



Criminal Justice Information Services Division

Uniform Crime Reporting Program



Law Enforcement Public Contact Data Collection

User Guide

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1. Introduction

Since 1930, the FBI's Uniform Crime Reporting (UCR) Program has been generating reliable crime statistics for use by law enforcement personnel, criminal justice students, researchers, the media, and the public. The UCR Program includes data from more than 18,000 city, university and college, county, state, tribal, and federal law enforcement agencies.

This user guide is intended to assist law enforcement with reporting law enforcement public contact (LEPC) incidents to the UCR Program. It addresses policy, the types of contacts that constitute an LEPC incident, how to identify an LEPC incident, and guidelines for reporting an LEPC incident.

1.1 Background of the LEPC Data Collection

In 2017, the FBI's Criminal Justice Information Services Advisory Policy Board recommended, and the FBI Director approved, the UCR Program begin collecting and reporting the number of law enforcement contacts with the public, in the following three categories, on an annual basis:

- Citizen calls for service.
- Unit/officer-initiated contacts.
- Court/bailiff activities.

The UCR Program will compile these data in the LEPC Data Collection to establish a standard, national measure of the number of times law enforcement officers have had contact with the public. The LEPC Data Collection is an expansion of annual counts, which include law enforcement employee counts.

Law enforcement agencies can submit LEPC data on an annual basis. These data counts can be actual or estimated. All counts will include contacts with the public occurring between January 1 and December 31 of a calendar year.

The purpose of collecting this additional information is to provide context to other law enforcement data collections administered by the FBI's UCR Program, including the National Use-of-Force Data Collection and the Law Enforcement Officers Killed and Assaulted Data Collection. The categories already defined in these data collections will help to ensure the submitted data is consistent.

Law enforcement agencies can submit the number of contacts with the public using the data in their computer aided dispatch system, records management system, or other system (e.g., docket sheets, call logs, etc.) used to facilitate incident response and communication in the field. If such records are not available, agencies may submit an estimated number of contacts based on officers' workload (e.g., citation, street/foot patrol, traffic duty, public outreach, etc.). The use of both actual and, when necessary, estimated numbers will account for the variety of circumstances different agencies respond to and allow for better interpretation of these data.

Agencies can use one of three methods to submit annual LEPC data:

- A JSON (JavaScript Object Notation) flat file technical specification for bulk submission.
- A web services option for bulk submission.
- The LEPC Submission Page of the Collection of Law Enforcement and Crime Tool (COLECT) in the Law Enforcement Enterprise Portal (LEEP).

2. LEPC Data Collection Incidents

A law enforcement public contact is an incident or occurrence where a law enforcement officer is called to respond to a scene by a member of the public or initiates an activity that results in contact with the public. The reported number of LEPC incidents *does not* include the total number of individuals encountered during the incident.

3. Submissions

Participation in the LEPC Data Collection is voluntary. If agencies choose to participate, law enforcement personnel must report LEPC data to the FBI on an annual basis. In addition to the LEPC Submission Page (located in COLECT on LEEP), agencies may also choose to submit LEPC data via web services and flat file options. The following guidance references submissions via COLECT, a no-cost submission mechanism.

3.1 How to Apply for a LEEP Account

LEEP accounts are available to criminal justice personnel. To apply for a LEEP account, go to www.cjis.gov and complete the online application.

3.2 How to Submit Data to the LEPC Data Collection

Once LEEP access has been obtained, law enforcement personnel will need to apply for access to COLECT via an online application in COLECT. Once logged in to COLECT, personnel will have access to the LEPC Submission Page where authorized LEPC Data Collection contributors can enter, save, validate, and submit information to the FBI's UCR Program. Beginning January 2024, data contributors may submit LEPC data for 2023.

3.3 Data Element Requirements

This section sets forth the requirements for reporting LEPC data elements to the FBI. Data elements designated as mandatory must include data values. Mandatory data elements are Agency Originating Agency Identifier (ORI), Action Type, and Data Year. If an LEPC report is submitted electronically and lacks entries for Agency ORI, Action Type, or Data Year, the report will be rejected for having errors.

3.3.1 Data Element 1: Agency ORI

Agency ORI indicates the record-owning agency. It is an alphanumeric symbol of nine (9) characters in length.

Occurrence: Once

Mandatory: Yes

Must be:

- Nine (9) characters in length
- A valid UCR ORI
- Associated with the submitter in the UCR ORI database

3.3.2 Data Element 2: Action Type

Action Type indicates the action needed for the Service Message.

Occurrence: Once

Mandatory: Yes

Data Values:

Value	Description
INSERT	A new report or an update to an existing report
DELETE	A report that requires deletion
REPLACE	A report that will automatically be deleted and replaced with new information

3.3.3 Data Element 3: Data Year

Data Year indicates the year that the LEPC incident occurred.

Occurrence: Once

Mandatory: Yes

Must be:

- Four (4) numbers in length
- A valid year
- 2022 or later

4. Public Contact Segment

The Public Contact Segment of the Service Message has nine (9) data elements, to include the type of public contact along with its count. Contributing agencies can report the following data elements as free text or structured text from a list of values.

Occurrence: Once

Mandatory: Conditional. Mandatory for Insert and Replace Action Types. Optional for Delete Action Type.

The Public Contact data elements and values are defined in the following text.

- Data Element 5—Citizen Calls for Service
- Data Element 5A—Citizen Calls for Service Count
- Data Element 5B—Citizen Calls for Service Value Type
- Data Element 6—Unit/Officer-Initiated Contacts

- Data Element 6A—Unit/Officer-Initiated Contacts Count
- Data Element 6B—Unit/Officer-Initiated Contacts Value Type
- Data Element 7—Court/Bailiff Activities
- Data Element 7A—Court/Bailiff Activities Count
- Data Element 7B—Court/Bailiff Activities Value Type

4.1 Citizen Calls for Service

The Citizen Calls for Service category indicates a law enforcement agency’s number of calls for service. Law enforcement officers typically respond to citizens’ calls for service to resolve, correct, or assist a particular situation. In this category, someone from the public has requested law enforcement intervention. Examples include:

- Citizen complaints
- Citizen reports of domestic disturbances
- Citizen reports of crime, which may or may not result in an arrest
- Responses to crimes in progress

Occurrence: Once

Mandatory: Yes

4.1.1 Data Element 5A: Citizen Calls for Service Count

Citizen Calls for Service Count indicates an agency’s number of citizen calls for service.

Occurrence: Once

Mandatory: Conditional. If *actual* or *estimated* counts are used in the Value Type field, it is mandatory. Otherwise, it must not be included in the Citizen Calls for Service field.

Requirements:

- Can only contain numbers.
- Maximum length is eight (8) numbers.
- Cannot be zero (0). If count is zero (0), use the Value Type of “NOT_AVAILABLE” or “NOT_APPLICABLE”.

4.1.2 Data Element 5B: Citizen Calls for Service Value Type

Citizen Calls for Service Value Type indicates the type of count provided.

Occurrence: Once

Mandatory: Yes

Data Values:

Value	Description
ACTUAL	An actual count of values.
ESTIMATED	An estimated count of values.
NOT_APPICABLE	A count is not applicable for the ORI.
NOT_AVAILABLE	A count is not available for the ORI.

4.2 Unit/Officer-Initiated Contacts

Unit/Officer-Initiated Contacts indicates the number of unit/officer-initiated activities for a record-owning Agency ORI. Unit/Officer-Initiated Contacts include activities in which a law enforcement officer initiates contact with members of the public to resolve, correct, or assist a particular situation. Examples are:

- Administrative assignments (e.g., service of writs, notices, summonses, or subpoenas)
- Alarm responses
- Arrests initiated by law enforcement in response to unlawful actions discovered during routine law enforcement activities, such as foot patrol
- Follow-up investigations
- Motorist assistance
- Tactical and undercover situations
- Various interviews

The Unit/Officer-Initiated Contacts data elements and values are defined in the following text.

Occurrence: Once

Mandatory: Yes

4.2.1 Data Element 6A: Unit/Officer-Initiated Contacts Count

Unit/Officer-Initiated Count indicates the number of an agency's unit/officer-initiated activities.

Occurrence: Once

Mandatory: Conditional. If *actual* or *estimated* counts are used in the Value Type field, it is mandatory. Otherwise, it must not be included in the Unit/Officer-Initiated field.

Requirements:

- Can only contain numbers.
- Maximum length is eight (8) numbers.
- Cannot be zero (0). If a count is zero (0), use the Value Type of "NOT_AVAILABLE" or "NOT_APPLICABLE".

4.2.2 Data Element 6B: Unit/Officer-Initiated Contacts Value Type

Unit/Officer-Initiated Value Type indicates the type of count provided.

Occurrence: Once

Mandatory: Yes

Data Values:

Value	Description
ACTUAL	An actual count of values.
ESTIMATED	An estimated count of values.
NOT_APPLICABLE	A count is not applicable for the ORI.
NOT_AVAILABLE	A count is not available for the ORI.

4.3 Court/Bailiff Activities

Court/Bailiff Activities indicates the counts for any activities that take place within a courtroom. Examples include court security and prisoner escort by the record-owning Agency ORI. The Court/Bailiff Activities data elements and values are defined in the following text.

Occurrence: Once

Mandatory: Yes

4.3.1 Data Element 7A: Court/Bailiff Activities Count

Court/Bailiff Activities Count indicates the number of an agency's court/bailiff activities.

Occurrence: Once

Mandatory: Conditional. If *actual* or *estimated* counts are used in the Value Type field, it is mandatory. Otherwise, it must not be included in the Court/Bailiff Activities field.

Requirements:

- Can only contain numbers.
- Maximum length is eight (8) numbers.
- Cannot be zero (0). If count is zero (0), use the Value Type of "NOT_AVAILABLE" or "NOT_APPLICABLE".

4.3.2 Data Element 7B: Court/Bailiff Activities Value Type

Court/Bailiff Activities Value Type indicates the type of count provided.

Occurrence: Once

Mandatory: Yes

Data Values:

Value	Description
ACTUAL	An actual count of values.
ESTIMATED	An estimated count of values.
NOT_APPICABLE	A count is not applicable for the ORI.
NOT_AVAILABLE	A count is not available for the ORI.

5. Resources

Below are contacts for the FBI's UCR Program and the LEPC Data Collection.

To request information about. . .	Contact information
<p>Crime and Law Enforcement Statistics Unit (CLESU)—FBI UCR Program Law Enforcement Public Contact (LEPC) Data Collection</p>	<p>Telephone: 304-625-4830 Email: ucr@fbi.gov</p>
<p>Law Enforcement Enterprise Portal (LEEP) Technical assistance, toll free (24/7) Access to COLECT for data submissions, password administration, web assistance</p>	<p>Telephone: 888-334-4536</p>
<p>FBI's UCR Program Training Requests for training or questions about the LEPC Data Collection classifications</p>	<p>Email: UCRTrainers@leo.gov</p>
<p>FBI's UCR Program Online UCR Program data, data self-query capability, data submission specifications, publications, manuals, reference information, frequently asked questions</p>	<p>FBI website: https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/ucr</p> <p>FBI's Crime Data Explorer website: https://cde.ucr.cjis.gov/LATEST/webapp/#/pages/home</p>
<p>Send correspondence to: Criminal Justice Information Services Division Federal Bureau of Investigation U.S. Department of Justice</p> <p>1000 Custer Hollow Road Clarksburg, WV 26306-0001</p> <p>Uniform Crime Reporting Program</p>	