

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Incident Based Reporting (IBR)		CHAPTER/SECTION NO.: 54.3	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> Sheriff	
STANDARD NUMBER: 82.1.3			

### 54.3 Policy

- 54.3.1 The Sheriff's Office compiles and submits IBR data monthly and annually. The IBR reports are forwarded to the Utah Bureau of Criminal Identification. This is done according to the *National Incident Based Reporting System (NIBRS) Manual*, which is retained in the records unit.
- 54.3.2 A records unit office specialist compiles statistics and completes the report monthly.
- 54.3.3 Incident Based Reporting
  - A. Weber County Sheriff's Office participates in the statewide Incident Based Reporting (IBR) system through the Bureau of Criminal Identifications.
  - B. On a monthly basis, the records supervisor will ensure that a monthly total of crimes, dollar loss and recovery, and arrests (as required by the state), will be completed.
  - C. This procedure is done on computer via diskette to the Utah State BCI repository.
  - D. A copy of the IBR reporting results is available from the State on a quarterly and annual basis.