U.S. Department of Justice
Federal Bureau of Investigation
Criminal Justice Information Services (CJIS) Division

October 2010

Uniform Crime Reporting (UCR)
State Program Bulletin 10-4

SECTION 1–MESSAGE TO PROGRAM PARTICIPANTS

SECTION 2–CLARIFICATION TO POLICY AND PROCEDURES

SECTION 1–MESSAGE TO PROGRAM PARTICIPANTS

1.1 Advance viewing of *Law Enforcement Officers Killed and Assaulted (LEOKA), 2009,* and *Hate Crime Statistics, 2009*

On Monday, October 18, 2010, the national UCR Program will publish *LEOKA, 2009,* and on Monday, November 22, 2010, the UCR Program will publish *Hate Crime Statistics, 2009,* on the FBI's Web site. State UCR Programs and local law enforcement agencies will have advance access to the information via beta sites. Please note that the Web sites, usernames, and passwords are all case sensitive.

LEOKA, 2009

Advance viewing date: Tuesday, October 12, 2010
Web site: www.fbi.gov/ucr/killed/2009/index.html
Username: UCRcontr
Password: data42009
Public release date: Monday, October 18, 2010

Hate Crime Statistics, 2009

Advance viewing date: Monday, November 15, 2010
Web site: www.fbi.gov/ucr/hc2009/index.html
Username: UCRcontr
Password: data42009
Public release date: Monday, November 22, 2010

State UCR Program managers are asked to apprise their local agencies of this information. Agencies are reminded that these data are embargoed until the public release date. Until then, they are for internal use only.

1.2 Data submission deadlines

The national UCR Program would like to remind state UCR Program managers that **Friday, December 17, 2010,** is the deadline to submit 2010 police employee counts as of October 31, 2010, to the FBI. In addition, **Friday, December 31, 2010,** is the deadline for an agency to report a change to an agency's name, address, or current reporting status to the FBI.

The staff of the national UCR Program would like to thank all contributors for their participation and submitting data in a timely manner. The FBI could not publish UCR data without agencies' continued support.

1.3   Update to the UCR Program going paperless in 2013

The FBI is undertaking a wholesale redesign and redevelopment of the system that has supported the FBI's UCR Program for more than 30 years. The FBI's UCR Redevelopment Project (UCRRP) will provide many benefits to the users of our system and provide the means and opportunity for additional value-added services to be provided to law enforcement agencies nationwide.

As part of the UCRRP, an effort is underway to migrate all submissions to an electronic interface on or before the 2013 deployment of the new system. Therefore, paper submissions or the electronic submission of printed documents (such as Portable Document Format files) will no longer be accepted beginning in 2013.

Over the next several months, the UCRRP will contact each state UCR Program manager currently submitting crime data via paper to ensure that every state UCR Program is able to participate electronically when the new system goes live in 2013.

For more information or for assistance in making this transition, state UCR Program managers should contact Mr. James H. Noonan of the UCR Program Development Group by telephone at (304) 625-2927 or by e-mail at <james.noonan@leo.gov>.

1.4   Electronic availability of the UCR *State Program Bulletin*

The UCR Program's UCR *State Program Bulletin* is available electronically in Corel WordPerfect and Microsoft Word formats. State UCR Program managers who wish to receive the UCR *State Program Bulletin* via e-mail instead of receiving hard copies through the U.S. Postal Service should provide the FBI's Multimedia Productions Group (MPG) staff with their e-mail addresses at <cjis_comm@leo.gov> and indicate UCR *State Program Bulletin* in the subject line of the e-mail.

Please note that whether the UCR *State Program Bulletin* is received electronically or in hard copy, it is the responsibility of the state UCR Program managers to disseminate the information as appropriate to their staffs 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 also available via the Law Enforcement Online (LEO) Intranet at <https://www.leo.gov/http://leowcs.leopriv.gov/lesig/cjis/programs/crime_statistics/state_program_bulletins/state_program_bulletins.htm>. Users with questions concerning access to the LEO should contact the LEO Program Office by telephone at (304) 625-5555 or Mrs. Stacey C. Davis of the Advisory Groups Management Unit by telephone at (304) 625-2618.

SECTION 2–CLARIFICATION TO POLICY AND PROCEDURES

Procedures for submitting LEOKA data via the National Incident-Based Reporting System (NIBRS)

The national UCR Program staff has been made aware of some misinformation regarding the current submissions of LEOKA data in the National Incident-Based Reporting System (NIBRS).

Currently, there are two recommended ways to submit LEOKA data via the NIBRS to the national UCR Program:

- One method is for state UCR Program agencies to submit LEOKA data to the NIBRS in the Victim Segment as a 25A (Type of Activity [Officer]/Circumstance), 25B (Assignment Type [Officer]), or 25C (ORI–Other Jurisdiction [Officer]). If a state wishes to submit LEOKA data via the NIBRS data elements, all NIBRS agencies in the state must submit their data in this format to meet FBI UCR guidelines.

- The second method is for a state UCR Program to submit Summary Reporting System (SRS) LEOKA data as a flat file attachment. Pages 25-29 and 72-74 of Volume 2: *Data Submission Specifications* (November 2001) describe how an agency can create a flat file and submit the data to the national UCR Program as an electronic file attachment. This document is available electronically at <www.fbi.gov/ucr/nibrs/manuals/v2allb.pdf>.

While agencies may submit LEOKA data using the SRS hard copy forms, the national UCR Program recommends that agencies develop one of the two methods listed above.

The FBI has adopted an initiative to receive information solely by electronic means effective when the UCR Redevelopment Project is completed in 2013. The Crime Statistics Management Unit (CSMU) is assisting state UCR Programs in complying with the deadline. State UCR Program managers with questions should contact their state's FBI point of contact or the CSMU at (304) 625-4830.