

OKLAHOMA STATE BUREAU OF INVESTIGATION

Management of Information Systems



SIBRS ICD FAQ **Compiled Questions and Answers** **Regarding SIBRS Interface**

Month of September 2004

Questions from Global: Representing Norman PD.

Q1. XML tag: ValidationStatus, parent tag name : Incident required field.

Question Text: Is this value supplied on your end of the processing? If not, what are the codes?

A1. ***The valid values are "I" or "V"; can be used as a measure of edit compliance.***

Q2. XML tag: SubmissionStatus, Parent tag name: Incident, required field

Question Text: Is this value supplied on your end of the processing? If not, what are the codes?

A2. ***The valid value for this field is " " (Blank); it is used for internal processing within the Portal.***

Q3. XML tag: SupervisorReviewStatus, Parent tag name: Incident, required field

Question Text: Is this value supplied on your end of the processing? If not, what are the codes?

A3. ***This is mainly needed to assist data transfers for hosted agencies; the valid values are F=Rejected, N=Review not required, P=Passed, R=Review required.***

Q4. XML tag: IncidentType, parent tag name : Admin, required field.

Question Text: Is this value supplied on your end of the processing? If not, what are the codes?

A4. ***The valid values are 1 thru 12 and 99=other the related choices will be added to the ICD to elaborate the conditions of the choices.***

Q5. XML tag: IsComplete, Parent tag name: Admin, required field

Question Text: Is this value supplied on your end of the processing? If not, what are the codes?

A5. ***The valid values for this are 1=Complete 0=Incomplete, this is added to assist mainly hosted agencies.***

Q6. XML tag: IsLEOKA, Parent tag name: Admin, required field

Question Text: What are the valid codes? Officer Assault/Homicide – Type of Activity?

A6. ***The valid values are 0=Officer safety, 1=officer assault 2=None. it identifies if the incident should generate a LEOKA segment.***

Q7. XML tag: Role, Parent tag name: ReportingOfficer, required field
Question Text: what are the valid codes?

A7. The valid values are 1=Reporting, 2=Approving, 3=Reviewing.

Q8. XML tag: AgeClass, Parent tag name: Victim, optional field
Question Text: What are the valid codes or examples of what might be expected?

A8. The valid values are A=Adult, J=Juvenile, U=Unknown

Q9. XML tag: UnderInfluence, Parent tag name: Victim, optional field
Question Text: What are the valid codes? 0=False 1=True?

A9. The valid values are A=Alcohol B=Both, D=Drugs, N=None, U=Unknown

Q10. XML tag: Handicap, Parent tag name: Victim, optional field
Question Text: What are the valid codes? 0=False 1=True?

A10. The valid values are A, H, M, N, P, U, V; details will be listed in the ICD addendum.

Q11. XML tag: IsLEOKA, Parent tag name: Victim, Conditionally Required field
Question Text: What are the valid codes? 0=False 1=True?

A11. The valid values are 0=No, 1=Yes.

Q12. XML tag: OfficerKilled, Parent tag name: Victim, Conditionally Required field
Question Text: What are the valid codes? 0=False 1=True?

A12. The valid values are 0=No, 1=Yes.

Q13. XML tag: CallType, Parent tag name: Victim, Conditionally Required field
Question Text: What are the valid codes?

A13. The valid values are 1 through 12; details will be listed in the ICD addendum.

Q14. XML tag: VestWorn, Parent tag name: Victim, Conditionally Required field
Question Text: The code definition says the values are "Y" and "N" but the field is numeric. Y=1 N=0?

A14. The valid values are 0=No, 1=Yes.

Q15. XML tag: Completed, Parent tag name: Offense, required field
Question Text: The code definition says the values are "A" and "C" but the field is numeric. What is valid?

A15. ***The valid values are 0=No, 1=Yes.***

Q16. XML tag: ForcedEntry, Parent tag name: Offense, optional field

Question Text: The code definition says the values are "F" and "N" but the field is numeric. What is valid?

A16. ***The valid values are 0=No, 1=Yes.***

Q17. XML tag: UsingAlcohol, Parent tag name: Offense, optional field

Question Text: What are the valid codes? 0=False 1=True?

A17. ***The valid values are 0=No, 1=Yes.***

Q18. XML tag: UsingDrugs, Parent tag name: Offense, optional field

Question Text: What are the valid codes? 0=False 1=True?

A18. ***The valid values are 0=No, 1=Yes.***

Q19. XML tag: UsingComputer, Parent tag name: Offense, optional field

Question Text: What are the valid codes? 0=False 1=True?

A19. ***The valid values are 0=No, 1=Yes.***

Questions from Code Authority: Representing Themselves (Jason Taylor)

Q1. If am able to successfully generate the XML file which SIBRS requires for a third party system to submit monthly NIBRS report data, is the SIBRS system going to then convert that data to the 'fixed-width' data file format required by the FBI?

A1. **Yes.**

Q2. Also, the FBI can reject any Incident and send back a similarly formatted error file. Will you send this error file back to our system? or is this communication between the FBI and our system cutoff in the Oklahoma implementation?

A2. ***The SIBRS edit process will generate an error report back to the portal for the participating agency to review which also includes e-mail notification as well. Participating agencies will not get any communication from the FBI regarding data submission.***

Questions from OCJRC: Representing ODIS Users (John Connors)

Q1. How will files be transferred to OSBI – What are the procedures?

A1. ***The files will be transferred to OSBI via the SIBRS portal, agency at a time. The participating agency will utilize the XML upload utility we have in the portal to transfer the zipped file. The ICD we have on our web site explains the file naming convention. The web link is http://www.osbi.state.ok.us/LawEnforcement/SIBRS/SIBR_Docs.htm.***

Q2. Will each incident report be one file or can multiple records be included in one file?

A2. ***Yes, each incident will be in one XML file but multiple files can be zipped into one file, then one zipped file per reporting agency at this time.***

Q3. If multiple reports will be allowed in one file, what will the format look like?

A3. ***See Question #2 above.***

Q4. We don't limit the number of SMT data, but the format is limited to 5, how would you suggest this be handled?

A4. ***Report the first 5 SMT related to an incident.***

Q5. What if someone has multiple dates of birth of which a single accurate date cannot be verified, do you want multiples or leave it up to the agency to decide?

A5. **Leave it up to the agency to decide which DOB they want to include.**

Q6. Would you like mugshot, scar, marks or tattoos pictures if they are available?

A6. **Yes in the very near future, at this time we cannot accept images. We will update the ICD at that time.**

Q7. Will the transferred files be encrypted?

A7. **They will be transferred using SSL, no need to encrypt them further. If the need arises it will be discussed.**

Q8. We could not find the ReportType codes in the code table document.

A8. **They will be included in it by June 30, 2004. Here are the codes that are used by the portal app.**

Persons	1
Property	2
Information	3
Vehicle	4
Arrest	5
Phone Report	6
Juvenile	7
Child Abuse	8
Domestic Violence	9
Arson - Loss \$	10
Gang Related	11
Other	99
Manslaughter	12

Q9. We allow for the entry of multiple report types, but the XML layout only allows for entry of one. The field length is 1-20 characters. Will it be possible to modify the single entry requirement?

A9. **It is put for discussion with our design group, we will announce at a later date if the change is needed. At this time please submit the type that describes the incident the best.**

Q10. We would like more clarification on the validationstatus, submissionstatus and supervisorreviewstatus on page 20 of the control document. What are the rules for these fields in terms of data entry, and what is the intention or purpose of these fields?

- A10. ***Please refer to the responses of Q1, Q2 & Q3 from Norman PD.***
- Q11. What is an LEOKA incident?
- A11. ***An incident where a police officer is killed or assaulted and is the victim in that incident.***
- Q12. Does the case clearance code refer to Exceptional Clearance Circumstance?
- A12. ***Yes.***
- Q13. According to the OSBI NIBRS training manual the justifiable homicide and aggravated assault homicide are contained in the offense section, but on the requirements the information is listed on the Victim segment of the XML layout. Is this correct?
- A13. ***Yes it is correct, Ref. Page 64 of the FBI data submission guideline.***
- Q14. We have no limit for the AggAssaultHomCirc, but the XML format is limited to four. Is the limit of four flexible?
- A14. ***The limit is not flexible; report the first four valid codes only.***
- Q15. The victim and suspect/arrestee IDREF are required on all vehicles. How exactly does that work if a vehicle is not related to a victim, suspect/arrestee or only one of the three?
- A15. ***Page 31 of the SIBRS ICD gives examples of the usage. We don't understand the question stating if vehicle is not related to victim or suspect/arrestee? Please explain the circumstance of the vehicle.***
- Q16. What is the procedure for indicating that the true state of a field for example isstolen or issuspect for vehicles? Is true indicated by a 1 and a 0 indicate false?
- A16. ***Yes, Reference appendix A of the SIBRS ICD version 3.05.***
- Q17. The property segment similar to vehicle includes a IDREF's for victim and vehicle and they are mandatory. What is the purpose?
- A17. ***To relate the property to a victim (s).***
- Q18. Losstype under the property segment specifies it is coded. Does this refer to the codes with prefix 13 Type Property Loss/Etc?
- A18. ***Yes.***
- Q19. Propertytype under the property segment specifies it is coded. Does this refer to the codes with prefix 14 Property Description?
- A19. ***Yes.***

Q20. It would be very helpful if after each field description in the XML document for coded fields you listed the prefix for the category of codes that the field references. It is not always clear which coded list to utilize if it can even be found, but it should be easier to find the codes using the prefixes listed in the SIBRS Code Tables.

A20. ***We have added appendix-A showing the coded fields and related values in the SIBRS ICD version 3.05. We will clarify as needed.***

Q21. If multiple instances of one field such as ScarEtc are entered, what will the resulting XML record look like? Examples of all multiple scenarios would be helpful.

A21. ***We will publish examples with multiple occurrences in a separate document soon.***

Q22. We use XML presently within ODIS and have a structure developed. There are no examples of the XML layout when there are multiple records for victims for example. Our understanding of the structure is depicted below and we wanted to be sure it is correct.

Incident (root)
 Victim record (attribute)
 Data (elements)
 Victim record (attribute)
 Data (elements)

We structure this way to make the organization a little bit more clear and easier to find the specific data we are looking for.

Incident (root)
 Victim
 Victim Record
 Data
 Victim Record
 Data

A22. ***Your understanding is correct, please report in that format.***

Q23. What is the "SequenceNumber"? It appears to be a duplication of the "ID" field.

A23. ***The sequence number is to indicate multiple occurrence of Victims, offenders, property, witnesses or reporting parties etc. The id field is a segment id field within the incident. Therefore they are not the same thing.***

Q24. Do we need to provide updates to reports? If so, how and under what circumstance?

- A24. ***Yes, update to incident reports can be reported compliant to the FBI's data submission guidelines. See ICD section 1.3 on page 2. The logic goes as follows:***
1. ***If the updates are to be done within the reporting month or the incident has not been reported to OSBI then any updates can added or omitted to it freely.***
 2. ***If an incident has been reported to the OSBI or is after the reporting month then it can only be updated with the following data only using the correct action type A=add arrest, M=Modify and D=Delete. Delete applies to removing a whole incident. Action type is a code listed in values of the IncidentType tag.***
 - (a) ***Exceptional clearance***
 - (b) ***Additional arrest***
 - (c) ***Recovered Property***
- Q25. We don't use the fields "ValidationStatus" and "SupervisorReviewStatus", OK to always specify as "N"?
- A25. ***The validationStatus field should be "Y" indicating you have validated the incident within your system, the second field could be set "N".***
- Q26. ODIS allows the potential for Unlimited "OfficerCallType" (Section 3), "OfficerTypeOfAssignment" (Section 3), "victimtypes" (Section 3), and "ReportTypes" (Section 1). How do we specify more than one or determine which one to use?
- A26. ***The LEOKA valid codes must be used to satisfy the edits. The agency may choose the applicable code as listed in codes table.***
- Q27. ODIS allows multiple entries for "Injury" (Section 3.1) [5], "ActivityType" (Section 4) [3], and "Weaponused" (Section 4) [3]. The Report definition allows multiple entries up to the number in brackets. How should multiples be specified in the XML, which has only one field?
- A27. ***The additional occurrences can be listed using the same XML tag by listing in sequence of repeating the same tag multiple times up to the limit specified in the ICD.***
- Q28. If a field is optional, do we have to include it and assign a blank value or can it be omitted?
- A28. ***Include it and assign a blank value; to make sure it was intentionally left blank.***
- Q29. The Report definition allows for two Aggravated Assault entries (Section 3.1). Should I enforce this limitation In the XML which could potentially accommodate more than 2?
- A29. ***Not quite sure what the question is referring to.***

- Q30. Is there a limit on number of Property Records (Section 11), Suspect Records (Section 6), Victim Records (Section 3), Vehicle records (Section 10), or Offense records (Section 4) that can be submitted?
- A30. ***There is a practical limit of ten per segment; technically there is no limitation on how many of segments that can be reported within an incident. There can only be one Administrative segment per incident.***
- Q31. What are the fields "OtherResidentStatusDescrp" (Section 3),"suspectArresteeType" (Section 6), "SuspectArresteeOtherTypeDesc"(Section 6), And "OwnerAppliedNumber" (Section 11)?
- A31. ***OtherResidentStatusDescrp= is an optional field that can further describe a victims address, if you don't have this data or is represented differently in your current system it can be skipped.***
suspectArresteeType= is a field that indicates if the offender is a Suspect or an arrestee.
SuspectArresteeOtherTypeDesc= is an optional field that can further describe a suspect of an arrestee, if you don't have this data or is represented differently in your current system it can be skipped.
OwnerAppliedNumber= this is referring to number that may be applied by owners to identify their property, such as SSN or other coded inventory number. Again it is an optional field, if you don't have this data or is represented differently in your current system it can be skipped.
- Q32. "SuspectArresteeType" (Section 6) states it is a SIBRS coded field. Where Are the Codes?
- A32. ***The valid codes are "S" for suspect "A" for arrestee. The codes are in the codes table available on our web site.***
- Q33. How should we code "IsLEOKA"? (Section 1) (Define Officer Safety)?
- A33. ***IsLEOKA= values are 1 or 0, Officer Safety is defined where there is a threat to officer safety but the officer is not actually assaulted.***
- Q34. Under the Type 2 XML Data Definition, Section 3.1 the Field "Injury" is listed as a parent tag of "Victim". It appears in the section under "AggAssaultHomCirc". Should the field "Injury" parent tag be "AggAssaultHomCirc" or "Victim" as specified?
- A34. ***Victim as specified.***
- Q35. Under the Type 2 XML Data Definition, Section 4 the Field "ID" is listed as a parent tag of "Victim". Should this be "Offense"?
- A35. ***That is correct it should be offense, it will be corrected.***

- Q36. The ICD specifies the name format for the ZIP file, but not the individual XML files. Does the OSBI have a naming preference for the XML files themselves?
- A36. ***The XML files should be named using sequential incident number within an agency. For example 0001.xml, 0002.xml, 0003.xml, 0004.xml, etc.***
- Q37. Reading in the FBI PDF it states that a case with Aggravated Assault should always be completed (Not Attempted) and Group A offenses should always be cleared exceptionally. Should we enforce these rules?
- A37. ***The edit for aggravated assault to be completed MUST be in place and enforced prior to submission. However, all group A offenses may not be cleared exceptionally, they can be cleared by arrest as well. Valid exceptional clearances for group A offences are as follows.***
- A=Death of offender***
B=Prosecution declined
C=Extradition denied
D=Victim refused to cooperate
E=Juvenile/No Custody
N=Not Applicable
- Q38. On Vehicle: Plate Type, what goes in this field? Is it coded? If yes, where are the codes?
- A38. ***The field is added to differentiate between the various tag types in Oklahoma, at this time it is not coded.***
- Q39. SuspectArresteeOtherTypeDesc = What is other type? (Q31) What type of information is to be stored here?
- A39. ***Refer to Answer #31 above.***
- Q40. (Q33) Threat to Officer Safety? Assumed if Officer not killed or agency specified. What circumstances would qualify for this flag? Wouldn't an officer safety issue still make him/her a victim?
- A40. ***NO, it would not make him/her a victim if we are only indicating a threat. It is strictly agency specified.***
- Q41. What is plate type? Codes?
- A41. ***See question 38 above.***
- Q42. Do I need to enforce FBI requirements? ("Group A" must be cleared exceptionally, Aggravated Assault is always completed)
- A42. ***Question 37 addresses this question on the first part. Yes, aggravated assault should always be completed.***

- Q43. Should mandatory fields always be populated?
- A43. ***Yes, with a value or unknown where applicable.***
- Q44. The Sex and Race fields show 1-20 characters in length. Why did it error with trailing spaces?
- A44. ***That error is fixed.***
- Q45. What are the conditions in "R/A" fields are required? The conditions are not specified in the ICD.
- A45. ***Correct, we will clarify the conditions. However, the conditions apply to LEOKA segment where the victim is a police officer.***
- Q46. Where are the SIBRS codes for Hair Color and Eye Color?
- A46. ***Use standard NCIC.***
- Q47. Section 3: "Reporting Officer" not valid name [No spaces]
- A47. ***We are not sure what your question is?***
- Q48. Section 4: What is VictimOtherTypeDesc for? (What kind of "Additional Information"?)
- A48. ***Open field, any fitting description that can clarify the victim.***
- Q49. Section 4: What should be done with multiple Victim Alias?
- A49. ***Victim alias names are optional, in case of multiples pick the first alias and include.***
- Q50. Section 4: Is LocationOfInjury the SIBRS code or free text entry?
- A50. ***SIBRS code and it applies when the victim is a police officer.***
- Q51. Is Section 4.1 mandatory?
- A51. ***Refer to ICD it is listed as optional. We encourage police agencies to capture it when available.***
- Q52. Is Section 4.2 mandatory?
- A52. ***Refer to ICD it is listed as optional. We encourage police agencies to capture it when available***
- Q53. Is Section 4.2.1 mandatory?

- A53. ***Refer to ICD it is listed as optional. We encourage police agencies to capture it when available***
- Q54. Is Section 5.1 mandatory?
- A54. ***It is optional unless it required by type of offense, refer to FBI's NIBRS data submission guidelines. For practical reasons it should always be required.***
- Q55. The Sex and Race show mandatory in the ICD on all parties. (IE Victim, suspect, reporting person) This requirement is impossible to enforce in the real world because the information may not be available to the agency. We can exclude the records missing the mandatory fields or we could exclude the report from submission. How would you suggest handling this?
- A55. ***We disagree with your syllogism, Remember the code "U" for unknown is always valid. Use that when the actual field is not known.***

END OF FAQ;