

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.
- **PLEASE NOTE:** Summary agencies must be up to date with all **Summary Reports** prior to submitting a test file for NIBRS Certification. Agencies are responsible for Sexual Assault Reports via separate sexual assault flat file or manual entry during and after agency is NIBRS certified. Layout can be found here:
<http://www.dps.texas.gov/ucr/nibrTechDoc.htm>
- 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. Verification Clerks will ensure the agencies are trained to upload NIBRS files to the UCR online reporting system.
- 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.

NIBRS Certification Process Overview

Agencies with approved vendors must submit one month of data with 4% or less error rate.

Month 1

Month 2

Month 3

Agencies with unapproved vendors must submit three consecutive months of data with 4% or less error rate.

