March 2003

Uniform Crime Reporting
State Program Bulletin 03-1

SECTION 1–MESSAGE TO PROGRAM PARTICIPANTS

SECTION 2–POLICY CLARIFICATIONS AND PROCEDURES

SECTION 1–MESSAGE TO PROGRAM PARTICIPANTS

1.1   Electronic Availability of the *State Program Bulletin*

The Uniform Crime Reporting (UCR) Program's *State Program Bulletin* is 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. **Please note that whether the bulletin is received electronically or in hard copy, it is the responsibility of the state UCR Program manager to disseminate the information as appropriate to your staff and local agencies.**

The current UCR *State Program Bulletin* as well as previous editions are also available via the Law Enforcement OnLine (LEO) Intranet at **www.leo.gov/special_topics/stats/stats_home.html** (under the Crime in the U.S.: 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).

1.2   Data Submission Deadline Extended

Please note the following revised date for data to be received by the Crime Statistics Management Unit:

The deadline for submitting all 2002 data for inclusion in *Crime in the United States, 2002*, has been extended from March 14, 2003, to **March 31, 2003**. This revised date is also the deadline for submitting statistics on officers killed and assaulted and hate crime incidents to be included in the 2002 editions of *Law Enforcement Officers Killed and Assaulted* and *Hate Crime Statistics*.

We appreciate your assistance in adhering to this deadline.

SECTION 2–POLICY CLARIFICATIONS AND PROCEDURES

2.1 Criminal Justice Information Services (CJIS) Advisory Process

Several local agencies and state Programs have inquired about how they can suggest changes and/or make modifications to the UCR Program. Though the FBI makes some recommendations, local agencies and state Programs also have a process by which they can initiate ideas to improve the Program. An explanation of that process, based on an article that originally appeared in the *CJIS Newsletter*, Volume 3, No. 1, is provided below.

The CJIS Advisory Process was established strictly for the purpose of allowing individuals to have input regarding how the FBI administers the programs it manages, i.e., UCR, National Crime Information Center, Integrated Automated Fingerprint Identification System, Interstate Identification Index, and National Instant Criminal Background Check System. Any user of a CJIS Division program who believes he or she has an idea that will help criminal justice personnel perform their jobs more efficiently or effectively should use the CJIS Advisory Process. The first step is to prepare a written description of the current procedure or policy along with an explanation of the proposed change and its benefits. The proposal should be forwarded to the state Control Terminal Officer (CTO). The CTO is responsible for reviewing the proposal to determine whether it affects the state Program, the national Program, or both. Federal employees wishing to submit a proposal should forward it to either the state CTO or their Federal Service Coordinator (FSC), depending on whether their agency accesses the CJIS Division's programs through a state or federal network.
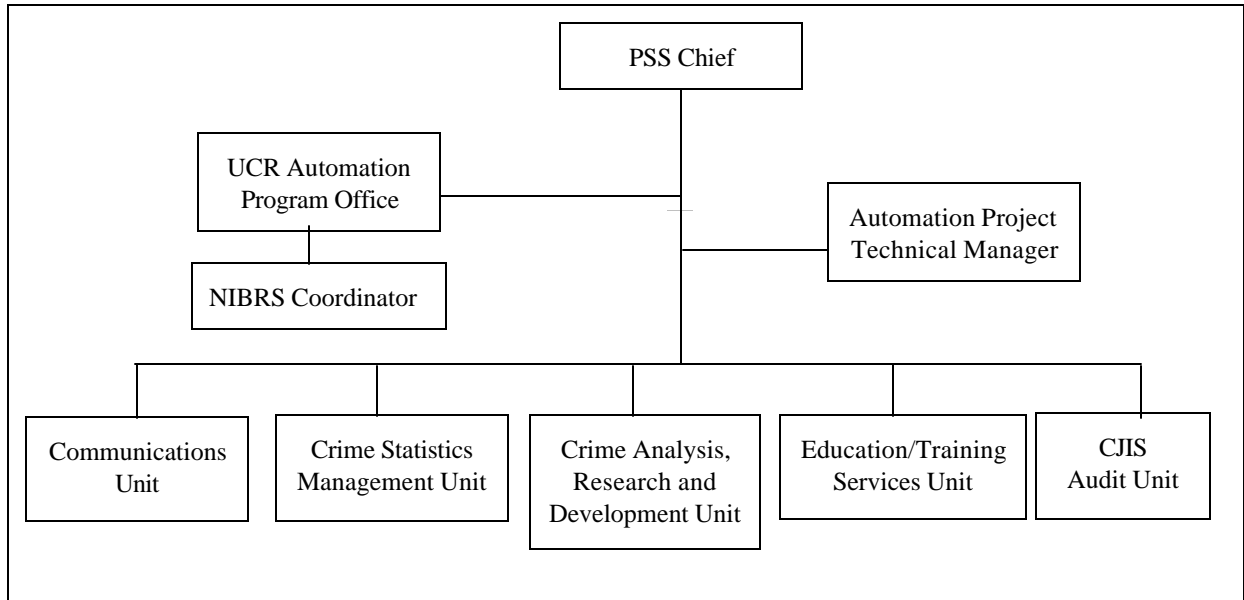
The CTO or FSC will forward the proposal to the appropriate Working Group Chairman of the CJIS Advisory Policy Board (APB). Because proposed changes to the CJIS Division's programs are first discussed by the Working Groups, the Working Group's local agency representative for the state is an excellent contact for anyone wishing to elicit support for a particular proposal. The Chair of the Working Group coordinates with the FBI CJIS Division's Advisory Groups Management Unit (AGMU) to identify proposed topics and prepare the agenda for the Working Groups meetings.

At the conclusion of the Working Groups meetings, the AGMU will forward proposals either to one of the APB's ad hoc subcommittees or directly to the APB for consideration. Once the proposal has been reviewed, discussed, and approved by the APB, the APB will make a recommendation to the FBI Director. If the FBI Director concurs with an APB recommendation, the FBI CJIS Division's staff will take the necessary action to implement the change. For example, the CJIS Division's staff may need to secure congressional and Attorney General approval before implementing a change, they may need to arrange for program changes to automated systems, or they may need to update instruction manuals. In addition, the CJIS Division's personnel will be responsible for notifying participants in the program of the implementation date for the change.

The membership directory is continually updated and placed on the LEO intranet. Please check that listing for the most current information.

2.2   Programs Support Section's (PSS's) Organizational Chart

As requested at a recent Association of State UCR Programs (ASUCRP) meeting, the PSS's organizational chart is set forth below to assist users with identifying whom to contact for specific information about the UCR Program.

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                          │  PSS Chief  │
                          └──────┬──────┘
     ┌──────────────────┐        │        ┌──────────────────────┐
     │ UCR Automation   ├────────┤        │ Automation Project   │
     │ Program Office   │        └────────┤ Technical Manager    │
     └────────┬─────────┘                 └──────────────────────┘
     ┌────────┴─────────┐
     │ NIBRS Coordinator│
     └──────────────────┘

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│Communications│ │Crime Statistics│ │Crime Analysis,│ │Education/Training│ │  CJIS   │
│    Unit     │ │Management Unit │ │Research and  │ │Services Unit │ │Audit Unit│
│            │ │              │ │Development Unit│ │              │ │          │
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As of January 1, 2003, personnel in those positions are:

PSS Chief	Special Agent Patrick J. Adams
UCR Automation Program Office	Special Agent William Lueckenhoff
National Incident-Based Reporting System Coordinator	Mr. Gregory S. Swanson
Automation Project Technical Manager	Mr. Jon Kevin Reid
Communications Unit Chief	Dr. Maryvictoria Pyne
Crime Statistics Management Unit Chief	Mr. Gregory E. Scarbro
Crime Analysis, Research and Development Unit Chief	Dr. Samuel Berhanu
Education/Training Services Unit Chief	Mrs. Sarah G. Wilson (Acting)
CJIS Audit Unit Chief	Ms. Robin A. Stark

For the convenience of local agencies and state Programs, the national UCR Program is providing the following telephone numbers for individuals requesting specific information about the UCR Program:

Administration (PSS Front Office)   304-625-3691
     Program administration; management; policy

Crime Analysis, Research and Development   304-625-3600
     Statistical models; special studies and analyses; crime forecasting

Information Dissemination (Communications Unit)   304-625-4995
     Requests for published and unpublished data; printouts, magnetic tapes, and books

National Incident-Based Reporting System (NIBRS)   1-888-UCR-NIBR
                                                                          (1-888-827-6427)
     Information for law enforcement agencies regarding the certification process, federal funding for
     NIBRS-compliant records management systems, and data submission specifications

Quality Assurance (CJIS Audit Unit)   304-625-2941
     Assistance in confirming statistical validity and ensuring agency reporting integrity

Statistical Processing   (Crime Statistics Management Unit)   304-625-4830
     Processing of summary and incident-based reports from data contributors; reporting problems;
     requests for reporting forms; data processing; data quality

Training/Education (Education/Training Services Unit)   304-625-2821
     Requests for training of law enforcement personnel; information on police reporting systems;
     technical assistance

Send correspondence to: Federal Bureau of Investigation
                  Criminal Justice Information Services Division
                  Attention: Uniform Crime Reports
                  1000 Custer Hollow Road
                  Clarksburg, West Virginia 26306

2.3   *Quality Assurance Review Procedures Manual* Now Available

The revised edition of the *Quality Assurance Review Procedures Manual* was distributed at the
ASUCRP meeting held in Salt Lake City, Utah, in November 2002. Copies of the manual were mailed
to state Program managers not in attendance. This manual is intended to explain the CJIS Audit Unit's
(CAU's) procedures before, during, and after a Quality Assurance Review (QAR). The manual can
also be used by state UCR Programs interested in developing their own state UCR audit program.
Each phase of the QAR process is explained in the manual with supporting work papers located in the
appropriately referenced sections.

Anyone interested in obtaining a copy of this manual may access it via the LEO Web site at
http://home.leo.gov/lesig/cjis/miscellaneous/audit_information/index.htm. You may also contact the
FBI's CAU at 304-625-2941, Monday thru Friday, 8 a.m.–4:30 p.m., Eastern time.