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Uniform Crime Reporting (UCR)
State Program Bulletin 07-4

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SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS

1.1 Advance Viewing of *Crime in the United States (CIUS), 2006*

Historically, the FBI has sent local agencies and state UCR Programs an advance copy of *CIUS* so that they would have the data before the book was released to the public. Because *CIUS* is no longer being published in hard copy, the national UCR Program had to devise an alternate way for agencies to have advance access to the information. Consequently, the national UCR Program staff has made *CIUS* available on a beta site to which agencies will have access. Beginning Monday, September 17, 2007, agencies will be able to view the publication online before its Monday, September 24, 2007, release to the public. To view the Web publication in advance of its release, agencies should go to <www.fbi.gov/ucr/2006cius> and enter the username **UCRcontr** and the password **view1@06**. Please note that the information is case-sensitive.

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

1.2 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 Crime Statistics Management Unit's (CSMU's) staff at the CJIS 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 Operations Unit 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 Verification of Hate Crime Incidents

The FBI requests that state UCR Program managers periodically review all bias-motivated incidents with the offense types of murder or forcible rape, the bias motivations of antimental disability or antiphysical disability, or the victim type of society-public. Upon final verification of the 2006 hate crime data, state UCR Program managers requested that the national UCR Program staff modify or delete more than half (53.8 percent) of the incidents submitted with those classifications because of submission errors. Left unverified, these errors could have resulted in the publication of inflated and inaccurate statistics.

State UCR Program managers with questions about hate crime submissions should contact Ms. Mary P. Reese in the CSMU at (304) 625-3528 or via e-mail at <mareese@leo.gov>.

2.2 Duplication of Hate Crime Submissions from National Incident-Based Reporting System (NIBRS) Agencies

State UCR Program managers should not send hard copy submissions of bias-motivated incidents for agencies that supply their data via the NIBRS. The practice may create duplicate submissions of the same incident in the national hate crime database if the incident numbers are not identical. For example, if an agency submits NIBRS incident 2006-12345 and duplicate hard copy incident 06-12345 for entry in the national database, the database will not recognize the duplication because the incident numbers are different. In this instance, the agency's incident count will be overstated in the FBI's annual *Hate Crime Statistics* publication. To avoid this, state UCR Program managers should not send hard copy submissions of bias-motivated incidents for those agencies that submit their hate crime data via the NIBRS.

State UCR Program managers who have questions about hate crime incident submissions should contact Ms. Mary P. Reese of the CSMU at (304) 625-3528 or via e-mail at <mareese@leo.gov>.

2.3 Electronic Submission of Number of Full-time Law Enforcement Employees

State UCR Program managers may now electronically submit test data for the Number of Full-time Law Enforcement Employees to the FBI. Those who wish to do so may send the test data as an attachment to an e-mail via the LEO to <ucrstat@leo.gov>, on a ZIP disk, on a 3.5-inch diskette, or on a compact disc. The FBI is not accepting test data for the Number of Full-time Law Enforcement Employees submitted on 3480-cartridge or magnetic round reel tape.

State UCR Program managers who wish to submit data for the Number of Full-time Law Enforcement Employees to the FBI electronically must use the record layout specified in the *State Program Bulletin 06-1*, dated March 2006. The document is available electronically via

the LEO at <https://cgate.leo.gov/http/leowcs.leopriv.gov/lesig/cjis/programs/crime_statistics/state_program_bulletins/state_program_bulletins.html>. The FBI encourages state UCR Program managers to submit test data as early as possible so that problems or errors can be resolved quickly.

State UCR Program managers with questions about programming or test data for the Number of Full-time Law Enforcement Employees should contact Ms. Mary P. Reese in the CSMU at (304) 625-3528 or via e-mail at <mareese@leo.gov>.

2.4 Error in Numbering of Motor Vehicles Recovered in *UCR Handbook* (2004)

It has recently come to the attention of the national UCR Program staff that there is an error in the numbering of the data entry codes for Total Locally Stolen Motor Vehicles Recovered and for Stolen in Other Jurisdictions and Recovered Locally on pages 93 and 129 of the *UCR Handbook* (2004). The error is in the Motor Vehicles Recovered portion of the Supplement to Return A as presented in the *Handbook*. In the *Handbook*, the data entry code for Total Locally Stolen Motor Vehicles Recovered is listed as 93, which is incorrect. The correct code is 90, as it appears on the Supplement to Return A form. In addition, the data entry code for Stolen in Other Jurisdictions and Recovered Locally is listed as 94, which is incorrect. The correct code is 93. The Supplement to Return A form itself is correct.

State UCR Program managers with questions should contact Mr. Gregory S. Swanson in the CSMU at (304) 625-2998 or via e-mail at <gswanson@leo.gov>.

2.5 Addition of “None” as Type of Weapon in *UCR Handbook*, NIBRS Edition (1992)

It has recently come to the attention of the national UCR Program staff that the option of “None” is missing from the Type Weapon/Force Involved as presented on page 40 of the *UCR Handbook*, NIBRS Edition (1992).

The Robbery portion of the *Handbook* on pages 20-21 states that “If an immediate ‘on-view’ arrest proves that there was no weapon, the offense is classified as Robbery, but the weapon is reported as ‘None.’” However, “None” was omitted from page 40 and may cause confusion for agencies. State UCR Program managers are asked to remind their local agencies that “None” is an option regarding the type of weapon; agencies should write “None” in the list of weapons presented on page 40.

State UCR Program managers with questions should contact Mr. Gregory S. Swanson in the CSMU at (304) 625-2998 or via e-mail at <gswanson@leo.gov>.