

**What is CIBRS?**

CIBRS – the Comprehensive Incident-Based Reporting System – is a database containing incident data from Minnesota law enforcement agencies, built and maintained by the Minnesota Bureau of Criminal Apprehension. CIBRS is an investigative tool for law enforcement. CIBRS is not a records management system (RMS) and does not replace a local agency’s RMS. The database captures more than 100 different data elements (with only a few mandatory fields that are more technical in nature) that users can search, using any combination. (Most fields are not mandatory since some cases may not include all the data elements. If an element is “mandatory,” it must be present in order for the system to receive the record.)

**How does it work?**

CIBRS receives data from local law enforcement agency records management systems (RMS). Each agency determines what information the agency will send to the CIBRS database. That data will then be available to law enforcement agencies across the state for investigative purposes. Because CIBRS accepts information from your RMS, clerical staff doesn’t enter information directly into CIBRS. Also, CIBRS is a web-based application, which means it’s accessible via a secure Internet connection.

**Who can use it?**

CIBRS is only available to Minnesota law enforcement agencies. State law defines CIBRS as a system for law enforcement to use in preparing criminal cases against a person, known or unknown. It defines Minnesota law enforcement agencies that may access the system as: a municipal police department, the Metropolitan Transit Police, the Metropolitan Airports Police, the University of Minnesota Police Department, a county sheriff’s department, the Bureau of Criminal Apprehension, the Department of Natural Resources Enforcement Division, the fugitive apprehension unit of the Department of Corrections, or the Minnesota State Patrol. Anyone employed by these agencies may use CIBRS for investigations, once they have been trained and certified by the Bureau of Criminal Apprehension (BCA).

**What can agencies use it for?**

CIBRS may be used for LAW ENFORCEMENT PURPOSES. It may only be used by designated law enforcement officers for purposes outlined in statute: 1) Prepare a case against a person, whether known or unknown, for the commission of a crime or other offense for which the agency has investigative authority; 2) serve process in a criminal case; 3) inform law enforcement officers of possible safety concerns before service of process; 4) enforce no contact orders; 5) locate missing persons; or 6) conduct background investigations as required by section 626.87. CIBRS contains information that may be very valuable for investigations in your agency.

**What should CIBRS not be used for?**

According to Minn. Stat. 299C.40, CIBRS may not be used for any non-law enforcement background checks, such as for licensing checks or other “civil” purposes. CIBRS is intended for use in preparing a criminal case. Other uses are inconsistent with statute.

**Why should my agency use CIBRS?**

Users will be able to search, using any combination of the fields, which allows you to use even the smallest bit of information about a crime to determine whether any other agency may have records with a similar clue in it. Also, by searching the data in CIBRS, you may be able to determine which agencies are investigating similar cases or dealing with similar people – something which today requires significant time on the phone calling individual agencies. CIBRS is not intended to replace traditional investigative practices, but it provides another tool that is intended to save investigators time in contacting individual agencies.

**How do I get access?**

**Your agency does not need to contribute records to CIBRS to search records in the database.** If not already done, complete a BCA Joint Powers Agreement and designate staff to be trained and certified for using the system. Training is provided free by the BCA and is completed online. The training and test take less than one hour. To get started, send an email to [cibrs.project@state.mn.us](mailto:cibrs.project@state.mn.us).

<p><b>How can I begin sending records to CIBRS?</b></p>	<p>Because CIBRS data comes from an agency RMS, your local system must be configured to send data to CIBRS. Check with your vendor to determine whether your RMS can submit data to CIBRS. Many of the larger vendors in Minnesota have adapters to work on CIBRS (including Computer Information Systems, CourtView Justice Solutions, Law Enforcement Technologies Group (LETG), Local Government Information Systems (LOGIS), New World Systems and VisionAIR. TAC10, Tiburon and Pro Phoenix are in development). The development costs associated with these connections were supported through funds from the BCA. If you have additional questions about contributing data, contact the CIBRS project team at <a href="mailto:cibrs.project@state.mn.us">cibrs.project@state.mn.us</a>.</p>
<p><b>What will it cost my agency?</b></p>	<p>There is no charge to access CIBRS or send data to CIBRS. <b>You are not required to send data to CIBRS in order to access and search the CIBRS database.</b> If your agency does not currently have a connection to the Criminal Justice Data Communications Network (CJDN), which allows you to access other state systems, there will be some costs associated with installing a line or purchasing a virtual private network (VPN) solution.</p>
<p><b>Is participation mandatory?</b></p>	<p>No – participation in the CIBRS investigative tool is completely voluntary. In addition, user agencies are not required to submit data to CIBRS in order to search the information contained in the database.</p>
<p><b>Is CIBRS related to the statistical reporting?</b></p>	<p>CIBRS is not connected to the Criminal Justice Reporting System (CJRS). Initial phases of the project included an upgrade of the CJRS system, but there is currently no connection between the two projects. The CJRS replacement is a future priority, and the BCA has not received budgetary support to complete an overhaul of the CJRS system.</p>
<p><b>Will Minnesota agencies be able to share law enforcement information regionally and nationally?</b></p>	<p>At this time, access to CIBRS data is limited to Minnesota law enforcement agencies. CIBRS was built to use all of the NIBRS elements available at the time, so the system reflects the accepted FBI standard for crime information reporting. Currently, there is an effort to share information nationally, being headed by the FBI. It's called N-DEx. This effort is in place in a few states. Minnesota has followed the effort during the past several years. Similar regional efforts (such as R-DEx) are working to share information in regions throughout the country. Local agencies and the State continue considering how best to share information with other state and federal law enforcement agencies in a secure manner to enhance the ability of law enforcement to be well informed and protect the public.</p>
<p><b>How is CIBRS data classified? Will participating in CIBRS affect data in my agency?</b></p>	<p>Data in CIBRS carry two classifications – private and confidential – and participation in CIBRS does <b>not</b> change the data classifications the information has at your local agency. Data in CIBRS that is classified as public or private at the local level will be classified as private in CIBRS. Data that is part of an ongoing investigation, which makes it confidential information at the local level, will continue to be classified as confidential in CIBRS, which means the subject of the data does not have access to the information. One important distinction: when information is classified as confidential in CIBRS, the agency must review that classification once every 120 days and renew or modify the confidential classification. Submitting agencies will receive a reminder after 110 days that the confidential classification will expire in 10 days. If the agency does not renew the classification, the information will automatically be changed to private in the CIBRS application and will then be available to the data subject.</p>
<p><b>How do I fulfill requests for subject data?</b></p>	<p>A report has been built into the CIBRS application for requests from data subjects. Simply choose the report, enter the person's name and date of birth as it appears on their government-issued photo identification, and print the report for the requestor to take with them. The report will indicate whether there is confidential data in CIBRS about them (but will not give them any detail about the data or the source of the data) and will present them with the private information CIBRS holds on them. It will include information about the responsible authorities for agencies that have submitted any private data so the individual knows who to contact for more information. Only information specific to the individual is included in the report – requestors must go to the source agency for more detail. The BCA has sample data request and informed consent forms available for individuals requesting CIBRS data.</p>