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 either (1) transitioning from Summary to NIBRS based reporting or (2) brand new to the UCR Program.

1. The agency must first have a NIBRS compatible RMS (Records Management System). This system has the ability to collect specific data from the agency's RMS and then create a monthly NIBRS flat file. If unsure the RMS is NIBRS compatible and able to create a NIBRS flat file for submission, please check with your vendor.

2. **Number of Test File(s)**
   a. Agencies with <u>certified</u> Vendors are required to submit <mark>a test file</mark> containing one whole month of data.
      i. For example - July (1st thru 31st).
      ii. Do not include data from any other months as this can affect your error rate.

   b. Agencies with Vendors that are <u>not certified</u> are required to provide <mark>three test files</mark> containing one whole month each.

      i. For example – June, July, and August.

   Note: "Certified vendors" for Texas UCR purposes are vendors that have successfully submitted NIBRS data to TxDPS for a local agency. A list of certified vendors can be found here:
   [Texas UCR NIBRS Certified Vendors | Department of Public Safety](#)

3. **Texas-mandated Sexual Assault Reporting**

   a. Note: Agencies currently in the UCR program are responsible for reporting all Texas-mandated Reports to DPS. These include Hate Crime, Drug Seizures, Family Violence Reports and Sexual Assault Reports.

      i. All of these reports are included within the NIBRS data, <u>except</u> for Sexual Assault reports.

   b. There are several options for submitting Sexual Assault reports. Agency must get with their vendor to validate how Texas–mandated Sexual Assault reports are submitted. The submission options are as follows:

      i. Segment 9 (i.e. Texas Sexual Assault report) is programmed within the agency's NIBRS flat file.

      ii. If <u>not programmed within the NIBRS flat file</u>, the Sexual Assault reports will need to be submitted one of following ways:

         1. Agency will need to log into the UCR System to manually-enter Sexual Assaults.

         2. Agency uploads a separate Sexual Assault flat file (in addition to NIBRS flat file).

   c. Layouts for Segment 9 and the separate Sexual Assault flat file can be found here:
   [NIBRS Technical Documentation | Department of Public Safety (texas.gov)](#)

   NOTE: Even if Segment 9 is programmed in your system, you will be required to manually enter a Sexual Assault Zero Report if you do not have any sexual assaults to report for a month.

   d. Please notify DPS about how your Sexual Assault reports will be submitted.

   e.
4. **Creating you NIBRS flat file**
   a. Agencies will then extract data from their RMS.
      i. Please contact the vendor for instructions on how to create a NIBRS flat file.
      ii. If your Sexual Assault reports are submitted via a separate flat file, then ask your vendor how to also create this separate flat file.

5. Once the agency has extracted the data, email it to **NIBRS@dps.texas.gov** with the following information:

    a. Name of Agency

    b. The Agency's ORI

    c. Name of Vendor

    d. Name of product from vendor

    e. Which NIBRS version will be submitted

        Examples:

        i. 2019.1 or 2019.2
        ii. 3.0, 3.1 or 3.2

    f. Which month(s) each test file contains (must be one month per file)

        i. See #3 to determine how many test files are required.

6. The Department will process each test file through our internal Testing Server to validate the file is calibrated correctly.

    a. If the Error Ratio is greater than 4% (total errors / total incidents in file), agencies will be required to correct the errors/issues and submit a new test file.

    b. If the Error Ratio is less than 4%, then The Department will move onto the next step. Either:

        i. Finalize the NIBRS certification for the agency

        OR

        ii. Process the next month's test file, until all testing requirements are complete.

7. The Department will convert your NIBRS numbers to SRS methodology.

    a. This simplified methodology breaks down the number of offenses, property, arrests, etc. for basic comparison.

    b. The Department will then provide agencies with a spreadsheet containing these details.

8. Agencies will compare the information from this spreadsheet to their RMS records.

    a. Note: Agencies are responsible for verifying their numbers.

    b. If agencies confirm their numbers are correct, then the Chief/Sheriff will sign both (1) the spreadsheet and (2) the verification letter provided by DPS.

        i. The signed documents can be scanned into PDFs and emailed back to DPS.

    c. If the numbers are not correct, then the agency will need to:

        i. Work with their vendor

        ii. Submit a new flat file with the corrected data.

        iii. And then the Department will then repeat the testing process, until complete and correct.

9. Once the letter and spreadsheet are returned signed to DPS:

    a. The Department will send out a formal letter stating the agency is approved to begin reporting NIBRS.

    b. The agency will be added to the UCR Repository, so they can upload their monthly submissions.

    c. The agency will need to upload the monthly test flat file(s) into the live UCR System in chronological order.

10. Customer Service Representatives (or a Regional Trainer) will ensure the agencies are trained to upload NIBRS files to the UCR online reporting system.

11. 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.