



**Division of Criminal  
Justice Services**

## Becoming a New York State Incident-Based Reporting Agency

### New York State Incident-Based Reporting (IBR) Reference Documents

This document provides law enforcement agencies in New York State with instructions on switching from the Uniform Crime Reporting Program to the Incident-Based Crime Reporting Program.

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New York State Division of Criminal Justice Services  
Office of Criminal Justice Records  
New York State Crime Reporting Program

## **Becoming a NIBRS Compliant New York State IBR Agency**

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Agencies interested in switching to NIBRS Compliant NYS Incident-Based Reporting (IBR) are required to complete a test period to ensure submitted data is accurate and adheres to NIBRS Compliant NYS IBR data specifications. Agencies that successfully transition to these standards will be considered compliant with the National Incident Based Reporting System (NIBRS).

Prior to beginning the test period, an agency must verify their Records Management System (RMS) meets the following requirements:

1. The RMS adheres to the current published [NIBRS Compliant NYS IBR Data Transmission Specifications](#).
2. The RMS includes the current published [NIBRS Compliant NYS IBR Edits](#).
3. The RMS utilizes the current published [NIBRS Compliant NYS IBR Data Elements and File Structure Specifications](#).
4. The RMS utilizes the current version of the [NYS Coded Law File](#) and updates are imported from the DCJS public website

The NYS Coded Law File is updated twice a year. Therefore, it is imperative that your agency or vendor can import the NYS Coded Law File to your RMS. Please subscribe to the [NYS Coded Law File Notification List](#) to receive update notifications.

Other important IBR reference documents can be found on the [DCJS IBR Reference Materials Page](#).

### **Test Process Requirements**

Prior to sending NIBRS test files, an agency must be current in submitting their Summary (UCR) or Legacy NYS IBR (Pre NIBRS-Compliant) crime reports to DCJS. During the test period, an agency must send a minimum of six consecutive monthly submission files. These submission files are considered test files until the completion of the test period.

**PLEASE NOTE: During the test period, agencies are still responsible for submitting crime data through Summary (UCR) or Legacy NYS IBR (Pre NIBRS-Compliant).** Agencies that fail to submit crime data will receive delinquent notifications from DCJS.

Test files are validated against system edits and reviewed for data completeness and quality. If DCJS identifies issues with the submitted data, (e.g., DCJS identifies errors that the agency's RMS does not identify), DCJS may require more than six months of test files from the agency.

NIBRS Compliant NYS IBR test files should be sent to [infonysibr@dcjs.ny.gov](mailto:infonysibr@dcjs.ny.gov) after the close of the report month. DCJS recommends sending the NIBRS submission soon after the close of

the report period to avoid confusion about whether corrections or updated data have been sent to DCJS. Your RMS is designed to stop updating a report month after the last day of the report period.

All NIBRS files should be submitted with a .txt file extension. Please include the report year, report month, and the agency name or ORI in the IBR submission file name (**Example: 2028.06.NY0110000.txt**).

## Transaction Reports

After DCJS staff process your test file, you will receive a Transaction Report summarizing the results of the processed file (see [Reading the NIBRS Compliant IBR Submission Transaction Report](#)).

The Transaction Report identifies any incident that does not pass NIBRS Compliant NYS IBR edit checks. Each rejected incident is associated with one or more edit code(s) and error message(s). The error message briefly explains why the incident failed to post. More detailed explanations of each error message are available in the [NIBRS Compliant NYS IBR Error Messages and Explanations](#) document.

## Correcting Errors

**Incidents which do not pass NYS IBR edit checks must be corrected and resubmitted in the next monthly IBR submission file.** Please note, corrected incidents are submitted to DCJS in the month in which the correction is entered in an agency's RMS. For example, if an agency corrects a June 2019 incident during the month of August 2019, the corrected June 2019 incident will not be submitted to DCJS until the agency submits its August 2019 NYS IBR file to DCJS. Failure to correct errors will delay completion of the test period.

Although all NIBRS Compliant NYS IBR Edit Checks should be programmed in the agency's RMS, DCJS sometimes identifies errors on the Transaction Report which were not identified by the Incident Review program within an agency's RMS. This occurs when an agency's RMS is not referencing the current version of the NYS Coded Law File or when an edit check is not programmed correctly.

DCJS assigns IBR codes to each law in the NYS Coded Law File based on the law descriptions similarity to NIBRS offense definitions. Many edit checks reference the IBR code listed in the NYS Coded Law File. If your RMS does not reference the most current version of the NYS Coded Law File, it may not be using the same IBR codes DCJS utilizes to validate NYS IBR files submitted through the IJ Portal.

**All errors, regardless of whether they are identified by RMS edit checks, must be corrected and resubmitted in the next month's IBR submission file.** When an agency notices the RMS edit check program does not identify errors which DCJS identifies on the transaction report, the agency's IBR contact person should verify this defect with the DCJS Crime Reporting Unit and report all defects to their RMS vendor as soon as possible. It is the RMS vendor's responsibility to update RMS edits to reflect current DCJS edits, and it is the agency's responsibility to notify the vendor of all edit defects.

Questions about edits should be submitted to [infonysibr@dcjs.ny.gov](mailto:infonysibr@dcjs.ny.gov). Please include the edit number, incident number, submission file and transaction report.

### **Completion of the Test Period**

After DCJS determines your agency has completed the test period, you will receive a confirmation email that states the test period has been completed, and the date you may submit the next monthly IBR submission. Your agency will be considered NIBRS compliant and DCJS will switch your agency's reporting status to NIBRS, enabling your agency to submit NIBRS Compliant NYS IBR files through the IJ Portal. The Annual Agency Personnel Report and monthly Use of Force report still need to be submitted separately through the IJ Portal.