CATEGORY	DATE ADOPTED	LAST REVIEW	NEXT REVIEW
4	12/16/2015	02/08/2024	02/08/2028

BUENA PARK POLICE DEPARTMENT
STANDARD OPERATING PROCEDURES

SS514   STATISTICAL CRIME REPORTING

SS514.1   PURPOSE AND SCOPE

This procedure describes the process for compiling crime statistics for Departmental purposes and submission to Department of Justice following National Incident-Based Reporting System (NIBRS) standards.

SS514.1.1   ACCREDITATION STANDARDS

This procedure pertains to the following CALEA Standards: 82.1.4

This procedure pertains to the following General Order(s): §806; §366.3; §502.3

SS514.2   REPORT CLASSIFICATION

When crime report information is entered in the Records Management System (RMS), each report is classified by an offense code. Each offense code consists of four characters. The first and second letters of the code identifies the major crime classification. The remaining letters and/or digits identify further detail of that offense. Example is all theft offense codes begin with "TP" and the other two digits identify locations of theft. Each NIBRS-submittable offense translates to a unique NIBRS offense code.

a) Group A Offenses
  1. Arson (200)   AR*
  2. Assault Offenses
      a. Aggravated Assault (13A)   ASAG, ASFA, ASKN, ASOW, ASPA, ASPF, ASPK, ASPO
      b. Simple Assault (13B)   ASSM, ASPS
      c. Intimidation (13C)   THR2
  3. Bribery (510)   BRIB
  4. Burglary/Breaking & Entering (220)   BUNF, BUNU, BUNA, BURF, BURU, BURA
  5. Counterfeiting/Forgery (250)   FORG
  6. Destroy/Vandalize Property (290)   VANO, VANC, VANR, VANS
  7. Drug/Narcotic Offenses
      d. Drug/Narc Violations (35A)   CSP*
      e. Drug Equip Violations (35B)   CSS*
  8. Embezzlement (270)   EMB2
  9. Extortion/Blackmail (210)   EXBM
  10. Fraud Offenses
      f. False Pretenses/Scam (26A)   FRAU
      g. Credit Card/ATM Fraud (26B)   FRCC
      h. Impersonation (26C)   FRIM

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   i. Welfare Fraud (26E)   FRWF
   j. Wire Fraud (26E)   FRWI
 11. Gambling Offenses
   k. Betting/Wagering (39A)   GAMN
   l. Operate/Promote Gambling (39B) GAMB
   m. Gambling Equipment (39C)   GAME
   n. Sports Tampering (39D)   GAMS
 12. Homicide Offenses
   o. Murder/Nonnegligent Manslaughter (09A) HOMI
   p. Negligent Manslaughter (09B) HOMN
   q. Justifiable Homicide (09C)   HOMJ
 13. Kidnapping/Abduction (100)   KID2
 14. Larceny/Theft Offenses
   r. Pocket-picking (23A)   TPPK
   s. Purse-snatching (23B)   TPPS
   t. Shoplifting (23C)   TPSH
   u. Theft from Building (23D)   TPBD
   v. Theft from Coin-Operated Machine (23E) TPCM
   w. Theft from Motor Vehicle (23F) TPMV
   x. Theft of Motor Vehicle Parts (23G) TPVP
   y. All Other Larceny (23H)   TPOT
 15. Motor Vehicle Theft (240)   TVAU, TVMC, TVOT, TVTB
 16. Pornography/Obscene Material (370) PORN
 17. Prostitution Offenses
   z. Prostitution (40A)   PROS
   aa. Assist or Promote Prostitution (40B) PROA
   bb. Purchasing Prostitution (40C) PROP
 18. Robbery (120)   RB*
 19. Sex Offenses, Forcible
   cc. Forcible Rape (11A)   SAFR
   dd. Forcible Sodomy (11B)   SASO
   ee. Sexual Assault with Object (11C) SAOB
   ff. Forcible Fondling (11D)   SAFO
 20. Sex Offenses, Nonforcible
   gg. Incest (36A)   SAIN
   hh. Statutory Rape (36B)   SASR
 21. Stolen Property Offenses (280) SPRP
 22. Weapon Law Violations (520)   WEPN
b) Group B Offenses
 23. Bad Checks (90A)   FRBC
 24. Curfew/Loitering/Vagrancy (90B) CUR2, LOIT
 25. Disorderly Conduct (90C)   DPC2, INTX
 26. Driving Under the Influence (90D) DUI2
 27. Family Offenses, Nonviolent (90F) FAF2
 28. Liquor Law Violations (90G)   LOBP, LOM2

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29. Peeping Tom (90H)   PEK2
30. Trespass (90J)   TORP
31. All Other Offenses (90Z)   Z90

* Denotes that all offense codes starting with these letters fall under the listed offenses

SS514.3   NIBRS REPORTING

There are two categories of offenses reported in the NIBRS: Group A and Group B (enumerated above). Group A offenses are used to report to the NIBRS all incidents committed within a law enforcement agency's jurisdiction, whereas Group B offenses are used only to report arrest data. Each month, a validation is run through Spillman (Flex) to generate a report that is sent to DOJ. In order to generate this report, complete the following instructions:

a) Type "ibragency" in the Command line of the Flex system
   1. Click "Edit" and select which month the report corresponds to under "Subm. Month" (the report will run and re-run validations on all reports created/changed since the date went IBR (7/1/2023)).
   2. Click "Save" or "Cancel" if the month has already been updated.
   3. Click "Validate."
b) Addressing validation errors and generating a report
   1. After running the validation report, the IBR validation will show a list of all of the records to be submitted for incidents and arrests. The bottom left corner of the screen will show how many records are valid and invalid.
      - If there are more than "0" invalid records, click the box to "Show Only Invalid Records" and select each record to review the validation errors and make the appropriate corrections for both "Incidents" and "Arrests." "Revalidate" as needed until the report is complete.
      - A report may be generated with invalid records. The invalid records will not be included in the report sent to DOJ and will roll over onto the following month's validation report. Reasons a report may not be validated in the same month may include server errors or the report is not completed in time for the submission deadline (the 10th of each month).
c) Generating and submitting a report
   1. Once there are "0" invalid records or the report is complete to the standards above, click "Generate Report" and select a destination folder to save the zipped file. Extract the files.
      - One file is the NIBRS report of incidents and arrests.
      - One file is the NIBRS report of domestic violence statistics.
   2. Upload the reports to the California Department of Justice's "California Incident Based Reporting System" (CIBRS) website (california.nibrs.com). A log-in and two-factor authentication is required for authorized users to submit the report.
   3. After each report is uploaded, CIBRS will run another validation on the report. Once the validation is complete, the user will receive an email confirmation of the submission and the error rate. CIBRS will then forward the data to the FBI.

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d) NIBRS State Certification Requirements

1. To become NIBRS certified, agencies and state programs must submit incident-based data for six consecutive months and meet the following criteria:

   - Provide evidence its NIBRS reporting system is compatible with the FBI UCR Program's system and follows NIBRS technical specifications. The FBI UCR Program ensures that the local agency or state reports each of the 58 data elements along with each of the 52 offense categories.

   - Demonstrate its ability to meet deadlines, respond to queries and requests, and update and correct submissions as requested by the FBI UCR Program in a timely manner.

   - Sustain an error rate of 4 percent or less for three separate, consecutive data submissions. The FBI UCR Program defines the error rate as the number of rejected reports over the number of reports submitted.

   - Submit logical and consistent data. The FBI UCR Program measures logic by the percentage of Group A Incident Report submissions containing an error.

   - Submit data submissions that are statistically reasonable as a whole (in comparison to national trends). The FBI UCR Program requires at least six consecutive months of data for statistical reasonableness review; the FBI UCR Program reviews data in both NIBRS format and data that were converted to the Summary Reporting System. The FBI UCR Program evaluates aggregate data submissions in terms of data trend, volume, and monthly fluctuations.

   - Demonstrate the state program, federal, state, or tribal agency can report Law Enforcement Officers Killed and Assaulted data, cargo theft data, hate crime data, zero reports (for smaller contributors), Group B arrests, and all new initiatives.

2. Once certified, data quality standards and an error rate of 4 percent or less must be maintained. If significant enhancements are made to the records management system or it is replaced, the NIBRS certification process must be completed again to become recertified.

SS514.4   REMAINING REPORTS

The remaining reports to compile consist of numbers and statistics for Department information only. Save the statistics on the shared supervisor 'J' drive under Operations and Support Services folders.