



**Criminal Justice  
Information Support  
Department**

Washington Association of Sheriffs and Police Chiefs

# News from the WASPC CJIS Department

January 2011

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## Inside this issue:

Publication Deadline Reduced	2
CJIS Web Pages Reorganized	2
Data Visualization Tool Revealed	2
How To Archive Your Sex Offense Cases	3
New Washington State NIBRS Manuals Available	3
Submitting Justifiable Homicides	4
NIBRS Certified Agencies	4

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## NIBRS Transition Deadline In Less Than One Year

The decision to transition to National Incident Based Reporting System (NIBRS)-only submission was made by the WASPC Executive Board in January 2008, based on a recommendation by a member advisory committee. The committee chose the deadline of January 1, 2012, to give agencies ample time and budget cycles to prepare. The plan is to accept only NIBRS submissions after that date.

Like Summary Uniform Crime Reporting (UCR), NIBRS submission is voluntary to the FBI but there are State and Federal funding opportunities tied to the crime reporting. The only reporting mandates from our State are for domestic vio-

lence crime reporting pursuant to RCW 10.99.030, malicious harassment crime reporting pursuant to RCW 36.28A.030, and institutions of higher learning pursuant to RCW 28B.10.569.

To date, Washington State has 100 of 238 law enforcement agencies certified and reporting with NIBRS. This is 42% of all the agencies and represents 22% of the population of Washington State. There are several agencies in the process of becoming certified in the near future helping to reach the 100% NIBRS goal by 2012.

To start the certification process, your agency needs to determine if your records management system

(RMS) is NIBRS-compliant or if individual incident entry into the WASPC website is the best method. To become certified, your agency must have at least one person attend NIBRS training, complete three (3) consecutive months submission with a sustained error rate of less than 4%, and report six (6) months or less of both NIBRS and UCR data for comparison.

For your agency to begin the transition to NIBRS, WASPC has free regional training and will aid in your process towards certification. Our friendly staff is waiting to help make this transition as smooth as possible for your department. ✨

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## What will happen if we miss the NIBRS deadline?

Many agencies have started the process of replacing their records management system (RMS) and have come to the realization they will not have the NIBRS module up and running by the January 1, 2012, deadline. So the question becomes, what happens if we miss the deadline?

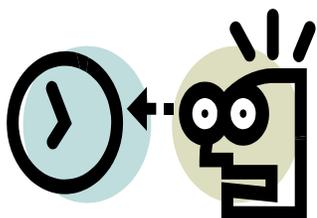
The short answer is: as long as your agency is working on the UCR to NIBRS

transition, we have some flexibility in the implementation deadline. The CJIS Staff will work with you and your vendor to understand the federal and state NIBRS specifications and create the appropriate tables.

The key component is that you have *begun* the NIBRS transition with the *intent* of being completed *before* the deadline. If you cannot meet the deadline due

to circumstances out of your control, we can adjust your implementation date accordingly.

If you have not started your NIBRS transition or testing, please contact the CJIS Department soon. We have less than a year before the deadline and many agencies to certify in the remaining months. We are here to help! ✨



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### Reporting Deadlines:

- Preceding month's data is due by the 15th.
- End of year data is due by January 15th - no later than February 1.
- Goal date to publish *Crime In Washington 2010* is:

**April 15, 2011**

"Our goal is to make the annual report more meaningful for our users and contributors by publishing it in a timely manner."

## Publication Deadline Reduced

The *Crime In Washington* publication is our state's annual crime statistics report. At the beginning of each new year, the CJIS Department prepares to send the prior year's submissions back to each agency for verification.

Although the FBI releases "preliminary" 2010 crime statistics data, we wait until our contributing agencies have had an opportunity to review, confirm, or correct data before we release the report. Any corrected data are forwarded to the FBI for

inclusion in their final *Crime in the United States* publication.

In an effort to make the report more useful for our chiefs and sheriffs, the CJIS Department has set a publication goal for April 15 for the 2010 crime statistics. This is two (2) months ahead of the normal schedule!

We've reviewed the timelines of when data are expected to be submitted, how soon we expect the verification process to be "turned around", and set a realistic schedule for when we believe

the publication can be completed.

As a result, the "quarterly reminder" for January was sent to chiefs and sheriffs before the 15th of the month because it is the "end of the year" reminder and agencies will receive their 2010 data for verification much sooner than years past.

Our goal is to make the annual report more meaningful for our users and contributors by publishing it in a timely manner. ✨

## CJIS Web Pages Reorganized

Recently, the CJIS Department added new features, updated spreadsheets, and reorganized the layout for locating information on its web pages in the WASPC website, [www.waspc.org](http://www.waspc.org). Click on the "Crime Statistics" tab to discover the new information and format.

The first page offers our latest publication (2009)

of *Crime in Washington* and the data visualization displays for this report (see the article below.) Scroll down to find the link to the *Crime In Washington* archive folder (prior year publications) and historical crime data in a spreadsheet format. Then the full-time law enforcement employee count is available in a spreadsheet and as a trend graph.

The second page offers all things related to NIBRS and Summary UCR, including training aids, manuals, and links. Add this to your "favorites" for quick access to these resources.

Information about the sex offender case archive is located under the "Registered Sex Offenders" tab on the website. ✨

## Data Visualization Tool Revealed

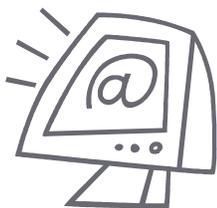
The WASPC CJIS Department has developed a new method of presenting Summary Uniform Crime Reporting (UCR) statistics using a data visualization program, Xcelsius.

The program turns static data into dashboards and presentations filled with dynamic charts and graphics. We will continue to produce the annual *Crime In Washington* publication but in

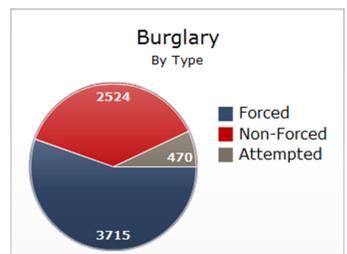
addition, offer the dashboards on the website as an alternative method for the public to view our state's crime statistics.

Check out the new "visualized" data on our webpage - click on the "Crime Statistics" tab under the WASPC website, [www.waspc.org](http://www.waspc.org). The collective statistics for the state are under "Statewide Data Display" and the statistics per

agency are under "Local Agency Data Display". You may need to download a newer version of Adobe Reader to view. ✨



[www.waspc.org](http://www.waspc.org)



## How To Archive Your Sex Offense Cases

Is your records room making you feel claustrophobic? Do you spend much of your valuable time looking for old case files? If you are looking for ways to de-clutter your file room and save your department (and yourself) time and money, your WASPC CJIS Department can help.

In 1999, the Washington State Legislature passed SSHB 1337 (RCW 40.14.070[2]) directing WASPC to begin retention of records of investigative reports pertaining to sex offenders or sexually violent offenses. After expiration of local retention requirements, a law enforcement agency must ship the records to WASPC for permanent retention. The law enforcement retention schedule can be located at [www.sos.wa.gov](http://www.sos.wa.gov).

Once WASPC receives the files from an agency, each file is verified to meet the criteria for a violent sex offense. After verification, it is scanned and indexed into a permanent database for retention. Electronic case files can be indexed into the database as a virtual file. The paper formats of the records are destroyed on-site after they are scanned. Records sent to WASPC for retention are deemed no longer public and can be released back to the originating agency or criminal justice agency only for the purpose of determining the risk level of a sex offender.

A criminal justice agency may request a copy of an archived record by contacting WASPC and getting a request form. Once the completed request form is sent back to WASPC, the process becomes all electronic. WASPC retrieves the record into Adobe Acrobat format, secures the file with a unique password, and e-mails an electronic version of the record to the person requesting the file. If the file is available, the typical turn-around time for a requested file is twenty minutes. Please remember WASPC will release these records to a criminal justice agency only for the purpose of determining risk level and not to prosecutors, victims, or unauthorized agencies.

If you would like more information on the sex offender document imaging program please contact the CJIS department at WASPC. ✨



WASPC stores and retrieves the sex offense case files electronically.

"Records sent to WASPC for retention are deemed no longer public and can be released back to the originating agency or criminal justice agency only for the purpose of determining the risk level of a sex offender."

## New Washington State NIBRS Manuals Available

The CJIS Department is proud to announce there are two new NIBRS manuals for your convenience: Book 1 - Introduction to Washington National Incident-Based Reporting Systems and Book 2 - Washington NIBRS Specifications. The manuals have been written to incorporate not only the national requirements but the state requirements as well. Each manual takes the place of the FBI's manuals.

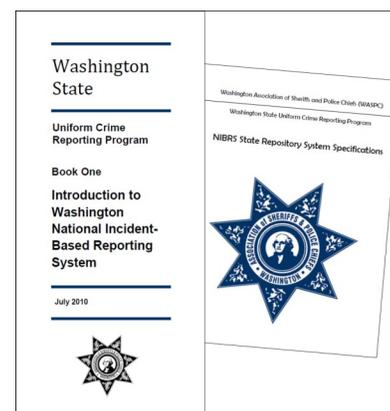
Book 1 - Introduction to Washington National Incident-Based Reporting System gives the readers the basics into NIBRS. It introduces the benefits of NIBRS,

steps to State certification, conditions of certification, and how to begin NIBRS transition. Also, you will find the basic guidelines for reporting NIBRS, an offense look-up table and definitions, data elements and quality issues, and the Washington State NIBRS error codes.

Book 2 - Washington NIBRS Specifications has more details on the data elements and values. There are submission specifications similar to those found in the FBI's Volume 2 book. The segment levels are defined and there is great depth into the data elements and their values. Book 2 also provides

the records layout segment which is useful for setting up a batch file submission and includes the mandatory entries for specific offenses, which will aid in understanding any error messages you might receive.

Both new books are provided on the WASPC website, [www.waspc.org](http://www.waspc.org), under the "Crime Statistics" tab. The CJIS Department plans to make the books available in a "paperless" format at future regional training sessions. ✨



The Washington State NIBRS Manuals are updated and available on the website.

“This information is for statistical purposes only and does not identify the specific officer . . .”

## Submitting Justifiable Homicides

Due to recent events in Washington State and across the country, the CJIS Department is evaluating the supplementary homicide reports carefully for both the NIBRS and Summary UCR reporting agencies. It is very important that when any homicide happens in your jurisdiction, you report the most accurate and complete information to CJIS as possible.

Any updated or additional information you receive on a homicide should be forward to the CJIS De-

partment as this will provide the most current statistics for everyone.

Justifiable homicide is not classified as a crime but is defined as the “killing of a perpetrator of a serious criminal offense by a peace officer in the line of duty, or the killing, during the commission of a serious criminal offense, of the perpetrator by a private individual.”

Further, because a crime was being committed when the justifiable homicide occurred, it will result in re-

porting two incidents rather than one.

When there is a justifiable homicide involving a law enforcement officer, the “incident” must be submitted with the officer’s basic information: age, sex, race, and ethnicity. This information is for statistical purposes only and does not identify the specific officer - the data elements are required by the FBI.

If you have any questions or concerns, please contact the CJIS Department.



NIBRS not only captures more types of offenses and incident detail, participating agencies have access to a free on-line crime mapping tool!

## Agencies that are NIBRS Certified - Congratulations!

- Adams SO
- Airway Heights PD
- Asotin PD
- Asotin SO
- Bellingham PD
- Bingen PD
- Black Diamond PD
- Bonney Lake PD
- Brier PD
- Chelan SO
- Cheney PD
- Chewelah PD
- Clarkston PD
- College Place PD
- Colville PD
- Couneil PD
- Cosmopolis PD
- Coulee Dam PD
- Coupeville PD
- Cowlitz SO
- CWU PD
- DuPont PD
- Eastern WA University PD
- Eatonville PD
- Edgewood PD
- Evergreen State College PD
- Fircrest PD
- Forks PD
- Garfield PD
- Gig Harbor PD
- Goldendale PD
- Grand Coulee PD
- Ilwaco PD
- Island County SO
- Issaquah PD
- Jefferson SO
- Kalama PD

- Kettle Falls PD
- Kittitas PD
- La Center PD
- Lakewood PD
- Liberty Lake PD
- Lincoln SO
- Long Beach PD
- Longview PD
- Lynden PD
- McCleary PD
- Mill Creek PD
- Monroe PD
- Montesano PD
- Mossyrock PD
- Mountlake Terrace PD
- Moxee PD
- Oak Harbor PD
- Oakesdale PD
- Odessa PD
- Okanogan SO
- Omak PD
- Oroville PD
- Orting PD
- Othello PD
- Palouse PD
- Pierce SO
- Port of Seattle PD
- Port Townsend PD
- Pullman PD
- Puyallup PD
- Rainier PD
- Reardan PD
- Ridgefield PD
- Rosalia PD
- Roy PD
- Royal City PD
- Ruston PD

- San Juan SO
- Snohomish PD
- Soap Lake PD
- South Bend PD
- Steilacoom PD
- Sumner PD
- Tacoma PD
- Tenino PD
- Tieton PD
- Toledo PD
- Tonasket PD
- Tukwila PD
- Twisp PD
- University Place PD
- Wahkiakum SO
- Warden PD
- Western WA University PD
- Westport PD
- White Salmon PD
- Whitman SO
- Wilbur PD
- Winlock PD
- Winthrop Marshal’s Office
- Woodway PD
- WSU - Vancouver
- Zillah PD

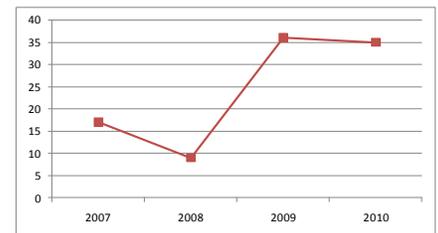
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Number of Agencies NIBRS Certified Per Year 2007 through 2010