

UPDATE INCIDENTS IN YOUR RMS

Once Law Enforcement Agencies submit incidents to the Arkansas NIBRS Program, circumstances may arise that warrant updating their original submissions. The flexibility of NIBRS provides for updating reports by adding, modifying, and deleting data. The Arkansas NIBRS Program updating policy states, a Law Enforcement Agency should update a report only if the change would substantially alter the report's statistical significance. More specifically, if a subsequent event materially affects the report, or if the agency made a serious error when it submitted the original report, the LEA will need to update the report. Anytime an agency updates a report, the agency should resubmit the report to the State NIBRS Program.

It is important to update your original Incident entries when information has changed or becomes available after an investigation. Examples Include:

- ♦ When an **ARREST** is made.
- ♦ Discovery of an additional unreported offense, victim, and/or offender.
- ♦ Updated Drug information: Type, Quantity, or Measurement.
- ♦ Recovery of stolen property.
- ♦ Discovery of a significant amount of unreported property loss or the agency learning the true value of stolen property.
- ♦ Exceptional Clearance Information.
- ♦ When entries are made in **eCite**, such as DWI arrest, you must **re-enter** the incident information into your **Records Management System (RMS)**.
- ♦ **eCite DOES NOT** submit NIBRS data to ACIC.

Failure to update your incident within the RMS will impact your crime statistics and may impact the grant funding your agency may receive.