



MIBRS

Certification

Process

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Transition:

- The transition from summary reporting to incident based reporting is voluntary, not mandatory.
- Caution: A NIBRS compliant software system may not be MIBRS compliant.
 - Missouri unique data elements are required.
- Most vendors are willing to make the changes needed at no charge to the agency in order to remain competitive.
- Incident based reporting will improve an agency's overall data quality, and with time will require less paperwork as the summary report forms will no longer be required.

Process:

- Begin by contacting the UCR Program Manager to discuss the process, and to make arrangements for the first data files to be sent in.
- If needed, MIBRS repository specifications are posted in PDF format on the ‘Downloads’ page of the UCR Website.
 - <http://ucr.mshp.dps.mo.gov/ucr/ucrhome.nsf/>
- The “Time Window” date is January 1, 2006.
- Submission files should be submitted for processing by the 10th of the month if possible.
- A submission file can contain multiple incident reports from multiple months.
- Files can be:
 - Mailed in on disc (Rewriteable CDs can be used and will be returned to the agency once the file is downloaded).
 - Emailed (ONLY if E-MIBRS data is not included) as an attachment.
- If sent on disc, the disc must be virus scanned before the file can be downloaded. Files containing viruses cannot be processed.
- The filename is then checked for appropriate formatting:
 - ORIYYYYMMDDHHMM.txt
- If the file-naming standard is met, the file will be downloaded and processed for errors.
- A report will be sent to the agency specifying any errors found, and providing a “percent compliant” score for the submission file.
- To pass, a file must have a compliance score of 96% or better.
- The submitting agency will then correct the records containing errors in their own Record Management System.
- The corrections should be sent in the next file submission as “modified records” along with any new records entered after the last file submission date.

- To obtain certification, the submitting agency must obtain a score of 96% or better for three consecutive months.
- The month following certification is the first month that a UCR summary report will not be due for the newly MIBRS certified agency.

Certification:

- We will not certify vendors.
- Agencies must submit monthly UCR reports until they are MIBRS certified.
- The certification process generally takes 4 to 6 months to complete.
- Agencies, their technical support personnel, and the UCR Program all work together to obtain an agency's certification.
- An agency can be decertified.
- Once completing the process, the agency will receive a Director's letter announcing their MIBRS certification.
- The agency will also receive special recognition in the *CJIS Newsletter* publication.

Decertification:

- An agency can be decertified if their data quality falls below a 96% for three consecutive months.
- A decertified agency would be required to submit monthly UCR summary reports again, and would need to complete the original certification process all over again to reobtain certification.

Benefits:

- Due to the nature of incident based reporting and the field cross-edits, the overall quality of agency data is vastly improved.
- The following UCR forms would no longer require submission:
 - Return A
 - Supplement to Return A
 - Arson
 - Supplemental Homicide Report
 - 18+ ASR
 - <18 ASR
 - LEOKA
 - Domestic Violence Incident Report
 - Quarterly Hate Crime Report
 - Hate Crime Incident Report
- The state of Missouri will benefit from better, more detailed, statistics.

Contacts:

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