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Uniform Crime Reporting (UCR)
State Program Bulletin 04-1

SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS

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|-----|--|---|
| 1.1 | Data Submission Deadline for <i>Crime in the United States (CIUS)</i> , 2003 | 1 |
| 1.2 | Timetable for Uniform Crime Reports | 1 |
| 1.3 | Electronic Availability of the <i>State Program Bulletin</i> | 4 |

SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS

1.1 Data Submission Deadline for *Crime in the United States (CIUS), 2003*

The national UCR Program would like to remind all state UCR Program managers that **March 12, 2004**, is the deadline for the FBI's Crime Statistics Management Unit (CSMU) to receive data for inclusion in *CIUS, 2003*. 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), 2003*, and *Hate Crime Statistics, 2003*. Please note that the data for publication in *CIUS* must be complete for 12 months.

1.2 Timetable for Uniform Crime Reports:

***Preliminary Annual Uniform Crime Report, January-December 2003
(Annual Report)
LEOKA, 2003
CIUS, 2003
Hate Crime Statistics, 2003
Preliminary Semiannual Uniform Crime Report, January-June 2004
(Semiannual Report)***

As part of the national UCR Program'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 national Program to publish the UCR publications on time with complete and accurate statistics, all states must adhere to the scheduled deadlines. Many conscientious agencies faithfully meet these deadlines; however, agencies that are late with their submissions cause publication delays. The national UCR Program realizes that there are always extenuating circumstances that cause an agency to miss a deadline. Nevertheless, the national Program requests that state Program managers encourage the agencies within their state to make every effort to adhere to these deadlines.

Month	Work Process
January	<p>The FBI's CSMU disseminated letters to state UCR Program managers:</p> <ul style="list-style-type: none">• Requesting missing January-December data for Most in Population (MIP) law enforcement agencies for inclusion in Table 4 of the <i>Annual Report</i>. The deadline for submitting these data had been February 20, 2004; however, it has been extended to March 5, 2004.• Inquiring about police employee data that are missing or that require the state UCR Program manager's review.
February	<p>The CSMU disseminated letters to state UCR Program managers:</p> <ul style="list-style-type: none">• Informing them of the 2003 population estimates for agencies within their state.• 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 national Program has not received by the <i>Annual Report</i> submission deadline.

February continued	Note: The deadline for MIPs to submit data for inclusion in the <i>Annual Report</i> had been February 20, 2004; however, it has been extended to March 5, 2004.
March	<p>The national UCR Program disseminates a <i>State Program Bulletin</i> reminding state UCR Program managers of the March 12, 2004, deadline for submitting 2003 data for inclusion in <i>CIUS</i>, <i>LEOKA</i>, and <i>Hate Crime Statistics</i>.</p> <p>The CSMU disseminates letters to state UCR Program managers requesting verification of any January-December crime totals for contributors other than 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.</p> <p>Note: The deadline for submitting 2003 data for inclusion in <i>CIUS</i>, <i>LEOKA</i>, and <i>Hate Crime Statistics</i> is March 12, 2004.</p> <p><i>CIUS</i>, 2003—For agencies to be published in Tables 8-11, the CSMU must receive 12 months of complete data.</p> <p><i>Hate Crime Statistics</i>, 2003—The number of quarters in which an agency reported hate crime data will be published in Tables 13 and 14.</p> <p><i>LEOKA</i>, 2003—Officer assault statistics include those law enforcement agencies for which the CSMU receives both 12 months of officer assault data and police employee counts.</p>
April	The CSMU disseminates letters to state UCR Program managers providing January-December 2003 crime totals/Return A Record Cards for all law enforcement agencies that submitted 12 months of complete data.
May	The national UCR Program publishes and distributes the <i>Annual Report</i> .
May-July	<p>The national UCR Program reviews for data quality and finalizes <i>CIUS</i>, <i>LEOKA</i>, and <i>Hate Crime Statistics</i> for publication.</p> <p>The CSMU disseminates letters to each state UCR Program manager providing the state's 2003 violent crime and property crime offense counts that will be published in <i>CIUS</i>.</p>
July	<p>The CSMU disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> • Requesting missing January-June data for MIP law enforcement agencies that are to be included in Table 4 of the <i>Semiannual Report</i>. The letters provide the August 27, 2004, deadline for submitting data to be included in the <i>Semiannual Report</i>. • Informing those state UCR Programs for which no 2004 data have been received of the August 27, 2004, deadline.
August	<p>The national UCR Program disseminates a <i>State Program Bulletin</i> to all state UCR Programs providing the August deadline for submitting data for all law enforcement agencies for inclusion in the <i>Semiannual Report</i>.</p> <p>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 MIP agencies.</p> <p>Note: The deadline for submitting 2004 data to the national UCR Program for inclusion in the <i>Semiannual Report</i> is August 27, 2004.</p>

September	<p>The CSMU disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> • Identifying by contributor any January-June data that the national Program has not received by the <i>Semiannual Report</i> submission deadline. • Seeking follow-up from those who did not respond to trend letters for 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 MIP agencies that submitted 3 or more months data.
October	<p>The CSMU disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> • Requesting the completion of information on current year's police employee counts as of October 31, 2004. The deadline for submitting these data is December 17, 2004. • 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 MIP agencies that submitted 3 or more months data.
November	<p>The CSMU disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> • Requesting review of the Population-by-County printout to verify current reporting status of each agency and identity of 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 3 or more months data. <p>The national UCR Program disseminates a <i>State Program Bulletin</i> reminding all state UCR Program managers of the December 31, 2004, 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.)</p>
December	<p>The national UCR Program publishes and distributes the <i>Semiannual Report</i>.</p> <p>Prior to the December 17, 2004, deadline, the CSMU will forward letters to state UCR Program managers informing them that the national Program has not received their police employee counts.</p> <p>Note: The deadline for current year's police employee counts to be submitted to the CSMU is December 17, 2004.</p> <p>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, 2004.</p>

1.3 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 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> 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 manager to disseminate the information as appropriate to your 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 addresses.

The current UCR *State Program Bulletin*, as well as previous editions, 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 U.S.: Uniform Crime Reports Section). Users with questions concerning access to the LEO should contact the LEO Program Office at (202) 324-8833 (telephone) or Ms. Stacey C. Davis of the Advisory Groups Management Unit at (304) 625-2618 (telephone).