Rhode Island Uniform Crime Reporting Unit

Agency Submission Guidelines

Review RMS Critical Error Reports and make the necessary corrections. Verify that incidents/arrests with warnings are correct as entered.

Verify hate crime incidents and inform the department designated Hate Crimes and Civil Rights Liaison.

Generate and submit monthly crime data in chronological order. Data from the previous month must be processed by the Rhode Island State UCR Unit by seven (7) days after the close of the month. Label file submissions with the last seven-ORI characters, two-digit month, and last digit of year (i.e., 0000000.012).

View NIBRS Flat File Upload Error Report, Quality Control Reports and FBI EDS/WDS available from the Rhode Island State UCR Unit to determine if additional errors or warnings were identified following transmission to the UCR Unit. Make corrections as necessary and flag for resubmission.

Incidents and arrests with errors are rejected and cannot be added to the Statewide database until they are error-free.

When re-submitting an incident/arrest to the Rhode Island State UCR Unit, follow vendor instructions for submission.

Review submitted data using the Online Public Portal which is real-time based on monthly submissions. Any corrections should be submitted with the next monthly submission to the Rhode Island State UCR Unit.