

NIBRS CERTIFICATION PROCEDURES

Thank you for interest in the NIBRS program. The following is a guide through the steps and procedures on how to become a certified NIBRS agency. These steps will help agencies in the transition from Summary to NIBRS based reporting.

- The agency must first have a NIBRS compatible RMS (Records Management System). This is a system that has the ability to collect data from the agency, and then extract it into a monthly NIBRS flat file. If unsure the RMS is NIBRS compatible, please check with the vendor.
 - Vendors that are certified are required to submit one month of testing data. A list of certified vendors can be found here: <http://www.dps.texas.gov/ucr/tibrvendors.htm>
 - Vendors that are not certified can still submit, however the testing agency will be required to provide three months of data.
- Agencies will then extract data from their RMS. Please contact the vendor for instructions on how to extract the data.
- Once the agency has extracted the data, email it to NIBRS@dps.texas.gov with the following information:
 - Name of Agency
 - Name of Vendor
 - Which month you would begin reporting
- The Department will process the file through our testing server to determine if there are errors.
 - If there is an error ratio greater than 4%, agencies will be required to submit a new testing file with corrections.
 - If the file has less than 4% error rate, then The Department will move onto the next step.
- The Department will run a conversion of your NIBRS numbers and breakdown the number of offenses, property, arrests, etc. Once this process is complete, the Department will then provide agencies with a spreadsheet with these details.
- Agencies will compare the information from this spreadsheet to that of their own records. **Agencies are responsible for verifying numbers.**
 - If agencies find that the numbers are correct, the chief/sheriff will sign both the spreadsheet and a verification letter that will be sent to the agency. The signed documents can be scanned and sent back through email.
 - If the numbers are not correct, the agency will need to submit a new flat file with corrected data. The Department will then repeat the process.
- Once the letter and spreadsheet have been received, the Department will send out a formal letter stating the agency is approved to begin reporting NIBRS.
- At any point during this transition if agencies have any questions, please feel free to contact us at either NIBRS@dps.texas.gov or 512-424-2091.