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