

Incident-Based Reporting (IBR) Concept of Operations (ConOps)

- I. Introduction**
- II. Purpose of the ConOps**
- III. Program Mission and Objectives**
 - a. Mission and objectives of the state Uniform Crime Reporting (UCR) Program
 - b. Key stakeholders and the reasons those stakeholders need access to and/or are attentive to state-level reported crime data from law enforcement (LE) agencies
- IV. Prevailing Authority and Legislative Requirements for Reporting at Local, State and National Levels**
 - a. Current practice for data reporting from the state UCR Program to the FBI UCR Program
 - b. Summary of state legislative and/or policy authority for crime reporting
 - c. Overview of existing crime reporting requirements and practices in the state
 - d. Current or planned authority to transition to incident-based reporting (IBR) and data collection at state and local agency levels
- V. Background and History**
 - a. Historical review of crime reporting practices in the state
 - b. Description of current crime reporting practices at state and local levels
- VI. Transition to Incident-Based Reporting**
 - a. Overview of state IBR principles, concepts, and objectives
 - b. Overview of changes that will be required by contributing agencies to transition to IBR
 - i. Changes in reporting practices by contributing agencies
 - ii. Data quality edits and submission requirements
 - iii. Changes in data management practices among contributing agencies
 - iv. Initial and ongoing training of line officers, supervisors, records clerks, and data management staff
 - c. Overview of changes that will be required for the state agency to transition to IBR
 - i. Data ingestion, quality assurance, and standards compliance
 - ii. Data management, compilation, quality assurance, and submission to FBI
 - iii. Governance and sustainability
 - d. Overview and description of resources needed within the state UCR Program to accomplish the transition to IBR
- VII. Governance and Operations**
 - a. Roles and responsibilities of the state lead agency
 - b. Roles and responsibilities of contributing agencies