



March 2013

Uniform Crime Reporting (UCR)
State Program Bulletin 13-1

SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS

1.1	Data submission deadlines	2
1.2	Work processes for UCR publications	2
1.3	Contact information for the Crime Statistics Management Unit's Operations Group and the CJIS Training and Advisory Process Unit's Outreach Team	6
1.4	<i>Hate Crime Data Collection Guidelines and Training Manual</i> and <i>National Incident-Based Reporting System User Manual</i> available electronically	9
1.5	Accessing UCR information via the CJIS Special Interest Group on the Law Enforcement Online	10
1.6	Electronic availability of the UCR <i>State Program Bulletin</i>	10

SECTION 2—CLARIFICATION TO POLICY AND PROCEDURES

2.1	Reporting 2012 and 2013 UCR data	11
2.2	Reporting trace amounts of drugs in the National Incident-Based Reporting System	11
2.3	Changes to the <i>National Incident-Based Reporting System Technical Specification</i>	12

SECTION 1-MESSAGE TO PROGRAM PARTICIPANTS

1.1 Data submission deadlines

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 inform their local agencies of these deadlines.

Date	Information needed
August 23, 2013	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> .
December 13, 2013	Deadline to submit police employee counts as of October 31, 2013.
December 31, 2013	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.

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 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.**

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 state UCR Program managers encourage the agencies within their state to make every effort to adhere to these deadlines.

Date	Work process
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 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. ❖ Informing them of the 2012 population estimates for agencies within their states. <p>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.</p> <p><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.</p> <p><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.</p>
April	<p>The CSMU's Operations Group disseminates letters to state UCR Program managers 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</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 states' 2012 violent crime and property crime counts that will be published in <i>CIUS</i> and including the timetable for publishing 2013 UCR data.</p>

Date	Work process
July	<p>The CSMU's Operations Group disseminates letters to state UCR Program managers 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>Letters will be sent to those state UCR Programs for which no 2013 data have been received informing them of the August deadline.</p> <p>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.</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 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>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.</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 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. ❖ 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 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. <p>The FBI releases <i>CIUS, 2012</i>.</p>

Date	Work process
October	<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 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. ❖ Requesting the completion of the police employee counts as of October 31, 2013. <p>The FBI releases <i>LEOKA, 2012</i>.</p>
November	<p>The CSMU's Operations Group disseminates letters to state UCR Program managers requesting a review of the Population-by-County dataset to verify the current reporting status of each agency and to identify any new agency contributors.</p> <p>The UCR program disseminates a <i>UCR State Program Bulletin</i> reminding all state UCR Program managers of the December 13, 2013, deadline for submitting police employee counts and the December 31, 2013, 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, 2012</i>.</p>
December	<p>The deadline to submit police employee counts is Friday, December 13, 2013.</p> <p>After the December 13, 2013, 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, 2013.</p> <p>The FBI releases the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2013</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 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.

ALABAMA		DELAWARE	
Paula J. Vangilder	(304) 625-3529	Joyce E. Blair	(304) 625-2966
Outreach Team		Outreach Team	
J. Kevin MacFarland	(304) 625-2855	Gregory S. Swanson	(304) 625-2998
ALASKA		DISTRICT OF COLUMBIA	
Adena D. Morris	(304) 625-3515	Joyce E. Blair	(304) 625-2966
Outreach Team		Outreach Team	
Darrin Lee Moor	(304) 625-2934	J. Kevin MacFarland	(304) 625-2855
AMERICAN SAMOA		FLORIDA	
Joseph L. Maxwell	(304) 625-2398	Kristi M. Wolford	(304) 625-2974
Outreach Team		Outreach Team	
Darrin Lee Moor	(304) 625-2934	J. Kevin MacFarland	(304) 625-2855
ARIZONA		GEORGIA	
Vickie L. Dean	(304) 625-2969	Lisa D. Moore	(304) 625-5054
Outreach Team		Outreach Team	
Darrin Lee Moor	(304) 625-2934	J. Kevin MacFarland	(304) 625-2855
ARKANSAS		GUAM	
Joseph L. Maxwell	(304) 625-2398	Joseph L. Maxwell	(304) 625-2398
Outreach Team		Outreach Team	
J. Kevin MacFarland	(304) 625-2855	Darrin Lee Moor	(304) 625-2934
CALIFORNIA		HAWAII	
Kelly L. Beafore	(304) 625-3561	Cynthia A. Miller	(304) 625-2970
Outreach Team		Outreach Team	
Darrin Lee Moor	(304) 625-2934	J. Kevin MacFarland	(304) 625-2855
COLORADO		IDAHO	
Rebecca Ann Davis	(304) 625-3531	Laverne R. Kesselman	(304) 625-2948
Outreach Team		Outreach Team	
Darrin Lee Moor	(304) 625-2934	Darrin Lee Moor	(304) 625-2934
CONNECTICUT		ILLINOIS	
Elizabeth L. Moneypenny	(304) 625-2983	Cynthia A. Miller	(304) 625-2970
Outreach Team		Outreach Team	
Darrin Lee Moor	(304) 625-2934	Gregory S. Swanson	(304) 625-2998

INDIANA		MISSISSIPPI	
Teresa R. Bigelow	(304) 625-5118	Joseph L. Maxwell	(304) 625-2398
Outreach Team		Outreach Team	
Gregory S. Swanson	(304) 625-2998	J. Kevin MacFarland	(304) 625-2855
IOWA		MISSOURI	
Elizabeth L. Moneypenny	(304) 625-2983	Peggy G. Riley	(304) 625-3517
Outreach Team		Outreach Team	
Gregory S. Swanson	(304) 625-2998	Gregory S. Swanson	(304) 625-2998
KANSAS		MONTANA	
Sharon K. Huffman	(304) 625-3626	Adena D. Morris	(304) 625-3515
Outreach Team		Outreach Team	
Gregory S. Swanson	(304) 625-2998	Darrin Lee Moor	(304) 625-2934
KENTUCKY		NEBRASKA	
Jennifer K. Neely	(304) 625-2959	Peggy G. Riley	(304) 625-3517
Outreach Team		Outreach Team	
J. Kevin MacFarland	(304) 625-2855	Gregory S. Swanson	(304) 625-2998
LOUISIANA		NEVADA	
Debra M. Cook	(304) 625-2967	Lisa D. Moore	(304) 625-5054
Outreach Team		Outreach Team	
J. Kevin MacFarland	(304) 625-2855	Darrin Lee Moor	(304) 625-2934
MAINE		NEW HAMPSHIRE	
Cynthia A. Miller	(304) 625-2970	Rebecca Ann Davis	(304) 625-3532
Outreach Team		Outreach Team	
Darrin Lee Moor	(304) 625-2934	Darrin Lee Moor	(304) 625-2934
MARYLAND		NEW JERSEY	
Paula J. Vangilder	(304) 625-3529	Lisa D. Moore	(304) 625-5054
Outreach Team		Outreach Team	
Gregory S. Swanson	(304) 625-2998	Darrin Lee Moor	(304) 625-2934
MASSACHUSETTS		NEW MEXICO	
Jennifer K. Neely	(304) 625-2959	Brenda Lea Jones	(304) 625-3854
Outreach Team		Kristi M. Wolford	(304) 625-2974
J. Kevin MacFarland	(304) 625-2855	Outreach Team	
MICHIGAN		J. Kevin MacFarland	(304) 625-2855
Teresa R. Bigelow	(304) 625-5118	NEW YORK	
Outreach Team		Kristi M. Wolford	(304) 625-2974
Gregory S. Swanson	(304) 625-2998	Outreach Team	
MINNESOTA		Gregory S. Swanson	(304) 625-2998
Rebecca Ann Davis	(304) 625-3532		
Outreach Team			
Gregory S. Swanson	(304) 625-2998		

NORTH CAROLINA

Brenda Lea Jones (304) 625-3854
 Paula J. Vangilder (304) 625-3529
Outreach Team
 J. Kevin MacFarland (304) 625-2855

NORTH DAKOTA

Peggy G. Riley (304) 625-3517
Outreach Team
 Gregory S. Swanson (304) 625-2998

OHIO

Sharon K. Huffman (304) 625-3626
Outreach Team
 Gregory S. Swanson (304) 625-2998

OKLAHOMA

Elizabeth L. Moneypenny (304) 625-2983
Outreach Team
 J. Kevin MacFarland (304) 625-2855

OREGON

Debra M. Cook (304) 625-2967
Outreach Team
 Darrin Lee Moor (304) 625-2934

PENNSYLVANIA

Adena D. Morris (304) 625-3515
Outreach Team
 Gregory S. Swanson (304) 625-2998

PUERTO RICO

Kristi M. Wolford (304) 625-2974
Outreach Team
 J. Kevin MacFarland (304) 625-2855

RHODE ISLAND

Sharon K. Huffman (304) 625-3626
Outreach Team
 Darrin Lee Moor (304) 625-2934

SOUTH CAROLINA

Vickie L. Dean (304) 625-2969
Outreach Team
 J. Kevin MacFarland (304) 625-2855

SOUTH DAKOTA

Sharon K. Huffman (304) 625-3626
Outreach Team
 Gregory S. Swanson (304) 625-2998

TENNESSEE

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

TEXAS

Joyce E. Blair (304) 625-2966
Outreach Team
 J. Kevin MacFarland (304) 625-2855

UTAH

Kelly L. Beafore (304) 625-3561
Outreach Team
 Darrin Lee Moor (304) 625-2934

VERMONT

Laverne R. Kessleman (304) 625-2948
Outreach Team
 Gregory S. Swanson (304) 625-2998

VIRGINIA

Peggy G. Riley (304) 625-3517
Outreach Team
 J. Kevin MacFarland (304) 625-2855

VIRGIN ISLANDS

Kristi M. Wolford (304) 625-2974
Outreach Team
 J. Kevin MacFarland (304) 625-2855

WASHINGTON

Kristi M. Wolford (304) 625-2974
Outreach Team
 Darrin Lee Moor (304) 625-2934

WEST VIRGINIA

Elizabeth L. Moneypenny (304) 625-2983
Outreach Team
 J. Kevin MacFarland (304) 625-2855

WISCONSIN

Vickie L. Dean (304) 625-2969
Outreach Team
 Gregory S. Swanson (304) 625-2998

WYOMING

Laverne R. Kesselman (304) 625-2948
Outreach Team
 Darrin Lee Moor (304) 625-2934

LEOKA

Frankie L. Kelley
Dorothy E. Kisner

(304) 625-3587
(304) 625-2953

HATE CRIME/CARGO THEFT

Kristi L. Donahue (304) 625-2972

ORI

Sherry V. McDowell (304) 625-3536

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> and on the UCR Special Interest Group (SIG) on the LEO at <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>.

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 State Program Bulletin

The UCR *State Program Bulletin* is available electronically in Microsoft Word format and as a Portable Document Format file. State UCR Program managers who wish to receive the UCR *State Program Bulletin* via e-mail must provide their e-mail addresses to the FBI's MPG staff at <cjis_comm@leo.gov> and indicate "UCR *State Program Bulletin*" in the subject line of the e-mail.

It is the responsibility of the state UCR Program managers to disseminate the information as appropriate to their staff 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 available on the FBI's Internet site at <<http://www.fbi.gov/about-us/cjis/ucr/state-program-bulletins-and-newsletters/state-program-bulletins-and-newsletters>> and via the LEO Intranet at <https://leo.cjis.gov/leoContent/lesig/cjis/programs/crime_statistics/state_program_bulletins/state_program_bulletins.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 a state UCR Program 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 a state UCR Program 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 state UCR Program 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 Internet site at <<http://www.fbi.gov/about-us/cjis/ucr/technical-specifications>> and on the UCR SIG on the LEO at <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
Sex Offenses		
11A	Rape	Person
11B	Sodomy	Person
11C	Sexual Assault With An Object	Person
11D	Fondling	Person
Sex Offenses, Nonforcible		
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>.