

# National Incident Based Reporting System: FEDERAL NIBRS RULES

## TABLE DESCRIPTION

The following table lists all the rules against which Case data is compared when a case is run through the NIBRS Data Check in DataTrak. If the case has any errors, the NIBRS Validation Error Log opens and displays the errors and their identifying information in the interactive scrolled list when you choose *NIBRS* on the Case window. Users may double-click the line representing an error in the Error Log, choose *Edit Case Data* from a pop-up menu, or choose the Edit Data button, and the system returns the user to the correct window, tab, and field as appropriate where the error occurred.

The Error Message table displays data by the following headers: Error Number, Origin, Type, NIBRS Rule, and Notes.

**Error Number.** Each Error Number is the FBI Number from pages 81-133 of NIBRS Volume 4: Error Message Manual on which the message is based, plus an identifier for LogiSYS errors.

**Origin.** The Origin column lists the place in the system where the error originated. If the origin was a case element record, as is usually the case, this identifies the specific element record by the Record ID column in the NIBRS Error Log. Sometimes the origin is listed as a specific window: error number 101-1 states “Case Clearance cannot be blank,” an error that involves a single field, so the Origin column lists the field’s location (“Case”). Sometimes an error originates from a combination of data, such as most Relations errors. For such intersection errors, the primary case element may be followed by another type of record in parentheses. For example, error number 390-1 states “Illogical Property Type for the related Offense.” It is listed by Property, which is identified by Record ID, and Offense appears in parentheses after it to indicate an alternate location for the error: “Property (Offense)”. Since this error could be listed by either the Offense Rec. ID or the Property Rec. ID, the Property is chosen as the most likely location of the error and it appears outside parentheses in the Origin column.

**Type.** The Type column indicates the type of error, which can be “DE” for Data Entry, “R” for Relations, “W” for Warning, or “S” for System. Errors with the System error type are handled by the DataTrak program and do not appear to the user. For all type except “S”, this value displays in the Error Type column on the NIBRS Error Log.

- Data Entry Errors occur when the record is missing data or the entered data is not allowed per NIBRS rules. For example, if you have not entered data in the Sex field for a Case Person record with the Involvement Type of “Victim,” the system displays a Data Entry Error message.

- Relation Errors are errors in case element record relationships. For example, if the case offense is a robbery and you have not created a relation between the Case Property record for what was stolen and the Offense record for the robbery, the system displays a Relation Error message. To meet NIBRS requirements, some case element records must be related to one another using the Relate To window.
- Warnings indicate there may be an error but the data does not break any rules. These errors help the user identify data to be double-checked. For example, any Estimated Loss Value over \$1,000,000 automatically generates a warning, because although it is possible that this is the correct amount, it is likely the user entered extra zeroes accidentally. You can select the Ignore Warning Messages check box and choose *Refresh* to determine whether any errors remain that cause failure. If there are only warning messages left for the case, the system displays the “Case passes NIBRS data check” message box.
- System Errors occur when data is entered above and beyond what NIBRS requires. The system allows the data to remain in the fields but reports these fields appropriately for NIBRS, such as reporting unnecessary fields as blank. They are listed in the table below for programming purposes. No message displays to the user.

**NIBRS Rule, Error Location, and Notes.** The NIBRS Rule is the rule that has been broken, based on the FBI documentation for NIBRS and how it correlates to DataTrak RMS. This text appears in the Message column of the NIBRS Error Log.

The NIBRS Error Log takes the user to the location of the data that needs correction when the user double-clicks an error. If there is only one field named in the error, the system returns the user to the window where the field appears and the cursor rests in the field. If there are two or more fields named in an error, the cursor rests in the field which appears first in the TAB order. For example, error number 156-1 states “When the Case Clearance value is an exceptional clearance, the Clearance Date is required.” The cursor appears in the Case Clearance field, because it is first in the TAB order before Clearance Date. This applies to fields that are on different tabs on the same window; the field on the tab furthest to the left in the TAB order is the default location where the system takes the user.

Exceptions to this default are listed in the Notes column of the table below. These are internal notes that do not appear anywhere in the NIBRS Error Log window. They clarify where the user is sent when there is more than one logical possibility. For example, error number 074-1 states “Case requires a property record or vehicle record when it includes an Offense that qualifies as a Crime Against Property.” There is no way to tell whether the missing record is a property item or a vehicle, so the user is returned to the Case window where she can choose between creating a vehicle record or a property record, or even changing the Offense record if necessary.

**KEY:** Error Number = FBI Number + a LogiSYS identifier. Type = DE (Data Entry), R (Relations), S (System), or W (Warning). Origin = Element record and other record that could have caused error. Notes clarify target location and are internal only.

The Notes column may display other internal comments about the error, such as indicating whether an Arrestee error is for Group A or Group B Arrestee records.

**Invalid Code Errors.** During NIBRS data check, the system verifies the presence of correct validation codes. The data entered in a specific case is checked for every field that has a limited set of valid choices. For example, valid FBI Loss Codes for property are numbers 1 through 8. The system checks that the entry made for a NIBRS-reportable property loss is one of these numbers. If the Loss Code is not one of these numbers, or has a two-character code, the system produces an error reading, "Loss Code must be a valid code." This indicates that the validation table for the Loss Code field has at least one non-NIBRS value in it and the data should be re-entered in this case. The validated table for the field may also need correction.

The system checks for valid codes only in those fields that are NIBRS-reportable in the case being checked. In other words, if no property is reported for the case, the system does not check for valid codes in the Loss Code field.

Because the system checks according to the data in a specific case, it may repeat errors when a DataTrak field is reported more than once. For example, the weapon field appears on both the Offense Entry window and the Case Person - Arrestee frame, and each has its own error message for invalid weapon codes, because the system checks them separately, and these fields have different valid entries. Also if the case captures repeated elements (more than one Victim, for example), the system checks the data in each record in the case, so the same error may appear multiple times in the data check, once for each record. If you have entered an incorrect Victim Type for two victims in a case, the system produces error 404-1, "Victim Type must be a valid code," for victim 1 and victim 2. If there are correct and incorrect values in the Victim Type table, the system produces error 404-1 only when a victim record uses an invalid code.

**Customization.** This system description represents the federal NIBRS rules. Many sites have specific needs for their state IBRS system and purchase additional customization from LogiSYS. Sites which have purchased this additional customization will receive a state-specific system description for their contract. State IBRS specifications are written as additions and changes to these federal standards, and they are used in conjunction with the NIBRS module for federal requirements. Sites that report according to the federal NIBRS standards use this system description as their contract document.

### ***NIBRS RULE TABLE***

ERROR NUMBER	ORIGIN	TYPE	NIBRS RULE	NOTES
001-1	Case	DE	Occurred On Date/Time cannot be blank. If you do not know the date the incident occurred, check the Incident Date Unknown check box.	Does not apply if Incident Date Unknown is checked.

ERROR NUMBER	ORIGIN	TYPE	NIBRS RULE	NOTES
001-2	Case	W	This Case has been manually excluded from NIBRS Reporting. The Submit Case field on the NIBRS tab is set to "No." To report this Case for NIBRS, change it to "Yes."	Does not cause failure, but appears when the Data Check is first run on the case.
001-3	Report Generation	S	In a Zero Report, ORI Number and Incident Number must be reported.	Only applies when Zero Report is generated.
050-1	Report Generation	S	Segments in a Group A Incident report must be in numeric order. For example, an incident having segments 1, 2, 2, 3, 4, 4, 5 must be written in that order, not as 1, 2, 2, 5, 3, 4, 4.	
051-1	Report Generation	S	Segments can only have record levels zero (0) through seven (7) or L for LEOKA. No other characters can be reported in the record level position.	Subject to state requirements, such as whether to use the L segment or additional numbered segments.
055-1	Report Generation	S	When submitting a case with the "I, Incident Report" Action Type, the Administrative Segment (level 1) must be first in the case.	
057-1	Set Action Type	DE	Administrative Action Type must be a valid code.	Valid choices are: • Incident Report • Delete • Modify
057-2	Set Action Type	DE	Property Action Type must be a valid code.	Valid choices are: • Incident Report • Add
057-3	Set Action Type	DE	Group A Arrestee Action Type must be a valid code.	Valid choices are: • Incident Report • Add
057-4	Set Action Type	DE	Group B Arrestee Action Type must be a valid code.	Valid choices on the pop-up menu are: • Add • Delete • Modify
058-1	Report Generation	S	All segments for all cases in the NIBRS submission must share the same Month of Tape and Year of Tape values, which identify the date of submission.	

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