




ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

Chapter: 5 Procedures	Effective Date: October 6, 2017	Amends/Supersedes: March 1, 2005	By Authority of the Chief of Police  Charles A. Penn
Accreditation Standard(s): ADM.25.02			

522.01 NIBRS Reports

I. Policy

This department participates in the Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) by submitting monthly crime data to the National Incident Based Reporting System (NIBRS). Participation in the NIBRS program promotes the development of good record-keeping and aids in the effort to establish a state and national data base of crime statistics.

II. Definitions

- A. [Uniform Crime Reporting Program \(UCR\) Program](#) – Federal law requires the Federal Bureau of Investigation (FBI) to collect and publish a reliable set of crime statistics for use in law enforcement administration, operation, and management.
- B. [National Incident Based Reporting System \(NIBRS\)](#) - Is part of the FBI, UCR Program and is an incident-based reporting system that collects crime data based on criminal incidents reported to law enforcement. The data include the nature and types of specific offenses in the incident, characteristics of the victim(s) and offender(s), types and value of property stolen and recovered, and characteristics of persons arrested in connection with a crime incident. The department submits its monthly NIBRS reports to the Virginia State Police, who are tasked by the Code of Virginia to compile and submit reports to the FBI on behalf of police departments throughout Virginia.
- C. Incident – For NIBRS reporting purposes, an incident is defined as one or more offenses committed by the same offender, or group of offenders acting in concert, at the same time and place. Acting in concert requires that the offenders actually commit or assist in the commission of the crime(s). Same time and place means that the time interval between the offenses and the distance between the locations where they occurred were insignificant.

III. Procedure

In order to maintain adequate records to comply with NIBRS requirements, data from incident and arrest records is coded and entered into a computerized data base. Coding procedures are described in various operating manuals, such as the [Virginia Uniform Crime Reporting Incident-Based Procedure Guide Manual](#), the [National Incident Based Reporting System \(NIBRS\) User Manual](#), and the [Law Enforcement Records Management System \(LERMS\) User Guide](#). These manuals should be referred to for specific applications.

- A. Offense Coding – The Department shall ensure that the correct NIBRS offense codes are entered into the Law Enforcement Records Management System (LERMS) and reported to the State.
- B. Race and Ethnic Codes – In certain situations, including crime reports, criminal summonses, and the identification of suspects, the race and ethnic identification of a person is required. When used, race and ethnic identifiers shall be those indicated by NIBRS. All forms requiring documentation of a person's race shall also indicate the person's ethnic identification.