

# IMPORTANT NIBRS INFORMATION

## ARE YOU LOOKING FOR A NEW RECORDS MANAGEMENT SYSTEM AND ARE CURRENTLY REPORTING NIBRS OR PLAN TO START REPORTING NIBRS DATA TO ACIC?

If you are planning to purchase a records management system (RMS) or change over to a new RMS please review all Arkansas and Federal standards and specifications. The majority of Arkansas and Federal standards and specifications can be found at ACIC. For example if you are planning on adding a CAD or MDT package there are specific guidelines for security and protocol that must be followed. If your agency maintains several grants that are dependent on reporting NIBRS to ACIC there are certain reporting specifications that must be observed or you may lose DOJ funding.

The following list contains “lessons learned” and advice from state and local agencies that have been NIBRS-certified or are implementing NIBRS-compliant RMSs. Agencies should reference this list for practical advice that can be used in conjunction with the items specified in this handbook. Comments from NIBRS-RMS vendors have been included where appropriate. The comments in this list do not constitute statements from the ACIC, FBI or BJS; comments are entirely from the NIBRS user and vendor community found on page 61 – 62 of the [Handbook for Acquiring A Records Management System That is Compatible with the National Incident Based Reporting System \(NIBRS\)](#).

### Lessons Learned from Agencies:

- 🌀 CONVERT YOUR DATABASE FROM YOUR LEGACY RMS TO YOUR NEWLY PURCHASED RMS!
- 🌀 Make the Request for Proposal very specific in what you want.
- 🌀 Vendor demo is not enough. Must conduct site visits and contact current users of vendor’s products.
- 🌀 Just because vendor says ‘NIBRS-compliant’ means nothing. Make absolutely sure that vendor’s product is NIBRS-compliant AND that it is capable of meeting all state requirements for certification in the particular state.
- 🌀 Look for NIBRS-compliant RMS, but use caution—some vendors say they are NIBRS-compliant, but are not.
- 🌀 Check to see if the new RMS accepts mug shots so that they can become part of the RMS records.
- 🌀 Do hands-on evaluation of vendor products—perhaps through demonstration—BEFORE contract.
- 🌀 You want to work with the vendor’s actual developers, not just the vendor’s managers.
- 🌀 Look closely at the need for custom programming; will it be covered by the maintenance agreement?
- 🌀 RMS software was not NIBRS-compliant, but the software company made changes for nothing so that their software would be certified for NIBRS reporting.
- 🌀 Don’t ever purchase any vendor products that are not certified/approved or acknowledged by your state program.
- 🌀 Don’t invest a lot of money in vendors that have no NIBRS experience and are not confirmed to be NIBRS-compliant.
- 🌀 Actually test the vendor’s system before taking any further steps.

**PLEASE CONTACT ACIC TO INSURE COMPLIANCY WITH ARKANSAS NIBRS SPECIFICATIONS AND STANDARDS.**

**If you have not submitted all 12 months of your 2020 NIBRS data, please do so as soon as possible.  
IT IS OUR DUTY TO INFORM YOU THAT IT IS NOW A STATE LAW.**

**The FBI deadline has passed, but you still have time to make the State Publication for your City,  
County or State.**

**Please Remember NIBRS Monthly Submissions are due by the 10th of Each Month.**

**If you have any questions or need assistance please contact:**

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