THIN LINE SOFTWARE
MONTHLY NIBRS CLOSE CHECKLIST

A monthly NIBRS close checklist

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Printable take-away from NIBRS reporting for Texas police departments.

A monthly NIBRS close checklist

- [ ] Reportable incidents for the period are identified
- [ ] Officer reports needed for those incidents are complete
- [ ] Supervisor review is complete
- [ ] Pre-submission errors are resolved or assigned
- [ ] The submission occurred through the current DPS mechanism
- [ ] DPS responses were reviewed
- [ ] Rejected incidents are assigned to an owner
- [ ] Corrections were made in the operational record and resubmitted
- [ ] Warnings that deserve review were addressed
- [ ] Unresolved items remain visible
- [ ] Approved reports are not still waiting to be sent
- [ ] The reporting period is reconciled: reportable, submitted, accepted, unresolved
- [ ] Evidence of completion or submission is retained as appropriate

Agency setup

- [ ] We know which NIBRS and Texas-mandated specification versions we produce
- [ ] Someone owns monthly NIBRS reporting and a backup is named
- [ ] Staff know when the submission is due
- [ ] Texas-specific reporting (including Family Violence, Drug Seizures, and Sexual Assault where applicable) is addressed
- [ ] Staff know where current DPS training and technical materials are
- [ ] If we are changing RMS vendors, recertification and first-production validation are on the implementation plan

Generated from the Thin Line Software resource library. Read this guide online: https://thinline.software/resources/texas-nibrs-reporting-guide#nibrs-self-audit-checklist