

NIBRS Tip of the Month

Records Management System (RMS) Replacement

When and if your law enforcement agency begins the process of replacing your records management system (RMS), here are a few things you should know regarding your monthly NIBRS submission:

No RMS Vendor is automatically certified by the State UCR Program

- Even though a vendor may have a functional system submitting NIBRS in another jurisdiction or state, it does not mean they are automatically “certified” to submit your data
 - Each local agency has local ordinances and state statutes that must be “mapped” to the FBI UCR codes and all data edits must be tested

If a law enforcement agency is already NIBRS-certified by the State UCR Program, it must still submit test files from the new RMS vendor

- The preferable method of testing the new RMS files is to submit two of the same file (one from the old system and one from the new system) into the test database for comparison
- If your agency is unable to submit duplicate files from each system, the next best method of testing is to submit at least one month’s data file into the test database for validation purposes
- The test should be repeated until all validation issues are corrected by the RMS vendor

The new RMS data files must be tested in the training database before production files are allowed

- It is a requirement that you contact the State UCR Program at WASPC CJIS before you begin submitting test files
- Let us help you with successful testing of your new RMS!

