State Incident Based Reporting System
for
Oklahoma

Oklahoma State Bureau of Investigation

SIBRS P R O J E C T

SIBRS Vendor Certification Processes

Documented Processes Required to Participate in the Oklahoma
SIBRS Repository

Version 2.0 07.07.2015

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
7/2/15	2.00	Update POC & format

Document Source: SIBRSVenCert v2.0

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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 submission 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.ok.gov/osbi/Law_Enforcement_Programs/SIBRS

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.ok.gov/osbi/Law_Enforcement_Programs/SIBRS

Technical Documents currently include:

1. SIBRS Interface Control Document (ICD)
2. 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) E-mail the completed SIBRS Certification Request form to Aaron Gray at

aaron.gray@osbi.ok.gov

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 will continue to adapt their interface until all certification criteria is met.

H) 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 Pl., Oklahoma City, OK 73116-7910, Phone (405) 848-6724

Vendor's Criteria for OSBI SIBRS Certification

1. The certification process requires three consecutive submissions with less than a 2% error rate. Submission files must contain a minimum of 50 XML files and data must be live data from the RMS. Initial test file may contain a sample file to verify XML structures, however, will not count towards your three consecutive submissions. The final process for certification is an audit of the agency RMS.

2. In order to pass certification a vendor/agency must submit 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 Aaron Gray at 405-879-2533 with any questions

Aaron.gray@osbi.ok.gov

OKLAHOMA STATE BUREAU OF INVESTIGATION
SIBRS PROJECT
SIBRS Certification Criteria

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

Agency OR Vendor Name:	
Street Address:	
Mailing Address:	
Agency's Representatives 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.**

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

   <div align="center">YES   NO</div>

Please complete and EMAIL this document to the OSBI ISD Division, Attention: Aaron Gray, at aaron.gray@osbi.ok.gov by clicking on the EMAIL DOCUMENT button.