March 2006

Uniform Crime Reporting
State Program Bulletin 06-1

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SECTION 1–MESSAGE TO PROGRAM PARTICIPANTS

1.1   Data Submission Deadline

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

March 14, 2006	Deadline for submitting data to be included in *Crime in the United States (CIUS), 2005*. **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 *Law Enforcement Officers Killed and Assaulted (LEOKA), 2005,* and *Hate Crime Statistics, 2005,* respectively.

1.2   Timetable for the Uniform Crime Reports:

> *Annual Report, 2005*
> *CIUS, 2005*
> *LEOKA, 2005*
> *Hate Crime Statistics, 2005*
> *Preliminary Semiannual Uniform Crime Report, January-June 2006*
> *(Semiannual Report)*

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.** 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 Program managers encourage the agencies within their state to make every effort to adhere to these deadlines.

Month	Work Process
January	The CSMU disseminated letters to state UCR Program managers: • Requesting missing January-December data for Most-in-Population (MIP) law enforcement agencies for inclusion in Table 4 of the *Annual Report*. **The deadline** for submitting these data had been February 17, 2006; however, it **has been extended to March 3, 2006.** • Inquiring about police employee data that are missing or that require the state UCR Program manager's review.

Month	Work Process
February	The CSMU disseminated letters to state UCR Program managers: • Requesting verification of any January-December crime totals that indicate significant increases or decreases over the previous year's data and/or verification of any high or low monthly offense counts during the 12-month period for MIP agencies. • Identifying for contributors other than MIP agencies the January-December data, by agency and month, that the CSMU has not received prior to the submission deadline for the *Annual Report*. **Note:** **The deadline for MIPs to submit data for inclusion in the *Annual Report* had been February 17, 2006; however, it has been extended to March 3, 2006.**
March	The Communications Unit (CU) of the FBI's CJIS Division disseminates a *State Program Bulletin* reminding state UCR Program managers of the **March 14, 2006,** deadline for submitting 2005 data for inclusion in *CIUS, LEOKA*, and *Hate Crime Statistics.* The CSMU disseminates letters to state UCR Program managers informing them of the 2005 population estimates for agencies within their state. The CSMU also sends letters requesting verification of any January-December crime totals for contributors other than the MIP agencies that show significant increases or decreases from the previous year's data and/or verification of any high or low monthly offense counts during the 12-month period. **Note:** **The deadline for the MIP agencies to submit data for inclusion in the *Annual Report* is March 3, 2006.** **The deadline for submitting 2005 data for inclusion in *CIUS, LEOKA*, and *Hate Crime Statistics* is March 14, 2006.** ***CIUS, 2005*–For agencies to be published in Tables 8-11, the CSMU must receive 12 months of complete data.** ***Hate Crime Statistics, 2005*–The number of quarters in which an agency reported hate crime data will be published in Tables 13 and 14.** ***LEOKA, 2005*–Officer assault statistics include those law enforcement agencies for which the CSMU receives both 12 months of officer assault data and police employee counts.**
April	The CSMU disseminates letters to state UCR Program managers providing January-December 2005 crime totals/Return A Record Cards for all law enforcement agencies that submitted 12 months of complete data.
May	The FBI publishes and distributes the *Annual Report.*
May-July	The FBI reviews for data quality and finalizes *CIUS, LEOKA,* and *Hate Crime Statistics* for publication. The CSMU disseminates letters to each state UCR Program manager providing the state's 2005 violent crime and property crime offense counts that will be published in *CIUS*.

Month	Work Process
July	The CSMU disseminates letters to state UCR Program managers: • Providing the 2006 timetable for the Uniform Crime Reports. • Requesting missing January-June data for MIP law enforcement agencies that are to be included in Table 4 of the *Semiannual Report*. The letters provide the **August 25, 2006,** deadline for submitting data to be included in the *Semiannual Report.* • Informing those state UCR Programs for which no 2006 data have been received of the **August 25, 2006,** deadline.
August	The CU disseminates a *State Program Bulletin* to all state UCR Programs providing the August deadline for submitting data for all law enforcement agencies for inclusion in the *Semiannual Report*. The CSMU disseminates trend letters to state UCR Programs requesting verification of any January-June crime totals that indicate significant increases or decreases over the previous year's data and/or verification of any high or low monthly offense counts during the 6-month period for the MIP agencies. **Note:** **The deadline for submitting 2006 data to the FBI for inclusion in the *Semiannual Report* is August 25, 2006.**
September	The CSMU disseminates letters to state UCR Program managers: • Identifying by contributor any January-June data that the FBI has not received by the submission deadline for the *Semiannual Report*. • Seeking follow-up from those who did not respond to trend letters for the MIP agencies. (The CSMU may opt to contact these managers via telephone.) • Requesting verification of any January-June crime totals that show significant increases or decreases from the previous year's data and/or verification of any high or low monthly offense counts during the 6-month period from contributors other than the MIP agencies that submitted data for 3 or more months.
October	The FBI publishes *CIUS, 2005.* The CSMU disseminates letters to state UCR Program managers: • Requesting the completion of information on current year's police employee counts as of October 31, 2006. The deadline for submitting these data is **December 22, 2006**. • Requesting verification of any January-June crime totals that show significant increases or decreases from the previous year's data and/or verification of any high or low monthly offense counts during the 6-month period from contributors other than the MIP agencies that submitted data for 3 or more months.
November	The FBI publishes and distributes *LEOKA, 2005,* and *Hate Crime Statistics, 2005.*

Month	Work Process
November continued	The CSMU disseminates letters to state UCR Program managers: • Requesting review of the Population-by-County printout to verify the current reporting status of each agency and to identify any new agency contributors. • Requesting verification of any January-June crime totals that show significant increases or decreases from the previous year's data and/or verification of any high or low monthly offense counts during the 6-month period for contributors other than MIP agencies that submitted data for 3 or more months. The CU disseminates a *State Program Bulletin* reminding all state UCR Program managers of the **December 31, 2006,** deadline for making changes to an agency's current reporting status, name, or address and for adding new contributing agencies within the state. (The CSMU will not assign an Originating Agency Identifier until an agency submits one Return A Form.)
December	The FBI publishes and distributes the *Semiannual Report.* Prior to the **December 22, 2006**, deadline, the CSMU will forward letters to the state UCR Program managers informing them that the FBI has not received their police employee counts. **Note:** **The deadline for current year's police employee counts to be submitted to the CSMU is December 22, 2006.** **The deadline for making changes to an agency's current reporting status, name, or address and for adding new contributing agencies within the state is December 31, 2006.**

1.3   Uniform Crime Reporting Outreach Team Offers Training and Support

The UCR Outreach Team, which is now part of the CSMU, provides various support to local, county, state, tribal, and federal law enforcement agencies that submit Summary or National Incident-Based Reporting System (NIBRS) data to the UCR Program. The following list details the comprehensive training and support services that the team provides free of charge.

To make effective use of resources, the Outreach Team requests a 25-student minimum to schedule training classes, which may include personnel from law enforcement agencies from many jurisdictions. The Outreach Team can tailor the courses listed below to particular training needs, as well as provide "Train the Trainer" courses. When coordinating training with state UCR Program offices, the Outreach Team requests that the state's UCR trainers or representatives attend the training sessions to address students' questions that are specific to the state's Program, hardware, and software. In addition, the Outreach Team encourages law enforcement agencies to invite their software vendor(s) to the training so that specific software questions can be discussed.

TRAINING COURSES:

UCR (Summary) Level I—This course provides an overview of the UCR Program's Summary reporting system. Training activities and discussions center on the historical background of the UCR Program, the Hierarchy Rule, offense definitions, classifying and scoring procedures, and form preparation. (Approximately 8 hours.)

UCR (Summary) Level II—This course focuses on the importance of agencies accurately completing the forms they use to submit data via the UCR Program's Summary reporting system. Training activities and discussions concentrate on the Supplement to Return A with emphasis on establishing the value of property stolen and recovered in each applicable Part I crime category. Instructors also use interactive scenarios to show students how to capture other specific details about the offenses being reported, which enhances the analytical value of comprehensive Summary reporting. It is recommended that students complete UCR (Summary) Level I before taking this Level II course. (Approximately 8 hours.)

NIBRS Level I—This course furnishes an overview of the UCR Program's NIBRS. Training activities and discussions center on the historical background of the NIBRS program, jurisdictional guidelines, the definition of an incident, the definitions of the offenses captured by the NIBRS, and scoring procedures. (Approximately 8 hours.)

NIBRS Level II—This course details the various segments, data elements, and data values that are integral components of the UCR Program's NIBRS. Training activities and discussions focus on the content of Volume 4: *Error Message Manual*, reporting hate crimes correctly, and properly completing incident-based reports. It is recommended that students complete UCR (NIBRS) Level I before taking this Level II course. (Approximately 8 hours.)

Hate Crime Training—This course addresses the Hate Crime Statistics Act (as amended, Title 28, United States Code, Section 534), hate crime data collection guidelines, and procedures for reporting hate crimes via the Hate Crime Incident Report form and Quarterly Hate Crime Report form (for most UCR Summary agencies). It also covers the appropriate NIBRS data elements and data values for reporting a bias-motivated incident. A Web-based hate crime training program is also available via the Internet on the Law Enforcement OnLine (LEO) Virtual Private Network or, upon request, on compact disc (CD). (Approximately 4 hours.)

ADDITIONAL SUPPORT SERVICES:

Policy Clarifications—The Outreach Team answers questions regarding the proper application of guidelines for UCR Summary reporting, NIBRS, LEOKA, and hate crime. This can be done on the telephone or, for more extensive questions, in writing. In addition, the team has had its Frequently Asked Questions (for Summary and NIBRS), responses to questions they have previously addressed, published on the Internet at <www.fbi.gov/ucr/ucr.htm>.

Statute Mapping—Through coordination with the state UCR Program office, the Outreach Team can provide assistance in mapping a particular state's statutes/Penal Codes to NIBRS offense classifications. This service will enhance the quality of the state's NIBRS data by providing uniformity to offense classifications for all agencies within a state that report their crime data via the NIBRS. Typically, statute mapping results in a one-to-one correspondence for approximately 80–85 percent of a state's criminal statutes. Once a state programs the proper conversions into its records management software, system users need only enter the offense statutes and Penal Codes for the computer to automatically assign the NIBRS offense classification.

State Certification for the NIBRS—Beyond providing state Programs with certification requirements, the FBI will assist states in meeting the established standards to achieve NIBRS certification. Mr. Gregory S. Swanson, the FBI's NIBRS Implementation Coordinator, and the Outreach Team will assist states by conducting the required System Appropriateness Review. The NIBRS Team, also part of the CSMU, will help with system reasonableness checks and the submission of test data, as well as respond to questions about testing, data submissions, etc., throughout the certification process. In addition, the Outreach Team can provide NIBRS test scenarios that are already scored so the state can practice entering data.

Analysis of the NIBRS Error Data Set (EDS)—Analysis of a state's/agency's EDS is an attempt to improve NIBRS data accuracy, the single most important component of data quality. The Outreach Team offers assistance in detecting and resolving 1) data submission errors, 2) system and programming errors within records management software, and 3) inaccuracies incurred in the moving and restructuring of the data. In addition, analysis of the NIBRS EDS pinpoints training issues, which can be incorporated into a state's/agency's NIBRS training curriculum.

State UCR Program managers wanting further information on any training or support services, or those who would like to request any of these services, should contact the UCR Outreach Team via the toll-free telephone line at 1 (888) 827-6427 or contact the training instructor assigned to their region.

Northeast—Ms. Marian M. Price: (304) 625-4734
Maryland, Massachusetts, New Hampshire, New Jersey, New York, and West Virginia

Northeast—Ms. Linda K. Rutherford: (304) 625-2859
Connecticut, Delaware, District of Columbia, Maine, Pennsylvania, Rhode Island, and Vermont

South—Mr. J. Kevin MacFarland: (304) 625-2855
Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Virginia, and the U.S. Virgin Islands

North Central—Mr. Gregory S. Swanson: (304) 625-2998
Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin

West—Mr. Darrin Lee Moor: (304) 625-2934
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Texas, Utah, Washington, and Wyoming

1.4   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 CJIS Division's CU 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 managers 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 CU informed of any changes in their e-mail address.

The current *State Program Bulletin,* as well as previous editions, is also available via the LEO at <http://home.leo.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 Program Office at (202) 324-8833 (telephone) or Mrs. Stacey C. Davis of the Advisory Groups Management Unit at (304) 625-2618 (telephone).

SECTION 2–CLARIFICATION TO POLICY AND PROCEDURES

**2.1   Uniform Crime Reporting Subcommittee will Review Quality Assurance
         Review Reports and Send Letters of Interest**

On October 19, 2005, the UCR Subcommittee of the CJIS Advisory Policy Board (the Board)
met in Phoenix, Arizona. In an effort to take a more active role in the oversight of the UCR
Program, the Subcommittee, with the Board's authorization, agreed to send letters of interest to
each state UCR Program upon the state's completion of the Quality Assurance Review (QAR)
process. The Subcommittee established that it would send the letters subsequent to its review of
the state's QAR report.

Once the FBI's CJIS Audit Unit (CAU) completes a review, it will mail a draft of the QAR
report to the respective state UCR Program manager for review and comment. The CAU will
then incorporate the state UCR Program manager's comments regarding any recommendations
and QAR findings into the QAR report and finalize it. Subsequently, the FBI will forward the
state's QAR report to each member of the UCR Subcommittee for review. After members of the
UCR Subcommittee review the report, the chairman, on behalf of the Subcommittee members,
will send letters of interest to the state UCR Program manager, the CJIS Systems Officer, and the
UCR Program manager's agency head. The purpose of these letters is to thank the state UCR
Program for its participation in the QAR process and to point out that, when possible, the FBI is
available to provide guidance to the state UCR Program regarding any areas that require
corrective action to comply with UCR policies and procedures.

The UCR Subcommittee encourages state UCR Programs and the FBI to work together to
resolve any UCR matters requiring corrective action. The Subcommittee members ask that state
UCR Program managers or staff contact a Subcommittee member if they have any UCR-related
issues that should be brought to their attention.

A list of the Subcommittee members, their agency names and addresses, telephone numbers, and
e-mail addresses are available on LEO at <http://www.leo.gov/lesig/cjis/contact_lists.html> or
by clicking:

- Click Here to Enter
- LEOSIGs
- Public LEOSIGs
- CJIS
- Advisory Process Information
- Advisory Process Contact List
- Subcommittees
- Uniform Crime Reporting

2.2 Record Layout and Error Messages for the Electronic Submission of Number of Full-time Law Enforcement Employees

Beginning immediately, state UCR Program managers may electronically submit test data for the Number of Full-time Law Enforcement Employees to the FBI. State UCR Program managers may submit the test data on 3.5-inch diskettes, as an attachment to an e-mail sent via the LEO, on a ZIP disk, or on a CD. The FBI is not accepting test data for the Number of Full-time Law Enforcement Employees submitted on 3480-cartridges or magnetic round reel tape. The FBI encourages state UCR Program managers to submit test data as early as possible so that problems or errors can be resolved quickly.

State UCR Program managers who wish to submit data for the Number of Full-time Law Enforcement Employees to the FBI electronically must use the specified record layout and a file name of "EMPLOYEE.UCR". The "EMPLOYEE.UCR" file must be a standard ASCII text file with a carriage return/line feed at the end of each record. After processing the file, the FBI will return an error file to the participating state Program manager.

Numeric data fields must be right-justified with left zero-fill, and fields containing zero data (which is not the same as having no report) should contain zero-fill. Delimiters are not allowed between fields. Numeric data fields must contain whole numbers; decimals are not permitted. A submission should contain data for only one year. Data reported for Total Male and Female Full-time Law Enforcement Officers must be greater than zero. State Program managers must not include submissions from nonreporting agencies.

State UCR Program managers with questions about programming or test data for the Number of Full-time Law Enforcement Employees should contact Ms. Mary P. Reese in the CSMU at (304) 625-3528 or via the LEO at <mareese@leo.gov>.

Record Layout for Electronic Submission:

Position	Type	Description
1	A1	Record Indicator
2-10	A9	ORI Number
11-14	A4	Reporting Year
15-16	A2	Record Type
17-21	N5	Full-time Law Enforcement Officers—Male
22-26	N5	Full-time Law Enforcement Officers—Female
27-31	N5	Full-time Law Enforcement Officers—Total Male/Female
32-36	N5	Full-time Civilian Employees—Male
37-41	N5	Full-time Civilian Employees—Female
42-46	N5	Full-time Civilian Employees—Total Male/Female
47-51	N5	Total Full-time Law Enforcement Employees—Male

| 52-56 | N5 | Total Full-time Law Enforcement Employees—Female |
| 57-61 | N5 | Total Full-time Law Enforcement Employees—Total Male/Female |

Detailed Record Layout, Valid Values, and Error Messages:

Position	Type	Description

1 A1 Record Indicator
8 = Full-time Law Enforcement Employees

Error	Message
001	INVALID CODE = ?

2-10 A9 ORI Number
For Summary submissions, the last two positions (9-10) must be 00.

Error	Message
002	MUST BE A VALID UCR ORI = ?
003	ALL ORIs IN THIS SUBMISSION MUST BE FROM STATE = ?
004	ORI = ? IN COVERED-BY STATUS
005	ORI = ? IN DELETE STATUS

11-14 A4 Reporting Year

Error	Message
006	INVALID YEAR = ?
007	CANNOT BE EARLIER THAN 2005, REPORTING YEAR = ?
018	ALL RECORDS IN THIS SUBMISSION MUST BE FROM YEAR = ?

15-16 A2 Record Type
00 = Add
13 = Modify/Adjust
16 = Delete

Error	Message
008	INVALID CODE = ?

17-21 N5 Full-time Law Enforcement Officers—Male
Include all male full-time sworn law enforcement officers who were on
your department's payroll as of October 31 and who work your
department's normal full-time workweek. Include the chief, sheriff,
commissioner, superintendent, or other sworn department head. Do not
count special officers, merchant police, or others who are not paid from
law enforcement funds.

Position	Type	Description
17-21	N5	Full-time Law Enforcement Officers—Male (continued)

Error	Message
009	MUST BE NUMERIC
010	MUST BE BLANK IF RECORD TYPE = '16'
011	MUST BE ENTERED IF RECORD TYPE = '00' OR '13'

Position	Type	Description
22-26	N5	Full-time Law Enforcement Officers—Female

Include all female full-time sworn law enforcement officers who were on your department's payroll as of October 31 and who work your department's normal full-time workweek. Include the chief, sheriff, commissioner, superintendent, or other sworn department head. Do not count special officers, merchant police, or others who are not paid from law enforcement funds.

Error	Message
009	MUST BE NUMERIC
010	MUST BE BLANK IF RECORD TYPE = '16'
011	MUST BE ENTERED IF RECORD TYPE = '00' OR '13'

Position	Type	Description
27-31	N5	Full-time Law Enforcement Officers—Total Male/Female

Include the total number of all male and female full-time sworn law enforcement officers who were on your department's payroll as of October 31 and who work your department's normal full-time workweek. Include the chief, sheriff, commissioner, superintendent, or other sworn department head. Do not count special officers, merchant police, or others who are not paid from law enforcement funds.

Error	Message
009	MUST BE NUMERIC
010	MUST BE BLANK IF RECORD TYPE = '16'
011	MUST BE ENTERED IF RECORD TYPE = '00' OR '13'
012	MUST EQUAL TOTAL MALE AND FEMALE OFFICERS
013	MUST BE GREATER THAN ZERO

Position	Type	Description
32-36	N5	Full-time Civilian Employees—Male

Include all male full-time civilian employees who were on your department's payroll as of October 31 and who worked your department's normal full-time workweek. Include clerks, stenographers, mechanics, etc., who do not have police powers. Do not count school crossing guards or employees who are not paid from police funds.

Position	Type	Description
32-36	N5	Full-time Civilian Employees—Male (continued)

Error	Message
009	MUST BE NUMERIC
010	MUST BE BLANK IF RECORD TYPE = '16'
011	MUST BE ENTERED IF RECORD TYPE = '00' OR '13'

Position	Type	Description
37-41	N5	Full-time Civilian Employees—Female

Include all female full-time civilian employees who were on your department's payroll as of October 31 and who worked your department's normal full-time workweek. Include clerks, stenographers, mechanics, etc., who do not have police powers. Do not count school crossing guards or employees who are not paid from police funds.

Error	Message
009	MUST BE NUMERIC
010	MUST BE BLANK IF RECORD TYPE = '16'
011	MUST BE ENTERED IF RECORD TYPE = '00' OR '13'

Position	Type	Description
42-46	N5	Full-time Civilian Employees—Total Male/Female

Include the total number of all male and female full-time civilian employees who were on your department's payroll as of October 31 and who worked your department's normal full-time workweek. Include clerks, stenographers, mechanics, etc., who do not have police powers. Do not count school crossing guards or employees who are not paid from police funds.

Error	Message
009	MUST BE NUMERIC
010	MUST BE BLANK IF RECORD TYPE = '16'
011	MUST BE ENTERED IF RECORD TYPE = '00' OR '13'
014	MUST EQUAL TOTAL MALE AND FEMALE CIVILIANS

Position	Type	Description
47-51	N5	Total Full-time Law Enforcement Employees—Male

Enter the total number of male full-time law enforcement officers and civilians on your department's payroll as of October 31. This should be the total number of Full-time Law Enforcement Officers—Male and Full-time Civilian Employees—Male.

Position	Type	Description
47-51	N5	Total Full-time Law Enforcement Employees—Male (continued)

Error	Message
009	MUST BE NUMERIC
010	MUST BE BLANK IF RECORD TYPE = '16'
011	MUST BE ENTERED IF RECORD TYPE = '00' OR '13'
015	MUST EQUAL TOTAL MALE EMPLOYEES

Position	Type	Description
52-56	N5	Total Full-time Law Enforcement Employees—Female Enter the total number of female full-time law enforcement officers and civilians on your department's payroll as of October 31. This should be the total number of Full-time Law Enforcement Officers—Female and Full-time Civilian Employees—Female.

Error	Message
009	MUST BE NUMERIC
010	MUST BE BLANK IF RECORD TYPE = '16'
011	MUST BE ENTERED IF RECORD TYPE = '00' OR '13'
016	MUST EQUAL TOTAL FEMALE EMPLOYEES

Position	Type	Description
57-61	N5	Total Full-time Law Enforcement Employees—Total Male/Female Enter the total number of male and female full-time law enforcement officers and civilians on your department's payroll as of October 31. This should be the total number of Full-time Law Enforcement Officers—Male, Full-time Law Enforcement Officers—Female, Full-time Civilian Employees—Male, and Full-time Civilian Employees—Female.

Error	Message
009	MUST BE NUMERIC
010	MUST BE BLANK IF RECORD TYPE = '16'
011	MUST BE ENTERED IF RECORD TYPE = '00' OR '13'
013	MUST BE GREATER THAN ZERO
017	MUST EQUAL TOTAL MALE AND FEMALE EMPLOYEES

In addition to errors for specific data fields of a submission, other errors may result when an entire record is already on file or no prior record exists.

Other Error Messages:

Error   Message

020   RECORD ALREADY ON FILE—PREVIOUSLY ADDED ON ?

           If the Record Type = 00 (Add) and a record for the Number of Full-time Law
           Enforcement Employees already exists for the Reporting Year for the ORI Number
           with the exact same data, an error will result.

021   RECORD ALREADY ON FILE—CHECK DATA MODIFICATION

           If the Record Type = 00 (Add) and a record for the Number of Full-time Law
           Enforcement Employees already exists for the Reporting Year for the ORI Number
           with different data, an error will result.

022   ADJUSTMENT WITH NO PRIOR RECORD

           If the Record Type = 13 (Modify/Adjust) and a record for the Number of Full-time
           Law Enforcement Employees does not exist for the Reporting Year for the ORI
           Number, a *warning* error will result and the record will be added to the database.

023   RECORD NOT ON FILE—UNABLE TO DELETE

           If the Record Type = 16 (Delete) and a record for the Number of Full-time Law
           Enforcement Employees does not exist for the Reporting Year for the ORI Number,
           an error will result.

Error Reporting:

The FBI validates data for the Number of Full-time Law Enforcement Employees during the uploading process and rejects erroneous data, except for Error 022, which is an informational warning error. The FBI places erroneous data in an error file (named "ERRORS.UCR") and returns the file to the state UCR Program manager for correction. The FBI may return the error file to the state Program manager via the original PC disk, e-mail, or ZIP disk sent by the state UCR Program manager. The FBI will return data submitted on a CD via e-mail. State Program managers may also request a printout of the error file.

Record Layout for Error Report:

The error file is a standard ASCII text file. The error file layout will be:

Position	Type	Description
1-9	A9	ORI Number
10-13	A4	Reporting Year
14-15	A2	Record Type
16-143	A128	Error Message
144-146	A3	Error Number

Error Messages (in numerical order):

Error Number	Message Text/ Referenced Data Field in EMPLOYEE.UCR
001	INVALID CODE = ? Record Indicator
002	MUST BE A VALID UCR ORI = ? ORI Number
003	ALL ORIs IN THIS SUBMISSION MUST BE FROM STATE = ? ORI Number
004	ORI = ? IN COVERED-BY STATUS ORI Number
005	ORI = ? IN DELETE STATUS ORI Number
006	INVALID YEAR = ? Reporting Year

Error Number	Message Text/ Referenced Data Field in EMPLOYEE.UCR
007	CANNOT BE EARLIER THAN 2005, REPORTING YEAR = ? Reporting Year
008	INVALID CODE = ? Record Type

009	MUST BE NUMERIC
	    Full-time Law Enforcement Officers—Male
	    Full-time Law Enforcement Officers—Female
	    Full-time Law Enforcement Officers—Total Male/Female
	    Full-time Civilian Employees—Male
	    Full-time Civilian Employees—Female
	    Full-time Civilian Employees—Total Male/Female
	    Total Full-time Law Enforcement Employees—Male
	    Total Full-time Law Enforcement Employees—Female
	    Total Full-time Law Enforcement Employees—Total Male/Female

010	MUST BE BLANK IF RECORD TYPE = '16'
	    Full-time Law Enforcement Officers—Male
	    Full-time Law Enforcement Officers—Female
	    Full-time Law Enforcement Officers—Total Male/Female
	    Full-time Civilian Employees—Male
	    Full-time Civilian Employees—Female
	    Full-time Civilian Employees—Total Male/Female
	    Total Full-time Law Enforcement Employees—Male
	    Total Full-time Law Enforcement Employees—Female
	    Total Full-time Law Enforcement Employees—Total Male/Female

011	MUST BE ENTERED IF RECORD TYPE = '00' or '13'
	    Full-time Law Enforcement Officers—Male
	    Full-time Law Enforcement Officers—Female
	    Full-time Law Enforcement Officers—Total Male/Female
	    Full-time Civilian Employees—Male
	    Full-time Civilian Employees—Female
	    Full-time Civilian Employees—Total Male/Female
	    Total Full-time Law Enforcement Employees—Male
	    Total Full-time Law Enforcement Employees—Female
	    Total Full-time Law Enforcement Employees—Total Male/Female

Error Number	Message Text/ Referenced Data Field in EMPLOYEE.UCR
012	MUST EQUAL TOTAL MALE AND FEMALE OFFICERS
	Full-time Law Enforcement Officers—Total Male/Female
013	MUST BE GREATER THAN ZERO
	Full-time Law Enforcement Officers—Total Male/Female
	Total Full-time Law Enforcement Employees—Total Male/Female
014	MUST EQUAL TOTAL MALE AND FEMALE CIVILIANS
	Full-time Civilian Employees—Total Male/Female
015	MUST EQUAL TOTAL MALE EMPLOYEES
	Total Full-time Law Enforcement Employees—Male
016	MUST EQUAL TOTAL FEMALE EMPLOYEES
	Total Full-time Law Enforcement Employees—Female
017	MUST EQUAL TOTAL MALE AND FEMALE EMPLOYEES
	Total Full-time Law Enforcement Employees—Total Male/Female
018	ALL RECORDS IN THIS SUBMISSION MUST BE FROM YEAR = ?
	Reporting Year
020	RECORD ALREADY ON FILE—PREVIOUSLY ADDED ON ?
	Refers to a record where the Record Type = 00 (Add) and the exact same data exists for the agency in the specified year.
021	RECORD ALREADY ON FILE—CHECK DATA MODIFICATION
	Refers to a record where Record Type = 00 (Add) and different data exists for the agency in the specified year.
022	ADJUSTMENT WITH NO PRIOR RECORD
	Refers to a record where Record Type = 13 (Modify/Adjust) and there is no previously-added record to adjust. This is an informational *warning* error.
023	RECORD NOT ON FILE—UNABLE TO DELETE
	Refers to a record where Record Type = 16 (Delete) and there is no previously-added record to delete.

SECTION 3–PUBLICATION UPDATES AND MODIFICATIONS

3.1   Revised Arrest Data Available

The FBI has updated the arrest data published in *CIUS, 2004*. These revised data are available in Hypertext Markup Language (HTML), Portable Document Format (PDF), and Excel on the FBI's Web site at <www.fbi.gov/ucr/cius_04/>. In addition to the updated tables (which are noted as such), other modifications include the removal of the arrest portions of the offense narratives and a revised arrest narrative. The Web version of *CIUS, 2004,* supercedes the hard copy version as well as that published on CD.

3.2   *Crime in the United States* Being Retooled as a Web Publication

Keeping with the President's E-Government initiative to use technology to improve how the Federal Government serves its citizens, the FBI is retooling *CIUS* as a Web publication and will no longer print hard copies of this book. Data in the Web publication will be more accessible to the user by being easier to find and use.