



UCR Program

Criminal Justice Information Services Division

Quarterly

Program News

FEBRUARY 2017

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Section 1— Message to Program Participants

2017 deadlines for data submissions

State Uniform Crime Reporting (UCR) Program Managers and direct contributors should note the following deadlines for data to be received by the FBI’s Crime Statistics Management Unit (CSMU). State UCR Program Managers should also inform their local agencies of these deadlines.

Note: All state programs and direct contributors must submit data by established deadlines for publication. Although data received after the deadlines will not be published in the annual report(s), agencies are encouraged to forward the data for inclusion in the UCR Program’s master data files.

Date	Information needed
April 3, 2017	<p>Deadline to submit data for inclusion in the 2016 editions of <i>Crime in the United States (CIUS)</i>, <i>Law Enforcement Officers Killed and Assaulted (LEOKA)</i>, <i>Hate Crime Statistics</i>, and <i>National Incident-Based Reporting System (NIBRS)</i>.</p> <p>State UCR Program Managers and direct contributors should note that:</p> <ul style="list-style-type: none">❖ For agencies to be published in Tables 8-11 of <i>CIUS, 2016</i>, CSMU must receive 12 months of complete data by the deadline.❖ State totals presented in <i>LEOKA, 2016</i>, concerning the number of officers assaulted will include those law enforcement agencies for which CSMU receives both 12 months of officer assault data and police employee counts.❖ The number of quarters in which an agency reported hate crime data will be published in Tables 13 and 14 of <i>Hate Crime Statistics, 2016</i>.❖ For agencies to be published in the Offense Type by Agency Tables in <i>NIBRS, 2016</i>, CSMU must receive 12 months of complete NIBRS data and the agency must have been published in Tables 8-11 of <i>CIUS, 2016</i>.
September 11, 2017	Deadline to submit January through June 2017 data for inclusion in the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2017</i> .
December 18, 2017	Deadline to submit police employee counts as of October 31, 2017.

December 31, 2017

Deadline for making changes to an agency’s current reporting status, name, or address and for state program managers to add new contributing agencies within the state.

Timetable for 2017 UCR data processes

Crime in the United States, 2016

Law Enforcement Officers Killed and Assaulted, 2016

Hate Crime Statistics, 2016

National Incident-Based Reporting System, 2016

Preliminary Semiannual UCR, January–June, 2017

Month	Work process
February 2017	<p>CSMU sends e-mails to direct contributing agencies and state UCR Program managers:</p> <ul style="list-style-type: none">❖ Requesting verification of any 2016 January–December crime totals that indicate significant increases or decreases compared with the previous year’s data and/or verification of any high/low monthly offense count during the 12-month period.❖ Identifying any 2016 January–December data, by agency and month that have not been received.

March 2017

CSMU sends e-mails to direct contributing agencies and state UCR Program managers:

- ❖ Identifying any 2016 January–December data, by agency and month that have not been received.
- ❖ Requesting verification of any 2016 January–December crime totals that indicate significant increases or decreases from the previous year’s data and/or verification of any high/low monthly offense counts during the 12–month period.
- ❖ Providing 2016 population estimates for agencies within their states.

Notes:

- ❖ *CIUS, 2016*–For agencies to be published in Tables 8–11, CSMU must receive 12 months of complete data by the March 27 deadline.
- ❖ *LEOKA, 2016*–State totals presented regarding the number of officers assaulted will include only those law enforcement agencies for which the CSMU receives **both officer assault data and police employee counts** for all 12 months.
- ❖ *Hate Crime Statistics, 2016*–The number of quarters in which an agency reported hate crime data will be published in Tables 13 and 14.
- ❖ *NIBRS, 2016*–For agencies to be included in the Offense Type by Agency Tables, the CSMU must receive 12 months of complete NIBRS data, and the agency’s data must have been published in Tables 8-11 of *CIUS, 2016*.

April 2017

The 2016 data submissions deadline for inclusion in the 2016 editions of *Crime in the United States (CIUS)*, *Law Enforcement Officers Killed and Assaulted (LEOKA)*, *Hate Crime Statistics*, and *National Incident-Based Reporting System (NIBRS)* is **April 3, 2017**. This is the final deadline for inclusion in these publications. Questionable data will not be included in the publications.

CSMU sends e-mails to agencies/state UCR Program managers providing a list of incomplete agencies as well as 2016 January–December crime totals/Return A and NIBRS Record Cards for all law enforcement agencies that submitted 12 months of complete data.

May–July 2017

CSMU sends e-mails to each direct contributor and state UCR Program manager providing his or her state’s 2016 violent crime and property crime counts that will be published in *CIUS, 2016*. The e-mail will include the 2017 publication timetable.

CSMU reviews for data quality and finalizes *CIUS*, *LEOKA*, *Hate Crime Statistics*, and *NIBRS* for publication.

<p>August 2017</p>	<p>CSMU sends e-mails to each direct contributor and state UCR Program Manager requesting missing 2017 January–June data for Most in Population (MIP) law enforcement agencies for inclusion in Table 4 of the <i>UCR Semiannual Report, January–June, 2017</i>. The e-mails remind contributors of the September 11, 2017, deadline for submitting data to be included in the <i>UCR Semiannual Report, January–June, 2017</i>.</p> <p>CSMU sends e-mails requesting verification of any 2017 January–June crime totals that indicate significant increases or decreases compared with the previous year’s data and/or verification of any high/low monthly offense count during the 6-month period for MIP agencies.</p>
<p>September 2017</p>	<p>The deadline for submitting 2017 January through June data to the national UCR Program for inclusion in the <i>UCR Semiannual Report, January–June, 2017</i>, is September 11, 2017.</p> <p>CSMU sends e-mails:</p> <ul style="list-style-type: none"> ❖ Identifying, by law enforcement contributor, any 2017 January–June data that have not been received by the September 11, 2017, deadline for inclusion in the <i>UCR Semiannual Report, January–June, 2017</i>. ❖ Seeking follow-up from those agencies that did not respond to trend inquiries for the MIP agencies. (The Operations Group staff may opt to contact these managers via telephone.) ❖ Requesting verification of any 2017 January–June crime totals that indicate significant increases or decreases from the previous year’s data and/or verification of any high/low monthly offense counts during the 6-month period for all contributors other than MIP agencies that submitted 3 or more months of data. ❖ Requesting any missing or corrected 2016 data in preparation for closing of the 2016 master files in December.
<p>October 2017</p>	<p>CSMU sends e-mails requesting the completion of information on current year’s police employee counts as of October 31, 2017. The deadline for submitting these data is December 18, 2017.</p> <p>Multimedia Productions Group disseminates a <i>UCR Program Quarterly</i> newsletter reminding all agencies/state UCR Program managers of the December 31, 2017, deadline for making changes to an agency’s current reporting status, name/address, or for adding new contributing agencies within the state. (Assignment of an Originating Agency Identifier [ORI] for a new contributing agency will not be made until the agency submits one month of Return A data.)</p>

**November
2017**

CSMU sends e-mails to state UCR Program managers:

- ❖ Requesting review of the Population-by-County printout to verify current reporting status of each agency and to identify any new agency contributors.
- ❖ Inquiring about police employee data that are missing or that require the state UCR Program manager's review.

**December
2017**

The deadline for the 2016 police employee counts to be submitted to CSMU is **December 18, 2017**.

Prior to the **December 18, 2017**, deadline, CSMU sends e-mails to remind direct contributors and state UCR Program managers that have not submitted police employee counts that the FBI has not received their police employee counts and inquire about police employee data that require state UCR Program manager's review.

The deadline for making changes to an agency's current reporting status, name/address, or for adding new contributing agencies within the state is **December 31, 2017**.

In December 2017, CSMU staff will create the 2016 master files for summary and incident-based data; therefore, no additional 2016 data submissions will be processed.

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

Updated who's who in the national Uniform Crime Reporting Program

The CSMU and the Crime Data Modernization Group have merged. To keep users abreast of staff changes in the national UCR Program, the following is updated contact information by program.

The program manager for the national UCR Program is Amy C. Blasher. She may be contacted by telephone at 304-625-4840 or by e-mail at <amy.blasher@ic.fbi.gov>.

Sammy J. DeMarco oversees the Program Development Group and may be contacted by telephone at 304-625-7360 or by e-mail at <sammy.demarco@ic.fbi.gov>.

Tonya M. Barnes oversees the Operations Group and may be contacted by telephone at 304-625-7321 or by e-mail at <tonya.barnes@ic.fbi.gov>.

Hate Crime

Issues involving hate crime statistical policies and/or outreach may be directed to Kristi L. Donahue by telephone at 304-625-2972 or by e-mail at <kristi.donahue@ic.fbi.gov>.

The contact information for hate crime data submissions, verification, and missing hate crime data is Peggy G. Riley. Contributors may contact her by telephone at 304-625-3517 or by e-mail at <peggy.riley@ic.fbi.gov>.

Cargo Theft

Issues involving statistical policies and/or outreach concerning cargo theft offenses should be directed to Lora L. Klingensmith, who may be contacted by telephone at 304-625-4073 or by e-mail at <lora.klingensmith@ic.fbi.gov>.

The contact for cargo theft data submissions, verification, and missing cargo theft data is Jennifer K. Neely. Contributors may contact her by telephone at 304-625-2959 or by e-mail at <jennifer.neely@ic.fbi.gov>.

Human Trafficking

Issues involving human trafficking data verification, missing human trafficking data, and statistical policies and/or outreach concerning human trafficking offenses should be directed to Lora L. Klingensmith, who may be contacted by telephone at 304-625-4073 or by e-mail at <lora.klingensmith@ic.fbi.gov>.

Originating Agency Identifier

Issues involving an agency's ORI should be directed to Sherry V. McDowell, who may be contacted by telephone at 304-625-3536 or by e-mail at <sherry.mcdowell@ic.fbi.gov>.

National Incident-Based Reporting System

The NIBRS coordinator is Drema Fouch. Her duties include certification, developing a strategic plan for NIBRS growth, identifying and assessing resources that are available to support the NIBRS transition, and developing a strategy that maximizes the use of those resources. She may be contacted by telephone at 304-625-2982 or by e-mail at <drema.fouch@ic.fbi.gov>.

NIBRS Documentation

Nelson Allen Ferry Jr. is responsible for updating NIBRS documentation, including the *NIBRS User Manual* and the *NIBRS Technical Specification*. He may be contacted by telephone at 304-625-2782 or by e-mail at <nelson.ferry@ic.fbi.gov>.

Bureau of Indian Affairs/Tribal Reporting

Issues involving tribal reporting of UCR data should be directed to Joseph L. Maxwell, who may be contacted by telephone at 304-625-2398 or by e-mail at <joseph.maxwell@ic.fbi.gov>.

Animal Cruelty

Issues or questions involving statistical policies concerning animal cruelty violations should be directed to Nelson Allen Ferry Jr., who may be contacted by telephone at 304-625-2782 or by e-mail at <nelson.ferry@ic.fbi.gov>.

Law Enforcement Officers Killed and Assaulted

Frankie L. Kelley, Kristi M. Wolford, and Melissa J. Blake are responsible for the Law Enforcement Officers Killed and Assaulted Program. They may be reached by telephone at 304-625-3521 or by e-mail at <leoka.statistics@ic.fbi.gov>.

Quality Assurance Review

Nancy E. Carnes oversees the UCR Quality Assurance Review (QAR). Contributors may contact her by telephone at 304-625-2995 or by e-mail at <nancy.carnes@ic.fbi.gov>.

Crime Data Modernization

In addition to her duties as CSMU Chief, Amy C. Blasher also is the Crime Data Modernization Program Manager. She may be contacted by telephone at 304-625-4840 or by e-mail at <amy.blasher@ic.fbi.gov>.

- ❖ Questions regarding the NIBRS transition should be directed to Drema Fouch by telephone at 304-625-2982 or by e-mail to <drema.fouch@ic.fbi.gov>.
- ❖ Questions regarding the National Use-of-Force Data Collection should be directed to Cynthia Barnett-Ryan by telephone at 304-625-3576 or by e-mail to <cynthia.barnett-ryan@ic.fbi.gov>.
- ❖ Questions regarding federal crime reporting data should be directed to Joyce A. Humphrey by telephone at 304-625-2920 or by e-mail to <joyce.humphrey@ic.fbi.gov>.

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 members of CSMU's Operations Group and the UCR Program's trainers from the CJIS Training and Advisory Process Unit's Outreach Team.

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Web page for National Use-of-Force Data Collection now available

A Web page devoted to the new National Use-of-Force Data Collection is now available on the FBI's Internet site at <<https://ucr.fbi.gov/use-of-force>>.

The page features a 9-minute video about the new data collection, provides details about what data will be collected, and answers frequently asked questions about the new data collection.

It is anticipated that a pilot of the National Use-of-Force Data Collection will begin in early 2017, and publication of annual use-of-force data will be presented beginning in 2018.

Agencies with questions about the National Use-Of-Force Data Collection should contact Cynthia Barnett-Ryan by telephone at 304-625-3576 or by e-mail at <useofforce@ic.fbi.gov>.

Update on the Crime Data Explorer

CSMU has partnered with the General Services Administration Transformation Service 18F Group to develop the Crime Data Explorer (CDE). The CDE is part of the “New UCR” that will modernize the collection and dissemination of crime data reported to the national UCR Program.

The CDE will be a Web-based software platform to allow users to query, view, and download crime data. When completed in 2017, CDE users will have:

- ❖ The ability to search past and present data directly from the UCR Program System.
- ❖ Automated and customizable analytical tools.
- ❖ A significantly enhanced publication of national UCR data.
- ❖ Crime analysis and functions tailored to the public, law enforcement, and others.

Agencies with questions about the CDE should contact Sammy J. DeMarco by telephone at 304-625-7360 or by e-mail at <sammy.demarco@ic.fbi.gov>.

Electronic availability of the *UCR Program Quarterly*

All editions of the *UCR Program Quarterly* are available via the FBI’s Internet site at <<https://www.fbi.gov/about-us/cjis/ucr/ucr-program-quarterly>> and the UCR Program’s Special Interest Group (SIG) of the Law Enforcement Enterprise Portal (LEEP).

To access the *UCR Program Quarterly* on the UCR Program’s SIG:

- ❖ Click on the LEO SIG under the Service column.
- ❖ Scroll to the bottom of the page and click on the UCR logo.
- ❖ Click on the UCR Program Quarterly folder.

Users with questions concerning access to LEEP should contact the Online Services and Operations Unit by telephone at 304-625-5555.

Section 2— Clarification to Policy and Procedures

Results of the Advisory Policy Board’s meeting in December

At the December 2016 meeting in Arizona, members of the Advisory Policy Board (APB) approved the following motions related to the UCR Program. These motions are pending until the FBI Director James B. Comey approves them.

Expansion of the UCR Program’s Collection of Police Employee Data

APB members approved the concept of adding the ability to capture the following information to the current police employee data collected:

- ❖ Part-time officer data (to include officers and civilian staff who, on average, work less than 35 hours per week.)
- ❖ Reserve/auxiliary/other (to include other staff and volunteers who serve as law enforcement officers at the request of a law enforcement agency whose officers meet the current definition of a police officer in the LEOKA Program.)

Members also approved adding the ability to capture the following race and ethnicity categories to the police employee data collected:

- ❖ Hispanic or Latino, of any race
- ❖ American Indian or Alaska Native, not Hispanic or Latino
- ❖ Asian, not Hispanic or Latino
- ❖ Black or African American, not Hispanic or Latino
- ❖ Native Hawaiian or Other Pacific Islander, not Hispanic or Latino
- ❖ Two or more races, not Hispanic or Latino

In addition, the APB directed the national UCR Program staff to establish a common definition of *police contacts with citizens* that will be captured in the police employee data collection.

Allow NIBRS Agencies to Submit Information on Vehicular/Vessel Negligent Manslaughter (V/VNM) and Vehicular/Vessel Negligent Assault (V/VNA)

APB members approved the collection of Vehicular/Vessel Negligent Manslaughter (V/VNM) (Impaired and/or Distracted Operator) offenses under NIBRS. This change requires the modification of:

- ❖ The definition of Negligent Manslaughter to include Driving Under the Influence (DUI), distracted driving (using a cell/smartphone), and reckless driving
- ❖ Modification of Data Element 8 (Offender Suspected of Using) to include “handheld devices” with Computer Equipment

- ❖ Modification of Data Element 13 (Type/Force Involved) to include “vessel” with Motor Vehicle
- ❖ Modification of Data Element 31 (Aggravated Assault/Homicide Circumstances) to allow for collecting traffic fatalities using the identified offenses

Agencies with questions should contact their representative in CSMU.

Trainer talk

The CJIS Division supports the transition of all agencies to submit crime data via NIBRS. Because of this, effective October 1, 2016, CJIS Division trainers are now focusing their efforts on NIBRS and are no longer providing live training on the Summary Reporting System (SRS). However, the UCR Program has furnished computer-based training on the basics of SRS, which are available on LEEP. In addition, the trainers will continue to answer SRS-related questions via e-mail and facsimile.

Each quarter, Trainer Talk features questions that the trainers from the national UCR Program have received about classifying and scoring offenses in UCR. The trainers answer questions for both NIBRS and SRS. The information they provide is for UCR Program reporting purposes and may not reflect the manner in which an offender(s) is charged. When requesting the classification and scoring of incidents, law enforcement agencies and state program personnel are asked to provide the entire incident report so that the UCR trainers can provide the most accurate assessment. Agencies may submit incident reports by e-mail to <UCRtrainers@leo.gov> or by facsimile to 304-625-5599. Agency staff with questions should contact the trainers’ e-mail at <UCRtrainers@leo.gov>.

Question

In my agency, we have been discussing how to classify and score incidents in which an individual reached over the counter of an establishment and stole something. Would that be classified as a larceny-theft or as a burglary?

Answer

NIBRS agencies: In the UCR Program, burglary is defined as “the unlawful entry into a building or other structure with the intent to commit a felony or a theft,” and a structure is defined as having four walls, a roof, and a door. An element of trespass is essential to burglary offenses.

If an individual enters an establishment that is open to the general public and reaches over the counter, the counter does not meet the definition of a structure for UCR purposes. Therefore, the agency should classify and score the event as a larceny-theft and not as a burglary.

However, if an individual enters an establishment (that is open to the general public) through a door that is marked as “employees only” or “authorized personnel only,” etc., and they take

something, then the individual has trespassed into a structure, which meets the UCR definition of a burglary.

In addition, if an individual smashes a glass counter and grabs contents from within the counter in a store that is open to the public, the agency should classify and score the event a larceny-theft from a building. If the agency deems the damage to the counter as substantial, the agency should also classify and score the event as destruction, damage, and vandalism of property. (It is the agency's discretion to determine exactly what constitutes substantial damage.) If the smash-and-grab occurs within the presence of others who are put in fear, the agency could classify the event as a robbery (depending on the circumstances) instead of a larceny-theft from a building.

SRS agencies: In the UCR Program, burglary is defined as "the unlawful entry into a building or other structure with the intent to commit a felony or a theft," and a structure is defined as having four walls, a roof, and a door. An element of trespass is essential to burglary offenses.

If an individual enters an establishment that is open to the general public and reaches over the counter, the counter does not meet the definition of a structure for UCR purposes. Therefore, the agency should classify and score the event as a larceny-theft and not as a burglary.

However, if an individual enters an establishment (that is open to the general public) through a door that is marked as "employees only" or "authorized personnel only," etc., and they take something, then the individual has trespassed into a structure, which meets the UCR definition of a burglary.

In addition, if an individual smashes a glass counter and grabs contents from within the counter in a store that is open to the public, the agency should classify and score the event a larceny-theft from a building. If the smash-and-grab occurs within the presence of others who are put in fear, the agency could classify the event as a robbery.

Question

A rancher conducted a controlled burn on his land in early October. About a week later, a fire was reported on his ranch in approximately the same area where the controlled burn had taken place. The fire spread and damaged some of the rancher's crops. Would this be an arson?

Answer

NIBRS agencies: The definition of arson is "To unlawfully and intentionally damage or attempt to damage any real or personal property by fire or incendiary device," (page 19 *National Incident-Based Reporting System (NIBRS) User Manual*, Version 1.0 dated January 17, 2013). Law enforcement agencies should report only those fires determined through investigation to have been unlawfully and intentionally set. In this case, the law enforcement agency determined that

the fire was not unlawfully or intentionally set, and there was no intent to do damage; therefore, for UCR Program purposes, this would be considered an accident and not arson.

SRS agencies: Arson is defined as “Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.” (page 52, *Summary Reporting System (SRS) User Manual*, Version 1.0 dated June 20, 2013). Law enforcement agencies should report only those fires determined through investigation to have been unlawfully and intentionally set. In this case, the law enforcement agency determined that the fire was not unlawfully or intentionally set, and there was no intent to do damage; therefore, for UCR Program purposes, this would be considered an accident and not arson.

Question

While carjacking a sport utility vehicle (SUV), an individual shot two people inside the SUV—injuring them but not killing them. Police arrested the individual an hour later. How should this incident be classified and scored?

Answer

NIBRS agencies: Two people were robbed and assaulted in the same time and place. However, because every robbery includes some type of assault, the UCR Program considers the assault a “lesser included” offense, which is defined as “one that is an element of another offense and should not be reported as having happened to the victim along with the other offense” (page 63, *National Incident-Based Reporting System (NIBRS) Technical Specification*, Version 3.0 dated September 1, 2016). Therefore, the agency should classify and score one incident of robbery.

SRS agencies: Because the crime occurred in the same time and place, the agency should report only the robbery. The SRS uses the Hierarchy Rule, which states that only the highest ranking Part I offense should be reported. The order of offenses following the Hierarchy Rule is: criminal homicide, rape, robbery, aggravated assault, burglary, larceny-theft, and motor vehicle theft. According to pages 23 and 24 of the *SRS User Manual*, “When more than one Part I offense is classified, the Hierarchy Rule requires the LEA (law enforcement agency) locates the offense is highest on the hierarchy list and score only that offense (Version 1.0, dated June 20, 2013). Because the offense of robbery is higher on the list than robbery, the agency should classify and score one robbery.

How to request a Quality Assurance Review

The UCR QAR is available to UCR Program domains and local law enforcement agencies to assess the validity of reported crime statistics by a state UCR program and its local law enforcement agencies as specified by the national UCR Program's policies and guidelines.

If a state UCR program or direct contributor would like to receive a QAR, the state program or direct contributor must formally request it. The request must include the specific needs of the state or agency. Requests for a QAR should be sent to:

Christopher A. Nicholas
Section Chief
Federal Bureau of Investigation
Criminal Justice Information Services Division
Law Enforcement Support Section, Module E3
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

Requests for a QAR also may be sent via e-mail to <ACJIS@leo.gov>.

For additional details on the QAR process, please access the FBI's Internet site at <<https://ucr.fbi.gov/quality-assurance>> or access the CJIS Audit Unit's SIG on LEEP click on the:

- ❖ Browse/Search SIGs button.
- ❖ By Access Type button and select Unrestricted from the dropdown menu
- ❖ CJIS logo
- ❖ General Information tab
- ❖ CJIS Audit Unit Information link
- ❖ UCR Quality Assurance Review link under Audit Information.

Section 3— Publication Updates and Notifications

Reminder regarding the new process to update the *National Incident-Based Reporting System Technical Specification*

Agencies are reminded that the *National Incident-Based Reporting System (NIBRS) Technical Specification*, version 3.0, dated September 1, 2016, is available online at <https://ucr.fbi.gov/nibrs_technical_specification_version_3.0_pdf>.

Any agency that is transitioning from submitting its crime data from SRS to NIBRS must meet the specifications provided in the *NIBRS Technical Specification, Version 3.0*, by January 1, 2021.

Please note that future updates to the *NIBRS Technical Specification* will no longer be presented in the *UCR Program Quarterly*. The national UCR Program staff instead will present changes to the *NIBRS Technical Specification* on a monthly basis in Technical and Operational Updates (TOUs). The information from the TOUs then will be incorporated into quarterly updates of the *NIBRS Technical Specification*. The TOUs will be sent to state UCR Program managers, CJIS Systems Officers, and direct contributors via e-mail and will be posted online at <<https://ucr.fbi.gov/technical-specifications>>. State UCR Program Managers are responsible for disseminating the information to their local agencies.

Agencies with questions should contact Nelson Allen Ferry Jr. by telephone at 304-625-2782 or by e-mail at <nelson.ferry@ic.fbi.gov>.