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## **Indiana State Program Processes and Procedures of NIBRS Certification**

### **General Information**

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When an agency has implemented an IBR system meeting the criteria established in the UCR Information Exchange Package Documentation (IEPD) or *NIBRS Technical Specification* (flat file), the next step is to begin submitting data to the Indiana State Program. When an agency initially submits data to the Indiana State Program, the data is evaluated based on the standards indicated in the NIBRS Certification Process. The Indiana State Program considers all data from these NIBRS submissions as “test data” and will not be included in the official FBI UCR Program database until all processing problems are resolved.

### **Agencies Converting from the SRS to the NIBRS**

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In order to resolve data processing issues, it may take the agency several submissions to complete the testing phase. During this time, the agency should continue to send SRS data until the Indiana State Program certifies they are NIBRS data contributors. Once the agency has met each criteria of the NIBRS certification process, the Indiana State Program will provide a date when the agency will begin to officially initiate NIBRS submissions. At this time, it will no longer be necessary to submit data via the SRS.

### **Monitoring the Certification Policy**

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The NIBRS Coordinator will administer the NIBRS certification policy. The agency under review will receive an e-mail from the Indiana State Program indicating certification approval (if warranted) or an indication of what additional steps the prospective NIBRS program must follow to obtain approval.

The Indiana State Program monitors the progress of certified agencies to ensure they maintain data quality standards. The NIBRS Coordinator maintains records pertaining to agency NIBRS certification status.

### **NIBRS Certification Process**

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The Indiana State Program deems a LEA “NIBRS Certified” when the incident-based data they submitted for NIBRS certification consideration has passed the NIBRS Certification Criteria. NIBRS Certified simply means the data submitted during the NIBRS certification

The Indiana State Program expects contributing agencies to satisfy the NIBRS Certification Criteria defined below in order to become certified.

## **NIBRS Certification Criteria**

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The Indiana State Program uses the following criteria to grant a LEA NIBRS certification:

### **1. System Appropriateness**

LEA must provide evidence their NIBRS-reporting system is compatible with the FBI's UCR system and follows Indiana State Program NIBRS technical specifications. LEA seeking NIBRS certification must submit its incident-based system's description including submission structure, crime categories, segment relationships, number of offenses collected per incident, and data values allowed per data element.

### **2. Update Capability and Responsiveness**

LEA must demonstrate its ability to update submissions, meet deadlines, respond to Indiana State Program queries and requests, and correct errors received from the Indiana State Program in a timely manner. LEA must, at a minimum, maintain a 2-year database of NIBRS submissions (retention period) and have the capability to update incidents from the previous calendar year.

### **3. Error Rate**

Data submissions must be logical and consistent. The Indiana State Program measures logic by the percent of Group A Incident Report submissions containing an error. The Indiana State Program defines the error rate as the number of rejected reports over the number of reports submitted. The Indiana State Program requires a sustained error rate of 4 percent or less for three separate data submissions. The applicable errors are included in the Indiana State Program *NIBRS Technical Specification*.

### **4. Statistical Reasonableness**

Data submissions must be statistically reasonable as a whole (in comparison to national trends). While the error rate assesses the existence of logical mechanical flaws in the data, it does not address data in the aggregate. The Indiana State Program evaluates aggregate data submissions in terms of percent distribution, data trend, volume, and monthly fluctuations