

DECERTIFICATION PROCESS

Below describes the process by which an Officially Certified vendor can be IBR Decertified in Ohio.

Step 1

The law enforcement agency using a certified vendor submits data for a month that has an error rate higher than 4%. The vendor will receive a letter (mail or e-mail) informing them of the error(s) and advising them they can receive technical support from OCJS. At this point the 12 month time period has begun and two more months of a higher than 4% error rate from this date will cause the vendor to be decertified.

Step 2

The certified vendor must correct the errors in their program in order to maintain the 4% or less error rate. Those corrections must be made before the next monthly submission from the law enforcement agency.

Step 3

If the same law enforcement agency sends a second monthly submission of data that has an error rate higher than 4%, the vendor will again be notified of the error(s) and must correct them before the next monthly submission from the law enforcement agency.

Step 4

Once the same law enforcement agency has three monthly submissions of data that have an error rate higher than 4% within a 12 month time period, the Director of the Ohio Office of Criminal Justice Services will be notified and a recommendation made for decertification of that vendor. Once the Director signs the decertification certificate, that vendor will be decertified in Ohio for IBR reporting. A copy of the decertification certificate will be sent to the vendor, and all of the vendor's submitting law enforcement agencies will be notified of the decertification. Those law enforcement agencies will not be able to submit data to OCJS until the vendor is recertified. The vendor must go through the certification process again to be recertified.

NOTE: It is suggested that the vendor seeking official certification select as a test site a law enforcement agency that produces a high number of records each month for submission testing purposes. The higher the number of records an agency has, the better chance errors that may need to be fixed would occur. Using an agency that submits only a few records per month as a test site may increase the chances of becoming decertified in the future because you may not see the common errors during testing. It is recommended that the testing agency produce at least 30 records per month.

CHANGES TO THE OHIO DATA COLLECTION AND SUBMISSION SPECIFICATIONS MANUAL

It is recognized that over time, changes may occur to the Ohio Data Collection and Submission Specifications Manual as updates are necessary due to changes/additions from the FBI, or from Ohio's codes/guidelines, along with any errors that may be present in the manual itself. It is understood that the official certified vendors must have time to make the necessary changes in their program to satisfy the changes in the Ohio Data Collection and Submission Specifications Manual. Once any changes are identified in the manual, the Office of Criminal Justice Services will allow time for the certified vendors to make the changes in their program accordingly. The time given will be based on the extent of the changes required. Once that time has expired, the decertification process will apply. OCJS will look at each potential decertification on a case-by-case basis when determining a final decision.



REQUEST TO TEST FOR OFFICIAL IBR CERTIFICATION IN OHIO

I have read and understand the procedures to obtain Official IBR certification in Ohio. Please inform me when we may begin submitting IBR test data to OCJS using _____ (name of Ohio law enforcement agency) as our live test site.

Name and Title (Type or Print)

Signature

Date

Company/Agency Name _____
Address _____

Phone Number _____
E-mail _____
Web site _____

Mail this request to:

Ohio Office of Criminal Justice Services
Attn: OIBRS
1970 West Broad
Columbus, OH 43223