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Uniform Crime Reporting
State Program Bulletin

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SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS

The national Uniform Crime Reporting (UCR) Program staff would like to thank all of the state UCR Program managers and staff members who participated in the CJIS Division's UCR Program Customer Satisfaction Survey conducted in early March. In addition to state UCR personnel, the survey was administered to local sheriff's departments and police departments in an effort to help the national Program understand the level of services the CJIS Division provides to the law enforcement community.

Because of the numerous requests by state UCR Program managers asking to receive the *UCR State Program Bulletin* electronically, the FBI's Communications Unit (CU) is e-mailing this document to those managers who express an interest in this option. State Program managers who wish to receive future bulletins via E-mail instead of receiving hard copies through the U.S. Postal Service should provide the CU with their E-mail address at: **cjis_comm@leo.gov**. Please indicate State Program Bulletin in the subject line of your E-mail.

The *UCR State Program Bulletin* is also available via the Law Enforcement OnLine (LEO) Intranet at www.leo.gov/special_topics/stats. Users with questions concerning access to LEO should contact the LEO Program Office at 202-324-8833 or telephone the CU at 304-625-4995 for an application.

SECTION 2–POLICY CLARIFICATIONS AND PROCEDURES

2.1 Clarification of the National Incident-Based Reporting System (NIBRS) Delete Procedures

The following is intended as a clarification to the procedures governing the delete function explained in Section I of NIBRS Volume 2: *Data Submission Specifications* (May 1992). The NIBRS Segment Action Type of “D” = Delete is valid for Segment Levels 0, 1, 3, 6, and 7.

The use of Segment Action Type of “D” = Delete with the . . .	yields the following result:
Level 0 (Zero-Reporting Segment)	Deletes the zero-report submission in the NIBRS database for the ORI (Data Element 1) and for the year and the month for which the data were submitted.
Level 1 (Administrative Segment)	Deletes all of the segments (Levels 1-6) associated with the Group “A” Incident Report. However, a Level 1 delete submitted for a Time-Window record deletes Level(s) 1, 3, and/or 6.
Level 3 (Property Segment) <i>valid only if the record was previously reported as a Time-Window submission</i>	Deletes all recovered property data (the only valid kind for Type Property Loss/Etc. [Data Element 14] in a Time-Window Submission) on file for the record.
Level 6 (Arrestee Segment) <i>valid only if the record was previously reported as a Time-Window submission</i>	Deletes only the arrestee on file for the ORI (Data Element 1) and incident number (Data Element 2) that has the same arrestee sequence number (Data Element 40) as the submitted delete arrest record.
Level 7 (Group “B” Arrest Report Segment)	Deletes all of the Group “B” Arrest Report(s). If an arrestee (sequence) number (Data Element 40) is submitted, only that arrestee will be removed from the NIBRS database. If the arrestee (sequence) number (Data Element 40) is left blank on the delete record, all Group “B” Arrest Reports for that ORI (Data Element 1) and arrest (transaction) number (Data Element 41) (which could be the same as the incident number [Data Element 2]) will be removed.

2.2 Misuse of Code “00” for NIBRS Data Element 3, Incident Date/Hour

It has come to the attention of the national Program that several law enforcement agencies are misreporting Data Element 3, Incident Hour, as 00 when the Incident Hour is unknown. According to NIBRS Volume 1: *Data Collection Guidelines* (August 2000), page 69, “if the Incident Hour is unknown, the hour should be left blank. If the incident occurred on or between midnight and 0059, 00

should be entered; if on or between 0100 and 0159, 01 should be entered; if on or between 2300 and 2359, 23 should be entered; etc. . . .”

2.3 NIBRS Data Element 12, Type Criminal Activity/Gang Information

As specified in the UCR *State Program Bulletin* dated June 30, 1997, a gang must meet the following criteria:

- an ongoing organization, association, or group of three or more persons,
- have a common interest and/or activity characterized by the commission of or involvement in a pattern of criminal or delinquent conduct.

Once it is determined that gang activity was involved in the commission of one of the 11 violent offenses, it is incumbent upon the reporting agency to indicate one of the following valid codes:

- “J” = Juvenile Gang
- “G” = Other Gang
- “N” = None/Unknown

Recently, several questions have arisen regarding the definition of a “Juvenile Gang” and an “Other Gang” for NIBRS reporting purposes. According to the established guidelines of the national UCR Program, a “Juvenile Gang” meets the criteria mentioned in the gang definition above, and the membership is predominantly juvenile (under 18 years of age). In order for the code “J” to be associated with the criminal activity being reported, the gang’s membership does not have to be entirely comprised of juveniles, nor does the offender in the incident have to be a juvenile. Instead, the reporting agency need only establish that the gang’s membership is predominantly juvenile. Conversely, if the gang is comprised of members who are predominantly 18 years of age or older, the criminal activity should be coded as “G” for “Other Gang.” When no gang involvement is associated with the offense, the reporting agency should indicate “None/Unknown.” The reporting agency should determine which code most appropriately describes the type, or lack of presence, of gang activity.

2.4 NIBRS Offense 250 Counterfeiting/Forgery

In the UCR *State Program Bulletin* dated December 22, 1999, the following example was used to show how to score a Counterfeiting/Forgery offense when forged checks or counterfeited money is used to obtain items such as cash, groceries, stereo equipment, etc. However, the Property Description was incorrectly coded as 22 = Nonnegotiable Instruments (no value) when it should have been code 21 = Negotiable Instruments with a value of \$700 since the check was signed (even though it was a forged signature).

Example: A lone male enters the Sears department store to purchase a \$400 TV and \$300 VCR (retail value) with a forged check. Later, the store manager was notified that the purchase was made with a forged check. The manager then summoned the police to file a report. The incident should be reported as Offense Code 250 = Counterfeiting/Forgery; Type Property Loss/Etc., code 3 = Counterfeited/Forged; Property Description, ~~code 22 = Nonnegotiable Instruments (no value)~~ **code 21 = Negotiable Instruments (\$700)**.

Additionally, Offense Code 26A = False Pretenses/Swindle/Confidence Game; Type Property Loss/Etc., code 7 = Stolen/Etc.; Property Description, code 26 = Radios/TV[s]/ VCRs; Value of Property, \$550 (wholesale value) should be reported.

2.5 Converting “Other Assaults” From NIBRS Data to Summary Data

There have been some questions regarding the conversion of Other Assaults from NIBRS data to Summary data. This topic is addressed in *Conversion of NIBRS Data to Summary Data* (September 1999), page 3, Line 4e. NIBRS incidents containing an offense of 13B Simple Assault or 13C Intimidation should be scored as Other Assaults when converting them to Summary data. However, if a NIBRS incident contains a 13B Simple Assault or 13C Intimidation along with an Index offense or a 09B Negligent Manslaughter, the Summary Hierarchy Rule should be applied, and the Other Assault should not be scored.

2.6 Invalid Code Used for the Reporting of Bias Motivation

When reporting bias motivation types via Hate Crime Incident Report Forms and NIBRS Data Element 8A, Bias Motivation, a few states are submitting data with an invalid code of 31 to indicate Anti-Arab as an Ethnicity/National-Origin Bias. All contributors please note that *31 is not a valid bias motivation code*. During NIBRS’ developmental stages, code 31 was accepted. However, in 1996 the code became invalid. Though the national Program currently accepts these data and converts the bias motivation code to 33 for Anti-Other Ethnicity/National Origin, programming changes are forthcoming that will result in the rejection of improperly coded data. A complete list of accepted codes for bias motivation types can be found on the Hate Crime Incident Report Form (July 23, 1996) and in NIBRS Volume 1: *Data Collection Guidelines* (August 2000), page 74, under Data Element 8A.

2.7 General Hate Crime Data Submission Procedures

Though semiannual and annual hate crime data submissions are acceptable, the national UCR Program staff urges each state Program manager to report all hate crime incidents at least quarterly (if not monthly) via electronic submission or on the appropriate form. In addition to NIBRS and summary magnetic media submissions on tapes and disks formatted with DOS version 3.3 or greater, the national UCR Program is currently accepting hate crime data via E-mail. Hate crime data submitted through E-mail must conform to the record layout format explained in the publication *Hate Crime Magnetic Media Specifications for Tapes & Diskettes* (January 1997) and sent to mareese@leo.gov. Facsimile requests for the referenced publication can be sent to the Communications Unit at 304-625-5394.

Furthermore, as UCR policy states, the national Hate Crime Data Collection Program will accept a listing of agencies with zero hate crime data from state UCR Programs for publication in *Hate Crime Statistics* and inclusion in the hate crime database if that listing:

- Identifies the law enforcement agencies reporting zero data by Originating Agency Identifier (with agency name included if possible).

- Is provided on state stationery and signed by the state UCR official responsible for collecting and monitoring the data, or is accompanied by an appropriate cover letter.
- Includes only those agencies that submitted reports reflecting zero hate crime incidents to the state UCR Program.

SECTION 3—PUBLICATION UPDATES AND MODIFICATIONS

3.1 NIBRS Volume 4: *Error Message Manual* (December 1999)

The following error message number was omitted from the December 1999 revision of NIBRS Volume 4: *Error Message Manual*. Please add the error message number, shown in bold below, to the existing error message numbers under Arrestee Segment Edit # 41, Data Element Edits section, page 72:

41. PARTICIPANT MUST KEEP TRACK OF ARRESTEE SEQUENCE NUMBERS

When submitting Arrestee Segments (Level 6) or Group “B” Arrest Reports (Level 7) with Segment Action Type of A = Add Arrest, the participant’s data processing software must keep track of the correct value to assign to Data Element 40 (Arrestee Sequence Number). Normally, the first arrestee should have a value of 01. But when there are multiple arrestees for the same incident, the next sequential number would be assigned by the participant. Submitting Arrestee Segments with duplicate numbers will result in a Segment Already On File error message.

(651, 661, 751)

The corresponding error message and text should be added to the Error Numbers and Messages section on page 126:

651 ARRESTEE DATA ALREADY EXISTS

When a Group “A” Incident Report has two or more arrestees (Level 6), the identifying fields cannot contain a duplicate. In this case, two arrestee segments were submitted having the same entry in Data Element 40 (Arrestee Sequence Number).

Two additional error message numbers and their corresponding messages should be added to Volume 4. The following text should be added to the bottom of page 124:

618 DATE CANNOT BE ON OR AFTER THE INACTIVE DATE [YYYYMMDD] OF THE ORI

The UCR Program has determined that an ORI will no longer be submitting arrest data to the FBI as of an inactive date. No arrest data from this ORI will be accepted after this date.

The information below should be added to the bottom of page 130:

718 **DATE CANNOT BE ON OR AFTER THE INACTIVE DATE [YYYYMMDD] OF THE ORI**

The UCR Program has determined that an ORI will no longer be submitting arrest data to the FBI as of an inactive date. No arrest data from this ORI will be accepted after this date.

3.2 *Conversion of NIBRS Data to Summary Data (September 1999)*

The Group “A” offense of 09B Negligent Manslaughter was inadvertently excluded from the list of Part I offenses in the *Conversion of NIBRS Data to Summary Data* publication (September 1999), page iii. The corrected excerpt of page iii, with the offense of 09B Negligent Manslaughter shown in bold between the offense codes of 09A and 11A, appears below:

When converting NIBRS data to Summary data, only one offense is taken from each NIBRS incident. The offense to be reported is selected based on the Hierarchy Rule, which ranks Index offenses from high to low as follows:

NIBRS offense code: 09A - Murder and Nonnegligent Manslaughter
09B - Negligent Manslaughter
11A - Forcible Rape
120 - Robbery
13A - Aggravated Assault
220 - Burglary/Breaking and Entering
23A-23H - Larceny-theft
240 - Motor Vehicle Theft¹

¹ When it is necessary to choose between larceny-theft and motor vehicle theft in classifying, select motor vehicle theft. See the *Uniform Crime Reporting Handbook*, Summary edition, page 35, problem 4.

An exception to the rule is arson (offense code 200) if listed. In those situations where an arson occurs in conjunction with one or more additional offenses, the arson is reported and the Hierarchy Rule is applied to the remaining Index crimes.

In addition, it has come to the attention of the national Program that some clarification is needed concerning the conversion of the Group “A” offense of 09B Negligent Manslaughter. The *Uniform Crime Reporting Handbook*, Summary edition (1984), page 5, states, “The Crime Index is comprised of all of the Part I offenses with the exception of **manslaughter by negligence (class 1.b).**” [Bold added for emphasis.] Accordingly, though the offense of 09B Negligent Manslaughter is entered into the Summary Return A Master File during the conversion process, it will not be included in the agency’s Crime Index.

3.3 *Hate Crime Magnetic Media Specifications for Tapes & Diskettes (January 1997)*

Total Victims

In the record layout for hate crime data submissions referenced in *Hate Crime Magnetic Media Specifications for Tapes & Diskettes* on pages 2 and 4, positions 47-49 allow 3 numeric characters for the total number of individual victims associated with the hate crime incident. Though an individual can be the victim of more than one offense within the incident, he or she should only be counted once in this field. In an effort to remind contributors not to put the offense count in those positions, the field description is being changed to "Total Individual Victims." Please make appropriate changes, as indicated in bold below, on pages 2 and 4.

<u>Position</u>	<u>Type</u>	<u>Description</u>
47-49	A3	Total Individual Victims

Error Number 060

This revision involves the addition of Error Number 060 and its corresponding message. Position 52 shown on page 4 of this manual should be changed to incorporate the bolded text as follows:

<u>Position</u>	<u>Type</u>	<u>Description</u>
52	A1	Offenders' Race 'W' = WHITE 'B' = BLACK 'I' = AMERICAN INDIAN/ALASKAN NATIVE 'A' = ASIAN 'M' = MULTI-RACIAL GROUP 'U' = UNKNOWN
	<u>Error</u>	<u>Message</u>
	027	INVALID CODE=?
	060	OFFENDER RACE MUST BE 'U' WHEN NUMBER OF OFFENDERS IS '00'

Error Number 060 should also be added at the bottom of page 13 after Error Number 059 as indicated in bold below:

<u>Error</u>	Message Text/
<u>Number</u>	<u>Referenced data field in HATECR.UCR</u>
059	UNNECESSARY INCIDENT FIELDS MUST BE BLANK IF DELETING A HATE CRIME INCIDENT Refers to positions 39 through 212 (i.e., Incident-related data)
060	OFFENDER RACE MUST BE 'U' WHEN NUMBER OF OFFENDERS IS '00' Number of Offenders, Offenders' Race

Adjusted Position Numbers and Field Types

Figure 6 on page 10 lists the error record layout for disk submissions. To allow for longer message

texts, the last two field lengths have been modified as shown in bold below.

<u>Position</u>	<u>Type</u>	<u>Description</u>
25 - 28	A4	Zero Reporting Year Indicator Only present on Zero Reporting record errors.
29 - 156	A128	Error Message Written for all errors.
157 - 159	A3	Error Number Written for all errors. This will be a unique number for each type of error.