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

May 2011

Uniform Crime Reporting (UCR)
State Program Bulletin 11-2

SECTION 1–MESSAGE TO PROGRAM PARTICIPANTS

SECTION 2–CLARIFICATION TO POLICY AND PROCEDURES

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1.1 Advance viewing of the *Preliminary Annual Uniform Crime Report, January–December, 2010*

On Monday, May 23, the national UCR Program will publish the *Preliminary Annual Uniform Crime Report, January–December, 2010,* on the FBI's Web site. State Program managers will have advance access to the information via a beta site. Please note that the Web site, username, and password are all case-sensitive.

Preliminary Annual Uniform Crime Report, January–December, 2010

Advance viewing date: Monday, May 16, 2011
Web site: http://www.fbi.gov/ucr-prelim-2010
Username: UCRcontr
Password: 12mos2010
Public release date: Monday, May 23, 2011

State Program managers are reminded that these data are embargoed until the public release date. Until then, they are for internal use only.

1.2 UCR Quality Assurance Review mail-in audit forms are available on the Law Enforcement Online

The FBI's CJIS Audit Unit (CAU) has revised the UCR Quality Assurance Review (QAR) Mail-in Audit documents, which are available in a public forum on the Law Enforcement Online (LEO).

The UCR QAR Mail-in Audit includes information for state UCR Programs on how to develop a mail-in audit process for the Summary Reporting System and the National Incident-Based Reporting System (NIBRS). Each document is available in Word and as a Portable Document Format file. In addition, the Summary and NIBRS documents may be downloaded as zipped files.

To view the documents, state Program managers should access LEO, then click on:

- SIGS
- All SIGS Listing
- Criminal Justice Information Services
- General Information

and then click on either

- CJIS UCR/QAR Mail-in Audit Information
  or
- Audit Information/Quality Review

State Program managers with questions should contact Ms. Marla K. McDonald in the CAU by telephone at (304) 625-2944 or electronically at <marla.mcdonald@leo.gov>.

1.3   Update on the UCR Redevelopment Project

Since the 1930s, the FBI has worked with local, state, tribal, and federal law enforcement agencies to collect, organize, and publish crime statistics. Through the years, the UCR Program has expanded to include the NIBRS, Law Enforcement Officers Killed and Assaulted (LEOKA) information, hate crime statistics, and more.

The FBI's CJIS Division created the UCR Redevelopment Project (UCRRP) to manage the acquisition, development, and integration of a new information systems solution. The UCRRP's goal is to improve UCR efficiency, usability, and maintainability while increasing the value to users of UCR products. The UCRRP will:

- Decrease the time it takes to analyze data and respond sooner with data quality questions and concerns.
- Reduce, to the point of elimination, the exchange of printed materials between submitting agencies and the FBI and replace those with electronic submissions.
- Provide an enhanced external data query tool to maximize the public's ability to view and analyze published UCR data from the Internet.
- Decrease the time needed to release/publish crime data.
- Implement a flexible and scalable system framework, including industry standard interfaces that better accommodate future changes.

The deadline for eliminating printed materials coincides with the scheduled deployment of the information system on January 3, 2013. In anticipation of this deadline, the UCRRP is working with state UCR Program managers to collect information and identify ways that the project can assist with the transition, including:

- Adopting an electronic submission approach via the NIBRS, electronic Summary, or Extensible Markup Language (XML). The UCRRP will release electronic specifications in July.

- Configuring an Excel workbook that contains all UCR forms. The UCRRP is developing an associated data mapping tool that can read the workbook and create a flat file that is formatted for submission to the UCR system.

The new UCR system will include an online Web entry tool for key-entered data and will include a feature for Optical Character Recognition scanning. The system will recognize and read the two most recent versions of UCR forms approved by the Office of Management and Budget (OMB). This approach requires that agencies strictly adhere to the OMB form template; the scan will not be able to read documents that are customized for agency or state differences.

In addition, the UCRRP team wants input from state UCR Program managers regarding how they would like to receive e-mail error notifications. The UCRRP is considering three options:

Option 1: The FBI sends a single e-mail with a single error file for **all** agencies included in a submission. State Program managers could then disaggregate and distribute error files to individual contributing agencies.

Option 2: The FBI sends a single e-mail with **each** agency error file as attachement(s). State Program managers could then distribute these attached error files to individual contributing agencies.

Option 3: The FBI sends an individual e-mail for each agency receiving an error file. State Program managers could then forward these e-mail messages to the appropriate agency.

The UCRRP would like comments or suggestions about the project. State UCR Program managers with comments, questions, or suggestions should send an e-mail to the UCRRP Program Office at <ucr@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 must 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 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 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.

SECTION 2–CLARIFICATION TO POLICY AND PROCEDURES

Reporting U for Unknown gender in Cargo Theft arrests

The Arresstee section of the online *Cargo Theft Incident Report* allows for reporting the gender of the arrestee as M = Male, F = Female, or U = Unknown. However, U = Unknown is not a valid entry to report the gender of an arrestee (for cargo theft or for any other offense). The only valid entries to report the sex of an arrestee are M = Male and F = Female. The national UCR Program staff is revising the form, but until that occurs, agencies should not use U = Unknown when reporting the gender of an arrestee for cargo theft or for any other offense.

State Program managers with questions should contact Mrs. Kristi L. Donahue in the Crime Statistics Management Unit by telephone at (304) 625-2972.