



February 2008

Uniform Crime Reporting (UCR)  
*State Program Bulletin 08-1*

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## 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's Criminal Justice Information Services Division's Crime Statistics Management Unit (CSMU) and should inform their local agencies of these deadlines.

Date	Information needed
<b>February 15, 2008</b>	<p>Deadline for submitting January–December 2007 data for inclusion in the <i>Preliminary Annual Uniform Crime Report, January–December, 2007</i>.</p> <p><b>For Most-in-Population (MIP) agencies to be published in the report, the CSMU must receive complete data for 12 months by the deadline.</b></p>
<b>March 18, 2008</b>	<p>Deadline for submitting data for inclusion in the 2007 editions of <i>Crime in the United States (CIUS)</i>, <i>Law Enforcement Officers Killed and Assaulted (LEOKA)</i>, and <i>Hate Crime Statistics</i>.</p> <p>State UCR Program managers should note that:</p> <ul style="list-style-type: none"> <li>■ For agencies' statistics to be published in Tables 8-11 of <i>CIUS, 2007</i>, the CSMU <b>must</b> receive 12 months of complete data by this date.</li> <li>■ The number of quarters for which an agency reported hate crime data in 2007 will be published in Tables 13 and 14 of <i>Hate Crime Statistics, 2007</i>. (See pp. 10-11 for information on an additional enhancement to the <i>Hate Crime Statistics</i> publication.)</li> <li>■ Statistics on officers assaulted presented in <i>LEOKA, 2007</i>, will include those law enforcement agencies for which the CSMU receives both 12 months of officer assault data <b>and</b> police employee counts.</li> </ul>
<b>August 29, 2008</b>	<p>Deadline for submitting January through June 2008 data to the FBI for inclusion in the <i>Preliminary Semiannual Uniform Crime Report, January-June, 2008</i>.</p>
<b>December 19, 2008</b>	<p>Deadline for submitting police employee counts as of October 31, 2008.</p>
<b>December 31, 2008</b>	<p>Deadline for making changes to an agency's name/address or current reporting status.</p>

## 1.2 Work Processes for UCR Publications

*Preliminary Annual Uniform Crime Report, January–December, 2007*

*CIUS, 2007*

*LEOKA, 2007*

*Hate Crime Statistics, 2007*

*Preliminary Semiannual Uniform Crime Report, January–June, 2008*

As part of the FBI’s effort to keep state UCR Programs informed about data submission deadlines and UCR publication processes, we have included the following schedule. **In order for the FBI to publish these Uniform Crime Reports on time with complete and accurate statistics, all states must adhere to the scheduled deadlines on the preceding page.**

Many agencies are conscientious about meeting these deadlines; however, agencies that are late with their submissions cause publication delays. The FBI realizes that there are always extenuating circumstances that cause an agency to miss a deadline. Nevertheless, the FBI requests that state UCR Program managers encourage the agencies within their state to make every effort to adhere to these deadlines.

Date	Work process
April	The CSMU’s staff disseminates letters to state UCR Program managers providing January–December 2007 crime totals/Return A Record Cards for all law enforcement agencies that submitted 12 months of complete data.
June	The tentative release of the <i>Preliminary Annual Uniform Crime Report, January–December, 2007</i> .
June and July	The national UCR Program staff reviews information for data quality and finalizes the 2007 editions of <i>CIUS</i> , <i>LEOKA</i> , and <i>Hate Crime Statistics</i> for publication.
July	<p>The CSMU’s staff disseminates letters to state UCR Program managers requesting missing January–June 2008 data for MIP agencies that are to be included in Table 4 of the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2008</i>. The letters will provide the August 29, 2008, deadline for submitting data to be included in the <i>Report</i>.</p> <p><b>The deadline for submitting January–June 2008 data to the FBI for inclusion in the <i>Preliminary Semiannual Uniform Crime Report</i> is August 29, 2008.</b></p>

August and September	<p>The CSMU’s staff disseminates letters to state UCR Program managers requesting verification of any January–June 2008 crime totals that indicate significant increases or decreases over the previous year’s data and/or verification of any high/low monthly offense counts during the 6-month period for MIP agencies.</p> <p>The deadline for submitting January through June 2008 data to the FBI for inclusion in the <i>Preliminary Semiannual Uniform Crime Report</i> is August 29, 2008.</p>
September	<p>The CSMU’s staff disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> <li>■ Identifying any missing January–June 2008 data that the FBI has not received by the submission deadline for the <i>Preliminary Semiannual Uniform Crime Report</i> to all contributors other than MIP agencies.</li> <li>■ Seeking follow-up for MIP agencies that did not respond to trend letters. (The CSMU’s staff may opt to contact these agencies via telephone.)</li> <li>■ Requesting verification of any January–June 2008 crime totals that indicate significant increases or decreases over the previous year’s data and/or verification of any high/low monthly offense counts during the 6-month period for all contributors other than MIP agencies that submitted 3 or more months of data.</li> </ul> <p>The tentative release of <i>CIUS, 2007</i>.</p>
October	<p>The CSMU’s staff disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> <li>■ Requesting the verification of any January–June 2008 crime totals that indicate significant increases or decreases over the previous year’s data and/or verification of any high/low monthly offense counts during the 6-month period for all contributors other than MIP agencies that submitted 3 or more months of data.</li> <li>■ Requesting the completion of information on the current year’s police employee counts as of October 31, 2008.</li> </ul> <p><b>The deadline for submitting police employee counts is December 19, 2008.</b></p> <p>The tentative release of <i>LEOKA, 2007</i> and <i>Hate Crime Statistics, 2007</i>.</p>

November	<p>The CSMU’s staff disseminates letters to state UCR Program managers requesting a review of the Population-by-County printout to verify the current reporting status of each agency and to identify any new agency contributors.</p> <p>The CSMU’s staff disseminates a <i>State Program Bulletin</i> reminding all state UCR Program managers of the <b>December 31, 2008</b>, deadline for making changes to an agency’s name/address or current reporting status. (The CSMU’s staff will not assign an Originating Agency Identifier until an agency submits one <i>Return A</i> form.)</p>
December	<p>The national UCR Program staff publishes the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2008</i>.</p> <p>After the December 19, 2008, deadline, the CSMU’s staff will forward letters to state UCR Program managers informing them that the FBI has not received their police employee counts.</p> <p><b>The deadline for submitting police employee counts is December 19, 2008.</b></p> <p><b>The deadline for making changes to an agency’s name/address or current reporting status is December 31, 2008.</b></p>

### 1.3 State Contacts of Crime Statistics Management Unit (CSMU) Personnel and Outreach Team Members

A suggestion was made to the national UCR Program staff to publish the contact information of the Crime Statistics Management Unit (CSMU) personnel and the UCR Program's trainers from the Outreach Team. If a state's data are assigned to more than one member of the CSMU, the data to which they manage is identified as the Summary Reporting System (SRS), the National Incident-Based Reporting System (NIBRS), or Most-in-Population (MIP) agencies.

#### ALABAMA

SRS: Tynya F. Douglas (304) 625-2962  
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NIBRS: Drema Fouch (304) 625-2982  
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**TEXAS**

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**LEOKA**

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**ORI**

Sherry V. McDowell (304) 625-3536

## 1.4 Contact Information of Members of the UCR Subcommittee of the CJIS Advisory Policy Board

A suggestion was made to the national UCR Program staff to publish the contact information of the UCR Subcommittee members of the CJIS Advisory Policy Board. The contact information follows.

Mr. William D. Baker  
Biddeford Police Department  
149 Old Blue Point Road  
Scarborough, ME 04074  
Phone: (207) 883-7115  
Cell: (207) 317-0906  
E-mail: <wbaker@theemergencegroup.com>

Mr. Adam Garcia  
Director  
Police Services  
University of Nevada, Reno  
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Reno, NV 89557  
Phone: (775) 327-5299  
E-mail: <agarcia@police.unr.edu>

Dr. Gregory "Max" Schlueter  
Director  
Vermont Criminal Information Center  
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103 South Main Street  
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Mr. Lawrence A. Stelma  
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Mr. Michael C. Walker  
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## 1.5 Change to the Presentation of Hate Crime Data

The law enforcement agencies that voluntarily participate in the hate crime data collection provide details about hate crime incidents that occurred in their jurisdiction, including the date of the incident, or report that no hate crime incidents occurred during the quarterly reporting periods. The UCR Program maintains this information and summarizes the hate crime data collected in its annual Web publication *Hate Crime Statistics*.

Currently, the number of hate crime incidents reported by each agency are presented in Table 13 of *Hate Crime Statistics* by bias motivation category. The column, “No. of Quarters Reported” illustrates the number of calendar quarters the agency reported hate crime data to the national UCR Program.

Table 13  
Hate Crime Incidents  
Bias Motivation  
by State and Agency, 2006

State	Agency type	Agency name	No. of quarters reported	Bias motivation					Population <sup>1</sup>
				Race	Religion	Sexual orientation	Ethnicity	Disability	
ILLINOIS	Total			90	25	29	12	0	
	Cities			74	23	28	12	0	
		Aurora	4	10	2	2	0	0	169,085
		Bloomington	2	1	1	0	0	0	70,124

This current presentation of agency reporting in *Hate Crime Statistics* does not clearly illustrate to the user the scope of the hate crime incidents reported by the agency. For example, if Table 13 indicates the number of quarters reported for an agency is four, that does not mean the agency reported hate crime *incidents* during all four quarters or that the number of incidents per quarter were evenly distributed. Or, if the table indicates an agency reported two quarters of data, it is not apparent which quarters of the year those hate crimes occurred.

To alleviate these types of misconceptions, with the publication of *Hate Crime Statistics, 2007*, the UCR Program will present hate crime incidents by bias motivation and by the number of incidents per quarter.

The user will be able to determine if the reported hate crime incidents were all submitted for one quarter, which quarters the agency reported zero data, and if the agency did not report data for one or more quarters. Users will also be able to determine if an increase or decrease in the number of hate crime incidents reported may have been due to one of these factors. With this change, the law enforcement agencies that contribute to the hate crime data collection will not need to make changes to record collection systems or databases as this information is already reported to the national UCR Program.

Table 13

**Hate Crime Incidents**

Bias Motivation and Number of Incidents per Quarter  
by State and Agency, 2006

State	Agency type	Agency name	Bias motivation					Number of Incidents per Quarter				Population <sup>1</sup>
			Race	Religion	Sexual		Disability	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
					orientation	Ethnicity						
ALABAMA	<b>Total</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>						
	<b>Cities</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>						
		Atmore	1	0	0	0	0	0	1	0		7,598
ALASKA	<b>Total</b>		<b>4</b>	<b>0</b>	<b>2</b>	<b>0</b>						
	<b>Cities</b>		<b>4</b>	<b>0</b>	<b>2</b>	<b>0</b>						
		Anchorage	4	0	2	0	0	3	2	1		277,692

Table 13

**Hate Crime Incidents**

Bias Motivation  
by State and Agency, 2006

State	Agency type	Agency name	Bias motivation					Number of Incidents per Quarter				Population <sup>1</sup>
			Race	Religion	Sexual		Disability	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
					orientation	Ethnicity						
ARIZONA	<b>Total</b>		<b>52</b>	<b>30</b>	<b>28</b>	<b>38</b>						
	<b>Cities</b>		<b>46</b>	<b>26</b>	<b>26</b>	<b>31</b>						
		Apache Junction	1	0	0	0	0	0	1	0		33,532
		Bullhead City	0	0	0	1	*	1	*	*		40,596

State UCR Program managers with questions or comments should contact Ms. Mary P. Reese of the CSMU by telephone at (304) 625-3528, via e-mail at <mareese@leo.gov>, or by facsimile at (304) 625-3566.

## **1.6 Handling of Time-Window Submissions in *Conversion of NIBRS Data to Summary Data***

It has come to the attention of the national UCR Program staff that the current *Conversion of NIBRS Data to Summary Data* (September 1999) does not fully explain the conversion of Time-Window Submissions. Agencies can supply Time-Window Submissions for an arrest, exceptional clearance, and for recovery of property. The *Conversion of NIBRS Data to Summary Data* is under revision and will address Time-Window Submissions in greater detail with regard to the *Return A*, *Supplement to Return A*, and *Arson* forms. The updated document should be available for dissemination later this year.

## **1.7 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 UCR 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 CSMU's staff at the CJIS Division with their e-mail addresses at <cjis\_comm@leo.gov> and indicate *State Program Bulletin* in the subject line of the e-mail.

**Please note that whether the *State Program Bulletin* is received electronically or in hard copy, 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 CSMU 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 <[https://cgate.leo.gov/http/leowcs.leopriv.gov/lesig/cjis/programs/crime\\_statistics/state\\_program\\_bulletins/state\\_program\\_bulletins.html](https://cgate.leo.gov/http/leowcs.leopriv.gov/lesig/cjis/programs/crime_statistics/state_program_bulletins/state_program_bulletins.html)>. Users with questions concerning access to the LEO should contact the LEO Program Office at (304) 625-5555 (telephone) or Mrs. Stacey C. Davis of the Advisory Groups Management Unit at (304) 625-2618 (telephone).