



Wisconsin Uniform Crime Reporting: Incident-Based Reporting Website User Guide

Instructions and Troubleshooting

10/1/2015

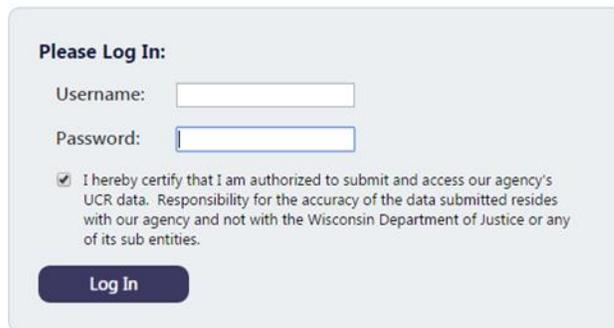


IBR SITE OVERVIEW

The Uniform Crime Reporting (UCR) Home site for Incident-Based Reporting (IBR) is: <https://ucr.doj.wi.gov/ibr>. The website enables law enforcement agencies in Wisconsin to submit WIBRS data files for processing, review summaries of the data by file and by month, and download reports of errors.

The *Welcome* page **Home** tab allows users to log in or request a login account. The **Resources** tab is accessible without logging in and includes FAQs as well as WIBRS resource links and handbooks.

Each time you log in to the website, you will need to confirm that you are authorized to access your agency's data by endorsing the certification statement.



Please Log In:

Username:

Password:

I hereby certify that I am authorized to submit and access our agency's UCR data. Responsibility for the accuracy of the data submitted resides with our agency and not with the Wisconsin Department of Justice or any of its sub entities.

Log In

If your agency is responsible for reporting for more than one agency, you will need to choose one of those agencies after logging in. A drop down list is provided with your associated agencies listed in alphabetical order. Choose one by using the drop down menu to locate the agency name or by clicking inside the agency name box and typing the agency name or ORI number. Then click on the **Agency Login** button.

ACCESSING THE SITE/TROUBLESHOOTING

Password Recovery

If the UCR program has added IBR website access to your TRAIN account, you can reset/retrieve your password using one of the following options:

- Go to the TRAIN login page (<https://eallogin.justice.wisconsin.gov>) and click on the "Forgot my password" link. Enter your User ID and answer your challenge question and change your password. Please keep in mind that once you change your password in TRAIN, it changes your Portal, eTIME and WIJIS passwords as well.
- Call the TIME System Control Center (TSCC) 608-266-7633. The operator will ask for your User ID and 4 digit PIN number and will then reset your password. TSCC is open 24x7.

Web Browser Requirements for Website Use

Most browsers work with the site by default, but here are specifics to check if you're having issues.

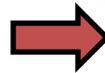
- Use Internet Explorer 8 or newer, or newer versions of Chrome, Firefox, Safari or Opera.
- The browser needs to have both JavaScript and cookies enabled for the site to work properly.

SUBMITTING DATA FILES

1. After logging in, click on the **Submit Data** tab, below the BJI logo.



2. A list of months in the chosen year will appear in a vertical list, along with their processing status. Click on the green **[+ Submit Month File >>]** button for the month you want to upload.

Month	Status
 + Submit January File >>	Missing
+ Submit February File >>	Missing
+ Submit March File >>	Missing
+ Submit April File >>	Missing
+ Submit May File >>	Missing

3. You will be prompted to navigate to the file on your computer that you want to submit. Double click on the file in your computer to select it, then click the **Choose File** button on the IBR website. It is very important to make sure you are uploading the correct file for the chosen month and year.
 - a. We recommend you name the file in this format: MM-YYYY-4-digitORI (example: 01-2015-4596).

IMPORTANT SUBMISSION INFORMATION

- *Data are due by the 15th of the following month.*
- *Files must be uploaded in sequential order.*
 - *For example, January must be uploaded before February, and so on.*
- *A file is required for each month.*
- *You may upload multiple files one at a time, as long as they are submitted in sequential order.*
- *You will receive an auto-generated email when your submission has been processed. Files are processed late each evening, so you will receive notification the following day.*

FILE SUBMISSION INFORMATION

After a file has been processed, you can see a summary of the file status, the number of incidents processed in the file, and the number of errors to be resolved from the **Submit Data** tab.

Home	Submit Data	View Reports	Resources		
Submit Data	Submission History	Error History	Upload File		
Submit Data - Test Agency 1, WI013685Y, 2015			2015		
Month	Status	# Incidents	# Unresolved Errors	Summary	Errors
+ Submit January File >	✓ Processed	811	0	Summary	Errors
+ Submit February File >	✓ Processed	629	4	Summary	Errors

Clicking on the **[Summary]** button will reveal a more detailed view of what was contained in the file, including:

- The processing date and file name
- A count of incidents
- Counts of processed offenses, victims, and arrests
- Unfounded incident & justifiable homicide counts
- Error counts

A table of offenses, victims, and arrests included in the submitted file is also on the File Processing Summary page. There is a table for Group A incidents and a table for Group B arrests, with information about how the numbers were calculated. Note that everything on the file summary page is based on the most recently submitted file for that month. If the file month is re-submitted, these values may change.

Group A Crime Counts from August File

Crime Category	Offenses	Victims	Arrests
Total Group A Crime Counts	699	750	220
Crimes Against Persons	127	127	71
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Sex Offenses	13	13	8
• Rape	4	4	3
• Sodomy	5	5	3
• Sexual Assault w/Object	0	0	0
• Fondlina	4	4	2

Group B Arrests from August File

Crime Category	Arrests
Total Group B Arrests	341
• Bad Checks	0
• Curfew/Loitering/Vagrancy	4
• Disorderly Conduct	52
• Driving Under the Influence	37
• Drunkenness	0
• Family Offenses, Nonviolent	4
• Liquor Law Violation	30
• Peeping Tom	0
• Runaway	20
• Trespass of Real Property	13
• All Other Offenses	181

REVIEWING AND CORRECTING ERRORS

There are two ways to review validation errors in your agency's WIBRS data:

1. Click the **[Errors]** button on the **Submit Data** page to open a searchable table of errors, defaulted to the chosen month.
2. Or, from the **Submit Data** tab, click on **Error History** in the lower navigation ribbon to access the same error table.

The online error list replaces the pdf error report provided through the old processing system.

File	Incident	FBI Error	Error Message	Segment	Status
2015-02	TEST5-003000	075	Offense segment is required for this incident;	admin	Unresolved
2015-02	TEST5-003000	NA	Incident Date cannot be later than Report Date;	admin	Unresolved
2015-02	TEST5-003000	NA	Incident Date cannot be later than Report Date;	admin	Unresolved
2015-02	TEST5-004345	070	Offender Number to be Related #1: Corresponding offender record must be present;	victim	Unresolved

- From the **Error History** screen, you can view errors from a specific file, with a specific status, or by incident number by using the filters provided at the top of the page.
 - Note: make your choices from each of the filters before clicking the **Search** button.
 - You can export the errors into a CSV (comma separated values) file using the Export button in the upper right corner above the list of errors. This file type will open easily with Microsoft Excel.
 - Only the first 200 errors will be available on the **Error History** page or in the downloaded file. If you are trying to view more than 200 errors, you will need to resolve some of the errors in order to access the list of the remaining errors.
- After resolving in your RMS (records management system) the incidents that erred, you have two options for submitting the corrections.
 1. Include the corrected incidents when you submit a file for the next month. Your RMS must be configured to include incidents that have been updated or modified.
 2. Upload a new file for the month (with corrections made) to be processed again. In addition to the green button on the **Submit Data** tab for an un-submitted month, you will also see a yellow button to **Resubmit** a month that has already been processed or that failed to process.
 - i. You may only resubmit for the most recently processed month. If you need files re-processed from more than one month ago, contact BJA.

+ Submit July File »	✓ Processed	836	2	Summary	Errors
➔ Resubmit August File »	✓ Processed	940	1	Summary	Errors
+ Submit September File »	⚠ Missing	0	0	-	-

- It is very important that your agency resolve all WIBRS errors in your incident records and resubmit them so that those incidents will be included in your agency's WIBRS data. Incidents that err are not included in reports and are not sent to the FBI.
- Incidents that previously erred but have been corrected can be filtered out of the error view by choosing the status type "Unresolved".

Error History Search - Test Agency 1, WI013685Y

Exp

File: Status: Incident Number:

DATA SUMMARY TABLES

In addition to viewing crime and arrest counts processed within a file, tables are available to view crime and arrest counts by incident/arrest date. These tables include counts of offenses, victims, and arrests that occurred during the month selected. Updates made to an incident in a future month (such as adding an offender in May to an April case) will be included.

The crime counts by incident/arrest date can be accessed by clicking the links at the bottoms of the File Summary tables:

• Gambling - Sports Tampering	0	0	• Trespass of Real Property
Pornography	0	0	• All Other Offenses

[View Counts by Incident/Arrest Date »](#) [View Counts by Arrest Date »](#)

The tables can also be accessed through the "View Reports" tab.



Wisconsin Uniform Crime F
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[Home](#) [Submit Data](#) [View Reports](#) [Resources](#)

The default view is the most recent month for which data have been submitted, but a different month can be chosen using the drop down menu at the top of the report page:

Crime Counts - Test Agency 1, WI013685Y

Month:

Clicking the [YTD] (year to date) button will result in counts across all months submitted to date for the current calendar year (e.g., Jan through October 2015).

If you choose a month for which you have not submitted data, you will receive a report of the most recently submitted month and a note indicating that the results are not what was selected.

These tables provide a more detailed look at your agency's incident-based data than were previously provided in the "Return A" converted reports; the Return A reports have been discontinued.

Crime Counts by Incident/Arrest Date

8/2015

Group A Crime Counts by Incident/Arrest Date

Crime Category	Offenses	Victims	Adult Arrests	Juvenile Arrests	Total Arrests
Total Crime	293	313	107	22	129
Crimes Against Persons	49	49	35	5	40
Murder & Non-Negligent Manslaughter	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0
Sex Offenses	3	3	4	0	4

Group B Arrests by Arrest Date

Crime Category	Adult Arrests	Juvenile Arrests	Total Arrests
Total Group B Arrests	184	44	228
• Bad Checks	0	0	0
• Curfew/Loitering/Vagrancy	2	2	4
• Disorderly Conduct	31	4	35
• Driving Under the Influence	31	0	31
• Drunkenness	0	0	0
• Family Offenses, Nonviolent	4	0	4

A summary of the methodology used for counting offenses, victims, and arrests is provided on the report page, under the "Counting Rules" header.

Coming Soon: Data Charts!

BJIA is currently working on enhancements to the web application, including bar charts and graphs of data trends, as well as additional date range options. These enhancements are expected to be available by early 2016. In the meantime, you can email BJIA staff if you want a report of trends or any counts based on the WIBRS data you have submitted.

Thank you for participating in incident-based data collection!

Please contact us at statsanalysis@doj.state.wi.us if you have questions or need assistance with your WIBRS data submission, errors, or reports.