



COPERS LLC
7326 Arctic Fox Dr.
Madison, WI 53719-6222
(608) 219-9492
www.copersllc.com

COPERS Wisconsin Incident Based Reporting Checklist

Updated: January, 2021

Wisconsin is switching from summary based Uniform Crime Reporting (UCR/SBR) to Incident Based Reporting (IBR). Agencies have been asked to transition to this new reporting in 2021. This document outlines the steps an agency must take to utilize IBR Reporting with the new COPERS software.

1. Review the COPERS Web Requirements document. Most agencies already meet or exceed these specifications. Users with computers more than 5 years old may require updates. A good rule of thumb is that if the workstation supports the Chrome web browser, it should be sufficient.
2. Your staff will need to obtain training from DOJ on the IBR process. There are some materials and videos available on their web site (<https://ucr.doj.wi.gov/IBR/Home>).
3. Request a login from DOJ, submit their required readiness documents and schedule the orientation meeting with them (<https://ucr.doj.wi.gov/IBR/Resources/LoginHelp>). We have copies of the assessment and RMS readiness documents filled in with COPERS information on our web site.
4. You or your IT staff will need to install the new COPERS web software. This involves some technical tasks such as installing the web server and upgrading the database to be IBR compatible. See our COPERS Installation Guide and Video on the web site www.copersllc.com under Support.
5. Contact us to verify that the web server is working and test the COPERS software.
6. Perform the steps outlined in DOJ's certification guidelines documented here:
<https://ucr.doj.wi.gov/IBR/Content/Documents/WIBRSCertificationGuidelines.pdf>
 - 1) Contact DOJ and express your intent to go through the certification process (Letter of Interest).
 - 2) We will assist with Step 2: Agency Self-Assessment & RMS Capabilities where DOJ needs to verify RMS compatibility. Templates with COPERS relevant answers are available on our web site.
 - 3) WIBRS orientation discussion. We can assist and answer questions.
7. You will then enter IBR data into your system, validate that your entries are correct in the COPERS software and then submit the file. We expect the initial test sites will have many rejections that they will need to communicate to us to determine if the software needs a patch or they made entry mistakes. This may go on for multiple cycles within a month and last several months with the initial sites. We do have some limited documentation and videos available that will be enhanced as we work with test sites. Agencies that start the process later will benefit from all the corrections made in the test phase and will have a much smoother transition.