



February 2011

*Uniform Crime Reporting (UCR)  
Newsletter 11-1*

**Editor's Note:** This will be the last *UCR Newsletter* to be disseminated in hard copy, printed format. Future *UCR Newsletters* will be disseminated exclusively by electronic means. In order to receive future *UCR Newsletters*, the national UCR Program asks that agencies furnish their state representative in the Crime Statistics Management Unit's Operations Group with a governmental e-mail address. A list of the Operations Group state representatives starts on page 7 of this document. State representatives also will contact direct contributors to collect governmental e-mail addresses. The national UCR Program staff will continue to put *UCR Newsletters* on the Law Enforcement Online.

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## SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS

### 1.1 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
<p><b>March 15, 2011*</b></p> <p><b>*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 in the UCR master data files.</b></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>Agencies should note that:</p> <ul style="list-style-type: none"> <li>■ For agencies' statistics to be published in Tables 8-11 of <i>CIUS, 2010</i>, the CSMU's Operations Group <b>must</b> receive 12 months of complete data by this date.</li> <li>■ 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 <b>and</b> police employee counts.</li> <li>■ 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>.</li> </ul>
<p><b>August 26, 2011</b></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><b>December 16, 2011</b></p>	<p>Deadline to submit police employee counts as of October 31, 2011.</p>
<p><b>December 31, 2011</b></p>	<p>Deadline to change an agency's name or address 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 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.**

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 agencies make every effort to adhere to these deadlines.

Date	Work process
February	<p>The CSMU's Operations Group disseminates letters to local agencies:</p> <ul style="list-style-type: none"><li data-bbox="396 1003 1421 1150">■ 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.</li><li data-bbox="396 1182 1421 1329">■ 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.</li></ul> <p>The Multimedia Productions Group (MPG) disseminates a <i>UCR Newsletter</i> that notifies agencies of the <b>Tuesday, March 15, 2011,*</b> 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 agencies 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.</p> <p><b>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.*</b></p> <p><b><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.</b></p> <p><b><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.</b></p> <p><b><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.</b></p>
April	<p>The CSMU’s Operations Group disseminates letters to agencies 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>
July	<p>The CSMU’s Operations Group disseminates letters to agencies 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><b>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.</b></p>

<p>August and September</p>	<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 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><b>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.</b></p>
<p>September</p>	<p>The CSMU's Operations Group disseminates letters to agencies:</p> <ul style="list-style-type: none"> <li>■ 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.</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 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.</li> </ul> <p>The FBI releases <i>CIUS, 2010</i>.</p>
<p>October</p>	<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 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.</li> <li>■ Requesting the completion of information on the 2011 police employee counts as of October 31, 2011.</li> </ul> <p><b>The deadline to submit police employee counts is December 16, 2011.</b></p> <p>The FBI releases <i>LEOKA, 2010</i>.</p>

November	<p>The MPG disseminates a <i>UCR Newsletter</i> reminding all agencies of the <b>December 16, 2011</b>, deadline for submitting police employee counts and the <b>December 31, 2011</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, 2010</i>.</p>
December	<p><b>The deadline to submit police employee counts is December 16, 2011.</b></p> <p>After the December 16, 2011, deadline, the CSMU's Operations Group will forward letters to agencies informing them 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, 2011.</b></p> <p>The FBI releases the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2011</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 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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Outreach Team: Darrin Lee Moor (304) 625-2934

#### **AMERICAN SAMOA**

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#### **ARIZONA**

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#### **ARKANSAS**

Sharon K. Huffman (304) 625-3626  
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#### **CALIFORNIA**

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#### **CONNECTICUT**

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#### **DELAWARE**

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#### **DISTRICT OF COLUMBIA**

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NIBRS: Jennifer K. Neely (304) 625-2959  
Outreach Team: J. Kevin MacFarland (304) 625-2855

#### **FLORIDA**

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Kristi M. Wolford (304) 625-2974  
MIP: Cynthia A. Miller (304) 625-2970,  
Adena D. Morris (304) 625-3515, and  
Joyce E. Blair (304) 625-2966  
Outreach Team: J. Kevin MacFarland (304) 625-2855

#### **GEORGIA**

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#### **GUAM**

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#### **HAWAII**

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#### **IDAHO**

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**LOUISIANA**

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**MARYLAND**

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**MONTANA**

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Outreach Team: Darrin Lee Moor (304) 625-2934

**NEBRASKA**

SRS: Debra M. Cook (304) 625-2967  
MIP & NIBRS: Sharon K. Huffman (304) 625-3626  
Outreach Team: Gregory S. Swanson (304) 625-2998

**NEVADA**

SRS: Kelly L. Beafore (304) 625-3561  
MIP: Cynthia A. Miller (304) 625-2970  
Outreach Team: Darrin Lee Moor (304) 625-2934

**NEW HAMPSHIRE**

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**NEW JERSEY**

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MIP: Adena D. Morris (304) 625-3515  
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**OHIO**

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**OKLAHOMA**

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**OREGON**

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MIP: Adena D. Morris (304) 625-3515  
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Outreach Team: Darrin Lee Moor (304) 625-2934

**PENNSYLVANIA**

SRS: Susan Sturgill-Hunter (304) 625-2954  
MIP: Cynthia A. Miller (304) 625-2970  
Outreach Team: Gregory S. Swanson (304) 625-2998

**PUERTO RICO**

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**RHODE ISLAND**

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**SOUTH CAROLINA**

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**SOUTH DAKOTA**

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

**TENNESSEE**

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**TEXAS**

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**UTAH**

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**VERMONT**

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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  
NIBRS: Vickie L. Dean (304) 625-2969  
Outreach Team: Darrin Lee Moor (304) 625-2934

**WEST VIRGINIA**

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**WISCONSIN**

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MIP & NIBRS: Vickie L. Dean (304) 625-2969  
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**WYOMING**

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**HATE CRIME/CARGO THEFT**

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Dorothy E. Kisner (304) 625-2953

**ORI**

Sherry V. McDowell (304) 625-3536

## 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 available on the FBI's Web site at <[www.fbi.gov/about-us/cjis/ucr/additional-ucr-publications/automated-data-processing-programming-guidelines](http://www.fbi.gov/about-us/cjis/ucr/additional-ucr-publications/automated-data-processing-programming-guidelines)>.

Agencies currently submitting hard copy reports with the intention to convert to an electronic flat file submission should use the *ADP Guidelines*. Agencies that 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 agencies 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](http://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 agencies 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 agencies 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](http://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](http://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 Newsletter**

The current *UCR Newsletter*, 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/newsletters/newsletters.htm](https://www.leo.gov/http://leowcs.leopriv.gov/lesig/cjis/programs/crime_statistics/newsletters/newsletters.htm)>. Users with questions concerning access to the LEO should contact the LEO Program Office by telephone at (304) 625-5555.