



December 2001

Uniform Crime Reporting  
*State Program Bulletin*

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## SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS

### 1.1 Police Employee Counts and Agency Status Deadlines

The FBI's Crime Statistics Management Unit (CSMU) recently sent letters to state Uniform Crime Reporting (UCR) Programs requesting the completion of information on the police employee counts of the agencies within their states as of October 31, 2001. The deadline for submitting these data to the national UCR Program is **December 21, 2001**.

The CSMU should receive changes to an agency's current reporting status or additions of new contributing law enforcement agencies no later than **December 31, 2001**. This deadline does not apply to changes of address.

### 1.2 2001 Data Submission Deadlines

Please note two important deadlines for the CSMU to receive data:

- 1) The deadline for submitting data for the *Preliminary Annual Uniform Crime Report, 2001*, is **February 22, 2002**.
- 2) The deadline for submitting data to be included in *Crime in the United States, 2001*, is **March 15, 2002**. This date is also the deadline for submitting statistics on officers killed and assaulted and hate crime occurrences to be included in *Law Enforcement Officers Killed and Assaulted, 2001*, and *Hate Crime Statistics, 2001*, respectively.

Your cooperation in adhering to these dates is greatly appreciated.

### 1.3 Electronic Availability of the State Program Bulletin

The UCR *State Program Bulletin* is now available electronically in Corel WordPerfect and Microsoft Word formats. State 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 Communications Unit (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/stats\_home.html** (under the Crime in the US: Uniform Crime Reports Section). Users with questions concerning access to LEO should contact the LEO Program Office at 202-324-8833 (telephone) or the CU at 304-625-4995 (telephone) or 304-625-5394 (facsimile) for an application.

## SECTION 2—POLICY CLARIFICATIONS AND PROCEDURES

### 2.1 NIBRS and the Current Submission of Law Enforcement Officers Killed and Assaulted (LEOKA) Data

LEOKA data cannot be completely obtained from the existing 53 NIBRS data elements, since additional data are needed that are not contained on the Group “A” Incident Report segments. NIBRS, Volume 2: *Data Submission Specifications* (May 1992), pages 36-38, provides instructions for submitting LEOKA data on magnetic media. To ensure that LEOKA data are accurate and complete, the state’s monthly submission should include a record for each law enforcement agency to indicate the actual number of officers assaulted or zero officers assaulted. This is of further importance because in the annual publication *Law Enforcement Officers Killed and Assaulted* national and state officer assault data include those contributors who have submitted 12 months of officer assault data and police employee statistics. However, if state UCR Program managers do not receive any indication from a law enforcement agency that an officer assault did or did not occur, then they should not generate a LEOKA report and forward it to the national UCR Program for that agency.

### 2.2 Future LEOKA Submissions via NIBRS

Effective June 1, 2002, the national UCR Program will begin collecting LEOKA data at the incident level via NIBRS through three new data elements and a series of new data codes. In response to the need for an improved NIBRS collection method of LEOKA data, several state UCR Program managers reviewed the proposed format and arrived at a consensus to adopt it as a new record layout. Though this collection will eliminate the use of Form 1-705, “Law Enforcement Officers Killed or Assaulted,” it will not replace the need to submit the Form 1-701, “Analysis of Law Enforcement Officers Killed and Assaulted.” The national Program encourages all NIBRS agencies to report LEOKA data in the new NIBRS format. However, the FBI will continue to accept LEOKA data on magnetic media according to the instructions in the LEOKA section of NIBRS Volume 2: *Data Submission Specifications* (May 1992), pages 36-38, until such time as state and local agencies can meet this guideline. Reporting agencies should note that the LEOKA reporting method, i.e., use of the new NIBRS format (with the new elements) or the other LEOKA data record (specified in Volume 2) must be consistent among all reporting agencies within a state. Therefore, either **all or none** of the agencies who report NIBRS data within a state must report LEOKA data via the new NIBRS format for the victim segment, which is outlined below. (Modifications to the affected NIBRS volumes are forthcoming.)

#### 4. Victim Segment (original format in NIBRS Volume 1: *Data Collection Guidelines* [August 2000], page 62)

Victim Segments are used to describe the victims involved in the incidents (e.g., their age, sex, and race). A separate Victim Segment should be submitted for each of the (up to 999) victims involved in the incident. There must be at least one Victim Segment in each incident report.

The data elements used in the Victim Segment follow:

- [1 ORI Number]
- [2 Incident Number]
- 23 Victim (Sequence) Number
- 24 Victim Connected to UCR Offense Code(s)
- 25 Type of Victim
- \*25A Type of Activity (Officer)/Circumstance**
- \*25B Assignment Type (Officer)**
- \*25C ORI–Other Jurisdiction (Officer)**
- 26 Age (of Victim)
- 27 Sex (of Victim)
- 28 Race (of Victim)
- 29 Ethnicity (of Victim)
- 30 Resident Status (of Victim)
- 31 Aggravated Assault/Homicide Circumstances
- 32 Additional Justifiable Homicide Circumstances
- 33 Type Injury
- 34 Offender Numbers(s) to be Related
- 35 Relationship(s) of Victim to Offender(s)

**\*Denotes new data elements to capture LEOKA data.**

New data codes for Data Element 25 (original text in NIBRS Volume 1: *Data Collection Guidelines* [August 2000], page 91), as well as explanations of the new data elements, their new codes, and applicable examples follow.

**25 Type of Victim** - one character (A): The type of victim should be entered into this data element. Only one code should be entered for each victim.

Allowed entries: (Enter only one.)

I = Individual

B = Business

F = Financial Institution

G = Government

R = Religious Organization

S = Society/Public

**\*L = Law Enforcement Officer (only valid for offenses 09A, 13A, 13B, and 13C)**

O = Other

U = Unknown

**\*Denotes new code to capture LEOKA data.**

*Since all of the codes and examples for the new data elements are also new, they are not being emphasized from this point forward.*

**\*25A Type of Activity (Officer)/Circumstance** - two characters (A): Each time a law enforcement officer is assaulted in the line of duty, the reporting agency should determine the appropriate code (1-11) that corresponds to the type of activity in which the officer was engaged at the time of assault.

Allowed entries: (Enter only one.)

- 01 = Responding to Disturbance Call (Family Quarrels, Person with Firearm, Etc.)
- 02 = Burglaries in Progress or Pursuing Burglary Suspects
- 03 = Robberies in Progress or Pursuing Robbery Suspects
- 04 = Attempting Other Arrests
- 05 = Civil Disorder (Riot, Mass Disobedience)
- 06 = Handling, Transporting, Custody of Prisoners
- 07 = Investigating Suspicious Persons or Circumstances
- 08 = Ambush–No Warning
- 09 = Mentally Deranged
- 10 = Traffic Pursuits and Stops
- 11 = All Other

**\*25B Assignment Type (Officer)** - one character (A): Code F (Two-Officer Vehicle) and codes G and H (One-Officer Vehicle) pertain to uniformed officers; codes I and J (Detective or Special Assignment) to nonuniformed officers; and codes K and L (Other) to officers assaulted while in other capacities, such as foot patrol, off duty, etc. The term “assisted” refers to law enforcement assistance only.

Allowed entries: (Enter only one.)

- F = Two-Officer Vehicle
- G = One-Officer Vehicle (Alone)
- H = One-Officer Vehicle (Assisted)
- I = Detective or Special Assignment (Alone)
- J = Detective or Special Assignment (Assisted)
- K = Other (Alone)
- L = Other (Assisted)

**\*25C ORI–Other Jurisdiction (Officer)** - nine characters (A): This is the unique nine-character Originating Agency Identifier (ORI) Number that has been assigned to each agency by the National Crime Information Center. If a law enforcement officer is killed or injured in the line of duty in a jurisdiction other than his own, the law enforcement agency having jurisdiction should report the law enforcement officer killed or assaulted using Data Element 25C to identify the ORI of that law enforcement officer’s agency. No entry is required if the officer is assaulted in his own jurisdiction.

Example: On May 2, 2001, a law enforcement officer working in conjunction with a state narcotics task force in a jurisdiction outside his own duty assignment was shot in the arm while serving a

warrant on an individual known to be operating a methamphetamine lab. In reporting the incident, the agency covering the jurisdiction in which the incident occurred should indicate Data Element 25C = ORI—Other Jurisdiction because the law enforcement officer was assaulted in the line of duty outside his regularly assigned jurisdiction.

#### Conversion Procedures for LEOKA Data Submitted via the New NIBRS Format

Currently, the national UCR Program converts all NIBRS data for each agency to the Summary format. Once agencies report their LEOKA data using the new NIBRS format, the national Program will also convert those data from NIBRS to Summary. Contributors should also note that the national Program will not convert incidents containing an Intimidation (13C) for LEOKA from NIBRS to Summary data. The guidelines explained in the *Uniform Crime Reporting Handbook*, NIBRS Edition (1992) state “Count all assaults which resulted in serious injury or in which a weapon was used which could have caused serious injury or death. Other assaults not causing injury should be included if they involved more than mere verbal abuse or minor resistance to an arrest” (page 63). Additional conversion specifications will be included when the *Conversion of NIBRS Data to Summary Data* manual is revised.

### **2.3 Hate Crime Publication Procedures for Data Reported via NIBRS**

When law enforcement agencies in a state use NIBRS Data Element 8A to indicate bias motivation, the national UCR Hate Crime Data Collection Program considers the agencies to be participants in the Program and publishes data submitted by the agencies in the annual publication *Hate Crime Statistics*.

The following procedures are a composite of the processing rules the UCR computer system uses to capture hate crime data from the NIBRS database (direct references follow):

- If at least one agency in a state uses NIBRS Data Element 8A in a single data submission, then all agencies in the same submission must use the data element; otherwise, the computer will reject the submission.
- If a state elects not to use NIBRS Data Element 8A, then it must not include positions 62 and 63 of the Level 2-Offense Segment in a data submission. The computer will reject a submission when the physical length of any Offense Segment includes positions 62 and 63 and those fields are blank.
- The computer captures NIBRS incident data in which the submitting agency has coded Data Element 8A in at least one Offense Segment within the incident as being bias motivated. Only offenses coded as bias motivated are included in the hate crime record.

Applicable References:

NIBRS Volume 4: *Error Message Manual* (December 1999), page 26

Once a [NIBRS] participant has added this data element [8A] into the Offense Segment (Level 2), the field becomes mandatory and cannot be blank.

Conversely, if the participant has not yet adopted the data element, then the FBI's computer will not reject the submission.

Rejection only occurs when the physical length of the Offense Segment includes the two-character field and it is blank.

NIBRS Volume 2: *Data Submission Specifications* (May 1992), page 54

[NIBRS] [d]ata bases that have not adopted "8A" will not be required to submit this data element. These two positions [62 and 63] on the record can be ignored by writing the record as "61" bytes instead of "63." When "8A" is included, one of the . . . codes [Valid Codes: 11-15, 21-27, 31-33, 41-45, 88, and 99] must be entered.\*

\* The national Program has updated the policy on which this excerpt is based. Valid codes no longer include Bias Motivation Code 31, Anti-Arab.

## **2.4 Notification of Rejection and Resulting Error for the Use of an Invalid Bias-Motivation Code**

In the July 2001 *State Program Bulletin*, the national UCR Program noted that a few states are using an invalid code of 31 to indicate Anti-Arab as an Ethnicity/National-Origin Bias when submitting Hate Crime Incident Report Forms and NIBRS Data Element 8A, Bias Motivation. Though the Program currently converts the improperly coded data to 33 for Anti-Other Ethnicity/National Origin, it advised via the July bulletin that programming changes would be forthcoming. Those changes, as they relate to the various methods of submission, are listed below:

**Hate Crime Hard Copy Program**—Effective immediately, the national UCR Program will permanently convert all previous submissions involving code 31 incidents to code 33. The national Program will reject new incidents containing code 31, and the agency must resubmit the data using the most appropriate code.

**Hate Crime Disk, Summary, and NIBRS Computerized Collection Programs**—Effective immediately, the national UCR Program will permanently convert all previous submissions involving code 31 incidents to code 33. The national Program will convert submissions with invalid codes made now through December 31, 2002, to code 33 and issue a warning message to the contributor stating that the data have been changed. Effective January 1, 2003, at the conclusion of the 1-year conversion period, the Program will reject any new incidents containing code 31 and issue an error message to the contributor stating that the code is invalid. Consequently, the agency must resubmit the data using the most appropriate code.

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.

## SECTION 3—PUBLICATION UPDATES AND MODIFICATIONS

### Guidance for Developing NIBRS-Compliant Records Management Systems Now Available

Developed under the sponsorship of the CJIS Division of the FBI and the Bureau of Justice Statistics, the *Handbook for Acquiring a Records Management System (RMS) That Is Compatible With the National Incident-Based Reporting System (NIBRS)* provides comprehensive, step-by-step guidance to local law enforcement agencies that are, or are considering, implementing an automated incident-based RMS compatible with NIBRS. The publication furnishes instructions on how to prepare for and conduct a system acquisition and prepare the agency for conversion to the new system and to NIBRS. It includes lessons learned from other agencies and vendors and presents relevant templates and examples. In addition, the handbook includes an interactive cost model to assist an agency in analyzing the gross cost for implementing an automated system. The goal of presenting this information is to help an agency make sound decisions for purchasing a NIBRS-compatible RMS.

The national UCR Program is E-mailing a Microsoft Word version of the handbook and an Excel version of the cost model to those state Program managers who receive the *State Program Bulletin* electronically and sending hard copies of the handbook to those who continue to receive the bulletin via the U.S. Postal Service. Additionally, state Program managers may request a CD-ROM containing the handbook and the cost model by contacting the CU at 304-625-4995 (telephone) or 304-625-5394 (facsimile). The information is also located on the LEO Intranet at the following address: **[www.leo.gov/special\\_topics/stats/stats\\_home.html](http://www.leo.gov/special_topics/stats/stats_home.html)** (under the NIBRS Section). The national Program encourages state Program managers to comment and provide suggestions regarding the handbook and cost model by E-mailing the Education/Training and Services Unit at **[etsu@leo.gov](mailto:etsu@leo.gov)**.