

# Illinois State Police Uniform Crime Repository System Agency User Manual

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### 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.

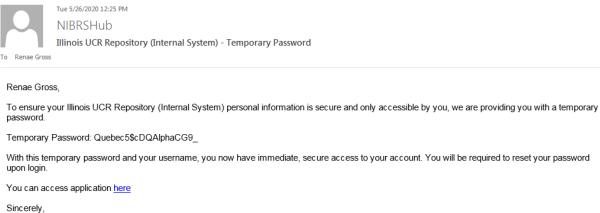
The Login page is also used to reset a user's password from outside the repository (if the user set up Challenge Questions during first log in or from the Profile page).

~

# 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):



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:

	OIS STATE POLI	
NTEGRITY	SERVICE	PRIDE
	Please Enter Login Information Utermanif Placed Placed Placed Forgot your password?	
	Users are accessing the Illinois UCR Repository     Syntem usage shall be monitored, recorded, and     sunject to audit the monitored, recorded, and     Unauthfor/zed use of the system is prohibited	

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.)

Forgot your password?

Step	Action
1	Please Enter Login Information
	RenaeAgencyUser 🏾 🖀
	a Login
	Forgot your password?
	<ol> <li>Users are accessing the Illinois UCR Repository</li> <li>System usage shall be monitored, recorded, and subject to audit</li> <li>Unauthorized use of the system is prohibited</li> </ol>
2	Enter Username assigned by the system administrator
	Username
3	Enter (paste or key in) the temporary, auto-generated password given to the user in the Temporary Password letter.
	Password
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:

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

	▲You must reset your password. ×
	The Password Information is not Valid
	ERROR: Current Password is a required field.2 ERROR: New Password is a required field.2 ERROR: Confirm Password is a required field.2
	Password Information
	Current Password: X
	New Password:     X     Confirm Password:     X
	C Reset Password
	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.
	The Password Information is not Valid     ERROR: Password entered in the Current Password space does not match with the password that you use to login     ERROR: Confirm Password is a required field.
	Password Information
	Current Password:     ••••••••     ×       New Password:     •••••••     Confirm Password:     ••••••
	C Reset Password
6	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.

	Home			
	Set up your three challenge	questions so you can reset y	your password at any time without contai	cting admin. ×
	User Information			<b>^</b>
	Login:	RenaeAgencyUser		
	First Name:	Renae	<u>L</u> ast Name:	Gross
	Job Title:	Limit - 200 Characters		
	Comments:	New User		
	* Challenge Questions			~
	Question			
		N	o data available!	
				C New Challenge Question
7	The user clicks the pu	Irple 'New Challer	nge Question button.	
	C New Challenge Question	•	0	
	<ul> <li>New chanceline does on</li> </ul>			
	<b>T</b> he second second			and the same in the s
	example below:	r three Challenge	Questions one at a time,	, as snown in the
	• The Challenge Question is not Va	lid		<b>^</b>
	ERROR: Challenge Answer is a required field.			E.
	Challenge Question			<b>^</b>
		What high school did you attend?		~
	Challenge Answer:			×
			K Return to M	iy Profile 🛛 🖺 Save Challenge Question
8		ach Challenge Q	uestion by clicking the gre	een 'Save Challenge
	Question' button.			
	Save Challenge Que	stion		
	Now the user can clic	k the 'Return to M	ly Profile' button.	

	Return to My Profile
	The user should click 'New Challenge Question' again for a second Challenge Question. Repeat for the third Challenge Question.
	C New Challenge Question
	The three Challenge Questions are now saved:
	* Challenge Questions
	Question
	What high school did you attend?
	What was the make of your first car?
	What was your high school mascot?
	C New Challenge Question
9	Now the user can work within the repository.

# 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

Step	Action
1	The user logs into the Repository by entering the username assigned by the administrator and the password the user set during first log in.
	Please Enter Login Information
	RenaeAgencyUser
	۹ Login
	Forgot your password?
	1. Users are accessing the Illinois UCR Repository 2. System usage shall be monitored, recorded, and
	subject to audit 3. Unauthorized use of the system is prohibited
2	Click the green 'Login' button to log in to the repository
3	If username and password are valid, the user will be logged into the repository and will see the 'Welcome/Home' page.
4	If username and/or password are invalid, the user will see the Login Failed screen:
	🔍 Login Failed
	We are unable to verify your login information.
	Please note the following item and try again
	The entered username and/or password are incorrect. Please verify
	your credentials.
	Prince attempts with an invalid     password will lock the account. You have     a attempt(s) (eff. If you don't remember     the password, use the "Forgot Password"     option and reset your password.
	Go Back

5	Click 'Go Back'.	
	Go Back	
6	Repeat from Step 1	
7		ils three times, the account will be locked. The user ssword?' (as highlighted in red below) to answer a preset
	Please Enter Login Information	
	Username	
	Password	
	Forgot your password?	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".

Please Enter User r	name and Email
Username	۵
Email	۵
	<b>≈</b> Next>>

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

Step	Action
1	On the login screen click 'Forgot Your Password'.
	Forgot your password?
2	On the next window Enter your Username, and registered Email.
	Please Enter User name and Email
	Username
	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.
	You have not entered any challenge questions;
	please contact the administrator in order to regain access to the system.
	Return to Login

6	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. Please Answer the Questions What high school did you attend? •••  •••  •••  •••
7	Click 'Submit'.
8	If the answer is incorrect, the user will be prompted to re-enter the answer.
	If the answer is correct, a system-generated temporary password will be sent to the user's registered email address.  The password has been reset and temporary * password has been sent to the registered email id.  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.

[	Tue 5/26/2020 12:25 PM
	NIBRSHub Illinois UCR Repository (Internal System) - Temporary Password
	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 <u>here</u>
	Sincerely, Illinois UCR Repository (Internal System) Team
10	On the login screen, enter your username and paste or type the temporary password
	received on your your registered email address, and click 'Login'.
	Please Enter Login Information
	Username
	Password
	a Login
11	You will be logged in and prompted to reset your password.
	A You must reset your password.
	Password Information
	Current Password:     ••••••••       New Password:     ••••••••       Confirm Password:     ••••••••
	K Return to User Profile       C Reset Password
12	Enter the temporary password received in the email as your 'Current Password'.
13	Enter a new password.
14	Confirm your new password.
15	Click 'Reset password'.

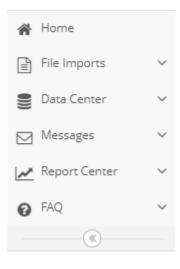
	C Reset Password			
16 Password will be reset and the following confirmation is received at the top of the repository:				
	Your Password has been reset.			
	and you will then be redirected to 'Profile'. Remember this new password, and continue accessing the repository.			

### **Chapter 2: Conventions and Navigation**

### **Overview**

### **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

#### **Conventions and Navigations**

BreadcrumbsLinks that are located below the repository banner indicate the navigational<br/>path.Navigational<br/>Pathpath.

Home :: File Imports > Uploads

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**

<< < 1 2 ... 50 51 > >>

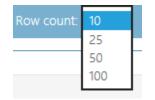
- The pagination feature on the bottom left corner of the grid allows users to page through the available reports.
- The grayed-out number indicates where the user is currently in the grid. In the above image the user, is currently on Page 1.
- All other white numbers are clickable and will take the 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**

Showing 331-340 of 503

- 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**

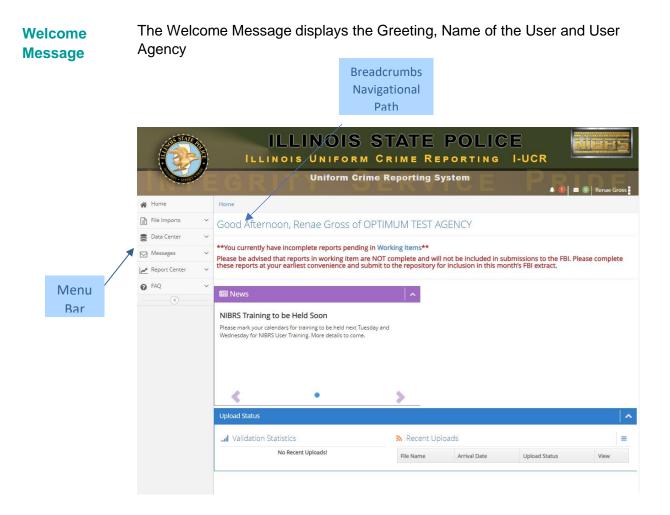
- By default, the grid is sorted to show the most recent submissions first (Here recent refers to the actual submission date).
- By default, the row count is set to 10.

# **Chapter 3: Home Page**

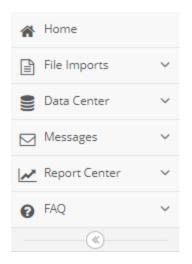
## **Overview**

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:
	<ol> <li>Welcome Message</li> <li>Left Menu bar</li> <li>Bread Crumb</li> <li>Profile</li> <li>Resources (two locations)</li> <li>Logout</li> <li>Alerts</li> <li>Messages (including two locations for Received Messages)</li> </ol>
	<ol> <li>Messages (including two locations for Received Messages)</li> <li>9. News</li> <li>10. Upload Status</li> </ol>
	This section also reviews the home page features. The news and resources

are consistent for all users.



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.

Home :: File Imports > Uploads

Logout Option	Click 'Logout' under the username in the top right corner of the portal to safely log out of the repository.
	Profile Help Resources
	ථ Logout
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.

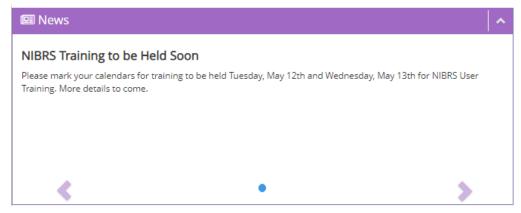


Messages Click the 'Message' icon on the top right corner of the repository to access messages. Messages are discussed in detail in the Messages Chapter.



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' OOO 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" O O 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	e
Murder with 12 Handgun as weaponPR.txt	8/16/2019 3:09 PM	Processing Complete	e
AlaskaUpload2.txt	8/16/2019 2:48 PM	Processing Complete	Ð
AlaskaUpload2_DeleteRecords.txt	8/16/2019 1:07 PM	Processing Complete	Ð
Murder with 12 Handgun as weaponK.txt	8/16/2019 12:58 PM	Processing Complete	Ð

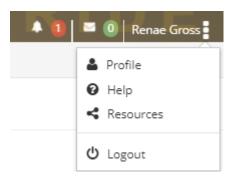
### **Chapter 4: User Profile**

### **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 isThe Profile page can be accessed by clicking on the user's name on the topProfile?right of the portal.



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

# Profile

Home			
Luser Information			<b>^</b>
Login:	RenaeAgencyUser		
First Name:	Renae	Last Name:	Gross
lob Title:	Limit - 200 Characters	<u>_</u>	
Comments:	New User		
* Challenge Questions			^
Question			
	Ν	lo data available!	
			C New Challenge Question
Communication Preferences			•
Work Phone Number:	Limit - 12 Characters	Mobile Phone Number:	Limit - 12 Characters
work Phone Number:		Mobile Phone Number:	
Email Messages:			
Email Alerts:			
			2 Edit Alert Subscriptions
C Data Editing Preferences			~
Default Auto Save:	(YES (III)	Default Visualize:	
Default Display Errors:			
Login Preferences			•
Default Agency:	IL1234500-OPTIMUM TEST AGEN( V		
Last Password Reset Date:		Number of Failed Logins:	0
	5/27/2020 2:47:21 PM		-
Last Login.	5/2//2020/2. <del>4</del> /.21 PW		
* Roles			<b>^</b>
			A
Roles Assigned to this User			
Roles Assigned to this User     System: Agency Contributor     System: BASIC			

Active Agencies Assigned to this User	
OPTIMUM TEST AGENCY	

C Reset Password 🖹 Save My Profil

\*

### **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**

A User Information				^
Login:	Renae_User			
First Name:	Renae	<u>L</u> ast Name:	Gross	
Job Title:	Limit - 200 Characters			
Comments:	New User			

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:

				ATE POLIC me Reporting		JCR	Niers
	T	EGRIT	Uniform Crime Repo	orting System		<b>P</b> R	🔺 🚺 🖃 🕘 Renae Gross
🖀 Home		Home					
File Imports	~	Set up your three challenge questions so you	a can reset your password at any time witho	ut contacting admin.			×
B Data Center	~						
Messages	~	User Information					~
Report Center	~	Login:	RenaeAgencyUser				
FAQ	~	First Name:	Renae	Last	Name:	Gross	
®		Job Title:	Limit - 200 Characters				
		Comments:	New User				

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	·
Question	
What high school did you attend?	0
What is the name of your first grade teacher?	0
What is your favorite movie?	0
	C New Challenge Question

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:

		<b>^</b>
What high school did you attend?		~
	✓ Return to My Profile	<u>Save Challenge Question</u>
	What high school did you attend?	

**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.
	C New Challenge Question
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.
	C Challenge Question
	Challenge Question:       What is your mother's maiden name?         What was the make of your first car?       What was the make of your first car?         Challenge Answer:       What was your favorite place to visit as a child?         What was your favorite place to visit as a child?       What was your favorite actor, musician, or artist?
	Return to My Profile     BSave Challenge Question
4	Click 'Save Challenge Question' to save the question and corresponding answer.
	B Save Challenge Question

# **Communication Preferences**

Communication Preferen	ces			^
Work Phone Number:	555-555-5555	Mobile Phone Number:	555-555-5555	
<u>E</u> mail:	renae.gross@otech.com			
Email Messages:	YES III			
Email Alerts:	YES III			
			😂 Edit Alert Subscri	ptions

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.

Edit Alert Subscriptions

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

	User	Agency	System
Import File uploaded via Web Site:			N/A
Import File Processing Started:	(III) NO		N/A
Import File Processing Completed:	YES (III)		N/A
Import File Processing Error:	YES (III)		N/A
Import File Processing Stopped:	UII NO		N/A
Import File Processing Stopped - Duplicate File:	YES III		N/A
User Went Over Number Of Invalid Logins:	YES III		N/A
Successful Login:	III NO	N/A	N/A
Failed Login:	YES (III)	N/A	N/A
Import File EDS Processing Completed:	III NO		N/A
Successful Password Reset:	YES III	N/A	N/A
Import File (SRS) Processing Started:	III NO	N/A	N/A
Import File (SRS) Processing Completed :	III NO	N/A	N/A
Import File (SRS) Processing Error:	III NO	N/A	N/A
NIBRS to SRS Data Conversion:	III NO	(III) NO	N/A
Import File WDS Processing Completed:	III NO	(III) NO	N/A

K Return y U

Update Event Subscrip

#### **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:
	C Edit Alert Subscriptions

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 [1], 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.'
	Update Event Subscriptions
	The new event Subscription Preferences will be saved.
4	Click the 'Return' button to go back to the Profile.
Even	alos of Event Subscriptions

#### **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.

	User	1	System
Failed Login:		Agency N/A	N/A
Import File EDS Processing Completed:		N/A	N/A
Import File Processing Completed:	YES	N/A	N/A
Import File Processing Error:	YES	N/A	N/A
Import File Processing Started:	III NO	N/A	N/A
Import File Processing Stopped:	UII NO	N/A	N/A
Import File Processing Stopped - Duplicate File:	YES III	N/A	N/A
Import File uploaded via Web Site:	UII NO	N/A	N/A
Import File WDS Processing Completed:	UII NO	N/A	N/A
Successful Login:	UII NO	N/A	N/A
Successful Password Reset:	YES 🛄	N/A	N/A
User Went Over Number Of Invalid Logins:	YES 🛄	N/A	N/A

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'.

Data Editing Preferences	<b>^</b>
Default Auto Save: Default Display Errors:	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:

Login Preferences			<b>^</b>
Default <u>A</u> gency:	IL1234500-OPTIMUM TEST AGENCY V		
Last Password Reset Date:	5/27/2020 2:13:00 PM	Number of Failed Logins: 0	
Last Login:	5/27/2020 2:55:08 PM		

**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

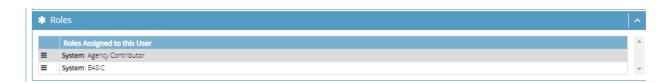
### Roles

* Roles		^
	Roles Assigned to this User	-
≡	System: Agency Contributor	
≡	System: BASIC	-

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.

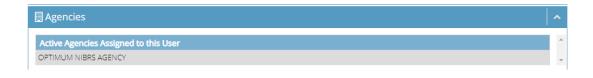
A list of System Functions assigned to the user's role by his/her administrator is displayed as shown in the sample screenshot below:



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.

🖺 Save My Profile

# **Reset Password**

C 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.
	C Reset Password
2	The user will be redirected to this page:
	S The Password Information is not Valid
	New Password is a required field.2 Confirm Password is a required field.2
	Password Information
	Current Password:
	New Password:     X     Confirm Password:
3	Enter the current password.
	Password Information
	Current Password: X
	New Password: K Confirm Password: K
	Current Password:
4	Enter a new password.
	New Password:
5	Confirm the password by re-entering it.
	Confirm Password:

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**

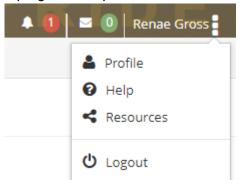
### **Overview**

#### 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?

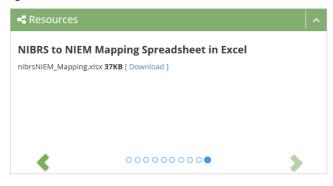
Where is The Resource page can be accessed by clicking on the user's name on the **Resources?** top right of the portal.



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:

UCR FBI Quarterly Report November 2017					
Description:	FBI Quarterly UCR news/updates. Important news and information from the FBI.				
Size:	326KB				
Download:	UCR Quarterly November 2017.pdf				
Download: JIDS User Manual I	, , ,				
JIDS User Manual	, , ,				
JIDS User Manual	Field Users				
JIDS User Manual	Field Users				

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:

The NIBRS IEPD		^	NIBRS to NIEM	Mapping Spreadsheet	^
Description:	The NIBRS IEPD in a zip file including XSDs, Sample XML and mapping spreadsheets.		Description:	NIBRS to NIEM Mapping Spreadsheet in Excel	
Size:	291KB		Size:	37KB	
Download:	<b>≧</b> NIBRSIEPD.zip		Download:	<b>≧</b> nibrsNIEM_Mapping.xIsx	
NIBRS Technical	Specification Version (1 1)	^	Data Quality Gu	idlines	^
Description:	The NIBRS Technical Specification Version 1 1 in PDF Format	:	Description:	Data Quality Guidlines from https://www.fbi.gov/about- us/cjis/ucr/data-quality-guidelines-new	
Size:	20MB		Size:	34KB	
Download:	NIBRS Technical Specification Version 1 1.pdf		Download:	Data Quality Guidelines.docx	
UCR Program Q	uarterly April 2016	^	UCR Related Sit	es	^
Description:	From https://www.fbi.gov/about-us/cjis/ucr/ucr-program- quarterly/ucr-program-quarterly-april-2016		Description:	UCR-related websites from https://www.fbi.gov/about- us/cjis/ucr/ucr-related-sites	
Size:	231KB		Size:	13KB	
Download:	Bucr-program-quarterly-april-2016.pdf		Download:	<b>≧</b> UCR Related Sites.docx	

#### **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.

The NIBRS IEP	)	^
Description:	The NIBRS IEPD in a zip file including XSDs, Sample XML and mapping spreadsheets.	
Size: Download:	291KB	

- 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:

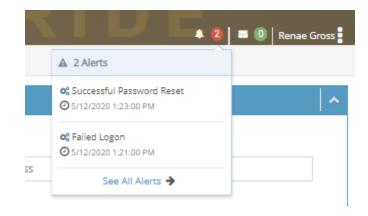
Step		Action
1	Under a Resou	rce, read the description and size of a resource.
	Description:	The NIBRS IEPD in a zip file including XSDs, Sample XML and mapping spreadsheets.
	Size:	291KB
2	Click the link pr	ovided by 'Download'.
	Download:	■NIBRSIEPD.zip
3	Follow the instr	uctions to download the file.
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<br/>Alerts can be accessed by clicking the 'Bell' icon in the top right corner of<br/>the portal, next to the 'Messages' (envelope) icon. The Alerts 'Bell' icon can<br/>be seen at the top of the portal regardless of where the user is within the<br/>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

Ар	r 04		
œ	Failed Logon		<b>O</b> 01:22:00 PM
Ī	User login failed. LoginName:Renae_User		
Ар	r 02		
08	Successful Password Reset	☑ ∧	(2) 02:22:00 PM
	Renae Gross successfully reset their password.		
			🗹 Clea

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**

Step Action 1 Click the check mark 🧧 (as shown circled in red below) to accept and dismiss/delete the alert. 0ct 11 Import File Processing Completed 002:13:00 PM E Import File (NIBRS) Processing Completed (ImportFileID:2) Click the green 'Clear All' button at the bottom of the page to clear All Alerts (as 2 shown circled in red below). Oct 10 Failed Logon 🖾 🔺 🕐 03:34:00 PM 62 User login failed. LoginName:Optimum.support2 🖾 🔺 🛛 🛈 11:27:00 AM Failed Logon User login failed. LoginName:Optimum.Support2 🖾 🔺 🛛 🛈 10:51:00 AM Failed Logon User login failed. LoginName:optimum.support2 Oct 09 Successful Password Reset 🖾 \land 🛛 🙆 10:50:00 AM Optimum Support 2 successfully reset their password. All alerts will be cleared. 3

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

# **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.

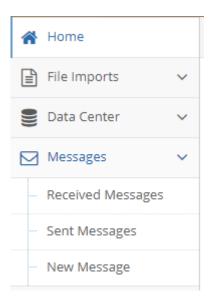
The **Messages** section consists of three messages modules:

- 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 areThe Portal's Messages section is in two places on the screen. The firstMessages?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:

⊠ Received Messages ▲							
\$ V		Subject	\$	Priority	Received Date	\$	Sender
Ð	tember 8	NIBRS Submission Due September 8		High	7/11/2017 11:42 AM	:	State Administrator
	tember 8				7/11/2017 11:42 AM		State Administrator

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

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

Received Messages											
Sender	Received Date	Priority		\$ V							
		High	NIBRS Submissions Due November 22	Showing 1-1							
<ul> <li>Messages</li> </ul>	n bold have not b	een read.									
<b>.</b>	0										
Click the blue a	arrow 📑 at the r	ight side of t	he unread message.								
Message details a	e displayed:										
⊠ Message				<b>^</b>							
Send	F: Administrator,State										
Received Da	e: 11/14/2017 2:41 PM										
Priori	y: High										
Messa	Dear Agency NIBRS Contributor.										
Please ensure that you meet the November 22 NIBRS Submission. Thank you. State Administrator											
										t Return	lete
Click 'Return' t	o go back to the 'f	Received Me	ssages' data grid.								
	0		6 6								
📢 Return											
Click 'Mark as	New' to return the	message a	s an unread message								
Chick Mark do		message a	s an ameaa message.								
■ Mark as New											
Click "Delete' t	o delete message										
	0										
🛍 Delete											
Once a recipier	nt deletes a messa	age it will on	v be removed from that user	s inbox.							
-		-	-								
	Sender State Administrator Votes: • Messages i Click the blue a Message details ar Message Sede Received Dat Received D	Service       Received Date         State Administrator       TytA/2017 2.41 PM         Coto page       Received Date         Notes:       • Messsages in bold have not b         Click the blue arrow       at the r         Message details are displayed:       at the r         Message details are displayed:       State Administrator State         Message       Service:       Administrator State         Message       Dete:       11/14/2017 2.41 PM         Priority:       High         Subjet:       NIORS Submissions Due November 22         Message:       Dete:       11/14/2017 2.41 PM         Priority:       High         Subjet:       NIORS Submissions Due November 22         Message:       Dete:       Administrator         Priority:       High         Subjet:       NIORS Submissions Due November 22         Message:       Dete:       Administrator         Priority:       High         Subjet:       NIORS Submissions Due November 22         Message:       Dete:         Click 'Return' to go back to the 'R         Mark as New'       Click 'Mark as New' to return the         Directe:       Delete         Once a recipient deletes a	Sender       Interview Units       Importing         State Administrator       UV/4/2017 2:41 FM       High         Notes:       • Messages in bold have not been read.         Click the blue arrow       Import at the right side of t         Message details are displayed:       Import at the right side of t         Message details are displayed:       Import at the right side of t         Message       Sender:       Administrator.Sate         Received Date:       11/14/2017 2:41 FM         Import at the right side of t       Import at the right side of t         Message       Deer in Administrator.Sate         Received Date:       11/14/2017 2:41 FM         Import at the right side of t       Import at the right side of t         Message       Deer in Administrator.Sate         Received Date:       11/14/2017 2:41 FM         Import at the right side of to to the state of the received Message       Import at the right side of the received Message         Import at the right side of the received Message       Import at the received Message         Import at the received to the received Message       Import at the received Message         Import at the received to the received to the received Message       Import at the received message at the received to	Interview       UK vorwed       UK vorwed							

#### 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.

#### Messages

Sender:			Received Date:	mm/dd/yyyy	
Priority:	All	$\sim$	Subject:		
Message Type:	Inbox	$\sim$			

# **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



	page. The Search Criteria page is descr	ibed after Step 6.)
	Q. Search Criteria	<b>^</b>
	Recipient:       Priority:       All	Sent Date: mmr/dd/yyyy Subject:
		Q Search
2	If any messages were previously sent, the	ne list of Sent Messages appears.
	⊠ Sent Messages Recipient ∲ Sent Date ∲	riority ∲∫subject ∲∫View
		Iomnal Crime Data Submitted for this Month 0 Iomnal Quaries 0 Showing 1, 2 of 2
	ss ss 1 st ss Go to page 1 ♥ Row count 10 ♥	Shoring Hz di z
3	Click the blue arrow at the right end of th	e row of the first message to view the
	message in the first example:	
	⊠ Sent Messages	·
	Recipient         Image: Constraint of the constrain	iority View rmal Crime Data Submitted for this Month O
	<< < 1 > >> Go to page: 1 V Row count: 10 V	Showing 1-1 of 1
4	Details of the sent message are displaye	ed:
	⊠ Message	^
	Sent Date: 11/14/2017 2-48 PM Priority: Normal	
	Subject: Crime Data Submitted for this Month	
	Message: Helio NIBRS Administrator of Optimum NIBRS	P0,
	I have submitted all crime data for this month	for our agency.
	Thank you.	
	NIBRS Contributor	
	Optimum NIBRS PD	
	😤 Recipients	<b>^</b>
	Message Recipients Agency	Read Status
	NBRS Admin Optimum NBRS PD ID123456	r Unread Shaving 3-1 of 1
		44 Return 🖉 Delete
	-	
	Note: The Sent Date with time stamp, Pr	iority level, Subject line, and Message
	appear in the Message box. In the Recip	vients, the name of the Message Recipient,
	the Agency and the Read Status are sho	own. In this example, the user can tell from
	the Read Status that the NIBRS Admin h	has not yet read the message.

5	Click ' <b>Return'</b> to go back to the ' <b>Sent Messages</b> ' data grid. The sent message is available to be viewed again.
6	Or click ' <b>Delete</b> ' 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.

Home :: Messages > Sent Messages							
<b>Q</b> Search Criteria					~		
Recipient:			Sent Date:	mm/dd/yyyy			
Priority:	All	$\sim$	Subject:				

# **Create a New Message**

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

		Ac	tion	
	ct the recipient name(s) fro icking the black arrow(s).	om the ' <b>Ava</b> '	ilabl	e Recipients' tab on the right column
🕍 R	ecipients			
			Entr	r Text to Search Users
In	cluded Recipients	Remove	Ac	d Available Recipients
	No data available!		G	Optimum Support 1 of OPTIMUM TEST AGENCY(IL1234500)
			G	Optimum Support 2 of OPTIMUM TEST AGENCY(IL1234500)
			G	Optimum Support 3 of OPTIMUM TEST AGENCY(IL1234500)
			G	Optimum Support 4 of OPTIMUM TEST AGENCY(IL1234500)
			G	Optimum Support 5 of OPTIMUM TEST AGENCY(IL1234500)
			G	Optimum Support 6 of OPTIMUM TEST AGENCY(IL1234500)
			G	Renae Gross of OPTIMUM TEST AGENCY(IL1234500)
		Remove All 🔛	K	

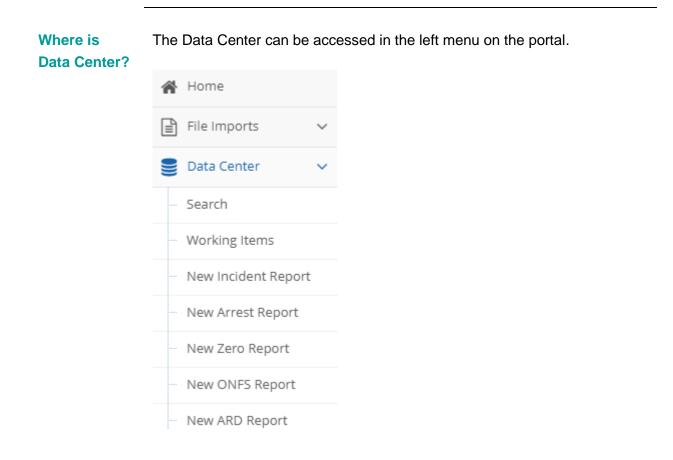
2	To send the message to ALL users, click 'Add All'. To remove all selected recipients, click 'Remove All'.           Remove All         M         Add All
3	Once recipients are chosen, scroll down with the mouse or drag the gray bar to find
5	the Message box.
4	Enter the 'Subject,' the 'Priority' status and then write the message.
5	Once complete, click the green ' <b>Send'</b> 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?



### **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":

<b>Q</b> Search Criteria						^
Agency:	Select an Option				х -	
Report Type:	All	х -	Report <u>I</u> dentifier:	LIMIT - 20 CHARACTERS		
Month of Submission:		Ŧ	Year of Submission:	2020	*	
					Q Searc	:h

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.

				^
Option			× -	
× -	Report <u>I</u> dentifier:	LIMIT - 20 CHARACTERS		
v	Year of Submission:	2020	Ŧ	
			<b>Q</b> Sear	ch
	× ~	× ▼ Report <u>I</u> dentifier:	Report Identifier: LIMIT - 20 CHARACTERS	Report Identifier: LIMIT - 20 CHARACTERS

- 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		Acti	on		
1	Select from a drop down or enter one or more of the criteria specified below.				
	<ul> <li>Agency</li> </ul>				
	<ul> <li>Report Type</li> </ul>				
	<ul> <li>Report Identifie</li> </ul>	۲			
	<ul> <li>Month of Subm</li> </ul>	ission			
	<ul> <li>Year of Submis</li> </ul>	sion			
2		cy IL1234500-Optimum or the Search: Click the	• •		orts:
	<b>Q</b> Search Criteria				<b>^</b>
	Agency:	IL1234500-OPTIMUM TEST AGENCY		Ŧ	
	Report Type:	Arrest Report	Report <u>I</u> dentifier:	LIMIT - 20 CHARACTERS	
	Incident Date(From):	mm/dd/yyyy	Incident Date(To):	mm/dd/yyyy	
				Q Sear	ch
				_	

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

	III Reports						^
	Report Type 🛛 🔶 Report Identifie	er Agency	Month of Submission	♦ Year of Submission	lincident Date	Delete	View
	Arrest Report ARREST246801	OPTIMUM TEST AGENCY	Мау	2020	3/18/2020		Ð
	Arrest Report 1234512345	OPTIMUM TEST AGENCY	April	2020	4/1/2020	Ī	Ð
	Arrest Report TEST12345	OPTIMUM TEST AGENCY	April	2020	4/1/2020	Ī	Θ
	Arrest Report TEST-ARST1G3	OPTIMUM TEST AGENCY	April	2020	4/8/2020		0
	Arrest Report TESTARST1-G3	OPTIMUM TEST AGENCY	April	2020	4/6/2020		O
	Arrest Report ARRESTEE4321	OPTIMUM TEST AGENCY	April	2020	4/2/2020		0
	Arrest Report 123123	OPTIMUM TEST AGENCY	March	2020	3/3/2020		O
	<< < 1 > >> Go to page: 1 • Ro	w count: 10 🔻				Showing	1-7 of 7
4	Use Page Selection or Pa	acination arrow	ws/nage nu	mbers to vie	w more results		
5	In the View column, click of Force report which nee	the little blue	arrow in the				Use
6	The View page of the rep	ort 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	o go back to S	Search page	).			
	Return to Search						

#### **Reports Grid**

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

Report Type	Report Identifier	Agency	Month of Submission	Year of Submission	Incident Date   🄶	Delete	View
rrest Report	ARREST246801	OPTIMUM TEST AGENCY	May	2020	3/18/2020		Ð
rrest Report	1234512345	OPTIMUM TEST AGENCY	April	2020	4/1/2020		Ð
rrest Report	TEST12345	OPTIMUM TEST AGENCY	April	2020	4/1/2020		Ð
rrest Report	TEST-ARST1G3	OPTIMUM TEST AGENCY	April	2020	4/8/2020		Ð
rrest Report	TESTARST1-G3	OPTIMUM TEST AGENCY	April	2020	4/6/2020		Ð
rrest Report	ARRESTEE4321	OPTIMUM TEST AGENCY	April	2020	4/2/2020		0
rrest Report	123123	OPTIMUM TEST AGENCY	March	2020	3/3/2020		Θ

#### 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:

Administrative Segment (1)			^
Agency:	IL1234500 - OPTIMUM TEST AGENCY	County:	001-Adams County
Incident Number:	TESTING12		
Incident Date:	2020-05-06	Incident Hour:	
Report Date Indicator:	No	Cargo Theft:	
Month of Submission:	May	Year of Submission:	2020
Cleared Exceptionally:	Not Applicable	Exceptional Clearance Date:	
Officer-Non-Fatal Shooting flag (ONFS):	Yes	Arrest/Custodial-Related Death flag (ARD):	Yes
School Incident flag:	No		
Incident Location			<b>^</b>
Street Name:		Street Number:	
Street Direction:		Street Suffix:	
City:		State:	
ZipCode:			
X-Coordinate:		Y-Coordinate:	
Coordinates System:			

Home :: Data Center > Search > View Incident

- 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:

Offense Segments (Level 2)				^
Offense Segment				<b>^</b>
IL-UCR:	0410 - Aggravated Battery - Great Bodily Harm or Permanent Disability or Disfigurement			
UCR Offense Code:	Aggravated Assault			
Attempted/Completed:	Completed	Location Type:	Commercial/Office Building	
Number of Premises Entered:	0	Method of Entry:		
Offender is Suspected of Using				<b>^</b>
Suspected of Using(1):	Drugs/Narcotics			
Bias Motivation				<b>^</b>
Bias Motivation(1):	Anti-Multiple Races, Group			
Type of Weapon/Force Involved				<b>^</b>
Weapon/Force (1):	Shotgun	Automatic Weapon Indicator(1):		
				1

- 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
  - o 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:

#### **Data Center**

Vio	ictim Segments (Level 4)								
N	rictim Segment			^					
٧	ictim Sequence Number:	1	Type of Victim:	Individual					
N	fin Age:	32 Years Old	Max Age:						
S	ex:	Male	Race:	Black or African American					
E	thnicity:		Resident Status:						
J	ustifiable Homicide:								
	Aggravated Assault/Homicide Circur	nstances		<b>^</b>					
	Aggravated Assault/Homicide Circumstance(1):		Drug Dealing						
	Victim Injury Type			<b>^</b>					
	Type Injury(1):	Severe Laceration							
	Relationship of Victim To Offenders			<b>^</b>					
	Offender(1):	01	Relationship(1):	Victim Was Stranger					
	Relationship of Victim to Offense			<b>^</b>					
	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 Segments (Level 5)	Offender Segments (Level 5)								
Offender Sequence Number:	1								
Min Age:	24 Years Old	Max Age:							
Sex:	Male	Race:	White						
Ethnicity:									
			Return to Search         Edit Incident						

- 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:

#### **Data Center**

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

#### 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:

Zero Report				^
Incident Number:	00000000000			
ORI Number:	IL1234500			
Month of Submission:	May	Year of Submission:	2020	
Zero Report Month:	February	Zero Report Year:	2018	

- Incident Number
- ORI Number
- Month of Submission

Return to S

- 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:

	Report									
gency:			IL1234500 - C	PTIMUM TEST	AGENCY	Incident Number:		TEST123123	4	
Incident Date:			5/4/2020 12:0	0:00 AM	1	Reason for Contact Codes:		Call for servi	ice (medical)	
Offend	ler Details									
#		Age	Sex			Race			Ethnicity	
	41 Years Old		Male	American Inc	dian/Alaskan Native			Hispanic or Lat	tino	
1	41 Years Old									
1 Officer	Details									
)fficer #		Ser	Race		Ethnicity	Year of Service	Dut	ty Status	Officer Firearm	
#	r Details	Se Male	Race Black	Hispanic or	,	Year of Service	Dut On Duty	ty Status	Officer Firearm Handgun	
#	Details <sub>Age</sub>	Male		Hispanic or	,			ty Status		
#	Age 47 Years Old	Male	Black	Hispanic or	,		On Duty	ty Status		

**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 incident5. 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:

	Incident Number: IL-09	0101			10000	IL1234500-OPTIMUM TEST			
	Incident Number: 12-09	0232			Agency:	1L1254500-OP11WI0WI1ES1	AGENCY		
	Date: 05/1	3/2020							
ficer	Details								
	Does Not apply: No								
	🔶 Age 🔶 S	ex	Race	Ethnicity	<b>۲</b> (¢	lears of Service	Federal Officer		
	55 Years Old Fe	emale	Group of multiple races	Not Hispanic or Latino	5		No		
	22 Years Old M	ale	Black or African American	Not Hispanic or Latino	3	2	No		
	I > >> Go to page: 1 🔻 R	low count 10 🔻						Show	ing 1-2 o
									1
ceas	sed Information								
ceas	sed Information	Sex	Race	Eth	nnicity		Officer	Valid	View

#### ARD Report

- Incident Number
- Agency
- Date

Officer Details

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

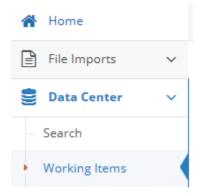
#### **Deceased Information**

- #
- 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.



	Agency:	IL1234500-OPTIMUM TEST AGEN	ICY				v
	Report Type:	All	× -		Report <u>I</u> denti	fier: LIMIT - 20 CHARACTERS	
	Create Date:	mm/dd/yyyy			Last Updated D	ate: mm/dd/yyyy	
	Last Updated By:	Gross,Renae	х т				
							Q Search
w Working Depo	rte						Q Search
teport Type	Report Identifier	Agency		eate Date	Last Updated     Elast Updated	Last Updated By	🔶 Delete Vi
ly Working Repor teport Type rrest Report Go to	Report Identifier ARREST246801	Agency     OPTIMUM TEST AGENCY     T		eate Date 27/2020 3:38 PM	Last Updated     5/27/2020 9:38 PM	Last Updated By Gross Renae	

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:

<b>Q</b> Search Criteria			^
Agency:	IL1234500-OPTIMUM TEST AGENCY		Ŧ
Report Type:	All 🗙 🖛	Report Identifier:	LIMIT - 20 CHARACTERS
Create Date:	mm/dd/yyyy	Last Updated Date:	mm/dd/yyyy
Last Updated By:	Gross,Renae 🗙 💌		
			Q Search
			- Scalar

- 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:
  - $\circ$  All
  - o Incident
  - o Arrest Report
  - o Zero Report
  - ONFS Report
  - o 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:

Arrest Report         ARREST246801         OPTIMUM TEST AGENCY         5/27/2020 3:38 PM         5/27/2020 3:38 PM         Gross, Renae					Create Date	Agency	🔶 Report Identifier 🛛 🔶	Report Type
	ш	Π.	Gross,Renae	5/27/2020 3:38 PM	5/27/2020 3:38 PM	OPTIMUM TEST AGENCY	ARREST246801	Arrest Report
<< 1 > >> Go to page: 1 V Row count: 10 V	Showing 1	Shov				v	age: 1 T Row count: 10	<< < 1 > >> Gotor

Data Grid Columns

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

3	The grid below is upd My Working Reports	ated with the sear	ch results, a	s shown in t	the example	e below:	<b>^</b>
	Report Type	Agency     OPTIMUM NIBRS AGENCY	Create Date 4/14/2020 2:08 PM 4/10/2020 3:17 PM 4/10/2020 3:16 PM 4/9/2020 7:16 PM 4/4/2020 3:44 PM	<ul> <li>Last Updated</li> <li>4/14/2020 2:09 PM</li> <li>4/10/2020 3:17 PM</li> <li>4/10/2020 3:18 PM</li> <li>4/9/2020 7:29 PM</li> <li>4/9/2020 7:07 PM</li> </ul>	Last Updated By Gross,Renae Gross,Renae Gross,Renae Gross,Renae Gross,Renae Gross,Renae	Delete     Delete     Delete     Showing	0 0 0 0
				<b>%</b> New	Zero Report 7 New Arrest R	Report 🦩 New Inci	ident
4			/s/page num	bers to viev	v more resu	llts.	
5	Click the blue arrow in View	n the row of the re	oort to be vie	ewed.			
6	The Report will open Administrative Segment (1)		ample show	n here is an	Incident Re	eport.	>
	-	IL1234500 - OPTIMUM TEST AGENCY		County:	001-Adams County	× -	~
	I <u>n</u> cident Date:	mm/dd/yyyy	×	Incident Hour:	Select an Option	× -	~
	<u>R</u> eport Date Indicator:		· · ·	Cargo <u>T</u> heft:	Select an Option	× *	~
	Month of Submission:	5 = May 🗙 💌	~	Year of Submission:	2020	х т	~
	Cleared Exceptionally:	N = Not Applicable 🗙 🔻	✓ E	xceptional Clearance Date:	mm/dd/yyyy		~
	Officer-Non-Fatal Shooting flag (ONFS):	III) NO	✓ <u>Arrest/Custodia</u>	al-Related Death flag (ARD):	UII NO		~
	School Incident flag:	III NO	*				
7	Edit the report as per are discussed in deta submit by clicking the clicking the green 'Sa	il in the individual purple 'Submit Da	report sectio	n. Complete	e the report	and	ort
8	To return to work-in-p top left of repository.	rogress page, clic	k on 'Workin	g Items' in t	he breadcru	umb at t	:he
	Home :: Data Center > Worki	ng Items > Admin Segment					

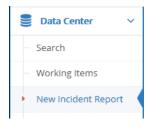
#### Procedure How to Create a New Report from the Working Reports Page

Step	Action
1	The following reports may be created directly below the 'My Working Reports' grid:
	<ul> <li>New Zero Report</li> </ul>
	<ul> <li>New Arrest Report</li> </ul>
	<ul> <li>New Incident Report</li> </ul>
2	Click any of the create buttons to start a report.

## **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:
	<ul> <li>New Incident Report</li> </ul>
2	To start a report, click the New Incident Report sub module on the left menu bar located under
	the Data Center module.
	🛢 Data Center 🗸
	- Search
	- Working Items
	New Incident Report
2	The New Incident Depart Oritoria name on one
3	The New Incident Report Criteria page opens.
	New Incident Report Criteria
	Incident Number: Kagency: US1234500-OPTIMUM TEST AGENCY X *
	Return to Working Items <b>Create Incident</b>
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.				
	l oot i gonoji				
	New Incident Report Criteria				~
		TETINGO			
	Incident Number:	TESTING01	Agency: IL1234500	D-OPTIMUM TEST AGENCY 🗶 💌	
				Return to Working Items     Freate Incident	t
5	Click the green 'Create I	ncident' button The	button is activated after	both Incident Number and	<u> </u>
5	Agency Name are entered				u
	🕈 Create Incident				
6	The detailed incident pagallows users to create a	-	•	•	
			ininiolialivo ooginoni, a		
	Admin				
	Auto Save:	YES		Display Errors: III NO	
	Administrative Segment (1)				^
	Incident Number:	TEST0001			
	Agency:	IL1234500 - OPTIMUM TEST AGENCY	<u>C</u> a	unty: 001-Adams County	~
	Incident Date:	05/01/2020	✓ Incident	Hour: 02:00 × •	~
	Report Date Indicator:		Cargo	Theft: Select an Option X -	~
	Month of Submission:	5=May * •	<ul> <li>Year of Submis</li> </ul>		
	Cleared Exceptionally:	C = In Custody of Other Jurisdiction X •	Exceptional Clearance		
	Officer-Non-Fatal Shooting flag (ONFS):		Arrest/Custodial-Related Death flag (		
	<u>School Incident flag:</u>		×		<b>`</b>
		~	•		
	Incident Location				^
	Street Name:	Campus View	✓ <u>Street Nur</u>	nber: 100	~
	Street Direction:	E	✓ <u>S</u> treet S	uffix: BLVD	~
	<u>C</u> ity:	Columbus	✓	State: OH = Ohio X •	~
	<u>Z</u> ip:	43235	~		
	X Coordinate:	1	✓ <u>Y</u> Coord	inate: 1	~
	<u>C</u> oordinates System:	P = Projected Coordinate Systems X 💌	*		
				Submit Incident	
7	Complete as per instruct	ions in each field. Ea	och field is built with vali	tations and cross	
'	· ·			are displayed on the top	of
		-	-		01
	the page (if the 'Display	Errors' toggle switch	is set to 'Yes' Display Errors:	). For example:	
	<sup>1</sup> The Incident is not Valid . Hover	ing over the field will	also give detailed error	descriptions.	
		9	<b>9</b>		
	The fields where inciden	t information is enter	ed inaccurately or incon	nplete will outline in red,	
	and a red X displays. ×	If the field's input is	correct, a green checkm	ıark displays. 🖌	
8	The segment (and the w validated. However, to s	•		•	
L					

	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.
9	All segments of the incident:
	<ul> <li>Admin</li> <li>Offense</li> <li>Victim</li> <li>Offender</li> </ul>
	(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'. Auto Save: (1) Save Administrative Segment

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.

New

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).

	Auto Save: YES			Display Errors: III NO
Offense Segment				<b>^</b>
I-UCR Code:	0522 - Aggravated Assault - Offense Based	on Use of F 🔻 🗸	UCR Offense Code: 13A - Aggravated Assault	×
<u>Attempted/Completed:</u>	C = Completed	× * 🗸	Location Type: 03 = Bar/Nightclub	× • 🗸
Offender Suspected of U	Ising	<b>^</b> Ty	ype of Criminal Activity	^
Suspected of Using (1):	D = Drugs/Narcotics	× • •	Criminal Activity (1): Select an Option	× ×
Suspected of Using (2):	Select an Option	× - ×	Criminal Activity (2): Select an Option	× - 🗸
Suspected of Using (3):	Select an Option	× • •	Criminal Activity (3): Select an Option	× * 🗸
Bias Motivation				^
Bias Motivation (1):	26 = Anti-Multiple Religions, Group	× • •	Bias Motivation (2): Select an Option	× • •
Bias Motivation (3):	Select an Option	×	Bias Motivation (4): Select an Option	× • 🗸
Bias Motivation (5):	Select an Option	× • 🗸		
Type of Weapon/Force Ir	nvolved			^
Weapon/Force (1):	99 = None (Mutually Exclusive)	× - 🗸	Automatic Weapon Indicator (1):	~
Weapon/Force (2):	Select an Option	× • •	Automatic Weapon Indicator (2):	~
Weapon/Force (3):	Select an Option	× - 🗸	Automatic Weapon Indicator (3):	~
			Return to Admin Segment         Submit Incide	ent
•	<b>O</b>		0 0	=
Previo	ous Admin Offense	Offender	Victim Arrestee Property	Next

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 extra segment or set to automatically save the victim segment by switching the 'Auto Save' toggle switch to 'Yes' at the top. Auto Save: 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:

9 The Incident is not Valid	
Segment level 3 on Global Edits Segment(1)  Segment Level 3 (Property Segment) with Segment Action Type I=Incident Report must be submitted when Data Element 6 (UCR Offense Code) contains an offense of Kidnapping/Abduction , Crimes Against Property, Drug/Narcotic Offenses, or Gambling Offenses(074) UCR Offense Code on Offense Segment1 2	*
U.R. Orientes Cube on Orientes Explicitly (1) and Control of Co	
a valid code in Data Element 14 (Type Property Loss/Etc.) (078)	Ψ.

#### **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").

Auto Save:	YES III		Display Errors:
Offender Segment			<b>^</b>
Offender Sequence <u>N</u> umber:	01	*	
Min Age of Offender:	22 = 22 Years Old 🗙 💌	✓ Max Age: Select an Option	× • 🗸
Se <u>x</u> of Offender:	M = Male 🗙 💌	×	
<u>R</u> ace of Offender:	A = Asian 🗙 💌	✓ <u>Ethnicity of Offender:</u> Select an Option	x - 🗸
		K Return to Admin Segment	nt
◀	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	O O O	
Previous A	dmin Offense Offende	r Victim Arrestee Property	Next

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:

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

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

Data Center
 Bata Center
 FBI Extracts
 FBI Ext

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.

🛢 <u>P</u>ush To Database

#### **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:

#### **Data Center**

				_
ministrative Segment (1)				
ency:	IL1234500 - OPTIMUM TEST AGENCY	County:	001-Adams County	
cident Number:	TEST0001			
cident Date:	2020-05-01	Incident Hour:	02:00	
eport Date Indicator:	No	Cargo Theft:		
onth of Submission:	June	Year of Submission:	2020	
leared Exceptionally:	In Custody of Other Jurisdiction	Exceptional Clearance Date:	2020-05-04	
fficer-Non-Fatal Shooting flag (ONFS):	Yes	Arrest/Custodial-Related Death flag (ARD):	Yes	
chool Incident flag:	No			
Incident Location				
Street Name:	Campus View	Street Number:	100	
Street Direction:	E	Street Suffix:	BLVD	
City:	Columbus	State:	ОН	
ZipCode:	43235			
X-Coordinate:	1.000000	Y-Coordinate:	1.000000	
Coordinates System:	Projected Coordinate Systems			
Iffense Segments (Level 2)				
Offense Segment				
IL-UCR:	0522 - Aggravated Assault - Offense Based on Use of Firearm, Device, or Motor Vehicle			
	Aggravated Assault			
UCR Offense Code:				
UCR Offense Code: Attempted/Completed:	Completed	Location Type:	Bar/Nightclub	
Attempted/Completed:		Location Type: Method of Entry:	Bar/Nightclub	
	Completed		Bar/Nightclub	
Attempted/Completed: Number of Premises Entered: Offender is Suspected of Using	Completed		Bar/Nightclub	
Attempted/Completed: Number of Premises Entered:	Completed 0		Bar/Nightclub	

Type of Weapon/Force Involved			*
Weapon/Force (1):	None (Mutually Exclusive)	Automatic Weapon Indicator(1):	
/ictim Segments (Level 4)			
Victim Segment			<b>^</b>
Victim Sequence Number:	1	Type of Victim:	Individual
Min Age:	24 Years Old	Max Age:	
Sec	Male	Race:	American Indian or Alaska Native
Ethnicity:		Resident Status:	
Justifiable Homicide:			
Aggravated Assault/Homicide Circum	istances		<b>^</b>
Aggravated Assault/Homicide Circumstance(1):		Other Circumstances	
Victim Injury Type			<b>^</b>
Type Injury(1):	Other Major Injury		
Relationship of Victim To Offenders			<b>^</b>
Offender(1):	01	Relationship(1):	Victim Was Neighbor
Relationship of Victim to Offense			<b>^</b>
Connected to UCR(1):	Aggravated Assault		
Offender Segments (Level 5)			
Offender Sequence Number:	1		
fin Age:	22 Years Old	Max Age:	
ex:	Male	Race:	Asian
thnicity:			

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:

<b>Q</b> Search Criteria			
Agency:	IL1234500-OPTIMUM TEST AGENCY		~
Report Type:	Incident 🗙 🔻	Report <u>I</u> dentifier:	LIMIT - 20 CHARACTERS
Incident Date(From):	mm/dd/yyyy	Incident Date(To):	mm/dd/yyyy
			Q Search
III Reports			^
Report Type	Agency     4	Month of Submission 🛛 🔶 Year of Submission	Incident Date
Incident TEST0001		une 2020	5/1/2020 II O
I			

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)				1
Administrative Segment (1)				
Agency:	IL1234500 - OPTIMUM TEST AGENCY	County:	001-Adams County	
ncident Number:	TEST0001			
ncident 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:	ОН	
ZipCode:	43235			
X-Coordinate:	1.000000	Y-Coordinate:	1.000000	
Coordinates System:	Projected Coordinate Systems			

Offense Segments (Level 2)	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						

Type of Weapon/Force Involved			^
Weapon/Force (1):	None (Mutually Exclusive)	Automatic Weapon Indicator(1):	
/ictim Segments (Level 4)			
Victim Segment			^
Victim Sequence Number:	1	Type of Victim:	Individual
Min Age:	24 Years Old	Max Age:	
Sex	Male	Race:	American Indian or Alaska Native
Ethnicity:		Resident Status:	
Justifiable Homicide:			
Aggravated Assault/Homicide Circu	mstances		<b>∧</b>
Aggravated Assault/Homicide Circumstance(1):		Other Circumstances	
Victim Injury Type			<b>^</b>
Type Injury(1):	Other Major Injury		
Relationship of Victim To Offenders			<b>^</b>
Offender(1):	01	Relationship(1):	Victim Was Neighbor
Relationship of Victim to Offense			<b>^</b>
Connected to UCR(1):	Aggravated Assault		
·			
Iffender Segments (Level 5)			
ffender Sequence Number:	1		
lin Age:	22 Years Old	Max Age:	
exc	Male	Race:	Asian
thnicity:			
			Recurr to Search

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:

	YES (III)							Display Errors:	
Auto Save: nistrative Segment (1)									
Incident Number:	TEST0001								
Agency:	IL1234500 - OPTIMUM TEST AGE	NCY				County:	001-Adams Cour	nty	х
I <u>n</u> cident Date:	05/01/2020		~		Incid	ient <u>H</u> our:	02:00		х .
<u>R</u> eport Date Indicator:	UI NO		~		Ca	argo <u>T</u> heft:	Select an Option		ж.,
Month of Submission:	6 = June	х *	~		Year of Su	ibmission:	2020		ж
Cleared Exceptionally:	C = In Custody of Other Jurisdictio	n x*	~	E	xceptional Clear	ance Date:	05/04/2020		
Officer-Non-Fatal Shooting flag (ONFS):	YES III		~	<u>Arrest/Custodia</u>	I-Related Death	flag (ARD):	YES		
School Incident flag:	UII NO								
			*						
ent Location			•						
ent Location	Compute Mark		•				100		
<u>S</u> treet Name:	Campus View		] •			t Number:	100		
Street Name: Street Direction:	E		~			eet Suffix:	BLVD		
<u>S</u> treet Name: Street Direction: <u>City:</u>	E Columbus		•						х ,
<u>S</u> treet Name: Street Direction: <u>C</u> ity: Zip:	E Columbus 43235		* * *		<u>S</u> tr	eet Suffix: <u>S</u> tate:	BLVD OH = Ohio		×
Street Name: Street Direction: <u>C</u> ity: Zip: <u>X</u> Coordinate:	E Columbus 43235 1.000000		*   *   *		<u>S</u> tr	eet Suffix: <u>S</u> tate:	BLVD		× *
<u>S</u> treet Name: Street Direction: <u>C</u> ity: Zip:	E Columbus 43235 1.000000	; X *	* * *		<u>S</u> tr	eet Suffix: <u>S</u> tate:	BLVD OH = Ohio		ж ч
Street Name: Street Direction: <u>C</u> ity: <u>Z</u> ip: <u>X</u> Coordinate:	E Columbus 43235 1.000000	; x *	*   *   *		<u>S</u> tr	eet Suffix: <u>S</u> tate:	BLVD OH = Ohio		ж ,
Street Name: Street Direction: <u>C</u> ity: <u>Z</u> ip: <u>X</u> Coordinate:	E Columbus 43235 1.000000	: X *	*   *   *		<u>S</u> tr	reet Suffix: <u>S</u> tate: oordinate:	BLVD OH = Ohio	nt 🛛 Save Admini	

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

Incident Location							
<u>S</u> treet Name:	Campus View	~	Street Number:	100	~		
Street Direction:	E	~	<u>S</u> treet Suffix:	BLVD	~		
<u>C</u> ity:	Columbus	~	<u>S</u> tate:	OH = Ohio 🗶 💌	~		
<u>Z</u> ip:	43235	~					
X Coordinate:	1.000000	~	Y Coordinate:	1.000000	~		
<u>C</u> oordinates System:	P = Projected Coordinate Systems * *	~					

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,



## **New Arrest Report**

#### Description

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

	Data Center 🗸 🗸
	Search
	Working Items
	New Incident Report
+	New Arrest Report

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.

	<ul> <li>Data Center </li> <li>Search</li> <li>Working items</li> <li>New Incident Report</li> <li>New Arrest Report</li> </ul>
3	The New Arrest Report Criteria page opens.
	New Arrest Report Criteria
	Arreste Sequence Number: UMT - 12 OWARCTERS X Arrest Transaction Number: UMT - 12 OWARCTERS X
	Agency: II.1234500-0PTIMUM TEST AGENCY X *
	Return to Working Items
4	Enter an Arrestee Sequence Number and Arrest Transaction Number in the appropriate fields. The Agency ORI automatically populates in the Agency field:
	New Arrest Report Criteria
	Arrestee Sequence Number:         01         Arrest Transaction Number:         TEST01           Agency:         IL1234500-0PTIMUM TEST AGENCY         x *
	Image: Arrest Report     Image: Arrest Report
5	Click the green 'Create Arrest Report' button.
	* Create Arrest Report
6	The following page titled 'Arrestee Segment' appears.

	Auto Save:	755		Display Errors:			
	Arrest Report			<b>^</b>			
	Arrest <u>T</u> ransaction Number:	TEST01	<u>Arrestee</u> Sequence Number:	01			
	<u>C</u> ounty:	001-Adams County 🗙 🔻	×				
	Agency:	IL1234500 - OPTIMUM TEST AGENCY	Arrest <u>D</u> ate:	mm/dd/yyyy X			
	Type of Arrest:	~	×				
	Officer-Non-Fatal Shooting flag (ONFS):		<ul> <li><u>Arrest/Custodial-Related Death flag (ARD):</u></li> </ul>	(III) NO -			
	<u>S</u> chool Incident flag:	(III) NO	×				
	Arrest Location			<b>^</b>			
	Street Name:	Umit - 30 Characters	✓ <u>Street Number:</u>	Limit - 8 Characters			
	Street Direction:	Limit - 2 Characters	✓ <u>Street Suffix:</u>	Limit - 30 Characters			
	<u>C</u> ity:	Limit - 24 Characters	✓ <u>S</u> tate:	Select an Option 🗶 💌 🗸			
	Zip:	Limit - 10 Characters	~				
	X Coordinate:	Limit - 10 Characters	✓ <u>Y</u> Coordinate:	Limit - 10 Characters			
	<u>C</u> oordinates System:	Select an Option 🗶 👻	~				
	Arrest Offense Details						
	ILC <u>S</u> Statute:	Select an Option	× <u>I</u> -UCR Code:	Select an Option 👻 🗙			
	UCR Arrest Offense Code:	× ×	× Max Age of Arrestee:	~ ~			
	Min Age of Arrestee: Sex of Arrestee:	¥	Max Age of Arrestee: <u>Race of Arrestee:</u>	· · · ·			
	<u>Besident Status of Arrestee:</u>	¥	Ethnicity of Arrestee:	· · ·			
	<u>Resident status of Arrestee</u>		<u></u>				
	Armed With			<b>^</b>			
	Armed With (1):	~	× Is Automatic <u>W</u> eapon (1):	(III) NO ~			
	Armed With (2):	~	<ul> <li>Is Automatic Weapon (2):</li> </ul>	(III) NO -			
				Submit Data			
7	Complete as per instru	ctions on each repo	rt.				
8	Save by clicking the gr	een 'Save Arrest Re	port' button and complete	e later.			
	Save Arrest Report						
	(It will be saved in 'My'	Working Reports' wł	nich is accessible from th	e 'Working Items' sub			
	module in Data Center	.)					
	The repository will serv	d a validation messa	ge if the data entered is	accentable:			
	✓ The Arrest Report is Valid						
9	If the arrest report data is complete and is ready for submission, click the purple 'Submit						
	Data' button.						
	Submit Data						
10	The repository will show a confirmation:						
			tor be available in the Warking Database				
	<ul> <li>rour Arrest Report has been pushed</li> </ul>	to the more parapase and will no long	ger be available in the Working Database.				

#### 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.

Data Center      Search							
Q Search Criteria				_			<b>^</b>
	Agency:	IL1234500-OPTIMUM TEST AGENCY					~
	Report Type:	Arrest Report	ж *		Report identifier:	UMIT-20 CHMACTERS	
Inde	dent Date(From):	mm/80yggy		•	Incident Date(To):	ren/ddyyyy	
							Q, Search
					View		

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:

Arrest Report			
Agency:	IL1234500 - OPTIMUM TEST AGENCY	County:	001-Adams County
Arrest Transaction Number:	TEST12345	Arrestee Sequence Number:	01
Arrest Date:	4/1/2020 12:00:00 AM	Type of Arrest:	On-View Arrest
Officer-Non-Fatal Shooting flag (ONFS):	Yes	Arrest/Custodial-Related Death flag (ARD):	No
School Incident flag:	No		
Arrest Location			
Street Name:	CR-1298	Street Number:	1
Street Drection:	т	Street Suffix:	D
City:	Falkville	State:	AL
ZipCode:	35622		
X-Coordinate:	34.296921	Y-Coordinate:	-86.899306
Coordinates System:	Geographic Coordinate Systems		
Arrest Offense Details			
UCR Arrest Offense Code:	Disorderly Conduct		
ILCS Statute:	720-5/26-1(a)(12) - Collection Agency/Employee Call to Debtor that is Harassing, Annoying, or Intimidation	IL-UCRCode:	2812 - Collection Agency/Employee Call to Debtor that is Harassing, Annoying, or Intimidation
Min Age:	23 Years Old	Max Age:	
Sex:	Male	Race:	Asian
Ethnicity:		Resident Status:	Resident
Armed With			
Armed With(1):	Lethal Cutting Instrument	Automatic Weapon Indicator(1):	
Armed With(2):		Automatic Weapon Indicator(2):	
			KReturn to Search Kelt Arrest Repor
K Edit Arrest Report			
	click the groop 'Save Arre		

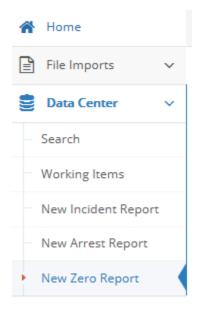
Once edits are made, click the green 'Save Arrest Report' button event or have the Auto

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:
	<ul> <li>New Zero Report</li> </ul>

2	To start a report, click the New Zero Report sub module on the left menu bar located under the Data Center module.
	A Home
	File Imports V
	🛢 Data Center 🗸 🗸
	Search
	Working Items
	···· New Incident Report
	New Arrest Report
	New Zero Report
3	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.
	New Zero Report Criteria
	Agency: IL1234500-OPTIMUM TEST AGENCY * *
	Zero Report Month: X Zero Report Year: X
	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:
	New Zero Report Criteria
	Agency:         IL1224500-OPTIMUM TEST AGENCY         X *           Zero Report Month:         1 = January         ✓         Zero Report Year:         2020         ✓
	Return to Working Items        • Create Zero Report
4	The repository will show a validation confirmation:
	✓ The Zero Report is Valid
5	Click the green 'Create Zero Report' button:
	Y Create Zero Report
6	The Zero Report for that given month is created and it shows the submitted month and year too.

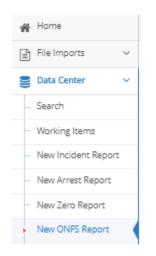
					1.1.1
	Zero Report				<b>^</b>
	Incident Number:	00000000000			
	ORI Number:	IL1234500			
	Month of Submission:	June	Year of Submission:	2020	
	Zero Report Month:	January	Zero Report Year:	2020	
					KReturn to Search
7	The following Zer	ro Report confirm	nation appears:		
	5	I			
	Your Zero Report has been pushed to	o the NIBRS Database and will no longer be	available in the Working Database.		×
	Zero Report				<b>^</b>
					· · · · · · · · · · · · · · · · · · ·
	Incident Number:	00000000000			
	ORI Number:	IL1234500			
	Month of Submission:	June	Year of Submission:	2020	
	Zero Report Month:	January	Zero Report Year:	2020	
					K Return to Search
	Click the nurnle (				-
		Return to Search	i' button to search for the	e Zero Report. or fo	or other reports.
		Return to Search	' button to search for the	e Zero Report, or fo	or other reports.
		Return to Search	' button to search for the	e Zero Report, or fo	or other reports.
	# Return to Search				
8	# Return to Search		Center—Search, enter		
8	4 Return to Search To view the Zero	report from Data	Center—Search, enter	the search criteria	in the fields. In
8	To view the Zero the Report Type	report from Data dropdown, choos	Center—Search, enter se the Agency ORI-Nam	the search criteria e, 'Zero Report' typ	in the fields. In be and the Year
8	To view the Zero the Report Type of Submission (i.	report from Data dropdown, choos e., 2020). Then c	Center—Search, enter	the search criteria e, 'Zero Report' typ	in the fields. In be and the Year
8	To view the Zero the Report Type	report from Data dropdown, choos e., 2020). Then c	Center—Search, enter se the Agency ORI-Nam	the search criteria e, 'Zero Report' typ	in the fields. In be and the Year
8	To view the Zero the Report Type of Submission (i.	report from Data dropdown, choos e., 2020). Then c	Center—Search, enter se the Agency ORI-Nam	the search criteria e, 'Zero Report' typ	in the fields. In be and the Year
8	To view the Zero the Report Type of Submission (i. Identifier and clic	report from Data dropdown, choos e., 2020). Then c	Center—Search, enter se the Agency ORI-Nam	the search criteria e, 'Zero Report' typ	in the fields. In be and the Year
8	To view the Zero the Report Type of Submission (i.	report from Data dropdown, choos e., 2020). Then c	Center—Search, enter se the Agency ORI-Nam	the search criteria e, 'Zero Report' typ	in the fields. In be and the Year
8	To view the Zero the Report Type of Submission (i. Identifier and clic	report from Data dropdown, choos e., 2020). Then c	Center—Search, enter se the Agency ORI-Nam lick the green "Search" I	the search criteria e, 'Zero Report' typ	in the fields. In be and the Year
8	To view the Zero the Report Type of Submission (i. Identifier and clic	report from Data dropdown, choos e., 2020). Then c k 'Search').	Center—Search, enter se the Agency ORI-Nam lick the green "Search" I	the search criteria e, 'Zero Report' typ	in the fields. In be and the Year
8	✓ Return to Search To view the Zero the Report Type of Submission (i. Identifier and clic Q Search Criteria	report from Data dropdown, choos e., 2020). Then c k 'Search').	Center—Search, enter se the Agency ORI-Nam lick the green "Search" I	the search criteria e, 'Zero Report' typ button (or also add	in the fields. In be and the Year
8	✓ Return to Search To view the Zero the Report Type of Submission (i. Identifier and clic Q Search Criteria	report from Data dropdown, choos e., 2020). Then c k 'Search').	a Center—Search, enter se the Agency ORI-Nam click the green "Search" I	the search criteria e, 'Zero Report' typ button (or also add	in the fields. In be and the Year the Report
8	✓ Return to Search To view the Zero the Report Type of Submission (i. Identifier and clic Q Search Criteria	report from Data dropdown, choos e., 2020). Then c k 'Search').	a Center—Search, enter se the Agency ORI-Nam click the green "Search" I	the search criteria e, 'Zero Report' typ button (or also add	in the fields. In be and the Year the Report
8	✓ Return to Search To view the Zero the Report Type of Submission (i. Identifier and clic Q Search Criteria	report from Data dropdown, choos e., 2020). Then c k 'Search').	a Center—Search, enter se the Agency ORI-Nam click the green "Search" I	the search criteria e, 'Zero Report' typ button (or also add	in the fields. In be and the Year the Report
8	✓ Return to Search To view the Zero the Report Type of Submission (i. Identifier and clic Q Search Criteria	report from Data dropdown, choos e., 2020). Then c k 'Search').	a Center—Search, enter se the Agency ORI-Nam click the green "Search" I	the search criteria e, 'Zero Report' typ button (or also add	in the fields. In be and the Year the Report
8	✓ Return to Search To view the Zero the Report Type of Submission (i. Identifier and clic Q Search Criteria	report from Data dropdown, choos e., 2020). Then c k 'Search').	a Center—Search, enter se the Agency ORI-Nam click the green "Search" I	the search criteria e, 'Zero Report' typ button (or also add	in the fields. In be and the Year the Report
8	It Return to Search         To view the Zero         the Report Type         of Submission (i.         Identifier and clic         Q Search Criteria         Month	report from Data dropdown, choos e., 2020). Then c k 'Search').	a Center—Search, enter se the Agency ORI-Nam click the green "Search" I	the search criteria e, 'Zero Report' typ button (or also add Report identifier: Vear of Submission: 2020	in the fields. In be and the Year the Report
	It Return to Scoreth         To view the Zero         the Report Type         of Submission (i.         Identifier and clic         Q Search Criteria         Month         The Reports grid	report from Data dropdown, choos e., 2020). Then c k 'Search').	A Center—Search, enter se the Agency ORI-Nam lick the green "Search" I	the search criteria e, 'Zero Report' typ button (or also add Report identifier: Vear of Submission: 2020	in the fields. In be and the Year the Report
	It Return to Search         To view the Zero         the Report Type         of Submission (i.         Identifier and clic         Q Search Criteria         Month	report from Data dropdown, choos e., 2020). Then c k 'Search').	A Center—Search, enter se the Agency ORI-Nam lick the green "Search" I	the search criteria e, 'Zero Report' typ button (or also add Report identifier: Vear of Submission: 2020	in the fields. In be and the Year the Report
	It Return to Starth         To view the Zero         the Report Type         of Submission (i.         Identifier and clic         Q Search Criteria         Month         The Reports grid         If Reports         Report Type         It Reports	report from Data dropdown, choos e., 2020). Then c k 'Search').	A Center—Search, enter se the Agency ORI-Nam dick the green "Search" I	the search criteria e, 'Zero Report' typ button (or also add Report Identifier: Vear of Submission: 2020	in the fields. In be and the Year the Report
	Image: Contract to Search         To view the Zero         the Report Type         of Submission (i.         Identifier and clic         Q Search Criteria         Month         The Reports grid         If Reports         Report Type       Image: Report to Rep         Image: Report Type       Image: Rep	report from Data dropdown, choos e., 2020). Then c k 'Search').	A Center—Search, enter se the Agency ORI-Nam dick the green "Search" I	the search criteria e, 'Zero Report' typ button (or also add Report identifier: Vear of Submission: 2020 aar of Submission e Indent Dat 1/1/2020	in the fields. In be and the Year the Report
	Image: Contract of the second the s	report from Data dropdown, choos e., 2020). Then c k 'Search').	A Center—Search, enter se the Agency ORI-Nam click the green "Search" I TAGENCY ** teria submitted appears:	the search criteria e, 'Zero Report' typ button (or also add Report identifier: Vear of Submission: 2020	in the fields. In be and the Year the Report
	Image: Constraint of Scores         To view the Zero         the Report Type         of Submission (i.         Identifier and clic         Identifier and clic         Identifier and clic         Identifier and clic         Month         Identifier and clic         Identifier and clic <th>report from Data dropdown, choos e., 2020). Then c k 'Search').</th> <th>A Center—Search, enter se the Agency ORI-Nam click the green "Search" I TAGENCY</th> <th>the search criteria e, 'Zero Report' typ button (or also add Report Identifier: 2020 Year of Submission 2020 ent of Submission 9 Incident Dat 20 1/1/2020 20 2/1/2018</th> <th>in the fields. In be and the Year the Report</th>	report from Data dropdown, choos e., 2020). Then c k 'Search').	A Center—Search, enter se the Agency ORI-Nam click the green "Search" I TAGENCY	the search criteria e, 'Zero Report' typ button (or also add Report Identifier: 2020 Year of Submission 2020 ent of Submission 9 Incident Dat 20 1/1/2020 20 2/1/2018	in the fields. In be and the Year the Report
	Image: Constraint of Scores         To view the Zero         the Report Type         of Submission (i.         Identifier and clic         Identifier and clic         Identifier and clic         Identifier and clic         Month         Identifier and clic         Identifier and clic <th>report from Data dropdown, choos e., 2020). Then c k 'Search'). Ageny: L1234500-OPTIMUM TES Report Type: Zero Report of Submission: based on the crit cont Identifier • Ageny cont Control of Control</th> <th>A Center—Search, enter se the Agency ORI-Nam click the green "Search" I TAGENCY ** teria submitted appears:</th> <th>the search criteria e, 'Zero Report' typ button (or also add Report Identifier: 2020 Year of Submission 2020 ent of Submission 9 Incident Dat 20 1/1/2020 20 2/1/2018</th> <th>in the fields. In be and the Year the Report</th>	report from Data dropdown, choos e., 2020). Then c k 'Search'). Ageny: L1234500-OPTIMUM TES Report Type: Zero Report of Submission: based on the crit cont Identifier • Ageny cont Control of Control	A Center—Search, enter se the Agency ORI-Nam click the green "Search" I TAGENCY ** teria submitted appears:	the search criteria e, 'Zero Report' typ button (or also add Report Identifier: 2020 Year of Submission 2020 ent of Submission 9 Incident Dat 20 1/1/2020 20 2/1/2018	in the fields. In be and the Year the Report
	Image: Contract of Cont	report from Data dropdown, choos e., 2020). Then c k 'Search'). Ageny: L1234500-0PTIMUMTES Report Type: Zero Report of Submission: Dased on the critic based on the critic ort Identifier Q Agency cont Identifier Q Agency	A Center—Search, enter se the Agency ORI-Nam lick the green "Search" I TAGENCY TAGENCY teria submitted appears:	the search criteria e, 'Zero Report' typ button (or also add Report identifier Vear of Submission: 2020 2020 2020 201/2018 2020 2/1/2018	in the fields. In be and the Year the Report
	Image: Contract of the second the s	report from Data dropdown, choos e., 2020). Then c k 'Search'). Ageny: L1234500-0PTIMUMTES Report Type: Zero Report of Submission: Dased on the critic based on the critic ort Identifier Q Agency cont Identifier Q Agency	A Center—Search, enter se the Agency ORI-Nam click the green "Search" I TAGENCY ** teria submitted appears:	the search criteria e, 'Zero Report' typ button (or also add Report identifier Vear of Submission: 2020 2020 2020 201/2018 2020 2/1/2018	in the fields. In be and the Year the Report
	It Return to Starth         To view the Zero         the Report Type         of Submission (i.         Identifier and clic         Month         Month         Identifier and clic	report from Data dropdown, choos e., 2020). Then c k 'Search').	A Center—Search, enter se the Agency ORI-Nam lick the green "Search" I TAGENCY TAGENCY teria submitted appears:	the search criteria e, 'Zero Report' typ button (or also add Report identifier Vear of Submission: 2020 2020 2020 201/2018 2020 2/1/2018	in the fields. In be and the Year the Report
	Image: Contract of the second the s	report from Data dropdown, choos e., 2020). Then c k 'Search').	A Center—Search, enter se the Agency ORI-Nam lick the green "Search" I TAGENCY TAGENCY teria submitted appears:	the search criteria e, 'Zero Report' typ button (or also add Report identifier Vear of Submission: 2020 2020 2020 201/2018 2020 2/1/2018	in the fields. In be and the Year the Report
	Image: Contract of the second the s	report from Data dropdown, choos e., 2020). Then c k 'Search').	A Center—Search, enter se the Agency ORI-Nam click the green "Search" I TAGENCY TAGENCY teria submitted appears: teria submitted appears:	the search criteria e, 'Zero Report' typ button (or also add Report identifier Vear of Submission: 2020 2020 2020 201/2018 2020 2/1/2018	in the fields. In be and the Year the Report

	View O				
10	The Zero Report	appears below for v	iewing.		
	Zero Report				<b>^</b>
	Incident Number: ORI Number:	00000000000 IL1234500			
	Month of Submission:	June	Year of Submission:	2020	
	Zero Report Month:	January	Zero Report Year:	2020	
					Return to Search
11	Click the purple ' Reports grid.	Return to Search' bu	utton to return to the Data (	Center—Search C	riteria and
	K Return to Search				

## 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

Step	Action
1	The following report can be created:
	<ul> <li>New ONFS Report</li> </ul>
2	To start a report, click the New ONFS Report sub module on the left menu bar located under the Data Center module. Home File Imports Data Center Search Working Items New Incident Report New Zero Report
	··· New ARD Report
3	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.
	Return to Working Items New ONFS Zero Report 4 Create ONFS Report
	Input the ONFS Report's Incident Number and click on Create ONFS Report
	New ONFS Report
	Agency:         IL1234500-OPTIMUM TEST AGENCY         X *           Incident Number:         TEST0001         X
	Return to Working Items New ONFS Zero Report <b>f</b> Create ONFS Report

4	Click the green 'Create ONFS Report' button:	
	* Create ONFS Report	
	Alternately, click the "New ONFS Zero Repot" button to create a zero report	:
	New ONFS Zero Report	
5	5 The following page titled 'ONFS Report' appears.	
	ONFS Report	-   ^
	Incident Number:         TEST0001         Agency:         IL1234500-0PTI/MUM TEST AGENCY           Date:         mmstdsyyy         ×         Time:         00:00	
	Reason For Contact: Select an Option X * X	
	Offender Details	<b>^</b>
		⇔ Delete Edit
	Row courte 10 🗸	
		O Add New
	Officer Details      #      Age	Firearm 🔶 Delete Edit
	No data available!	
		O Add New
	Offender-Officer Pairing	<b>^</b>
	# ↑ Offender # ↑ Offender # ↓ Location ↓ Offense ↓ Threaten and/or Resist ↓ Offender Weapon No date available!	🔶 Delete Edit
	Row courte 10 🗸	
		O Add New
	📢 Return	Save ONFS Report
6	Complete as per instructions on each report.	
7	To add Offender Details click the 'Add New' icon:	
	To add Oliender Details click the Add New Icon.	
	Offender Details	<b>^</b>
	Age	🔶 Delete Edit
	Row count: 10 🗸	
		O Add New
8		
	Offender Details	♦ Delete Edit
	F ⊂ Age ⊂ Sex ⊂ Rade ⊂ ChillingCity No data available! Row count: 10 ✓	
	Age: Select an Option X * X Sec; Select an Option	x * x
	Race:     Select an Option     X ▼     X     Ethnicity:	× *
		Cancel Save Offender

	<ul> <li>Age</li> <li>Sex</li> <li>Race</li> <li>Ethnicity</li> </ul> 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.
	Offender Details <ul> <li>Age</li> <li>Sex</li> <li>Race</li> <li>Edit</li> <li>1</li> <li>18 Years Old</li> <li>Male</li> <li>Write</li> <li>Not Hispanic or Latino</li> <li>Image: 0</li> <li>Showing 1-1 of 1</li> </ul>
9	To add Officer Details click the 'Add New' icon:
10	Fill in the Officer Detail fields:
	<ul> <li>Age</li> <li>Sex</li> <li>Race</li> <li>Ethnicity</li> <li>Years of Service</li> <li>Duty Status</li> <li>Officer Firearm</li> </ul>

	Officer Details		
	<< < > >> Go to page 1 ∨ Row count 10 ∨ Showing 1-1 or 1.		
	e Edit		
11			
	To add Offender-Officer Pairing Details click the 'Add New' icon:		
	Offender-Officer Pairing  #  Offender #  Offender #  Offender #  Offender #  Offender #  Offender Weapon   Delete Edit		
	No data available!		
	O Add New		
12	Fill in the Offender-Officer Detail fields:		
12	Offender-Officer Pairing		
	# ↑ Offender # ↑ Offender # ↓ Location ↓ Offense ↓ Threaten and/or Resist ↓ Offender Weapon ↓ Delete Edit No data available!		
	No data avalabre:		
	Offender Sequence Number: Seiter an Option * * Officer Sequence Number: Seiter an Option * *		
	Location     Select an Option     X     Offense     Select an Option     X       Threaten and/or Resist     Select an Option     X     Offender Weapon:     Select an Option     X		
	Cancel BSave Mapping		
	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.		
	Offender-Officer Pairing		
	# 🕆 Offender # 🛧 Offender # 🔶 Location 💠 Offense 🔶 Threaten and/or Resist 💠 Offender Weapon 🔶 Delete Edit		
	1     1     1     Convenience Store     Aggravated Assault     Offender resisted officer(s)     Knifel/Cutting Instrument     III     O       << <td>&lt;&lt;<td>&lt;</td>     &gt;&gt;&gt;     Go to page     1     Row count:     10     Showing 1-1 of 1</td>	<< <td>&lt;</td> >>>     Go to page     1     Row count:     10     Showing 1-1 of 1	<
	e Edit		
	0		
13	Save ONFS Report		

14	The ONFS Report appears below for viewing	q.
	ONFS Report	
	Incident Number: TEST0001	Agency: IL1234500-OPTIMUM TEST AGENCY
	Date: 05/18/2020	Time: 22:00
	Reason For Contact:         C = Self-Initiated (suspicious/criminal activity)         x *	
	Offender Details	<b>^</b>
	# + Age	Ethnicity
	1 18 Years Old Male White ≪ < 1 > >> Go to page: 1 ♥ Row count: 10 ♥	Not Hissenic or Latino 🔲 o Showing 1-1 of 1
		Add New
	Officer Details	*
	#         Age         Isex         Race         Ethnicity           1         35 Years Old         Male         White         Not Hispanic or Latino	Years of Service      Duty Status     Officer Firearm     Officer Firearm     Officer Firearm     O
	<< < 1 > >> Go to page: 1 🗸 Row count: 10 🗸	Showing 1-1 of 1
		O Add New
	Offender-Officer Pairing	<b>^</b>
	# 🕈 Offender # 🔶 Officer # 💠 Location 🔶 Offense	threaten and/or Resist
	1 1 1 Convenience Store Aggrevated Assault	Offender resisted officer(s) Knife/Cutting Instrument III O Showing 1-1 of 1
		Add New
		✓ Return Submit Save ONFS Report
15	button.	ready for submission, click the yellow 'Submit'
16	The ONFS Report appears below for viewing	2
10		-
	ONFS Report	^
	Agency:         IL1234500 - OPTIMUM TEST AGENCY           Incident Date:         5/18/2020 10:00:00 PM	Incident Number: TEST0001 Reason for Contact Codes: Self-initiated (suspicious/criminal activity)
	Offender Details	
	Age Sex	Race Ethnicity
	1 18 Years Old Male White	
	Officer Details	×
	# Age Sex Race Ethnicity	Year of Service Duty Status Officer Firearm
	1 35 Years Old Male White Not Hispanic or Latino	
	Offender-Officer Pairing	<b>^</b>
	# Officer # Offender # Location Offe	
	1 1 1 Convenience Store Aggravated Assault	Offender resisted officer(s) Knife/Cutting Instrument
		↓         Return to Search         ↓         Edit ONFS Report
17	Click the purple 'Return to Search' button to	return to the Data Center—Search Criteria and
	Reports grid.	
	Return to Search	

#### 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.

earch Criteria						
	Agency:	IL1234500-OPTIMUM TEST AG	ENCY			~
	Report Type:	ONPS Report	× -	Report identifier:	UNIT-20 CHARACTERS	
	Month of Submission:		~	Year of Submission:	2020	~

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:

	Report									
Agency:				IL1234500 - OPT	TIMUM TEST AGENCY	Incident N	umber:	TEST000	1	
Incident (	Date:			5/18/2020 10:00	:00 PM	Reason fo	r Contact Codes:	Self-initia	ated (suspicious/criminal activity)	
Offende	er Details									
			Age		Sex	Race		Ethni	lcity	
1	18 Years O	ld			Male	White	Not Hispanic or Latino			
Officer	Details									
*	Age		Sex	Race		Ethnicity	Year of Service	Duty Status	Officer Firearm	
	Age 35 Years Old		Sex Male	Race	Not Hispanic or Lating	-	Year of Service	Duty Status	Officer Firearm	
1	-	ng				-	Year of Service	Duty Status	Officer Firearm	
1	35 Years Old	ng Offen	Male		Not Hispanic or Latino	-	Year of Service Threaten And/Or F		Officer Firearm Officer Weapon	

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'.

ñ	Home		
∎	File Imports	~	
	Data Center	~	
-	Search		
-	Working Items		
-	New Incident Report		
-	New Arrest Report		
	New Zero Report		
	New ONFS Report		
•	New ARD Report		

#### **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: • 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.

	<b>_</b>	-
	🖀 Home	
	🖹 File Imports 🗸 🗸	
	🛢 Data Center 🗸 🗸	
	- Search	
	··· Working Items	
	· New Incident Report	
	<ul> <li>New Arrest Report</li> </ul>	
	··· New Zero Report	
	<ul> <li>New ONFS Report</li> </ul>	
	New ARD Report	
3	The New ARD Report	t Criteria page opens. Click the Agency for which the ARD Report is
	for. The Incident Num	ber fields is made available to add the Incident Number.
	New ARD Report	~   ^   ·
	Agend	cy: IL1234500-OPTIMUM TEST AGENCY X *
	Incident Numbe	
		Image: Max and the second se
	Input the ARD Report	's Incident Number and click on Create ARD Report
		s modent rumber and click on oreate AND Report
	New ARD Report	·
	Ager	
	Incident Numb	ber: TEST0001
		Image: with the second seco
4	Click the green 'Creat	te ARD Report' button:
4		le AND Report bullon.
	Y Create ARD Report	
	Alternatively click the	"New ARD Zero Repot button to create a zero report.
	New ARD Zero Report	

5	The following page titled 'ARD Report' appears.
0	ARD Report
	Incident Number: TEST0001 Agency: IL1234500-OPTIMUM TEST AGENCY Date: mm/ddyyyy X
	Officer Details
	Does Not apply:         Image: Control of the second s
	No data available!
	Q Add New
	Deceased Information
	#         Age         Sex         Race         Ethnicity         Officer         Valid         Delete         Edit
	No Deceased information Found
	K Return to Working Items     Mew Deceased Information     B⊆ubmit Data     Save ARD Report
	и исприло и умийстеля у цен ресерестний парти. В Зланскию исрои
6	Complete as per instructions on each report.
7	To add Officer Details click the 'Add New' icon:
	Officer Details
	# Age      Age      Sex      Age      A
	Row count 10 🗸
	O Add Nev
8	Fill in the Officer Detail fields:
	Officer Details
	Does Not apply:
	#     Age     Image: Sex with a set of the
	Row count: 10 🗸
	Age:         34 = 34 Years Old         x *         Sex:         M = Male         x *
	Race:         01 = White         X *         Ethnicity:         N = Not Hispanic or Latino         X *           Years of Service:         10         Is Officer a Federal Officer:         Image: Comparison of Comparis
	Cancel Bisee Officer
	• 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.

#### Data Center

	_					
	Officer Details					*
	Does Not apply:					
		Sex		♦ Years of S	ervice 🔶 Federal Officer	Delete Edit
	1 34 Years Old	Male	White Not Hispa	nic or Latino 10	Yes	0 11
	<< 1 > >> Go to page: 1 ¥	Row count 10 🗸				Showing 1-1 of 1
						• Add New
	e Edit					
9	To add Deceas	ed Informa	ation Details click t	he yellow 'New D	eceased Informat	ion ' icon:
	New Deceased Information					
10	Fill in the Decea	ased Infor	mation fields:			
			Auto Save: 💽	ES (III)	Display Error:	NO
	Desceased Information			~		^
	Age:	Select an Option	х т	× Sex:	Select an Option	× * ×
	Race:	Select an Option	x <del>.</del>	× Ethnicity:	Select an Option	× - ×
	Date Of Death:	mm/dd/yyyy		Time Of Death:		
	Date of Death.	mindayyyy		nine of peak.	00.00	
	Additional Deceased Informa	ation				<b>^</b>
	Did incident occur at a jail:	III NO				
	Location:	Select an Option	Ŧ	× Manner of Death:	Select an Option	x * x
	Cause Of Death:	Select an Option	х т	× Weapon Associated w/ Death:	Select an Option	х * х
	Officer:			×		

#### NIBRS Agency User Manual

<ul> <li>In the same set of th</li></ul>	I water in the second secon	Use by Office	ers during arrest process (ched	ck all that apply) 🗙	(~)	Charges against deceased (check all that appl	/) ×	(√)
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I for a set of the	<ul> <li>with an analysis</li> <li>with any state of the state of the</li></ul>	Electronic cor	ntrol weapon (stun-gun, laser)	¢.	0			
I we we were the second of	Norm       with with the second	Other device:	4		0	Offense(s) deceased was or would have been	charged with at time of death (check all that	
I for the second sec	<ul> <li>Improve the case of a second second</li></ul>	None:			0	apply)		× (√)
I for some discretion of the additional Deceased Information. Click the 'Save Deceased Information' icon. I for some discretion of the ARD Report by clicking on the purple 'Return' icon. I for some discretion of the ARD Report. I for some discretion of the ARD Report. I for some discretion of the ARD Report.	Interest the second	Does Not App	ply:		0	Homicide:		0
<ul> <li>I fry our need to edit the Deceased Information, click on the arrow in the "Edit" column lock of the Column lock of th</li></ul>	Interference of the second data and the sec							0
I for the function of the f	We to be don't for shares of stage         We to be don't for be coessed information' icon.         We to right for the ARD Report by clicking on the purple 'Return' icon.         We to be don't for be coessed information, click on the arrow in the "Edit" column locate to the right for the ARD Report.         We to be don'	Deceased cha	aracteristics/actions (check all	ll that apply) 🗙	(~)			0
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<ul> <li>In the second second</li></ul>	In the second	Exhibit menta	al health illness:		0	Kidnapping:		0
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<ul> <li>I fry our need to edit the Deceased Information, click on the arrow in the "Edit" column location of the ARD Report.</li> </ul>	I for the difference of the second of the	Resist being h	handcuffed or arrested:		0	Assault:		0
<ul> <li>In the same of the sa</li></ul>	<ul> <li>In drage</li> <li>Age</li> <li>Sex</li> <li>Race</li> <li>Ethnicity</li> <li>Date of Death</li> <li>Time of Death</li> <li>Additional Deceased Information 'icon.</li> </ul> In the 'Save Deceased Information 'icon. I you can then return to the ARD Report by clicking on the purple 'Return' icon. If you need to edit the Deceased Information, click on the arrow in the "Edit" column locat to the right of the ARD Report.	Attempt to fle	ee/escape from custody:		0	Burglary:		0
<ul> <li>I from certain to the ARD Report by clicking on the purple 'Return' icon.</li> <li>1 from certain to the ARD Report.</li> </ul>	<ul> <li>Age</li> <li>Sex</li> <li>Race</li> <li>Ethnicity</li> <li>Date of Death</li> <li>Time of Death</li> <li>Additional Deceased Information' icon.</li> </ul> Successful formation of the ARD Report by clicking on the purple 'Return' icon. I you can then return to the ARD Report by clicking on the arrow in the "Edit" column locat to the right of the ARD Report.	Attempt to di	isarm the officer(s) involved:		0	Theft:		0
<ul> <li>In the second biology of the second of the second</li></ul>	<ul> <li>In the difference of the serve of t</li></ul>	Disarm the o	ficer(s) involved:		0	Motor vehicle theft:		0
<ul> <li>Image: Sex</li> <li>Age</li> <li>Sex</li> <li>Race</li> <li>Ethnicity</li> <li>Date of Death</li> <li>Time of Death</li> <li>Additional Deceased Information</li> <li>Click the 'Save Deceased Information' icon.</li> </ul> Image: Click the 'Save Deceased Information' icon. If you need to edit the Deceased Information, click on the arrow in the "Edit" column location to the right of the ARD Report.	<ul> <li>In the second second</li></ul>	Assault the o	ifficer(s) involved:			Arson:		0
<ul> <li>In digital control of the arrow of</li></ul>	I want the advert the advert the server of the server o	Batter the off	ficer(s) involved:		0	Human Trafficking - Commercial Sex Acts:		0
<ul> <li>In the second information of the ARD Report by clicking on the arrow in the "Edit" column location to the right of the ARD Report.</li> </ul>	1 If you need to edit the Deceased Information icon.          If you can then return to the ARD Report by clicking on the purple 'Return' icon.         If you need to edit the Deceased Information, click on the arrow in the "Edit" column location to the right of the ARD Report.					Human Trafficking - Involuntary Servitude:		0
<ul> <li>If yo present integration of the percent of the access of the percent of</li></ul>	I diverse in the sequence in the second information I diverse in the second information I diverse information <	During incide	ent check all that apply to dece	eased 🗙	(~)	Criminal Damage and Trespass to Property:		0
<ul> <li>If you need to edit the Deceased Information, click on the arrow in the "Edit" column locat to the right of the ARD Report.</li> </ul>	Use a weget to these in the participant to the same integration of the	Carry or poss	sess a weapon:		0	Resist, Obstruct, Disarm an Officer:		0
<ul> <li>I fryou need to edit the Deceased Information, click on the arrow in the "Edit" column locat to the right of the ARD Report.</li> </ul>	Image: Sex and the second information in the second information         • Age         • Sex         • Race         • Ethnicity         • Date of Death         • Time of Death         • Additional Deceased Information' icon.         Vou 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 location to the right of the ARD Report.	Use of weapo	on to threaten officer(s):		0	Other Weapon Offense:		0
Use a weapon to large the descent         Image: Image and the presence         Image: Image: Image and the presence         Image: Image: Image and the presence         Image: Image: Image: Image: Image and the presence         Image: Image: Image and the presence         Image: Image: Image: Image and the presence	<ul> <li>a waged to light the definition</li> <li>i waged to ward the waged to light the definition</li> <li>i waged to ward the ward the ward the ward the ward to ward the ward the ward the ward to ward the ward to ward the ward to ward to ward the ward to ward</li></ul>	Use a weapo	n to threaten other person(s)	at the scene:	0	Other Felony Offense:		0
<ul> <li>if a stage of the formation</li> <li>if a stage of the formation is an intervention of the formation of the formation is an intervention of the formation of the forma</li></ul>	<ul> <li>If you need to edit the Deceased Information 'icon.</li> <li>If you need to edit the Deceased Information, click on the arrow in the "Edit" column locat to the right of the ARD Report.</li> </ul>	Use a weapo	on to injure the officer(s):		0	Other Misdemeanor Offense:		0
<ul> <li>Age         <ul> <li>Age</li> <li>Sex</li> <li>Race</li> <li>Ethnicity</li> <li>Date of Death</li> <li>Time of Death</li> <li>Additional Deceased Information</li> </ul> </li> <li>Click the 'Save Deceased Information' icon. See Deceased Information</li> <li>Click the 'Save Deceased Information' icon.</li> <li>You can then return to the ARD Report by clicking on the purple 'Return' icon.</li> <li>If you need to edit the Deceased Information, click on the arrow in the "Edit" column location to the right of the ARD Report.</li> </ul>	<ul> <li>Age</li> <li>Sex</li> <li>Race</li> <li>Ethnicity</li> <li>Date of Death</li> <li>Time of Death</li> <li>Additional Deceased Information</li> <li>Click the 'Save Deceased Information' icon.</li> </ul> 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 location to the right of the ARD Report.	Use a weapo	in to injure other person(s):		0	Drug Offense:		
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<ul> <li>Sex</li> <li>Race</li> <li>Ethnicity</li> <li>Date of Death</li> <li>Time of Death</li> <li>Additional Deceased Information</li> <li>Click the 'Save Deceased Information' icon.</li> </ul> Swe Deceased Information Click the 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 locat to the right of the ARD Report.	<ul> <li>Sex</li> <li>Race</li> <li>Ethnicity</li> <li>Date of Death</li> <li>Time of Death</li> <li>Additional Deceased Information</li> <li>Click the 'Save Deceased Information' icon. See Deceased Information</li> <li>Click the return to the ARD Report by clicking on the purple 'Return' icon.</li> <li>11 If you need to edit the Deceased Information, click on the arrow in the "Edit" column locat to the right of the ARD Report.</li> </ul>		mo known to carry firearm:				<b>44</b> Return Save	
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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 locat to the right of the ARD Report.         Deceased Information         Image: Sex Receiver Sex Rec	You can then return to the ARD Report by clicking on the purple 'Return' icon. II If you need to edit the Deceased Information, click on the arrow in the "Edit" column locat to the right of the ARD Report. Deceased Information <ul> <li>Age</li> <li>Sex</li> <li>Race</li> <li>Ethnicity</li> <li>Officer</li> <li>Vaid</li> </ul>	No weapon:	Age Sex Race Ethnicity Date of Dea Fime of Dea Additional D	ath Deceased Info	rmation	Wanted on Warrant:	<b>4 Return</b> Save	
11       If you need to edit the Deceased Information, click on the arrow in the "Edit" column locat to the right of the ARD Report.         Deceased Information         * Age       Sex         * Age       Sex         * Age       Sex	11 If you need to edit the Deceased Information, click on the arrow in the "Edit" column locat to the right of the ARD Report.           Deceased Information           Image: Sex Race         Ethnicity         Officer         Vaid         Delete           1         18 Years Old         Male         White         Not Hispanic or Latino         1         Image: Sex Race         Image: Sex	No weapon:	Age Sex Race Ethnicity Date of Dea Fime of Dea Additional D	ath Deceased Info ceased Inform	ormation hation' icon.	Wanted on Warrant:		Deceased Information
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e Edit		No weapon:	Age Sex Race Ethnicity Date of Dea Time of Dea Additional D e 'Save Dea then return eed to edit t ght of the A	ath Deceased Info ceased Inform In to the ARD I the Deceased ARD Report.	ormation hation' icon.	Save Deceased Information	Return' icon.	e Decessed Information

#### **Data Center**

12			Dotaila ali	iek en 'Save AF		ARD Report
	-			ck on 'Save AF	KD Report	
13	The ARD Rep	ort appears	s below for	viewing.		
	ARD Report				Annen    1234500.000	
	Incident Numb	ate: 05/18/2020			Agency: IL1234500-OP1	INDIN 1631 ADENCY
	Officer Details					<b>^</b>
	Does Not app	aly: III NO Sex	♦ Race	Ethnicity	Years of Service	Federal Officer     Oelete Edit
	1 34 Years Old	Male Row count: 10 V	White	Not Hispanic or Latino	10	Yes 🛄 O Showing 1-1 of 1
						G Add New
	Deceased Information					<b>^</b>
	Age     Age     1 18 Years Old	Sex Male	Race		nicity t Hispanic or Latino	Officer Valid Delete Edit
		Iviale	vvince	100	Emparite of Cauno	
					Return to Working Items	Deceased Information
14	If the ARD Re	port data is	complete	and is ready for	r submission, cliq	ck the purple 'Submit
		Submit Data		,	,	
	Data' button.	<b>-</b>				
15	The ARD Rep	ort appears	s below for	viewing.		
	ARD Report					<b>^</b>
	Incident Numbe	er: TEST0001 te: 05/18/2020			Agency: IL1234500-OP1	TIMUM TEST AGENCY
	Officer Details					<b>^</b>
	Does Not app	ly: No	Race	Ethnicity	Years of Service	
	1 34 Years Old	Male Row count: 10 V	White	Not Hispanic or Latino	10	Yes Showing 1-1 of 1
	Deceased Information					^
	# Age	Sex	Race		Ethnicity	Officer Valid View
	1 18 Years Old	Male	White		Not Hispanic or Latino	1 🗸 🕥
16	Click the purpl	le 'Return t	o Search' k	outton to return	to the Data Cen	Return to Search
16	Click the purpl Reports grid.	le 'Return t	o Search' t	outton to return	to the Data Cen	
16			o Search' t	outton to return	to the Data Cen	

#### 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 Criteria						
	Agency: U	1234500-OPTIMUM TEST AGENCY				~
		10 Report	х.•	Report (dentifier:	UMT-20-CHRACTERS	
		o Nepon				
	Month or sourcession.			Year of Submission:	2020	~
Reports						Q Som
	Report Identifier	Agency	♦ Month of Submission	Year of Submission	♦ Incident Date	
eport Type	Report Identifier TEST0001	Agency     OPTIMUM TEST AGENCY	Month of Submission     Jure	Year of Submission     2020	Incident Date 5/18/2020	Delete Viela
eport Type ID Report						Delete Via
eport Type ID Report ID Report	TEST0001	OPTIMUM TEST AGENCY	June	2020	5/18/2020	Delete Vi
Reports ID Report ID Report ID Report ID Report ID Report	TEST0001 EMAILTEST01	OPTIMUM TEST AGENCY OPTIMUM TEST AGENCY	june May	2020 2020	5/18/2020 5/4/2020	Q See
eport Type ID Report ID Report ID Report	TESTOOO1 EMAILTESTO1 IL-098232	OPTIMUM TEST AGENCY OPTIMUM TEST AGENCY OPTIMUM TEST AGENCY	June May May	2020 2020 2020	5/18/2020 5/4/2020 5/13/2020	Image: Delete     Vite

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

TEST0001							
TEST0001							
			Agency: IL1234500-01	PTIMUM TEST AGENCY			
05/18/2020							
III NO							
Sex	🗢 Race	Ethnicity	Years of Service	Federal Officer		🔶 Dele	te Ed
Male	White	Not Hispanic or Latino	10	Yes		Ē	0
Row count: 10 🗸						Showing	g 1-1 o
						⊕ Ac	id Nev
Sex	Race		Ethnicity	Officer	Valid	Delete	Edi
Male	White		Not Hispanic or Latino	1	~	Û	Ð
(	III THO Sex Naise Now court: 10 V	III 700 Sex Place Male White Row count 10 V	III 700       Sex     Race       Male     White       Not Hispanic or Latino       Now count:     10 v	Image: Sex     Race     Ethnicity     Years of Service       Male     Write     Not Hispanic or Latino     10       Now count     10     10	Image: Sex     Image: Race     Image: Bunklety     Years of Service     Federal Officer       Male     Write     Not Hispanic or Latino     10     Yes       Not Mispanic or Latino     10     Yes	Image: Sex     Race     Ethnicity     Vears of Service     €     Federal Officer       Male     White     Not Hispanic or Latino     10     Yes       Now count:     10     10     Yes	Image: Sex     Image: Race     Image: Ethnicity     Image: Vears of Service     Image: Pederal Officer     Onder       Male     White     Not Hispanic or Latino     10     Ves     Image: Showing       10     V     Show count     10     Ves     Image: Showing       Sex     Race     Ethnicity     Officer     Valid     Delete

Once edits are made, click the green 'Save ARD Report' button **\*** Save ARD Report 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<br/>the Portal?Reports can be accessed in the left menu on the portal. Click the Report<br/>Center module and then the Reports sub module to see the list of NIBRS<br/>reports. See Reports List section for the report names.

L	🛃 Report Center 🚽 🤟	
	Reports	
	Dashboard	

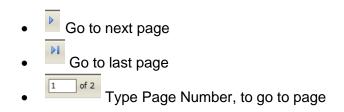
## **General Report Features**

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



#### Search

Year × Find | Next

- 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:
  - o CSV File
  - o PDF
  - o Excel
  - $\circ \quad \text{Word}$

#### **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 und	erstand what it does:
	Offense Density Report	
	The Offense Density report shows the geographic distribution of Offense by county. This report shows hotspots areas that may need extra resources.	
2	Click the name of the report to run it:	
	Offense Density	
3	Enter the required criterion.	

	NIBRS	Offense Density Rep	ort						<b>^</b>
		<b>Year:</b> 2019		Ŧ	Offense:	All 🗙			
							K Return	🖹 Generate I	Report
	Offense:	All Group A Offenses Violent Crimes							
		Crimes Against Persons Crimes Against Property Crimes Against Society Individual Offenses 09A - Murder and Nonneglin 09B - Negligent Manslaught 09C - Iustifiable Homicide		•					
4	E G	Generate Report merate Report port for your state	ate will generate		, here is t	the Offer	ise Dens	sity Repo	rt
	0	Offense: Group A Offenses		NIBRS Offense Density Rep Year: 2019	port				=
				Ogle Les Cook Reckland Lastle Will Kors Lvingston Euton Melian Man Danad Champaign Pile Sangamon Edgar Unak Mentgemer Cook Madison Lavenica St. Clair Warnis					0
	+ - County Adams Alexander Bond Boone Brown	Rate per 100,000 0 0 0 0 0 0 0		Randolph White Williamson Pope					*
5		he Chart Contex bad the report a					file form	at to	

=
=
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:

My Saved Queries				
ery Tool (Incident	Data Only)			
Group A	Incident •			
	Element	Operator	Value	+
v	ORI Number/Agency Nam 🔻	equal 🔻	Select one or more	
			<b>∢</b> Return	<b>Q</b> Search
	e <b>ry Tool (Incident I</b> Group A	ery Tool (Incident Data Only) Group A Incident  Element	ery Tool (Incident Data Only) Group A Incident Element Operator	Group A Incident   Element   ORI Number/Agency Nam     equal     Select one or more

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:

Search For Group /		Incident •		
iection		Element	Operator	Value +
Admin		ORI Number/Agency Nam *	equal •	Select one or more

- 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. <sup>1</sup>)

Search For	Group A	A Incident 🔻			
ection		Element	Operator	Value	+
Offense	Ŧ	Suspected of Using	equal 🔻	ALL X	Ŵ
Admin	v	ORI Number/Agency Nam 🔻	equal 🔻	ALL X	Ŵ
Victim	Ŧ	Victim connected to UCR ( 🔻	equal 🔻	ALL X	<u></u>

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.

Search For	Group A Inci	Group A Incident							
Section		Element			Operator		Value		+
Admin	٣	ORI Number	Agency Name	Ŧ	equal	Ŧ	Select one or more		
							K Retur	n 🖹 Save Query	Q Search
ORI			Agency Name				Incident Number		
IL1234500			OPTIMUM TEST AGENCY				TST332020		
IL1234500			OPTIMUM TEST AGENCY			TST332020616			
IL1234500			OPTIMUM TEST AGENCY			TEST3112020			
IL1234500			OPTIMUM TEST AGENCY			TEST3162020			
IL1234500			OPTIMUM TEST AGENCY			TST320202011			
IL1234500			OPTIMUM TEST AGENCY			335577991100			
IL1234500			OPTIMUM TEST AGENCY				TST2-GAYA3		
IL1234500			OPTIMUM TEST AGENCY				TST4-GAYA3		
			() () () () () () () () () () () () () (	age 1	of 2   > > 10				View 1 - 1

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:

Tia importa	1	Ad-hoc Queries My Second	Queres								
Data Certer				Aug.				_			
3 Messapo	~	Ad-hoc Query Tool ()	Ad-hoc Query Tool (Incident Data Only)								
Report Center	~	Search For	Group A In	cident.							
Reports	-	Section		Demand	0		Operator .	Value	+		
Dashooand		Admin		OET bis sector	er/Agency Name	1 1	equal		Salad one or more		
FAQ		( Contraction )			confirmed reasons		e dann				
		06 11/12/4500 11/12/4500 11/12/4500			Agency Name				Woldert Number		
					Agency Name OPTIMUSH TEST AGENCY OPTIMUSH TEST AGENCY OPTIMUSH TEST AGENCY				Widdent Number TIITII2000 75733000016 TIIST5112020		
		11.1254500			OFTIMUM TEST ADDICY OFTIMUM TEST ADDICY OFTIMUM TEST ADDICY OFTIMUM TEST ADDICY				78573162020		
		8,1234500							P3732000014		
		8,1252500							836877991100 1572-64948		
		8.1234500									
		4									
					Cecilit // Pap	1 102				View 1 - 10 pf 1	
									ADart	et Civ L Desenant Card	
									and the second se		

	А	В	С	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.

Search For	Group A	Incident •				
ection		Element	Operator	Value		+
Offense	v	Suspected of Using	equal	T ALL X		Î
Admin	Ŧ	ORI Number/Agency Nan 🔻	equal	T ALL X		Ē
Save Query					×	<b>1</b>
		ery Name: ared Type: Private III				Search
				🖺 Save	່ງ Cancel	ed to U
						nneglig

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.

Save Query	>	<
Query Name Shared Type		
	🖺 Save 🏾 🕄 Cancel	

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:

Ad-hoc Queries My Saved Q	ueries						
Ad-hoc Query saved succes	Ad-hoc Query saved successfully!						
My Saved Queries							
Query Name	Query Condition	Create Date	View	Edit	Delete		
Example	Suspected of Using equal 'All' AND ORI Number/Agency Name equal 'All' AND Victim connected to UC	04/20/2020	ø	6	đ		

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

	📥 Downlo	oad CSV	📥 Download	Excel		
	А		В		с	D
1	ORI	Age	ency Name	Incide	ent Number	ID5
2	IL1234500	OPTIMUN	I TEST AGENCY	TST33	2020	1
3	IL1234500	OPTIMUN	I TEST AGENCY	TST33	2020616	2
4	IL1234500	OPTIMUN	I TEST AGENCY	TEST3	112020	4
5	IL1234500	OPTIMUN	I TEST AGENCY	TEST3	162020	5
6	IL1234500	OPTIMUN	I TEST AGENCY	TST32	0202011	6
7	IL1234500	OPTIMUN	I TEST AGENCY	33557	7991100	12
8	IL1234500	OPTIMUN	I TEST AGENCY	TST2-0	GAYA3	13

# 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

Arrest Distribution Breakdo	wn Report					^
Arrest Date From:	01/01/2019	m	Arrest Date To:	08/29/2019	<b>m</b>	
Report By:	Agency	Ŧ	Agency:	ALL X		
Category:	Arrestee Age	Ŧ	By:	Arrestee Armed With	Ŧ	
Offense:	Group A Offenses 🗱		Age Category:	Age Category (Juvenile/Adult/Unknown)	Ψ.	
				📢 Return 📄 Ger	nerate Re	eport

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

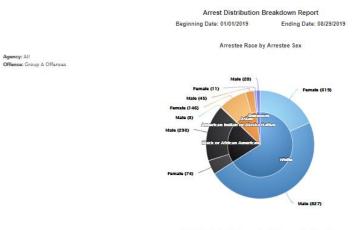
### • Age Category:

- 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 Da	ate From:	01/01/2019		<b></b>	Arrest Date To:	08/29/2019	<b>m</b>
R	Report By:	Agency		٣	Agency:	ALL M	
	Category:	Arrestee Ag	;e	Ψ.	By:	Arrestee Armed With	Ŧ
	Offense:	Group A Off	fenses 🗶		Age Category:	Age Category (Juvenile/Adult/Unknown)	v
	L						
						<b>≪</b> Return	🖹 Generate R
			Arrest	Distribution	Breakdown Report		
			Beginning Date: (		Ending Date: 08/29/2019		
			Arre	estee Age by Ar	restee Armed With		
<b>ancy:</b> All <b>fansa:</b> Group A Offenses	5						
				Unarmed (1)	Club/Blackjack/Brass Knuckles (6)		
			Unarmed (179)	Unarmed (1)	Firearm (type not stated) (8)		
			Lethal Cutting Instrument (8)		Handgun (208)		
					Lathal Cutting Instru	mant (84)	
					Other Firearm (1) Riffe (1)		
					Riffic (1)		
			Unarm	(1,504)	Riffic (1)		
			*Counts based on Arre	istee Age or Arreste	Riffic (1)		
Arrestee Age	Count		*Counts based on Arre	istee Age or Arreste	Arms (1)		
Arrestee Age Adult	Count	1,557	*Counts based on Arra based solely o	estee Age or Arreste on the number of o	Arms (1)		
-	Count	1,557	*Counts based on Arres based solely o	estee Age or Arreste on the number of o	Advance VVEb may not match counts: Phases or number of victims		
Adult	Count		*Counts based on Arre based solely of Arrestee Armed With Club/Blackjack/Brass Knuckles	estee Age or Arrest en the number of o	Anime (1) Rife (1) Ri		
Adult Juvenile	Count	182	*Counts based on Arre based solely o Arrestee Armed With Club/Blackjack/Brass Knuckles Firearm	estee Age or Arrest en the number of o	Anne (1) Ann		
Adult Juvenile Unknown	Count	182 1	*Counts based on Arre based solely o Arrestee Armed With Club/Blackjack/Brass Knuckles Firearm Handgun	estee Age or Arrest en the number of o	Anime (1) Rife (1) Ri		
Adult Juvenile Unknown	Count	182 1	*Counts based on Arre based solely of Arrestee Armed With Club/Blackjack/Brass Knuckles Firearm Handgun Lethal Cutting Instrument	estee Age or Arrest en the number of o	Anime (1) Rife (1) Ri		
Adult Juvenile Unknown	Count	182 1	*Counts based on Arre based solely of Arrestee Armed With Club/Blackjack/Brass Knuckles Firearm Handgun Lethal Cutting Instrument Other Firearm	Count	Anime (1) Rife (1) Ri		
Adult Juvenile Unknown	Count	182 1	*Counts based on Arre based solely of Arrestee Armed With Club/Blackjack/Brass Knuckles Firearm Handgun Lethal Cutting Instrument Other Firearm Rifle	Count	ns Armsd With may not match counts masses or number of victims		

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

### Arrestee Race by Arrestee Sex



\*Counts based on Arrestee Race or Arrestee Sax may not match coun based solely on the number of offenses or number of victims

Arrestee Race	Count	Arrestee Sex	Count
White	1,146	Female	550
Black or African American	367	Male	1,188
American Indian or Alaska Native	3	Total	1,738
Asian	191		
Unknown	31		
Total	1,738		

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### Arrestee Race by Arrestee Age

	Allest Distribut	ion Breakdown Report	
	Beginning Date: 01/01/2019	Ending Date: 0	08/29/2019
	Arrestee Ra	ace by Arrestee Age	
y: All na: Group A Offansas			
	Juvanila (8	0	
	Adult (28)		
	Adult (190)		
	Adult (8)	Territoria Anter Natifica	
	antile (84)		
Ad	ult (882)		
	Juvenile (189)	When	Adult (1,007)
	· Arrestee Age:	129	
	Juvanila (189)		
	*Counts based on Arrestee Race based solely on the number	or Arrustee Age may not match r of offlenses or number of victim	
	based solely on the number	r of offlansas or number of victim	5
Arrestee Race			
Arrestee Race White	based solely on the number	r of offlansas or number of victim	5
	Count	Arrestee Age	Count
White	Count 1,146	Arrestee Age Adult	* Count 1,555
White Black or African American	Count 1,146 367	Arrestee Age Adult Juvenile	• Count 1,555
White Black or African American American Indian or Alaska Native	Count 1,146 367 3	Arrestee Age Adult Juvenile Unknown	Count 1,555 182
White Black or African American American Indian or Alaska Native Asian	Count 1,146 367 3 191	Arrestee Age Adult Juvenile Unknown	Count 1,555 182

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

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

			Arrest Distribution	Breakdown Report
		Be	ginning Date: 01/01/2019	Ending Date: 08/29/2019
uncy: All			Arrestee Age b	by Arrestee Sex
ense: Group A Offenses				
			Male (1)	
			Female (66)	Female (834
Arrartae Arra	Count		*Counts based on Arrestee Age or A based solely on the number of c	
Arrestee Age	Count 1 ccc	Arrestee Sex	based solely on the number of a	
Adult	1,555	Arrestee Sex Female	Count 550	
		Arrestee Sex	based solely on the number of a	

### Arrestee Age by Arrestee Sex

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

### **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 Distribution Report					^
Arrest Date From:	06/01/2019	Arrest Date To:	05/31/2020	m	
Report By:	Agency 🗸	Agency:	IL1234500 - OPTIMUM TEST AGENCY #		
Offense:	All se	Distributed By:	Arrestee Age	~	
		Age Category:	FBI Specific Age Category (Juvenile/Adult/Unknown)	~	
			📢 Return	Generate Rep	ort

- 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.

Beginning Dat		stributio	inding Date: (			Page 1 of 2
gency: All ffense: Group A Offenses	A	rrestee Rad	e			
Offense	White	Black or African American	Aslan	Unknown	Total	
9A - Murder and Ionnegligent Manslaughter	2				2	
1A - Rape			63		63	
3A - Aggravated Assault	3				3	
3B - Simple Assault	4				4	
20 - Burglary/Breaking and intering	4				4	
3C - Shoplifting	1				1	
40 - Motor Vehicle Theft	1				1	
80 - Stolen Property Offenses	1			1	2	
5A - Drug/Narcotic Violations	6	2		1	9	
58 - Drug Equipment iolations	2				2	
otal	24	2	63	2	91	
<sup>00</sup>		Arrestee Race	Distribution			
Number of Arristee	63					
20-				2	24	

# 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:

Arrest Trends Report							^
Arrest Month-Year From:	May - 2019	Ê	Arrest Month-Year To:	May - 2020		<b>m</b>	
Report By:	Agency	*	Agency:	ALL X			
Offense:	Group A Offenses 🗶						
					📢 Return	🖹 Generate Re	port

- 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.



### **Crime Data Report**

### Description

The Crime Data report provides the option to generate different crime statistics yearly/halfyearly/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.

Crime Data Reports			∧	
Category:	Incidents	Subcategory:	Incidents, Offenses, Victims, and Known Offenders 🔻	
Period Type:	Yearly	Time Period:	2019 🗙 👻	
				í.

Categories and sub-categories:

- Incidents
  - o 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
  - o Crimes Against Persons Offenses, Offense Category
  - o Crimes Against Property Offenses, Offense Category
  - o Crimes Against Society Offenses, Offense Category
- Time of Day
  - o Crimes Against Persons Incidents, Offense Category
  - o Crimes Against Property Incidents, Offense Category
  - Crimes Against Society Incidents, Offense Category
- Type of Weapon/Force
  - o 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	<b>Time Period:</b> Actual month/day/year to month/day/year (i.e., 11/01/2019 – 11/30/2019)

Offense Category	Incidents*	Offenses	Victims <sup>2</sup>	Known Offenders'
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	8
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	508	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	28	28	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

A sample generated report is captured below:

<sup>1</sup>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. <sup>2</sup>The figures in the column for victims represent the number of victims associated with each offense type. <sup>3</sup>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.

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

🌲 Publish Report

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.

Publish Report				×
Effective Date:	11/07/2019	Expiry Date:	11/07/2020	
			🛓 Publish	Cancel

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

Publish Report									
Effective Date:	11/07/2019	Expiry Date:	11/07	/2020					•
			Nove	mber 2	020 •			4	•
			Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4	5	6	7
			8	9	10	11	12	13	14
			15	16	17	18	19	20	21
			22	23	24	25	26	27	28
			29	30	1	2	3	4	5

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

Crime Data Reports Published Reports			
✓ Message			
Report published successfully!			
Crime Data Reports			^
Category:	Incidents	Subcategory:	Incidents, Offenses, Victims, and Known Offenders by Offense Category
Period Type:	Yearly	Time Period:	2019 × *
			Return         Publish Report         Generate Report

### 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.

Hate Crime Incidents Re	eport					^
Incident Date From:	01/01/2019	<b>#</b>	Incident Date To:	08/30/2019		*
Report By:	Agency	Ŧ	Agency:	ALL #		
					📢 Return 📄 Ge	enerate Report

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 Ci			ents Report Ending Outer 08/30/201	19		04/ Pag	nted On: 23/2020 e 1 of 11		
Agency: All												
Agency	CRE	Incident#	Incident Date	Tere	Location	Offense	Bas Motivation	Victor See and Age	Injury Tape	Offender Sex and Age (Relationship Of Victors To Offender)	Weapon Force	
AZUSA POLICE DERWITMENT	CA2542500	2019-0000102	2019-01-20	1	-	354-incest	-	1. P - 22	E	2 M - 25 / Voom Was Friendi	+:-	
		2019-0000103	2010-01-21	1	•	(48-Human Traffoling moluntary Servicule	•	1.9 + 22 /	B-Apparent Brokent Somes	1. M - 28 (victor viae Friend)	+	
				2019-2000104	2018-01-00	. 1	-	COA-Murder and Nonregigent Menalaughter	÷	1.2+30	-	2 M - 25 (Mohi Mas Franci)
		2019-0000108	2016-01-20	. *	*	13A-Apprevated Asseut:	-	1.2-22	M-Apparent Minor Hury	2.3/-45 (victor vias Friend)	+	
		2010-0000106	2019-02-20	1	•	118-Bodomy	·	1.01-45	B-Apparent Broken Spres	2.F - 30 (states Vas Friend)	•	
		2016-0000107	2018-00-20	1	7	358-Baculory Pape	1	1. P - 17	1	2. M-25 (victorin vitas Friand)	T	
		2019-0000108	2016-52-20	. 1	-	098-Negigent Manalaugman	10-Arti-Black or African American	1.2-26	-	2 M - 25-(vicom View Prieroz)	*	
		2010-0000108	2018-02-20		*.	100-Simple Assault	1	1.2+41	M-Apparent Minur	2. M - 25 /s/dsm i/las Friendi	8	
		2010-0000110	2018-02-20	T	-	110-Serue Assault with an Object		1.14-25	B-Apparent Broken Bores	2. F - 25 (Justim Max Friend)	1	
		2019-0000111	2019-05-20	. *	+	13C-inimidation	15-Are-Multiple Rates Oroug	1.2-30	÷.	2. M - 25 (victim lifes Friend)	+]]	
		2010-0000112	2714-03-20		-	11D-Panding	+	1. M - 22	B-Apparent Broken Bones	2. F - 25 Statim Has Frandi	+	

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.

				^
/2020	Incident Date To:	04/05/2020	<b>#</b>	
су	Agency:	CA1234567 - OPTIMUM NIBRS AGENCY X		
		📢 Return 🗎	Generate R	leport
			y * Agency: CA1234567 - OPTIMUM NIBRS AGENCY *	y Agency: CA1234567 - OPTIMUM NIBRS AGENCY X

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)

14 4 1	of 1	Þ Þi			Find	Next 🛃 • (	9						 
	LEOKA Incidents Report Printed On: 05/06/2020 Beginning Date: 01/01/2019 Ending Date: 04/05/2020 Page 1 of 1												
Agency:	OPTIMUM N	IBRS AGEN	ICY										 _
Agency	Agency ORI Incident # Incident Time Location Offense Description Victim Sex Injury Type Offender Sex and Age Type Weepon Foce Involved Officer Centroption Officer Cen												

### **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:

14 4 1	of 1 🕨	Þ.	Fi	nd   Ne	xt 🔍 • 🤅						
			N	lurd	er Incide	ents Reno	rt		Printed On: 04/23/20	20	
Beginning Date: 01/01/2019         Ending Date: 12/31/2019         Page 1 of 1											
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		098-Negligent Manslaughter	1.2-35	30-Child Playing With Weapon	2. M - 25 (Victim Was Friend)		
BELL GARDENS POLICE	CA2342400	2019-0000204	2019-01-20	1		09A-Murder and Nonnegligent Manslaughter	1.3 - 30		2. M - 25 (Victim Was Friend)		
DEPARTMENT		2019-0000208	2019-02-20	1		098-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		098-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		098-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:**

14 4 1	of 1 🕨 🕅		Find 1		• 🚱						
			Mur	der In	cide	ents Repo	rt		Printed On:	04/23/2020	
		Begin	nning Date: 01	/01/2019		Ending Date	n 12/31/2019			Page 1 of 1	
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
Fresho 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)	
HURON POLICE DEPARTMENT		2019-0000408	2019-02-20	1		098-Negligent Manslaughter	1.2-35	30-Child Playing With Weapon	2. M - 25 (Victim Was Friend)		
	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		098-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		098-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		098-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.

NIBRS Offense Density Report								
<u>Y</u> ear:	2018	Ŧ	Offense:	Group A Offenses 🗙				
					<b>∢</b> Return	🗎 Generate F	Report	

- 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.

$\bigcirc$	Offense: Group A Offenses	NIBRS Offense Density Report Year: 2020	≡
+ -		Ja Davissa Oglie Las Cook Reck Island Kinon Licingston Eulton McLain Adams Manard Champaign Eulton Manard Eulton Clark Manarom Corrector Manarom Corrector Manarom Corrector Manarom Corrector Manarom St. Clair Warnie Randolph White Randolph White Randolph White Randolph Davis	o
County	Rate per 100,000		
Adams	D		
Alexander	0		
Bond	0		
Boone	D		
Brown	0		
Bureau	0		

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:	01/01/2019	<b>***</b>	Incident Date To:	08/30/2019	<b>**</b>
Report By:	Agency	۳	Agency:	ALL X	
Offense:	Group A Offenses 🗮		Distributed By:	Victim Age	Ŧ
			Age Category:	Age Category (Juvenile/Adult/Unknown)	Ŧ

- 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
  - o Offense Attempted/Completed
  - o Offense Cleared
  - Location Type
  - Hate Bias Groups
  - o Victim Age
  - o Victim Ethnicity
  - $\circ \quad \text{Victim Sex}$
  - o Victim Race
  - Victim Type
  - o Victim/Offender Relationship
  - o Offender Age
  - o Offender Ethnicity
  - Offender Sex
  - o 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:

c	ffense	Distri	oution	Report	Printed On: 09/04/2019
Beginning				Date: 08/30/2019	Page 1 of 2
		Victim	Age		
gency: All Offense: Group A Offenses					
Offense	Adult	Juvenile	Unknown	Total	
9A - Murder and Nonnegligent Ianslaughter	5	1	1	7	
9B - Negligent Manslaughter	2			2	
9C - Justifiable Homicide	1			1	
00 - Kidnapping/Abduction	19	2		21	
1A - Rape	224	12	1	237	
1B - Sodomy	25	3		28	
1C - Sexual Assault with an Object	7	10		17	
1D - Fondling	19	29		48	
20 - Robbery	99	5		104	
3A - Aggravated Assault	274	18	9	301	
3B - Simple Assault	1,113	103	13	1,229	
3C - Intimidation	448	12	9	469	
00 - Arson	14		1	15	
10 - Extortion/Blackmail	1			1	
20 - Burglary/Breaking and intering	362	6	5	373	
3A - Pocket-picking	53	1	1	55	
3B - Purse-snatching	4			4	
3C - Shoplifting	14		1	15	
3D - Theft From Building	37	3		40	
3E - Theft From Coin- )perated Machine or Device	1			1	
3F - Theft From Motor Vehicle	1,178	6	14	1,196	
3G - Theft From Motor /ehicle Parts/Accessories	68		1	69	
3H - All Other Larceny	790	9	14	813	
40 - Motor Vehicle Theft	210		3	213	
50 - Counterfeiting/Forgery	44		7	51	
6A - False Pretense/Swindle/Confidence Same	168	1	6	175	
3B - Credit Card/Automatic eller Machine Fraud	209	3	9	221	
BC - Impersonation	81	2	2	85	
BF - Identity Theft	2			2	
80 - Stolen Property Offenses	24			24	
90 - estruction/Damage/Vandalism	559	7	9	575	
Property 3A - Incest		1		1	
3B - Statutory Rape		4		4	
4A - Human Trafficking, ommercial Sex Acts	2			2	
ommercial dex Auto					

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:

Offense Distribution	n Breakdown Report						^
Incident Date From:	01/01/2019	Ê	Incident Date To:	08/30/2019		<b>**</b>	
Report By:	Agency	Ŧ	Agency:	ALL 💥			
Category:	Time of Day	۳	By:	Day of Week		Ŧ	
Offense:	Group A Offenses 🗮						
					📢 Return 📄 G	ienerate Re	eport
	Offense Di	istril	oution Breakdown Report				≡
	Beginning Date: 01/0	1/201	9 Ending Date: 08/30	0/2019			
	roup A Offenses ices to view breakdown		Day by Day of Week				
	11 PM (354) 10 PM (401) 9 PM (402) 8 PM (446) 7 PM (427) 5 PM (427) 5 PM (480) 4 PM (459) 3 PM (423)			I. (182) AM. (122) 5 AM. (128) 7 AM. (166) 8 AM. (276) 9 AM. (276) 9 AM. (278) 0 AM. (202) M. (299) 465)			

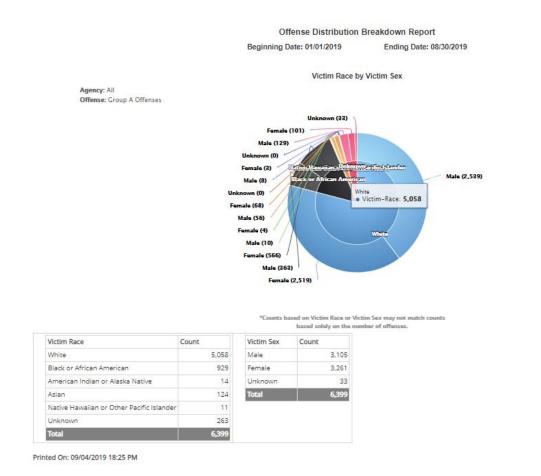
Lounts based on Time of Day or Day of Week may not match count based solely on the number of offenses or number of victims.

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

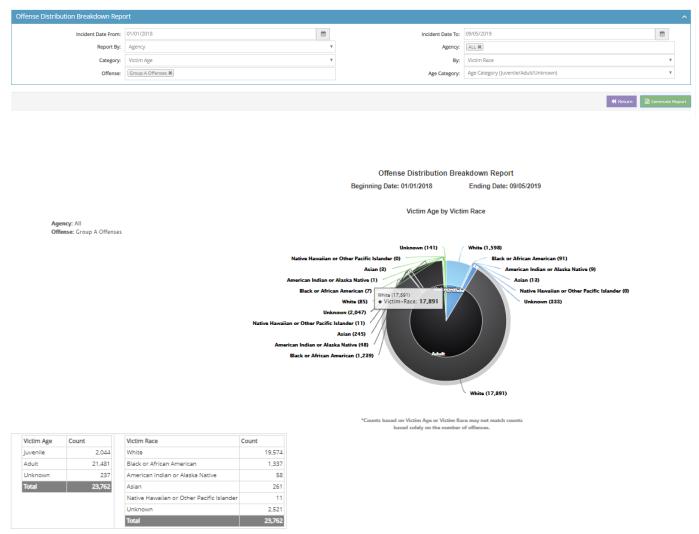
Note: The screenshot above was generated using test data and may not reflect actual results.

### Victim Race by Victim Sex

Offense Distribution Bro	eakdown Report						^
Incident Date From:	01/01/2019	<b>#</b>	Incident Date To:	08/30/2019		1	)
Report By:	Agency		Agency:	ALL 🗶			
Category:	Victim Race	Ŧ	By:	Victim Sex		v	
Offense:	Group A Offenses 🕷						
					📢 Return	Generate	Report



### Victim Age by Victim Race



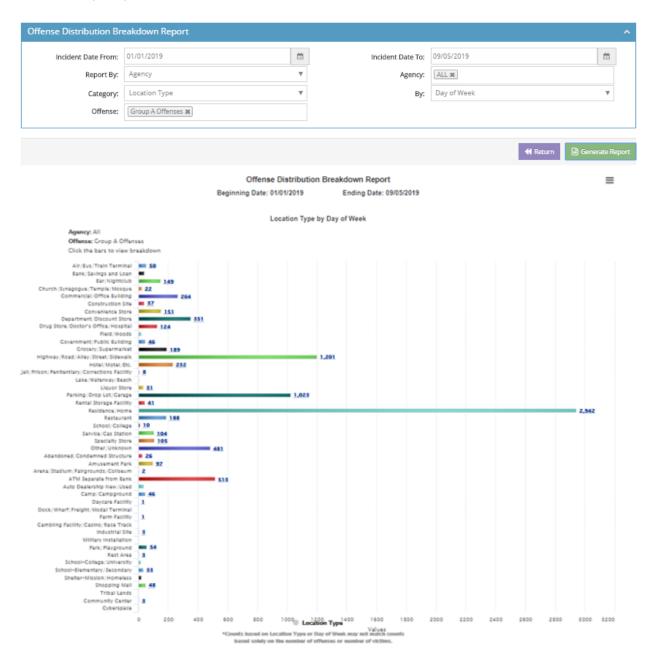
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### Victim Race by Victim Ethnicity

In alidents Date Francisco 1954	01010		m	la di la Regione	11/11/2019	<b>m</b>
	/01/2019			Incident Date To:		
Report By: As	gency		Ψ.	Agency:	ALL X	
Category: Vi	ictim Race		Ŧ	By:	Victim Ethnicity	
Offense:	Group A Offenses 🙀					
						📢 Return 📄 Generate
		Offense D	istribution Brea	akdown Report		
		Beginning Date: 01/	01/2019	Ending Date: 11/11/20	19	
		Viet	im Race by Victim	Ethnicity		
Agency: All		VICE	in nove of violan			
Offense: Group A Off	fenses					
	Not Hispanic or	or Latino (27) Latino (11) ported (9)		Hispani	c or Latino (2,187)	
	Hispanic Not Hispanic or Not Re Not Hispanic or Lat Not Hispanic or Lat Not Repc Not Hispanic or Lat Hispanic or	or Latino (27) Latino (11) portad (9) dino (128) dino (12) priad (11)			k or Latino (2,187)	
	Hispanic Not Hispanic or Not Re Not Hispanic or Lat Not Hispanic or Lat Not Repc Not Hispanic or Lat Hispanic or	or Latino (27) Latino (11) portad (9) inio (128) ortad (12) ortad (12) r Latino (12) r Latino (13) t Reported (69) Unknown (26) Not Hispanic or Latino ( *Counts based on Victit	2,356)	http://www.not.match.counts	k or Latino (2,187)	
	Hispanic Not Hispanic or Not Re Not Hispanic or La Not Hispanic or La Not Hispanic or Not Hispanic or Not Hispanic or Not	or Latino (27) Latino (11) portad (9) dino (128) dino (128) tritad (11) or (1277) r Latino (18) t Raportad (69) Unknown (26) Not Hispanic or Latino ( *Counts based on Victin based of Victim Ethnicity	2,563) m Race or Victim Ebin abily on the number of Count	http://www.not.match.counts	k or Latino (2,187)	
Victim Race White	Hispanic Not Hispanic or Not Re Not Hispanic or La Not Hispanic or La Not Hispanic or La Hispanic or Not Source Statement	or Latino (27) Latino (11) portad (9) latino (128) sortad (12) r Latino (12) r Latino (12) t Reported (69) Unknown (26) Not Hispanic or Latino ( *Counts based on Victh based s Victim Ethnicity Hispanic or Latino	2,565) m Race or Victim Ethn abay on the number of Count 2,233	http://www.not.match.counts	k or Latino (2,187)	
White Black or African American	Hispanic Not Hispanic or Not Re Not Hispanic or La Not Hispanic or La Not Hispanic or La Hispanic or Not Source Source So	or Latino (27) Latino (11) portad (9) int (12) portad (12) r Latino (12) r Latino (13) t Reported (59) Unknown (26) Not Hispanic or Latino ( Victim Ethnicity Hispanic or Latino Not Hispanic or Latino	2,365) m Race or Victim Ethn analy on the number of Count 2,233 2,4,538	http://www.not.match.counts	k or Latino (2,187)	
White	Hispanic Not Hispanic or Lat Not Hispanic or Lat Not Hispanic or Lat Not Hispanic or Lat Hispanic or Lat Hispanic or Lat Solution of Lat Hispanic or Lat Hispanic or Lat Jasonic or Lat Hispanic or Lat Hispanic or Lat Jasonic or Lat Hispanic or Lat Hispani	or Latino (27) Latino (11) portad (9) and (128) sortad (11) r Latino (12) r Latino (12) r Latino (13) Reported (59) Unknown (26) Not Hispanic or Latino ( Victim Ethnicity Hispanic or Latino Not Hispanic or Latino Not Hispanic or Latino	2,365) m Race or Victim Ethnootaly on the number of Count 2,233 2,4,538 110	http://www.not.match.counts	k or Latino (2,187)	
White Black or African American	Hispanic Not Hispanic or Not Re Not Hispanic or La Not Hispanic or La Not Hispanic or La Hispanic or Not Source Source So	or Latino (27) Latino (11) portad (9) int (12) portad (12) r Latino (12) r Latino (13) t Reported (59) Unknown (26) Not Hispanic or Latino ( Victim Ethnicity Hispanic or Latino Not Hispanic or Latino	2,365) m Race or Victim Ethn analy on the number of Count 2,233 2,4,538	http://www.not.match.counts	k or Latino (2,187)	
White Black or African American American Indian or Alaska Nati	Hispanic Not Hispanic or La Not Hispanic or La Not Hispanic or La Not Hispanic or La Not Hispanic or Lat Hispanic or Not Hispanic or Hispanic	or Latino (27) Latino (11) portad (9) and (128) sortad (11) r Latino (12) r Latino (12) r Latino (13) Reported (59) Unknown (26) Not Hispanic or Latino ( Victim Ethnicity Hispanic or Latino Not Hispanic or Latino Not Hispanic or Latino	2,365) m Race or Victim Ethnootaly on the number of Count 2,233 2,4,538 110	http://www.not.match.counts	k or Latino (2,187)	
White Black or African American American Indian or Alaska Nati Asian	Hispanic Not Hispanic or La Not Hispanic or La Not Hispanic or La Not Hispanic or La Not Hispanic or La Hispanic or Not Solution Not Hispanic or Not Hispanic or Hispanic or Hispanic Hisp	or Latino (27) Latino (11) portad (9) trans (128) tatino (12) ortad (11) r Latino (18) Reported (69) Unknown (26) Not Hispanic or Latino ( *Counts based on Victit based s Victim Ethnicity Hispanic or Latino Not Hispanic or Latino	2,365) m Race or Victim Ethnootay on the number of Count 2,233 2,4,538 110 119	http://www.not.match.counts	k or Latino (2,187)	

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### 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

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### **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

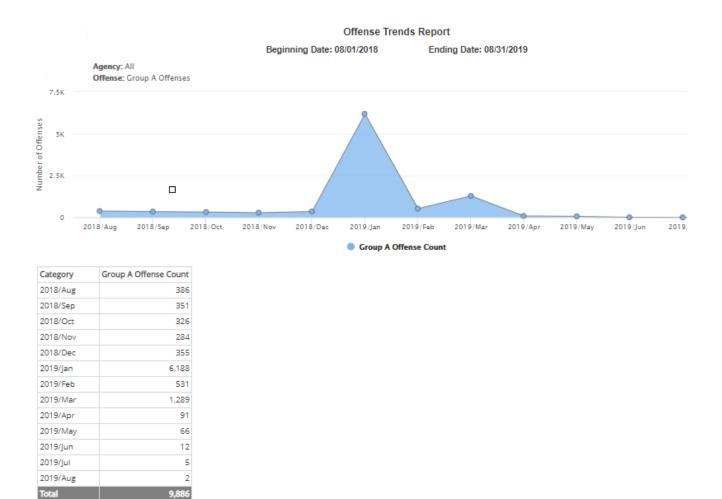
This analysis is useful to help forecast the volume of crime or analyze crime patterns.

Offense Trends Report					^
Incident Month-Year From:	Aug - 2018	<b>#</b>	Incident Month-Year To:	Aug - 2019	
Report By:	Agency		Agency:	ALL M	
Offense:	Group A Offenses 🕷				

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 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:

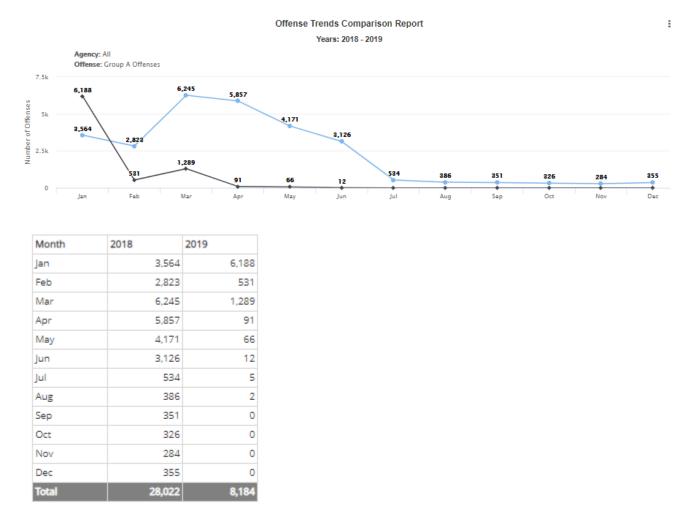
- the increase or reduction in crime
- the impact of any changes made to patrol patterns

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

Offense Trends Compa	arison Report			^
Years: Agency:	2018 - 2019 ¥	Report By: Offense:	Agency Group A Offenses 🗮	V
			•	Return 🖹 Generate 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.



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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:

YTD Comparison Repo	rt				^
Incident Month-Year: Agency:	Jul - 2019	Ê	Report By: Report Type:	Agency Offenses Known to Police	v v
				<b>∢</b> Return	🖹 Generate Report

- o 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.

Year to Date Col Beginning Date: 07/01/2019	-	n Repor	t	Printed On: (	04/06/202 Page 1 of					
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										
Embezziement, Total										
Extortion/Blackmail, Total										
Fraud Offenses, Total										
False Pretense/Swindle/Confidence Game										
Credit Card/Automatic Teller Machine Fraud										
Welfare Fraud										
Wre 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

Beginning Date: 08/01/2019

Ending Date: 08/31/2019

Page 1 of 2

#### **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	600.009
Arson, Total	16	5	0.01	57	-71.939
Assault Offenses, Total	1,999	628	1.14	5,056	-60.469
Aggravated Assault	301	134	0.17	875	-65.60%
Intimidation	469	48	0.27	586	-19.979
Simple Assault	1,229	448	0.70	3,595	-65.819
Bribery, Total					
Burglary/Breaking and Entering, Total	437	29	0.25	1,387	-68.499
Counterfeiting/Forgery, Total	73	6	0.04	349	-79.089
Destruction/Damage/Vandalism of Property, Total	732	68	0.42	2,397	-69.469
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	-97.109
Extortion/Blackmail, Total	1			28	-98.439
Fraud Offenses, Total	537	32	0.31	1,846	-70.919
False Pretense/Swindle/Confidence Game	232	27	0.13	684	-66.089
Credit Card/Automatic Teller Machine Fraud	217	3	0.12	605	-64.139
Welfare Fraud				2	-100.009
Wire Fraud				122	-100.009
Hacking/Computer Invasion					
Identity Theft	2			22	-90.919
Impersonation	86	2	0.05	411	-79.089
Gambling Offenses, Total	1				
Betting/Wagering					
Operating/Promoting/Assisting Gambling	1				
Sports Tampering					
Gambling Equipment Violations					
Homicide Offenses, Total	9	5	0.01	13	-30.779
Murder and Nonnegligent Manslaughter	7	4		9	-22.22%
Negligent Manslaughter	2	1		4	-50.009
Human Trafficking, Total	2				
Human Trafficking, Commercial Sex Acts	2				
Human Trafficking, Involuntary Servitude					
Kidnapping/Abduction, Total	21	14	0.01	86	-75.589
Larceny/Theft Offenses, Total	2,860	312	1.63	6,307	-54.65%
Motor Vehicle Theft, Total	238	33	0.13	622	-62.069
Pornography/Obscene Material, Total	19	3	0.01	96	-80.219
Prostitution Offenses, Total	4			10	-60.009
Assisting or Promoting Prostitution				2	-100.009
Prostitution	4			8	-50.00%
Purchasing Prostitution					
Robbery, Total	93	21	0.05	54	72.229

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.

Veart	o Date Com	narison	Report		Printed On:	: 08/31/2019
Beginning Date:		-	Date: 08/31/2	019		Page 1 of :
Value of Stolen Pro	perty by Time	of Day - B	urglary Cla	ssification		
Agency: All Agency: Totals	Jan 2019 to /	Jug 2019	Last Year	to Date	Percent Cl	2000
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	28	\$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	\$8,485	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%	-85.75
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%	416.589
Grand Total	437	\$664,664	1.387	\$2,118,072	-68,49%	-68.629

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.

	Yea Beginning Date		e Compar	ison Repo		Printed Or	n: 08/31/201 Page 1 of
	Rep cy: All cy: Totals		2019 to Aug 20	vered Prope	·	st Year To Date	
Agen	Type of Property	Stolen	Recovered	Percent	Stolen	Recovered	Percent
				Recovered	540.000		Recovered
1	Aircraft	\$81	\$0	0.00%	\$10,000	\$0	
2	Aircraft Parts/Accessories	\$0	\$0	-	\$75	\$0	0.005
3	Alcohol	\$5,980	\$364	6.09%	\$4,588	\$797	17.379
4	Artistic Supplies/Accessories	\$172	\$0	0.00%	\$0	\$0	
5	Automobiles	\$518,231	\$308,825	59.59%	\$3,554,260	\$2,542,605	71.549
6	Bicycles	\$131,174	\$2,389	1.82%	\$280,111	\$61,727	22.049
7	Building Materials	\$7,077	\$0	0.00%	\$2,515	\$0	0.005
8	Buses	\$0	\$0	-	\$0	\$0	
9	Camping/Hunting/Fishing Equipment/Supplies	\$1,533	\$0	0.00%	\$5,602	\$40	0.715
10	Chemicals	\$18	\$18	100.00%	\$0	\$0	
11	Clothes/Furs	\$93,693	\$7,526	8.03%	\$135,998	\$21,843	16.065
12	Collections/Collectibles	\$13,251	\$0	0.00%	\$9,289	\$0	0.005
13	Computer Hardware/Software	\$272,279	\$710	0.26%	\$251,259	\$35,791	14.249
14	Consumable Goods	\$18,186	\$4,552	25.03%	\$104,475	\$6,887	6.595
15	Crops	\$0	\$0	-	\$0	\$0	
16	Drug/Narcotic Equipment	\$0	\$0	-	\$395	\$60	15.195
17	Drugs/Narcotics	\$1,749	\$0	0.00%	\$15,883	\$2,295	14.45%
18	Explosives	\$0	\$0	-	\$2	\$0	0.005
19	Farm Equipment	\$1,221	\$0	0.00%	\$40,820	\$0	0.005
20	Firearm Accessories	\$460	\$0	0.00%	\$882	\$2	0.235
21	Firearms	\$49,293	\$2,184	4.43%	\$301,482	\$33,708	11.185
22	Fuel	\$775	\$0	0.00%	\$162	\$0	0.005
23	Gambling Equipment	\$0	\$0	-	\$409	\$0	0.005
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	2.195
26	Jewelry/Precious Metals/Gems	\$283,007	\$13,321	4.71%	\$989,994	\$63,176	6.385
27	Law Enforcement Equipment	\$50	\$0	0.00%	\$0	\$0	
28	Lawn/Yard/Garden Equipment	\$19,030	\$0	0.00%	\$6,188	\$0	0.005
29	Livestock	\$0	\$0	-	\$2,318	\$0	0.005
30	Logging Equipment	\$0	\$0	-	\$0	\$0	
31	Medical/Medical Lab Equipment	\$991	\$0	0.00%	\$50	\$0	0.009
32	Merchandise	\$18,461	\$10,681	57.86%	\$456,343	\$103,497	22.685
33	Metals, Non-Precious	\$623	\$0	0.00%	\$4,700	\$0	0.005
34	Money	\$200,901,893	\$12,934	0.01%	\$3,330,904	\$70,843	2.135
35	Musical Instruments	\$5,418	\$0	0.00%	\$0	\$0	
36	Negotiable Instruments	\$69,362	\$0	0.00%	\$74,112	\$25,717	34.709
37	Office-type Equipment	\$57,997	\$54	0.09%	\$29,882	\$150	0.505
	Other	\$451,339	\$15.028	3.33%	\$1,650,548	\$264,215	16.015

#### 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

#### Year to Date Comparison Report

Analysis of Offense against Person, Property & Society

Printed On: 08/31/2019 Page 1 of 1

Beginning	Date:	08/01/2019	

Ending Date: 08/31/2019

\gency	: All

	Offense Description	Year	Jan	Feb	Mar	Apr	Мау	June	July	Aug	Sep	Oct	Nov	Dec	YTD	% Change
	Assault Offenses	2018	640	512	1,118	1,081	920	595	110	80	0	0	0	0	5,056	
	Assault Offenses	2019	1,407	136	449	4	1	1	0	1	0	0	0	0	1,999	-80.48
	Homicide Offenses	2018	2	1	4	5	1	0	0	0	0	0	0	0	13	
	Homicide Offenses	2019	3	0	2	2	1	1	0	1	0	0	0	0	10	-23.03
8		2018	0	0	0	0	0	0	0	0						
A	Human Trafficking	2019	2	0	0	0	0	0	0	0	0	0	0	0	2	
ľ		2018	11	6	22	26	15	5	1	0	0	0	0	0	86	
•	Kidnapping/Abduction	2019	10	5	6	0	0	0	0	0	0	0	0	0	21	-76.6
		2018	103	79	185	176	83	112	8	11	0	0	0	0	757	
	Sex Offenses	2019	100	100	37	52	34	з	4	0	0	0	0	0	330	-58.4
		2018	7	3	8	4	8	4	0	1	0	0	0	0	35	
	Sex Offenses, Non-Forcible	2019	4	1	0	0	0	0	0	0	0	0	0	0	5	-86.7
		2018	7	5	15	15	7	6	1	1	0	0	0	0	57	
	Arson	2019	13	1	0	2	0	0	0	0	0	0	0	0	16	-71.8
		2018	0	0	0	0	0	0	0	0						
	Bribery	2019	0	0	0	0	0	0	0	0						
		2018	193	149	310	318	209	170	16	22	0	0	0	0	1,387	
	Burglary/Breaking and Entering	2019	344	23	51	2	14	3	0	0	0	0	0	0	437	-83.4
		2018	59	48	52	93	47	42	5	3	0	0	0	0	349	
	Counterfeiting/Forgery	2019	56	2	15	0	0	0	0	0	0	0	0	0	73	-78.0
	Destruction/Damage/Vandalism	2018	335	202	593	505	380	284	55	43	0	0	0	0	2,397	
	of Property	2019	539	41	147	2	2	1	0	0	0	0	0	0	732	-89.4
		2018	8	7	18	22	6	7	0	1	0	0	0	0	69	
	Embezzlement	2019	0	0	2	0	0	0	0	0	0	0	0	0	2	-87.1
		2018	5	1	6	10	2	3	0	1	0	0	0	0	28	
	Extortion/Blackmail	2019	1	0	0	0	0	0	0	0	0	0	0	0	1	-88.4
		2018	259	244	490	364	276	186	16	11	0	0	0	0	1,846	
	Fraud Offenses	2019	461	22	53	1	0	0	0	0	0	0	0	0	537	-70.9
		2018	843	640	1,452	1,454	979	766	98	75	0	0	0	0	6,307	
	Larceny/Theft Offenses	2019	2,344	121	380	5	9	1	0	0	0	0	0	0	2,860	-54.8
		2018	110	61	102	138	114	66	23	8	0	0	0	0	622	
	Motor Vehicle Theft	2019	198	19	17	2	0	0	0	0	0	0	0	0	236	-82.0
		2018	9	6	4	- 11	11	11	0	2	0	0	0	0	54	
	Robbery	2019	80	2	10	1	0	0	0	0	0	0	0	0	93	72.2
		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

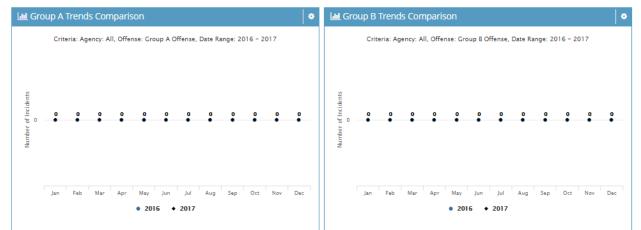
The Report Center (Crime) Dashboard, which is a sub module of the Report Center, presents users with an overview of:

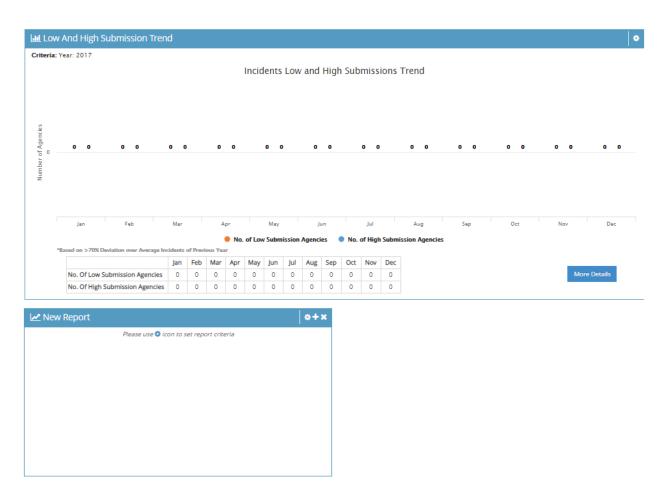
- Crime Rate per 1,000 Population: the number of crime offenses and the percentage of change in crime rate per County over a one-year period
- **Crime Count by Offense**: list of offense and number of incidents per offense type for two back-to-back years, and the percentage of change
- Crime Density 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.

Crime by County per	1,000 Pop	ulation			Crime Count by Offen	se				Crime Density by County for 2019	
County +	2018	2019	% Change		Offense	2018	2019	% Change		Ctrl/Shift + Click on map to select counties	
Adams	0	0		- *	Homicide	0	0		•	-	
Alexander	0	0		-	Kidnapping	0	0		-		
Bond	0	0		-	Sexual	0	0		-		
Boone	0	0		-	Robbery	0	0				
Brown	0	0		-	Assault	0	0		-		
Bureau	0	0		-	Arson	0	0		•		
Calhoun	0	0		-	Extortion	0	0		-	· + ·	
Carroll	0	0		-	Burglary	0	0		-		
Cass	0	0			Larceny	0	0		-	- <b>.</b>	





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.

Crime Rate per 1,000 Population											
Crime by County per	1,000 Pop	ulation									
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.

Crime Rate per 1,000 Population											
Crime by County per 1,000 Population											
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 🗸	-
•				•	

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	Offe	nse

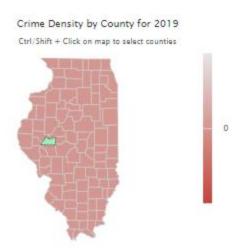
Offense	2016	2017	% Change	
MV Theft	2,196	696	-68.31 🔸	٠
Pornography	197	72	-63.45 🔶	
Prostitution	29	15	-48.28 🔸	
Robbery	221	64	-71.04 🕹	
Sexual	1,597	456	-71.45 🔶	
Sexual (Non-Forcible)	144	25	-82.64 🔸	
Stolen Property	562	147	-73.84 🔸	
Weapons	965	249	-74.20 🔸	Ŧ
•			•	

#### 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.)



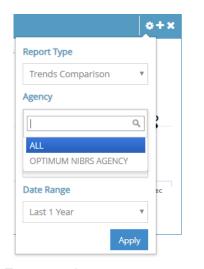
The bar above indicates the Crime Density Key, from 0 offenses to 10,000 offenses.

### **New Report**

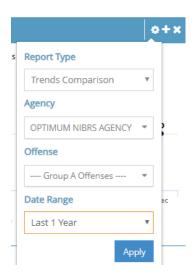
The user picks a **report type**, a particular **agency** (or all), an **offense or group of offenses**, and a **date range** (last 1 year up to last 5 years) to create a new report for analytical purposes.

Click the sprocket icon to start.

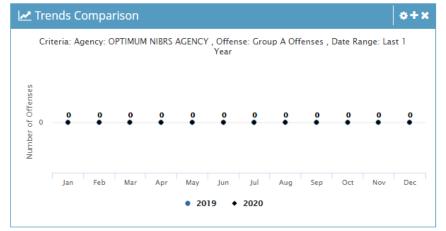
🛃 New Report		0+×
	Please use 🗣 icon to set report	
		Apply



			>+×
s	Report Type		
	Trends Comparison	٣	
	Agency		
	OPTIMUM NIBRS AGENCY	•	2
	Offense		
		Q.	t box
	Group A Offenses	-	9C
	Crimes Against Persons		
	Homicide Offenses		
1	Kidnapping/Abduction		-
I.	Sex Offenses		_
	Assault Offenses		
	Sex Offenses, Non- Forcible		
_	Human Trafficking		
	Crimes Against Property	-	Califo



### For example:



# **Chapter 10: Agency Admin**

## **Overview**

This chapter is applicable only to Agency Administrators

### Introduction

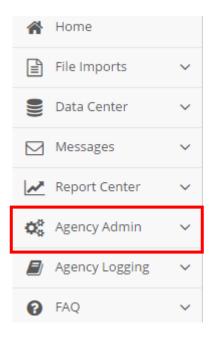
The Agency Admin section is for agency administrators to view and manage agency information, add users, assign roles, maintain NIBRS errors, upload resource documents, and more.

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



Modules These sub modules are available in the Agency Admin section:

🚱 Agency Admin 🗸 🗸
Agency
Consents
- News
Resources
Roles
- Users

# 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 Employee Statistics					
Year	🗘 Law Enforcement Officers	🔶 Civilian Employees	Law Enforcement Employees	\$ View	
2020	10	10	20	Ø	
<< < 1 > >> 0	So to page: 1 Y Row count: 10 Y			Showing 1-1 of 1	

## 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.

Home :: Agency Admin > Agency					
. Agency					<b>^</b>
Agency Name:	OPTIMUM NIBRS AGENCY				
ORI Number:	CA1234567				
Contact Name:	Justine Daniels	Street:	100 E. Main St.		
City:	Sacramento	State:	California	х -	
Zip:	95610	County:	Alameda County	х -	
Phone:	555-555-5555	Fax:	555-555-5555		
Phone Extn:	1234				
<u>E</u> mail:	jdaniels@otech.com				
Chief Name:	Paul Montgomery	Chief <u>E</u> mail:	jmontgomery@otech.com		
			🖹 Sa	ave Agenc	y

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:

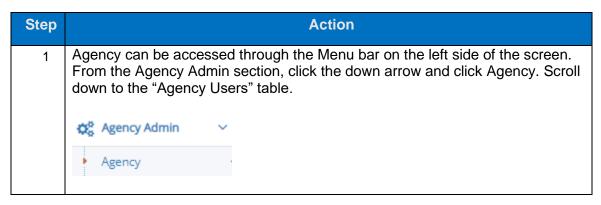
😁 Agency Users					<b>^</b>
Login	🔶 🛛 First Name	🔶 Last Name	🔶 Email	Delete	e View
Renae_User	Renae	Gross	renae.gross@otech.com	<b></b>	Ð
Shelley_Trainer	Shelley	Trainer	shelley@otech.com	1	Ð
<< < 1 > >> Go to page:	I ▼ Row count: 10 ▼				
				÷ 1	New User

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.

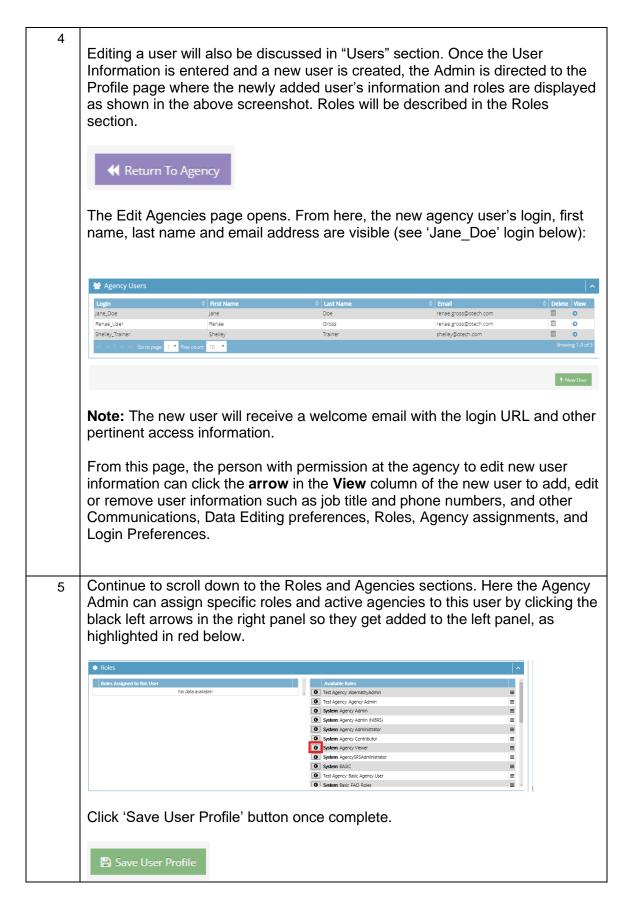
Procedure: View/Update Agency Users and Add New User

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.



	嶜 Agency Users				<b>^</b>
	Login	🔶 First Name	🔶 Last Name	♦ Email	Delete View
	Renae_User	Renae	Gross	renae.gross@otech.com	i o
	Shelley_Trainer	Shelley	Trainer	shelley@otech.com	<b>I</b> 0
	<< < 1 > >> Go to page: 1	Row count: 10 Y			Showing 1-2 of 2
					🕈 New User
					/ new osci
2	• •	Jsers are listed at elow the Agency L		new user, click	
2	The 'New Lise	ar Information' na	no appoare. The	Agency Admin can	now add
3					
			and Email addre	ess for the new user.	Once done
	click 'Create	User'.			
	New User Information				~
		Login: Limit - 100 Characters	×	Agency: CA1234567-OPTIMUI	M NIBRS AGENCY
		First Name: Limit - 100 Characters	×	Last Name: Limit - 100 Characters	×
		Email: Limit - 200 Characters	×	Confirm Email: Limit - 200 Characters	×
				<b>≪</b> Return	To Agency 🕴 Initiate User
	'Jane_Doe'. 1	The Agency admir email address wa	n added the first	Agency: CA1234567-OPTIMUM	d email
		First Name: John		Last Name: Doe	
		Email: johndoe@gmail.com		Confirm Email: johndoe@gmail.com	4
				4 Return 1	To Agency 🕴 Initiate User
	Click 'Initiate	User' button.			
	🕈 Initiate Us	er			
	The New Use	er Information app	ears:		

	Login: Jane_Doe			Agency: CA1234567-OPTIMUM NIBRS /	AGENC
	First Name: Jane			Last Name: Doe	
	Email: renae.gross@otech.com				
* Roles					
View Roles Assigned to	to this User	Remove	Add Available Roles		
System: BASIC		0	v	No data available!	
				40	e
				K Return To Agency	Comple
NOW THE AY	ency Admin clicks		inpiete Osei	Setup button.	
Comple	te User Setup				
🗹 Comple	ete User Setup				
Comple 🗹	te User Setup				
		the Agen	ocy Admin r	occivos a confirmatio	מר
If everything	g is entered okay,	the Agen	icy Admin r	eceives a confirmatio	on
	g is entered okay,	the Agen	icy Admin r	eceives a confirmatio	on
If everything	g is entered okay,	the Agen	icy Admin r	eceives a confirmatic	on
If everything the reposito	g is entered okay,	-	icy Admin r	eceives a confirmatio	on
If everything the reposito	g is entered okay, ory:	-	icy Admin r	eceives a confirmatio	on
If everything the reposito	g is entered okay, ory:	-	ncy Admin r	eceives a confirmatic	on
If everything the reposito	g is entered okay, Dry: d successfully. An email with Login Credentials is se	-	ncy Admin r		on
If everything the reposito	g is entered okay, Dry: d successfully. An email with Login Credentials is se	-	icy Admin r	Agency: CA1234567-OPTIMUM NIBRS AGENCY	on
If everything the reposito	g is entered okay, Dry: d successfully. An email with Login Credentials is se Login: Jane_Doe First Name: Jane	-	icy Admin r	Agency: CA1234567-OPTIMUM NIBRS AGENCY	on
If everything the reposito The user account is created New User Information	g is entered okay, bry: d successfully. An email with Login Credentials is se Login: Jane_Doe First Name: Jane Email: renae.gross@otech.com	-	acy Admin r	Agency: CA1234567-OPTIMUM NIBRS AGENCY Last Name: Doe	DON .



# 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.

<b>Q</b> Search Criteria						^
De	escription:					
F	rom Date:	mm/dd/yyyy		To Date:	mm/dd/yyyy	
P	Published:		٣	Active:	٣	
☞ Agency Consents					Q Sea	rch
Description		Active		Published	\$ View	
			N	io data available!		
Row count: 10 🔻						
					9 New Agency Cor	isent

### **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

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.
	🕸 Agency Admin 🗸
	Agency
	Consents
	··· News
	··· Resources
	Users
2	
L	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.
	Q Search Criteria
	Description     Limit - 100 Characters       From Date:     mm/dd/jyyy     To Date:     mm/dd/jyyy       Published:      Active:
	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.
	See Agency Consents
	Description   Active  Active  Published  View  Control page  From Court:  From Court: From Court:  From Court: From From Court: From Court: From From From From From From From From
	* New Agency Consent

**Procedure:** To search for or create a new consent:

🗹 Consent	ser with the permission can create a new consent.
	Description:     X       Active:     1000       Message:     +       / Formatis*     B       I     III       III     IIII
	werender un to transport P T BE 3K 28 BE 15 , 12 , 38 38 0, 19
	🕊 Return to Litz Agency Conserts 🛛 Create Consert
Fill ou	It the Consent Form:
•	Enter the Description (or title) of the consent.
	Description: New Consent to Enter Repository
•	Enter a message related to the consent.
	Description: New Consent to Enter Repository
	Active: (III)NO Message: ♠ ↔ Formats - B I 王 王 글 클 블 - 仨 - 逗 逗 ⊘ 国
	Please agree to the following consent to enter the repository.
•	Mark the consent Active or Not Active.
	Active: III NO
•	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:
	€ Agency Consents
	Description         ♦ Active         ♥ Published         ♥ View           New Consent to Enter Repository         Yes         ♥         ♥           Col to page 1         • Rev count         10         ●
	New Agency Consent
•	Click the small arrow to the right of the newly created consent to open, rev and/or edit.

	S Consent
	Description: Training Example
	Active: $(11)$ No Message: $\uparrow \phi$ Formats - <b>B I E E E E E E E E C E C C</b>
	Training Example
	🕊 Return to List Agency Consents Publish 🖹 Save Consent
	- Once complete click the 'Save Concent'
	Once complete, click the 'Save Consent'.
	🖺 Save Consent
	<ul> <li>Click 'Publish' once the message is ready to be published.</li> </ul>
	Publish
	(Or, click 'Poturn to Lict Agonov Concente' to go back to the list of concents
	(Or, click 'Return to List Agency Consents' to go back to the list of consents page.)
	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 consent has been published; you will no longer be able to edit it.
	𝗭 Consent ▲
	Description: Training Example
	Active: Training Example
	Image: Consent Section 2016         Publish         Publish         Save Consent
	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.

	Save Consent
6	If the consent is active, the user will see the consent upon entry into the repository:
	Image: Consent:Training Example
	Training Example Agree:
	O Dicagree 1 Agree
7	Click the 'Agree' toggle switch to 'Yes' to agree to the consent.
	Active: YES (III)
8	Then click the 'Agree' button to enter the repository.
	7 Agree
	(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.
	O Disagree

## 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.

<b>Q</b> Search Criteria			
Date From:	09/02/2019	Date To:	09/06/2019
Headline:	Software Update Planned This Weekend		
			Q Search
			_

### 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:

Step	Action
1	From the Portal's Agency Admin section, click the down arrow and News.
2	Enter Search criteria to search for Existing news in the below grid:
3	Click 'Search' to access news item.
4	Click 'New Agency News' to create a New News Item
5	The 'New Agency News' page appears below:

	Headline:	
	Headline: Start Date:	mm/dd/yyyy ¥ End Date: mm/dd/yyyy
	Message:	♠  Pormats - B I E E E E E E E E E E E E Ø E Ø E
		H Return to List Agency News
lew /	gency News:	
	• •	
٠	Enter conter	nt in the Headline field.
•	Select a Sta	art Date and End Date from the calendar control
	(mm/dd/yyy	v)
-		• •
•		nt in the Message field.
	New Agency News	
		Headline:         New CJIS Link articles available on the Internet           Start Date:         09/02/2019           End Date:         11/01/2019
		Start Date:     01/02/2019       Message:     ♠       Formats -     B       I     E       I     E       I     I
		New CJIS Link articles available on the Internet
		rear cas cas a duca analización de mented
		🍕 Resum to Liss Agency News 🖹 Create N
•	Click green	
•	Click green	Keturn to List Agency News     E Create N
•	Create News	f Return to Lat Agency News Create News' button.
•	Create News	Yourno Lud Agency News' button.      'Return to List Agency News' button.
•	Create News	Yourno Lud Agency News' button.      'Return to List Agency News' button.
•	Click purple	۲ کو در معد ک ۲ کو در معد ک ۲ Create News' button. ۲ Return to List Agency News' button.
	Click purple	(Create News' button.     (Return to List Agency News' button.      (Return to List Agency News' button.      (Treate News' button.      (Treate News' button.)      (Treate News' button.)
•	Click purple Return to List Age This returns The Start Da	I Return to List Agency News' button.      Return to List Agency News' button.      Try News     to the list of News messages.
	Click purple Click purple Return to List Age This returns The Start Da appear.	Create News' button.  Return to List Agency News' button.  to the list of News messages. ate, End Date and Headline of the message created
	Click purple Click purple Return to List Age This returns The Start Da appear.	(Create News' button.     (Return to List Agency News' button.      (Return to List Agency News' button.      (Treate News' button.      (Treate News' button.)      (Treate News' button.)

	For example:			
	New Agency News			^
	Headline:	New CJIS Link articles available on the I	nternet	
	Start Date:	09/02/2019	End Date:	11/01/2019
	Message:	♠		
		New CJIS Link articles available on the	Internet	
			*	Return to List Agency News 🖺 Create News
6	Check the repository	's Home Page fo	r the News item:	
	🖭 News		^	
	New CJIS Link articles available o	n the Internet		
	New CJIS Link articles available on the Internet	et		
	<b>K</b>	0	>	

# 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.

Name 🔶	File Name 🔶	Content Type		
System Resource	Test Resource.txt	text/plain		Ð
fghfgh	Test Resource.txt	text/plain	Ī	Ο
SRS	summary_reporting_technical_specification_version_1.0_05-25-2012.pdf	application/pdf		0
Video Test	test1.wmv	video/x-ms-wmv	Ī	Ο
Test	Specifications for Hate Crime Data Entry.png	image/png		Ο
Test	Hate Crime Direct Entry.png	image/png		Θ
Test	Two users same user name.PNG	image/png		Θ
Test Resource	123456789.jpg	image/jpeg	Ī	Ο
Cargo Theft Update	cargo-theft-update.pdf	application/pdf		Ο
A Word About UCR Data	A Word About UCR Data.docx	application/vnd.openxmlformats-officedocument.word		Θ
<< < 1 2 > >> Go to page: 1 🗸 Row count: 10	· · · · · · · · · · · · · · · · · · ·	Showing	1-10	of 1

### **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.
	😋 Agency Admin 🗸
	Agency
	Consents
	··· News
	Resources
	Roles
	Users
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.				
	< Agency Resources ∧				
	Name         File Name         Ø Content Type         Ø Delete         View           Test image         Hate Crime Direct Entry.ong         image/.ong         IIII         Ø				
	N-Dec Editant         NDDe:Editant20165142.2ml         Text/xml         Image: Control of the second secon				
	<< < 1 <>>> For to bob 5 < < where the second in the second in the second in the second				
	New Agency Resource				
	The Edit America Decourse continue on the Admin contradit the Decourse Title				
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.				
	Edit Agency Resource				
	Resource Title: Test Resource DP3 Description: Test Resource DP3				
	File Name: Avalon - Direct Deposit form.pdf				
	Display on Home Page: (1) 100 Content Type: application/pdf				
	Content Length: 100KB				
	Created By: Chintan Parmar Create Date: 2/24/2017 11:44 AM Updated By: Chintan Parmar Update Date: 2/24/2017 11:44 AM				
	Download File: Click to Download File				
	4 Return to List Agency Resources				
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.				
	Y New Agency Resource				
5	5 The Upload Resource page appears.				
	Upload Resource				
	Resource Title:				
	Description : X				
	Browse				
	File Name: File Size:				
	File Type:				
	✓ Return to List Agency Resources				
	1. Enter Resource Title and Description.				
	·				
	2. Click 'Browse' and upload the file.				
	<ol><li>The document gets added to the Resource page.</li></ol>				
	<ol><li>Click 'Return to List Agency Resources'.</li></ol>				
	This takes the user with permission to create Resources back to the data grid				
	where the new, uploaded document is listed				
	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.)

Q Search Criteria		~
<u>R</u> ole:		
		<b>Q</b> Search
* Roles		~
Description	Delete	View
Basic		Ð
ORI Admin		Ð
<< < 1 > >> Go to page: 1 V Row count: 10 V		Showing 1-2 of 2
		🕴 New Role

### Search Criteria:

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

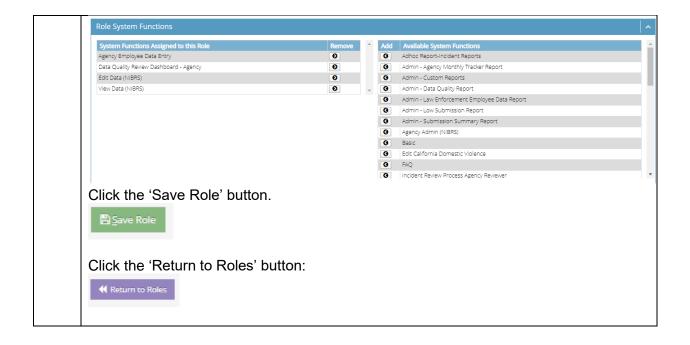
### Table Columns

• **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.

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.

**Procedure:** To create a new role or edit an existing 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.
	<ol><li>Click the green 'New Role' button at the bottom of the page to create a new role.</li></ol>
	* Roles
	Description     Delete     View       Agency Admin     Image: Company of the second
	* New Role
	∳ 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.
	* Role
	Bole: New Data Contributor
	H Return to Roles
	<b>外</b> <u>C</u> reate Role
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.
	Role System Functions     ^       System Functions Assigned to this Role     Remove     ^
	System Functions Assigned to this Role     Remove     Add     Add     Available System Functions       No data available!     ✓     ✓     Adhoc Reports-Incident Reports       Ø     Admin - Agency Monthly Tracker Report
	Admin - Custom Reports     Admin - Data Quality Report     Admin - Data Quality Report     Admin - Law Enforcement Employee Data Report
	Admin - Low Submission Report     Admin - Submission Summary Report
	Agency Admin (NBRS)     Agency Entry     Basic
	Data Quality Review Dashboard - Agency     Edit California Domestic Violence
	Now the system functions have been successfully added to the newly role created:



## **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.

<b>Q</b> Search Criteria					^
	Login:	Limit - 50 Characters	E	mail: Limit - 100 Characters	
	First Name:	Limit - 50 Characters	Last Na	ame: Limit - 50 Characters	
					earch
				Q. 2	Concin
🔮 My Users					
Login	\$ I	First Name	Last Name	Email 🔶	View
LeahUser					VICT
		.eah	Trainee	shelley@otech.com	O
	-	leah helley			
ShelleyUser	S		User	shelley@otech.com	Ο
ShelleyUser ShelleyStateAdmin	s	helley	User Schultz	shelley@otech.com shelley@otech.com	0 0
ShelleyUser ShelleyStateAdmin Jana.support1 Narmadha.support1	s S	helley ihelley	User Schultz Schultz Ssv	shelley@otech.com shelley@otech.com jana@otech.com	0 0 0
ShelleyUser ShelleyStateAdmin ana.support1	s S Ja n	helley ihelley anaa	User Schultz S Gsv J Gangadharan	shelley@otech.com shelley@otech.com jana@otech.com narmadha.gangadharan@otech.com	0 0 0 0
ShelleyUser ShelleyStateAdmin ana.support1 Narmadha.support1 Dptimum.Support6	s s ja r	helley ihelley anaa aarmadha	User Schultz Schultz Sangadharan Support 6	shelley@otech.com shelley@otech.com jana@otech.com narmadha.gangadharan@otech.com hema.lohia@otech.com	0 0 0 0
ShelleyUser ShelleyStateAdmin ana.support1 Varmadha.support1	s S Ji C C	helley ihelley anaa Jarmadha Optimum	User Schultz Schultz Say Sangadharan Support 6 Support 5	shelley@otech.com shelley@otech.com jana@otech.com narmadha.gangadharan@otech.com hema.lohia@otech.com deepu@otech.com	0 0 0 0 0
ShelleyUser ShelleyStateAdmin ana.support1 Narmadha.support1 Dptimum.Support6 Dptimum.Support5	s s ji c c c c c	helley ihelley anaa Jarmadha Optimum Optimum	User schultz solution solutita solutita solutita solutita solutita solutita solutita	shelley@otech.com shelley@otech.com narmadha.gangadharan@otech.com hema.lohia@otech.com deepu@otech.com prasanna.rajasekaran@otech.com	0 0 0 0 0 0 0

Table Columns

• Login: Login Name of the user

2 > >> Go to page: 1 🔻 Row count: 10 🔻

- 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 last name and click the '		section. Enter a login, or e	mail address, first or
	<b>Q</b> Search Criteria			<b>^</b>
	Login:	Limit - 50 Characters	Email:	Limit - 100 Characters
	First Name:	Limit - 50 Characters	Last Name:	Limit - 50 Characters
				Q Search

Login <ul> <li>First Name</li> <li>Lask Name</li> <li>Shelley StateAdmin</li> <li>Support 2</li> <li>Support 3</li> <li>Support 3</li> <li>Support 3</li> <li>Support 3</li> <li>Support 4</li> <li>Support 4</li></ul>	h.com m
ShelleyUser       shelley       User       shelley@otech.com         ShelleyStateAdmin       Shelley       schultz       shelley@otech.com         Janasupport1       Janaa       Gsv       jana@otech.com         Narmadha.support1       narmadha       Gangadharan       narmadha.gangadharan@otech.com         Optimum.Support6       Optimum       Support 6       hemalohia@otech.com         Optimum.Support5       Optimum       Support 5       deepu@otech.com         Optimum.Support3       Optimum       Support 4       prasana.rajasekaran@otech.com         Optimum.Support3       Optimum       Support 3       jagan devendiran@otech.com         Optimum.Support2       Optimum       Support 2       sukanya.ravichandran@otech.com         Optimum.Support2       Optimum       Support 2       sukanya.ravichandran@otech.com         Victimum.Support2       Optimum       Support 2       sukanya.ravichandran@otech.com         Victimum.Support2       Optimum       Support 2       sukanya.ravichandran@otech.com         Victimum.Support3       Optimum       Support 2       sukanya.ravichandran@otech.com         Victimum.Support2       Optimum       Support 3       jagan devendiran@otech.com         Victimum.Support3       Suport 4       prasana.rajasekaran<	h.com m h.com Showing
jana support1       jana       Gsv       jana@otech.com         Narmadha.support1       narmadha       Gargadharan       narmadha.gargadharan@otech.com         Optimum.Support6       Optimum       Support 6       hemalohia@otech.com         Optimum.Support5       Optimum       Support 5       deepu@otech.com         Optimum.Support4       Optimum       Support 4       prasana.rajasekaran@otech.com         Optimum.Support3       Optimum       Support 3       jagan.devendiran@otech.com         Optimum.Support2       Optimum       Support 2       sukanya ravichandran@otech.com         Optimum.Support2       Optimum       Support 2       sukanya ravichandran@otech.com         Optimum.Support2       Optimum       Support 2       sukanya ravichandran@otech.com         Visionum.Support2       Optimum       Support 2       sukanya ravichandran@otech.com         Visionum.Support2       Optimum       Support 2       sukanya ravichandran@otech.com         Visionum.Support3       Optimum       Support 2       sukanya ravichandran@otech.com         Visionum.Support3       Optimum       Support 2       sukanya ravichandran@otech.com         Visionum.Support3       My Users       Visionum       Support 2       Support 2         Iogin       If Irst N	h.com m h.com Showing
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Optimum Support4       Optimum       Support 4       prasana.rajasekaran@otech.com         Optimum Support3       Optimum       Support 3       jagan devendiran@otech.com         Optimum.Support2       Optimum       Support 2       sukanya.ravichandran@otech.com         Image: Support 2       Optimum       Support 2       sukanya.ravichandran@otech.com         Image: Support 2       Optimum       Support 2       sukanya.ravichandran@otech.com         Image: Support 2       Image: Support 2       sukanya.ravichandran@otech.com         Image: Support 3       Support 4       Image: Support 2         Image: Support 4       Optimum       Support 2       sukanya.ravichandran@otech.com         Image: Support 2       Image: Support 4       Image: Support 4       Image: Support 4         Image: Support 2       Image: Support 2       Image: Support 4       Image: Support 4         Image: Support 3       Image: Support 4       Image: Support 4       Image: Support 4         Image: Support 4       Image: Support 4       Image: Support 4       Image: Support 4         Image: Support 4       Image: Support 4       Image: Support 4       Image: Support 4         Image: Support 5       Image: Support 4       Image: Support 5       Image: Support 4         Image: Support 6 <td< td=""><td>m h.com Showing</td></td<>	m h.com Showing
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Optimum Support2       Optimum       Support 2       sukanya.ravichandran@otech.com         Image: Support 2       So to page: 1 T Row count: 10 T       Image: Support 2       sukanya.ravichandran@otech.com         For example, click the arrow for user 'LeahUser':       Image: Support 2       Image: Support 2       Image: Support 2         Image: Support 2       Image: Support 2       Image: Support 2       Image: Support 2       Image: Support 2         Image: Support 2       Image: Support 2       Image: Support 2       Image: Support 2       Image: Support 2         Image: Support 2       Image: Support 2       Image: Support 2       Image: Support 2       Image: Support 2         Image: Support 2       Image: Support 2       Image: Support 2       Image: Support 2       Image: Support 2         Image: Support 2       Image: Support 2       Image: Support 2       Image: Support 2       Image: Support 2         Image: Support 2       Image: Support 2       Image: Support 2       Image: Support 2       Image: Support 2         Image: Support 2       Image: Support 2       Image: Support 2       Image: Support 2       Image: Support 2         Image: Support 2       Image: Support 2       Image: Support 2       Image: Support 2       Image: Support 2         Image: Support 2       Image: Support 2       Image: Support 2 </td <td>h.com Showinį</td>	h.com Showinį
For example, click the arrow for user 'LeahUser': <sup>*</sup> My Users          Login <sup>†</sup> First Name            • Last Name	_
In the second	91
Login $\Leftrightarrow$ First Name $\Leftrightarrow$ Last Name $\diamondsuit$ Email	
Login: LeahUser First Name: Leah Leah	
Job Title Unit-200 Okazetins	
Job Tide: Inter 200 Cluracione Commente: New User	
Comments:         New User           Communication Preferences         Work Phone Number:         Ummi-12 Observers           Work Phone Number:         Ummi-12 Observers         Mobile Phone Number:         Ummi-12 Observers	
Comments:     New User       Communication Preferences     Mobile Phone Number:     Umit: 12 Channes       Work, Phone Number:     Imit: 12 Channes     Mobile Phone Number:     Umit: 12 Channes       Email:     shelley@otech.com     Communication     Communication	
Comments:     New User       Set Communication Preferences     Mobile Phone Number:     Immediate       Work Phone Number:     Immediate     Mobile Phone Number:     Immediate       Email     Inheling@otech.com     Immediate     Immediate       Email Alerts:     Immediate     Immediate     Immediate	
Commenses     New User       See Communication Preferences     Mobile Phone Number:     Image: 12 Ouncomm       Work Phone Number:     Image: 12 Ouncomm     Mobile Phone Number:     Image: 12 Ouncomm       Email:     shelley@otech.com     Email:     Email:     Email:       Commenses     Email:     Email:     Email:       Image: Im	
Comments:     New User       Set Communication Preferences     Mobile Phone Number:     Immediate       Work Phone Number:     Immediate     Mobile Phone Number:     Immediate       Email     Inheling@otech.com     Immediate     Immediate       Email Alerts:     Immediate     Immediate     Immediate	
Comments:       New User         Image: Communication Preferences       Mobile Phone Number:       Image: Communication Preferences         Image: Image: Image: Communication Preferences       Image: Communication Preferences       Image: Communication Preferences         Image: Communication Preferences       Image: Communication Preferences       Image: Communication Preferences         Image: Communication Preferences       Image: Communication Preferences       Image: Communication Preferences         Image: Communication Preferences       Image: Communication Preferences       Image: Communication Preferences         Image: Communication Preferences       Image: Communication Preferences       Image: Communication Preferences	
Communication Preferences         Work Phone Number:       Immit: 20 Densions         Brail:       Immit: 20 Densions	
Commenses       New User         Communication Preferences       Mobile Phone Number:         Work Phone Number:       Lime: 12 Decemens         Email:       thelley@otech.com         Email:       thelley@otech.com         Email:       thelley@otech.com         Email:       thelley@otech.com         Default Auto Save:       Email:         Default Auto Save:       Email:         Default Auto Save:       Email:         Default Display Errors:       Email:         Elogin Preferences       Email:	
Commentes:       New User         Image: Communication Preferences       Mobile Phone Number:       Image: Commenter:         Image: Commenter:       Image: Commenter:       Image: Commenter:         Image: Commenter:       Image:	
Commentes:       New User         Image: Communication Preferences       Mobile Phone Number:       Image: Commentes:         Image: Commentes:       Image: Commentes:       Image: Commentes:         Image: Commentes:       Image:	
Commentes: New User     Communication Preferences:     Work Phone Number:     Instit:	
Comments:       New User         Communication Preferences       Mobile Phone Number:         Brail:       pheling@otech.com         Brail:       pheling@otech.com         Email Auto: save:       Image: Imag	
Comments:       New User         Communication Preferences       Mobile Phone Number:         Brail:       pheling@ordech.com         Brail:       pheling@ordech.com         Email Auto: Save:       Image: Im	-
Comments: New User     Communication Preferences     Work Phone Number:     Initial:     thellegilegiledech.com     Email Messager:     Comments:     To Data Editing Preferences     Image:        Default Autor Save:        Default Autor Save:        Default Autor Save:        Default Autor Save:              Default Agency:                    Default Agency:   Caligency:   Default Agency:   Caligency:   Caligency:  <	=
Comments:       Net: User         Communication Preferences       Mobile Phone Number:         Enail Metric       Email Metric         Enail Metric       Email Metric         Communication Preferences       Email Metric         Default Autors Saw:       Email Metric         Last Deprint (Metric Autors Saw:       Email Metric         Metric       20/2020 6 50:119 PM       Number of Failed Login:: 0         Last Login:       20/2020 6 53:119 PM       Account Lodde: Comin         Imail Metric       Imail Metric       Imail Metric         Imail Metric       Ima	=
Comments       New User         Comments       Model Phone Number:         gradit       Index Section         gradit       Index Section         gradit       Index Section         Gradit Actor Section       Enail Messages:         Control Contro	=

	<ul> <li>Communication Preferences</li> <li>Data Editing Preferences</li> <li>Login Preferences</li> <li>Roles</li> <li>Agencies</li> </ul>
	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?



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.

	Agency System Journa	I					
	Event 🔶	Event Date/Time		Agency Name	First Name	🗧 Last Name	🔶 Vie
	System Configuration Parameter Change	4/6/2020 12:12 PM	Changes have been made to System Configuration Values	OPTIMUM NIBRS AGENCY	Renae	Gross	O
	Successful Login	4/6/2020 12:10 PM	User successfully logged in. LoginName:Renae_User	OPTIMUM NIBRS AGENCY	Renae	Gross	Ð
	Consent (Agency) Published	4/6/2020 11:43 AM	Consent (Agency) Training Example has been published.	OPTIMUM NIBRS AGENCY	Renae	Gross	O
	Consent (Agency) Published	4/6/2020 11:40 AM	Consent (Agency) New Consent to Enter Repository has been published.	OPTIMUM NIBRS AGENCY	Renae	Gross	O
	Access Denied	4/6/2020 11:31 AM	Access Denied - The User did not have the required permissions Page/View:Edit Agency Controller Name:Agency Action Name:EditAgency	OPTIMUM NIBRS AGENCY	Renae	Gross	Ð
	User Removed From Role	4/6/2020 11:30 AM	Role (BASIC ) RoleID(0) removed from user (Jane Doe) .	OPTIMUM NIBRS AGENCY	Jane	Doe	٥
	User added to Agency	4/6/2020 11:29 AM	New User(Jane_Doe) was created for Jane Doe	OPTIMUM NIBRS AGENCY	Renae	Gross	o
	Successful Login	4/6/2020 11:12 AM	User successfully logged in. LoginName:Renae_User	OPTIMUM NIBRS AGENCY	Renae	Gross	O
	Successful Login	4/6/2020 7:38 AM	User successfully logged in. LoginName:Renae_User	OPTIMUM NIBRS AGENCY	Renae	Gross	Ð
	Successful Login	4/4/2020 1:22 PM	User successfully logged in. LoginName:Renae_User	OPTIMUM NIBRS AGENCY	Renae	Gross	Ð
	<< < 1 2 > >> Go to pa					Shov	ving 1-10 o
Ι.	The following	page app	ears for viewir	ng purposes	:		
	System Journal						^
	System Journal ID:	4051					
	Agency Name:	OPTIMUN	I NIBRS AGENCY	Agency ID:	2		
	First Name:	Renae		Last Name:	Gross		
	Event Time:	4/6/2020	12:12:09 PM	Relevant Key ID:	15		
	Event Description:	System Co	onfiguration Parameter Change				
	Description:	Changes	nave been made to System Configu	iration Values			
						<b>€</b> Re	turn

# **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.

	Login:	Limit - 50 Character	75			
	First Name:	Limit - 50 Character	75	Last Nar	me: Limit - 50 Characters	
	Login Date (Start):	03/30/2020		Login Date (Er	nd): 04/06/2020	
						<b>Q</b> Search
2 Agency User S	essions					Q Search
	essions ♦ Last Na	me	IP Address	Login Date/Time	Last Access	
First Name		me	IP Address 199.114.216.123	Login Date/Time     4/6/2020 12:10 PM	Last Access 4/6/2020 12:14 PM	
First Name enae	🔶 🛛 Last Na	me				│ 🗷 │ ≑ Viev
First Name enae enae	🔶 Last Na Gross	me	199.114.216.123	4/6/2020 12:10 PM	4/6/2020 12:14 PM	∑ ♦ Viev •
First Name enae enae enae	Last Na Gross Gross	me	199.114.216.123 199.114.216.123	4/6/2020 12:10 PM 4/6/2020 11:12 AM	4/6/2020 12:14 PM 4/6/2020 11:51 AM	⊻
Agency User Si     First Name     tenae     tenae     tenae     tenae     tenae     tenae     tenae     tenae	Last Na Gross Gross Gross	me	199.114.216.123 199.114.216.123 199.114.216.123	4/6/2020 12:10 PM 4/6/2020 11:12 AM 4/6/2020 7:38 AM	4/6/2020 12:14 PM 4/6/2020 11:51 AM 4/6/2020 8:13 AM	↓ Viev O O O O

#### 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:

Login:	Limit - 50 Characters		
First Name	Limit - 50 Characters	Last Name:	Limit - 50 Characters
Login Date (Start):	03/30/2020	Login Date (End):	04/06/2020

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
	<ol><li>Login Date (Start): mm/dd/yyyy</li></ol>
	5. Login Date (End): mm/dd/yyyy
2	Click 'Search'.
	Q, Search

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

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	0
Renae	Gross	199.114.216.123	4/6/2020 11:12 AM	4/6/2020 11:51 AM	O
Renae	Gross	199.114.216.123	4/6/2020 7:38 AM	4/6/2020 8:13 AM	Θ
Renae	Gross	199.114.216.123	4/4/2020 1:22 PM	4/4/2020 4:05 PM	Ð
Renae	Gross	199.114.216.123	4/4/2020 1:14 PM	4/4/2020 1:21 PM	0
Renae	Gross	199.114.216.123	4/2/2020 2:20 PM	4/2/2020 2:45 PM	٢

- 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.

Step			Action			
1	-	e 'User Sessions' mo er Sessions' page is		-		
	Agency User Sessions     First Name     Oritran     Noc     Susarin     Aric     Cristan     Parm     Crista	ner 12.55100.114 eren 192.66.0142 e 192.66.0142 ner 21 ner	Login Date/Time     204/017 1023 AM     274/017 1023 AM     274/017 1018 AM     274/017 1014 AM     274/017 1014 AM     274/017 1018 AM     274/017 1008 AM     274/017 1008 AM     274/017 1008 AM     274/017 1008 AM     274/017 1938 AM     274/017 9A5 AM	Inst Access     2.04/2017 10:28 AM     2.24/2017 10:28 AM     2.24/2017 10:28 AM     2.24/2017 10:51 AM     2.24/2017 10:51 AM     2.24/2017 10:51 AM     2.24/2017 10:58 AM     2.24/2017 10:58 AM     2.24/2017 10:48 AM     2.24/2017 10:48 AM	D1         A           0         Vrow           0         0 <th></th>	
2	The 'View User's View User Session (Agence User Session User Session ID: Agency Name: First Name: Login Time: Browser: Browser Type: User Agent:	435 OPTIMUM NIBRS AGENCY Renae 4/6/2020 12:10 PM CHROME ChromeB0	IP: Last Name: Last Access: Browser Version: Browser Platform: AppleWebK07537.36 (KHTML, like Gecice) Chrom		sted below. 199.114.216.123 Gross 4/G/2020 12:15 PM 800 Windows 7	^
						<b>€</b> Return
		nt			© 12:10:25 PM	~

Procedure: How to View Agency User Sessions.

### 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.

View User Session (Agency)

User Session			^
User Session ID:	435		
Agency Name:	OPTIMUM NIBRS AGENCY	IP:	199.114.216.123
First Name:	Renae	Last Name:	Gross
Login Time:	4/6/2020 12:10 PM	Last Access:	4/6/2020 12:15 PM
Browser:	CHROME	Browser Version:	80.0
Browser Type:	Chrome80	Browser Platform:	Windows 7
User Agent:	Mozilla/5.0 (Windows NT 6.1; Win64; x64) AppleWebKit/537.36 (	KHTML, like Gecko) Chrome/80.0.3987.149 Safari/537.36	

📢 Return

- 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**

IntroductionFAQThe FAQ section is a quick, go-to help for Frequently Asked Questions<br/>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

Home :: FAQ > FAQ		
Frequently Asked Questions		
Search		<b>^</b>
Search: Enter Test to Search the FMQ		Q Search
Top 10 Questions		<b>▲</b>
What is offense 200(Arson)?		<b>~</b>
What is offense 13(Assault Offenses)?		<b> </b> ▼
What is offense 13A(Aggravated Assault)?		<b>▼</b>
What is offense 13B(Simple Assault)?		<b>▼</b>
What is offense 13C(Intimidation)?		<b>↓</b>
What is offense 510(Bribery)?		<b>▼</b>
What is offense 220(Burglary/Breaking and Entering)?		<b>▼</b>
What is offense 250(Counterfeiting/Forgery)?		<b>▼</b>
What is offense 290(Destruction/Damage/Vandalism of Property)?		↓
What is offense 35(Drug/Narcotic Offenses)?		<b>~</b>
Categories		^
	Cargo Theft - FBI Extracts - General - Offense Code - Reports - System Journal Events	

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.

Frequently Asked Questions		
Search		<b>^</b>
Search:	Enter Texts: New New York New York	Q Search

**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.
	<b>Q</b> Search

3	The Search results are updated in the grid below.		
	Search Results for:Reports	^	
	What are the Crime Density reports?	~	
	What are the Distribution Breakdown reports?	-	
	What are the Summary Reporting System reports?	<b>~</b>	
	What are the Anomaly Reports?	~	
	What are the Year-to-Date comparison reports?	<b>~</b>	
	What are the Crime Trend Analysis reports?	<b>~</b>	
	What are the Index Crimes reports?	<b>~</b>	
4	Click the arrow next to ask a question.		
5	The answer is displayed.		
	What are the Crime Density reports?		
	The Crime Density report shows the geographic distribution of crime by county. This report shows hotspots areas that me Keywords: Crime Density - Reports	ay nee	d extra resour

### Categories

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

Category:General	
Where can I update my account information?	~
Categories	^
General - Message Center - News - NIBRS Data Entry - NIBRS File Upload - Offense Code - Reports - System Codes	

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

Step	Action
1	Click one of the categories, for example, 'General':
	Categories
	General - Message Center - News -
2	User can see all questions related to category 'General'. Click the down arrow to open the section to view the answers.
	Category:General
	Where can I update my account information?
3	The answer is displayed
	Where can I update my account information? <ul> <li></li></ul>
	Account information can be updated by selecting the dropdown arrow next to your name in the top right corner and then selecting 'Profile'. Keywords: Account - Profile
	Account information can be updated by selecting the dropdown arrow next to your name in the top right corner and then selecting 'Profile'.