U.S. Department of Justice
Federal Bureau of Investigation
Criminal Justice Information Services (CJIS) Division

October 2011

Uniform Crime Reporting (UCR)
State Program Bulletin 11-4

SECTION 1–MESSAGE TO PROGRAM PARTICIPANTS

SECTION 2–CLARIFICATION TO POLICY AND PROCEDURES

SECTION 1–MESSAGE TO PROGRAM PARTICIPANTS

1.1   Advance viewing of the *Law Enforcement Officers Killed and Assaulted, 2010,* and *Hate Crime Statistics, 2010*

On Monday, October 24, 2011, the national UCR Program will publish *Law Enforcement Officers Killed and Assaulted (LEOKA), 2010,* and on Monday, November 14, 2011, the UCR Program will publish *Hate Crime Statistics, 2010,* on the FBI's Web site. State UCR Programs and local law enforcement agencies will have advance access to the information via beta sites. Please note that the Web sites, usernames, and passwords, all of which are case sensitive, are provided below.

LEOKA, 2010

Advance viewing date: Monday, October 17, 2011
Web site: www.fbi.gov/about-us/cjis/ucr/leoka/2010
Username: UCRcontr
Password: 2010Data
Public release date: Monday, October 24, 2011

Hate Crime Statistics, 2010

Advance viewing date: Monday, November 7, 2011
Web site: www.fbi.gov/about-us/cjis/ucr/hatecrime/2010
Username: UCRcontr
Password: 2010Data
Public release date: Monday, November 14, 2011

State UCR Program managers are asked to apprise their local agencies of this information. Agencies are reminded that these data are embargoed until the public release date. Until then, they are for internal use only.

1.2   Data deadlines

The national UCR Program would like to remind state UCR Program managers that **Friday, December 16, 2011,** is the deadline to submit to the FBI the 2011 police employee counts as of October 31, 2011. In addition, **Saturday, December 31, 2011,** is the deadline for an agency to report a change to its name, address, or current reporting status to the FBI.

The staff of the national UCR Program would like to thank all contributors for their participation and submitting data in a timely manner. The FBI could not publish UCR data without agencies' continued support.

1.3   UCR training presentations available on the Law Enforcement Online

In order to provide online training opportunities for those local, county, state, and tribal law enforcement agencies that are experiencing budgetary constraints, the CJIS Division's Training and Systems Education Unit (TSEU) has placed eight UCR Program presentations on the Law Enforcement Online (LEO). These presentations focus on the Summary Reporting System.

Users must have a LEO account to access the training modules, which are available as Portable Document Format files. The presentations are available by accessing the LEO main page and clicking on the "eLearning" tab and then clicking on the "UCR Online/Overview Training Presentations" link.

The topics covered are:

•   UCR Background Information.
•   Preparing the Return A.
•   Classifying and Scoring Procedures.
•   Definitions—Part I Offenses.
•   Age, Sex, and Race Forms.
•   Supplement to Return A.
•   Supplementary Homicide Report.
•   Law Enforcement Employees Report.

To get a LEO account, agency personnel should go to <www.leo.gov> and click the link to the user application.

For questions about information in the presentations, agencies should call the TSEU at (888) 827-6427.

1.4   Electronic availability of the UCR *State Program Bulletin*

The UCR Program's UCR *State Program Bulletin* is available electronically in Corel WordPerfect and Microsoft Word formats. State UCR Program managers who wish to receive the UCR *State Program Bulletin* via e-mail must provide their e-mail addresses to the FBI's Multimedia Productions Group (MPG) staff at <cjis_comm@leo.gov> and indicate "UCR *State Program Bulletin*" in the subject line of the e-mail.

Please note that it is the responsibility of the state UCR Program managers to disseminate the information as appropriate to their staffs and local agencies. In order to serve our customers in the best manner possible, the national UCR Program would like to remind state UCR Program managers to keep the MPG informed of any changes in their e-mail addresses.

The current UCR *State Program Bulletin,* as well as previous editions, is also available via the LEO Intranet at <https://www.leo.gov/http://leowcs.leopriv.gov/lesig/cjis/programs/crime_statistics/state_program_bulletins/state_program_bulletins.htm>. Users with questions concerning access to the LEO should contact the LEO Operations Unit by telephone at (304) 625-5555.

SECTION 2–CLARIFICATION TO POLICY AND PROCEDURES

Reminder regarding agency requirements to submit data to the UCR Program

The national UCR Program staff would like to remind state Program managers about agency requirements to submit data to the UCR Program. The UCR Program policy is that an agency must be a bona fide law enforcement agency with sworn officers who possess full arrest powers before the national UCR Program will identify that agency as a contributor to the UCR Program.

In addition, if the state submits its UCR data to the national Program using the Summary Reporting System, the national UCR Program staff must receive offense data (via the Return A—Monthly Offenses Known to Police reporting form) from the agency before an Originating Agency Identifier (ORI) is assigned for UCR purposes. If an agency submits its data to the national UCR Program via the National Incident-Based Reporting System, the national staff must receive incident data before an ORI is issued.

When the CJIS Division assigns an ORI to an agency for UCR purposes, there are identifers within the ORI that coincide with ORIs issued for access to the National Crime Information Center. For UCR purposes, the first seven positions of each ORI must be unique, and positions eight and nine both must be zeros.

Also, the national Program staff would like to remind state Program managers that December 31 is the deadline for submitting data for January 1 to December 31 for a given year. Agencies with questions should call the Crime Statistics Management Unit at (304) 625-4830.