



August 2010

Uniform Crime Reporting (UCR)  
*State Program Bulletin 10-3*

**SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS**

- |     |   |   |
|-----|---|---|
| 1.1 | Deadline for <i>Preliminary Semiannual Uniform Crime Report, January–June, 2010</i> | 2 |
| 1.2 | Information to access <i>Crime in the United States, 2009</i>                       | 2 |
| 1.3 | New contact for the Hate Crime Statistics Program                                   | 2 |
| 1.4 | Verification of hate crime incidents  | 3 |
| 1.5 | Update to the UCR Program going paperless in 2013                                   | 3 |
| 1.6 | New manual regarding law enforcement records now available                          | 4 |
| 1.7 | Electronic availability of the UCR <i>State Program Bulletin</i>                    | 4 |

**SECTION 2—CLARIFICATION TO POLICY AND PROCEDURES**

- |  |  |   |
|--|--|---|
|  | Procedures for contacting national UCR Program staff and ordering publications | 5 |
|--|--|---|

## **SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS**

### **1.1 Deadline for *Preliminary Semiannual Uniform Crime Report, January–June, 2010***

Staff of the national UCR Program would like to remind all state UCR Program managers that Friday, August 27, 2010, is the deadline to submit January through June 2010 data to the FBI for inclusion in the *Preliminary Semiannual Uniform Crime Report, January–June, 2010*.

### **1.2 Information to access *Crime in the United States (CIUS), 2009***

On Monday, September 13, 2010, the national UCR Program will publish *CIUS, 2009*, on the FBI's Web site. State UCR Programs and local law enforcement agencies will have advance access to the information via a beta site. Please note that the Web site, username, and password are all case-sensitive.

*CIUS, 2009*

Advance viewing date: Tuesday, September 7, 2010

Web site: [www.fbi.gov/ucr/cius2009/index.html](http://www.fbi.gov/ucr/cius2009/index.html)

Username: UCRcontr

Password: 2009final

Public release date: Monday, September 13, 2010

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

### **1.3 New contact for Hate Crime Statistics Program**

The new contact for the Hate Crime Statistics Program is Ms. Kristi L. Donahue of the Crime Statistics Management Unit (CSMU). State UCR Program managers may contact her by telephone at (304) 625-2972 or by e-mail at <kristi.donahue@leo.gov>. State UCR Program managers should submit all electronic (flat file) hate crime data to <ucrstat@leo.gov>.

## **1.4 Verification of hate crime incidents**

The FBI requests that state UCR Program managers periodically review all bias-motivated incidents with the offense type of murder or forcible rape, the bias motivation of anti-mental disability or anti-physical disability, or the victim type of society/public.

Upon final verification of the 2009 hate crime data, state UCR Program managers verified that 19.8 percent of the incidents submitted with those classifications were correct as submitted and requested that the national UCR Program modify or delete 45.0 percent of the incidents because of submission errors. More than 35 percent (35.2) of the incidents remained in the database as submitted because verification requests were unanswered.

State UCR Program managers with questions regarding the verification of hate crime data should contact Ms. Kristi L. Donahue in the CSMU by telephone at (304) 625-2972 or by e-mail at <kristi.donahue@leo.gov>.

## **1.5 Update to the UCR Program going paperless in 2013**

The FBI is undertaking a wholesale redesign and redevelopment of the system that has supported the FBI's UCR Program for more than 30 years. The FBI's UCR Redevelopment Project (UCRRP) will provide many benefits to the users of our system and provide the means and opportunity for additional value-added services to be provided to law enforcement agencies nationwide.

As part of the UCRRP, an effort is underway to migrate all submissions to an electronic interface on or before the 2013 deployment of the new system. Specifically, paper submissions or the electronic submission of printed documents (such as Portable Document Format files) will no longer be accepted beginning in 2013.

Over the next several months, the UCRRP will contact each state UCR Program manager currently submitting crime data via paper, or with agencies submitting paper, to ensure that every state Program is able to participate electronically when the new system goes live in 2013.

For more information or for assistance in making this transition, state UCR Program managers should contact Mr. James H. Noonan in the UCR Program Development Group by telephone at (304) 625-2927 or by e-mail at <james.noonan@leo.gov>.

## 1.6 New manual regarding law enforcement records now available

The document, *Law Enforcement Records Management Systems as They Pertain to FBI Programs and Systems*, is now available as a Portable Document Format file on the FBI's Web site at <[www.fbi.gov/hq/cjisd/forms/law\\_enf\\_rms2010\\_final.pdf](http://www.fbi.gov/hq/cjisd/forms/law_enf_rms2010_final.pdf)>.

The 41-page document does **not** provide information on how to set up a records management system; it replaces the FBI's *Manual of Law Enforcement Records* (1984) and addresses law enforcement record requirements for:

- The Integrated Automated Fingerprint Identification System.
- The Next Generation Identification.
- The Interstate Identification Index.
- The National Crime Information Center.
- The Law Enforcement National Data Exchange.
- The National Instant Criminal Background Check System.
- The Uniform Crime Reporting Program.

## 1.7 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 instead of receiving hard copies through the U.S. Postal Service should provide the FBI's Multimedia Productions Group (MPG) staff with their e-mail addresses at <[cjis\\_comm@leo.gov](mailto:cjis_comm@leo.gov)> and indicate UCR *State Program Bulletin* in the subject line of the e-mail.

**Please note that whether the UCR *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 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 Law Enforcement Online (LEO) Intranet at <[https://www.leo.gov/http://leowcs.leopriv.gov/lesig/cjis/programs/crime\\_statistics/state\\_program\\_bulletins/state\\_program\\_bulletins.htm](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 Program Office by telephone at (304) 625-5555 or Mrs. Stacey C. Davis of the Advisory Groups Management Unit by telephone at (304) 625-2618.

## **SECTION 2—CLARIFICATION TO POLICY AND PROCEDURES**

### **Procedures for contacting national UCR Program staff and ordering publications**

Due to changes in the national UCR Program's telephone system, agencies with questions about classifying and scoring crimes should contact the CJIS Division's Training and Systems Education Unit by calling (304) 625-4995 and selecting option 6 or use the (888) UCR-NIBR (827-6427) telephone number. Agencies should **not** use the toll-free number to order UCR publications.

For questions regarding UCR data or for assistance with accessing UCR information on the Web, agencies should contact the MPG at (304) 625-4995 and select option 1.

There are several ways for an agency to request UCR publications and forms:

- Agencies can call (304) 625-4995 and select option 4.
- Agencies can order publications or forms through the LEO e-mail at <cksupply@leo.gov>.
- Agencies can also order publications through the CJIS Division's Supply List on the LEO. To access the order form, agencies should click on:
  - the SIGs tab
  - Public tab
  - CJIS
  - Order CJIS Supplies Online