



SAN JOSE POLICE DEPARTMENT

TRAINING BULLETIN

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata
Chief of Police

**SUBJECT: IMPLEMENTATION OF THE
NATIONAL INCIDENT-BASED
REPORTING SYSTEM (NIBRS)**

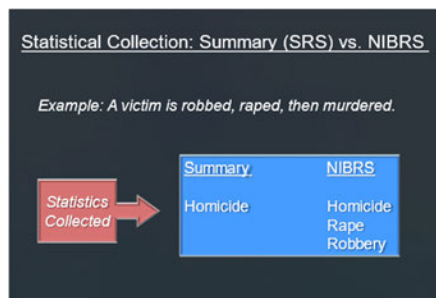
DATE: February 27, 2023

Bulletin #2023-011

Effective April 04, 2023, the Department will begin complying with Federal and State mandated reporting requirements by collecting and reporting statistical crime data through the National Incident-Based Reporting System (NIBRS) and California Incident Based Reporting System (CIBRS). As a result, the Department will no longer use the Summary Reporting System (SRS) that it has used to report crime since approximately 1960. NIBRS is a system for collecting crime data from across the country through the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) program. The system is an incident-based system used to provide law enforcement agencies, communities, citizens, researchers, and public leaders with data to make well informed decisions about crime.

The prior SRS system was traditionally broken down into two categories: violent crimes and property crimes. When a crime was committed, the crime would be classified into a violent crime or property crime which required additional information to be reported. The SRS used a hierarchy rule when classifying an incident with multiple offenses. This hierarchy rule limited the reporting classification to the most egregious offense and only collected data for the most egregious offense. This hierarchy rule ignored data for additional or secondary crimes or offenses.

By reporting through the NIBRS and CIBRS the Department will be able to accurately capture incidents involving multiple crimes. NIBRS is a more comprehensive system, collecting data on 46 Group-A offenses and 11 Group-B offenses. NIBRS offenses include many that SRS omitted, such as animal cruelty, extortion, and identity theft.



Side by side comparison of SRS vs NIBRS statistics

NIBRS will collect data on characteristics of incidents, not just the incident or arrest occurrence. NIBRS identifies when and where a crime takes place, what form it takes, and the characteristics of its victims and perpetrators. The Department's current records management system is already NIBRS compliant, however, activation of the full incident-based reporting component will need to occur.

By capturing crime statistics through NIBRS, crime statistics reported by the Department may appear inflated or higher than normal. This change in crime reporting will more accurately capture multiple crimes and improve crime measurement. The Department will be unable to compare historical crime trends until NIBRS data can be compared to itself after one year of data is collected.

WHAT IS AN INCIDENT?

It is important for Department members to better understand what an incident is in order to capture data more accurately. For the basis of NIBRS and CIBRS reporting, an incident is now considered the following:

An incident is one or more offenses committed by the same offender, or a group of offenders, acting in concert at the same time and place.

Acting in Concert:

Acting in Concert requires that all of the offenders actually commit or assist in the commission of all the crime(s) in an incident. The offenders must be aware of, and consent to, the commission of all of the offenses; or if non-consenting, their actions assist in the commission of all the offenses.

Example: Offender 1 and Offender 2 commit an armed robbery inside a liquor store and run outside with the stolen property. While outside the store, Offender 1 commits a carjacking in the parking lot, but Offender 2 keeps running from the scene and does not act in the commission of the carjacking.

In this example, because the two separate incidents are not committed by Offender 1 and Offender 2, then the two incidents must be reported separately. If both Offender 1 and Offender 2 had committed the carjacking, it would only be considered 1 incident due to the proximity of the original crime location.

Concept of Same Time and Same Place:

If crimes are continuous or have an unbroken time period at the same adjoining location, and committed by the same offenders, the crime would be considered a single incident.

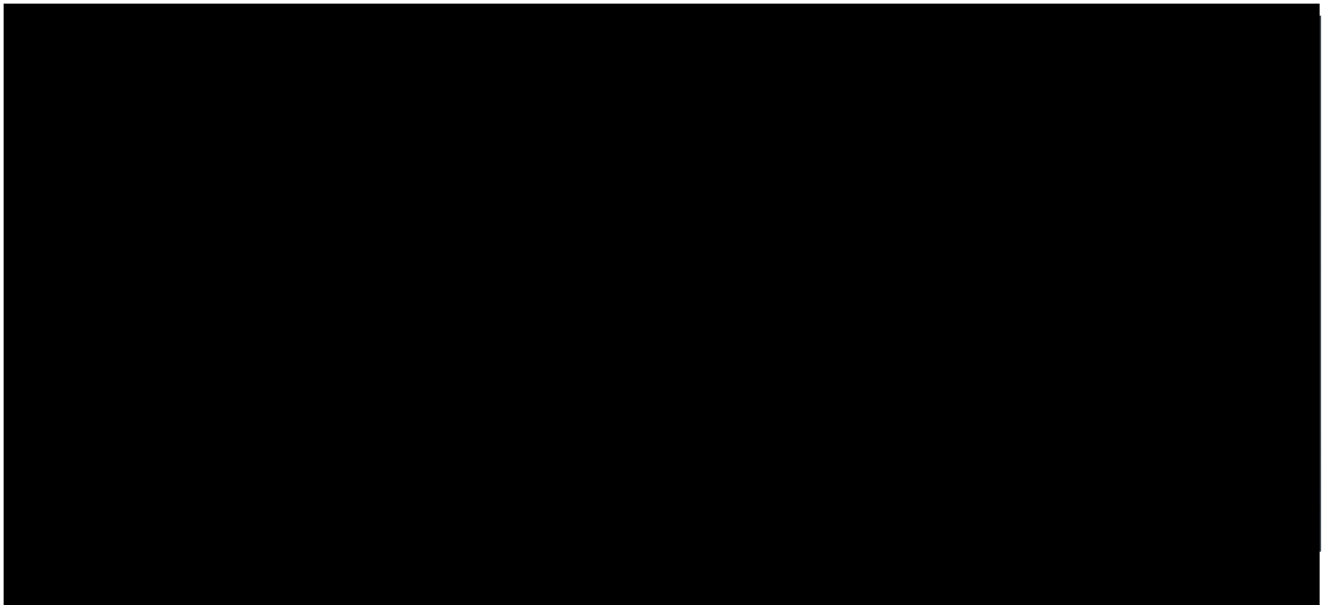
Example: Offender 1 and Offender 2 commit an armed robbery inside a liquor store and run outside with the stolen property. While outside the store, Offender 1 and Offender 2 immediately commit a carjacking and flee the parking lot with the victim's vehicle. While exiting the parking lot, Offender 1 and Offender 2 hit and kill a pedestrian.

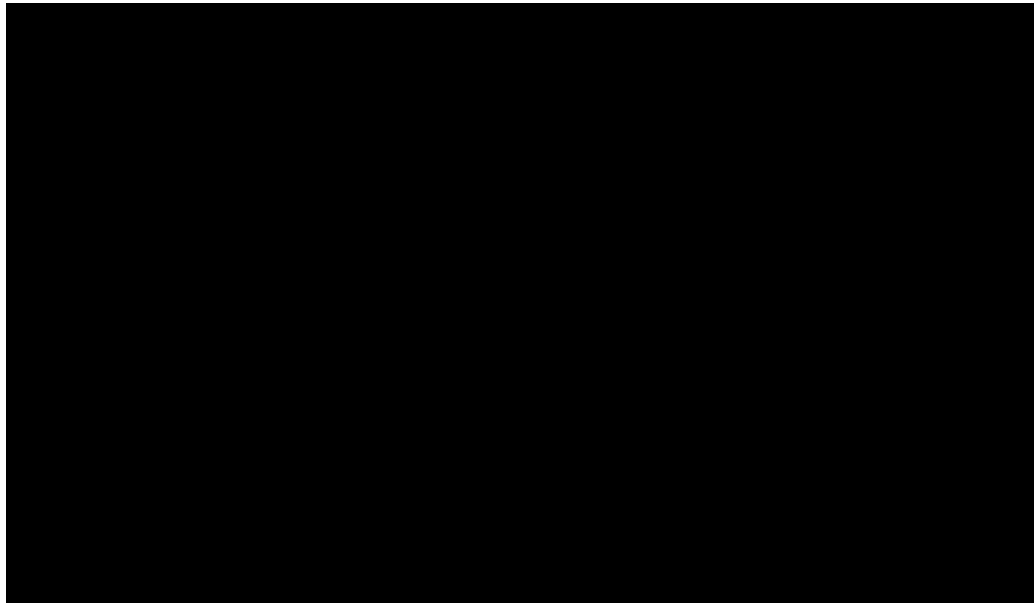
This example would be considered one incident due to the offenders committing the crime or offenses continuously at a time and location in close proximity.

It is important to understand that when crimes or offenses are broken into separate incidents, multiple GO Offense Reports will need to be generated. It is necessary for officers to document the separate incidents.

OFFENSE TABLE CHANGES

the Department member to select the most appropriate crime and will auto-populate the appropriate NIBRS code.





Screen shot of Offense Look Up [REDACTED]

AGGRAVATED VS. SIMPLE CLASSIFICATION

The new NIBRS/CIBRS system will require specified person crimes to be classified as “aggravated” vs “simple.” These terms are strictly for the purpose of NIBRS/CIBRS reporting and will not change the crime filed by the Santa Clara County District Attorney’s Office. Refer to the following example to better understand “aggravated” vs “simple.”

Person Crimes such as penal code §242 can be classified as aggravated or simple.

Aggravated	Simple
1. Serious bodily injury and/or, 2. Use of, or threatened use or display of, a weapon or, 3. Use of an item which is used, could have caused severe bodily injury	1. Unlawful attack by one person upon another 2. No weapon was used or displayed, and 3. The victim did not suffer an obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness

VALIDATION OF REPORTS

NIBRS and CIBRS requires law enforcement agencies to report statistics and minimize statistical errors in reporting. In order to be a certified agency and meet all statistical reporting requirements, the Department is expected to minimize its validation errors to less than four percent over a three consecutive month period. To improve and minimize the Department’s validation errors, the Department has worked with [REDACTED] to add hyperlinks when a validation error exists. The

hyperlink will allow officers to immediately locate and correct the validation error. [REDACTED]
[REDACTED] a color coded system to ensure that all validation errors are addressed and corrected.

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

All Department members and sergeants must ensure that a validation report is conducted before a report is approved and submitted to OSSD for report transcription. If a sergeant reviews a report that has a yellow or red band indicating validation errors, the sergeant is expected to reject the report and have the Department member correct the validation errors [REDACTED]
[REDACTED]

MANDATORY NIBRS/CIBRS REPORT WRITING TRAINING

To prepare users for these changes, the Systems Development Division will be conducting mandatory training beginning Monday, March 6, 2023, through Thursday, March 30, 2023. Training is expected to last approximately 30 minutes. Patrol teams (including community service officers assigned to those teams) will [REDACTED] to attend training on their pre-assigned day. All other units refer to schedule below.

[REDACTED]

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]

Beginning March 06, 2023, officers and community service officers should attend the pre-assigned training for the upcoming NIBRS/CIBRS implementation. [REDACTED]
[REDACTED]

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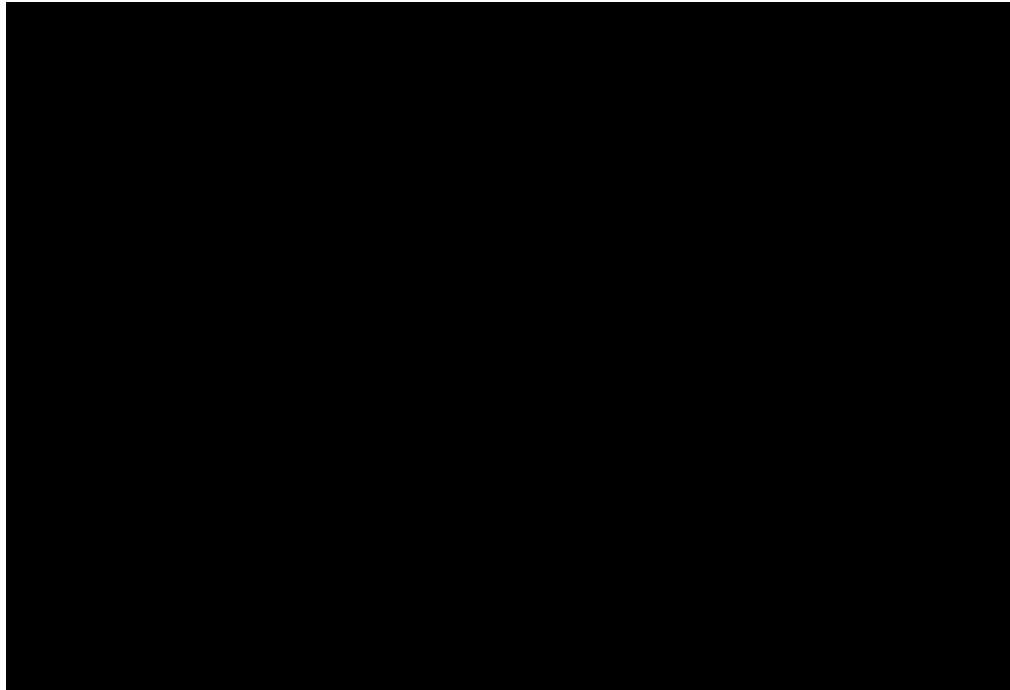
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Attachment 1: Screenshots of Color Coding of Validation Reports

Attachment 2: NIBRS / CIBRS Training Schedule

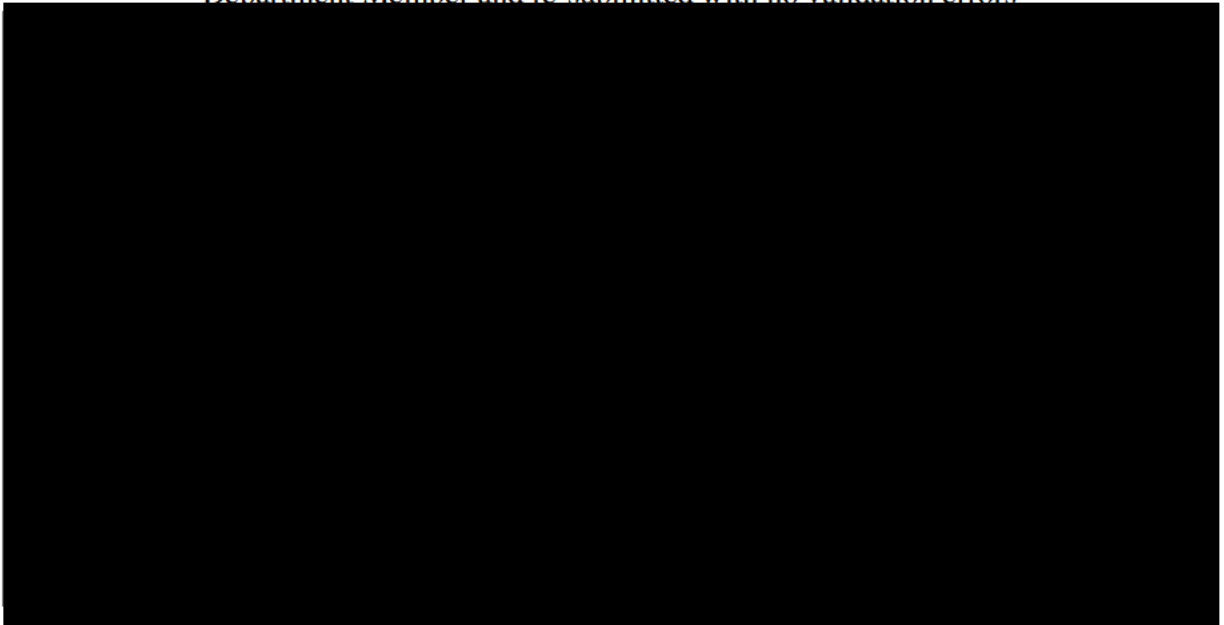
Attachment 1



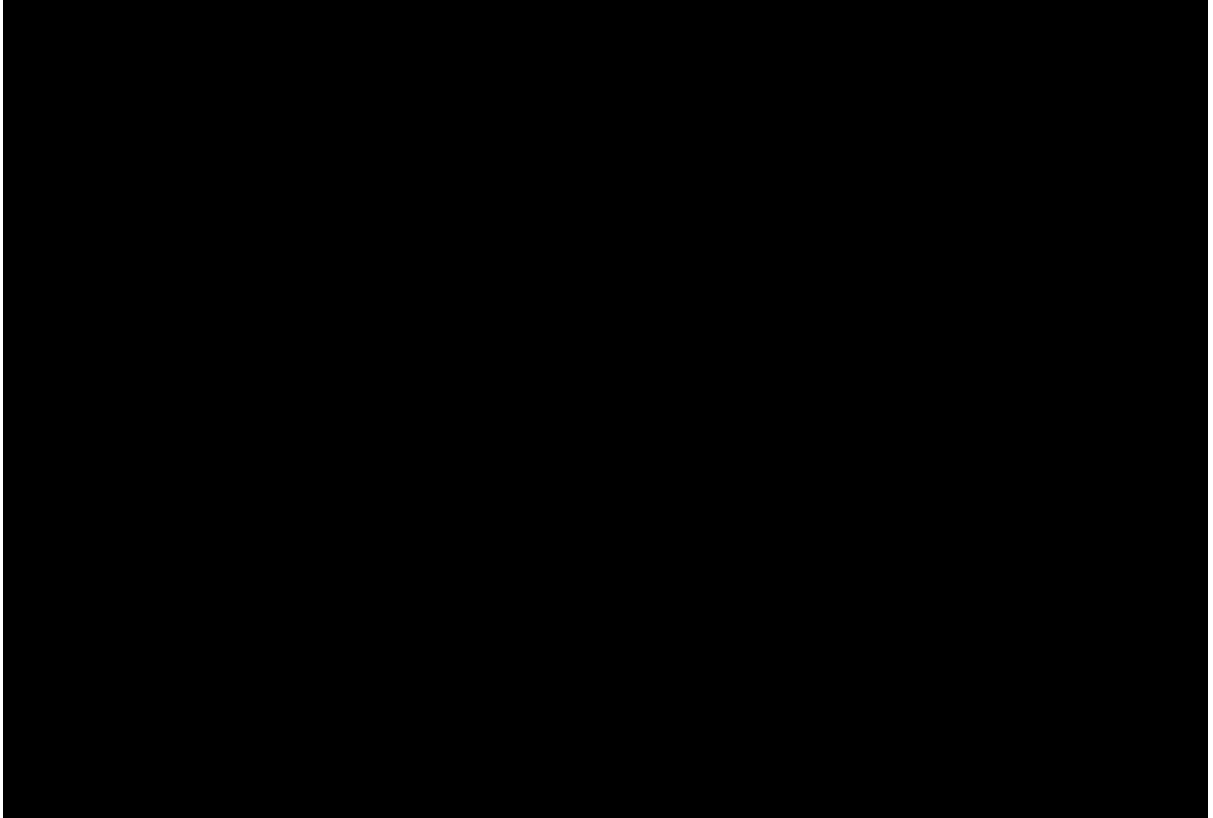
GO Offense Report with red indicates no validation report has been performed. A sergeant shall reject the report for a validation report to be performed by the officer and re-submitted with no validation errors.



GO Offense Report with yellow indicates a validation report has been performed but validation errors still exist. A sergeant shall reject the report for a validation report to be performed by the Department Member and re-submitted with no validation errors.



A GO Offense Report with green indicates that a validation report has been performed and successfully submitted with no validation errors. After reviewing the report for content related to the event, a sergeant can approve the report.



Screenshot of a validation error report prior to an officer making corrections.

Attachment 2

NIBRS/CIBRS REPORT WRITING TRAINING SCHEDULE

Date/Times:

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

Teams:

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
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[REDACTED]
 [REDACTED] DS)
 [REDACTED] [REDACTED]

DS)

Upt

Anthony Mata
Chief of Police

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