



UCR Program

Criminal Justice Information Services Division

Program News

NOVEMBER 2019

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State Program managers are encouraged to share the information in this document with their local agencies.

Section 1— NIBRS Transition Updates and Resources

To assist agencies with the transition from submitting crime data through the Summary Reporting System (SRS) to submitting crime data through the National Incident-Based Reporting System (NIBRS), the *UCR Program Quarterly* features a new section, “NIBRS Transition Updates and Resources.” This section will guide agencies step-by-step in the transition process and serve as a resource for transitioning agencies.



Update on the FBI’s transition to NIBRS

To support the growing need for more comprehensive information, the FBI is modernizing its data collection to reflect the way the nation’s law enforcement agencies want to receive and

analyze crime data. To accomplish the modernization, the FBI’s Uniform Crime Reporting (UCR) Program is retiring its SRS as of January 1, 2021, in favor of the more comprehensive NIBRS. For agencies that aren’t already NIBRS-compliant, the FBI urges them to:

The FBI’s UCR Program is a nationwide, cooperative statistical effort of federal, state, city, university and college, county, and tribal law enforcement agencies that voluntarily report data on crimes brought to their attention. Currently, agencies may submit crime data to the UCR Program using SRS or NIBRS.

SRS is the traditional collection of offense and arrest data for 10 Part I offenses and only arrest data for 20 Part II offenses. NIBRS is a more modern and comprehensive data collection system and captures offense and arrest information for 52 Group A offenses and only arrest data for 10 Group B offenses.

- ❖ Name a NIBRS transition manager/UCR contact at the agency to work with the state UCR Program.
- ❖ Identify necessary funding.
- ❖ Secure devices for building or upgrading NIBRS-compliant systems.
- ❖ Map local and state statutes to NIBRS offenses.
- ❖ Establish a state technical specification (if the state collections require additional data elements).
- ❖ Begin and complete the NIBRS certification process to comply with the *NIBRS Technical Specification*, Version 3.0, or newer.
- ❖ Submit NIBRS data.

The FBI implemented NIBRS to improve the overall quality of crime data reported by law enforcement. NIBRS captures incident-level details about crime, including multiple offenses within the same incident. Incident-level details contain information on victims, known offenders, relationships between victims and offenders, arrestees, and property involved in crimes. Unlike data reported through the UCR Program's traditional SRS—which is an aggregate monthly tally of crimes—NIBRS goes much deeper to provide information about circumstances and context for crimes, such as locations, times of day, and relationships between victims and offenders.

In December 2015, the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB) passed a recommendation to transition all federal, state, local, and tribal law enforcement agencies from SRS to NIBRS. The FBI Director approved the recommendation in February 2016. The transition to NIBRS is a top priority because its implementation will improve the quality of the nation's crime statistics. Major law enforcement associations have declared their support for transitioning to a NIBRS-only data collection. To assist with the NIBRS transition, the FBI has engaged with law enforcement agencies and organizations, partnered with the Bureau of Justice Statistics through the National Crime Statistics Exchange, coordinated efforts with state UCR Programs, published numerous articles and pieces of Web content, and dedicated resources to advising law enforcement agencies in their NIBRS transition efforts.

An example of the superiority of NIBRS over SRS

A gang member kidnaps and robs his cousin at her residence. SRS would only count the offense of robbery, because SRS categorizes kidnapping under "All Other Offenses" below robbery in the SRS Hierarchy Rule. NIBRS would count the kidnapping and the robbery, plus data about the offender's gang affiliation, the residential location, and the relationship of the victim to the offender.

NIBRS's superior level of data about details of offenses, counts of offenses, and links between multiple offenses in an incident makes it a much more useful tool for understanding crime.

To date, the FBI and its law enforcement partners have produced positive results. In the 2017 reporting year, NIBRS participation was approximately 7,000 agencies representing about 106 million Americans. The number of participating and committed agencies has increased as of May 2019, with more than 4,000 additional agencies committed to participating by 2021. The FBI continues to engage with the law enforcement community to increase commitment and participation.



Agencies that wish to learn more about NIBRS participation can visit the FBI's NIBRS website at www.fbi.gov/services/cjis/ucr/nibrs. Here they will find annual NIBRS publications, helpful

resources like a NIBRS implementation playbook and readiness assessment guide, news updates, a NIBRS 101 video, and answers to frequently asked questions. For guidance or assistance, local law enforcement agencies should contact their state UCR Program. FBI personnel can also be reached by telephone at 304-625-9999 or by e-mail at ucr-nibrs@fbi.gov.

Section 2— Message to Program Participants

Data deadlines for 2019

State UCR Program managers and direct contributors should note the following deadlines for data to be received by the FBI's Crime Statistics Management Unit (CSMU). State Program managers should also inform their local agencies of these deadlines.

Note: All state programs and direct contributors must submit data by established deadlines for publication. Although data received after the deadlines will not be published in the annual report(s), the Crime Data Explorer (CDE) will be updated before the next publication cycle. This is due to the enhancements afforded to the FBI's UCR Program to allow for more timely release of data through the CDE. In 2018, the CJIS APB recommended the quarterly release of crime data. The first quarterly CDE release of preliminary 2020 data will precede the publication of 2019 data.

November 2019

CSMU staff sends e-mails to state UCR program managers requesting review of the Population-by-County printout to verify current reporting status of each agency and to identify new agency contributors.

December 2019

The deadline for the 2019 police employee counts is December 16, 2019. This is the final deadline for submitting 2019 police employee data for inclusion in the *Crime in the United States (CIUS)* publication.

Prior to the December 16, 2019, deadline, CSMU staff sends e-mails to remind direct contributors and state UCR Program managers that have not submitted police employee counts that the FBI has not received their information and inquires about police employee data that require state UCR program managers' review.

The deadline for making changes to an agency's current reporting status or name, or for adding new contributing agencies within the state, is **December 31, 2019.**

Computer upgrade leads to changes in some data elements in NIBRS

Staff in the FBI's UCR Program wish to remind users that some of the data elements in NIBRS were changed effective January 1, 2019, to include:

- ❖ Two new fraud offenses as part of cargo theft.
- ❖ The collection of domestic and family violence data.
- ❖ The expansion of negligent manslaughter to include arrests associated with driving under the influence, distracted driving (using cell/smartphone), and reckless driving fatalities.

These changes do not affect agencies that currently submit data to the national UCR Program using the SRS.

The NIBRS data elements affected by these changes are:

Data Element 2A Cargo Theft

The FBI's UCR Program added Identity Theft (Offense Code 26F) and Hacking/Computer Invasion (Offense Code 26G) as offenses that could occur in conjunction with cargo theft. Staff of the national UCR Program began collecting these offenses in 2016; however, until January 1, 2019, they were not included in the list of offenses that could occur in conjunction with cargo theft.

Identity theft (Offense Code 26F) is defined as "Wrongfully obtaining and using another person's personal data (e.g., name, date of birth, Social Security number, driver's license number, credit card number)." Hacking/computer invasion (Offense Code 26G) is defined as "Wrongfully gaining access to another person's or institution's computer software, hardware, or networks without authorized permissions or security clearances."

The national UCR staff will not reject incident data that agencies submit for these offenses with an incident date before January 1, 2019.

Data Element 8 Offender Suspected of Using

Currently, on pages 32 and 33 of the *2019.1 NIBRS User Manual*, dated July 31, 2018, the definition of negligent manslaughter (Offense Code 09B) is "The killing of another person through negligence." The manual goes on to say, "This offense includes killings resulting from hunting accidents, gun cleaning, children playing with guns, etc. It does not include deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and accidental traffic fatalities."

Note: This offense does not include Vehicular Manslaughter, which agencies should report as Murder and Nonnegligent Manslaughter if not accidental or All Other Offenses if accidental.”

However, beginning January 1, 2019, the clarifying statement changed to “This offense includes killings resulting from hunting accidents, gun cleaning, children playing with guns, and arrests associated with driving under the influence, distracted driving (using cell/smartphone), and reckless driving traffic fatalities.

Note: It does not include deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, or accidental traffic fatalities.”

As a result, in Data Element 8 (Offender Suspected of Using), Data Value C has been modified from C = Computer Equipment to C = Computer Equipment (handheld devices).

For incidents submitted with an incident date before January 1, 2019, the data value will reflect the use of prior business rules associated with computer equipment. For incidents submitted with an incident data on or after January 1, 2019, the data value will reflect the business rules associated with computer equipment (handheld devices). Regardless of the incident date, this change will not affect business rules.

Data Element 13 Type Weapon/Force Involved

Element 13 (Type Weapon/Force Involved) has changed from 35 = Motor Vehicle to 35 = Motor Vehicle/Vessel to capture driving under the influence incidents resulting in death as negligent manslaughter.

For incidents submitted with an incident date before January 1, 2019, the data value will reflect the use of prior business rules associated with motor vehicle. For incidents submitted with an incident on or after January 1, 2019, the data value will reflect the use of business rules associated with motor vehicle/vessel. Regardless of the incident date, this change will not affect business rules.

Data Element 31 Aggravated Assault/Murder and Nonnegligent Manslaughter Offenses

The national UCR Program was slated to begin collecting domestic and family violence data in NIBRS as of January 1, 2018. However, to give states and agencies a full 12 months to make technical changes, the UCR Program delayed the start of the data collection to January 1, 2019.

In December 2016, the CJIS APB approved the definition of domestic and family violence as:

“The use, attempted use, or threatened use of physical force or a weapon; or the use of coercion or intimidation; or committing a crime against property by a current or former spouse, parent, or guardian of the victim; a person with whom the victim shares a child in common; a person who is or has been in a social relationship of a romantic or intimate nature with the victim; a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian; or by a person who is or has been similarly situated to a spouse, parent, or guardian of the victim.”

As a result, in Data Element 31 (Aggravated Assault/Homicide Circumstances), Data Value 06 = Lovers’ Quarrel changed to 06 = Domestic Violence.

For incidents submitted with an incident date before January 1, 2019, the data value will reflect the use of prior business rules associated with lovers’ quarrels. For incidents submitted with an incident on or after January 1, 2019, the data value will reflect the use of business rules associated with domestic violence. Regardless of the incident date, this change will not affect business rules.

Data Element 34 Offender Number to Be Related

This data element will remain optional for Crimes Against Property until further notice. In addition, error number 401 will remain as “(Offender Number to Be Related) The referenced data element in an incident must contain data when the referenced data element is mandatory or when the conditions are met for data that must be entered into a conditionally mandatory field.” (2019.1 NIBRS Technical Specification dated July 31, 2018, page 88).

Agencies will no longer receive error message 459 or DQ1459. Error message 459 had stated “Offender Numbers to Be Related) was entered but should only be entered if one or more of the offenses entered into Data Element 24 [Victim Connected to UCR Offense Code(s)] is a Crime Against Person or is a Crime Against Property. None of these types of offenses were entered.” (2019.1 NIBRS Technical Specification dated July 31, 2018, page 88).

Data Element 35 Relationship of Victim to Offender

This data element will remain optional for Crimes Against Property until further notice. Agencies must include this data element for all Crime Against Property offenses, except robbery, when Data Element 36 (Offender Sequence Number) is anything other than 00 = Unknown Offender. Data Element 35 also now includes the code XR = Ex-Relationship. Incident data submitted with an incident date before January 1, 2019, will not be rejected.

Information to keep in mind about Data Elements 34 and 35

- ❖ Data Element 34 and Data Element 35 are mandatory for Crimes Against Persons and robbery when the victim is an I = Individual or L = Law Enforcement. These data elements are optional when reporting other Crimes Against Property.
- ❖ To use Data Element 34 and Data Element 35, the victim must be either I = Individual or L = Law Enforcement.
- ❖ If an agency uses Data Element 34, the agency must also use Data Element 35.

The FBI's UCR Program staff will work with our law enforcement partners to ensure a clear understanding of the new initiatives. Agencies with questions should send an e-mail to ucr@fbi.gov.

CJIS Division Audit Unit announces fiscal year 2020 audit schedule

The state/federal UCR Programs listed below are scheduled to participate in a CJIS Division undergo audits through the CJIS Division Audit Unit (CAU) UCR Quality Assurance Review during fiscal year (FY) 2020. Reviews will be of those UCR programs with law enforcement agencies that report crime statistics to NIBRS specifications.

For FY2020 (October 1, 2019, through September 30, 2020), the CAU will conduct reviews of the following programs: Arizona, Connecticut, Delaware, District of Columbia, Georgia, Idaho, Kentucky, Louisiana, Maryland, Massachusetts, Montana, Rhode Island, South Carolina, Utah, and Wyoming.

Agencies with questions should contact the CAU staff by telephone at 304-625-3020.

Update to submission and release dates for the Crime Data Explorer

In May, FBI Director Christopher Wray approved the CJIS APB's recommendations about the frequency of submissions and the release of data in the CDE.

Frequency of submissions

Each state UCR program and direct contributor must submit data, including any updates to original submissions, as often as feasible. State programs and direct contributors must provide, at a minimum, monthly submissions and updates by the last day of the following month to the FBI's UCR Program.

Release of data

Beginning June 15, 2020, data submitted to the UCR Program will be available in the CDE on a quarterly basis, beginning with January to March 2020 data. The UCR Program will release data in June 2020, September 2020, December 2020, and March 2021. The CDE will include a caveat that released data is subject to change.

Reporting methodology

To prepare for publication, the UCR Program will take in data submitted by the end of the following month and complete data quality reviews, identify outliers, and flag anomalies in the data, within 14 business days. Staff will return the first data quality reviews to contributing states and direct contributors by the end of May 2020.

The UCR Program will begin releasing data quarterly on the CDE beginning in June 2020. Quarterly reporting will consist of four tables that mirror the *Preliminary Semiannual Uniform Crime Report* and will be based on the following methodology:

- ❖ Tables 1 through 3 provide percent changes in offense counts.
 - ❖ Table 1 provides trend data by population group.
 - ❖ Table 2 provides trend data by region.
 - ❖ Table 3 provides national trend comparisons from the past 5 years.
- ❖ Table 4 furnishes the Most-in-Population (MIP) agency-level offense data for agencies with populations of 100,000 inhabitants or more, listed individually by state.

If the population of an MIP agency drops below 100,000 inhabitants, the UCR Program will furnish the data for the year the agency's population dropped below 100,000 and the next year. If the population remains below 100,000 inhabitants, the UCR Program will no longer include the agency's data in the table.

The following table furnishes a quarter-by-quarter breakdown of the frequency of data submissions and the release of data:

Quarter	Dataset	Release dates of 2020 data
1	<p>January–March</p> <p>Agency must submit at least 2 common months of data for a valid comparison (e.g., agency submits January and February crime statistics for current and previous year).</p>	June 15, 2020
2	<p>January–June</p> <p>Monthly criteria: at least 50 percent of agencies that contribute data to the UCR Program, which covers at least 40 percent of the U.S. population.</p> <p>Agencies must submit at least 3 or more common months of data for current and previous years for a valid comparison.</p>	September 15, 2020
3	<p>January–September</p> <p>Monthly criteria: at least 50 percent of agencies that contribute data to the UCR Program, which covers at least 40 percent of the U.S. population.</p> <p>Agencies must submit at least 5 or more common months of data for current and previous years for a valid comparison.</p>	December 15, 2020
4	<p>January–December</p> <p>Monthly criteria: at least 50 percent of agencies that contribute data to the UCR Program, which covers at least 40 percent of the U.S. population.</p> <p>Agencies must submit at least 6 or more common months of data for current and previous years for a valid comparison.</p>	March 15, 2021

FBI systems will conduct all data quality checks before each quarterly release. The inaugural quarterly release of 2020 data on the CDE will precede the publication of *CIUS, 2019*. In September, staff of the UCR Program e-mailed state program managers, direct contributors, and CJIS Systems officers a detailed communications plan that addressed the schedule for the release of data.

Agencies with questions should contact the UCR Program staff at <https://forms.fbi.gov/assistance-with-uniform-crime-statistics-information>.

Result of June APB meeting

The CJIS APB met in Jacksonville, Florida, in June. The board discussed several topics, including possible modifications to NIBRS to better reflect the resolution of cases requiring the attention of law enforcement. In particular, how to handle cases that are unfounded or administratively closed.

Background

Currently, there are four possible outcomes to crimes in the UCR Program. An agency may:

- ❖ “Unfounded” the case.
- ❖ Clear the case with at least one arrest.
- ❖ Clear the case by exceptional means.
- ❖ Not clear the offense.

Unfounded

In the FBI’s UCR Program, “unfounded” offenses are false or baseless complaints. An offense initially comes to the attention of law enforcement, but law enforcement investigation determines that no crime actually occurred.

Cleared by arrest

An offense is cleared by arrest when at least one person is arrested, charged with the commission of the offense, and turned over to the court for prosecution (whether following arrest, by court summons, or by police notice). An agency can claim an offense is cleared by arrest when the offender is under the age of 18 and is cited to appear in juvenile court or before other juvenile authorities, even though the agency did not make a physical arrest. The arrest of one person may clear several crimes, and the arrest of multiple people may clear only one crime. If several people are involved in the commission of a crime and only one person is arrested and charged, the law enforcement agency reports the incident as cleared by arrest.

Cleared by exceptional means

All clearances center on the concept of arrest. Clearance by exceptional means allows an agency to qualify why a reporting agency is unable to arrest the offender. When an offense is cleared by exceptional means, the law enforcement agency knows who committed the offense and where the individual is, but the agency cannot make the arrest

due to circumstances outside of its control. To clear a crime by exceptional means, an agency must meet all four of the following conditions:

- ❖ The law enforcement investigation must have clearly and definitely established the identity of at least one offender.
- ❖ The law enforcement agency must have sufficient probable cause to support arresting, charging, and prosecuting the offender.
- ❖ The law enforcement agency must know the exact location of the offender so that law enforcement could make an arrest if circumstances did not prevent it.
- ❖ There must be a reason outside of law enforcement control preventing the law enforcement agency from arresting, charging, and turning over an individual for prosecution.

Examples of clearances by exceptional means include the suicide of the offender, a double murder in which the offender kills another person before killing himself or herself, a deathbed confession, or an offender who is killed by police or a citizen.

Not clear the offense

All remaining offenses not cleared by arrest or exceptional means fall into this category. For example, an agency receives the report of a burglary and discovers property was stolen. However, the agency has no available information about the offender, no fingerprints, no evidence, and no additional leads to follow up.

Currently, NIBRS does not permit the unfounding of an offense. Agencies that collect data via NIBRS must delete an incident to unfound the offense. However, agencies also delete incidents for other reasons. For example, to modify an incident, an agency may delete it and resubmit it with the modifications. The inability for agencies to unfound offenses in NIBRS creates skepticism about the appropriate use of exceptional clearances and deleted incidents for each agency.

Agencies that submit crime data via NIBRS use Data Element 4 (Cleared Exceptionally) to report incidents that were cleared by exceptional means. However, NIBRS does not provide a way for agencies to report the number of incidents and offenses that are unfounded or crimes that law enforcement cannot investigate due to a lack of available resources or evidence.

Administratively closed

Some agencies have established their own definitions of offenses that were suspended or administratively closed in specific, explicit conditions. These statuses apply when the agency has exhausted every reasonable avenue of investigation. Although active work on these suspended or administratively closed cases is discontinued, if an agency encounters additional information (i.e., new evidence, the arrest of a suspect on a subsequent case, etc.),

it will pursue the information at that time, thus changing the investigative status of the incident.

The addition of case status within NIBRS will allow agencies to report incidents determined not to be a crime (unfounded) and include the option for administratively closed cases, thus giving agencies the opportunity to measure the usage of exceptional clearances against unfounded and administratively closed incidents. The purpose of this measurement is not to gauge the effectiveness of law enforcement but to focus on the ability to build confidence in the completeness and quality of data provided to the UCR Program.

At its June meeting, the APB recommended that the FBI add “unfounded” to NIBRS by working with contributing law enforcement agencies and state UCR programs to conduct research and outreach for data collection alternatives and identify an implementation plan. The FBI will update the UCR Subcommittee on its research at the fall 2019 Subcommittee Meeting and submit an implementation plan to the APB in spring 2020.

The APB also recommended that the FBI explore adding case disposition options (i.e., administratively closed) in NIBRS to enhance or clarify the resolution of the incident. The FBI will conduct research and outreach with contributing law enforcement agencies and state UCR programs, and then update the UCR Subcommittee at the fall 2019 Subcommittee Meeting and submit an implementation plan to the APB in spring 2020.

The UCR Program staff will update law enforcement agencies about any procedural or systematic changes.

Agencies with questions should send an e-mail to the FBI’s UCR Program staff at ucr@fbi.gov.

Trainer Talk

The CJIS Division supports the transition of all agencies to submit crime data via NIBRS. Because of this, effective October 1, 2016, CJIS Division trainers began focusing their efforts on NIBRS and are no longer providing live training on SRS. However, the UCR Program has furnished computer-based training on the basics of SRS, which is available on the Law Enforcement Enterprise Portal (LEEP). In addition, the trainers will continue to answer SRS-related questions via e-mail and facsimile.

Each quarter, Trainer Talk features questions the trainers from the FBI’s UCR Program have received about classifying and scoring offenses in UCR. The trainers answer questions for both

NIBRS and SRS. The information they provide is for UCR Program reporting purposes and may not reflect the manner in which an offender(s) is charged. When requesting assistance with the classification and scoring of incidents, law enforcement agencies and state program personnel are asked to provide the entire incident report so the UCR trainers can provide the most accurate assessment. Agencies may submit incident reports by e-mail to UCRtrainers@leo.gov or by facsimile to 304-625-5599. Agency staff with questions should contact the trainer's e-mail at UCRtrainers@leo.gov.

Question

During a shootout, a bystander across the street is injured or killed. How should an agency classify and score this?

Answer

NIBRS agencies: If the bystander is injured by a stray bullet, the agency should classify and score this as Aggravated Assault (Offense Code 13A), which is defined as "An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness" (page 22, *2019.1 NIBRS User Manual*, dated July 31, 2018) on the *Return A* report.

If the individual was killed as a result of the stray bullet, the agency should classify and score this as Murder and Nonnegligent Manslaughter (Offense Code 09A), which is defined as "The willful (nonnegligent) killing of one human being by another" (page 32, *2019.1 NIBRS User Manual*, dated July 31, 2018) on the *Return A* report.

SRS agencies: If the bystander is injured by a stray bullet, the agency should classify and score this as Aggravated Assault, which is defined as "An unlawful attack by one person upon another for the purpose of inflict severe or aggravated bodily injury" (page 37, *SRS User Manual*, Version 1.0, dated June 20, 2013) on the *Return A* report.

If the individual was killed as a result of the stray bullet, the agency should classify and score this as Criminal Homicide—Murder and Nonnegligent Manslaughter, which is defined as "The willful (nonnegligent) killing of one human being by another" (page 28, *SRS User Manual*, Version 1.0, dated June 20, 2013) on the *Return A* report.

Question

A man is taking property from the shelves in a department store. Before he steps outside the store, the store guard intervenes with him because it was obvious that the man wanted to

take the property without paying. The man confronts the guard fighting or threatening him, and he either runs with the property or leaves it behind. Would it make a difference if this happened outside of the store?

NIBRS agencies: If the guard confronts the offender and there is any type of assault, then the agency should classify and score this as Robbery (Offense Code 120), which is defined as “The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm” (page 40, *2019.1 NIBRS User Manual*, dated July 31, 2018) on the *Return A* report. It would not make a difference if the individual was outside of the store, assuming the offender is still on the store property.

SRS agencies: If the guard confronts the offender and there is any type of assault, then the agency should classify and score this as a Robbery, which is defined as “The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.” (page 36, *SRS User Manual*, Version 1.0, dated June 20, 2013) on the *Return A* report. Assuming the offender remains on store property, it does not make a difference if the individual was outside of the store.

Electronic availability of the *UCR Program Quarterly*

All editions of the *UCR Program Quarterly* are available via the UCR Program’s Special Interest Group (SIG) on LEEP and on JusticeConnect.

To access the *UCR Program Quarterly* on the UCR Program’s SIG on LEEP:

- ❖ Click on the SIG logo under the Service column.
- ❖ Scroll to the bottom of the page and click on the UCR logo.
- ❖ Click on the UCR Program Quarterly folder.

Users with questions concerning access to LEEP should contact the Online Services and Operations Unit by telephone at 304-625-5555.

To access the *UCR Program Quarterly* on JusticeConnect, you must have a LEEP account and be a member of the UCR Program community. To obtain a LEEP account, go to www.cjis.gov to apply. Once on LEEP, to apply to the UCR Program community, click on the magnifying glass and search for Uniform Crime Reporting Program. Scroll down and click on the UCR

Program logo to request joining the community. Members of the UCR Program community should:

- ❖ Log onto the LEEP portal at www.fbi.gov/services/cjis/leep.
- ❖ Click on the JusticeConnect link and select I Agree under the terms and conditions.
- ❖ Select UCR Program Quarterly under the Publications and Files section.

Section 3— Publication Updates and Notifications

National Use-of-Force Data Collection has new documents to assist participants

Agencies participating in the National Use-of-Force (UoF) Data Collection can access two new documents and a new worksheet online. The UCR Program staff of the FBI's CJIS Division have created the *State Program Manager Guide to the National Use-of-Force Data Collection* and the *National Use-of-Force Data Collection Quick Start Guide*. In addition to the documents, a *National Use-of-Force Data Collection Preparation Worksheet* is available to participants.



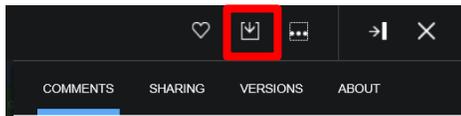
The *State Program Manager Guide to the National Use-of-Force Data Collection*, a four-page document, provides guidance and support, outlines roles and responsibilities, and illustrates how to manage local agencies' data. The *National Use-of-Force Data Collection Quick Start Guide*, a four-page document, provides the basic information an agency needs to start collecting and submitting national use-of-force data to the UCR Program. The *National Use-of-Force Data Collection Preparation Worksheet*, a six-page document, assists agencies with gathering and organizing the information needed to enter a use-of-force incident.

The documents and worksheet can be accessed via the National UoF Data Collection Portal or the National UoF Data Collection's JusticeConnect Page. To access the information via the portal:

- ❖ Log onto LEEP at www.fbi.gov/services/cjis/leep.
- ❖ Select the National Use-of-Force Data Collection icon.
- ❖ Select Help.
- ❖ The *State Program Manager Guide* and the *National Use-of-Force Data Collection Quick Guide* are located in the Quick Guides link.
- ❖ The *National Use-of-Force Data Collection Preparation Worksheet* has its own link located under Help.

To access the documents via JusticeConnect:

- ❖ Log onto the LEEP portal at www.fbi.gov/services/cjis/leep.
- ❖ Click on the JusticeConnect link.
- ❖ Select National Use-of-Force Data Collection Community.
- ❖ Click on the More link and select Files.
- ❖ Select Resources.
- ❖ Click on the desired file and hit the download button.



Agencies with questions should send them to UoF@fbi.gov.