



CRIME DATA REPORTING POLICY

1.0 POLICY

- 1.1 The intent of this policy is to use the Montana Board of Crime Control's (Board's) authority to award, deny, reduce or freeze federal grant funds to local government agencies to encourage and strengthen crime data reporting by law enforcement agencies in a manner that is consistent with the Montana Incident-Based Reporting System (MTIBRS) standards. Crime data reporting is critical to the efficient management of law enforcement resources and to the safety and well-being of Montana's citizens and communities.
- 1.2 For those grants in which it is allowable and appropriate, the Board, as part of the request for proposals process, may reserve a portion of the total funds available for subgrant awards for records management system improvements that would permit law enforcement agencies to submit accurate and timely crime data.
- 1.3 Except as provided for subsection (2.4), the Board should not award a subgrant to a local government applicant (and/or group of applicants listed within a collaborative agreement) until the law enforcement agency(ies) is reporting accurate and timely electronic crime data in a format consistent with the MTIBRS standards.
- 1.4 The applicant's (and/or group of applicants listed within a collaborative agreement) law enforcement agency(ies) needs to maintain reporting crime data in a manner that is consistent with the Montana Incident-Based Reporting System (MTIBRS) standards throughout the award period.

If a law enforcement agency(ies) fails to maintain compliance in reporting their crime data, the Statistical Analysis Center (SAC) will discuss with the program manager/accountant recommendations to deny, reduce or freeze subgrant funds until the law enforcement agency(ies) is reporting accurate and timely electronic crime data in a format consistent with the MTIBRS standards.

The SAC will advise the Board's management and Executive Director on the recommendations. The Board's management and/or Executive Director will make the final decision on how grant funds should be administered.

The Board's management and/or Executive Director could have the non-compliant applicant's law enforcement agency(ies) agree to a memorandum of understanding (MOU) as specified in subsection (2.4).

- 1.5 The Board's Executive Director shall report at least semi-annually to the Board on the status of electronic crime data reporting in the state.
- 1.6 This policy applies to subgrant applications solicited after the effective date of this policy.

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2.0 PROCEDURE

- 2.1 The SAC is responsible for making determinations about each law enforcement agency's reporting status as defined in this policy on a quarterly basis and supplying this information to program managers/accountants.
- 2.2 In preparing subgrant award recommendations for an application review committee's (ARC) consideration, upon conferral with the program manager, the SAC should contact the law enforcement agency(ies) of the local government applicant that is not reporting accurate and timely electronic crime data to determine if it is willing to enter into a MOU as provided for in subsection (2.4) of this policy. The SAC will contact the local government applicant advising them of the status of compliance with (2.4).
- 2.3 Prior to the ARC meeting, the SAC is responsible for notifying the program manager/accountant as to whether the law enforcement agency(ies) of the local government applicant (and/or group of applicants listed within a collaborative agreement) is reporting accurate and timely electronic crime data.
- 2.4 The Board may award a subgrant to a local government applicant whose law enforcement agency(ies) is not in compliance with subsection (1.3) if the applicant's law enforcement agency(ies) agrees through an MOU developed with the SAC to meet the reporting requirements within 120 days after the subgrant is awarded. The MOU must outline the law enforcement agency's plan(s) for meeting the reporting requirements, which may include entering incident-level data into the MTIBRS via the Board's MTIBRS Online web-data entry system at no cost.

The SAC shall determine if the MOU is capable of meeting the Board's MTIBRS standards and that the timeframes for electronic crime data reporting are reasonable and make recommendations to the Board's Executive Director regarding the MOU.

The MOU must be signed by the law enforcement agency's authorized representative and the Board's Executive Director prior to the subgrant award.

3.0 REFERENCE AND AUTHORITIES

- 3.1 Not applicable.

4.0 DEFINITIONS

- 4.1 Accurate crime data – monthly crime data with an average submission error rate of 4% or less over a three-month period (quarterly) as determined by agency import results report generated by the MTIBRS. A law enforcement agency may submit corrections within 90 days from the time the import results report is generated to lower its average error rate.
- 4.2 Timely crime data – monthly crime data submitted electronically within 14 days of the previous month.
- 4.3 Local government – a city, county, or consolidated city-county government, including any office, department, or unit of the city, county, or consolidated city-county government.

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- 4.4 Law enforcement agency – a non-Tribal county sheriff's office or city police department operating in the state of Montana.
- 4.5 (and/or group of applicants listed within a collaborative agreement) – a specific law enforcement agency or Sheriff's office if county is specified.

Issuing Authority: Laura Oberd