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TO: All Incident –Based Reporting (IBR) Agencies
FROM: Adam Dean, Crime Reporting Unit
DATE: January 7, 2013
SUBJECT: New Monthly Submission Process

REPORTING ALERT
NEW MONTHLY SUBMISSION PROCESS FOR INCIDENT –BASED REPORTING AGENCIES

In January 2013, the Division of Criminal Justice Service (DCJS) will be deploying a new submission interface for Incident-Based Reporting (IBR) agencies on the New York State Integrated Justice Portal (IJPortal).

DCJS will begin implementing the new IJPortal submission process in January 2013. DCJS staff will start using the new submission interface to internally process IBR files that have been submitted via email to the New York State IBR mailbox at Infonysibr@dcjs.ny.gov. The current submission process will continue to be supported until June 30, 2013. During the six month transition period, DCJS will be working with IBR agencies to test the functionality, and develop instructions for accessing and utilizing the IJPortal submission interface. These instructions will be provided to all IBR agencies prior to the July cut over.

How will this new reporting interface affect my agencies monthly reporting process?

Starting July 1, 2013, IBR participating agencies will no longer send their electronic submission file to the IBR mailbox at infonysibr@dcjs.ny.gov. Rather, these files will only be accepted and processed through a simple upload function within the new reporting interface. The interface will provide instant confirmation of a file's submission status, and automatically generate and send a transaction report back to the submitter's personal email box.

NOTE: The new upload process will only accept files with a .txt or .dat extension. Therefore, agencies must ensure all monthly IBR files are saved with a .txt or .dat file extension.

What do reporting agencies need to do to prepare for the new reporting interface?

Create an IJPortal account; Since the interface will be hosted on the IJPortal, agencies will need to ensure that staff who prepare and submit the monthly IBR reports have an IJPortal account. Access to the interface will be tied to a user's IJPortal account. All new requests for IJPortal accounts should be coordinated through your agency's designated Terminal Agency Coordinator (TAC).

Please make sure staff responsible for programming your records management system, as well as those entering your IBR crime and arrest data, receive copies of this memorandum.

Who can users contact to get more information on using the interface?

Please call the Crime Reporting Unit at (518) 485-7942 or email CrimeReporting@dcjs.ny.gov if you have any questions or concerns related to this new IBR submission process. My office is available to assist you or answer any questions you may have.