

H.B. 15-1273: School Data Reporting Format

Reporting Requirement

On or before August 1, 2021, each law enforcement agency that acts in its official capacity on school grounds, in a school vehicle, or at a school activity/sanctioned event when that activity resulted in a student ticket, summons or arrest that occurred between the prior August 1, 2020 and July 31, 2021, must report the data to the Division of Criminal Justice (DCJ). This includes incidents occurring at a **public** elementary school, middle/junior high school, or high school.

For schools where zero incidents occurred or if the agency does not have incidents to report, please send an email to cdps_dcj_ors_hb1273@state.co.us and add in the subject line “NO INCIDENTS” and add your contact information in the body of the email.

Format of Submission

Law Enforcement agencies must use a reporting template available for downloading at <https://ors.colorado.gov/ors-coll-studentcontacts> or create a file using the format described below.

A single file should contain incident information for all students at all schools for a single academic year. The file format can be comma-separated values (.csv) or Excel.

Agencies should name submission files using the following convention:

AgencyName-AgencyORI-SchoolYear.csv (.xls, .xlsx)

(Example: SomeTownPD-CO54321-2020-21.xls)

Incident Data Format

In the reporting template each row represents a single incident for a single student, and each column represents a different field for the same incident. Table 1 lists the various **Fields** along with the respective template columns and valid values for each field. The **Valid Values** column explains the acceptable data type or codes for each column. Some fields require specific values to be entered. Please see the **Valid Values** below for valid codes.

Table 1. Incident fields and valid values for the reporting template.

Template Column	Column Header/Field	Valid Values
A	Student First Name	Text - max 50 characters
B	Student Last Name	Text - max 50 characters

Template Column	Column Header/Field	Valid Values
C	Student Date of Birth	Date - MM/DD/YYYY
D	Student Race	Select one: <ul style="list-style-type: none"> • Asian • Black • American Indian or Alaska Native • Pacific Islander • White • Unknown Race
E	Student Ethnicity	Select one: <ul style="list-style-type: none"> • Hispanic • Non-Hispanic • Unknown Ethnicity
F	Student Gender	Select one: <ul style="list-style-type: none"> • Female • Male • Unknown Gender
G	Official School Name	Text - max 100 characters
H	School Type	Select one: <ul style="list-style-type: none"> • Elementary School • Middle/Junior High School • High School
I	School Address	Text - max 150 characters
J	School City	Text - max 50 characters
K	Contact Type	Select one: <ul style="list-style-type: none"> • Arrest • Summons/Ticket • Other
L	Date of Arrest/Summons/Ticket	Date - MM/DD/YYYY
M	Time of Arrest/Summons/Ticket	Time - HH:MM AM/PM
N	Arrest/Summons/Ticket Number	Text - max 50 characters
O	Incident Number	Text - max 50 characters
P	Most Serious Crime (NCIC number or description)	NCIC 4-digit crime code and description (See NCIC Code next tab in template for reference). If no NCIC code exists, for example a municipal charge, use the charge description. Example: "Tobacco violation".
Q	Weapon Type Involved	Select one from NIBRS weapon categories: <ul style="list-style-type: none"> • Firearm • Handgun • Rifle • Shotgun • Other firearm • Knife/Cutting Instrument • Blunt Object

Template Column	Column Header/Field	Valid Values
		<ul style="list-style-type: none"> • Motor Vehicle • Personal Weapons • Explosives • Fire/Incendiary Device • Other • Unknown • None
R	Optional Incident Narrative	Optional text regarding the incident (max 255 characters)

Submitting Reporting Template to DCJ/ORS

Incident reports MUST NOT be transmitted by email due to privacy protections. DCJ/ORS has developed a secure way to transmit your reporting template to us. Please check the DCJ webpage at <https://ors.colorado.gov/ors-coll-studentcontacts> for instructions on how to submit the report or request information.

For any additional information, please contact either Laurence Lucero at laurence.lucero@state.co.us or Stephane Waisanen at stephane.waisanen@state.co.us

Do not send school data via email