## MESSAGE TO PROGRAM PARTICIPANTS

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Information needed</th>
</tr>
</thead>
</table>
For Most-in-Population (MIP) agencies to be published in the Report, the CSMU must receive complete data for 12 months by the deadline. |
| **March 17, 2009** | Deadline for submitting data for inclusion in the 2008 editions of *Crime in the United States (CIUS)*, *Law Enforcement Officers Killed and Assaulted (LEOKA)*, and *Hate Crime Statistics*.  
Local agencies should note that:  
- For agencies’ statistics to be published in Tables 8-11 of *CIUS, 2008*, 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 *Hate Crime Statistics, 2008*.  
- State totals on officers assaulted presented in *LEOKA, 2008*, 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** | Deadline for submitting January through June 2009 data to the FBI for inclusion in the *Preliminary Semiannual Uniform Crime Report, January–June, 2009.* |
| **December 18, 2009** | Deadline for submitting police employee counts as of October 31, 2009. |
| **December 31, 2009** | Deadline for making changes to an agency’s name/address or current reporting status. |
1.2 Work Processes for UCR Publications

CIUS, 2008
LEOKA, 2008
Hate Crime Statistics, 2008

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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Work process</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>The CSMU staff disseminates letters to local agencies:</td>
</tr>
<tr>
<td></td>
<td>▪ 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.</td>
</tr>
<tr>
<td></td>
<td>▪ Identifying any January–December 2008 data, by agency and month, that have not been received by the submission deadline for the Preliminary Annual Report for contributors other than MIP agencies.</td>
</tr>
<tr>
<td></td>
<td><strong>The deadline for submitting January through December 2008 data to the FBI for inclusion in the Preliminary Annual Uniform Crime Report, January–December 2008 is February 13, 2009.</strong></td>
</tr>
<tr>
<td>March</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td><strong>The deadline for submitting January–December 2008 data to the FBI for inclusion in CIUS, LEOKA, and Hate Crime Statistics is March 17, 2009.</strong></td>
</tr>
<tr>
<td>Month</td>
<td>Event</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>April</td>
<td>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.</td>
</tr>
<tr>
<td>May through September</td>
<td>The national UCR Program staff reviews information for data quality and finalizes the 2008 editions of <em>CIUS</em>, <em>LEOKA</em>, and <em>Hate Crime Statistics</em> for publication.</td>
</tr>
<tr>
<td>June</td>
<td>The tentative release of the <em>Preliminary Annual Uniform Crime Report, January–December, 2008</em>.</td>
</tr>
<tr>
<td>July</td>
<td>The CSMU’s staff disseminates letters to local agencies:</td>
</tr>
<tr>
<td></td>
<td>- Providing the 2009 Timetable.</td>
</tr>
<tr>
<td></td>
<td>- Requesting missing January–June 2008 data for MIP agencies that are to be included in Table 4 of the <em>Preliminary Semiannual Uniform Crime Report, January–June, 2009</em>. The letters will provide the August 28, 2009, deadline for submitting data to be included in the Report.</td>
</tr>
<tr>
<td></td>
<td>The deadline for submitting January–June 2009 data to the FBI for inclusion in the <em>Preliminary Semiannual Uniform Crime Report</em> is August 28, 2009.</td>
</tr>
<tr>
<td>August and September</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>The deadline for submitting January through June 2009 data to the FBI for inclusion in the <em>Preliminary Semiannual Uniform Crime Report</em> is August 28, 2009.</td>
</tr>
<tr>
<td>Month</td>
<td>The CSMU’s staff disseminates letters to local agencies:</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------------------------------</td>
</tr>
</tbody>
</table>
| September | - Identifying any missing January–June 2009 data that the FBI has not received by the submission deadline for the Preliminary Semiannual Uniform Crime Report 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. |
| October  | The CSMU’s staff disseminates letters to local agencies:  
- 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.  

**The deadline for submitting police employee counts is December 18, 2009.**  
| November | The CSMU’s staff disseminates a UCR Newsletter 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 Return A form.) |
| December | The national UCR Program staff publishes the *Preliminary Semiannual Uniform Crime Report, January–June, 2009*.  
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.  
**The deadline for submitting police employee counts is December 18, 2009.**  
**The deadline for making changes to an agency’s name/address or current reporting status is December 31, 2009.** |
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) 625-2969
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: Kristi M. Wolford (304) 625-2974
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 Rumple  
Director of Records Division  
Winston-Salem Police Department  
Post Office Box 1707  
Winston-Salem, NC 27102-1707  
Phone: (336) 773-7915  
E-mail: <mrumple@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@stmmarytx.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.