



February 2009

*Uniform Crime Reporting (UCR)
Newsletter 09-1*

MESSAGE TO PROGRAM PARTICIPANTS

1.1	Data Submission Deadlines	2
1.2	Work Processes for UCR Publications	3
1.3	State Contacts of Crime Statistics Management Unit (CSMU) Personnel and Outreach Team Members	7
1.4	Contact Information of Members of the UCR Subcommittee of the CJIS Advisory Policy Board (APB)	10
1.5	Electronic Availability of the <i>UCR Newsletter</i>	11

MESSAGE TO PROGRAM PARTICIPANTS

1.1 Data Submission Deadlines

Local agencies should note the following deadlines for data to be received by the CJIS Division's CSMU.

Date	Information needed
February 13, 2009	<p>Deadline for submitting January–December 2008 data for inclusion in the <i>Preliminary Annual Uniform Crime Report, January–December, 2008</i>.</p> <p>For Most-in-Population (MIP) agencies to be published in the Report, the CSMU must receive complete data for 12 months by the deadline.</p>
March 17, 2009	<p>Deadline for submitting data for inclusion in the 2008 editions of <i>Crime in the United States (CIUS)</i>, <i>Law Enforcement Officers Killed and Assaulted (LEOKA)</i>, and <i>Hate Crime Statistics</i>.</p> <p>Local agencies should note that:</p> <ul style="list-style-type: none"> ■ For agencies' statistics to be published in Tables 8-11 of <i>CIUS, 2008</i>, the CSMU must receive 12 months of complete data by this date. ■ The number of quarters for which an agency reported hate crime data in 2008 will be published in Tables 13 and 14 of <i>Hate Crime Statistics, 2008</i>. ■ State totals on officers assaulted presented in <i>LEOKA, 2008</i>, will include those law enforcement agencies for which the CSMU receives both 12 months of officer assault data and police employee counts.
August 28, 2009	<p>Deadline for submitting January through June 2009 data to the FBI for inclusion in the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2009</i>.</p>
December 18, 2009	<p>Deadline for submitting police employee counts as of October 31, 2009.</p>
December 31, 2009	<p>Deadline for making changes to an agency's name/address or current reporting status.</p>

1.2 Work Processes for UCR Publications

Preliminary Annual Uniform Crime Report, January–December, 2008

CIUS, 2008

LEOKA, 2008

Hate Crime Statistics, 2008

Preliminary Semiannual Uniform Crime Report, January–June, 2009

As part of the FBI’s effort to keep local agencies 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 agencies must adhere to the scheduled deadlines on the preceding page.**

Many agencies are conscientious about meeting these deadlines; however, agencies that are late with their submissions cause publication delays. The FBI realizes that there are extenuating circumstances that cause an agency to miss a deadline. Nevertheless, the FBI requests that local agencies make every effort to adhere to these deadlines.

Date	Work process
February	<p>The CSMU staff disseminates letters to local agencies:</p> <ul style="list-style-type: none"> ■ Requesting the verification of any January–December 2008 crime totals that indicate significant increases or decreases over the previous year’s data and/or verification of any high/low monthly offense counts during the 12-month period for MIP agencies. ■ Identifying any January–December 2008 data, by agency and month, that have not been received by the submission deadline for the <i>Preliminary Annual Report</i> for contributors other than MIP agencies. <p>The deadline for submitting January through December 2008 data to the FBI for inclusion in the <i>Preliminary Annual Uniform Crime Report, January–December 2008</i> is February 13, 2009.</p>
March	<p>The CSMU’s staff disseminates letters to local agencies requesting the verification of any January–December 2008 crime totals that indicate significant increases or decreases over the previous year’s data and/or verification of any high/low monthly offense counts during the 12-month period for all contributors other than MIP agencies.</p> <p>The deadline for submitting January–December 2008 data to the FBI for inclusion in <i>CIUS, LEOKA, and Hate Crime Statistics</i> is March 17, 2009.</p>

April	The CSMU's staff disseminates letters to local agencies providing January–December 2008 crime totals/Return A Record Cards for all law enforcement agencies that submitted 12 months of complete data.
May through September	The national UCR Program staff reviews information for data quality and finalizes the 2008 editions of <i>CIUS</i> , <i>LEOKA</i> , and <i>Hate Crime Statistics</i> for publication.
June	The tentative release of the <i>Preliminary Annual Uniform Crime Report, January–December, 2008</i> .
July	<p>The CSMU's staff disseminates letters to local agencies:</p> <ul style="list-style-type: none"> ■ Providing the 2009 Timetable. ■ Requesting missing January–June 2008 data for MIP agencies that are to be included in Table 4 of the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2009</i>. The letters will provide the August 28, 2009, deadline for submitting data to be included in the <i>Report</i>. <p>The deadline for submitting January–June 2009 data to the FBI for inclusion in the <i>Preliminary Semiannual Uniform Crime Report</i> is August 28, 2009.</p>
August and September	<p>The CSMU's staff disseminates letters to local agencies requesting verification of any January–June 2009 crime totals that indicate significant increases or decreases over the previous year's data and/or verification of any high/low monthly offense counts during the 6-month period for MIP agencies.</p> <p>The deadline for submitting January through June 2009 data to the FBI for inclusion in the <i>Preliminary Semiannual Uniform Crime Report</i> is August 28, 2009.</p>

September	<p>The CSMU's staff disseminates letters to local agencies:</p> <ul style="list-style-type: none"> ■ Identifying any missing January–June 2009 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 CSMU's staff may opt to contact these agencies via telephone.) ■ Requesting the verification of any January–June 2009 crime totals that indicate significant increases or decreases over the previous year's data and/or verification of any high/low monthly offense counts during the 6-month period for all contributors other than MIP agencies that submitted 3 or more months of data. <p>The tentative release of <i>CIUS, 2008</i>.</p>
October	<p>The CSMU's staff disseminates letters to local agencies:</p> <ul style="list-style-type: none"> ■ Requesting the verification of any January–June 2009 crime totals that indicate significant increases or decreases over the previous year's data and/or verification of any high/low monthly offense counts during the 6-month period for all contributors other than MIP agencies that submitted 3 or more months of data. ■ Requesting the completion of information on the current year's police employee counts as of October 31, 2009. <p>The deadline for submitting police employee counts is December 18, 2009.</p> <p>The tentative release of <i>LEOKA, 2008</i> and <i>Hate Crime Statistics, 2008</i>.</p>
November	<p>The CSMU's staff disseminates a <i>UCR Newsletter</i> reminding all local agencies of the December 18, 2009, deadline for submitting police employee counts and the December 31, 2009, deadline for making changes to an agency's name/address or current reporting status. (The CSMU's staff will not assign an Originating Agency Identifier until an agency submits one <i>Return A</i> form.)</p>

December	<p>The national UCR Program staff publishes the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2009</i>.</p> <p>After the December 18, 2009, deadline, the CSMU’s staff will forward letters to local agencies informing them that the FBI has not received their police employee counts.</p> <p>The deadline for submitting police employee counts is December 18, 2009.</p> <p>The deadline for making changes to an agency’s name/address or current reporting status is December 31, 2009.</p>
----------	---

1.3 State Contacts of Crime Statistics Management Unit (CSMU) Personnel and Outreach Team Members

The following provides the CSMU personnel and the UCR Program's trainers from the Outreach Team. If a state's data are assigned to more than one member of the CSMU, the data to which they manage is identified as the Summary reporting system (SRS), the National Incident-Based Reporting System (NIBRS), or MIP agencies.

ALABAMA

SRS: Paula Vangilder (304) 625-3529
MIP: Adena D. Morris (304) 625-3515
NIBRS: Drema Fouch (304) 625-2982
Outreach Team: J. Kevin MacFarland (304) 625-2855

ALASKA

Adena D. Morris (304) 625-3515
Outreach Team: Darrin Lee Moor (304) 625-2934

AMERICAN SAMOA

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

ARIZONA

Vickie L. Dean (304) 625-2969
Outreach Team: Darrin Lee Moor (304) 625-2394

ARKANSAS

Sharon K. Huffman (304) 625-3626
Outreach Team: J. Kevin MacFarland (304) 625-2855

CALIFORNIA

SRS: Kelly L. Beafore (304) 625-3561 and
Elizabeth L. Moneypenny (304) 625-2983
MIP: Joyce E. Blair (304) 625-2966 and
Adena D. Morris (304) 625-3515
Outreach Team: Darrin Lee Moor (304) 625-2934

CANAL ZONE

Kristi M. Wolford (304) 625-2974

COLORADO

Alicia Wetzel (304) 625-3513
Outreach Team: Darrin Lee Moor (304) 625-2934

CONNECTICUT

Drema Fouch (304) 625-2982
Outreach Team: Darrin Lee Moor (304) 625-2934

DELAWARE

Jennifer K. Neely (304) 625-2959
Outreach Team: Gregory S. Swanson (304) 625-2998

DISTRICT OF COLUMBIA

MIP & SRS: Joyce E. Blair (304) 625-2966
NIBRS: Jennifer K. Neely (304) 625-2959
Outreach Team: J. Kevin MacFarland (304) 625-2855

FLORIDA

SRS: Rebecca A. Davis (304) 625-3532 and
Kristi Wolford (304) 625-2974
MIP: Cynthia A. Miller (304) 625-2970 and
Adena D. Morris (304) 625-3515
Outreach Team: J. Kevin MacFarland (304) 625-2855

GEORGIA

SRS: Ava L. Metheny (304) 625-3507
MIP & NIBRS: Vickie L. Dean (304) 625-2969
Outreach Team: J. Kevin MacFarland (304) 625-2855

GUAM

Elizabeth L. Moneypenny (304) 625-2983
Outreach Team: Darrin Lee Moor (304) 625-2934

HAWAII

Cynthia A. Miller (304) 625-2970
Outreach Team: Darrin Lee Moor (304) 625-2934

IDAHO

Alicia Wetzel (304) 625-3513
Outreach Team: Darrin Lee Moor (304) 625-2934

ILLINOIS

MIP: Cynthia A. Miller (304) 625-2970
NIBRS: Teresa R. Bigelow (304) 625-5118
Outreach Team: Gregory S. Swanson (304) 625-2998

INDIANA

SRS: Peggy G. Riley (304) 625-3517 and
Susan Sturgill-Hunter (304) 625-2954
MIP: Adena D. Morris (304) 625-3515
Outreach Team: Gregory S. Swanson (304) 625-2998

IOWA

Teresa R. Bigelow (304) 625-5118
Outreach Team: Gregory S. Swanson (304) 625-2998

KANSAS

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

KENTUCKY

SRS: Cynthia A. Miller (304) 625-2970 and
Adena D. Morris (304) 625-3515
MIP: Joyce E. Blair (304) 625-2966
NIBRS: Jennifer K. Neely (304) 625-2959
Outreach Team: J. Kevin MacFarland (304) 625-2855

LOUISIANA

SRS: Debra M. Cook (304) 625-2967 and
Paula Vangilder (304) 625-3529
MIP & NIBRS: Vickie L. Dean (304) 625-2969
Outreach Team: J. Kevin MacFarland (304) 625-2855

MAINE

Drema Fouch (304) 625-2982
Outreach Team: Darrin Lee Moor (304) 625-2934

MARYLAND

SRS: Debra M. Cook (304) 625-2967 and
Paula Vangilder (304) 625-3529
MIP: Cynthia A. Miller (304) 625-2970
Outreach Team: Gregory S. Swanson (304) 625-2998

MASSACHUSETTS

SRS & NIBRS: Jennifer K. Neely (304) 625-2959
MIP: Cynthia A. Miller (304) 625-2970
Outreach Team: J. Kevin MacFarland (304) 625-2855

MICHIGAN

Teresa R. Bigelow (304) 625-5118
Outreach Team: Gregory S. Swanson (304) 625-2998

MINNESOTA

SRS: Rebecca Ann Davis (304) 625-3532
MIP: Cynthia A. Miller (304) 625-2970
Outreach Team: Gregory S. Swanson (304) 625-2998

MISSISSIPPI

SRS: Kelly L. Beafore (304) 625-3561,
Elizabeth L. Moneypenny (304) 625-2983, and
Jennifer R. Walker (304) 625-4240
MIP: Joyce E. Blair (304) 625-2966
Outreach Team: J. Kevin MacFarland (304) 625-2855

MISSOURI

SRS: Peggy G. Riley (304) 625-3517
MIP: Adena D. Morris (304) 625-3515
NIBRS: Drema Fouch (304) 625-2982
Outreach Team: Gregory S. Swanson (304) 625-2998

MONTANA

Vickie L. Dean (304) 625-2969
Outreach Team: Darrin Lee Moor (304) 625-2934

NEBRASKA

SRS: Debra M. Cook (304) 625-2967
MIP & NIBRS: Sharon K. Huffman (304) 625-3626
Outreach Team: Gregory S. Swanson (304) 625-2998

NEVADA

SRS: Kelly L. Beafore (304) 625-3561
MIP: Cynthia A. Miller (304) 625-2970
Outreach Team: Darrin Lee Moor (304) 625-2934

NEW HAMPSHIRE

Teresa R. Bigelow (304) 625-5118
Outreach Team: Darrin Lee Moor (304) 625-2934

NEW JERSEY

SRS: Rebecca Ann Davis (304) 625-3532 and
Kristi M. Wolford (304) 625-2974
MIP: Adena D. Morris (304) 625-3515
Outreach Team: Darrin Lee Moor (304) 625-2934

NEW MEXICO

SRS: Jennifer R. Walker (304) 625-4240
MIP: Cynthia A. Miller (304) 625-2970
Outreach Team: J. Kevin MacFarland (304) 625-2855

NEW YORK

SRS: Laverne R. Kesselman (304) 625-2948
MIP: Cynthia A. Miller (304) 625-2970
Outreach Team: Gregory S. Swanson (304) 625-2998

NORTH CAROLINA

SRS: Ava L. Metheny (304) 625-3507
MIP: Joyce E. Blair (304) 625-2966
Outreach Team: J. Kevin MacFarland (304) 625-2855

NORTH DAKOTA

Teresa R. Bigelow (304) 625-5118
Outreach Team: Gregory S. Swanson (304) 625-2998

OHIO

SRS: Pamela T. Fidler (304) 625-2968
MIP & NIBRS: Drema Fouch (304) 625-2982
Outreach Team: Gregory S. Swanson (304) 625-2998

OKLAHOMA

SRS: Elizabeth L. Moneypenny (304) 625-2983
MIP: Joyce E. Blair (304) 625-2966
Outreach Team: J. Kevin MacFarland (304) 625-2855

OREGON

SRS: Debra M. Cook (304) 625-2967
MIP: Adena D. Morris (304) 625-3515
NIBRS: Vickie L. Dean (304) 625-2969
Outreach Team: Darrin Lee Moor (304) 625-2934

PENNSYLVANIA

SRS: Susan Sturgill-Hunter (304) 625-2954
MIP: Cynthia A. Miller (304) 625-2970
Outreach Team: Gregory S. Swanson (304) 625-2998

PUERTO RICO

Kristi 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

SRS & NIBRS: Alicia Wetzel (304) 625-3513
MIP: Joyce E. Blair (304) 625-2966
Outreach Team: J. Kevin MacFarland (304) 625-2855

UTAH

Alicia Wetzel (304) 625-3513
Outreach Team: Darrin Lee Moor (304) 625-2934

VERMONT

Drema Fouch (304) 625-2982
Outreach Team: Gregory S. Swanson (304) 625-2998

VIRGINIA

Drema Fouch (304) 625-2982
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

SRS: Kristi M. Wolford (304) 625-2974
MIP: Cynthia A. Miller (304) 625-2970
NIBRS: Vickie L. Dean (304) 625-2969
Outreach Team: Darrin Lee Moor (304) 625-2934

WEST VIRGINIA

Drema Fouch (304) 625-2982
Outreach Team: J. Kevin MacFarland (304) 625-2855

WISCONSIN

SRS: Debra M. Cook (304) 625-2967
MIP & NIBRS: 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

HATE CRIME

Mary P. Reese (304) 625-3528

LEOKA

Frankie L. Kelley (304) 625-3587
Dorothy E. Kisner (304) 625-2953

ORI

Sherry V. McDowell (304) 625-3536

1.4 Contact Information of Members of the UCR Subcommittee of the CJIS Advisory Policy Board (APB)

Listed below are the current members of the UCR Subcommittee of the CJIS APB.

Ms. Mary Rumble
Director of Records Division
Winston-Salem Police Department
Post Office Box 1707
Winston-Salem, NC 27102-1707
Phone: (336) 773-7915
E-mail: <mrumble@wspd.org>

Mr. Lawrence A. Stelma
Sheriff of Kent County
701 Ball Avenue, NE
Grand Rapids, MI 49503
Phone: (616) 632-6101
E-mail: <larry.stelma@kentcounty.org>

Mr. William D. Baker
Chief of Police
Westbrook Police Department
570 Main Street
Westbrook, ME 04092
Phone: (207) 854-0644 x405
E-mail: <wbaker@westbrook.me.us>

Mr. Rodney Eaton
Crime Reporting Field Services Supervisor
Oklahoma State Bureau of Investigation
6600 North Harvey
Oklahoma City, OK 73116
Phone: (405) 879-2966
E-mail: <rodneye@osbi.state.ok.us>

Lieutenant Patrick "Pete" D. Fagan III
Criminal Justice Information Services Division
Virginia State Police
Post Office Box 27472
Richmond, VA 23261-7472
Phone: (804) 674-2918
E-mail: <pete.fagan@vsp.virginia.gov>

Mr. Paul F. Glowacki
Chief of Police
St. Mary's University Police Department
Campus Box 70
One Camino Santa Maria
San Antonio, TX 78228-8570
Phone: (210) 436-3550
E-mail: <pglowacki@stmarytx.edu>

Dr. Gregory "Max" Schlueter
Director
Vermont Criminal Information Center
Vermont Department of Public Safety
103 South Main Street
Waterbury, VT 05671-2101
Phone: (802) 244-8727
E-mail: <mschluet@dps.state.vt.us>

Major William K. Seibert Jr.
Deputy Chief of Police
Operations Commander
O'Fallon Police Department
100 North Main Street
O'Fallon, MO 63366
Phone: (636) 379-5654
E-mail: <wseibert@ofallon.mo.us>

Mr. Roberto A. Villaseñor
Assistant Chief of Police
Tucson Police Department
270 South Stone Avenue
Tucson, AZ 85701
Phone: (520) 791-4441
E-mail: <roberto.villasenor@tucsonaz.gov>

Mr. Michael Walker
100 Elberon Avenue
Hawthorne, NJ 07506-2606
Phone: (973) 202-3846
E-mail: <mwalker@pccc.edu>

1.5 Electronic Availability of the *UCR Newsletter*

The current *UCR Newsletter*, 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/newsletters/newsletters.htm>. Users with questions concerning access to the LEO should contact the LEO Program Office at (304) 625-5555 or Mrs. Stacey C. Davis of the Advisory Groups Management Unit at (304) 625-2618.