MS NIBRS Certification Process

- Agencies currently submitting Summary data to the FBI, *MUST* continue to submit monthly data while working towards NIBRS Certification.

- Agencies must submit incident-based data for six consecutive months to establish the UCR reporting data quality baseline. Agencies may test utilizing older data. Data beginning January 1, 2019 – present will be accepted. The six months of data used in testing must be consecutive data.

- Agencies with new Records Management Systems may not have historical data and will submit monthly.

- Agencies with a RMS **must** pretest a minimum of 2 data submission files **prior** to the completion of the *NIBRS Certification Testing Request Form.* Email the form to MSNIBRS@dps.ms.gov

- Incident Editor agencies ready to begin the process will complete and submit the *NIBRS Certification Testing Request Form* to MS NIBRS at MSNIBRS@dps.ms.gov Once received, Incident Editor agencies will complete 2 Group A, 2 Group B and 1 Zero pre-test incident police reports prior to beginning certification.

- Agencies will prepare and upload one test data submission file to MS NIBRS via the certification site. The web address for the site will be provided once your certification process begins. Agencies using the Incident Editor will input incidents throughout the month.

- Your agency will then assess the test submission file by reviewing any errors found under the data status tab. If there are any errors, correct them in your system and resubmit the file or you may include corrections with your next test data submission file. Agencies using the Incident Editor will correct errors within the Incident Editor.

  - An agency can review their error rate by clicking *View Reports* on the right side of the screen. You will need to re-enter username and password to access these reports. Under the *Standard NIBRS Operational Reports Folder* double click the *Error Rates and Common Errors Report* (second from the bottom) to review your agency's error rates.

- MS NIBRS will review test submission file, if the first test submission file is at 4% or less error rate, MS NIBRS will contact the agency to submit the next test submission file for processing.

- During this process, agencies with a RMS will complete a Certification Assessment Guide. This will allow you to validate the abilities that exist in your RMS with regards to collecting and reporting crime incident data.

- This process will continue through a **minimum** of six (6) months consecutive data submissions. MS NIBRS will conduct a data quality review and alert your agency with a Warning Data Set (WDS) report (if applicable) and any additional questions or concerns with the data.

- In order for the agency to be NIBRS Certified, the agency must successfully process at least 3 consecutive months of 4% or less error rate, demonstrate the ability to report Law Enforcement Officers Killed and Assaulted data, Hate Crime data, Zero reports (for smaller contributors), Group B arrest, and all new initiatives.