



February 2011

Uniform Crime Reporting (UCR)
State Program Bulletin 11-1

Editor's Note: This will be the last UCR *State Program Bulletin* to be disseminated in hard copy, printed format. Future UCR *State Program Bulletins* will be disseminated exclusively by electronic means. The national UCR Program staff will continue to put UCR *State Program Bulletins* on the Law Enforcement Online.

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SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS

1.1 Data submission deadlines

State UCR Program managers should note the following deadlines for data to be received by the Crime Statistics Management Unit's (CSMU's) Operations Group and should inform their local agencies of these deadlines.

Date	Information needed
<p>March 15, 2011*</p> <p>*All state Programs are encouraged to submit data by established deadlines to ensure that the data are thoroughly reviewed. If publication deadlines cannot be met, agencies should continue to forward data so that these data can be entered in the UCR master data files.</p>	<p>Deadline to submit data for inclusion in the 2010 editions of <i>Crime in the United States (CIUS)</i>, <i>Law Enforcement Officers Killed and Assaulted (LEOKA)</i>, and <i>Hate Crime Statistics</i>.</p> <p>State UCR Program managers should note that:</p> <ul style="list-style-type: none"> ■ For agencies' statistics to be published in Tables 8-11 of <i>CIUS, 2010</i>, the CSMU's Operations Group must receive 12 months of complete data by this date. ■ State totals on officers assaulted presented in <i>LEOKA, 2010</i>, will include those law enforcement agencies for which the Operations Group receives both 12 months of officer assault data and police employee counts. ■ The number of quarters for which an agency reported hate crime data in 2010 will be published in Tables 13 and 14 of <i>Hate Crime Statistics, 2010</i>.
<p>August 26, 2011</p>	<p>Deadline to submit January through June 2011 data to the FBI for inclusion in the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2011</i>.</p>
<p>December 16, 2011</p>	<p>Deadline to submit police employee counts as of October 31, 2011.</p>
<p>December 31, 2011</p>	<p>Deadline to change an agency's name or address, to add new contributing agencies within the state, or to change an agency's current reporting status.</p>

1.2 Work processes for UCR publications

Preliminary Annual Uniform Crime Report, January–December, 2010

CIUS, 2010

LEOKA, 2010

Hate Crime Statistics, 2010

Preliminary Semiannual Uniform Crime Report, January–June, 2011

As part of the FBI’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 FBI to publish these Uniform Crime Reports on time with complete and accurate statistics, all states must adhere to the scheduled deadlines.**

Many agencies are conscientious about meeting these deadlines; however, agencies that are late with their submissions cause publication delays. The FBI realizes that there are extenuating circumstances that cause an agency to miss a deadline. Nevertheless, the FBI requests that state UCR Program managers encourage the agencies within their state to make every effort to adhere to these deadlines.

Date	Work process
February	<p>The CSMU’s Operations Group disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> ■ Requesting the verification of any January–December 2010 crime totals that indicate significant increases or decreases over the previous year’s data and/or verification of any high or low monthly offense count(s) during the 12-month period for Most in Population (MIP) agencies. ■ Identifying any January–December 2010 data, by agency and month, that have not been received by the submission deadline for the <i>Preliminary Annual Uniform Crime Report, January–December, 2010</i> for contributors other than MIP agencies. <p>The Multimedia Productions Group (MPG) disseminates a UCR <i>State Program Bulletin</i> that notifies state UCR Program managers of the Tuesday, March 15, 2011,* deadline for submitting 2010 data for inclusion in <i>CIUS, 2010</i>; <i>LEOKA, 2010</i>; and <i>Hate Crime Statistics, 2010</i>.</p>

March	<p>The CSMU’s Operations Group disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> ■ Requesting the verification of any January–December 2010 crime totals that indicate significant increases or decreases over the previous year’s data and/or verification of any high or low monthly offense count(s) during the 12-month period for all contributors other than MIP agencies. ■ Informing them of the 2010 population estimates for agencies within their state. <p>The deadline to submit January–December 2010 data to the FBI for inclusion in <i>CIUS</i>, <i>LEOKA</i>, and <i>Hate Crime Statistics</i> is Tuesday, March 15, 2011.*</p> <p><i>Note:</i> <i>CIUS, 2010</i>—For agencies to be included in Tables 8-11, the Operations Group must receive 12 months of complete data.</p> <p><i>LEOKA, 2010</i>—Officer assault statistics include those law enforcement agencies that submitted both 12 months of officer assault data and police employee counts.</p> <p><i>Hate Crime Statistics, 2010</i>—Tables 13 and 14 of the publication will include the number of quarters in which an agency reported hate crime data.</p>
April	<p>The CSMU’s Operations Group disseminates letters to state UCR Program managers providing January–December 2010 crime totals/Return A Record Cards for all law enforcement agencies that submitted 12 months of complete data.</p>
May–June	<p>The FBI releases the <i>Preliminary Annual Uniform Crime Report, January–December, 2010</i>.</p>
May–July	<p>Staff from the CSMU and the MPG reviews and finalizes <i>CIUS</i>, <i>LEOKA</i>, and <i>Hate Crime Statistics</i> for publication.</p> <p>The CSMU’s Operations Group disseminates letters to state UCR Program managers providing their state’s 2010 violent crime and property crime counts that will be published in <i>CIUS</i> and includes the timetable for publishing 2011 UCR data.</p>

July	<p>The CSMU’s Operations Group disseminates letters to state UCR Program managers requesting missing January–June 2011 data for MIP law enforcement agencies for inclusion in Table 4 of the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2011</i>. The letters provide the August 26, 2011, deadline for submitting data to be included in the <i>Semiannual Report</i>.</p> <p>Letters will be sent to those state UCR Programs for which no 2011 data have been received informing them of the August deadline.</p> <p>The deadline to submit January–June 2011 data to the national UCR Program for inclusion in the <i>Semiannual Report</i> is Friday, August 26, 2011.</p>
August and September	<p>The MPG disseminates a <i>UCR State Program Bulletin</i> to all state UCR Program managers providing the August deadline for submitting data for all law enforcement agencies for inclusion in the <i>Semiannual Report</i>.</p> <p>The CSMU’s Operations Group disseminates letters to all state UCR Program managers requesting verification of any January–June 2011 crime totals that indicate significant increases or decreases over the previous years’ data and/or verification of any high or low monthly offense count(s) during the 6-month period for MIP agencies.</p> <p>The deadline to submit January–June 2011 data to the national UCR Program for inclusion in the <i>Semiannual Report</i> is Friday, August 26, 2011.</p>
September	<p>The CSMU’s Operations Group disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> ■ Identifying any missing January–June 2011 data that the FBI has not received by the submission deadline for the <i>Preliminary Semiannual Uniform Crime Report</i> to all contributors other than MIP agencies. ■ Seeking follow-up for MIP agencies that did not respond to trend letters. (The Operations Group may opt to contact these agencies via telephone.) ■ Requesting the verification of any January–June 2011 crime totals that indicate significant increases or decreases over the previous year’s data and/or verification of any high or low monthly offense count(s) during the 6-month period for all contributors other than MIP agencies that submitted 3 or more months of data. <p>The FBI releases <i>CIUS, 2010</i>.</p>

<p>October</p>	<p>The CSMU’s Operations Group disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> ■ Requesting the verification of any January–June 2011 crime totals that indicate significant increases or decreases over the previous year’s data and/or verification of any high or low monthly offense count(s) during the 6-month period for all contributors other than MIP agencies that submitted 3 or more months of data. ■ Requesting the completion of information on the 2011 police employee counts as of October 31, 2011. <p>The deadline to submit police employee counts is December 16, 2011.</p> <p>The FBI releases <i>LEOKA, 2010</i>.</p>
<p>November</p>	<p>The CSMU’s Operations Group disseminates letters to state UCR Program managers requesting a review of the Population by County printout to verify the current reporting status of each agency and to identify any new agency contributors.</p> <p>The MPG disseminates a <i>UCR State Program Bulletin</i> reminding all state UCR Program managers of the December 16, 2011, deadline for submitting police employee counts and the December 31, 2011, deadline to change an agency’s name or address, to add new contributing agencies within the state, or to change an agency’s current reporting status. (The CSMU’s Operations Group will not assign an Originating Agency Identifier until an agency submits one <i>Return A</i> form.)</p> <p>The FBI releases <i>Hate Crime Statistics, 2010</i>.</p>
<p>December</p>	<p>The deadline to submit police employee counts is December 16, 2011.</p> <p>After the December 16, 2011, deadline, the CSMU’s Operations Group will forward letters to state UCR Program managers informing them if the FBI has not received their police employee counts.</p> <p>The deadline to change an agency’s name or address, to add new contributing agencies within the state, or to change an agency’s current reporting status is December 31, 2011.</p> <p>The FBI releases the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2011</i>.</p>

***All state Programs are encouraged to submit data by established deadlines to ensure that the data are thoroughly reviewed. If publication deadlines cannot be met, agencies should continue to forward data so that these data can be entered into the UCR master data files.**

1.3 Contact information for the CSMU's Operations Group and the TSEU's Outreach Team members

The following list provides contact information for the CSMU's Operations Group and the UCR Program's trainers from the Training and System Education Unit's (TSEU's) Outreach Team. If a state's data are assigned to more than one member of the Operations Group, the data each one manages are identified as the Summary Reporting System (SRS), the National Incident-Based Reporting System (NIBRS), or MIP agencies.

ALABAMA

SRS: Paula J. Vangilder (304) 625-3529
MIP: Adena D. Morris (304) 625-3515
NIBRS: Drema Fouch (304) 625-2982
Outreach Team: J. Kevin MacFarland (304) 625-2855

ALASKA

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DELAWARE

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DISTRICT OF COLUMBIA

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Adena D. Morris (304) 625-3515, and
Joyce E. Blair (304) 625-2966
Outreach Team: J. Kevin MacFarland (304) 625-2855

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MONTANA

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Outreach Team: Gregory S. Swanson (304) 625-2998

NEVADA

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MIP: Cynthia A. Miller (304) 625-2970
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NEW HAMPSHIRE

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NEW JERSEY

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NORTH CAROLINA

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OHIO

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PUERTO RICO

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RHODE ISLAND

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SOUTH DAKOTA

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TEXAS

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UTAH

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VIRGINIA

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VIRGIN ISLANDS

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WASHINGTON

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MIP: Cynthia A. Miller (304) 625-2970
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Outreach Team: Darrin Lee Moor (304) 625-2934

WEST VIRGINIA

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WISCONSIN

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Outreach Team: Gregory S. Swanson (304) 625-2998

WYOMING

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LEOKA

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Dorothy E. Kisner (304) 625-2953

ORI

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1.4 Updates to two UCR documents

To support the FBI's initiative to receive information solely by electronic means by 2013, the FBI has updated the document, *Automated Data Processing Programming Guidelines for State UCR Programs/Direct Contributors*, which is also known as the *ADP Guidelines*. This document provides the requirements for submitting SRS data in an electronic format and is accessible on the FBI's Web site at <www.fbi.gov/about-us/cjis/ucr/additional-ucr-publications/automated-data-processing-programming-guidelines>.

State UCR Programs currently submitting hard copy reports with the intention to convert to an electronic flat file submission should use the *ADP Guidelines*. State UCR Program managers who want an electronic copy of the *ADP Guidelines* should contact their state representative from the CSMU by telephone at (304) 625-4830.

The national UCR Program is developing an extensible markup language (XML) format for those state UCR Programs that intend to submit SRS or NIBRS data in XML. The FBI is in preliminary discussions to develop a Web portal for those law enforcement agencies that are unable to convert to an electronic submission method.

In addition, the FBI's UCR Program has updated the brochure, *Uniform Crime Reporting Statistics: Their Proper Use*. It is available on the FBI's Web site as a Portable Document Format file at <www.fbi.gov/about-us/cjis/ucr/ucr-statistics-their-proper-use>.

Agencies with questions should contact the CSMU by telephone at (304) 625-4830.

1.5 Updates to LEOKA forms

The national UCR Program would like to remind state UCR Programs that the FBI's LEOKA Program has two new forms to collect officer killed and assaulted statistics. The forms are: *Analysis of Officers Accidentally Killed* and *Analysis of Officers Feloniously Killed and Assaulted*. These two forms replace the *Analysis of Law Enforcement Officers Killed and Assaulted*, 8-page questionnaire. The national Program will forward an *Analysis of Officers Feloniously Killed and Assaulted* form to an agency when a NIBRS incident or a monthly Law Enforcement Officers Killed or Assaulted report indicates an officer(s) sustained an injury with a firearm or knife/cutting instrument.

Agencies with questions should contact Ms. Frankie Kelley in the CSMU by telephone at (304) 625-3587.

1.6 Reminder regarding cargo theft

The FBI's UCR Program would like to remind state UCR Programs that the national Program is accepting cargo theft data in both the NIBRS and the SRS. For law enforcement agencies participating in the NIBRS, the *NIBRS Addendum for Submitting Cargo Theft Data* is available online at <www.fbi.gov/about-us/cjis/ucr/nibrs/addendum-for-submitting-cargo-theft-data/nibrs_cargo_theft>. For law enforcement agencies submitting data in the SRS format, agencies may report cargo theft data to the FBI on the *Cargo Theft Incident Report* form, which is available online at <www.fbi.gov/about-us/cjis/ucr/reporting-forms/CargoTheftIncidentReportfillable.pdf>.

Agencies with questions should contact Ms. Kristi Donahue in the CSMU by telephone at (304) 625-3528.

1.7 Information regarding funding opportunities

During a session at the recent Association of State UCR Programs Conference, the FBI was asked to identify federal grant opportunities. The Bureau of Justice Assistance (BJA), a component of the Office of Justice Programs, U.S. Department of Justice, provides funding opportunities to the Nation's law enforcement community. Agencies should reference the BJA's Web site at <<http://www.ojp.usdoj.gov/BJA/funding/index.html>> to obtain information on general funding.

1.8 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 must provide the FBI's MPG staff with their e-mail addresses at <cjis_comm@leo.gov> and indicate *UCR State Program Bulletin* in the subject line of the e-mail.

Please note that 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>. Users with questions concerning access to the LEO should contact the LEO Program Office by telephone at (304) 625-5555.