidation	15-Anti-Multiple Races, Group	1. 2 - 30	-	2. M - 25 (Victim Was Friend)	-
		2019-0000112	2019-03-20	1	-	11D-Fondling	-	1. M - 32	B-Apparent Broken Bones	2. F - 25 (Victim Was Friend)	-

Note: The screenshot above was generated using test data and may not reflect actual results.

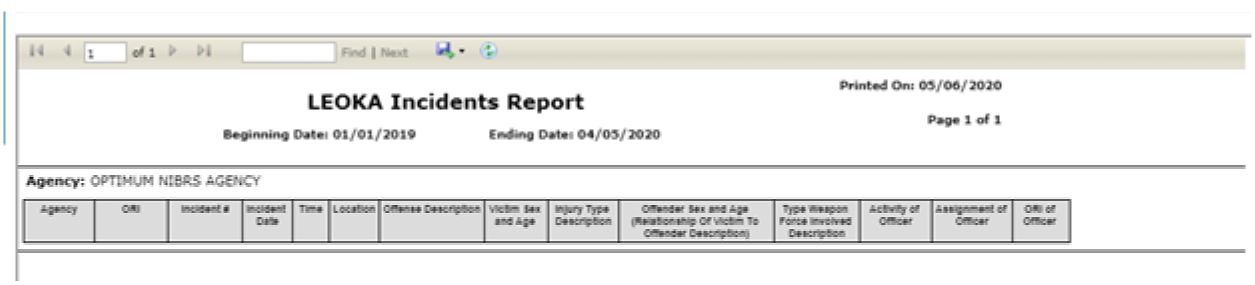
LEOKA Incidents Report

This report example provides a detailed view of LEOKA (Law Enforcement Officer Killed or Assaulted) incidents by each ORI for the State in the selected period. It includes Agency Name, ORI Number, Municipality, Incident Number, Incident Date, Time, Location, Offense Description, Victim Sex and Age, Injury Type Description, Offender Sex and Age (Relationship of Victim to Offender Description), Type Weapon Force Involved Description; and Activity of Officer, Assignment of Officer, and ORI of Officer.



The Criteria to generate this report are:

- Incident Date From and Incident Date To
- Report by (Agency or County)
- Agency or County (ORI or county name/code)



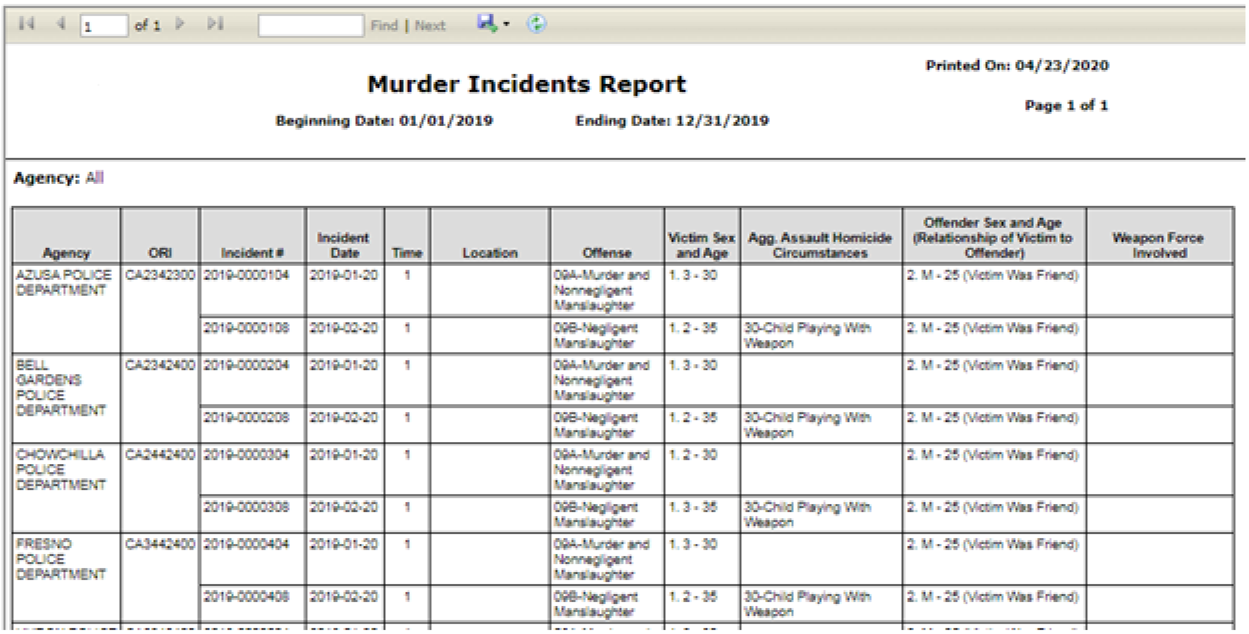
Note: The screenshot above was generated using test data and may not reflect actual results.

Murder Incidents Report

This report example provides a detailed view of Murder Incidents by each ORI or County for the State in the selected period.

Once a report is generated by “Agency,” it shows the Agencies by name, ORI, Municipality, Incident Number, Incident Date, Time, Location, Offense, Victim Sex and Age, Aggravated Assault Homicide Circumstances, Offender Sex and Age (Relationship of Victim to Offender), and Weapon Force Involved.

Agency Version:



1 of 1 Find | Next

Murder Incidents Report

Printed On: 04/23/2020

Page 1 of 1

Beginning Date: 01/01/2019 Ending Date: 12/31/2019

Agency: All

Agency	ORI	Incident #	Incident Date	Time	Location	Offense	Victim Sex and Age	Agg. Assault Homicide Circumstances	Offender Sex and Age (Relationship of Victim to Offender)	Weapon Force Involved
AZUSA POLICE DEPARTMENT	CA2342300	2019-0000104	2019-01-20	1		09A-Murder and Nonnegligent Manslaughter	1. 3 - 30		2. M - 25 (Victim Was Friend)	
		2019-0000108	2019-02-20	1		09B-Negligent Manslaughter	1. 2 - 35	30-Child Playing With Weapon	2. M - 25 (Victim Was Friend)	
BELL GARDENS POLICE DEPARTMENT	CA2342400	2019-0000204	2019-01-20	1		09A-Murder and Nonnegligent Manslaughter	1. 3 - 30		2. M - 25 (Victim Was Friend)	
		2019-0000208	2019-02-20	1		09B-Negligent Manslaughter	1. 2 - 35	30-Child Playing With Weapon	2. M - 25 (Victim Was Friend)	
CHOWCHILLA POLICE DEPARTMENT	CA2442400	2019-0000304	2019-01-20	1		09A-Murder and Nonnegligent Manslaughter	1. 2 - 30		2. M - 25 (Victim Was Friend)	
		2019-0000308	2019-02-20	1		09B-Negligent Manslaughter	1. 3 - 35	30-Child Playing With Weapon	2. M - 25 (Victim Was Friend)	
FRESNO POLICE DEPARTMENT	CA3442400	2019-0000404	2019-01-20	1		09A-Murder and Nonnegligent Manslaughter	1. 3 - 30		2. M - 25 (Victim Was Friend)	
		2019-0000408	2019-02-20	1		09B-Negligent Manslaughter	1. 2 - 35	30-Child Playing With Weapon	2. M - 25 (Victim Was Friend)	

Note: The screenshot above was generated using test data and may not reflect actual results.

Once a report is generated by “County,” it shows the Counties by name, Agency name, ORI, Incident Number, Incident Date, Time, Location, Offense, Victim Sex and Age, Aggravated Assault Homicide Circumstances, Offender Sex and Age (Relationship of Victim to Offender), and Weapon Force Involved.

County Version:

Find | Next

Murder Incidents Report

Printed On: 04/23/2020

Page 1 of 1

Beginning Date: 01/01/2019 Ending Date: 12/31/2019

County: All

County	Agency	ORI	Incident #	Incident Date	Time	Location	Offense	Victim Sex and Age	Agg. Assault Homicide Circumstances	Offender Sex and Age (Relationship of Victim to Offender)	Weapon Force Involved
Fresno County	FRESNO POLICE DEPARTMENT	CA3442400	2019-0000404	2019-01-20	1		09A-Murder and Nonnegligent Manslaughter	1. 3 - 30		2. M - 25 (Victim Was Friend)	
			2019-0000408	2019-02-20	1		09B-Negligent Manslaughter	1. 2 - 35	30-Child Playing With Weapon	2. M - 25 (Victim Was Friend)	
	HURON POLICE DEPARTMENT	CA2212400	2019-0000504	2019-01-20	1		09A-Murder and Nonnegligent Manslaughter	1. 3 - 30		2. M - 25 (Victim Was Friend)	
			2019-0000508	2019-02-20	1		09B-Negligent Manslaughter	1. 3 - 35	30-Child Playing With Weapon	2. M - 25 (Victim Was Friend)	
	KINGSBURG POLICE DEPARTMENT	CA2472400	2019-0000604	2019-01-20	1		09A-Murder and Nonnegligent Manslaughter	1. 3 - 30		2. M - 25 (Victim Was Friend)	
			2019-0000608	2019-02-20	1		09B-Negligent Manslaughter	1. 2 - 35	30-Child Playing With Weapon	2. M - 25 (Victim Was Friend)	
Los Angeles County	AZUSA POLICE DEPARTMENT	CA2342300	2019-0000104	2019-01-20	1		09A-Murder and Nonnegligent Manslaughter	1. 3 - 30		2. M - 25 (Victim Was Friend)	
			2019-0000108	2019-02-20	1		09B-Negligent Manslaughter	1. 2 - 35	30-Child Playing With Weapon	2. M - 25 (Victim Was Friend)	
	BELL GARDENS POLICE DEPARTMENT	CA2342400	2019-0000204	2019-01-20	1		09A-Murder and Nonnegligent Manslaughter	1. 3 - 30		2. M - 25 (Victim Was Friend)	

Note: The screenshot above was generated using test data and may not reflect actual results.

Offense Density Report, Offense Distribution Breakdown Report, Offense Distribution Report, Offense Trends Comparison Report, Offense Trends Report, and YTD Comparison Report

Description

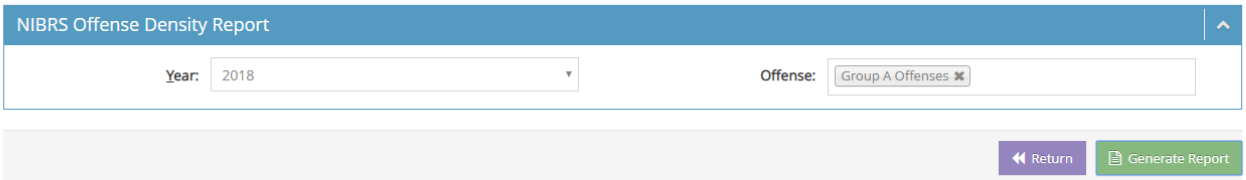
These reports allow users to run distribution, annual comparisons and trend analytics-type reports on NIBRS Group A (Incident), hate crime, LEOKA crime data, for use in statewide analytics, state annual publications, etc. The reports include:

- Offense Density Report
- Offense Distribution Breakdown Report
- Offense Distribution Report
- Offense Trends Comparison Report
- Offense Trends Report
- YTD Comparison Report

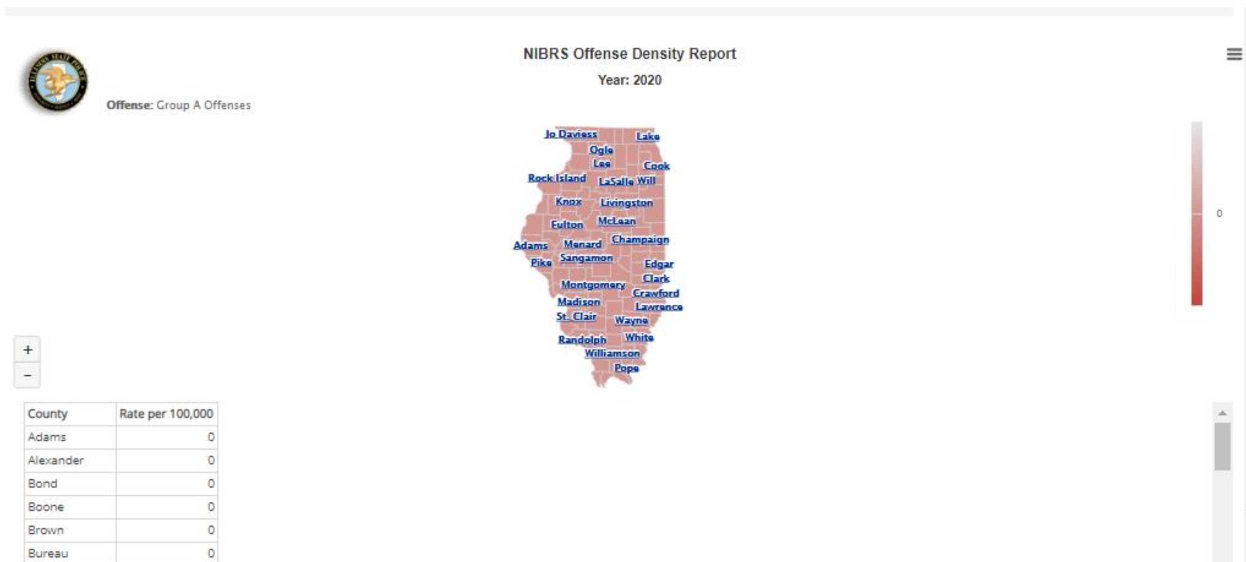
Offense Density

This report shows the geographic distribution of crime by county. This report shows hotspot areas for offenses. A user may choose multiple offenses, offense groups or all offenses for this report. All Crime Density rates are calculated per 1,000 population.

Offense Density report gives a state-wide overview of the density of the selected crime enables users to run a distribution report of the chosen offense/offense group for the specific agency/county based on chosen distribution criteria.



- Year: The year for which the Crime Density map is required to be generated.
- Offense: Offense, Offense group or All Offenses for which the crime density map is to be generated.



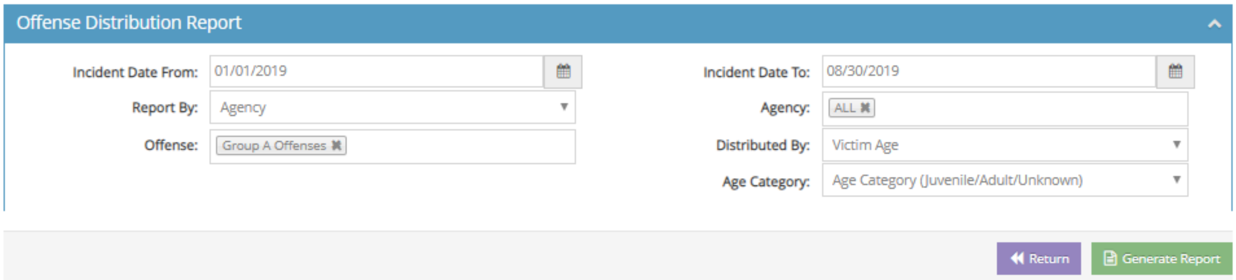
Note: The screenshot above was generated using test data and may not reflect actual results.

Offense Distribution

Offense Distribution enables users to run a distribution report of the chosen offense/offense group for the specific agency/county based on chosen distribution criteria. The distribution report enables an analyst to better understand the breakdown of crime based on various criteria to arrive at analytical conclusions. Some examples include:

- The distribution of Group A Offenses by Offenses Attempted/Completed
- The distribution of All Offenses based on Offender Age to determine the most vulnerable age group

The following input criteria are required to be entered for generation of the report:



- Incident Date From: Start Date
- Incident Date To: End Date
- Report By : Agency or County
- Agency: All or individual ORI
- Offenses: Offense or Offense group for which the trend is being observed
- Distribute By: Distribution Criteria
  - Offense Attempted/Completed
  - Offense Cleared
  - Location Type
  - Hate Bias Groups
  - Victim Age
  - Victim Ethnicity
  - Victim Sex
  - Victim Race
  - Victim Type
  - Victim/Offender Relationship
  - Offender Age
  - Offender Ethnicity
  - Offender Sex
  - Offender Race
  - Property Description
  - Property Value
  - Weapons/Force Used
- Age Category: FBI Specific Age Category (Juvenile/Adult/Unknown), State Specific Age Category (Juvenile/Adult/Unknown), Age Breakdown

A generated report based on criterion captured above is shown below:

1 of 2 Find | Next

Printed On: 09/04/2019

Offense Distribution Report

Page 1 of 2

Beginning Date: 01/01/2019 Ending Date: 08/30/2019

Victim Age

Agency: All

Offense: Group A Offenses

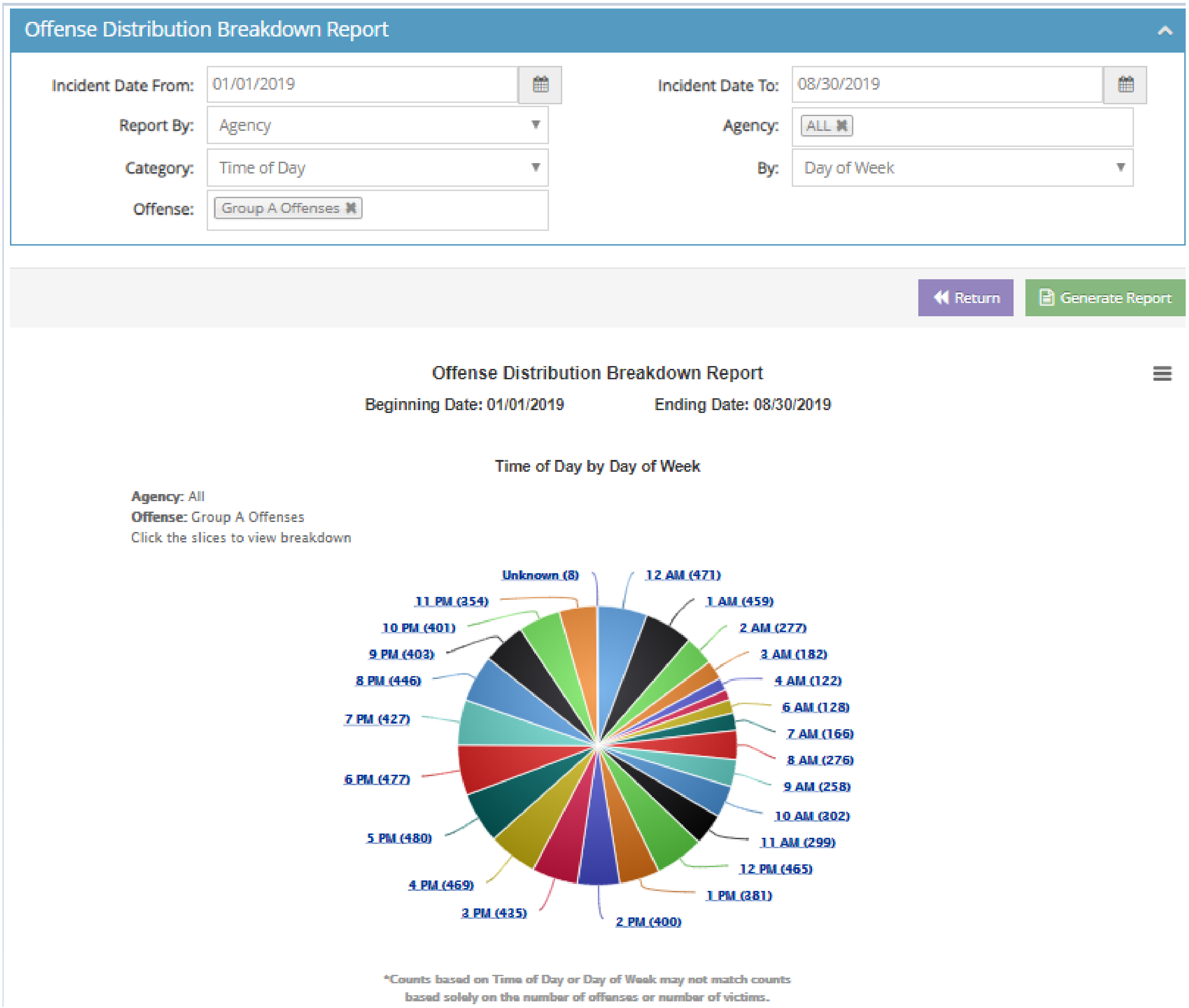
Offense	Adult	Juvenile	Unknown	Total
09A - Murder and Nonnegligent Manslaughter	5	1	1	7
09B - Negligent Manslaughter	2			2
09C - Justifiable Homicide	1			1
100 - Kidnapping/Abduction	19	2		21
11A - Rape	224	12	1	237
11B - Sodomy	25	3		28
11C - Sexual Assault with an Object	7	10		17
11D - Fondling	19	29		48
120 - Robbery	99	5		104
13A - Aggravated Assault	274	18	9	301
13B - Simple Assault	1,113	103	13	1,229
13C - Intimidation	448	12	9	469
200 - Arson	14		1	15
210 - Extortion/Blackmail	1			1
220 - Burglary/Breaking and Entering	362	6	5	373
23A - Pocket-picking	53	1	1	55
23B - Purse-snatching	4			4
23C - Shoplifting	14		1	15
23D - Theft From Building	37	3		40
23E - Theft From Coin-Operated Machine or Device	1			1
23F - Theft From Motor Vehicle	1,176	6	14	1,196
23G - Theft From Motor Vehicle Parts/Accessories	68		1	69
23H - All Other Larceny	790	9	14	813
240 - Motor Vehicle Theft	210		3	213
250 - Counterfeiting/Forgery	44		7	51
26A - False Pretense/Swindle/Confidence Game	168	1	6	175
26B - Credit Card/Automatic Teller Machine Fraud	209	3	9	221
26C - Impersonation	81	2	2	85
26F - Identity Theft	2			2
280 - Stolen Property Offenses	24			24
290 - Destruction/Damage/Vandalism of Property	559	7	9	575
36A - Incest		1		1
36B - Statutory Rape		4		4
64A - Human Trafficking, Commercial Sex Acts	2			2
Total	6,055	238	106	6,399

Note: The screenshot above was generated using test data and may not reflect actual results.

Offense Distribution Breakdown

This report displays two demographic characteristics instead of one. The report can drill down into any one characteristic and display the breakdown of a second characteristic. For example, offenses distributed by day of the week can further be distributed by an hour of the day on that day.

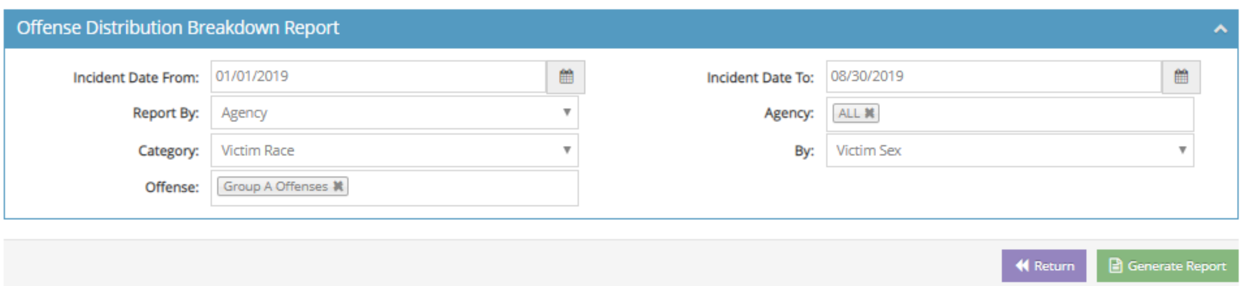
The following are the input criteria fields for the generation of an Offense Distribution Breakdown Report. Several examples with generated output are shown below:



Time of Day	Count
12 AM	471
1 AM	459
2 AM	277
3 AM	182
4 AM	122
5 AM	98
6 AM	128
7 AM	166
8 AM	276
9 AM	258
10 AM	302
11 AM	299
12 PM	465
1 PM	381
2 PM	400

Note: The screenshot above was generated using test data and may not reflect actual results.

Victim Race by Victim Sex

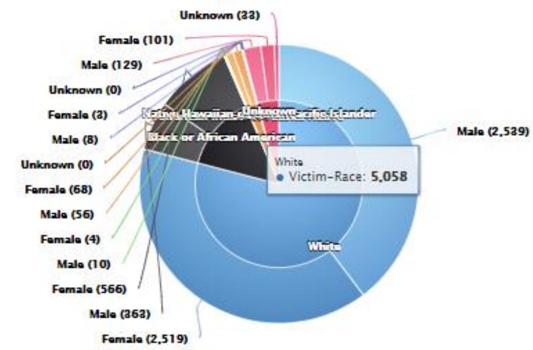


Offense Distribution Breakdown Report

Beginning Date: 01/01/2019 Ending Date: 08/30/2019

Victim Race by Victim Sex

Agency: All
Offense: Group A Offenses



*Counts based on Victim Race or Victim Sex may not match counts based solely on the number of offenses.

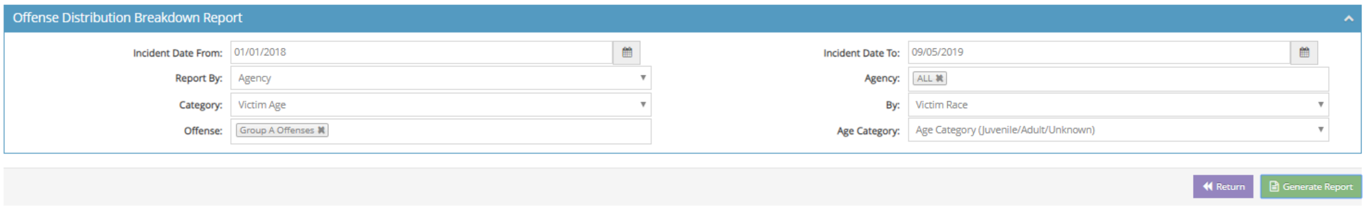
Victim Race	Count
White	5,058
Black or African American	929
American Indian or Alaska Native	14
Asian	124
Native Hawaiian or Other Pacific Islander	11
Unknown	263
Total	**6,399**

Victim Sex	Count
Male	3,105
Female	3,261
Unknown	33
Total	**6,399**

Printed On: 09/04/2019 18:25 PM

Note: The screenshot above was generated using test data and may not reflect actual results.

Victim Age by Victim Race

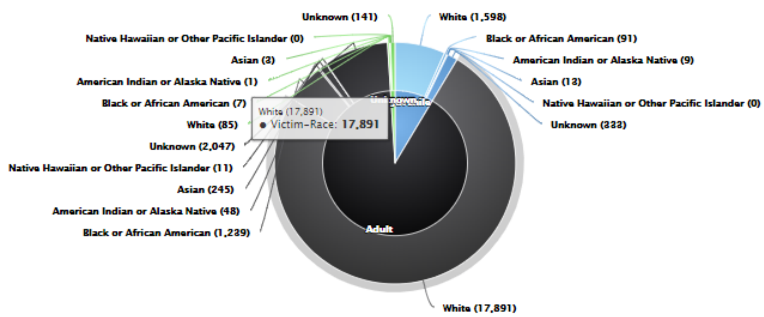


Offense Distribution Breakdown Report

Beginning Date: 01/01/2018 Ending Date: 09/05/2019

Victim Age by Victim Race

Agency: All
Offense: Group A Offenses



*Counts based on Victim Age or Victim Race may not match counts based solely on the number of offenses.

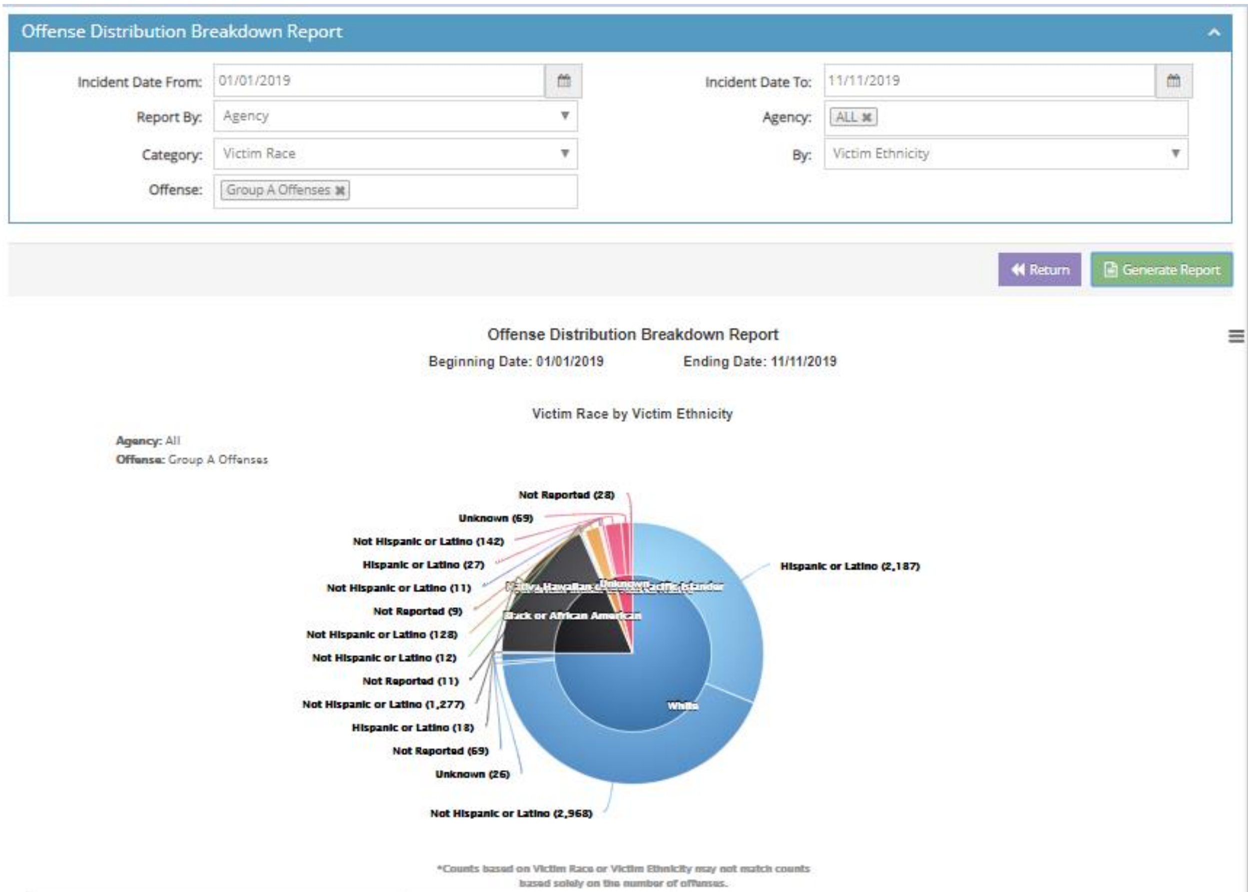
Victim Age	Count
Juvenile	2,044
Adult	21,481
Unknown	237
Total	**23,762**

Victim Race	Count
White	19,574
Black or African American	1,337
American Indian or Alaska Native	58
Asian	261
Native Hawaiian or Other Pacific Islander	11
Unknown	2,521
Total	**23,762**

Printed On: 09/06/2019 16:42 PM

Note: The screenshot above was generated using test data and may not reflect actual results.

Victim Race by Victim Ethnicity

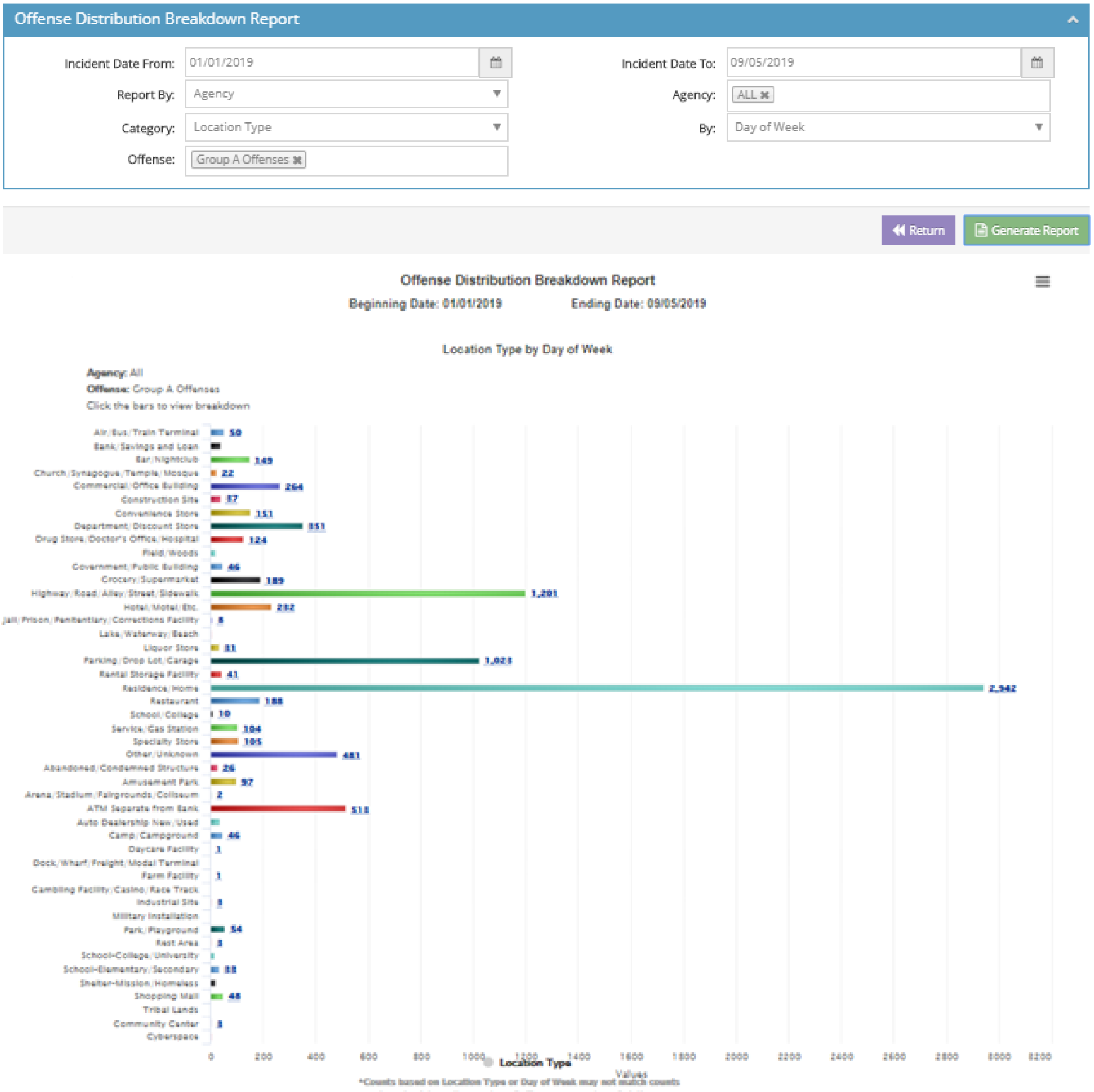


Victim Race	Count
White	5,250
Black or African American	1,308
American Indian or Alaska Native	23
Asian	142
Native Hawaiian or Other Pacific Islander	11
Unknown	266
Total	7,000

Victim Ethnicity	Count
Hispanic or Latino	2,233
Not Hispanic or Latino	4,538
Unknown	110
Not Reported	119
Total	7,000

Printed On: 11/12/2019 12:14 PM

Location by Day of Week



Offense Distribution Breakdown Report

Beginning Date: 01/01/2019 Ending Date: 09/05/2019

Location Type by Day of Week

Location Type	Count
Air/Bus/Train Terminal	50
Bank/Savings and Loan	39
Bar/Nightclub	149
Church/Synagogue/Temple/Mosque	22
Commercial/Office Building	264
Construction Site	37
Convenience Store	151
Department/Discount Store	351
Drug Store/Doctor's Office/Hospital	124
Field/Woods	19
Government/Public Building	46
Grocery/Supermarket	189
Highway/Road/Alley/Street/Sidewalk	1,201
Hotel/Motel/Etc.	232
Jail/Prison/Penitentiary/Corrections Facility	8
Lake/Waterway/Beach	4
Liquor Store	31
Parking/Drop Lot/Garage	1,023
Rental Storage Facility	41
Residence/Home	2,942
Restaurant	188
School/College	10
Service/Gas Station	104
Specialty Store	105
Other/Unknown	481
Abandoned/Condemned Structure	26
Amusement Park	97
Arena/Stadium/Fairgrounds/Coliseum	2
ATM Separate from Bank	513
Auto Dealership New/Used	35
Camp/Campground	46
Daycare Facility	1
Dock/Wharf/Freight/Modal Terminal	1
Farm Facility	1
Gambling Facility/Casino/Race Track	0
Industrial Site	3
Military Installation	1
Park/Playground	54
Rest Area	3
School-College/University	17
School-Elementary/Secondary	33
Shelter-Mission/Homeless	20
Shopping Mall	48
Tribal Lands	0
Community Center	3
Cyberspace	2
Total	**8,717**

Printed On: 11/12/2019 12:43 PM

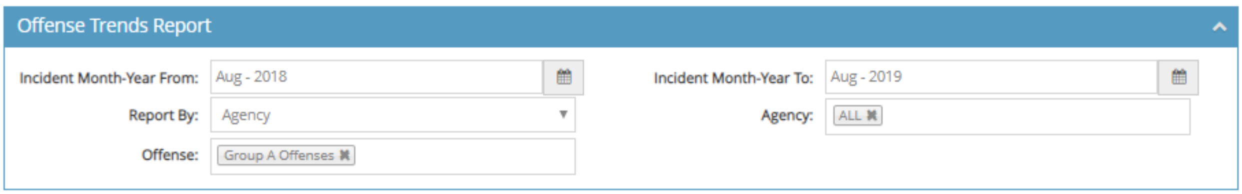
Note: The screenshot above was generated using test data and may not reflect actual results.

Offense Trends

Offense Trends reports enable users to run a monthly trend comparison of the chosen offense/offense group for the specific agency/county. The trend report enables an analyst to better understand:

- the increase or reduction in crime
- the impact of any changes made to patrol patterns

This analysis is useful to help forecast the volume of crime or analyze crime patterns.



The following input criteria are required to be entered for generation of report:

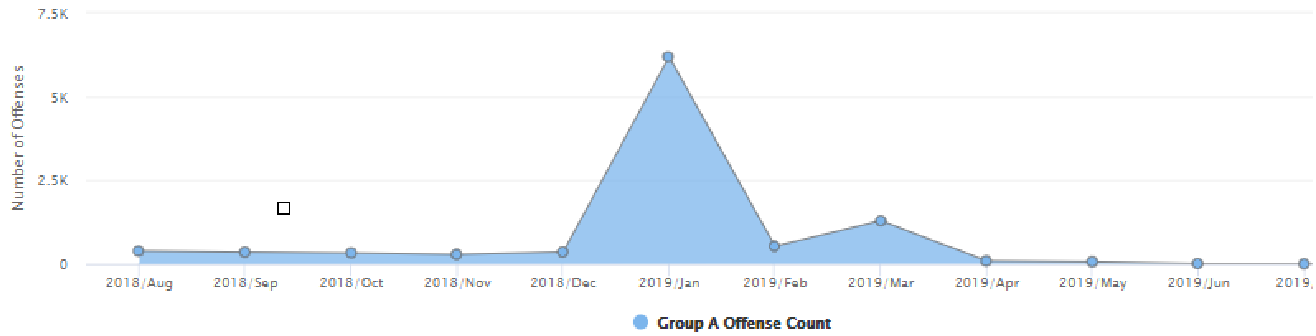
- Incident Month-Year: for the trend chart
- Incident Month-Year: for the trend chart
- Report by: Agency/County
- Agency/County: for the which the trend chart should be generated
- Offense: or Offense group for which the trend is being observed

The below sample report shows the crime trend graph for all group A offenses generated for August 1, 2018 to August 31, 2019. It includes a crime trend graph with a hover-over option to show the value for each month. The values for each month are also captured in a table below.

Offense Trends Report

Beginning Date: 08/01/2018 Ending Date: 08/31/2019

Agency: All
Offense: Group A Offenses



Category	Group A Offense Count
2018/Aug	386
2018/Sep	351
2018/Oct	326
2018/Nov	284
2018/Dec	355
2019/Jan	6,188
2019/Feb	531
2019/Mar	1,289
2019/Apr	91
2019/May	66
2019/Jun	12
2019/Jul	5
2019/Aug	2
Total	**9,886**

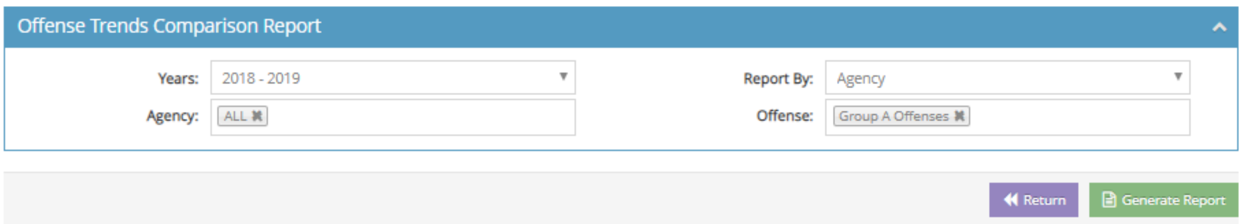
Note: The screenshot above was generated using test data and may not reflect actual results.

Offense Trends Comparison Report

The Offense Trends Comparison report enables users to run a monthly and annual trend comparison of the chosen offense/offense group for the specific agency/county. The trend report enables an analyst to better understand:

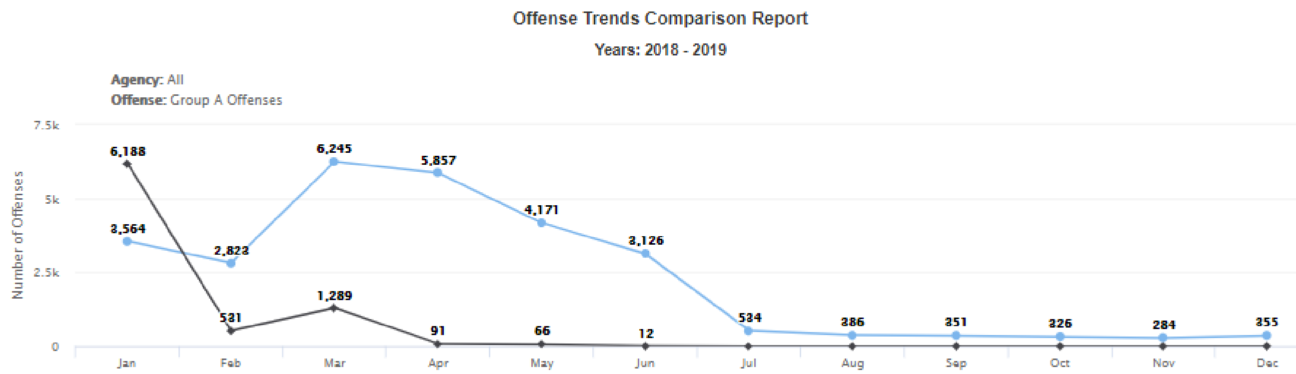
- the increase or reduction in crime
- the impact of any changes made to patrol patterns

The following input criteria are required to be entered for generation of report:



- Years: Set of years for which the trend chart needs to be generated
- Report by: Agency/County
- Agency/County: for which the offense trends comparison chart should be generated
- Offenses or Offense group for which the trend is being observed

The below sample report shows the crime trend graph for all group A offenses generated the years 2018-2019. The values for each month are also captured on the graph.



Month	2018	2019
Jan	3,564	6,188
Feb	2,823	531
Mar	6,245	1,289
Apr	5,857	91
May	4,171	66
Jun	3,126	12
Jul	534	5
Aug	386	2
Sep	351	0
Oct	326	0
Nov	284	0
Dec	355	0
Total	28,022	8,184

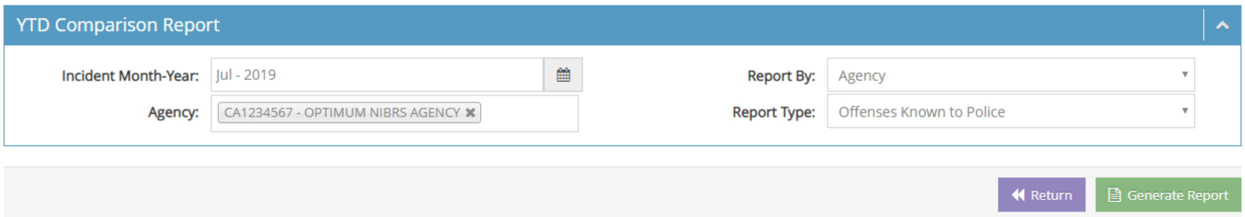
Printed On: 08/31/2019 01:04 AM

Note: The screenshot above was generated using test data and may not reflect actual results.

YTD Comparison

The YTD or Year-to-Date Comparison Report allow users to compare data in a year-to-date format, i.e., comparison of the same data up to the chosen date with data up to the same date from a year ago.

The following are the mandatory input criteria for the generation of a YTD Comparison Report:



- Incident Month-Year: The month and year for which the YTD comparison occurs
- Report by: Agency/County (Choose whether to run the report by Agency or County) (toggle switch)
- Agency: Select the agency or county to run this report. Choose ALL to see data for all NIBRS agencies.
- Report Type: The data for which the comparison is done:
    - Analysis of Offense Clearance
    - Offenses Known to Police
    - Value of Stolen Property by Time of Day — Burglary Classification
    - Report of Stolen and Recovered Property
    - Analysis of Offense against Person, Property and Society

There are different reports that can be generated under YTD Comparison Report category.

<u>Analysis of Offense Clearance</u>: This report provides a comparison of the offenses reported and cleared this year compared to last year with projected clearance rate.

<u>Offenses Known to Police</u>: This report provides a comparison of the offenses and reported and cleared this year compared to last year with projected crime rate.

<u>Value of Stolen Property by Time of Day – Burglary Classification</u>: This report provides a comparison of value of the stolen property involved in Burglary offenses based on time of day reported this year compared to last year.

<u>Report of Stolen and Recovered Property</u>: This report provides a comparison of the stolen and recovered properties last year compared to this year with a projected percentage of properties recovered this year compared to last year.

<u>Analysis of Offense against Person, Property and Society</u>: This report provides a comparison of the crimes committed against Person, Property and Society this year compared to last year.

Analysis of Offense Clearance Report

This provides a Year-to-Date comparison of incidents reported and cleared for each NIBRS offense.

To generate this report, follow the steps below:

1. From the “Report Name” dropdown, choose the “Analysis of Offense Clearance” option.
2. From the “Month-Year” field, choose the month-year with which you would like to compare the current year to date statistics.
3. From the Agency dropdown, select the agency you want to generate this report for.

   Click the “Generate Report” button to generate the report.

1 of 2 Find | Next

Year to Date Comparison Report

Printed On: 04/06/2020
Page 1 of 2

Beginning Date: 07/01/2019 Ending Date: 07/31/2019

Offenses Known to Police

Agency: OPTIMUM NIBRS AGENCY

Classification of Offenses	Offenses Reported	Offenses Cleared	Projected Rate/1000	Last YTD Reported	Percent Change
Animal Cruelty, Total					-
Arson, Total					-
Assault Offenses, Total					-
Aggravated Assault					-
Intimidation					-
Simple Assault					-
Bribery, Total					-
Burglary/Breaking and Entering, Total					-
Counterfeiting/Forgery, Total					-
Destruction/Damage/Vandalism of Property, Total					-
Drug/Narcotic Offenses, Total					-
Drug Equipment Violations					-
Drug/Narcotic Violations					-
Embezzlement, Total					-
Extortion/Blackmail, Total					-
Fraud Offenses, Total					-
False Pretense/Swindle/Confidence Game					-
Credit Card/Automatic Teller Machine Fraud					-
Welfare Fraud					-
Wire Fraud					-
Hacking/Computer Invasion					-
Identity Theft					-
Impersonation					-
Gambling Offenses, Total					-
Betting/Wagering					-
Operating/Promoting/Assisting Gambling					-
Sports Tampering					-
Gambling Equipment Violations					-
Homicide Offenses, Total					-
Murder and Nonnegligent Manslaughter					-
Negligent Manslaughter					-
Human Trafficking, Total					-
Human Trafficking, Commercial Sex Acts					-
Human Trafficking, Involuntary Servitude					-
Kidnapping/Abduction, Total					-
Larceny/Theft Offenses, Total					-
Motor Vehicle Theft, Total					-

Note: The screenshot above was generated using test data and may not reflect actual results.

Offenses Known to Police Report

This report provides a comparison of the offenses reported and cleared this year compared to last year with projected crime rate.

To generate this report, follow the steps below:

1. From the “Report Name” dropdown, choose the “Offenses Known to Police” option.
2. From the “Month-Year” field, choose the month-year with which to compare the current year-to-date statistics.
3. From the Agency dropdown, select the agency to generate this report for.
4. Click on the “Generate Report” button to generate the report.

Printed On: 08/31/2019

Year to Date Comparison Report

Page 1 of 2

Beginning Date: 08/01/2019 Ending Date: 08/31/2019

Offenses Known to Police

Agency: All

Classification of Offenses	Offenses Reported	Offenses Cleared	Projected Rate/1000	Last YTD Reported	Percent Change
Animal Cruelty, Total	21	3	0.01	3	600.00%
Arson, Total	16	5	0.01	57	-71.93%
Assault Offenses, Total	1,999	628	1.14	5,056	-60.46%
Aggravated Assault	301	134	0.17	875	-65.60%
Intimidation	469	48	0.27	586	-19.97%
Simple Assault	1,229	446	0.70	3,595	-65.81%
Bribery, Total					-
Burglary/Breaking and Entering, Total	437	29	0.25	1,387	-68.49%
Counterfeiting/Forgery, Total	73	6	0.04	349	-79.08%
Destruction/Damage/Vandalism of Property, Total	732	68	0.42	2,397	-69.46%
Drug/Narcotic Offenses, Total	689	568	0.39	7,078	-90.27%
Drug Equipment Violations	167	125	0.10	3,491	-95.22%
Drug/Narcotic Violations	522	443	0.30	3,587	-85.45%
Embezzlement, Total	2			69	-97.10%
Extortion/Blackmail, Total	1			28	-96.43%
Fraud Offenses, Total	537	32	0.31	1,846	-70.91%
False Pretense/Swindle/Confidence Game	232	27	0.13	684	-66.08%
Credit Card/Automatic Teller Machine Fraud	217	3	0.12	605	-64.13%
Welfare Fraud				2	-100.00%
Wire Fraud				122	-100.00%
Hacking/Computer Invasion					-
Identity Theft	2			22	-90.91%
Impersonation	86	2	0.05	411	-79.08%
Gambling Offenses, Total	1				-
Betting/Wagering					-
Operating/Promoting/Assisting Gambling	1				-
Sports Tampering					-
Gambling Equipment Violations					-
Homicide Offenses, Total	9	5	0.01	13	-30.77%
Murder and Nonnegligent Manslaughter	7	4		9	-22.22%
Negligent Manslaughter	2	1		4	-50.00%
Human Trafficking, Total	2				-
Human Trafficking, Commercial Sex Acts	2				-
Human Trafficking, Involuntary Servitude					-
Kidnapping/Abduction, Total	21	14	0.01	86	-75.58%
Larceny/Theft Offenses, Total	2,860	312	1.63	6,307	-54.65%
Motor Vehicle Theft, Total	236	33	0.13	622	-62.06%
Pornography/Obscene Material, Total	19	3	0.01	96	-80.21%
Prostitution Offenses, Total	4			10	-60.00%
Assisting or Promoting Prostitution				2	-100.00%
Prostitution	4			8	-50.00%
Purchasing Prostitution					-
Robbery, Total	93	21	0.05	54	72.22%

Note: The screenshot above was generated using test data and may not reflect actual results.

The generated report will display the following data results:

1. Classification of Offense
2. Offenses Reported
3. Offenses Reported: in Current (Chosen) Year
4. Offenses Cleared: in Current (Chosen) Year
5. Projected Rate/1000
6. Last YTD
7. Percent Change

Value of Stolen Property by Time of Day – Burglary Classification

This report provides a comparison of value of the stolen property by time of day – burglary classification reported this year compared to last year and the percentage changed.

To generate this report, follow the steps below:

1. From the "Report Name" dropdown, choose the "Value of Stolen Property by Time of Day Burglary Classification option.
2. From the "Incident Month-Year" field, choose the month-year with which you would like to compare the current year-to-date statistics.
3. From the Report By Agency or County dropdown, select the agency or county you want to generate this report for.

4. Click the “Generate Report” button to generate the report.

Printed On: 08/31/2019

Year to Date Comparison Report

Page 1 of 1

Beginning Date: 08/01/2019 Ending Date: 08/31/2019

Value of Stolen Property by Time of Day - Burglary Classification

Agency: All

Agency: Totals	Jan 2019 to Aug 2019		Last Year to Date		Percent Change	
Burglary Offense by Time of Day	Offenses	Value	Offenses	Value	Offenses	Value
Total A.M. hours	**207**	**$272,451**	**626**	**$803,198**	**-66.93%**	**-66.08%**
12 a.m.	26	$52,982	89	$102,875	-70.79%	-48.50%
1 a.m.	20	$12,454	44	$35,141	-54.55%	-64.56%
2 a.m.	13	$883	42	$36,742	-69.05%	-97.60%
3 a.m.	15	$5,201	26	$16,765	-42.31%	-68.98%
4 a.m.	12	$15,595	42	$28,860	-71.43%	-45.96%
5 a.m.	8	$2,703	29	$79,387	-72.41%	-96.60%
6 a.m.	9	$21,022	39	$48,142	-76.92%	-56.33%
7 a.m.	11	$6,465	44	$54,937	-75.00%	-88.23%
8 a.m.	35	$77,022	73	$142,363	-52.05%	-45.90%
9 a.m.	19	$21,923	67	$51,325	-71.64%	-57.29%
10 a.m.	20	$11,038	67	$84,328	-70.15%	-86.91%
11 a.m.	19	$45,163	64	$122,333	-70.31%	-63.08%
Total P.M. hours	**229**	**$382,088**	**752**	**$1,312,914**	**-69.55%**	**-70.90%**
12 p.m.	21	$34,261	104	$265,177	-79.81%	-87.08%
1 p.m.	12	$10,323	44	$65,674	-72.73%	-84.28%
2 p.m.	18	$19,707	55	$84,255	-67.27%	-76.61%
3 p.m.	32	$19,279	70	$73,996	-54.29%	-73.95%
4 p.m.	25	$54,696	63	$97,188	-60.32%	-43.72%
5 p.m.	23	$63,145	98	$142,460	-76.53%	-55.68%
6 p.m.	23	$68,407	77	$280,580	-70.13%	-75.62%
7 p.m.	15	$19,779	48	$89,566	-68.75%	-77.92%
8 p.m.	17	$26,081	58	$49,042	-70.69%	-46.82%
9 p.m.	14	$19,026	63	$55,549	-77.78%	-65.75%
10 p.m.	14	$40,090	37	$57,813	-62.16%	-30.66%
11 p.m.	15	$7,294	35	$51,614	-57.14%	-85.87%
Unknown Time of Day	**1**	**$10,125**	**9**	**$1,960**	**-88.89%**	**416.58%**
Grand Total	**437**	**$664,664**	**1,387**	**$2,118,072**	**-68.49%**	**-68.62%**

Note: The screenshot above was generated using test data and may not reflect actual results

The generated report will display the following data results:

1. Offense Classification
2. No. of Offenses for the offense for the chosen year
3. Total Value of Stolen Property for the offense for chosen year
4. No. of Offenses for the offense for the chosen year
5. Total Value of Stolen Property for the offense for the chosen year
6. Percent Change in no. of offenses for the year
7. Percent change in property loss value for the year

Value of Stolen and Recovered Property Report

This report provides a comparison of value of the stolen and recovered property based on type of property reported this current year (to date) compared to last year.

To generate this report, follow the steps below:

1. From the “Report Name” dropdown, choose the “Report of Stolen and Recovered Property” option.
2. From the “Incident Month-Year” field, choose the month-year with which you would like to compare the current year-to-date statistics.
3. From the Report By dropdown, select Agency or County
4. From the Agency dropdown, select the agency you want to generate this report for.
5. Click on the “Generate Report” button to generate the report.

1 of 2 Find | Next

Printed On: 08/31/2019

Year to Date Comparison Report

Page 1 of 2

Beginning Date: 08/01/2019 Ending Date: 08/31/2019

Report of Stolen and Recovered Property

Agency: All

Agency: Totals		Jan 2019 to Aug 2019			Last Year To Date		
	Type of Property	Stolen	Recovered	Percent Recovered	Stolen	Recovered	Percent Recovered
1	Aircraft	$81	$0	0.00%	$10,000	$0	0.00%
2	Aircraft Parts/Accessories	$0	$0	-	$75	$0	0.00%
3	Alcohol	$5,980	$364	6.09%	$4,588	$797	17.37%
4	Artistic Supplies/Accessories	$172	$0	0.00%	$0	$0	-
5	Automobiles	$518,231	$308,825	59.59%	$3,554,260	$2,542,605	71.54%
6	Bicycles	$131,174	$2,389	1.82%	$280,111	$61,727	22.04%
7	Building Materials	$7,077	$0	0.00%	$2,515	$0	0.00%
8	Buses	$0	$0	-	$0	$0	-
9	Camping/Hunting/Fishing Equipment/Supplies	$1,533	$0	0.00%	$5,602	$40	0.71%
10	Chemicals	$18	$18	100.00%	$0	$0	-
11	Clothes/Furs	$93,693	$7,526	8.03%	$135,998	$21,843	16.06%
12	Collections/Collectibles	$13,251	$0	0.00%	$9,289	$0	0.00%
13	Computer Hardware/Software	$272,279	$710	0.26%	$251,259	$35,791	14.24%
14	Consumable Goods	$18,186	$4,552	25.03%	$104,475	$6,887	6.59%
15	Crops	$0	$0	-	$0	$0	-
16	Drug/Narcotic Equipment	$0	$0	-	$395	$60	15.19%
17	Drugs/Narcotics	$1,749	$0	0.00%	$15,883	$2,295	14.45%
18	Explosives	$0	$0	-	$2	$0	0.00%
19	Farm Equipment	$1,221	$0	0.00%	$40,820	$0	0.00%
20	Firearm Accessories	$460	$0	0.00%	$882	$2	0.23%
21	Firearms	$49,293	$2,184	4.43%	$301,482	$33,708	11.18%
22	Fuel	$775	$0	0.00%	$162	$0	0.00%
23	Gambling Equipment	$0	$0	-	$409	$0	0.00%
24	Heavy Construction/Industrial Equipment	$730	$0	0.00%	$140,340	$80,000	57.00%
25	Household Goods	$67,987	$2,177	3.20%	$297,436	$6,500	2.19%
26	Jewelry/Precious Metals/Gems	$283,007	$13,321	4.71%	$989,994	$63,176	6.38%
27	Law Enforcement Equipment	$50	$0	0.00%	$0	$0	-
28	Lawn/Yard/Garden Equipment	$19,030	$0	0.00%	$6,188	$0	0.00%
29	Livestock	$0	$0	-	$2,318	$0	0.00%
30	Logging Equipment	$0	$0	-	$0	$0	-
31	Medical/Medical Lab Equipment	$991	$0	0.00%	$50	$0	0.00%
32	Merchandise	$18,461	$10,681	57.86%	$456,343	$103,497	22.68%
33	Metals, Non-Precious	$623	$0	0.00%	$4,700	$0	0.00%
34	Money	$200,901,893	$12,934	0.01%	$3,330,904	$70,843	2.13%
35	Musical Instruments	$5,418	$0	0.00%	$0	$0	-
36	Negotiable Instruments	$69,362	$0	0.00%	$74,112	$25,717	34.70%
37	Office-type Equipment	$57,997	$54	0.09%	$29,882	$150	0.50%
38	Other	$451,339	$15,028	3.33%	$1,650,548	$264,215	16.01%

Note: The screenshot above was generated using test data and may not reflect actual results

The generated report will display the following data results:

1. Type of Property
2. Value or dollar amount of Stolen and Recovered property for chosen year-to-date period compared to last year-to-date period
3. Percentage recovered for the year-to-date
4. Percentage recovered for last year-to-date

Analysis of Offense against Person, Property & Society

This report provides a comparison of the crimes committed against Person, Property and Society for up to a particular Incident Month-Year compared to the previous year.

To generate this report, follow the steps below:

1. From the “Report Name” dropdown, choose the “Analysis of Offense against Person, Property and Society” option.
2. From the “Month-Year” field, choose the month-year with which you would like to compare the current year to date statistics.
3. From the Agency dropdown, select the agency you want to generate this report for.
4. Click the “Generate Report” button to generate the report

Printed On: 08/31/2019

Page 1 of 1

Year to Date Comparison Report

Beginning Date: 08/01/2019 Ending Date: 08/31/2019

Analysis of Offense against Person, Property & Society

Agency: All

	Offense Description	Year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD	% Change
Crimes Against Person	Assault Offenses	2018	640	512	1,118	1,081	920	595	110	80	0	0	0	0	5,056	-
		2019	1,407	136	449	4	1	1	0	1	0	0	0	0	1,999	-60.46%
	Homicide Offenses	2018	2	1	4	5	1	0	0	0	0	0	0	0	13	-
		2019	3	0	2	2	1	1	0	1	0	0	0	0	10	-23.08%
	Human Trafficking	2018	0	0	0	0	0	0	0	0						-
		2019	2	0	0	0	0	0	0	0	0	0	0	0	2	-
	Kidnapping/Abduction	2018	11	6	22	26	15	5	1	0	0	0	0	0	86	-
		2019	10	5	6	0	0	0	0	0	0	0	0	0	21	-75.58%
	Sex Offenses	2018	103	79	185	176	83	112	8	11	0	0	0	0	757	-
		2019	100	100	37	52	34	3	4	0	0	0	0	0	330	-56.41%
	Sex Offenses, Non-Forcible	2018	7	3	8	4	8	4	0	1	0	0	0	0	35	-
		2019	4	1	0	0	0	0	0	0	0	0	0	0	5	-85.71%
Crimes Against Property	Arson	2018	7	5	15	15	7	6	1	1	0	0	0	0	57	-
		2019	13	1	0	2	0	0	0	0	0	0	0	0	16	-71.93%
	Bribery	2018	0	0	0	0	0	0	0	0						-
		2019	0	0	0	0	0	0	0	0						-
	Burglary/Breaking and Entering	2018	193	149	310	318	209	170	16	22	0	0	0	0	1,387	-
		2019	344	23	51	2	14	3	0	0	0	0	0	0	437	-68.49%
	Counterfeiting/Forgery	2018	59	48	52	93	47	42	5	3	0	0	0	0	349	-
		2019	56	2	15	0	0	0	0	0	0	0	0	0	73	-79.08%
	Destruction/Damage/Vandalism of Property	2018	335	202	593	505	380	284	55	43	0	0	0	0	2,397	-
		2019	539	41	147	2	2	1	0	0	0	0	0	0	732	-69.46%
	Embezzlement	2018	8	7	18	22	6	7	0	1	0	0	0	0	69	-
		2019	0	0	2	0	0	0	0	0	0	0	0	0	2	-97.10%
	Extortion/Blackmail	2018	5	1	6	10	2	3	0	1	0	0	0	0	28	-
		2019	1	0	0	0	0	0	0	0	0	0	0	0	1	-96.43%
	Fraud Offenses	2018	259	244	490	364	276	186	16	11	0	0	0	0	1,846	-
		2019	461	22	53	1	0	0	0	0	0	0	0	0	537	-70.91%
	Larceny/Theft Offenses	2018	843	640	1,452	1,454	979	766	98	75	0	0	0	0	6,307	-
		2019	2,344	121	380	5	9	1	0	0	0	0	0	0	2,860	-54.65%
	Motor Vehicle Theft	2018	110	61	102	138	114	66	23	8	0	0	0	0	622	-
		2019	198	19	17	2	0	0	0	0	0	0	0	0	236	-62.06%
	Robbery	2018	9	6	4	11	11	11	0	2	0	0	0	0	54	-
		2019	80	2	10	1	0	0	0	0	0	0	0	0	93	72.22%
	Stolen Property Offenses	2018	24	22	45	26	21	13	2	4	0	0	0	0	157	-

Note: The screenshot above was generated using test data and may not reflect actual results

The generated report will display the following data results:

1. Offense Description (separated by ‘Crimes Against Person, ‘Crimes Against Property,’ and ‘Crime Against Society’). For example, ‘Assault Offenses,’ ‘Homicide Offenses,’ Human Trafficking, etc.
2. Year (previous year or incident year chosen)
3. Months (Jan, Feb, Mar, etc.)
4. Number of Offenses Per Month
5. Group A Offense, Total (for previous year)
6. Group A Offense, Total (for year chosen)
7. % Change (for the two years)

Dashboard

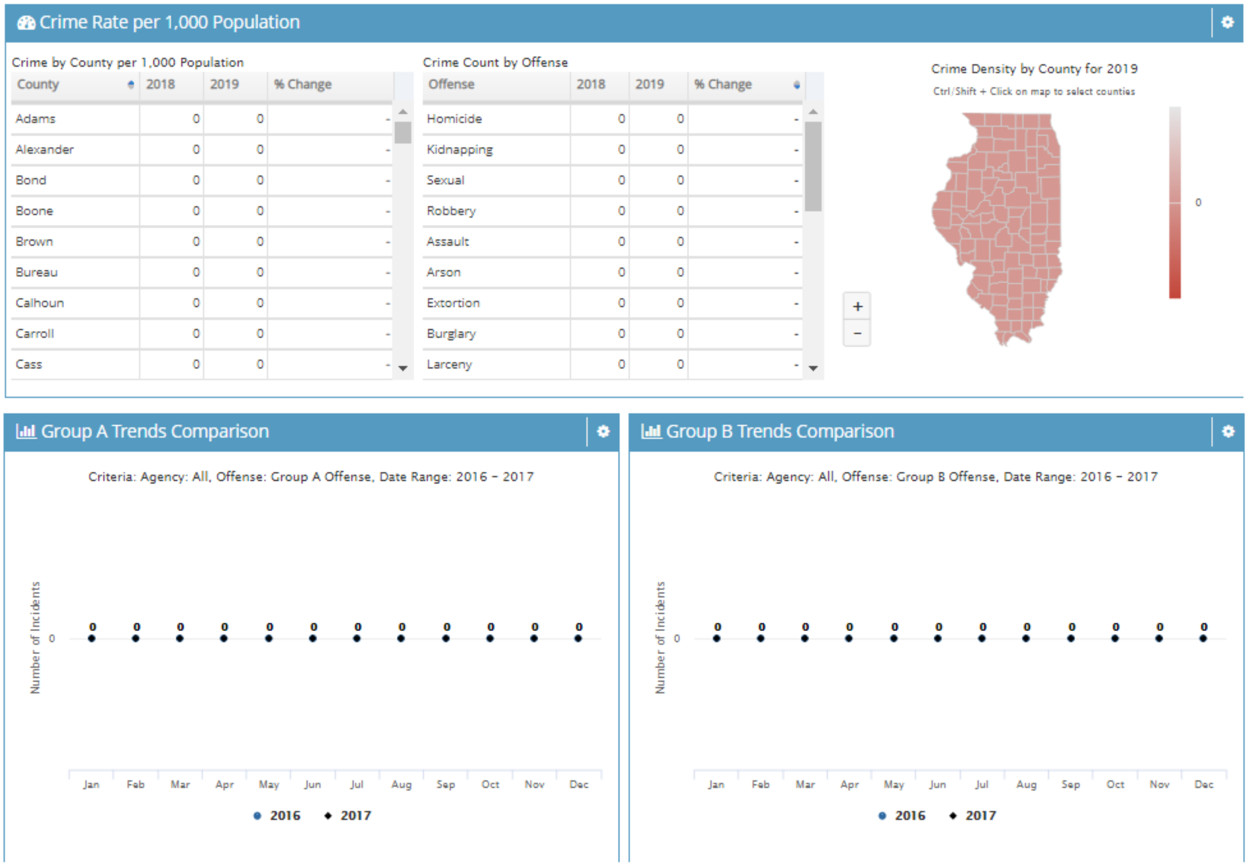
Description

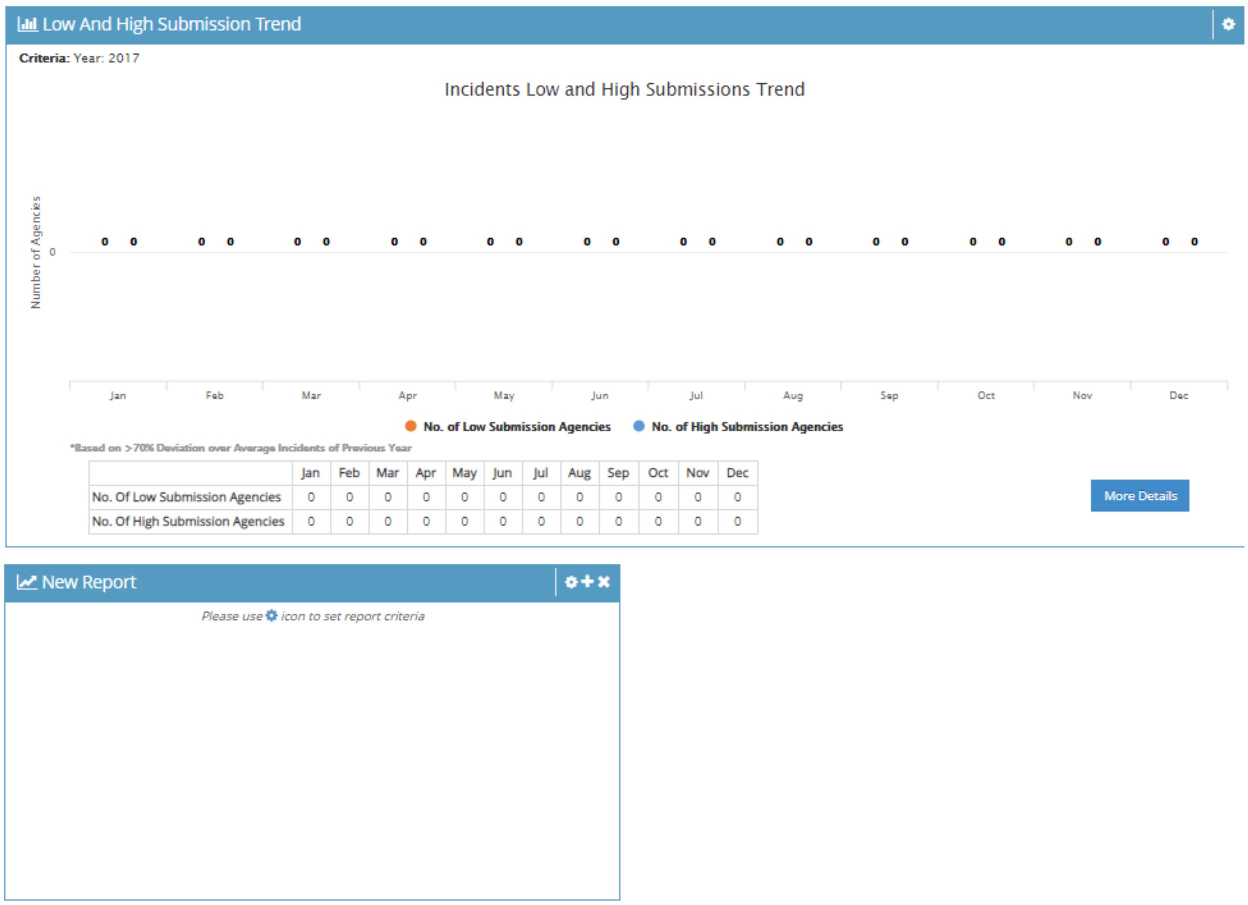
The Report Center (Crime) Dashboard, which is a sub module of the Report Center, presents users with an overview of:

- **Crime Rate per 1,000 Population**: the number of crime offenses and the percentage of change in crime rate per **County** over a one-year period
- **Crime Count by Offense**: list of offense and number of incidents per offense type for two back-to-back years, and the percentage of change
- **Crime Density by County for [Year]**: the percentage of change per crime offense for a particular county from one year to another
- **Group A Trends Comparison**: the change in Group A offenses per month per a particular year compared to another year's months
- **Group B Trends Comparison**: the change in Group B offenses per month per a particular year compared to another year's months
- **Low and High Submission Trend**: the number of low submission agencies and high submission agencies per month for a particular year to reveal a trend
- **Distribution Age by Sex**: the criteria for an Agency (or all) and a date range
- **New Report**: by clicking the + symbol a new report appears for creation by clicking the sprocket icon to set the report criteria.

An example of a Dashboard is shown next.

This information can be used for analytical purposes.

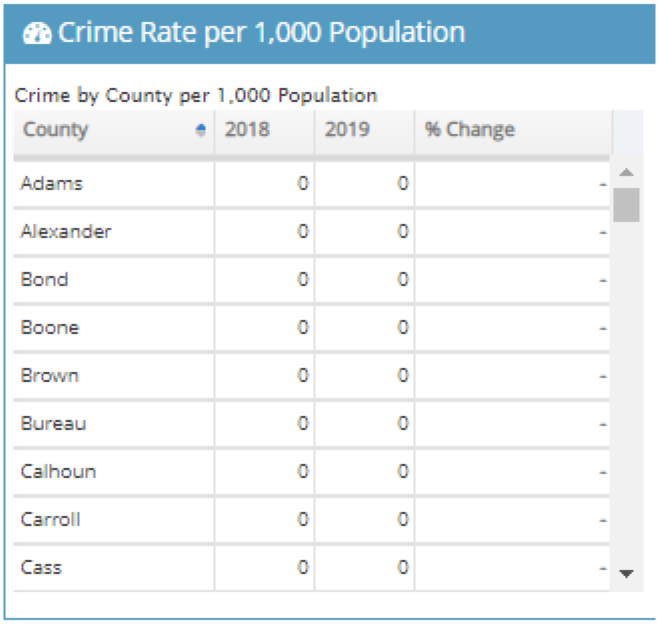




Note: The screenshot above was generated using test data and may not reflect actual results.

Crime Rate by County and Offense

The Dashboard's Crime Rate page gives users a view of the crime rate percentage of change per county from one year to another (for example, from 2018 to 2019). The **Crime Rate chart** shows each county listed from A through Z, followed by the first-year column (i.e., 2016) and the second-year column (i.e., 2017), and then the percentage of change in the next column. The user uses the gray scroll bar to the right of the "% Change" column to scroll to the county of choice. Users click the County header to reveal up and down arrows to switch the order from A to Z or Z to A, or in the case of this example's counties, from Alameda to Yuma.

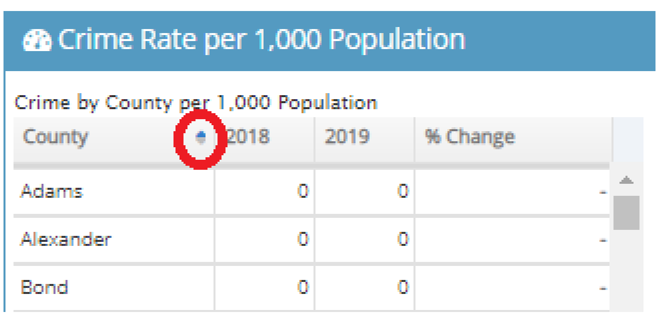


County	2018	2019	% Change
Adams	0	0	-
Alexander	0	0	-
Bond	0	0	-
Boone	0	0	-
Brown	0	0	-
Bureau	0	0	-
Calhoun	0	0	-
Carroll	0	0	-
Cass	0	0	-

Note: The screenshot above was generated using test data and may not reflect actual results.

County: Name of the county
2018: Number of Offenses in the county in 2018
2019: Number of Offenses in the county in 2019
% Change: Change in Crime rate from 2018 to 2019

Click the up and down arrows next to the “County” header to change the counties from A-Z or Z-A order.



County	2018	2019	% Change
Adams	0	0	-
Alexander	0	0	-
Bond	0	0	-

Use the gray scroll bar to the right to scroll through all of the state’s counties.

The **Crime Count by Offense** chart lists per offense the percentage of change from one year to another. The Offense column lists offenses from A to Z in ascending or descending alphabetical order. For example, the offenses listed range from Animal Cruelty to Weapons. The second column shows the first year's total number of cases for that offense and the third column shows the second year's. The fourth column shows the percentage of change (% Change) from the first year to the second.

Crime Count by Offense

Offense	2016	2017	% Change
Animal Cruelty	0	1	-
Arson	195	34	-82.56
Assault	16,011	4,409	-72.46
Bribery	3	0	-100.00
Burglary	6,625	1,687	-74.54
Counterfeiting	958	258	-73.07
Destruction	8,444	2,297	-72.80
Drug / Narcotic	18,142	5,965	-67.12

Crime Count by Offense

Offense	2016	2017	% Change
Embezzlement	134	45	-66.42
Extortion	93	7	-92.47
Fraud	4,513	1,270	-71.86
Gambling	2	0	-100.00
Homicide	58	20	-65.52
Human Trafficking	0	0	-
Kidnapping	190	39	-79.47
Larceny	21,944	5,055	-76.96

Crime Count by Offense

Offense	2016	2017	% Change
MV Theft	2,196	696	-68.31
Pornography	197	72	-63.45
Prostitution	29	15	-48.28
Robbery	221	64	-71.04
Sexual	1,597	456	-71.45
Sexual (Non-Forcible)	144	25	-82.64
Stolen Property	562	147	-73.84
Weapons	965	249	-74.20

Note: The screenshots above were generated using test data and may not reflect actual results.

Offense: Offense Type

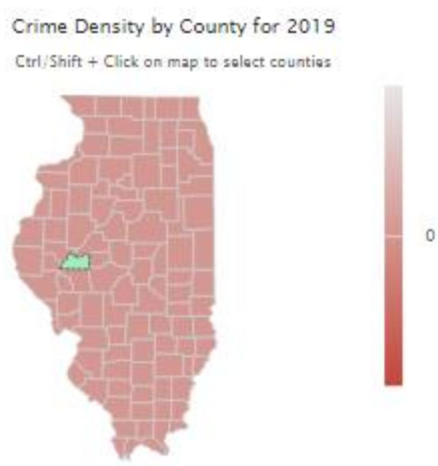
2016: Number of Offenses in the county in 2016

2017: Number of Offenses in the county in 2017

% Change: Change in Crime rate from 2016 to 2017

Crime Density by County

The Dashboard's Crime Density by County chart shows the state's shape (for example, Illinois) divided into the borders of each county. The user scrolls the mouse across the state to reveal each county, followed by the number of crimes reported per county. The user clicks a county to reveal the crime rate percentage of change between the two years shown, and also the percentage of change per offense listed for the two years identified.



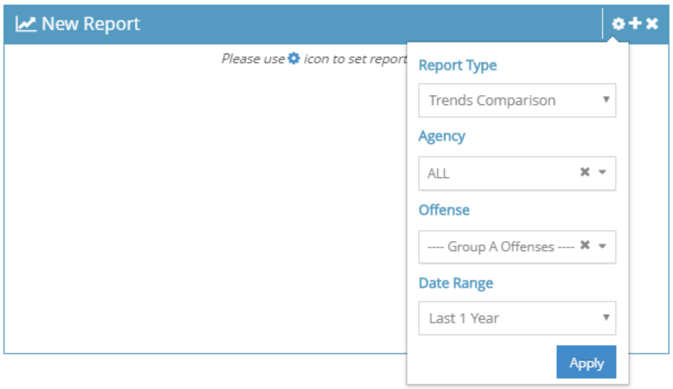
The + and – signs above allow the user to zoom in and zoom out on the map. (The scroll wheel on a mouse can also zoom in and zoom out when the mouse's pointer is placed on a particular county.)

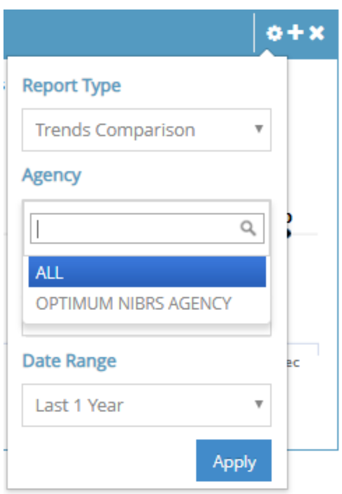
The bar above indicates the Crime Density Key, from 0 offenses to 10,000 offenses.

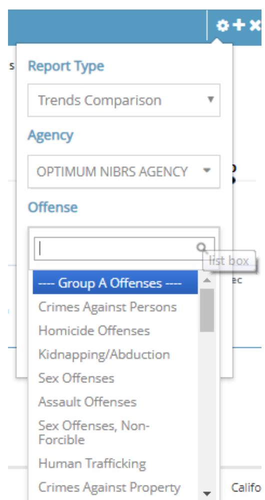
New Report

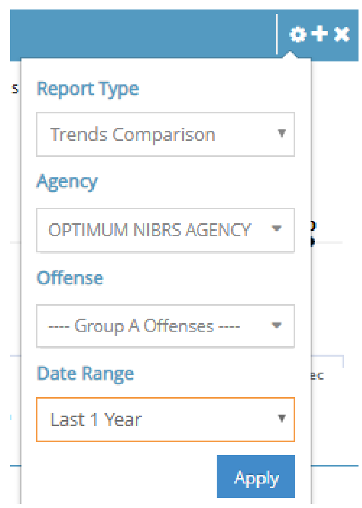
The user picks a **report type**, a particular **agency** (or all), an **offense or group of offenses**, and a **date range** (last 1 year up to last 5 years) to create a new report for analytical purposes.

Click the sprocket icon to start. 

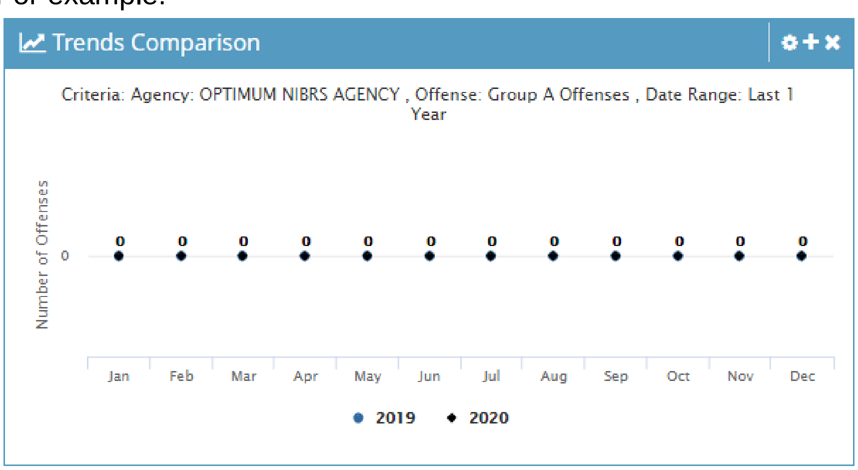








For example:



Chapter 10: Agency Admin

Overview

This chapter is applicable only to Agency Administrators

Introduction

The Agency Admin section is for agency administrators to view and manage agency information, add users, assign roles, maintain NIBRS errors, upload resource documents, and more.

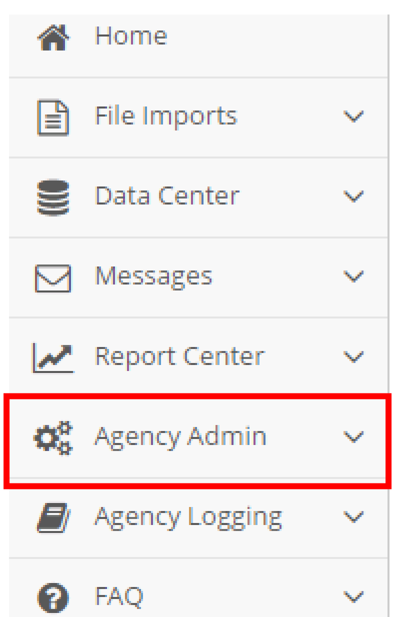
The Agency Admin section can be accessed from the menu bar on the left side of the screen.

From the Agency Admin module, the user can view and perform various tasks as described in this chapter.

Where in the Portal is the Agency Admin Section?

Where is Agency Admin?

The Portal's Agency Admin section is located in the left menu bar.
The user can access the Agency Admin section by clicking the down arrow as shown in the red highlighted box below.



Modules

These sub modules are available in the Agency Admin section:

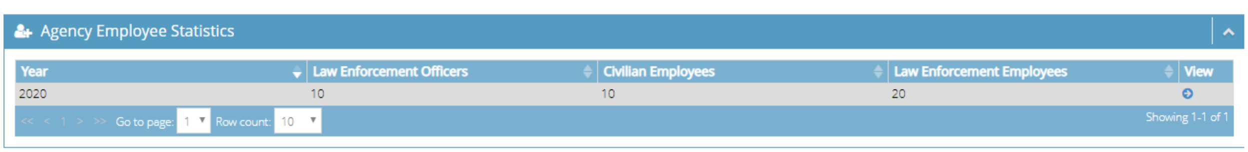
Agency

Description

The Agency sub module enables the Agency Administrator to administer his/her agency's details.

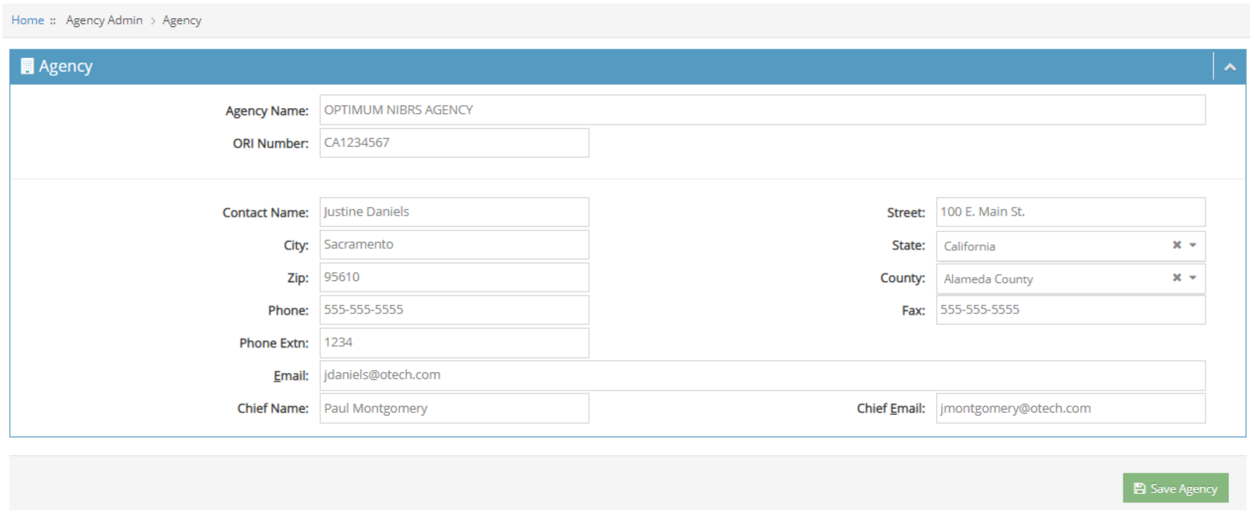
The page consists of the below sections:

- **Agency:** Overview of the agency's basic details, for example, address, contact person etc., are managed in this section
- **Agency Users:** Details about the agency's officers and employees using the system are managed in this section.
- **Agency Employee Statistics:** Annual Statistics pertaining to agency staff are stored and managed in this section.



Agency

This section consists of all details pertaining to the agency. As an Agency Admin, one can update or add data, if any, into the fields and click on 'Save Agency' button to save the changes.



This section captures the following details:

- **Agency Name:** Name of the Agency for which the report has been generated
- **ORI Number**: The unique identification number of the agency
- **Contact Name**: Of the agency's contact person
- **Street**: as per the agency's address
- **City**: as per the agency's address
- **State**: as per the agency's address
- **ZIP**: as per the agency's address
- **County**: as per the agency's address
- **Phone**: the primary contact number of the agency
- **Phone Extn:** the phone extension of the agency or particular user (if applicable)
- **Fax**: primary fax number of the agency
- **Email**: primary contact email for the agency
- **Chief Name:** contact name of agency chief or sheriff
- **Chief Email:** email address of agency chief or sheriff
- **Upload Entry:** set toggle switch to Yes or No

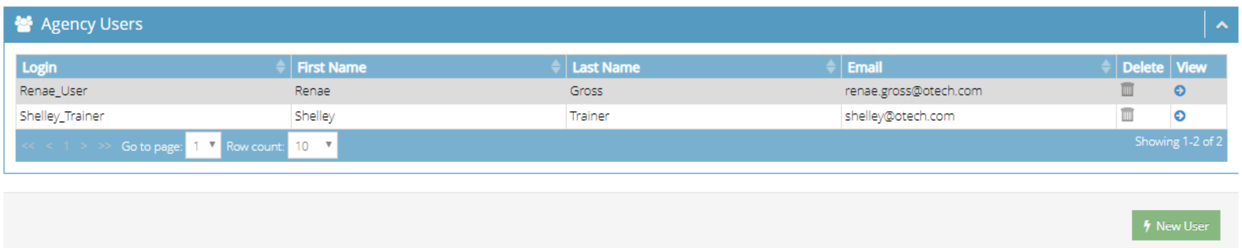
Agency Administrators are expected to keep these details updated.

Agency Users Section

This section consists of all the basic details of the users pertaining to the agency like their First Name, Last Name, Login Name and Email address. Administrators can also:

- Add a new user to the agency.
- Update details of an existing user.

A sample screenshot of the Agency Users section is shown below:

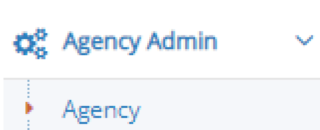


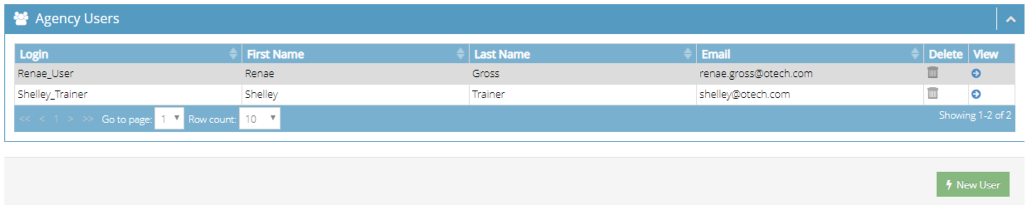
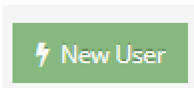
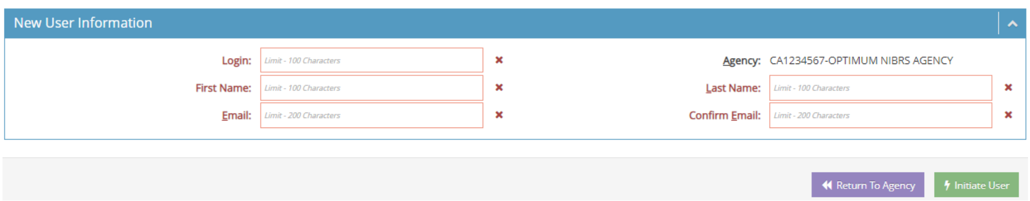
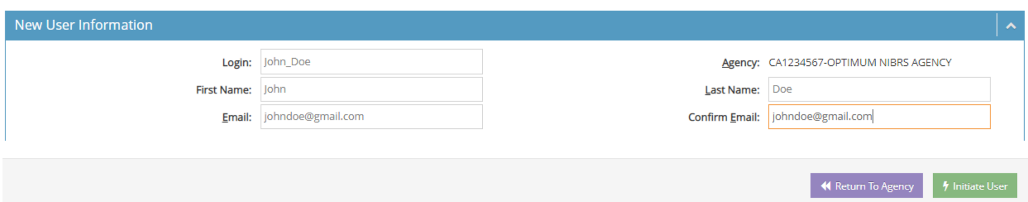
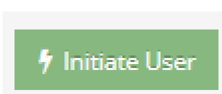
It shows the following details:

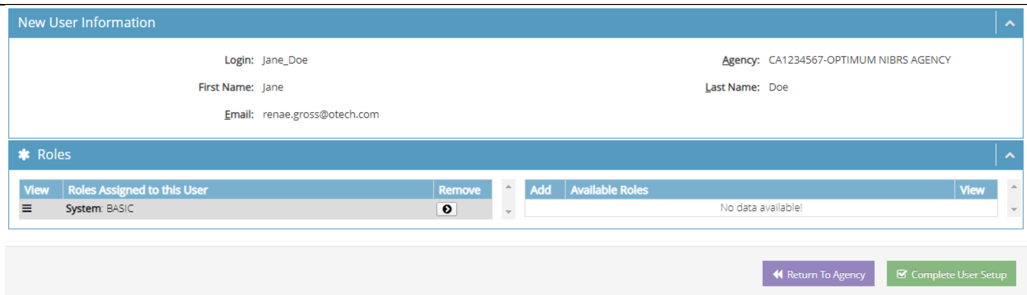
- **Login:** User's login used to access the system
- **First Name:** First Name of the user
- **Last Name:** Last Name of the user
- **Email:** Email address of the user
- **Delete:** Garbage can icon to delete an agency user's contact information
- **View:** small arrow to click to view user's profile information.

Procedure: View/Update Agency Users and Add New User

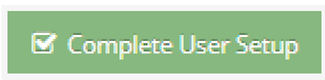
Follow the steps below to View Agency Users and add a 'New User'. The Agency Admin can add, edit and remove user information, assign roles, maintain employee statistics and set preferences based on user's role.

Step	Action
1	Agency can be accessed through the Menu bar on the left side of the screen. From the Agency Admin section, click the down arrow and click Agency. Scroll down to the "Agency Users" table. 

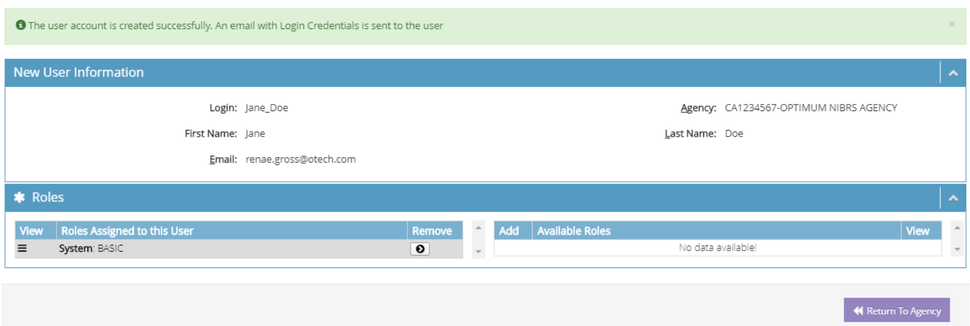
	
2	The Agency Users are listed above. To add a new user, click 'New User' below the Agency Users grid. 
3	The 'New User Information' page appears. The Agency Admin can now add Login, First Name, Last Name and Email address for the new user. Once done click 'Create User'.  For the example below, the Agency Admin created a New User with the login 'Jane_Doe'. The Agency admin added the first name, last name and email address. The email address was then repeated for confirmation.  Click 'Initiate User' button.  The New User Information appears:



Now the Agency Admin clicks the ‘Complete User Setup’ button:

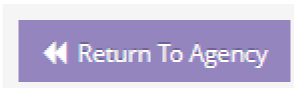


If everything is entered okay, the Agency Admin receives a confirmation from the repository:

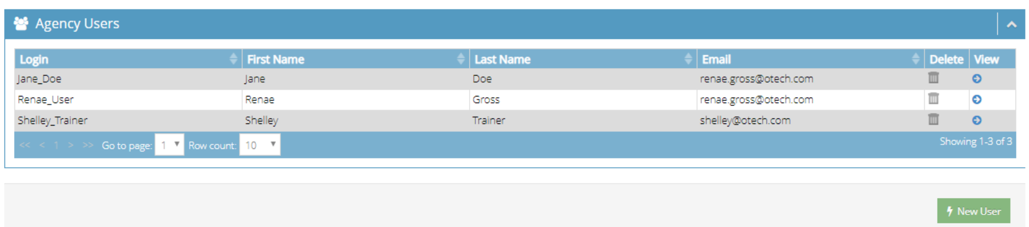


4

Editing a user will also be discussed in “Users” section. Once the User Information is entered and a new user is created, the Admin is directed to the Profile page where the newly added user’s information and roles are displayed as shown in the above screenshot. Roles will be described in the Roles section.



The Edit Agencies page opens. From here, the new agency user’s login, first name, last name and email address are visible (see ‘Jane_Doe’ login below):

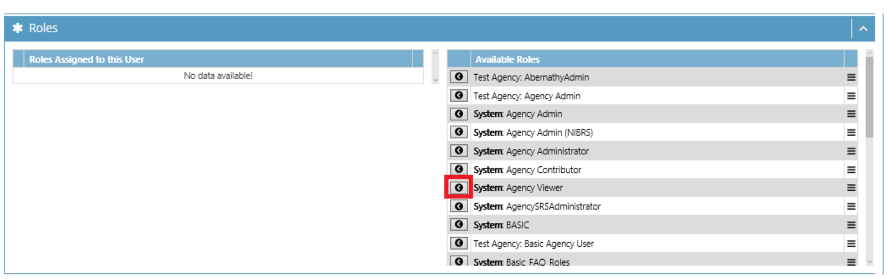


Note: The new user will receive a welcome email with the login URL and other pertinent access information.

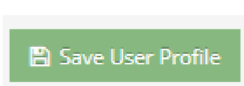
From this page, the person with permission at the agency to edit new user information can click the **arrow** in the **View** column of the new user to add, edit or remove user information such as job title and phone numbers, and other Communications, Data Editing preferences, Roles, Agency assignments, and Login Preferences.

5

Continue to scroll down to the Roles and Agencies sections. Here the Agency Admin can assign specific roles and active agencies to this user by clicking the black left arrows in the right panel so they get added to the left panel, as highlighted in red below.



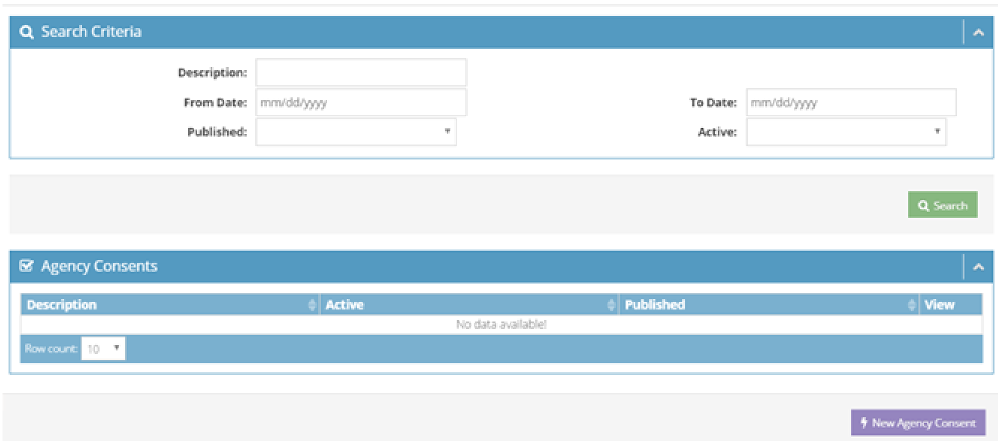
Click ‘Save User Profile’ button once complete.



Consents

Description

Consents are used to take the agency user's acceptance of any terms and conditions before using the system. Any consent created by the person who has permission to create it will be visible to the respective agency's users. The agency user will need to acknowledge these upon the first login. For a newly created consent, the agency user will see it when he or she first logs in after the consent is created. The consent page is captured below.



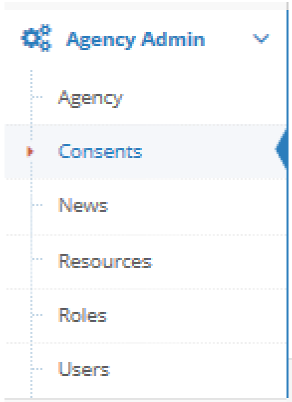
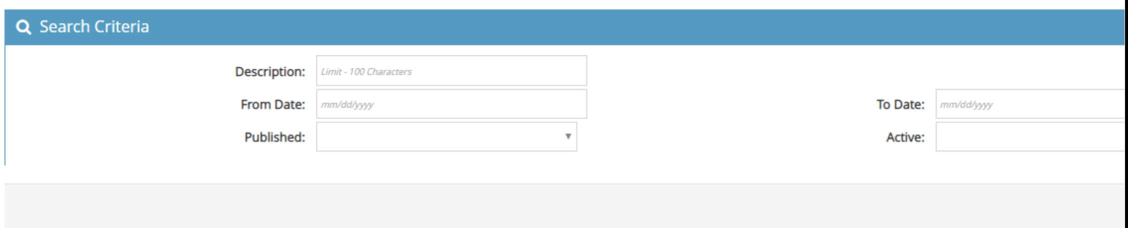
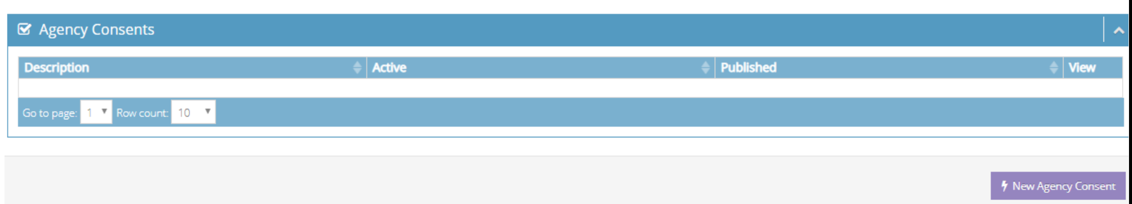
Search Criteria

- **Description:** Or Subject of the consent
- **From Date:** Start date of the consent (mm/dd/yyyy)
- **To Date:** End date of the consent (mm/dd/yyyy)
- **Published:** Is the consent published or not
- **Active:** Whether the consent is active or not

Agency Consents Table Columns

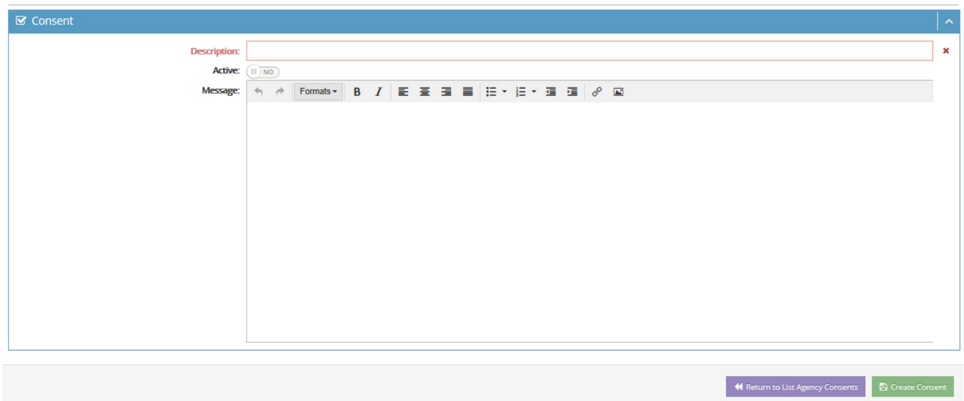
- **Description:** Or Subject of the consent
- **Active:** Whether the consent is active or not
- **Published:** Is the consent published or not
- **View:** Small arrow to click to view details of the consent

Procedure: To search for or create a new consent:

Step	Action
1	Consents can be accessed through the Menu bar on the left side of the screen. From the Agency Admin section, click the down arrow and click Consents. 
2	The Search Criteria section and Consents section appear. On the Search Criteria section, the user with permission can enter the description or partial content of the description to search for a specific Consent message. The ‘From Date’ and ‘To Date,’ and the ‘Published’ and ‘Active’ YES/NO dropdowns help narrow down the search.  Click the ‘Search’ button to search for the Consent.
3	The Agency Consents section brings up the search result for the search performed on the data grid. To create a new Consent, click the ‘New Agency Consent’ button. 

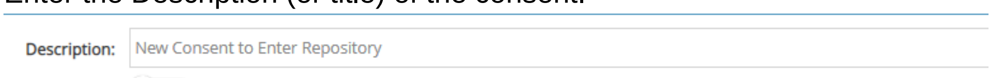
4

The user with the permission can create a new consent.

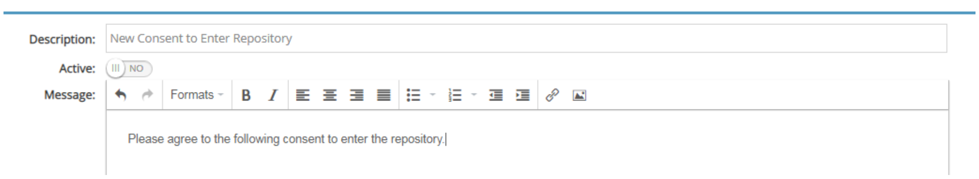


Fill out the Consent Form:

- Enter the Description (or title) of the consent.

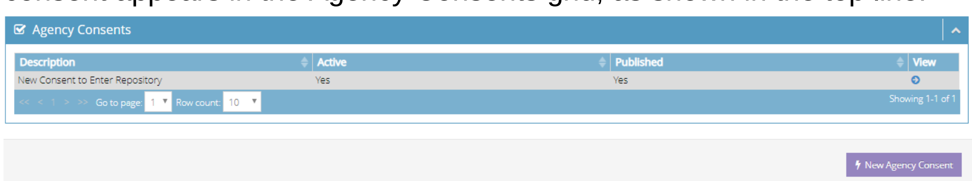


- Enter a message related to the consent.

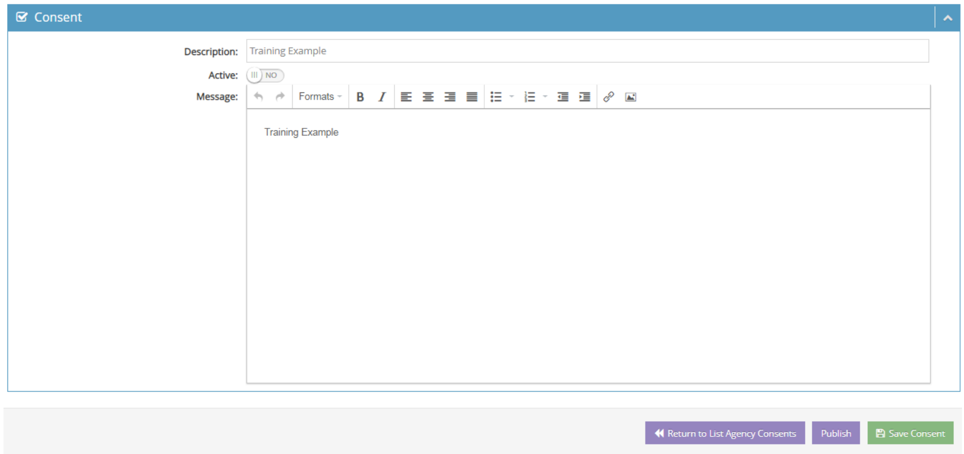


- Mark the consent Active or Not Active.

- Click ‘Create Consent’.
  A consent can be created but set as ‘Not Active’. ‘Not Active’ just hold the consent in the grid within the list of created consents. It also means that the text within the consent can still be edited, added to, or changed. The new consent appears in the Agency Consents grid, as shown in the top line:



- Click the small arrow to the right of the newly created consent to open, review and/or edit.



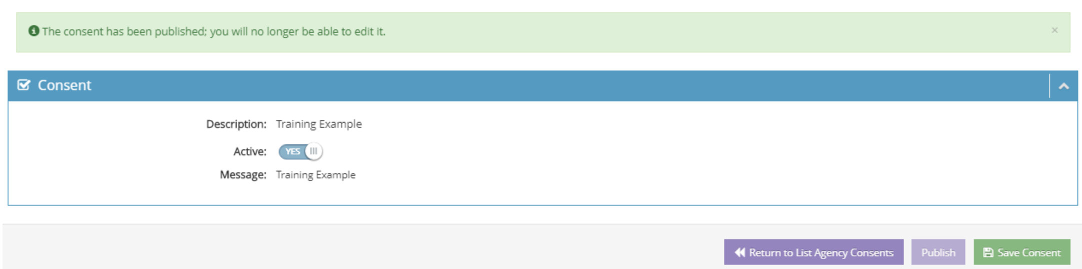
- Once complete, click the 'Save Consent'.

- Click 'Publish' once the message is ready to be published.

(Or, click 'Return to List Agency Consents' to go back to the list of consents page.)

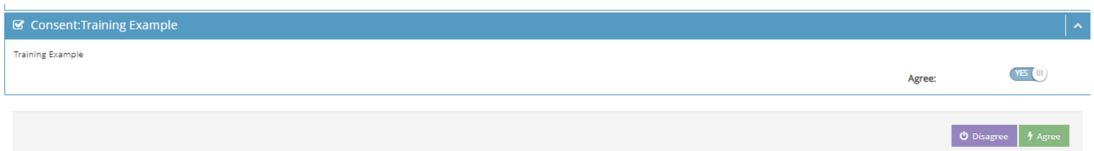
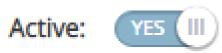
Note: Once the 'Publish' button is clicked that consent's text cannot be edited, as shown in the next screenshot.

5 A confirmation message will be shown, for example:



The 'Active' toggle switch is automatically activated to 'Yes' as shown above.
(It can be switched to 'No' if the agency admin does not want the consent activated until another time. Click the 'Save Consent' button again to make it inactive, if needed.)

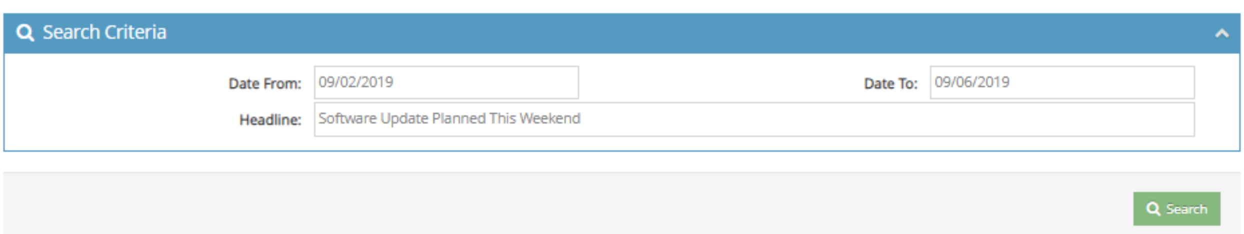
Or, with the toggle switch set to 'Yes', click the 'Save Consent' button.

	
6	If the consent is active, the user will see the consent upon entry into the repository: 
7	Click the ‘Agree’ toggle switch to ‘Yes’ to agree to the consent. 
8	Then click the ‘Agree’ button to enter the repository.  (The repository Home Page will then appear.)
9	Note: The user should only click the ‘Disagree’ button if truly disagreeing with the consent. The user will then be unable to access the repository. 

News

Description

The user with permission (i.e., Agency Admin) can create News items which will be visible to users of his/her agency. The news page is captured below.



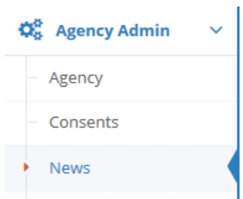
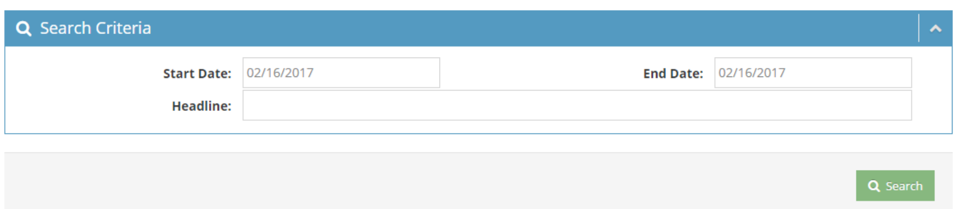
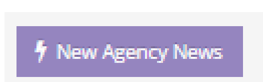
Search Criteria

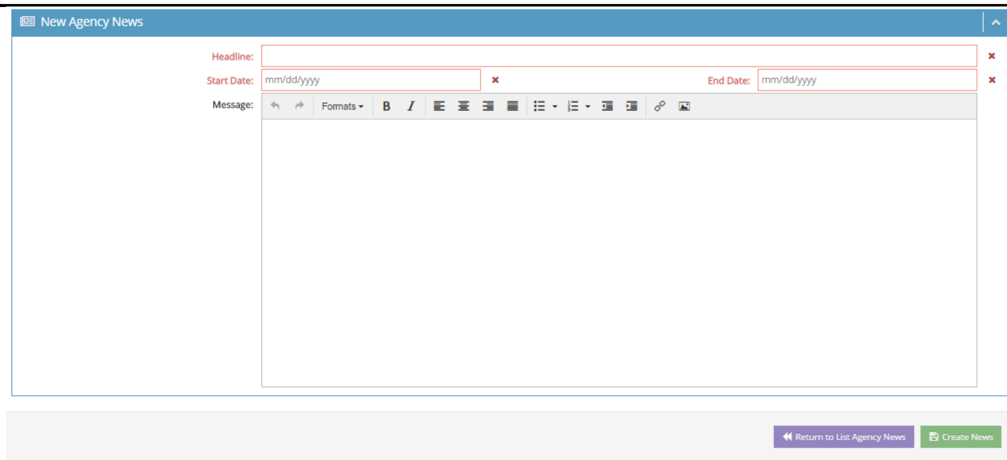
- **Date From:** The date for the news item to start showing in the repository’s home page
- **Date To:** The date for the news item to stop showing in the repository’s home page
- **Headline:** The headline of the news

Agency News

- **Start Date:** The start date for the news to start showing on the repository's home page
- **End Date:** The start date for news to stop showing on the repository's home page
- **Headline:** The headline of the news

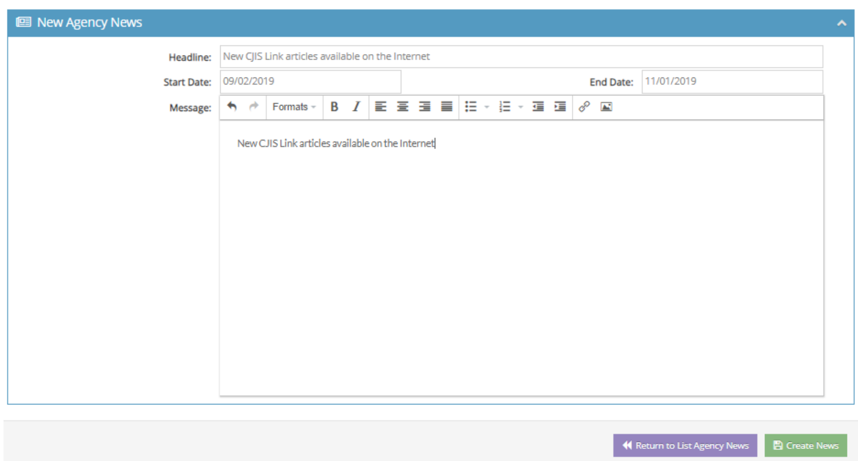
Procedure: To create new Agency News or search for existing news:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>From the Portal's Agency Admin section, click the down arrow and News.

</td></tr>
<tr><td>2</td><td>Enter Search criteria to search for Existing news in the below grid:

</td></tr>
<tr><td>3</td><td>Click 'Search' to access news item.</td></tr>
<tr><td>4</td><td>Click 'New Agency News' to create a New News Item

</td></tr>
<tr><td>5</td><td>The 'New Agency News' page appears below:</td></tr>
</table>

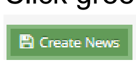


New Agency News:

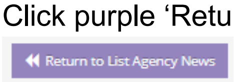
- Enter content in the Headline field.
- Select a Start Date and End Date from the calendar control (mm/dd/yyyy).
- Enter content in the Message field.



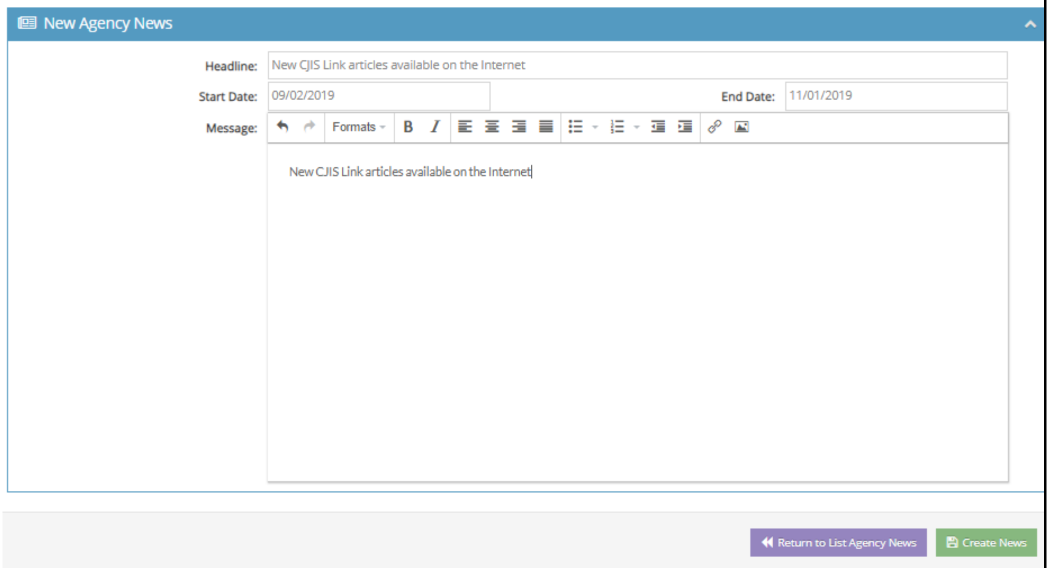
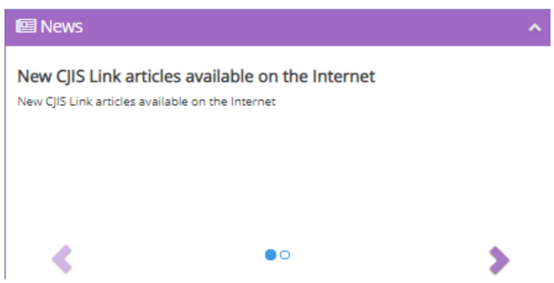
- Click green ‘Create News’ button.



- Click purple ‘Return to List Agency News’ button.



- This returns to the list of News messages.
- The Start Date, End Date and Headline of the message created appear.
- Click the blue arrow at the right end of the message to make any changes.

<table>
<tr><td></td><td>For example:

</td></tr>
<tr><td>6</td><td>Check the repository’s Home Page for the News item:

</td></tr>
</table>

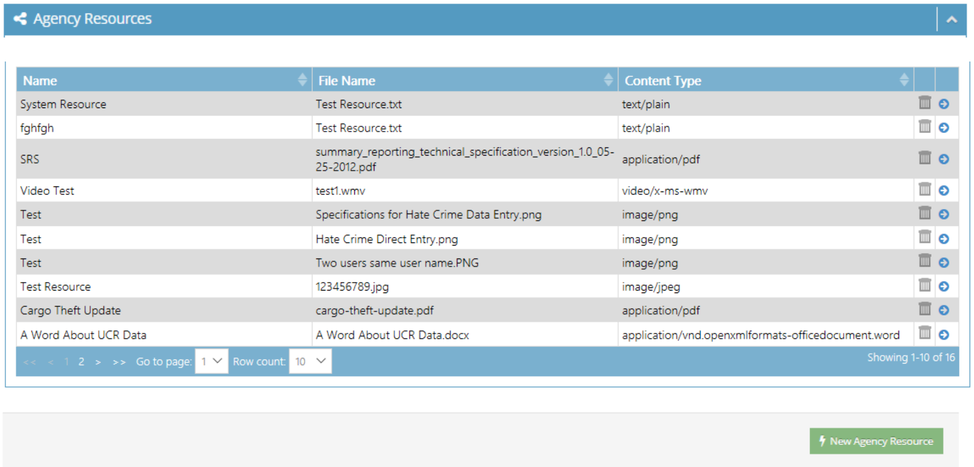
Resources

Description

The user who has permission can upload any document to the Resources page for his/her agency users to access. The agency users will see these resources on the Home Page and under their username in the top right of the home page.

How to access resources as a user is discussed in the Resources chapter.

Note: The user with permission to create Resources is required to have the necessary software to open the file. For example, to view a Word document file, Microsoft Word must be installed on the computer.


Agency Resources

Name	File Name	Content Type		
System Resource	Test Resource.txt	text/plain		
fghfgh	Test Resource.txt	text/plain		
SRS	summary_reporting_technical_specification_version_1.0_05-25-2012.pdf	application/pdf		
Video Test	test1.wmv	video/x-ms-wmv		
Test	Specifications for Hate Crime Data Entry.png	image/png		
Test	Hate Crime Direct Entry.png	image/png		
Test	Two users same user name.PNG	image/png		
Test Resource	123456789.jpg	image/jpeg		
Cargo Theft Update	cargo-theft-update.pdf	application/pdf		
A Word About UCR Data	A Word About UCR Data.docx	application/vnd.openxmlformats-officedocument.word		

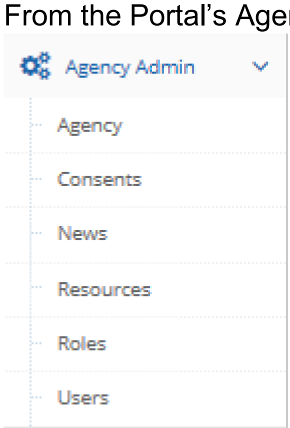
<< < 1 2 > >> Go to page: 1 Row count: 10 Showing 1-10 of 16

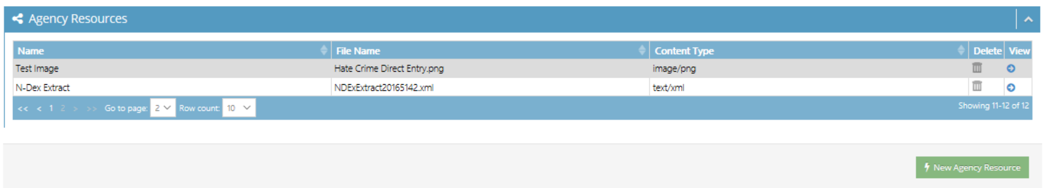
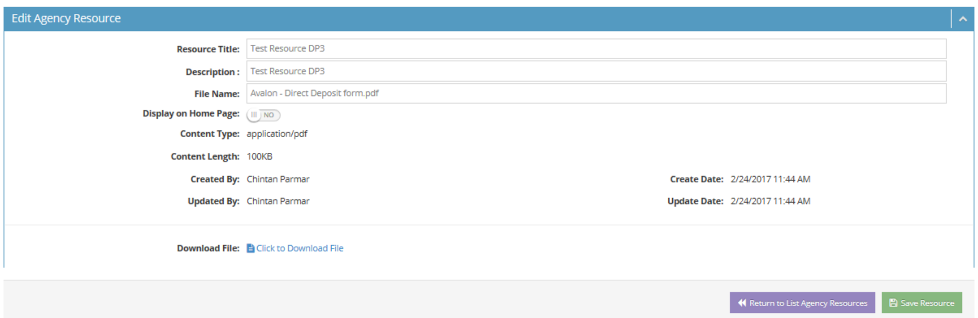
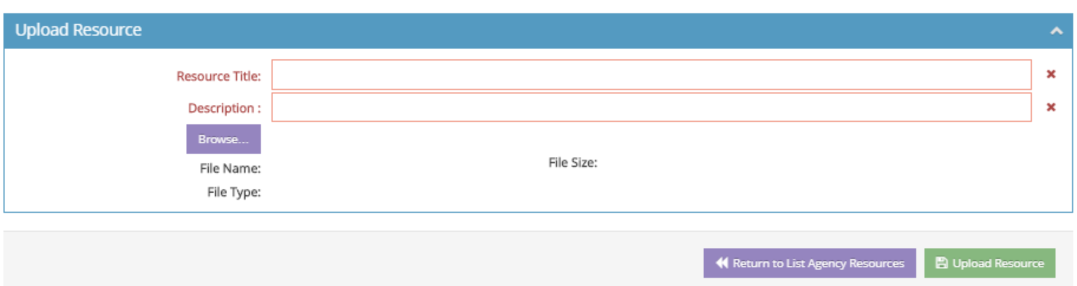
New Agency Resource

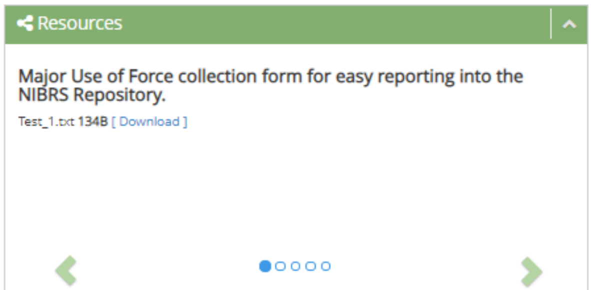
Table Columns

- **Name:** Given assigned to the file by the administrator while uploading the file
- **File Name:** Of the uploaded file
- **Content Type**: File Type e.g., .doc, .pdf, .xlsx, etc.
- **Delete:** Garbage can icon to delete agency resource
- **View:** Click blue arrow to view more details of the agency resource.

Procedure: How to Search for, Upload a New Agency Resource, or Delete a Resource

Step	Action
1	From the Portal's Agency Admin section, click the down arrow and then Resources. 
2	The Agency Resources section appears. The page contains five columns: Name, File Name, Content Type, Delete, and View. To view or edit an existing Resource file, click the blue arrow on the right side of the

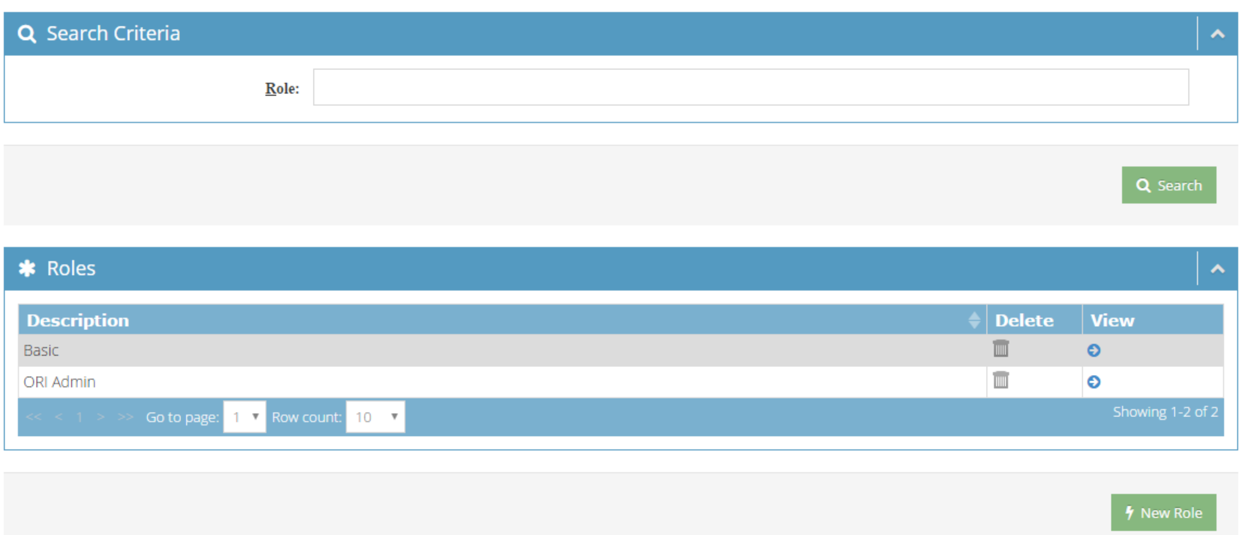
	screen. 
3	The Edit Agency Resource section appears. The Admin can edit the Resource Title, the Description, and File name, and then click the green “Save Resource” button at the bottom right and then click the purple “Return to List Agency Resources”. Or, the file can be downloaded by clicking the blue “Click to Download File” option at the bottom left. 
4	To upload a resource document for the agency, the user with permission must first return to the ‘Resources’ page and then click the green ‘New Agency Resource’ button. 
5	The Upload Resource page appears.  1. Enter Resource Title and Description. 2. Click ‘Browse’ and upload the file. 3. The document gets added to the Resource page. 4. Click ‘Return to List Agency Resources’. This takes the user with permission to create Resources back to the data grid where the new, uploaded document is listed

6	To delete any document in the data grid, click the trash can icon. 
7	Click the Home link to see the new Resource in the Resources section. For example: 

Roles

Description

Roles are the main tool used by the user who has permission to grant privileges to a user group. This is where he or she will create or modify roles to enable users from his/her agency to perform certain tasks. (e.g., create a user with access to only data submission, so that he/she can contribute to monthly data reporting for the agency.)



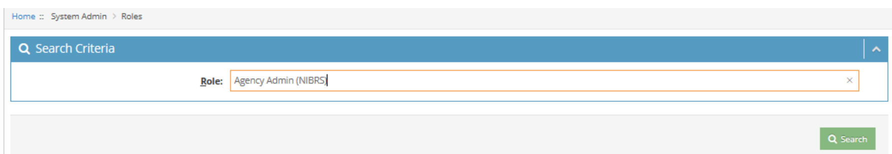
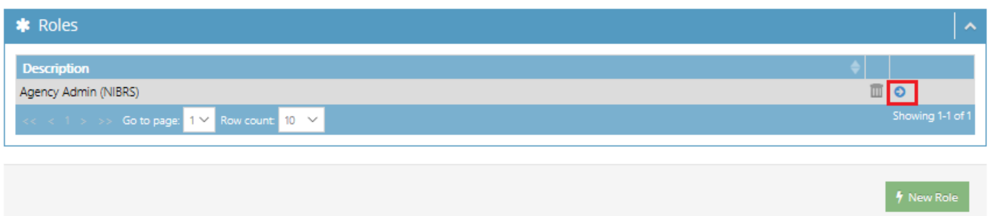
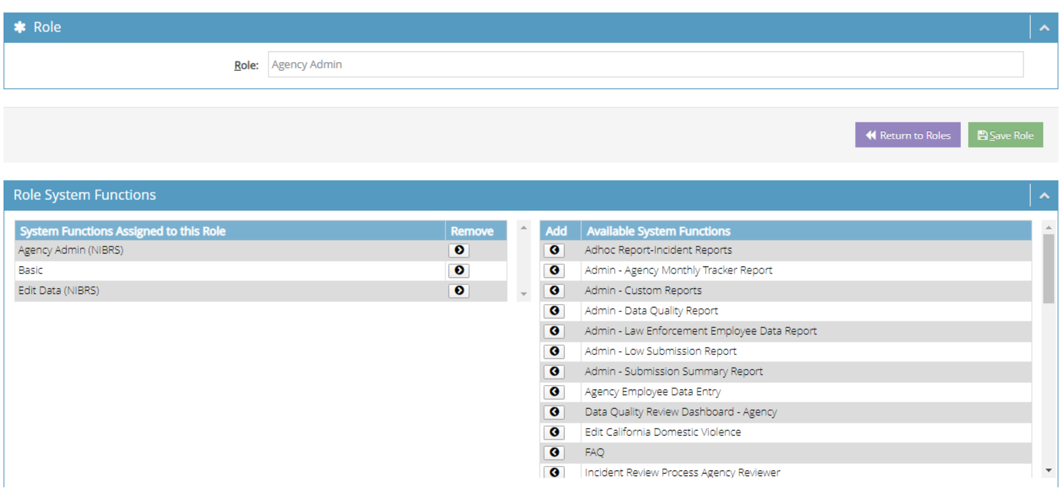
Search Criteria:

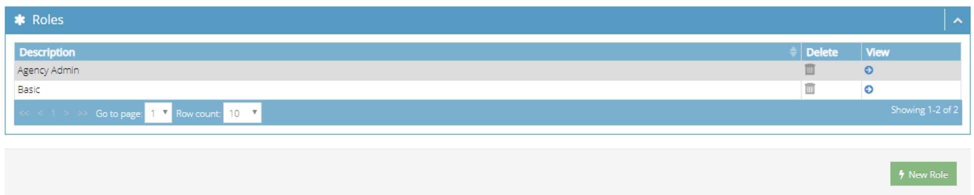
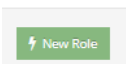
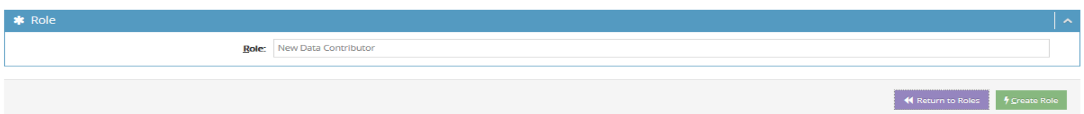
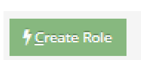
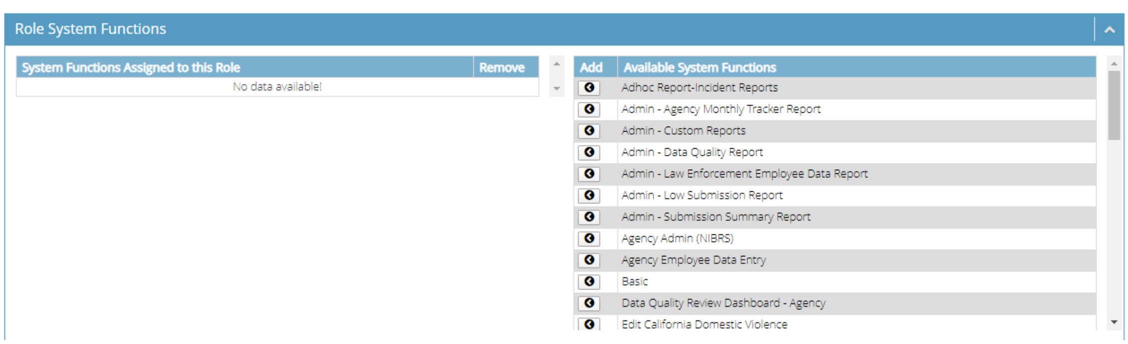
- **Role:** Role name created by the user who has permission to create roles.

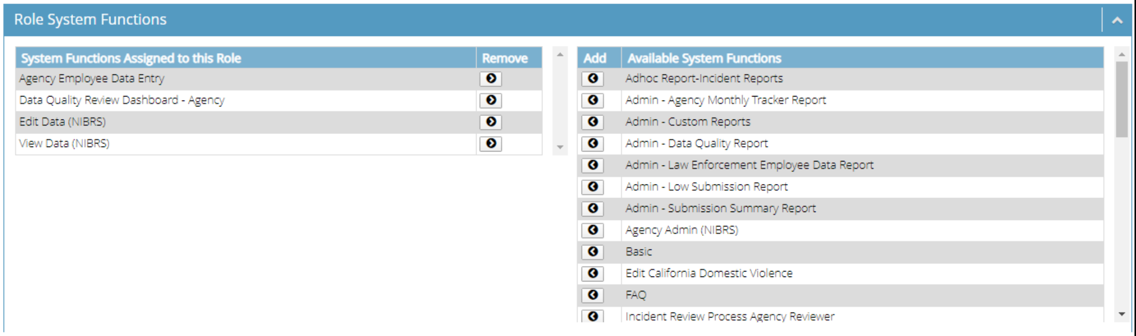
Table Columns

- **Description/Role Name:** Name of role created by the agency user who has permission to create the role. In the following example, this person is called an Agency Admin.

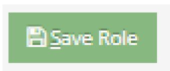
Procedure: To create a new role or edit an existing role:

Step	Action
1	The Agency Admin can search for a role. Click 'Search' at the bottom to activate the search. 
2	The role description appears below. To see what system functions are assigned to this role, click the blue arrow to the right, as highlighted in red below: 
3	The System Functions assigned to the role are shown below. (None are assigned in case of a new role):  More system functions can be assigned to the role by clicking the Available System Functions (see black back arrows) in the right panel to push the system functions to the left panel. Move the system functions from the left panel to the right to remove a role.

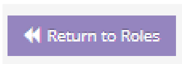
	If a new role needs to be assigned, click the purple ‘Return to Roles’ button found above the screen.
4	To create a New Role and assign system functions to that role: 1. The ‘Roles’ page appears with a list of existing roles. 2. Click the green ‘New Role’ button at the bottom of the page to create a new role.  
5	The Role page appears and the user with permission to create roles can enter the name of the role and click the green ‘Create Role’ button or click the purple ‘Return to Roles’ button at the bottom.  
6	Now the Role System Functions page appears. The System Functions can be assigned by clicking the black arrow from the ‘Available System Functions’ panel on the right and push the selected function to the ‘System Functions Assigned to this Role’ on the left side. Multiple functions can be assigned. There are purple ‘Add All’ and ‘Remove All’ buttons at the bottom, if needed.  Now the system functions have been successfully added to the newly role created:



Click the ‘Save Role’ button.



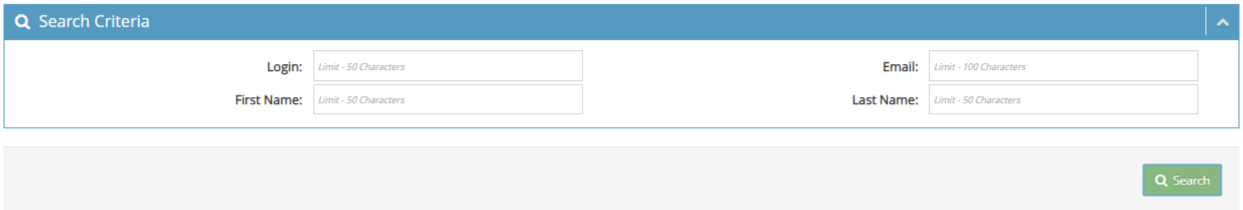
Click the ‘Return to Roles’ button:

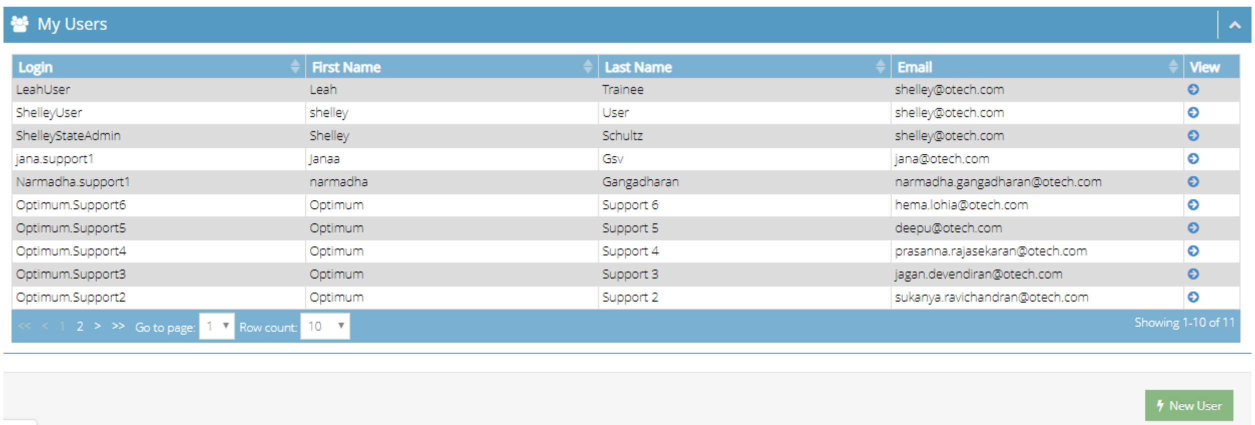


Users

Description

Users who have permission (i.e., Agency Administrators) can create new user profiles for persons from their agency to access the system, or update and make profile changes for agency's users.



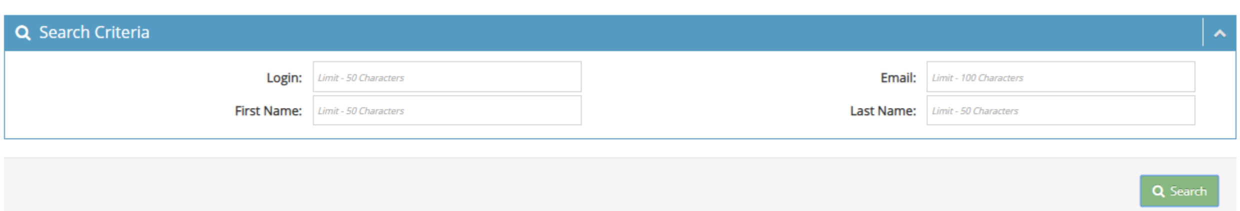


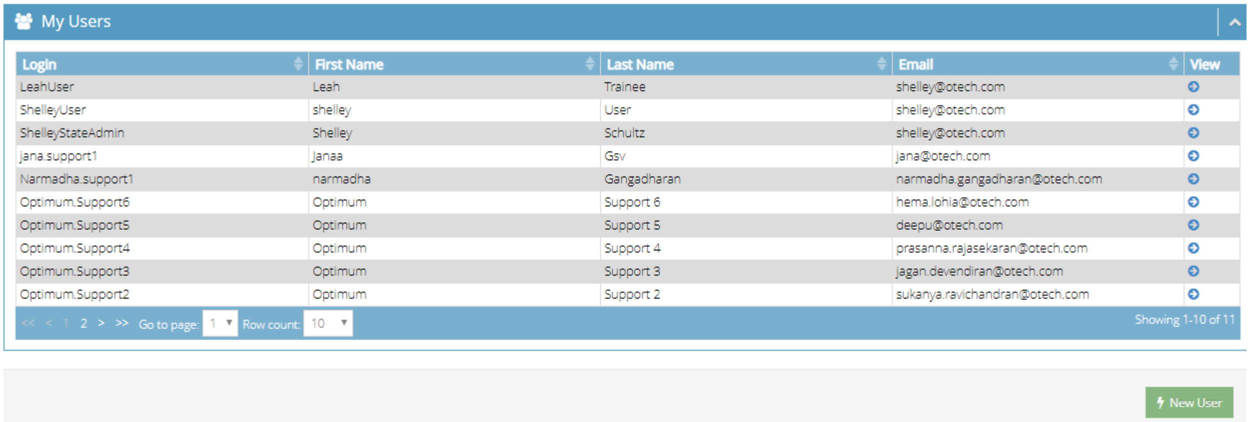
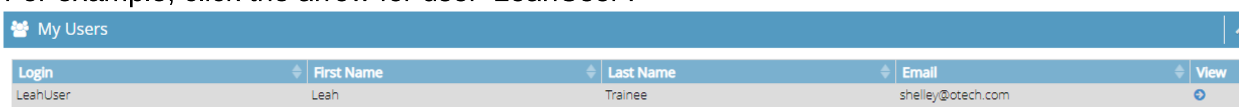
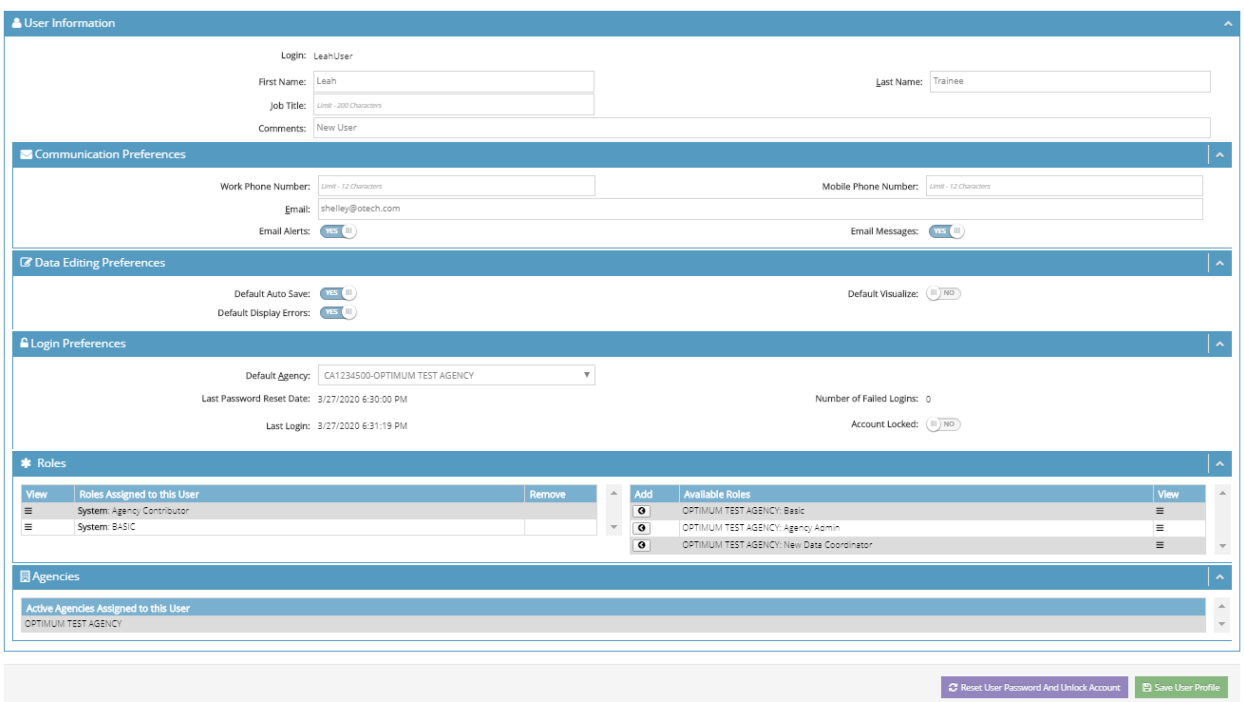
Login	First Name	Last Name	Email	View
LeahUser	Leah	Trainee	shelley@otech.com	
ShelleyUser	shelley	User	shelley@otech.com	
ShelleyStateAdmin	Shelley	Schultz	shelley@otech.com	
jana.support1	Janaa	Gsv	jana@otech.com	
Narmadha.support1	narmadha	Gangadharan	narmadha.gangadharan@otech.com	
Optimum.Support6	Optimum	Support 6	hema.lohia@otech.com	
Optimum.Support5	Optimum	Support 5	deepu@otech.com	
Optimum.Support4	Optimum	Support 4	prasanna.rajasekaran@otech.com	
Optimum.Support3	Optimum	Support 3	jagan.devendiran@otech.com	
Optimum.Support2	Optimum	Support 2	sukanya.ravichandran@otech.com	

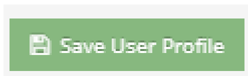
Table Columns

- **Login:** Login Name of the user
- **First Name:** First name of the user
- **Last Name:** Last Name of the user
- **Email:** Email ID of the user
- **View:** Small arrow to click and view details about the user

Procedure: To search for a user:

Step	Action
1	First search for a user in the 'Search Criteria' section. Enter a login, or email address, first or last name and click the 'Search' button. 

2	Locate the user in the ‘My Users’ data grid (see screenshot below) and click the arrow at the right side of the page to see details of the user’s profile 
3	For example, click the arrow for user ‘LeahUser’: 
4	User Information, Communication Preferences, Edit Data Editing Preferences, Roles, Agencies, etc., appear.  The detail page includes the following sections: • User Information

	• Communication Preferences • Data Editing Preferences • Login Preferences • Roles • Agencies Use the gray scroll bar at the right side of the page to see the bottom sections (Roles and Agencies), if needed. The user with permission can edit details in the above sections and click the ‘Save User Profile’ button. User detail is updated and saved. 
5	“New Users” can be created from within the agency as discussed earlier in this chapter.

Chapter 11: Agency Logging

Overview

This chapter is applicable only to those with permission to monitor activities within the Repository.

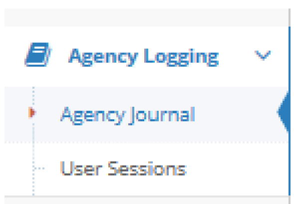
Introduction

With ‘Agency Journal’ and ‘User Sessions’ pages, the user with permission can monitor activities performed by his/her agency users in the system.

Where in the Portal is Agency Logging?

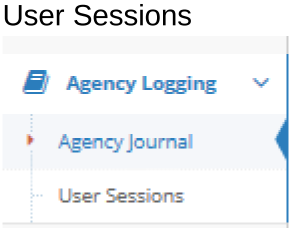
Where is Agency Logging?

Agency Logging can be accessed in the left menu on the portal.



There are two modules within the Agency Logging section:

1. Agency Journal
2. User Sessions



Agency Journal Page

The Agency System Journal maintains a log of activities performed by one’s agency’s users in the system, for example logging into the system, or a failed attempt as logging into the system.

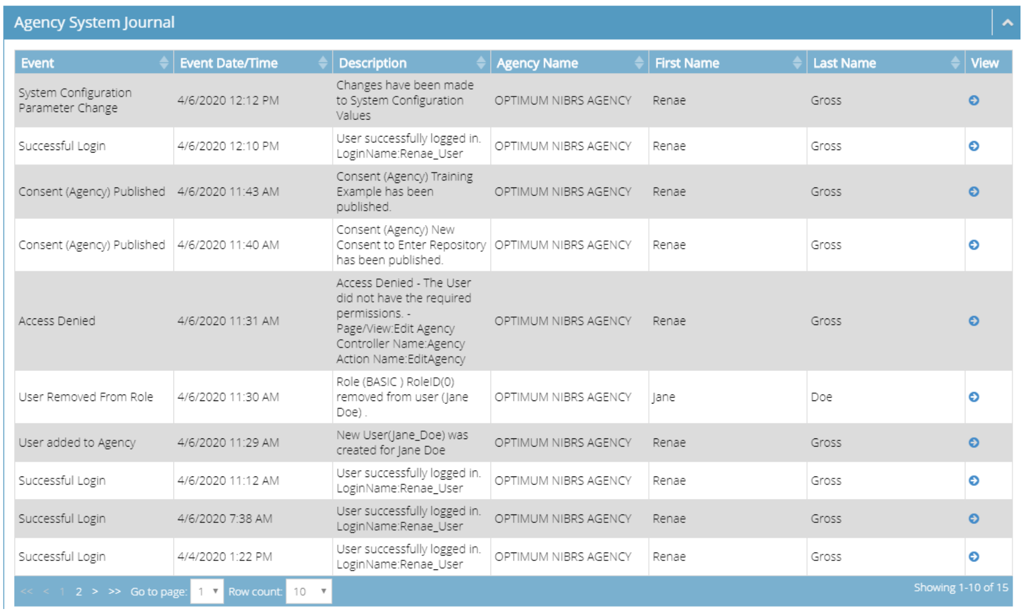
The table captures the following details:

- **Event:** Type of event

- **Event Date/Time**
- **Description of the event:** Detailed description of the event
- **Agency Name:** Name of the agency associated with the event
- **First Name:** of the person associated with the event
- **Last Name:** of the person associated with the event
- **Blue Arrows:** Click a blue arrow to access a detailed view page of the event the row refers to.

Procedure: How to View a Specific Agency System Journal Event.

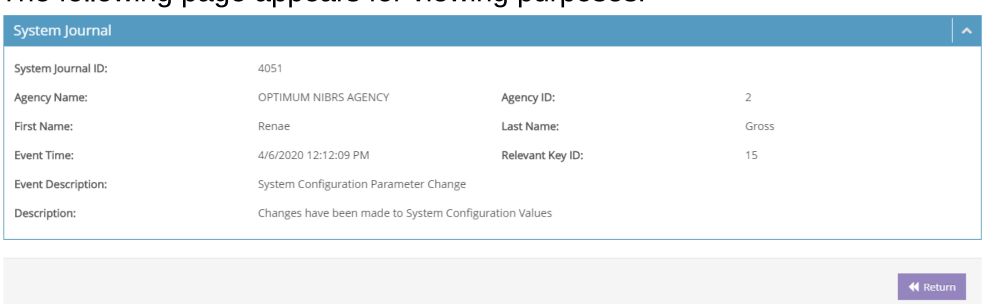
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>In the example below, the user clicks the arrow for the Event journal entry titled ‘User added to Agency’:



Agency System Journal

<table>
<tr><th>Event</th><th>Event Date/Time</th><th>Description</th><th>Agency Name</th><th>First Name</th><th>Last Name</th><th>View</th></tr>
<tr><td>System Configuration Parameter Change</td><td>4/6/2020 12:12 PM</td><td>Changes have been made to System Configuration Values</td><td>OPTIMUM NIBRS AGENCY</td><td>Renae</td><td>Gross</td><td></td></tr>
<tr><td>Successful Login</td><td>4/6/2020 12:10 PM</td><td>User successfully logged in. LoginName:Renae_User</td><td>OPTIMUM NIBRS AGENCY</td><td>Renae</td><td>Gross</td><td></td></tr>
<tr><td>Consent (Agency) Published</td><td>4/6/2020 11:43 AM</td><td>Consent (Agency) Training Example has been published.</td><td>OPTIMUM NIBRS AGENCY</td><td>Renae</td><td>Gross</td><td></td></tr>
<tr><td>Consent (Agency) Published</td><td>4/6/2020 11:40 AM</td><td>Consent (Agency) New Consent to Enter Repository has been published.</td><td>OPTIMUM NIBRS AGENCY</td><td>Renae</td><td>Gross</td><td></td></tr>
<tr><td>Access Denied</td><td>4/6/2020 11:31 AM</td><td>Access Denied - The User did not have the required permissions. - Page/View:Edit Agency Controller Name:Agency Action Name:EditAgency</td><td>OPTIMUM NIBRS AGENCY</td><td>Renae</td><td>Gross</td><td></td></tr>
<tr><td>User Removed From Role</td><td>4/6/2020 11:30 AM</td><td>Role (BASIC) RoleID(0) removed from user (Jane Doe) .</td><td>OPTIMUM NIBRS AGENCY</td><td>Jane</td><td>Doe</td><td></td></tr>
<tr><td>User added to Agency</td><td>4/6/2020 11:29 AM</td><td>New User(Jane_Doe) was created for Jane Doe</td><td>OPTIMUM NIBRS AGENCY</td><td>Renae</td><td>Gross</td><td></td></tr>
<tr><td>Successful Login</td><td>4/6/2020 11:12 AM</td><td>User successfully logged in. LoginName:Renae_User</td><td>OPTIMUM NIBRS AGENCY</td><td>Renae</td><td>Gross</td><td></td></tr>
<tr><td>Successful Login</td><td>4/6/2020 7:38 AM</td><td>User successfully logged in. LoginName:Renae_User</td><td>OPTIMUM NIBRS AGENCY</td><td>Renae</td><td>Gross</td><td></td></tr>
<tr><td>Successful Login</td><td>4/4/2020 1:22 PM</td><td>User successfully logged in. LoginName:Renae_User</td><td>OPTIMUM NIBRS AGENCY</td><td>Renae</td><td>Gross</td><td></td></tr>
</table>

<< < 1 2 > >> Go to page: 1 Row count: 10 Showing 1-10 of 15
</td></tr>
<tr><td>2</td><td>The following page appears for viewing purposes:



System Journal

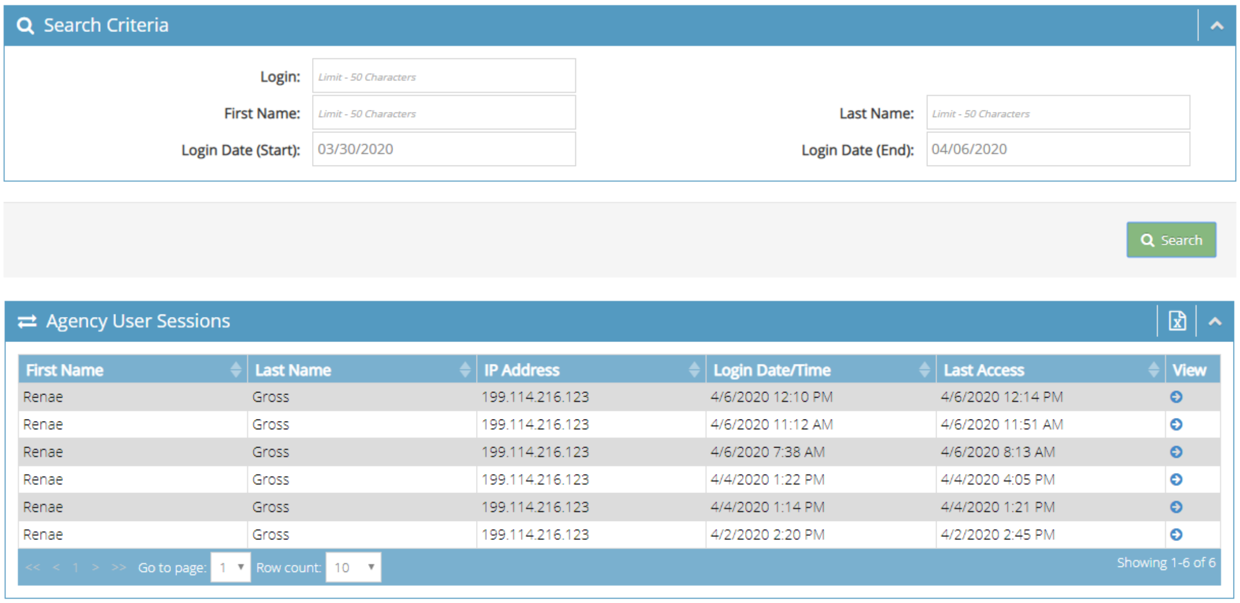
<table>
<tr><td>System Journal ID:</td><td>4051</td><td></td><td></td></tr>
<tr><td>Agency Name:</td><td>OPTIMUM NIBRS AGENCY</td><td>Agency ID:</td><td>2</td></tr>
<tr><td>First Name:</td><td>Renae</td><td>Last Name:</td><td>Gross</td></tr>
<tr><td>Event Time:</td><td>4/6/2020 12:12:09 PM</td><td>Relevant Key ID:</td><td>15</td></tr>
<tr><td>Event Description:</td><td>System Configuration Parameter Change</td><td></td><td></td></tr>
<tr><td>Description:</td><td>Changes have been made to System Configuration Values</td><td></td><td></td></tr>
</table>

Return
</td></tr>
<tr><td>3</td><td>After viewing the Journal page, the user clicks the ‘Return’ button to return to the Agency Journal Events grid where more Agency Journal event entries can clicked.</td></tr>
</table>

User Sessions

Description

The User Sessions modules enable the user who has permission to view a complete timeline of his/her agency's user's session accessing the system.



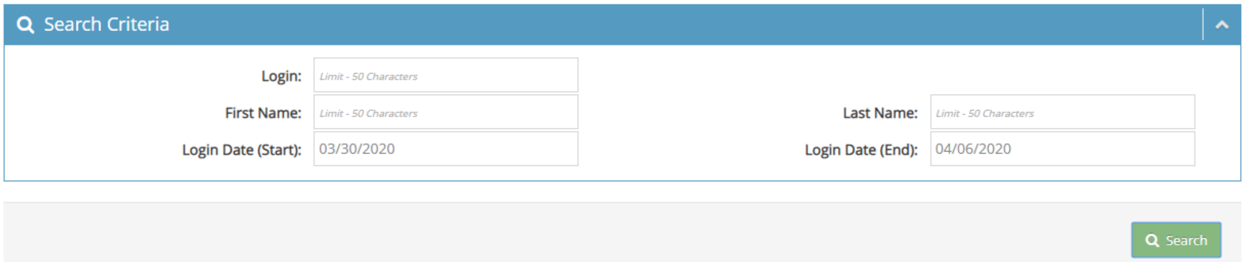
Search

A Search box is available in the User Sessions module to help agency administrators search for their user's sessions.

From Search Criteria section the Agency Admin can look up a user to see their session by entering data in the following fields:

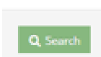
- **Login:** of the user being looked for
- **First Name:** of the user being looked for
- **Last Name:** of the user being looked for
- **Login Date (Start):** Start date for the search
- **Login Date(End):** End date for the search

A sample screenshot of the Search Criteria section is shown below:

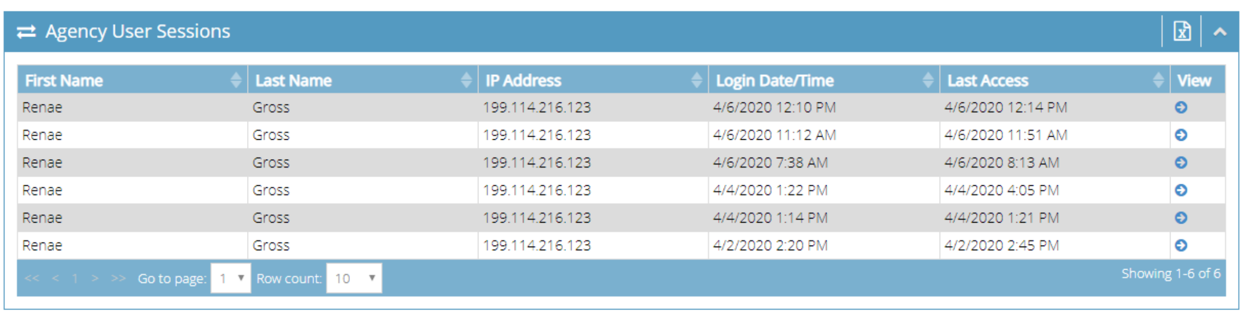


Once the user specifies the criteria to use when searching (whether by login, Email, First Name, Last Name, Login Date [Start] or Login Date [End]), a Search can be initiated by clicking 'Search' located under the Search Criteria page as shown above.

Procedure: Search User Session and View Specific Information about a User.

Step	Action
1	Enter one or more of the criteria specified below: 1. Login 2. First Name 3. Last Name 4. Login Date (Start): mm/dd/yyyy 5. Login Date (End): mm/dd/yyyy
2	Click 'Search'. 

The Agency User Sessions Data Grid consists of the following columns:



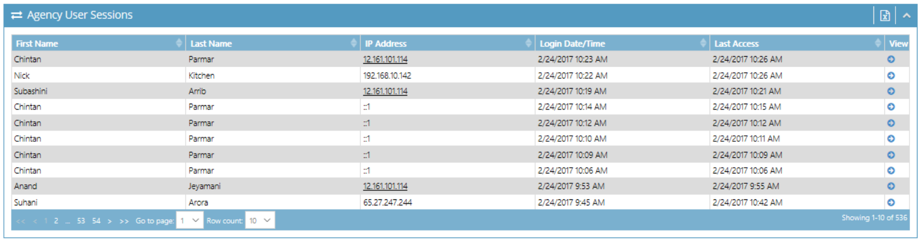
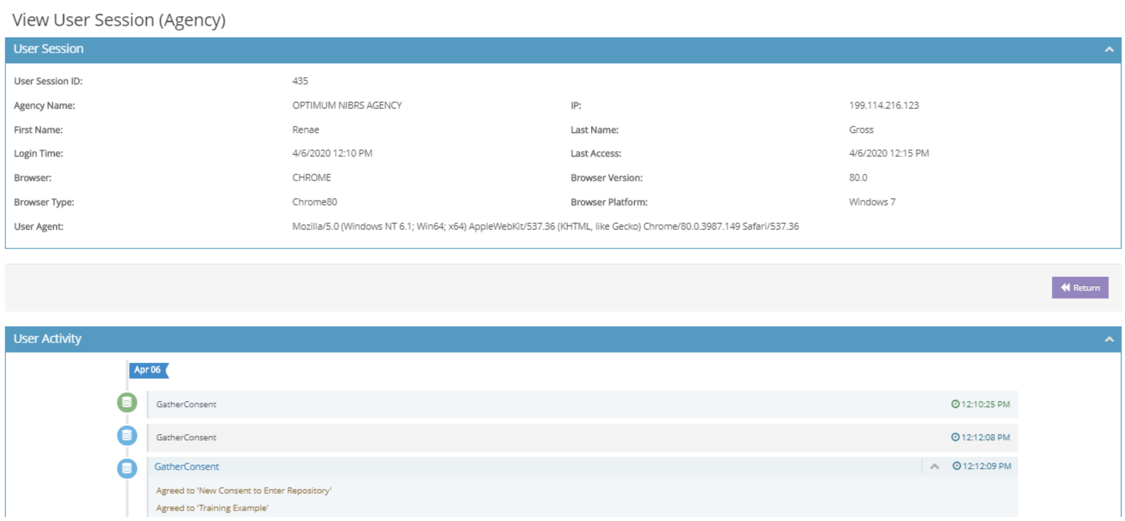
Agency User Sessions

First Name	Last Name	IP Address	Login Date/Time	Last Access	View
Renae	Gross	199.114.216.123	4/6/2020 12:10 PM	4/6/2020 12:14 PM	
Renae	Gross	199.114.216.123	4/6/2020 11:12 AM	4/6/2020 11:51 AM	
Renae	Gross	199.114.216.123	4/6/2020 7:38 AM	4/6/2020 8:13 AM	
Renae	Gross	199.114.216.123	4/4/2020 1:22 PM	4/4/2020 4:05 PM	
Renae	Gross	199.114.216.123	4/4/2020 1:14 PM	4/4/2020 1:21 PM	
Renae	Gross	199.114.216.123	4/2/2020 2:20 PM	4/2/2020 2:45 PM	

<< < 1 > >> Go to page: 1 Row count: 10 Showing 1-6 of 6

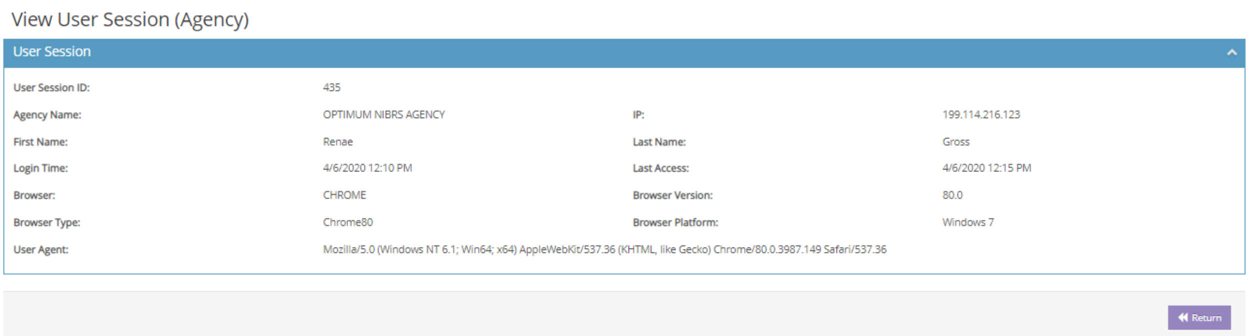
- **First Name:** Of the user
- **Last Name:** Of the user
- **IP Address:** Of the user's machine
- **Login Date/Time:** Of the user
- **Last Access:** time when the user last accessed the system
- **View:** The last column in the grid has small blue arrows. Click to access a detailed view page of the event that row refers to.

Procedure: How to View Agency User Sessions.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>After clicking the ‘User Sessions’ module from the Portal’s ‘Agency Logging’ section, the ‘Agency User Sessions’ page is shown. Click on the blue arrow to see a journal entry.

</td></tr>
<tr><td>2</td><td>The ‘View User Session (Agency)’ and User Activity details are listed below.

</td></tr>
<tr><td>3</td><td>Once viewed, click the purple ‘Return’ button.</td></tr>
</table>

View User Session (Agency)

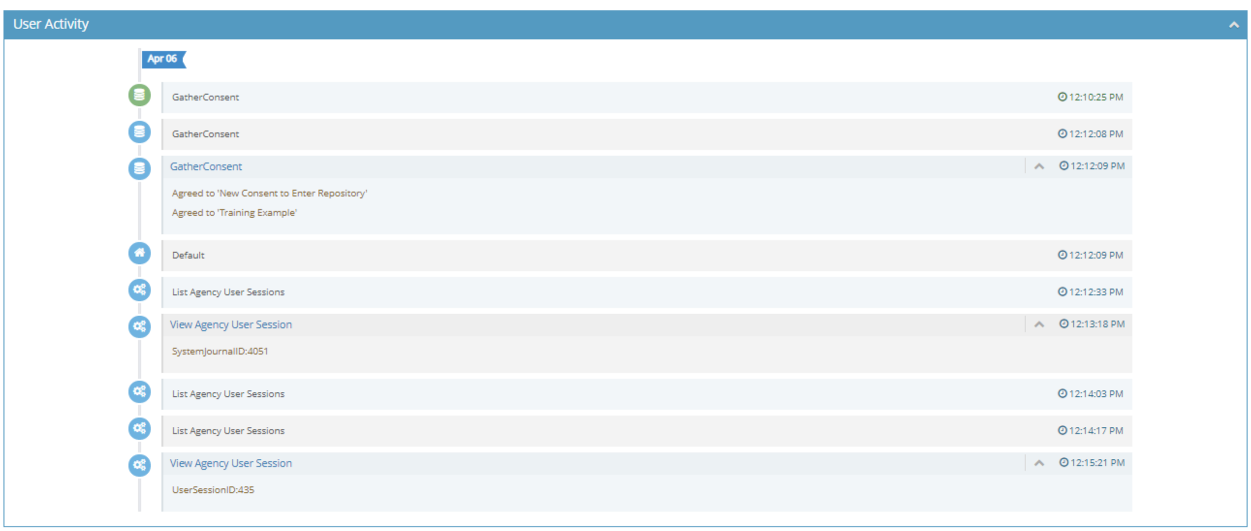
The View User Session Agency page captures details of the user’s session including all the activities that he or she performed. The user session includes an overview of the session, and the user activity details chart shows complete details of the activities.



- **User Session ID:** unique ID of the session
- **Agency Name:** name of the user's agency
- **IP:** user's IP address
- **Last Name:** of the user
- **Login Time:** date and time the user logged in
- **Last Access:** time when the user last accessed the system
- **Browser:** type of browser used by the user (e.g., Chrome)
- **Browser Version:** version number
- **Browser Type:** specific browser type
- **Browser Platform:** the operating system of the user
- **User Agent:** software that is acting on behalf of the user

User Activity

The user activity details section contains details about each activity the user performed.



Chapter 12: FAQ

Overview

Introduction

FAQ

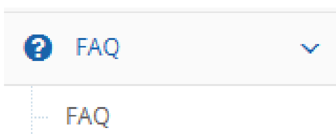
The **FAQ** section is a quick, go-to help for **F**requently **A**sked **Q**uestions pertaining to a particular topic in the Repository.

FAQ can be accessed through the Menu bar.

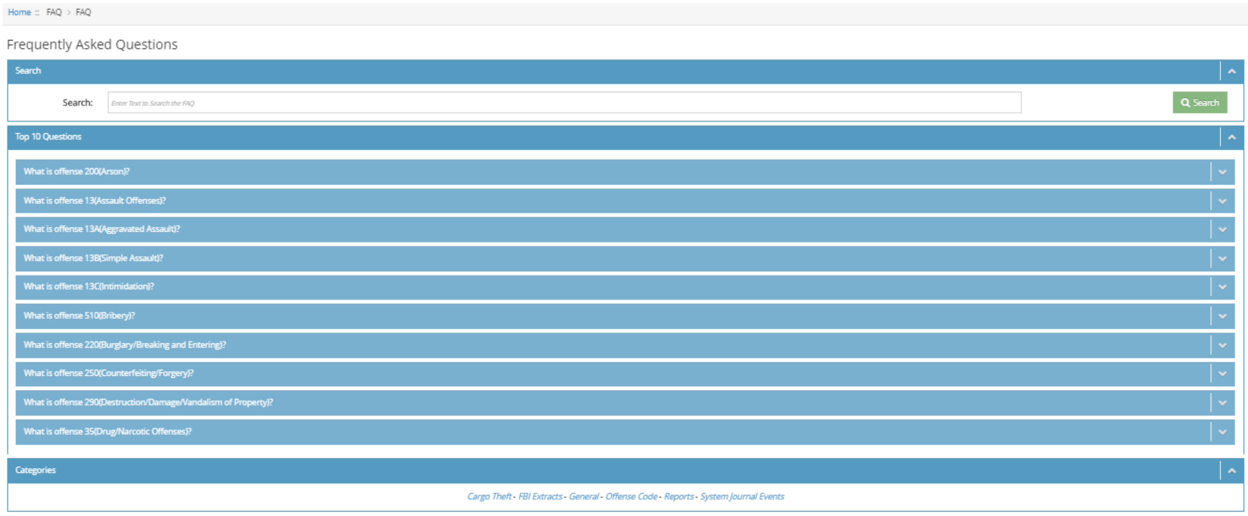
Where in the Portal is the FAQ Section?

Where is FAQ?

The Portal's **FAQ section** is located in the left menu bar at the bottom and is called **FAQ**.



Description



The 'FAQ' page provides a quick reference to Frequently Asked Questions.

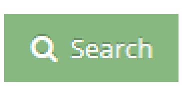
The FAQ Page has the following sections:

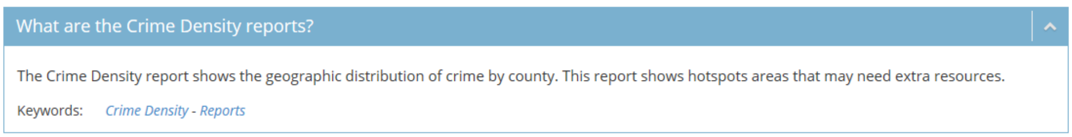
- Search: To search the FAQ questions.
- Top 10 Questions: Most frequently asked questions.
- Categories: One click access to all questions under specified categories.

Search

Search section consists of a text box field where the user can type in the questions or keywords for clarification or answers.

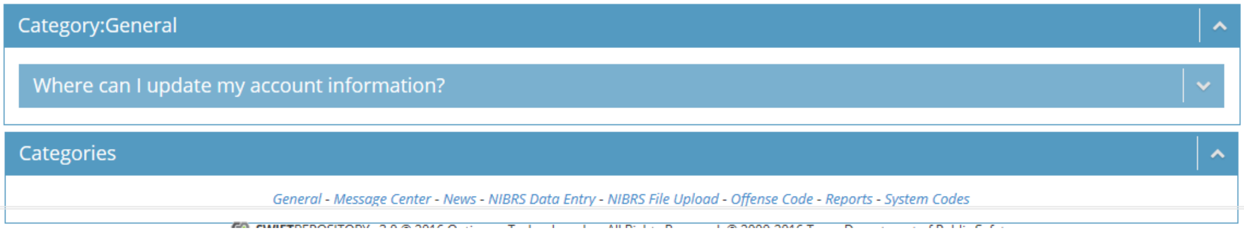
Procedure: Follow the steps to Search and Read an FAQ.

Step	Action
1	In the Search box type any question or keyword related to the UCR Repository.
2	Click **Search.** 

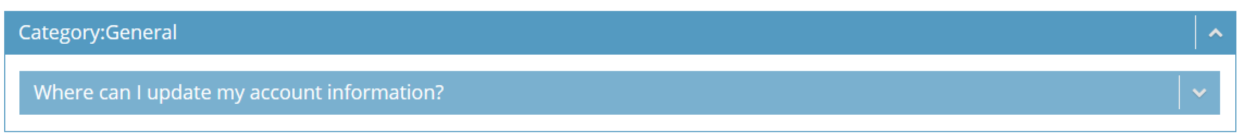
3	The Search results are updated in the grid below. 
4	Click the arrow next to ask a question. 
5	The answer is displayed. 

Categories

Categories section consists of specific topics to see the answers for.



Procedure: Follow the steps to Search and Read an FAQ.

Step	Action
1	Click one of the categories, for example, 'General': 
2	User can see all questions related to category 'General'. Click the down arrow to open the section to view the answers. 
3	The answer is displayed