

National Data Exchange (N-DEx)

Information Exchange Package Document (IEPD)

National Incident Based Reporting System (NIBRS)

Submission Guide

Version 4.0

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1. Introduction

The National Data Exchange (N-DEx) 4.0 Information Exchange Package Document (IEPD) defines the structure for submitting data to the N-DEx System, via National Information Exchange Model (NIEM) conformant eXtensible Markup Language (XML) messages. Criminal Justice Agencies (CJAs) submitting data to both the N-DEx System and the Uniform Crime Reporting (UCR) National Incident-Based Recording System (NIBRS) requested a common mechanism for submitting incident data to both systems. Thus, the N-DEx 4.0 IEPD also provides the ability for CJAs to create messages for submission to the UCR NIBRS.

2. Purpose and Scope

This document provides additional guidance for data contributors wishing to utilize the N-DEx 4.0 IEPD to submit incident data to NIBRS. The N-DEx 4.0 IEPD structure varies from the NIBRS 2019.2 IEPD.

For information on submitting data to NIBRS using the NIBRS 2019.2 IEPD, please contact the NIBRS helpdesk via email at ucr-nibrs@fbi.gov or by telephone at 304-625-9999.

3. NIBRS Versions Supported

The N-DEx 4.0 IEPD was designed to support version 2019.2 of the *NIBRS XML Developers Guide*. All NIBRS data elements and code values can be represented with the N-DEx 4.0 IEPD data elements.

4. Extraneous Data Elements and Personally Identifying Information (PII) Data

The N-DEx 4.0 IEPD contains some data elements considered Personally Identifiable Information (PII); NIBRS cannot accept PII data. For this reason, the PII data elements will be excluded prior to ingestion to NIBRS. **Please note that these elements are not retained.**

5. NIBRS Record Submission Process

The N-DEx 4.0 IEPD was designed to provide data submitters the ability to utilize a single IEPD to submit data to both N-DEx and NIBRS, to minimize implementation efforts by CJAs. Below are a couple of ways to use the N-DEx 4.0 IEPD to create a NIBRS exchange.

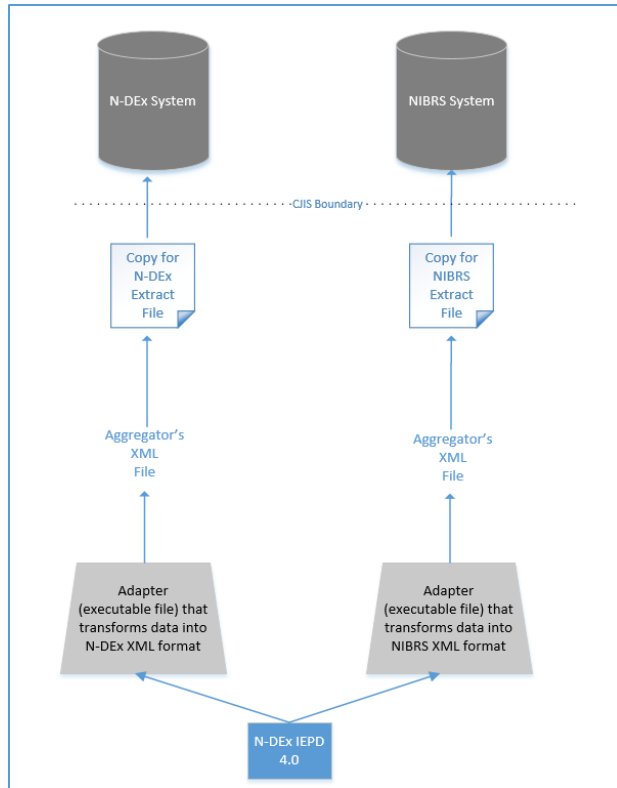


Figure 1- Separate File / Separate Submissions

Option 1: The CJA generates separate files and separate submissions to CJIS Systems (N-DEx and NIBRS).

This option allows the CJA to generate the full data report for the N-DEx System. Then, the CJA would transmit the file to N-DEx.

Additionally, the CJA would also generate a separate file, containing only the NIBRS data elements. Then the CJA would transmit the file to NIBRS.

Note: When using the N-DEx 4.0 IEPD to generate a file for only NIBRS, it is important to use only those data elements applicable to NIBRS. It is the CJA's responsibility to exclude PII data from submission to NIBRS for this option. For a list of acceptable data elements, refer to the N-DEx 4.0 NIBRS CMW, located at [documentation/nibrs/N-DEx_4.0_CMW_NIBRS.xls](#).

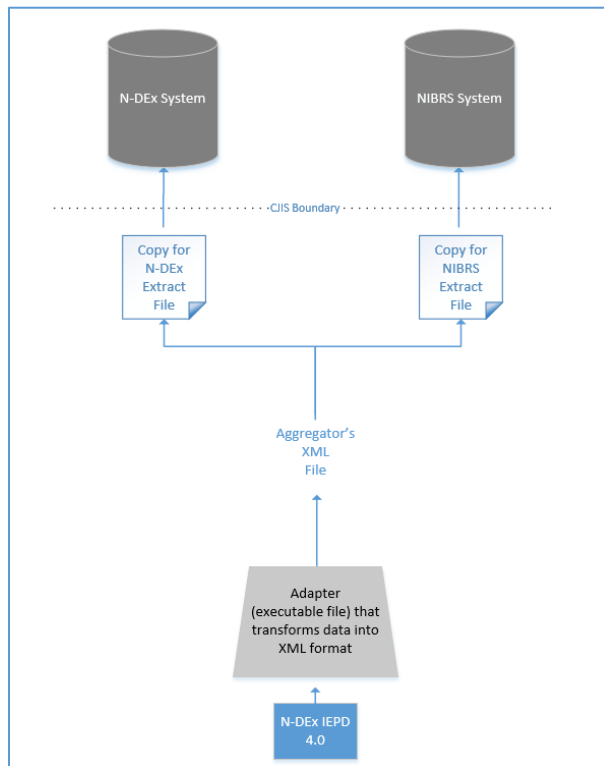


Figure 2- One File / Separate Submissions

Option 2: The CJA generates one file and separate submissions to CJIS Systems (N-DEX and NIBRS).

This option allows the CJA to generate one (1) file, which consist of the full data report for the N-DEX system, and contains the necessary NIBRS data elements. The CJA would still be responsible for transmitting the record to both N-DEX and NIBRS separately. In order for each system to know how to handle the combined file, tags are available in the IEPD to define the action needed for each system.

For example, if a combined file is transmitted to N-DEX, N-DEX will only look at the N-DEX action tag and not the NIBRS data elements in file. If the same file is then transmitted to NIBRS, NIBRS will only look at the NIBRS action tag and the NIBRS specific data elements.

Regardless of which option states choose to use, they must adhere to the two CJIS program office and executive management requirements:

- Must follow separate validation and certification process for NIBRS submission and the specific N-DEX validation process.
- Must transmit a separate file to each system.

5.1 Report Action Categories

NIBRS utilizes the Report Action Category Code to instruct the system on the method for processing the record. In the N-DEX 4.0 IEPD, this element is also available for each report.

5.1.1 Incident Report

A Report Action Category Code of “I” submits a new Group A Incident Report to NIBRS. For a list of acceptable data elements for a Group A Incident Report, refer to the Group A Incident tab in the NIBRS Component Mapping Workbook (CMW), located at documentation/nibrs/N-DEX_4.0_CMW_NIBRS.xls.

5.1.2 Add

A Report Action Category Code of “A” adds a new Group B Arrest or Zero Report in the submission. For a list of acceptable data elements for a Group B Arrest and Zero Report, refer to the corresponding tabs in the NIBRS CMW, located at documentation/nibrs/N-DEx_4.0_CMW_NIBRS.xls.

5.1.3 Delete

A Report Action Category Code of “D” may be used for all report types. This instructs NIBRS to delete the record. For information on the required data elements for a delete, refer to the NIBRS CMW, located at documentation/nibrs/N-DEx_4.0_CMW_NIBRS.xls.

5.1.4 Replace

A Report Action Category Code of “R” may be used for Group A and Group B reports. This instructs NIBRS to replace the record. ‘Replace’ completely replaces the submission similar to what a delete and add/insert would do.

6. Code Tables

Not only does the N-DEx 4.0 IEPD define data elements beyond those acceptable by NIBRS, but it also contains additional code values for certain elements. Many of the additional codes can be mapped to a more general or corresponding NIBRS code. A list of applicable code values for a NIBRS submission are detailed in the NIBRS Code Table spreadsheet, located at documentation/nibrs/N-DEx_4.0_CodeTables.xls. For guidance on mapping the additional code values to one of the NIBRS code values, refer to the “Mapping Information” column in the N-DEx Code Table Spreadsheet, located at documentation/N-DEx4.0_CodeTables.xls.

7. Data Modality and Cardinality

The N-DEx 4.0 IEPD was designed for the submission of data for the N-DEx System, whose main function is to support investigations and information sharing in a timely manner. The limits on data for the N-DEx System are broader than those of NIBRS. Therefore, the modality and cardinality of data elements is less restrictive in the N-DEX 4.0 IEPD in most cases than what NIBRS defines. CJAs should follow the NIBRS business rules for the correct modality and cardinality of each data element. Please refer to the “NIBRS Cardinality” column in the spreadsheet documentation/nibrs/N-DEx4.0_CMW_NIBRS.xls.

8. Business Rules

Business rules provide further guidance beyond XML schema, to deliver the best possible data to NIBRS. The NIBRS program specific business rules are documented in the *2019.2 NIBRS Developers Guide*. File validation against the N-DEx 4.0 IEPD XML schemas does not indicate that the submission will validate once transmitted to NIBRS. It also does not replace the existing

certification process for participation in the NIBRS program. For more information on NIBRS business rules or certification process, please contact the NIBRS helpdesk via email at ucr-nibrs@fbi.gov or by telephone at 304-625-9999.

9. Contact

For N-DEx questions:

POC: CJIS/N-DEx Program Office/GLESS
Email: ndex@leo.gov
Web: <https://www.fbi.gov/services/cjis/ndex>
Phone: 304.625.0555 M-F 7:30am-4pm ET
After hours CJIS Helpdesk at 304.625.4357

For UCR-NIBRS questions:

POC: CJIS/UCR/NIBRS Program Office/GLESS
Email: ucr-nibrs@fbi.gov
Web: <https://www.fbi.gov/services/cjis/ucr/nibrs>
Phone: 304.625.9999 M-F 7:30am-4pm ET

APPENDIX A. Acronyms and Abbreviations

Acronym	Definition
CJA	Criminal Justice Agencies
CJIS	Criminal Justice Information Services
CMW	Component Mapping Workbook
GLESS	Global Law Enforcement Services Section
IEPD	Information Exchange Package Document
ITMS	Information Technology Management Section
N-DEx	National Data Exchange
NIBRS	National Incident-Based Reporting System
NIEM	National Information Exchange Model
PII	Personally Identifiable Information
UCR	Uniform Crime Reporting
XML	eXtensible Markup Language