



## MISSISSIPPI NIBRS LAW ENFORCEMENT AGENCY CONTACT/ MODIFICATION FORM

### **Instructions**

We asked each law enforcement agency to have three agency contacts for the Mississippi NIBRS. These individuals will be critical for receiving official correspondence. Official work email address only (no personal email address). This form allows us to show the FBI that your agency has committed to the transition to NIBRS as well as allows us to issue the individuals listed usernames and passwords to the State Repository, Crime Insight, to begin testing for certification.

**Please Note:** Everyone listed must have a ***different*** email address. Listing the same email address or neglect to list one will delay processing of this form. ***Only the Chief or Sheriff's*** information is to be listed in the agency head section of this form. Listing anyone other than the Chief or Sheriff will delay processing of this form.

If changes are necessary, please complete this form to update the changes as soon as possible. Upon completion, submit the form to the Mississippi NIBRS via email to:

[MSNIBRS@dps.ms.gov](mailto:MSNIBRS@dps.ms.gov)

*The following definitions for the Mississippi NIBRS agency contacts are provided to help determine the most appropriate individuals for these tasks within the agency. One person can be named for more than one role, which should be identified if that is the case.*

### **The Agency Head (Commissioner, Sheriff, Chief, Director, etc.)**

This individual is responsible for the executive decisions with the agency's day-to-day operations and provides leadership to the agency personnel.

### **The Reporting Agency Coordinator (RAC)**

This individual should be a vital part of the Mississippi NIBRS reporting process. The person in this role will be listed as a contact in the Mississippi NIBRS database and should be more readily available to answer questions about the process, compared to the Agency Head. Questions could come from various sources, including, but not limited to, other law enforcement organizations. The RAC will typically be copied on correspondence and email communications that are sent to the Agency Head.

### **The Alternate Reporting Agency Coordinator (Alt. RAC)**

This individual will serve as an additional contact in the Mississippi NIBRS database and should be available to answer questions about the process, if the RAC is unavailable. The agency may elect to include the Alt. RAC on all correspondence and email communications sent to RAC.



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*Please complete the form below to add/or change the designated Agency Head, RAC or Alternate RAC and return via email to: [MSNIBRS@dps.ms.gov](mailto:MSNIBRS@dps.ms.gov) If you have any questions, please contact us at 601-933-9448.*

- Agency Head
- RAC/Alt. RAC
- Address, Telephone, Email Change(s), etc.
- Other

### AGENCY INFORMATION

Agency's Name:		ORI Number:
Address:		Suite Number, P.O. Box, etc.:
City and County:	Zip Code	Agency's Main Phone Number:
Agency's Fax Number:	Records Management Vendor:	Agency's website (if applicable):

#### I. Reporting Agency Coordinator (RAC)

Title:	First Name:	Last Name:
Phone Number:	Email:	Effective Date of Change:

#### II. Alternate Reporting Agency Coordinator: (Alt. RAC)

Title:	First Name:	Last Name:
Phone Number:	Email:	Effective Date of Change:

#### III. Agency Head (Commissioner, Sheriff, Chief, Director, etc.)

Title:	First Name:	Last Name:
Phone Number:	Email:	Effective Date of Change:

#### IV. Non-Entering Agency Agreement (Covered by Agency)

- Please check this box, if your agency has an agreement with another reporting agency where they have agreed to enter crime statistics for your agency (ex: Municipality has an agreement with the Sheriff's Department to report).

Agency Head Signature:	Date:
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