

## Florida Incident-Based Reporting System Agency Testing

This document contains the testing guidelines and criteria for FIBRS contributors submitting XML data. This testing supports contributors by providing a thorough test of their local system and a clear understanding of the submission business rules, as well as assisting Florida meet the requirements for NIBRS certification. State agencies and agencies that contract with other agencies should be structured the same in the FIBRS test and production environments.

### **FIBRS Incident, Offense, and Arrest Submission Criteria (FDLE IEPD):**

The UCR program requests each agency submit the equivalent of two months of data. UCR will estimate based on 1/6 of the total agency arrests from the 2019 UCR Annual Summary Report.

Example:

2019A Arrest Total:	Divided by:	Expected XML Submissions*:
9,000	6	1,500

\* Only successful XML submissions will count toward the total. These must meet all IEPD and Business Rule validations.

The UCR program would expect to receive the below variations of submission types:

Insert (70%):	Replace (15%):	Delete (15%):
1,050	225	225

### **Additional Submission Criteria:**

The content of the test data should meet the following additional specific criteria:

- Test data submitted should mirror real incidents that would be reported
  - Data submitted must cover a consecutive six (6) month time frame. There must be at least one submission for each of the six months. This is determined by Incident Date
- Zero Report – 1 insert and 1 delete
- A combination of incident only data, incidents with arrest data, and arrest only data
- A combination of adult and juvenile data
- At least one successful XML insert containing each of the following:
  - Hate Crime (HC)
  - Cargo Theft (CT)
  - Human Trafficking (HT)
  - Domestic Violence (DV)
  - Law Enforcement Officer Killed or Assaulted (LEOKA)

Agencies with less than 216 arrests for the UCR Summary Annual report, should submit at least 36 XML submissions that meet the requirements listed above in the **Additional Submissions Criteria** section. The test data should follow the transaction types listed in the Use-of-Force Submission Criteria listed below.

### **Full and RMS Contract Agencies:**

Agencies submitting data for contract agencies (Full and/or RMS), should follow the same submission requirements for each individual agency. However, we do not expect to see specific Use-of-Force data submitted for Full Contract agencies (or state agencies reporting by county).

**Use-of-Force Submission Criteria (FDLE IEPD):**

Use-of-Force incidents – total 36 successful XML packages

- 10 insert, 10 replace, and 10 delete transactions

Use-of-Force Zero Report

- 3 insert and 3 delete transactions

**FIBRS Officer Count Submission Criteria (CJAdmin IEPD):**

Each agency should successfully submit at least one successful XML insert containing their law enforcement officer counts to cover one reporting year.

**Reviewing Submitted Data:**

In order to ensure data has been submitted successfully, the data should be reviewed via the FIBRS Verify Submissions submenu. Your agency will be able to view the total number of submitted transactions, total number of failed transactions, and error rate for a specific verification period for the records that reach the FIBRS system. The Verify Submissions submenu has a Review Hyperlink which navigates to the Review Screen. This allows agency users with permissions to view incident details for each month an agency has submitted data. To establish user accounts in FIBRS test refer to the CJNet page [here](#).

**Verification:**

Each agency must complete the verification process submitted test data on a monthly basis. Using the FIBRS Verify Submissions submenu the agency designee authorizes the submission of the agency's data to the FBI for test purposes only. The verifier role can only be assigned to one designee per agency.

**Timeframe:**

FDLE expects agencies to notify their FDLE point-of-contact once they think the submission testing criteria has been met. FDLE will review both the transactions, both successes and failures to support comprehensive contributor testing.

FDLE will check-in with agencies at least monthly to provide assistance as needed. As needed, each agency can reach out to their assigned consultant to assist with any questions.