



November 2004

Uniform Crime Reporting
State Program Bulletin 04-4

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SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS

1.1 Data Submission Deadlines

State Uniform Crime Reporting (UCR) Program managers should note the following deadlines for data to be received by the FBI CJIS Division's Crime Statistics Management Unit (CSMU) and share these deadlines with their local agencies.

December 22, 2004	Deadline for police employee counts as of October 31, 2004.
December 31, 2004	Deadline to review the population-by-county printouts sent recently by the CSMU and to make changes to an agency's current reporting status or to add new contributing agencies within the state. This date does not include submitting change of addresses.
February 18, 2005	Deadline for agencies submitting data to be included in the <i>Preliminary Annual Uniform Crime Report, 2004</i> . For Most-in-Population agencies to be published in the Report, the CSMU must have received complete data for 12 months by this deadline.
March 14, 2005	Deadline for submitting data to be included in <i>Crime in the United States, 2004</i> . Data must be complete for 12 months. This date is also the deadline for submitting statistics on officers assaulted and hate crime occurrences to be included in <i>Law Enforcement Officers Killed and Assaulted, 2004</i> , and <i>Hate Crime Statistics, 2004</i> , respectively.

1.2 Electronic Availability of the *State Program Bulletin*

The UCR Program's *State Program Bulletin* is available electronically in Corel WordPerfect and Microsoft Word formats. **State Program managers** who wish to receive the *State Program Bulletin* via e-mail instead of receiving hard copies through the U.S. Postal Service should provide the FBI CJIS Division's Communications Unit with their e-mail address at <cjis_comm@leo.gov> and indicate *State Program Bulletin* in the subject line of the e-mail. **Please note that whether the *Bulletin* is received electronically or in hard copy, it is the responsibility of the state UCR Program manager to disseminate the information as appropriate to their staff and local agencies.**

In order to serve our customers in the best manner possible, the national UCR Program would like to remind state Program managers to keep the Communications Unit informed of any changes in their e-mail addresses.

The current *State Program Bulletin*, as well as previous editions, is also available via the Law Enforcement OnLine (LEO) Intranet at <www.leo.gov/special_topics/stats/stats_home.html> (under the Crime in the U.S.: Uniform Crime Reports Section). Users with questions concerning access to the LEO should contact the LEO Program Office at (202) 324-8833 (telephone) or Mrs. Stacey C. Davis of the Advisory Groups Management Unit at (304) 625-2618 (telephone).

1.3 Preliminary Semiannual Uniform Crime Report, January-June 2004 Tentatively Set for Release on December 13, 2004

The national UCR Program has slated Monday, December 13, 2004, as the *tentative* release date for the *Preliminary Semiannual Uniform Crime Report, January-June 2004 (Semiannual Report)*. Though state UCR Program managers will receive advance copies of the *Semiannual Report*, they are reminded that the embargoed data are for internal use only and should not be made public prior to the December 13, 2004, tentative release date. The national Program also asks state UCR Program managers to advise the local agencies within their respective states of the tentative release date.

SECTION 2—CLARIFICATION TO POLICY AND PROCEDURES

2.1 Reporting of Hate Crime Incidents Requires More Follow Through

The national Program's staff routinely verify hate crime incidents involving the offense types of murder or forcible rape or the bias motivations of anti-physical disability or anti-mental disability. To do this, the staff contact the state Program manager or, in some cases, the local agency that submitted reports with these offense types or bias motivations to ensure the accuracy of these reports.

Prior to publishing the 2003 hate crime data, the national Program noted 128 reported hate crime incidents involving murder, forcible rape, anti-physical disability bias motivation, or anti-mental disability bias motivation. During the verification process, the national Program found that 33.6 percent of the incidents were submitted correctly, 64.8 percent were determined not to be bias motivated, and 1.6 percent were incorrectly classified. The following table shows the disposition of those incidents submitted by both Summary and National Incident-Based Reporting System (NIBRS) contributors.

Findings of Verification Process	Of 128 Incidents	Disposition
Correct Submissions	43	Retained in hate crime database
Found <i>not</i> to be Bias Motivated	83 (82 NIBRS; 1 hard copy)	Deleted from hate crime database
Incorrectly Classified	2	Adjusted in hate crime database

The national Program urges state and local agencies to be diligent when classifying and verifying incidents as bias motivated. In addition, the Program asks that agencies make appropriate corrections and submit them in a timely manner.

2.2 Conference Membership Calls for Clarification

During the annual conference of the Association of State UCR Programs, members agreed on the following modifications to NIBRS data values, which are effective immediately.

Expand Property Description Code 27 = Recordings—Audio/Visual

In regard to Data Value 27 = Recordings—Audio/Visual (Data Element 15, Property Description), the membership agreed to expand the types of media covered to include blank or recorded media:

27 = Recordings—Audio/Visual (phonograph records and blank or recorded compact discs, audio or video tapes, digital video discs, cassettes, etc.)

Provide Examples of Weapon Type Code 15 = Other Firearm

The membership also agreed to add examples in order to clarify Data Value 15 = Other Firearm (Data Element 13, Type Weapon/Force Involved). The revision is as follows:

15 = Other Firearm (e.g., bazookas, stinger missiles, and rocket and grenade launchers)

SECTION 3—PUBLICATION UPDATES AND MODIFICATIONS

Distribution Status of the *Uniform Crime Reporting Handbook*

This month, the national UCR Program began bulk distribution of the newly revised *UCR Handbook* for summary reporting. Most state UCR Program managers accepted their respective state's entire shipment with plans to disseminate the publication at upcoming training sessions or to mail them to the agencies within their state; local agencies in a few states received direct mailing from the national Program as appropriate.

The *UCR Handbook* is available on the FBI's Web site at www.fbi.gov/ucr/handbook/ucrhandbook04.pdf, and it will soon be available on the LEO (site to be announced). Agencies may obtain additional hard copies of the *UCR Handbook* by contacting the FBI CJIS Division's Communications Unit at (304) 625-4995.