



INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief Wendell Franklin, CHF

DATE: December 8, 2020

SUBJECT: Department Order 2020-07

The United States Department of Justice and the Federal Bureau of Investigation are changing the way that police departments nationwide report their statistics. We will be moving from Summary Reporting (SR) to the National Incident Based Reporting System (NIBRS), both of which are methodologies under the Uniform Crime Reporting (UCR) program. This change will take effect on January 1, 2021. NIBRS requires a very different style of crime reporting that is not captured in our current TRACIS system or Frontline Reporting software.

The Tulsa Police Department is in the process of implementing a modern Records Management System. The project is in it's final phases. One of the features of the new system is automated NIBRS crime statistics reporting. Part of the implementation of the new system is to make sure we are reporting our crime statistics in accordance to national standards prior to the implementation of the new Records Management System. This will be done by using SIBRS which is the state's version of crime statistics reporting.

To lessen the burden on sworn officers, a squad of personnel has been created to take our current TRACIS reports and hand enter them into the SIBRS system. Beginning on December 13th, 2020 The Tulsa Police Department will be conducting a testing phase for SIBRS reporting. This testing is required so that the Tulsa Police Department can efficiently report our statistics in accordance with national standards.

Beginning December 13th, 2020 any TRACIS incident reports, TRACIS Supplemental Reports, Arrest and Booking Sheets completed with or without a TRACIS report, investigative supplemental reports, collision reports involving a death, or collision reports involving an intentional criminal act will be required to also be uploaded to the CATTS application. This is a small but required inconvenience that will be necessary for the records clerks to be able to enter SIBRS data. This process will continue until the new Records Management System is implemented. This will require you to upload a PDF of your report and some minor data. The upload should not take you any longer than a few minutes to complete.

Failure to complete the CATTS upload will constitute a failure to complete the necessary incident reporting steps and can subject an officer or approving supervisor to discipline.