



March 2013

*Uniform Crime Reporting (UCR)  
Newsletter 13-1*

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## SECTION 1-MESSAGE TO PROGRAM PARTICIPANTS

### 1.1 Data submission deadlines

#### Data submission deadlines

Agencies should note the following deadlines for data to be received by the Crime Statistics Management Unit's (CSMU's) Operations Group.

Date	Information needed
<b>August 23, 2013</b>	Deadline to submit January through June 2013 data to the FBI for inclusion in the <i>Preliminary Semiannual Uniform Crime Report, January-June, 2013</i> .
<b>December 13, 2013</b>	Deadline to submit police employee counts as of October 31, 2013.
<b>December 31, 2013</b>	Deadline to change an agency's name or address or to change an agency's current reporting status.

### 1.2 Work processes for UCR publications

*Preliminary Annual Uniform Crime Report, January-December, 2012*

*Crime in the United States (CIUS), 2012*

*Law Enforcement Officers Killed and Assaulted (LEOKA), 2012*

*Hate Crime Statistics, 2012*

*Preliminary Semiannual Uniform Crime Report, January-June, 2013*

As part of the FBI's effort to keep agencies 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 agencies must adhere to the scheduled deadlines.**

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

Date	Work process
March	<p>The CSMU's Operations Group disseminates letters to agencies requesting the verification of any January–December 2012 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 Most In Population (MIP) agencies.</p> <p><b>Note: <i>CIUS, 2012</i>—For agencies to be included in Tables 8-11, the CSMU's Operations Group must receive 12 months of complete data.</b></p> <p><b><i>LEOKA, 2012</i>—Officer assault statistics include those law enforcement agencies that submitted both 12 months of officer assault data and police employee counts.</b></p> <p><b><i>Hate Crime Statistics, 2012</i>—Tables 13 and 14 of the publication will include the number of quarters in which an agency reported hate crime data.</b></p>
April	<p>The CSMU's Operations Group disseminates letters to agencies providing January–December 2012 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, 2012</i>.</p>
May–July	<p>Staff from the CSMU and the Multimedia Productions Group (MPG) reviews and finalizes <i>CIUS, LEOKA, and Hate Crime Statistics</i> for publication.</p>
July	<p>The CSMU's Operations Group disseminates letters to agencies requesting missing January–June 2013 data for MIP law enforcement agencies for inclusion in Table 4 of the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2013</i>. The letters provide the August 23, 2013, deadline for submitting data to be included in the <i>Semiannual Report</i>.</p> <p><b>The deadline to submit January–June 2013 data to the national UCR Program for inclusion in the <i>Semiannual Report</i> is Friday, August 23, 2013.</b></p>

Date	Work process
August and September	<p>The MPG disseminates a <i>UCR Newsletter</i> to all agencies 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 agencies requesting verification of any January–June 2013 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><b>The deadline to submit January–June 2013 data to the national UCR Program for inclusion in the <i>Semiannual Report</i> is Friday, August 23, 2013.</b></p>
September	<p>The CSMU's Operations Group disseminates letters to agencies:</p> <ul style="list-style-type: none"> <li>❖ Identifying any missing January–June 2013 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.</li> <li>❖ Seeking follow-up for MIP agencies that did not respond to trend letters. (The Operations Group may opt to contact these agencies via telephone.)</li> <li>❖ Requesting the verification of any January–June 2013 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.</li> </ul> <p>The FBI releases <i>CIUS, 2012</i>.</p>
October	<p>The CSMU's Operations Group disseminates letters to agencies:</p> <ul style="list-style-type: none"> <li>❖ Requesting the verification of any January–June 2013 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.</li> <li>❖ Requesting the completion of the police employee counts as of October 31, 2013.</li> </ul> <p>The FBI releases <i>LEOKA, 2012</i>.</p>

Date	Work process
November	<p>The UCR program disseminates a <i>UCR Newsletter</i> reminding all agencies of the <b>December 13, 2013</b>, deadline for submitting police employee counts and the <b>December 31, 2013</b>, deadline to change an agency's name or address 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, 2012</i>.</p>
December	<p><b>The deadline to submit police employee counts is Friday, December 13, 2013.</b></p> <p>After the December 13, 2013, deadline, the CSMU's Operations Group will forward letters to agencies if the FBI has not received their police employee counts.</p> <p><b>The deadline to change an agency's name or address or to change an agency's current reporting status is December 31, 2013.</b></p> <p>The FBI releases the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2013</i>.</p>

**All agencies 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 Crime Statistics Management Unit's Operations Group and the CJIS Training and Advisory Process Unit's Outreach Team**

The following list provides contact information for the CSMU's Operations Group and the UCR Program's trainers from the CJIS Training and Advisory Process (CTAP) Unit's Outreach Team.

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#### **1.4 *Hate Crime Data Collection Guidelines and Training Manual and National Incident-Based Reporting System User Manual* available electronically**

Two documents, the *Hate Crime Data Collection Guidelines and Training Manual* and the *National Incident-Based Reporting System (NIBRS) User Manual*, are now available electronically on the FBI's Internet site and on the Law Enforcement Online (LEO).

The *Hate Crime Data Collection Guidelines and Training Manual* is a merger of two earlier publications (the *Hate Crime Data Collection Guidelines* and the *Training Guide for Hate Crime Data Collection*).



The publication reflects changes due to the passage of the Matthew Shepard and James Byrd, Jr., Hate Crimes Prevention Act of 2009, which expanded the bias motivation definitions for hate crimes. The UCR Program included new and revised hate crime definitions and provided corresponding examples.

The *NIBRS User Manual* is the companion handbook to the *NIBRS Technical Specification*, which was released in April 2012. The two NIBRS publications replace the legacy NIBRS Volume 1: *Data Collection Guidelines*, Volume 2: *Data Submission Specifications*, Volume 4: *Error Message Manual*, and the *UCR Handbook, NIBRS Edition*, and include all addenda and revisions of previous NIBRS documents.

Both the *Hate Crime Data Collection Guidelines and Training Manual* and the *NIBRS User Manual* are available electronically on the FBI's web site at <[www.fbi.gov/about-us/cjis/ucr](http://www.fbi.gov/about-us/cjis/ucr)> and on the UCR Special Interest Group (SIG) on the LEO at <[www.leo.gov](http://www.leo.gov)>.

Agencies with questions should contact the CSMU by telephone at (304) 625-4830 or by e-mail at <[cjis\\_comm@leo.gov](mailto:cjis_comm@leo.gov)>.

## **1.5 Accessing UCR information via the CJIS Special Interest Group on the Law Enforcement Online**

Agencies are reminded that UCR technical specifications and user manuals, as well as UCR *State Program Bulletins* and *UCR Newsletters*, are available on the UCR SIG on the LEO.

Agencies can access the UCR SIG directly on the LEO:

- ❖ Click on the LEO logo
- ❖ Click on the SIG link
- ❖ Click by Access Type and select Unrestricted
- ❖ Click on the UCR logo
- ❖ Click on Member Area

In addition, users may access the UCR SIG via the CJIS SIG. To access the UCR SIG through the CJIS SIG:

- ❖ Click on the LEO logo
- ❖ Click on the SIG link
- ❖ Click By Agency and select FBI
- ❖ Click on the CJIS logo.

Once at the CJIS SIG:

- ❖ Click on the SIG Pages & Services link and select Programs at the bottom of the list
- ❖ Click on UCR/NIBRS at the bottom of the Programs list.

## **1.6 Electronic availability of the *UCR Newsletter***

The current *UCR Newsletter*, as well as previous editions, is available via FBI's Internet site at <<http://www.fbi.gov/about-us/cjis/ucr/state-program-bulletins-and-newsletters/state-program-bulletins-and-newsletters>> and the LEO Intranet at <[https://leo.cjis.gov/leoContent/lesig/cjis/programs/crime\\_statistics/newsletters/newsletters.htm](https://leo.cjis.gov/leoContent/lesig/cjis/programs/crime_statistics/newsletters/newsletters.htm)>. Users with questions concerning access to the LEO should contact the LEO Operations Unit by telephone at (304) 625-5555.

## **SECTION 2—CLARIFICATION TO POLICY AND PROCEDURES**

### **2.1 Reporting 2012 and 2013 UCR data**

In 2013, the national UCR Program expanded the technical requirements in the Summary Reporting System (SRS), the NIBRS, and hate crime in several ways:

- ❖ to include a race code of P = Native Hawaiian or Other Pacific Islander
- ❖ to allow the reporting of more than one bias motivation per offense and
- ❖ to allow the reporting of the ethnicity of the offender.

However, if an agency submits both 2012 and 2013 crime data electronically on one submission and the 2013 data have been formatted to include the expanded collection, the national UCR Program will not be able to process the data because the two years of data (2012 and 2013) will have different record lengths.

If an agency has submitted both 2012 and 2013 crime data electronically on one submission and the 2013 data have been formatted to include any new collection initiatives, the FBI will temporarily omit the offender's ethnicity data and any multiple bias motivation codes. In addition, the FBI will change any records with a race code of P to a race code of A = Asian. This will make the record lengths the same for both years in order to allow processing the 2013 data in the legacy UCR system.

The national UCR Program will process the 2012 data and the adjusted 2013 data. The 2013 data with the expanded information will be held until it can be processed via the New UCR system.

If the agency has the capability, the FBI would prefer that only one year of data be included on a submission.

Agencies with questions should contact the CSMU by telephone at (304) 625-4830 or by e-mail at <cjis\_comm@leo.gov>.

### **2.2 Reporting trace amounts of drugs in the National Incident-Based Reporting System**

The staff of the CJIS Division's CTAP Unit has received several questions regarding the proper way to report trace amounts of drugs in the NIBRS.

The smallest amount of drug quantity (Data Element 21 [Estimated Drug Quantity]) should be reported as 000000000001 (there are 12 characters for the field). Because the decimal point is implied, agencies should not enter a decimal point into Data Element 21.

For example, police arrest an individual who is in possession of a marijuana pipe. Police field test the marijuana pipe and find a very small amount of marijuana residue. The incident should be reported as a UCR Offense Code 35B (Drug Equipment Violation) and a UCR Offense Code 35A (Drug Narcotic Offense). The agency should report the drug offense with E = Marijuana as the suspected drug type, 000000000001 as the estimated drug quantity, and GM = Gram as the type of drug measurement.

Agencies with questions should contact Mr. Gregory S. Swanson by telephone at (304) 625-2998.

### 2.3 Changes to the *National Incident-Based Reporting System Technical Specification*

The FBI's UCR Program is making two changes to the *NIBRS Technical Specification*, Version 1.0, which is available on the FBI's Internet site at <<http://www.fbi.gov/about-us/cjis/ucr/technical-specifications>> and the UCR SIG on the LEO at <[www.leo.gov](http://www.leo.gov)>. A release date has not yet been determined, but the following changes will be included when Version 2.0 is released:

- 1) Change Sex Offenses in Appendix A to:

Offense Code	Offense Description	Crime Against
<b>Sex Offenses</b>		
11A	Rape	Person
11B	Sodomy	Person
11C	Sexual Assault With An Object	Person
11D	Fondling	Person
<b>Sex Offenses, Nonforcible</b>		
36A	Incest	Person
36B	Statutory Rape	Person

- 2) Change Data Element 35 (Relationship of Victim to Offender) data value BE = Victim Was Babysitter to BE = Victim Was Babysittee (the baby/child).

The FBI UCR Program staff would like to thank law enforcement agencies for their continued input regarding corrections and changes to the *NIBRS Technical Specification*. The vigilance of law enforcement agencies has resulted in an improved product, and the UCR Program staff encourages agencies to continue to forward any possible changes or corrections to the CSMU's Programs Development Group via e-mail at <[cjis\\_comm@leo.gov](mailto:cjis_comm@leo.gov)>.