## Answers to the SCIBRS Quality Assurance Questionnaire

1. Who is the designated Point of Contact for SCIBRS at your agency?

   Answer – If you don't know who the point of contact is at your own agency, I can't help you with this one.  Stop this questionnaire now.

2. Does you agency have a back-up SCIBRS POC to also receive program updates and message?

   Answer – See #1

3. Have there been any organizational or software changes within the past two years that affected your SCIBRS reporting policies or procedures?

   Answer – If you just got LawTrak in the past year, select New Computer Software.  If any of the other options apply, check them.

4. Who determines the SCIBRS codes?

   Answer – Normally the officers in the field select the codes.  If you have a reviewer, select Other or Clerks as well and explain.

5. Please identify RMS software vendor that is used by your agency and name of vendor contact person.

   RMS Software Company:  Nicholson Business Systems
   RMS Software Program:  LawTrak
   Vendor Contact Name:  Brian Lovensheimer
   Vendor Contact Email:  support@lawtrak.com
   Vendor Contact Phone:  (843) 393-7800

6. Does your department maintain an annual service contract with your vendor which provides updates and maintenance/repair of software as needed?

   Answer:  Yes

7. How does your agency submit window records?

   Answer:  RMS Software automatically determines that the Incident Date falls within the window period and submits updates as a window record.

8. What set of classifications/definitions are used to choose SCIBRS offense codes?

   Answer(s):  There are two answers that could apply – SCIBRS codes AND Local/in-house codes.  If your officers are using State Statutes or NCIC, smack them really

really hard because they're not supposed to be using those to determine the SCIBRS codes.

9. How is the UCR Offense Code field populated?

   Answer:  UCR offense code manually entered/chosen by operator on screen.

10. Does your department utilize the Report Date Indicator when submitting a report of a crime that occurred prior to "current calendar year minus one" or when the exact date of the offense is unknown?

   Answer:  Yes.  This is done behind the scenes and you don't see it happen.

11. How is the value of stolen property determined by your agency?

   Answer:  I'm not sure how your agency deals with this.  Choose the appropriate options.

12. Does your agency report a property value (other than $0) for non-negotiable instruments?

   Answer:  No

13. If a motor vehicle is recovered, what value does your agency report as recovered?

   Answer:  The vehicle's value when recovered.  (at least that's what it's supposed to be)

14. When entering items that decrease in value either slightly with use or age or not at all, does your agency use the victim's valuation of the property value?

   Answer:  That's up to your agency.

15. When entering items such as new/almost new clothes, auto accessories, bicycles, etc., does your agency use the replacement cost/actual cost to victim for the property's value?

   Answer:  I don't know how your agency handles this.

16. When entering goods stolen from a retail establishment or warehouse, does your agency use the wholesale cost for the property value?

   Answer:  I'm not sure how your agency handles this.

17. What is your agency's entry procedure if a property's value is unknown?

Answer:  For most property, you have to enter at least $1, and that may be the final answer.  If your agency has another procedure in place, please select the appropriate answer.

18. When you determine the value of a property initially submitted with an unknown value, do you update the dollar amount to reflect the new value?

    Answer:  You should, yes.

19. Does your agency report to SCIBRS the estimated quantity of drugs/narcotics seized in a 35A = Drug/Narcotics Violation offense?

    Answer:  Actually, this is a misleading question.  You are required to put in an ACTUAL quantity.  However, if the actual quantity is not determined at the time of the report, I'm sure you put in an estimated quantity.  So, Yes.

20. Does your agency report to SCIBRS a dollar amount for stolen pharmaceuticals?

    Answer:  Yes

21. Does your agency report to SCIBRS any LEOKA data for sworn officers who are victims of murders and assaults?

    Answer:  Yes

22. Does your agency submit LEOKA data for sworn officers with full arrest powers killed in the line of duty by felonious acts?

    Answer:  Yes

23. Does your agency submit LEOKA data for sworn officers killed by accident or negligence?

    Answer:  I'm not really sure the answer to this one.  If it's due to the negligence of the officer of if he drives off a bridge or something, then probably not.  If it's due to the negligence of someone else, then probably.  If it's an accident where someone else, let's say, accidentally lets go of a rope and safe drops on the officer's head, then I would assume no.  You may want to call SLED on this one.

24. Does your agency submit LEOKA data on all assaults on sworn officers, with or without injuries?

    Answer:  You should, Yes.

25. Does your agency submit LEOKA data for sworn officers assaulted without injury but with more than verbal abuse or minor resistance of an arrest?

Answer:  You should, Yes.

26. Does your agency submit LEOKA data for sworn officers assaulted with serious injury or with a weapon that could have caused serious injury or death?

    Answer:  You should, Yes.

27. Does your agency report SCIBRS as Cargo Theft all incidents where property is stolen while still in the supply chain as part of a commercial shipment?

    Answer:  You should, Yes.

28. Does your agency report an incident as Cargo Theft if the property is stolen after a bill of lading has been signed?

    Answer:  Since the bill of lading would end the supply chain, then No.

29. Does your agency report as Cargo Theft the theft of property out for delivery from a place of business to an individual?

    Answer:  Since the property is no longer technically in the supply chain, then No.

30. Which of the following scenarios involving mail should be reported as Cargo Theft?

    Answer:  A truck carrying mail from one postal distribution point to another is stolen from a truck stop.  (I think this is correct)

31. How is the Cargo Theft Indicator entered in your RMS program?

    Answer:  Cargo Theft is set to "No" by default, operator has to manually switch to "Yes" when incident is a Cargo Theft.  (They have a misprint in this answer).

32. Do you submit to SCIBRS a hard copy of all incident reports for Cargo Thefts along with the Cargo Theft worksheet?

    Answer:  You should, Yes.

33. Do you report victims of attempted murder with the 09A = Murder/Nonnegligent Homicide offense code?

    Answer:  No.  These should be reported as a Completed Aggravated Assault.

34. Do you send SCIBRS a hard copy of your incident report as well as a homicide worksheet for every incident with a Murder/Nonnegligent Homicide offense code?

Answer: You should, Yes.

35. Which possible biases are considered by your agency when determining if an offense was bias motivated?

    Answer: Check them all.

36. Does your agency consider the use of a derogative slur enough on its own for an offense to be considered a hate/bias motivated?

    Answer: It should not, No.

37. Does your agency report all incidents involving ambiguous facts relating to bias motivation with the 99 = Unknown But Suspected code?

    Answer: Probably, Yes.

38. Does your agency use the Unknown But Suspected Bias Motivation code as a placeholder to be later updated to either 88 = No Bias or the appropriate Bias Motivation data value upon further investigation?

    Answer: It should not, No.

39. If an offense was originally reported as a hate crime, and further investigation determined that the offense was not bias motivated, does your agency submit updated data to SCIBRS to change the bias code to 88 = No Bias?

    Answer: You should, Yes.

40. When does your agency report recovered property to SCIBRS?

    Answers: 1) Property stolen from your jurisdiction, recovered in your jurisdiction, 3) Property stolen from a different jurisdiction, recovered in your jurisdiction, 4) Property stolen from an unknown jurisdiction, recovered in your jurisdiction. Everything but (2)

41. Does your agency report to SCIBRS any arrests made by your agency for offenses committed outside your jurisdiction?

    Answer: Since you do not have the incident in your cases, the answer would be No. However, you can add a non-reported incident of some kind to show that the arrest was made. As long as it does not go to SCIBRS, it's all cool.

42. Does your agency report to SCIBRS any arrest made by other agencies for offenses that occur within your jurisdiction?

Answer: You should, Yes. That's how the case gets closed at SLED.

43. Does your agency report to SCIBRS all SCIBRS-reportable offenses that occur within your jurisdiction, including investigations taken over by another local, state, or federal agency?

    Answer: I honestly don't know what the proper procedure on this is. If the case is taken over, I would assume the agency that has the case would be the one reporting on it. You may want to call them on this.

44. For incidents where the jurisdiction is unclear, does your agency come to an agreement with the other agencies regarding who will report the incident to SCIBRS to prevent double reporting?

    Answer: I know a lot of you guys really don't get along with other agencies in jurisdiction disputes, but you really should do this, Yes.

45. Who at our agency determines whether an incident is Exceptionally Cleared?

    Answer: I have no clue. It's your agency.

46. Have these personnel been provided training in the criteria required for Exceptional Clearances?

    Answer: Sometimes I wonder.

47. Does your agency ensure each of the following criteria is met when clearing by exceptional means?

    Answer: Again, it's your agency and your procedures. They should all be checked.

48. Does an administrative closing of a case clear it for SCIBRS purposes?

    Answer: Yes.

49. Does your agency capture the age, sex, race, and ethnicity of each known offender involved in a crime, whether or not an arrest was made?

    Answer: You should, Yes. However, I've seen your reports and I know that you don't.

50. Does your agency report complete arrest data for all persons apprehended for the commission of all Group A and Group B offenses?

    Answer: Yes. The program will not allow Unknown elements in an arrest.

51. When reporting the type of arrest, does your agency recognize the following:

    Answers: Check Yes on all of the options.

52. Do you submit arrests with 90Z = All Other Offenses offense code if the charge is of a criminal nature and does not correspond to a Group A or other Group B offense?

    Answer: If it's marked as a 90Z, it gets sent in. However, a lot of you are marking things as 90Z when they should be NRP. So technically, the answer is Yes.

53. Do you report any traffic offenses or arrests other than Vehicular Manslaughter, DUI, Failure to Stop for Blue Lights, and Hit and Run (with injury)?

    Answer: It should be No, but a lot of you are putting Traffic offenses in as 90Z (DUS being the big one) when it should be NRP.

54. How is the Multiple Clearance Indicator entered for an arrest in your RMS program?

    Answer: Operator manually enters all MCI data values on screen.

55. Is there a procedure/guideline in place to ensure the monthly SCIBRS submission file is submitted to SLED each month?

    Answer: From the number of agencies that call here wanting to catch up on their monthly submissions, sometimes I wonder. But you should have a procedure in place, Yes.

56. Does your agency send either a submission file or Zero Report for each and every month?

    Answer: It should be Yes.

57. Does your agency submit a Zero Report for every month during which no SCIBRS-reportable incidents or arrests occur within your jurisdiction?

    Answer: It should be Yes. If there is a Zero Report for the month, the program will print out something you're supposed to fax in to them.

58. Does your agency email the submission file/Zero Report to SLED by the deadline each month?

    Answer: You should, but I know some of you don't.

59. Does your RMS program have edits/validations built in to find errors in incident records before submission to SCIBRS?

Answer: Yes, the submission file cannot be created until all incidents with validation errors have been corrected.

60. Is someone at your agency assigned to review the Error Report every month and resubmit corrected records to SCIBRS?

    Answer: It should be Yes. You can always forward the error report to us and we can tell you if something needs to be done.

61. Does your agency read and confirm all "ALERT" messages sent in the Error Report each month?

    Answer: See answer for 60 above.

62. Is every incident listed in your Error Report as not stored by SCIBRS corrected and resubmitted in the next possible SCIBRS submission file?

    Answer: Hopefully Yes.

63. How are updates/corrections to previously submitted incidents included in submission files?

    Answer: RMS program automatically includes all updates and corrections to records in a future submission file to be sent to SCIBRS.

64. Does your agency notify your RMS software vendor of all errors on the monthly Error Report?

    Answer: It should be Yes. If you get an error, please let us know so we can make any necessary adjustments in the program to avoid these errors.

65. Does your agency send hard copies and worksheets to SCIBRS for the following types of incidents?

    Answers: All of them should be checked. We print out the Cargo Theft, Homicides, and Hate/Bias Motivated Incidents worksheets.

66. Have all persons assigned to your agency to perform SCIBRS data entry and quality assurance been trained by the SLED SCIBRS Department?

    Answers: This should be Yes, but I know a lot of your officers and supervisors have never been sent for training.

67. Does your agency replicate to the SCIEx database?

Answer:  Most of you are, but you may need to give us a call to find out if you don't know for sure.

68. Who is your agency's SCIEx Administrator?

    Answer:  You should know this one.  I have no clue.

69. How does your RMS program upload incident reports to SCIEx?

    Answer:  If your agency submits to SCIEx, the answer is – The RMS program automatically uploads the incident reports to SCIEx.

70. How often does your agency replicate to SCIEx?

    Answer:  Daily/Several Times a Day

71. Have all the SCIEx users at your agency completed the Security Awareness Protocol?

    Answer:  It had better be Yes.

72. If your agency disseminates data from SCIEx, LInX, or N-DEx, do you log the secondary dissemination?

    Answer:  I can't answer this one for you.