



December 2007

Uniform Crime Reporting (UCR)
State Program Bulletin 07-6

SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS

- | | | |
|-----|---|---|
| 1.1 | Advance Viewing of the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2007</i> | 2 |
| 1.2 | Data Submission Deadlines | 2 |
| 1.3 | Review of UCR Program's Hate Crime Data Collection Aims to Improve Data Quality | 3 |
| 1.4 | Electronic Availability of the <i>State Program Bulletin</i> | 4 |

SECTION 2—CLARIFICATION OF POLICIES AND PROCEDURES

- | | | |
|-----|---|---|
| 2.1 | Questions Regarding the Number of Full-time Law Enforcement Employees | 5 |
| 2.2 | Error in the <i>UCR Handbook</i> | 5 |

SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS

1.1 Advance Viewing of the *Preliminary Semiannual Uniform Crime Report, January–June, 2007*

In the past, the FBI has sent local law enforcement agencies and state UCR Program managers advance printed copies of the *Preliminary Semiannual Uniform Crime Report, January–June*, so that these agencies would have the data before the information was released to the public. Because this publication is no longer offered in print format, the FBI had to devise an alternate way for agencies to have advance access to the information. Consequently, the FBI has constructed a beta site for the *Preliminary Semiannual Uniform Crime Report, January–June 2007*, to which agencies will have access. The Web site, username, and password are all case-sensitive.

Advance viewing date: Wednesday, January 2, 2008

Web site: www.fbi.gov/ucr/prelim2007/

Username: UCRcontr

Password: HalfYr07

Public release date: Monday, January 7, 2008

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

1.2 Data Submission Deadlines

State UCR Program managers are reminded of the following deadlines:

- **December 21, 2007**, is the deadline for participating agencies to submit its police employee counts as of October 31, 2007.
- **December 31, 2007**, is the deadline for an agency to make changes to its name, address, or current reporting status.

State UCR Program managers with questions should contact Ms. Nancy E. Carnes in the Crime Statistics Management Unit (CSMU) at (304) 625-2995 or by e-mail at <ncarnes@leo.gov>.

1.3 Review of UCR Program's Hate Crime Data Collection Aims to Improve Data Quality

The national UCR Program staff has formed an ad hoc Hate Crime Working Group (HCWG) comprised of representatives from the various units within the national UCR Program. The team's mission is to improve the administration of the program as well as its efficiency and effectiveness. As such, the team's objectives are to evaluate the current Hate Crime program, identify any shortcomings, explore various opportunities for program enhancement, and provide recommendations for consideration. The scope of the project encompasses the following facets of the program:

- Training materials—The team is considering revising *Hate Crime Data Collection Guidelines*, *Training Guide for Hate Crime Data Collection*, and *Hate Crime Magnetic Media Specifications for Tapes and Diskettes* into one comprehensive training manual. The goals of this revision, as well as the review of the online curriculum, are to:
 - Focus on terms and concepts that need to be defined or clarified.
 - Update training scenarios.
 - Reinforce the two-tier process for determining that an offense is a hate crime.
 - Consider how to best incorporate potential program changes.
- Data intake methods—In an effort to streamline submission methods, the team is reviewing the advantages and disadvantages of paper forms, examining more efficient ways for agencies to submit data via e-mail, and looking at how hate crime incidents are submitted via the National Incident-Based Reporting System.
- Data quality control practices—The desired outcome is to improve and develop new data quality checks.
- Data processing practices—The team will review program documentation with plans to improve the FBI's processing procedures, where possible.
- Data dissemination and publication—Through its current electronic publishing initiative, the national UCR Program is striving to provide data in more user-friendly formats.
- Data collection—The team is weighing the value of collecting additional data that are under consideration by Congress and other elements of bias-motivated offenses.

Because the FBI administers its programs under the shared-management concept, the HCWG is consulting various members of the UCR community to gain insight on their unique perspectives with regard to submitting and using hate crime data. Throughout the review process, the HCWG will also consult with contributing law enforcement agencies, the Association of State UCR Programs, and the criminal justice community. The national UCR Program staff encourages constructive comments from contributing agencies on data collection strategies that work for their particular agency or requests for clarification of terminology that would assist the agency in

submitting better hate crime data. Agencies may direct their comments to 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.

1.4 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 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 Criminal Justice Information Services 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>. 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).

SECTION 2—CLARIFICATION OF POLICIES AND PROCEDURES

2.1 Questions Regarding the Number of Full-time Law Enforcement Employees

In October, the staff of the national UCR Program disseminated letters to law enforcement agencies requesting the completion of information on current year's police employee counts on the form *Number of Full-time Law Enforcement Employees*. Subsequently, the national UCR Program staff has received questions concerning the completion of the requested information. The following are the questions and the applicable answers:

- What does the national Program consider as full-time? **The reporting form states “Include all full-time sworn law enforcement officers who were on *your* (emphasis added) department's payroll. . . .” Therefore, the reporting agency would identify those officers and civilians they consider full-time within their department and record those counts.**
- Are corrections officers/jailers counted as officers? **If the corrections officers/jailers are sworn law enforcement officers and possess full arrest powers, they would be included in the number of full-time law enforcement officers. If these criteria are not met, and the corrections officers/jailers are paid from your department's funds, they should be included in the number of full-time civilian employees.**
- Should a law enforcement agency include an officer currently serving overseas in the military? The agency indicated the position was being held for the officer, but the officer was not being paid. **The officer is not being paid, therefore, the officer should not be included in the agency's counts. Only those employees on the agency's payroll as of October 31 of a given year should be included in the totals.**

State Program managers are reminded that December 21, 2007, is the deadline for submitting police employee counts to the national UCR Program. State Program managers with questions should contact Ms. Nancy E. Carnes in the CSMU at (304) 625-2995 or via e-mail at <ncarnes@leo.gov>.

2.2 Error in the *UCR Handbook*

It has recently come to the attention of the national UCR Program staff that there is an error on page 139 of the *UCR Handbook* (2004). The last sentence of the second paragraph of Chapter VI, Part II offenses, states, “(The numbers next to the offense classifications correspond to the numbers on the ASR form.)” This is an incorrect statement and should be removed.

State UCR Program managers with questions should contact Ms. Nancy E. Carnes in the CSMU at (304) 625-2995 or via e-mail at <ncarnes@leo.gov>.