

#### **401.9 FLORIDA INCIDENT BASED REPORTING SYSTEM (FIBRS):**

- I. PURPOSE: The purpose of this Standard Operating Procedure is to establish guidelines for the collection of Florida Incident Based Reporting System (FIBRS) statistics.
- II. DISCUSSION: It is the policy of the Tampa Police Department to participate in the State of Florida's FIBRS administered by the Florida Department of Law Enforcement (FDLE). The FDLE contributes FIBRS data to the National Incident Based Reporting System (NIBRS) program, which is administered by the Federal Bureau of Investigation (FBI). Additionally, it is the policy of the Tampa Police Department that its official crime and arrest statistics will reference FIBRS data. Spatial, temporal, modus operandi, offender specifics and other data elements may augment FIBRS data.
- III. DEFINITION:
  - A. Florida Incident Based Reporting System (FIBRS): Administered on a national level by the FBI and in Florida by FDLE, the FIBRS program's primary purpose is to provide a reliable set of criminal justice statistics for law enforcement administration, operation and management, as well as to indicate fluctuations in the level of crime in the United States. FIBRS crime reporting is a collective effort on the part of city, county, state, tribal, and federal law enforcement agencies to present a nationwide view of crime. Because of the variances in punishment for the same offenses in different state codes, no distinction between felony and misdemeanor is possible. To avoid these problems and provide nationwide uniformity in crime reporting, standardized offense definitions were formulated by which law enforcement agencies are to submit data without regard for local statutes. Agencies throughout the country participating in the NIBRS program provide detailed data on 52 offenses and 58 data elements and reports on persons arrested for 62 offenses.
- IV. PROCEDURES:
  - A. The primary responsibility of this function is to submit crimes and arrest information that occurs in the City of Tampa to the Florida Department of Law Enforcement in accordance with FIBRS reporting standards. Classification of offenses will be based on FIBRS definitions from facts written in the general offense report. Classification must follow FDLE's FIBRS guidelines, regardless of general offense report content, state statute definition or any other factors.
  - B. Police Records Data Specialist (RDS): Police Records Data Specialist (RDS) assigned to the Records Section of the Support Services Division will electronically transcribe reports into the Records Management System (RMS). They will run the IBR edit check on every police report and fix any errors detected in the edit. The RDS will read all reports for content and send a notification to the Police Analytical and Special Projects Coordinator when they feel a report is improperly classified. This is to include supplemental information that changes

the classification or clearance status of an offense. They will ensure that demographic information of the perpetrator and victims as well as geographic location of the offense is recorded. RDSs will ensure the integrity of such temporal, spatial and other data necessary to support pattern detection, trend analysis and forecasting by crime analysts. They will ensure proper collection of property stolen and recovered and clearance classifications (closed by arrest, etc.). Police Record Data Specialist will maintain a current knowledge and understanding of FIBRS guidelines and procedures.

- C. Police Lieutenant Responsibility: Police Lieutenants will be responsible for reviewing reports originated by squads under their purview. Lieutenants will maintain a working knowledge of FIBRS guidelines and understand the difference between Florida State Statute and FIBRS reporting. They will notify the Police Analytical and Special Projects Coordinator of any questionable classifications so that the case can be reviewed, and a proper determination made.
- D. Police Analytical and Special Projects Coordinator: The Police Analytical and Special Projects Coordinator will make the final determination on report classifications. This position will be responsible for submitting the required FIBRS data in an electronic file to FDLE on a monthly basis; utilizing FDLE's FIBRS input application. The required data includes detailed data on 52 offenses and arrest data on an additional 10 offenses. Prior to submission to FDLE, the Police Analytical and Special Projects Coordinator will compile the error list report and ensure that all errors are rectified. The Police Analytical and Special Projects Coordinator will also provide hate crime, use of force, human trafficking and cargo theft reports to FDLE in accordance with FDLE's reporting standards. In support of Police Lieutenants efforts, the Police Analytical and Special Projects Coordinator will oversee the Department's quality assurance initiative and review reports for proper classifications, errors and ensure proper data collection.

Supersedes SOP 401.9 dated 12/20