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Uniform Crime Reporting (UCR)
State Program Bulletin 12-3

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SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS

1.1 Status of the Uniform Crime Reporting Redevelopment Project

The FBI continues to redevelop its crime data collection and reporting system through the Uniform Crime Reporting Redevelopment Project (UCRRP). The goal of the UCRRP is to improve UCR efficiency, usability, and maintainability while increasing the value to users of UCR products. However, the project has encountered a variety of challenges, including the migration of more than 50 years of UCR data, the establishment of a new operating environment, and the evolution of requirements such as the redefinition of rape, changes to the hate crime data collection program, and implementation of human trafficking offenses. As a result, the revised date for the introduction of the “New UCR” will be Monday, April 15, 2013.

Impact to state programs and direct contributors

The April 15 implementation date will not affect state UCR Programs or direct contributors unless an agency had planned to convert to the 2013 formats of the New UCR before April 15. The FBI’s UCR Program plans to publish the 2012 editions of *Crime in the United States (CIUS)*, *Law Enforcement Officers Killed and Assaulted (LEOKA)*, and *Hate Crime Statistics* using the 2012 Legacy data formats. This will allow the FBI to continue publishing these documents using the current system for an additional period while last-minute challenges are being worked out in the new system. The FBI’s UCR Program staff will hold any 2013 data that are submitted between January 1 and April 15, 2013, for processing in the New UCR system when it becomes operational. This is not a new practice; the FBI’s UCR Program traditionally holds January through April data until the previous years’ publications have been processed.

Agencies should complete their 2012 data submissions before implementing new 2013 capabilities. These capabilities include using Extensible Markup Language (XML) format, using the revised definition of rape or race/ethnicity codes when reporting data, or other changes as described in the updated UCR Program technical manuals. The FBI’s UCR Program will use the Legacy UCR system to produce the 2012 publications; data submitted for that publication will remain in the current formats.

Areas of the New UCR system that should be of interest to state crime reporting programs and direct contributing agencies include:

Flat-file specification updates

The UCRRP has updated all of the submission specifications for the UCR Program, most of which are available online for download at <www.fbi.gov/ucr/ucr.htm>. A complete set of specifications for the National Incident-Based Reporting System (NIBRS), Summary Reporting System (SRS), Hate Crime, and Cargo Theft data collection programs is available by contacting the point of contact (POC) for your state in the Crime Statistics Management Unit (CSMU), by visiting the Association of State Uniform Crime Reporting Programs Web site at

<www.asucrp.net>, or by visiting the Law Enforcement Online (LEO) at <www.leo.gov> and becoming a member of the UCR Special Interest Group (SIG).

These specifications detail the manner in which agencies must format electronic data submissions and the error checks that are performed against submitted data. Each document contains version descriptions, and the FBI's UCR Program will announce revisions when they are available.

The FBI's UCR Program staff has made every effort to allow for the collection of new data attributes while not interrupting the ability to continue collection of data under previous versions. This is the case with the 2013 set of changes. Agencies submitting earlier versions of electronic formats may continue to do so for now; however, the FBI's UCR Program staff is planning a standardization process for future submissions.

The UCR Crime Report Information Exchange Package Documentation

A new feature for the UCR Program will be the introduction of the UCR Crime Report Information Exchange Package Documentation (IEPD), which allows the FBI's UCR Program to accept XML formats. Agencies can use the IEPD and e-mail their submissions using this new format. In the future, agencies will be able to use a web-services interface for the direct system-to-system transfer of data. The FBI's UCR Program will coordinate the web-services interfaces after the New UCR is deployed.

Several states (and some vendors) have requested the IEPD, and working drafts were sent to them. However, the IEPD has continued to change through the development of the New UCR. Once the UCRRP conducts its System Test Readiness Review on Monday, October 29, 2012, changes to the IEPD should stabilize. Until then, agencies may share the draft IEPD, but agencies (and vendors) should not make any contractual decisions based on the draft document. Each agency should contact the POC for its state in the CSMU to get a copy of the draft IEPD.

E-mail communications

In the New UCR, e-mail will be the primary method for agencies to submit their data to the UCR Program and for the FBI to respond to the agencies. Many agencies currently send their data submissions to <ucrstat@leo.gov>; however, other agencies send data directly to the POC in the CSMU for their state. The UCR Program staff requests that all agencies send their crime data submissions to <ucrstat@leo.gov>.

The New UCR will automatically produce and send Receipt Acknowledgements and Error/Warning Reports (including the NIBRS Error Dataset) as submission files are processed. These reports will be sent to the e-mail address on file for the submitter, so it is important to maintain a good e-mail address for these responses. The FBI's UCR Program staff has preloaded known e-mail addresses into the New UCR; if your agency would like to create a standard UCR e-mail address for responses, your agency should contact your POC in the CSMU.

The UCR Crime Data Explorer

The UCRRP has changed the name of the External Data Query Tool (EDQT) to the “UCR Crime Data Explorer.” The Explorer will provide public access to UCR data for published data as well as monthly “in process” data for interim reporting. The Explorer will be part of the New UCR but will not be made publicly available until the state UCR Programs have reviewed it for accuracy. The FBI’s UCR Program requests that agencies notify the FBI of their desired frequency for “in process” data released to the UCR Crime Data Explorer. While the FBI believes that monthly updates would be a valuable research feature for public users, state crime reporting programs may request this update to be monthly, quarterly, semiannually, or annually. The default will be monthly unless otherwise specified.

Timeline for the New UCR

Date	Event
Friday, May 25, 2012	UCR Flat-File Crime Data Technical Specifications for NIBRS, SRS, Hate Crime, and Cargo Theft were made available to UCR direct contributing agencies and state crime reporting programs (crime data contributors).
Friday, August 31, 2012	UCR Flat-File Crime Data Technical Specifications for NIBRS, SRS, Hate Crime, and Cargo Theft were posted online at <www.fbi.gov> and UCR LEO SIG.
Thursday, November 1, 2012	UCR Crime Reporting IEPD will be released. This package describes the XML submission formats for NIBRS, SRS, Hate Crime, and Cargo Theft.
Monday, December 17, 2012	UCR Microsoft Excel Summary Forms Workbook and Tally Book will be released with updates for 2013 reporting year. These updated tools are only to be used for reporting 2013 data.
Monday, December 31, 2012	Revised UCR crime data submission forms for hard copies for Return A, ASR, Human Trafficking, Arson, and Police Employee data are to be released. Note: The availability of the forms depends on approval from the Office of Management and Budget (OMB). <i>This date is tentative and is subject to OMB approval of the revised forms.</i> Revised forms posted at <www.fbi.gov>.
Tuesday, January 1, to Sunday, March 31, 2013	Data contributors will finalize submissions for Reporting Year 2012. Submissions for 2012 should follow current reporting guidelines and formats (e.g., agencies should continue reporting forcible rape consistent with the historical definition.)

Date	Event
Friday, February 1, 2013	<p>First 2013 crime reports can be submitted beginning with reporting month of January.</p> <p>Agencies can, but are not required to, begin reporting 2013 submissions using new data formats and the revised definition of rape, changes to Hate Crime reporting, and Human Trafficking.</p> <p>FBI will continue to accept prior electronic reporting formats to allow for a phased transition.</p> <p>The New UCR system will hold the 2013 submissions for processing.</p> <p>All crime data submissions (NIBRS, SRS, Hate Crime, and Cargo Theft) should be delivered to the e-mail address <ucrstat@leo.gov>.</p>
Monday, April 1, 2013	State Programs will notify FBI of their desired frequency for releasing data to the UCR Crime Data Explorer (monthly, quarterly, semiannually, annually)
Monday, April 15, 2013	<p>New UCR will go live for FBI users.</p> <p>FBI will begin processing crime data submissions for January, February, and March 2013.</p> <p>Online data entry will be available for direct contributing agencies.</p>
Monday, April 15, to Friday, May 31, 2013	2012 crime data adjustments are to be processed using both Legacy UCR and the New UCR systems.
Wednesday, May 1, 2013	URL for UCR Crime Data Explorer monthly release information will be made available to state programs for review.
Wednesday, May 15, 2013	The UCR Crime Data Explorer will be made available for public use with UCR Program data through 2011.
Friday, May 31, 2013	<p>2012 publication data are to be extracted from Legacy UCR. 2012 publication process is officially underway.</p> <p>Final 2012 data are to be synchronized with New UCR system.</p> <p>FBI stops adjustments to the Legacy UCR system.</p>
Friday, June 28, 2013	FBI will release the <i>Preliminary Annual Uniform Crime Report, January to December, 2012</i> , from the Legacy UCR system.

Date	Event
Monday, July 1, 2013	Data contributors will begin submitting electronically or will have submitted a credible transition plan for moving to electronic crime data submissions. All others will be manually entering crime data via UCR online data entry web forms. UCR Crime Data Explorer will begin to display monthly data releases to public users.
Monday, September 30, 2013	FBI will release <i>Crime in the United States, 2012</i> , from the Legacy UCR system.
Tuesday, October 15, 2013	FBI will release <i>Preliminary Semiannual Uniform Crime Report January to June, 2013</i> , from the New UCR data.
Monday, October 21, 2013	FBI will release <i>Law Enforcement Officers Killed and Assaulted, 2012</i> , from the Legacy UCR system.
November 2013	FBI will release <i>Hate Crime Statistics, 2012</i> , from the Legacy UCR system.
Tuesday, July 1, 2014	Data contributors are to complete migration to electronic crime data submissions or manually enter data via the UCR Program's online data entry web forms.

Each agency with questions should contact its POC in the CSMU or by e-mail at <cjis_comm@leo.gov>.

1.2 UCR State Program Bulletin transitions to Microsoft Word

In order to comply with a Department of Justice mandate for its agencies to transition to Microsoft Word, effective immediately, the *State Program Bulletin* will no longer be produced as a Corel WordPerfect document. The document will be 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 Multimedia Productions Group (MPG) staff at <cjis_comm@leo.gov> and indicate "*UCR State Program Bulletin*" in the subject line of the e-mail.

Please note that 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 FBI UCR Program would like to remind state UCR Program managers to keep the MPG informed of any changes to their e-mail addresses.

The current UCR *State Program Bulletin*, as well as previous editions, is also available via the 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 Operations Unit by telephone at (304) 625-5555.