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**MTIBRS**

User Manual

Montana State Reporting

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Montana State Reporting

This is an instructional manual on how to use the web portal for state reporting.

Signing into the web portal

When first using the system, you will need to create a new user or use the ORI as the username. This will be determined by the System Administrator

Creating New User:

- On the main page of the web portal click on the New User link
- This will bring you to the New User page. You must fill out all of the following information
  - Username
  - First Name
  - Last Name
  - Select the ORI that you work for
  - Phone Number
  - Email and verify email
• Once you create the user, you will receive a message advising that your password will be sent to you. The system is sending verification to the System Administrator that you are authorized to use the web portal. Once your information has been verified, the System Administrator will send you a temporary password.

• Once you receive your temporary password, return to the Login In page and enter the username that you have created along with the temporary password.

• Verify at the top the screen that it is displaying the correct username and agency that you work for.
You will want to change your password as soon as you are able to sign into the system. Click on the Change Password link.

This will bring you to the screen where you are able to change your password. You will have to enter the temporary password along with your new password. Click Save and Close. When you receive the message that you have successfully changed your password, sign out and sign back into the web portal using your new secure password.

Home Screen
When the user signs into the system, the will be automatically brought to the home page. This is where they can navigate through several functionalities.

- Importing files
- Law Enforcement Employee Form
- Mental Health Form
- Change Password
- New Incidents
- Show All Errors
- Offense Grid for Group A and Group B offenses by Month and Year
- Search bar
Import File

To upload the txt file from your RMS system, click on the Import File link.

The screen will give you access to attach the file that you would like to import with the Browse link.

- Click on the Browse button. Here is where you will be able to attach the txt file
- Select the file that you would like to import and click open.
- This will load the file on the web application.
- Click the Import Button to start the upload process. You will receive a message to verify that you would like to proceed
- When you click OK, the file will then move into the Pending Queue. Depending on the size of the file, it may automatically move to the Currently Processing Queue or sit in the Pending queue for a short while.
- After the file has been imported, the file will drop down to the Previous Imports section.

- After the import has been done, it will create a PDF document. The agency will immediately be able to see how many cases passed and how many cases failed. At the bottom of the PDF there are the cases numbers that failed along with the error check of what failed on the case. If the case fails, it should not be imported into the system. The agency would have to make the corrections needed and re-import the cases that failed.
Law Enforcement Employee Form

This form is to be filled out by the agency in November. The System Administrator will unlock the reporting year and after the form is due, they will lock the form so agencies cannot change the data.

The agency would need to fill out the form by the date deemed due by the System Administrator. It will ask the following questions.

- Full Time Employees
  - Male
  - Female
- Full Time Civilian Employees
  - Male
  - Female
- Reserve Officers
- Part Time Sworn Officers
- School Resource Officers
- Officers’ Average Annual Starting Salary

![MTIBRS form screenshot](image)
Change Password

Password Requirements
At this time there are not password requirements.

New Incident
If an agency needs to create a manual incident, then they would be able to click on the “New Incident” link where it will start a new incident. See the Creating Manual Incident Section on how to create a new incident.

Show All Errors
This link will show all cases that have been manually entered with errors on them.

Incident Grid
The agency will be able to track all incidents that were submitted on their Incident Grid. It will display a year/month grid of all incidents submitted. The top number represents the Group A Offenses. The bottom number represents the Group B Offenses

Creating a manual incident
When creating a manual Incident, click on the New Incident link to launch the Incident Wizard.

Administrative Screen and Navigation Tools
The Administrative screen is the main screen for an incident, displaying basic information such as the Incident Number, Date as well as an overview of the Offenses, Victims, Offenders/Arrestees, Property and Drugs that have been added to the incident. This screen provides links for adding sections as you build an incident.
General Incident Information
The gray box in the upper left hand corner of the Administrative Segment displays the Date, Time, Entry Method (Portal or Import) and when the date/time it was last changed. If for whatever reason an incident need to be deleted, there is a trash can icon that can be clicked to delete it. If the incident has already been reported to the FBI, this would create a delete segment to be sent in the next Export. If the incident has not been reported to the FBI, it would simply delete the incident. This area also provides a link to the Home Screen and to create a new incident.

Navigation Screen
The yellow box at the top and the bottom of the Incident provides links to help the user navigate through the process of building an incident. Using these links you are able to do the following:

- Return to Incident – using this link does not save any changes that have been made to the incident
- Save and return to Incident – using this link will save the information that was added to the specific screen and bring you back to the Administrative Segment
• Save and add a new Offense, Victim, Offender/Arrestee, Property, Drugs – Using this link will save the current screen that the user is on and add additional segments.

At the bottom of your Incident, you will see the forms under the appropriate links when building out your form. If you need to access a previous form, make sure to click on the View/Edit link to go the appropriate form. Do not use the yellow box as this will create additional forms for you.

Error Check Screen
There is a pink box under the General Incident Information that is created as soon as any information is typed on the Incident. This error check screen will add additional error check information when each screen has been accessed. Clicking on the Show Error link takes the user directly to the screen where the error has occurred and the relevant field flashes in red to draw the user’s attention to that section of the screen.

To Do / Errors
This incident must have an offense. Show Errors
Helpful Hints
Throughout the software, you will see helpful hints that are listed as a blue question mark. When the user clicks on those, it tells the user when or how to use the field.
Administration Segment

Fill out the appropriate blanks on the screen. You must have the following information filled out.

- Incident Number – It must be no longer that 12 characters long
- Incident Date
  - If the Incident Date is specific, use the At button
  - If the Incident Date is a range, use the Between Button
- Reported Date
- Reported Time

When entering the date and time, no dashes or other symbols are needed. The system will automatically convert the date from 12172014 to 12/17/14 and 2300 to 23:00. The date/time field will also accept “Now” and “Today” which will convert into the current date. The calendar icon can also be used to select a specific date.

- Exceptional Clearance – This field will automatically default to N – Not Applicable however if there is an exceptional clearance circumstance, then this will need to be filled out along with the date.
  - A – Death of Offender
  - B – Prosecution Declined (by the prosecutor for other than lack of probable cause)
  - C – In Custody of Other Jurisdiction
  - D – Victim Refused to Cooperate (In the Prosecution)
  - E – Juvenile/ No Custody (The handling of a juvenile without taking him/her into custody, but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense, such as petty larceny)

- Cargo Theft – This will flag if there is an offense that requires this information.
  - Robbery
  - Theft From A Building
  - Theft From A Motor Vehicle
  - All Other Thefts
  - Motor Vehicle Theft
  - Bribery
  - Extortion/Blackmail
  - Embezzlement
  - Burglary
  - Fraud Offenses (Except MTIBRS codes 1151, 1152, 1153 and 1154)
Offense Segment

The offense segment contains fields for inputting offenses involved on an incident. Depending on which Offense Code is chosen, will drive certain dialog boxes.

- **Offense Code**
- **Offense Completed** checkbox - Check this if the offense was completed
- **Offender Suspected of Using** – Select all that apply. The default value will be None
- **Bias Motivation** – If Bias Motivation was used, select the applicable motivation. The default will be None
- **Domestic Related** – Indicates whether the offense involved was related to a domestic violence incident.
- **Gang Related** - Indicates whether the offense involved was related to gang activity.
- **Gambling Related** – Indicates whether the offense involved was related gambling.
- **Mental Health Related** - Indicates whether the offense involved was related to a mental health issue.
- **Drug Task Force Related** - Indicates whether the offense involved was related to a drug task force involvement.
  - **Investigated** – This is used when an officer affiliated with the MJDTF spends time investigating an incident/case
  - **Referred** – This is used when a local law enforcement agency refers the incident to the MJDTF in their area.
- **Not Applicable** – This is used when an MJDTF is not involved in the incident
- **Location Type** – Select where the crime occurred
- **Forced Entry** - If a Burglary Offense is chosen, then the checkbox becomes available to check
- **# of Premises Entered** - Only to be used for 0521 – Burglary, Non-residence and includes the Hotel Rule
- **Gang Involvement** – If this crime was a gang involvement, select the appropriate involvement
- **Forces Types Used** – Depending on the offense code this may be shown. Check all that apply.
Victim Segment

The Victim Segment contains fields for inputting information about the victims involved in an incident. Depending on the Type of Victim will drive different fields to be shown. (Example; if Adult is chosen, it will ask for fields such as Age, Sex, Race however if Business is chosen, it will blank out the Age, Sex, Race)

- Type
- Age
  - Date of Birth
  - Age
  - Age Range (Between)
  - Unknown
- Sex
- Race
- Ethnicity
- Resident Status
- Assault Circumstances – If certain Offense Codes are chosen (Aggravated Assault, Homicide, etc) choose the appropriate circumstance
- Injury Type – Select which injury is appropriate to the offense code
Offender/Arrestee Segment

The Offender/Arrestee Segment contains fields for inputting information about the offender/arrestees involved in an incident.

- **Age**
  - Date of Birth
  - Age
  - Age Range (Between)
  - Unknown
- **Sex**
- **Race**
- **Ethnicity**

If the subject was arrested, then further down the screen you will see the Arrest Information.

- **Check the Arrested box**
- **Arrest Date**
- **Arrest Type**
  - O – On-view Arrest (apprehension without a warrant or previous incident)
  - S – Summon/Cited (not taken into custody)
  - T - Taken Into Custody (based on a warrant and/or previously submitted incident report)
- **Arrest #** - This should be a unique number
- **Resident Status**
- **Multiple Arrestee Indicator** – This should be selected if the subject is being arrested and was responsible for other offenses. The agency should enter C = Count Arrestee for one arrest and M = Multiple for the other arrests
- **Juvenile Handled Internally** – This should be only be used if the arrestee was under 18 to report the nature of the arrestee’s detention when the arrestee was 17 old or younger at the time of the arrest.
- **Relationship to victim** – This defaults to Relationship Unknown however if there is a relationship it should be notated as how the offender is related to the victim
- **Arrestee Armed With** – This is to be used to indicate whether the arrestee was in possession of a commonly known weapon at the time of his/her apprehension.
Offender/Arrestee

- Date of Birth: 6/1/1979
- Sex: Male
- Race: White
- Ethnicity: Not Hispanic or Latino

Arrest Details:
- Date: 4/5/2016
- Type: On-View Arrest
- Arrest #: 040520161
- Resident Status: Resident
- Multiple Arrestee Indicator: N - Not Applicable
- Juvenile Handled Internally

Arrested Armed With:
- None
- Automatic Firearm (type not stated)
- Automatic Handgun
- Automatic Other Firearm
- Automatic Rifle
- Automatic Shotgun
- Club/Blackjack/Brass Knuckles
- Firearm (type not stated)
- Handgun
- Lethal Cutting Instrument
- Other Firearm
- Rifle
- Shotgun

Offenses:
- 0411 - Assault, aggravated - permanent or life threatening injury

Victims:
- Victim 1 is this offender's Relationship: Unknown
Property Segment

Property segments are used to describe the type and value of property involved in the incident and the quantity for drugs/narcotics seized in drug cases. A Property Segment is mandatory for the following offense categories: all Crimes Against Property and certain Crimes against Society, i.e. drugs and gambling offenses. The error check requirements will also change if the offense has been completed or attempted.

- Robbery
- Kidnapping/Abduction
- Arson
- Burglary
- Larceny/Theft Offenses
- Counterfeiting/Forgery
- Drug Offenses
- Motor Vehicle Theft
- Extortion/Blackmail
- Bribery
- Fraud Offenses
- Vandalism
- Embezzlement
- Gambling
- Stolen Property
- Issuing a Bad Check

- Loss Type – Choose the appropriate Loss Type to describe the type of property loss, recovery, seizure, etc., which occurred in an incident. Type of property loss is mandatory for all offenses noted above.
- Property Type – Choose the appropriate Property Description that describes what was taken.
- Value – The value field is used to enter the total dollar value of the property burned (includes damage caused in fighting the fire), counterfeited, destroyed/damaged/vandalized, seized, stolen, etc., as a result of the incident. An agency should report on the value (whole dollar amounts) of the property stolen in its jurisdiction. Likewise, the agency who originally reported the property stolen should report the value of property as recovered, regardless of whether another agency recovered the property. If the Value Amount is unknown, then enter 1.00 as the value. This will report that the dollar amount is unknown.
- Note that Drugs has its own section so the Property Type of 10 – Drugs should not be entered into this section.
- MTIBRS will report up to 10 different Property Types starting with the most valuable. Multiple of the same Property Type entries are allowed and will aggregate the value.
Drug Segment

If a drug offense has been selected, then drugs will have to be entered. Depending on if the Offense was Attempted or Completed will show different error checks in the pink box.

- Loss Type – Choose the appropriate Loss Type on what the offense code that was entered.
- Drug Type – Enter what Drug Type was taken into custody
- Quantity – Enter the quantity of the drugs

Things to note with Drugs:
• You are able to only submit 3 drug amounts. The first two drugs would be the most important that need to be reported. The third drug would be all other drugs combined and reported as X – Over 3 Drug Types
• The Drug Measurements have to be in the same measurement in the smallest measurement. (example; you have 2 ounces of marijuana and 3 grams of marijuana, they would have to be listed together as 59.699 grams)
• Trace amount would be listed as .001 GM