MTIBRS Status Report Instructions

Updated: August 28, 2023
See the Statistical Analysis Center staff: https://mbcc.mt.gov/About/Contacts
For MTIBRS Information: https://mbcc.mt.gov/Data/MTIBRS/

Errors not cleared

Errors are the three-digit codes flagged when an issue **prevents an incident from being submitted to the FBI** because NIBRS data is missing or does not match the field requirements. Missing data such as a drug quantity or victim to offender relationship.

Errors not cleared typically won't show in your records management system (RMS). Most RMSs will not allow a case to be sent to MTIBRS unless it clears all NIBRS validations. If you search for the incident in your RMS, and look in your RMS NIBRS summary screen, but do not see NIBRS errors, put in a help desk ticket with your vendor and copy your MBCC/SAC analyst. It is likely an indication a NIBRS validation may need to be programmed for your system.

If the incident is showing in your RMS with the NIBRS error, your system will provide directions to correct the errors. As I mentioned above, it is seldom you be able to submit to us an incident in XML with an error that won't be caught by NIBRS validations. Make sure after correcting a case, to mark the incident for resubmission if your system requires you to do so. With XML, you can submit cases individually at any time. You do not need to wait until the end of the month.
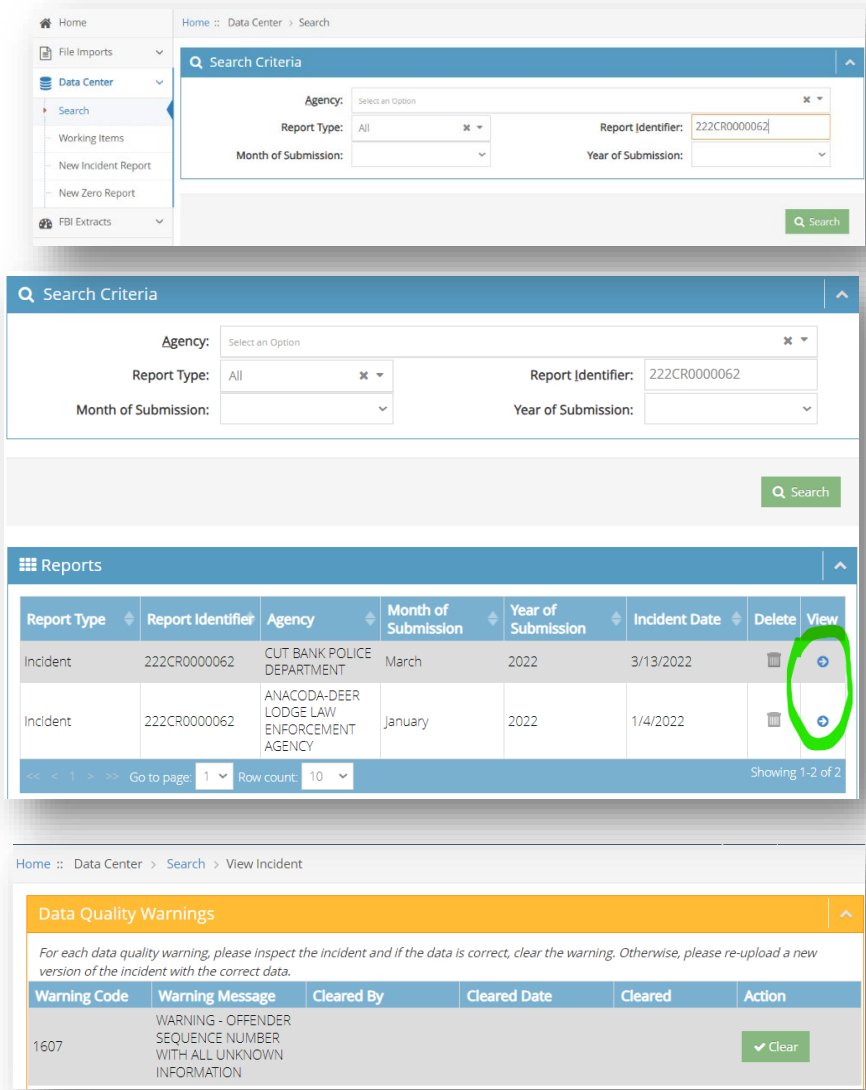
As a reminder, Federal grant funding formulas are primarily based on NIBRS data. Formula funded grants like Justice Assistance Grants (JAG), and the Covid Relief Grants. Every incident helps to assure our continued level of funding for your agencies. In addition, the NIBRS errors help to identify the health of your data collection. Better data helps with better decision making for staffing, equipment needs, and potentially salary adjustments.

Warnings not cleared

Warnings are error codes that have 4-digits. These are NIBRS logic red flags that do not make sense but may be correct. If an incident has only warnings and no errors, the incident will be sent to the FBI.

The most common of these warnings is Aggravated Assault without a weapon or an injury, warning 1404. This error is commonly seen with the MCA of Strangulation. Strangulation is considered aggravated assault, however, personal weapons are not considered acceptable weapon types by the FBI, and many of the injuries for strangulation do not meet FBI requirements for *"serious injury."* These criteria may be revised in 2024-2025. Until then, you will continue to get a warning for these offenses. Montana is working with MTIBRS to auto clear certain warning such as strangulation to better focus your attention on clearing warnings that matter.

To clear a warning, you would choose the Data Center option from the right menu bar, then search. Enter your incident number in the report field and click the GREEN search button.

Make sure in the search screen you select the correct incident by clicking on the arrow to the far right (circled in green in the SNIP).

When you click on the arrow, you will be taken to a screen where the ability to clear the warning will appear at the top of the screen. Case details are below the clearance information. If you wish to clear the warning, click on the cleared field. Your name and date you cleared the incident will be automatically populated. You have the ability to unclear the data as well if needed.

Past months missing data

Missing months data in XML should be rare. Most often the causes would be staff turnover, a new records management system, or a system update that resulted in unexpected issues requiring time to resolve. Another reason could be that the agency did not submit the required zero report if no reportable incidents occurred that month. Contact your MBCC/SAC Analyst to discuss how to resolve any outstanding NIBRS submissions.
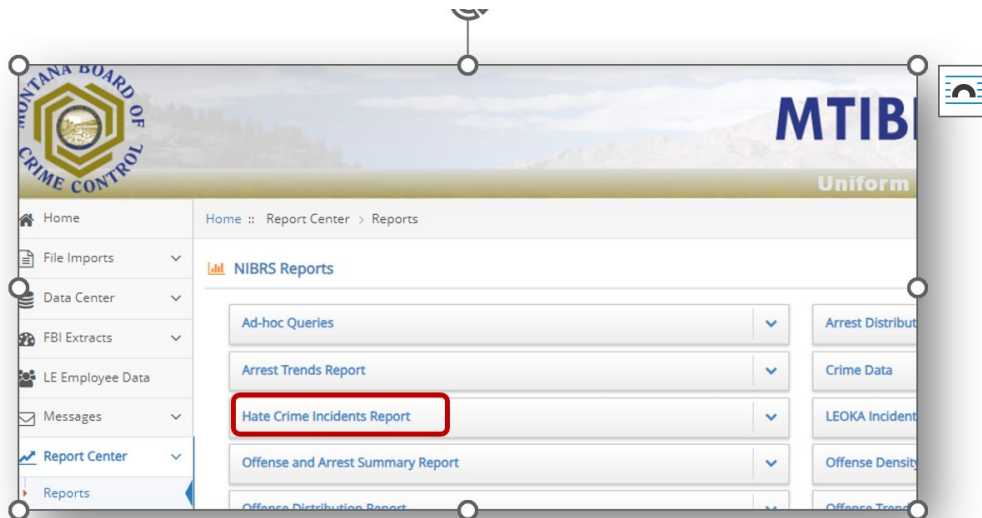
Outstanding Cargo Theft

The FBI defines cargo theft as: *criminal taking of any cargo including, but not limited to, goods, chattels, money, or baggage that constitutes, in whole or in part, a commercial shipment of freight moving in commerce, from any pipeline system, railroad car, motortruck, or other vehicle, or from any tank or storage facility, station house, platform, or depot, or from any vessel or wharf, or from any aircraft, air terminal, airport, aircraft terminal or air navigation facility, or from any intermodal*

container, intermodal chassis, trailer, container freight station, warehouse, freight distribution facility, or freight consolidation facility. For purposes of this definition, cargo shall be deemed as moving in commerce at all points between the point of origin and the final destination, regardless of any temporary stop while awaiting transshipment or otherwise.

Because of the complexity of the requirements above, and the rarity of these offenses for Montana, cargo theft indicators in your RMS will default to none. If the officer believes the incident does meet these criteria, check the cargo theft indicator. A case narrative will be sent to MBCC/SAC. An Analyst will review the narrative to verify if it meets the FBI criteria. If it does, the incident will be validated in the MTIBRS portal and forwarded to the FBI. If it does not, the Analyst will be in touch with your agency and request the cargo theft indicator be switched back to no, and the incident be resubmitted.

Outstanding Hate Crime

All crimes default to a hate crime code of 88=None. Only select 99=Unknown if the responding officer has evidence to support the incident was motivated by one or more biases. All crimes marked with a 99-Unknown bias, will be sent to MBCC/SAC with a case narrative. Your MBCC/SAC analyst will read the narrative to determine if the case meets the FBI definition of a hate crime. When a determination has been made, your analyst will work with your NIBRS contact to confirm the decision. The case will then be coded properly and sent to the FBI using our MTIBRS portal. Your agency will be able to view validated hate crime incidents reported to the FBI using the Report Center Hate Crimes Incidents Report.

If the case is determined not to meet the FBI definition, the MBCC/SAC Analyst will request the incident bias motivation/hate crime fields be changed back to 88-None in your RMS, and that you resubmit the incident. This will clear the bias motivation/hate crime from your MTIBRS Status Report.

As a reminder, the FBI only collects certain biases. Montana collects all biases, including hate crimes against Law Enforcement, but only will send to the FBI the following:

Race / Ethnicity / Ancestry
11 = Anti-White
12 = Anti-Black or African American
13 = Anti-American Indian or Alaska Native
14 = Anti-Asian
15 = Anti-Multiple Races, Group
16 = Anti-Native Hawaiian or Other Pacific Islander
31 = Anti-Arab
32 = Anti-Hispanic or Latino
33 = Anti-Other Race/Ethnicity/Ancestry

Religion
21 = Anti-Jewish
22 = Anti-Catholic
23 = Anti-Protestant
24 = Anti-Islamic (Muslim)
25 = Anti-Other Religion
26 = Anti-Multiple Religions, Group
27 = Anti-Atheism/Agnosticism
28 = Anti-Mormon
29 = Anti-Jehovah's Witness
81 = Anti-Eastern Orthodox (Greek, Russian, etc.)
82 = Anti-Other Christian
83 = Anti-Buddhist
84 = Anti-Hindu
85 = Anti-Sikh

Sexual Orientation
41 = Anti-Gay (Male)
42 = Anti-Lesbian (Female)
43 = Anti-Lesbian, Gay, Bisexual, or Transgender (Mixed Group)
44 = Anti-Heterosexual
45 = Anti-Bisexual

Disability
51 = Anti-Physical Disability
52 = Anti-Mental Disability

Gender
61 = Anti-Male
62 = Anti-Female

Gender Identity
71 = Anti-Transgender
72 = Anti-Gender Non-Conforming

None/Unknown
88 = None (no bias)
99 = Unknown (offender's motivation not known)

Outstanding Burglaries

The number of premises burglarized is a validation the FBI requires. In your RMS, review the case to validate the premises entered. If they are valid, provide that verification in an email to your MBCC/SAC Analyst. These validations are rare and often only pop up if the premises entered are nonsensical with the location premises. It is likely you will never see this tab in your status report.

Outstanding Homicides

All homicides must be validated for multiple purposes. The first validation to verify the homicide was *completed* or *attempted*. If attempted, but submitted to MTIBRS as a completed homicide, you will need to check attempted in your RMS and resubmit the incident.

Next, if the incident involved the FBI definition of Use of Force (UoF), you will need to contact your MBCC/SAC Analyst to complete the additional fields required for UoF incidents. As a reminder, FBI UoF definitions differ from state or local criteria.

If the completed homicide occurred for an inmate in the custody of local jails, state prisons, or the Federal Bureau of Prisons; or deaths in the process of arrest, local jails, and state prisons as defined

by the [FBI Death in Custody Reporting Act](#) (DICRA), contact your MBCC/SAC Analyst to complete the additional fields required for these cases.

Although not a crime, Justifiable Homicides still require an incident to be submitted, as they are reported to the FBI. Given we have collected these cases for 50 years, there is no change in the process.

Outstanding Law Enforcement Officers Killed and Assaulted (LEOKA) in the line of duty
If an incident involved a cutting instrument or firearm, the incident may require a LEOKA form to be completed and submitted to the FBI. Instructions and the forms to be completed can be found here. These completed forms can be sent directly to the FBI per the instructions on the form. If you need assistance in completing LEOKA documentation, please contact your MBCC/SAC Analyst.

Human Trafficking
Agencies will be asked to verify the incident possess the elements of human trafficking. No additional information will be needed, just confirmation the appropriate offense was chosen.

User Information Update
If MTIBRS Administrators initiate a new user, remove a user, change user information or permissions, the user will show on this tab. To verify the modifications are correct, follow the procedures in the notice.

Agency Information Update
If your Originating Agency Identifier (ORI) made modifications to the agency demographics, NIBRS contact or agency administrator, those changes will show on this tab. To verify the modifications are correct, follow the procedures in the notice.