

Information Technology Services

SIBRS Vendor Certification Processes

Documented Processes Required to Participate in the Oklahoma SIBRS Repository



SIBRS PROJECT



Table of Revisions

| Release Date | Version ID | Notes, Comments, and References |
|---------------------|-------------------|---|
| 9/23/04 | 1.01 Document | Publish Vendor Certification Guidelines |
| 2/8/06 | 1.01 | Updated SIBRS Types |
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Purpose

The purpose of this document is to describe in detail the requirements for each vendor to become certified with the OSBI for the SIBRS application. This application will require an interface creation by the vendor and submitted to the SIBRS repository. This document outlines the processes and requirements for obtaining certification.

Benefits of Certification

Vendors who pass the certification process will be published along with the name, date of certification and version of software certified on the OSBI website: <http://www.osbi.state.ok.us/LawEnforcement/SIBRS.htm>.

No vendor will be given preferred endorsement other than being certified. Each certified vendor will be listed in alphabetic sequence by company name. Each certified vendor will receive a certification letter from the OSBI.

Technical Documents

Each vendor is encouraged to visit the OSBI website to obtain the latest technical documents for the interface development. The technical documents may be downloaded from: <http://www.osbi.state.ok.us/LawEnforcement/SIBRS.htm>

Technical Documents currently include:

1. An SIBRS Interface Control Document (ICD)
2. An SIBRS Code Table Document

Beginning the Testing Process

Each vendor should:

- A) Read and understand the SIBRS Certification Criteria Document (page 6).
- B) Complete the SIBRS Certification Request form (Page 7).
- C) Fax the completed SIBRS Certification Request form to Gary Morgan at 405-879-2977.
- D) OSBI will notify vendor when request has been processed via phone or email.
- E) Vendor may submit incidents on behalf of an Oklahoma Agency.
- F) Incident submittals will occur until an acceptable error rate for testing is achieved. *see # 4 on SIBRS Certification Criteria.
- G) Vendor is assigned a testing ID by the OSBI.
- H) Vendor will continue to adapt their interface until all certification criteria is met.
- I) Vendor request final certification from the OSBI upon all criteria being met and verified.



OKLAHOMA STATE BUREAU OF INVESTIGATION

SIBRS PROJECT

SIBRS Certification Criteria

Headquarters 6600 N. Harvey Oklahoma City, OK 73116-7910 Phone(405) 848-6724

Vendor's Criteria for OSBI SIBRS Certification

1. The vendor/Agency must submit at least 3 times with a minimum of 10 incidents per type of submission with fifty percent of the incidents reporting multiple offenses, multiple victims, and multiple offenders per incident.
2. In order to pass certification a vendor/agency must submit Type 1 (Full) submissions following the criteria stated in #1 above.
3. Each zip file is a separate ORI containing individual XML files.
4. An error rate with less than 2% unprocessed incidents when submitted to the OSBI SIBRS portal is acceptable during certification however, the extraction of incidents must be 100% error free.
5. Each file must follow the naming conventions and file layouts contained in the latest OSBI SIBRS Interface Control Document.
6. The vendor/agency will complete a SIBRS Certification Request prior to testing. In the application the vendor will note the name of the software being used to submit the incidents and the version number.
7. If changes to certified software cause the submissions to be erroneous, the OSBI may revoke certification after notifying the reporting agency in writing.
8. The vendor will notify the OSBI in writing at least 30 days before submitting data to OSBI on behalf of a new Oklahoma agency.

Please contact Gary Morgan at 405-879-2977 with any questions

FAX 405-879-2988



OKLAHOMA STATE BUREAU OF INVESTIGATION

SIBRS PROJECT

SIBRS Certification Request

Headquarters 6600 N. Harvey Oklahoma City, OK 73116-7910 Phone(405) 848-6724

| | | |
|---------------------------------|--------|-------|
| Agency OR Vendor Name: | | |
| Street Address: | | |
| Mailing Address: | | |
| Agency's Representative's Name: | | |
| City: | State: | Zip: |
| E-mail | Phone: | Cell: |

1. If Vendor, does your company have law enforcement customers in Oklahoma?

Yes Please list the names of the agencies in the space below.

| |
|--|
| |
| |

2. Please list the potential software products & version # you would like to certify.

| Name | Version # |
|------|-----------|
| 1. | |
| 2. | |
| 3. | |

3. Please list the desired certification schedule you would prefer to pursue.

| | |
|-------------------------|--|
| Today's Date: | |
| Requested Testing Date: | |
| Requested Live Date: | |

4. Please list which agencies will be using your interface to communicate with the statewide incident repository SIBRS on the requested live date:

| |
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| |

5. Please indicate the interface type of reporting you will develop:

Type 1, Full Participation

6. I have read and agree with the document "SIBRS Certification Criteria" on page 6 of this document.

Yes

No

Please complete and FAX this document to the OSBI MIS Division Attention: Gary Morgan at FAX: 405-879-2988